



ADEA PASS Application Instructions

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What is ADEA PASS?

The ADEA Postdoctoral Application Support Service (PASS) is a centralized application service for advanced dental education postdoctoral programs in dentistry. ADEA PASS simplifies the application process by providing one standardized application format, relieving applicants of the need to complete multiple applications. While programs accept the ADEA PASS application, they all have different requirements, deadlines, and admissions timelines (please reference the Search Engine). ADEA PASS is distinct from the National Dental Match.

Resources for ADEA PASS Applicants

- The [American Dental Education Association \(ADEA\)](#) website on the ADEA PASS application covers all instructions and updates to the current application.
- The [American Student Dental Association \(ASDA\)](#) publishes guides to postdoctoral dental education programs.
- The [American Dental Association \(ADA\)](#) Council on Dental Education and Licensure publishes an Annual Report on Advanced Dental Education.
- The [PASS Program Search Engine](#) contains information about the more than 600 postdoctoral programs that participate in ADEA PASS. Note: All programs are responsible for the accuracy of their program information in the ADEA PASS Program Search Engine. Information includes:
 - links to program websites
 - the latest individual program information, including program codes and application deadlines
 - pre requisites
- The [National Dental Match](#) is a program that matches candidates and programs after the application and interview stage.

ADEA PASS Application Overview

There are two components to the full ADEA PASS application. You must submit both (1) the electronic application and (2) the Required Documents to initiate the processing of your application. ADEA PASS will only process complete applications. Faxed or emailed documents will not be accepted for any of your Required Documents. Your application will not be processed until the processing fee and all required documents have been received by ADEA PASS.

The ADEA PASS application is divided into multiple sections:

- Biographical Data
- Background Information
- Professional Experience
- Test Scores
- Awards, Distinctions, Prizes
- Extracurricular Activities
- Undergraduate/Graduate Colleges Attended
- Dental School(s) Attended
- Advanced Dental Education (Postdoctoral) Program(s) Attended
- ETS® PPI for ADEA PASS
 - See below for more information.
- Institution Evaluation Form (IEF)
 - The evaluation must be completed by the dean or designated official of the dental school the applicant is currently attending or from s/he graduated. It reports class ranking, GPA, National Board Dental Examination (NBDE) scores, and an overall narrative evaluation of the applicant. ADEA PASS reports NBDE scores and class ranking (if applicable) only if the information has been reported on the Institution Evaluation Form.
- Professional Evaluations (PEF)
 - Professional Evaluations (PEF) are optional. A PEF is a traditional recommendation and can be personalized to a program, thus allowing applicants to have multiple letters that can be assigned to different programs within the application.
- Essay(s)
 - Applicants submit one or more essays for the application; additional essays are processed for no additional fee. An essay must be assigned to a particular program, thus allowing applicants to more than one specialty to write essays geared toward each; programs are only able to view the essay assigned to their program.
- Program Designations
 - Applicants select the programs s/he wishes to apply to. A program, or designation, will receive the complete application after the applicant submits it.
- Payment
 - Credit Card: ADEA PASS accepts American Express, Discover, MasterCard, and Visa. ADEA PASS will not process your application until authorization is obtained from the card-issuing bank. Denied credit card transactions may result in processing delays and missed deadlines.
 - Money Orders (mail): ADEA PASS only accepts money orders payable in U.S. funds. Money orders written incorrectly may result in processing delays and missed deadlines.

After the ADEA PASS application is complete, applicants must submit the *required documents* including the ETS® PPI report, institution evaluation, PEFs, and dental school transcript(s). Please allow 5-7 business days from the date your documents were received for receipt to be displayed on your online application.

Required Documents accepted by ADEA PASS include:

- Processing Fee (only when paying by money order)
- One ETS® PPI for ADEA Report (with 3 to 5 evaluators)
- Official Institution Evaluation Form
- Up to 2 Official Professional Evaluations (optional)
- Official Dental School Transcript(s)

Required Documents NOT accepted by ADEA PASS include:

- Official National Board Dental Examination Score Reports
- Official TOEFL Score Reports
- Official GRE Score Reports
- Undergraduate (non-dental) Transcripts
- Mark Sheets
- Birth Certificates
- Diplomas
- CV/Resumes
- Bank/Financial Statements
- Photographs

Non-accepted materials will be discarded and CANNOT be returned to the applicant. Please note that if a program requires this information, it must be sent directly to the program. Utilize the ADEA PASS Search Engine to learn more

Monitoring Your Application

As documents arrive, ADEA PASS staff will update the status of your application. To ensure that you meet all program deadlines, you must log in and monitor the status of your application. ADEA PASS is not responsible for contacting applicants regarding missing documents. Please allow 5-7 business days from the date your document were received in the ADEA PASS office for receipt to be displayed in your online application. ADEA PASS is not responsible for late submission of any of your documents. Once materials enter processing, refunds cannot be granted.

Program Deadline

ADEA PASS must receive your completed electronic application, payment, and ALL Required Documents by 11:59 pm (ET) on this date, in order to be considered complete by the program deadline. You are able to submit your application up until 11:59 PM Eastern Standard Time on the deadline date. Please note that it takes several minutes for a submission to be completed, and times close to deadlines have a high volume of applicants submitting which can cause delays. We strongly advise that you do not wait to e-submit your application.

ADEA PASS will still process your application once it becomes complete, even if it is after the program deadline; however, ADEA PASS cannot guarantee your application will be considered by the programs. If the deadline falls on a holiday, the application, payment, and documents must arrive by close of business on the last business day prior to the holiday.

If you believe your application may be delivered after the program deadline, we strongly recommend that before sending materials to ADEA PASS, you contact any affected program directly to confirm that your late application will be reviewed. ADEA PASS is not responsible for program decisions. Refunds will not

be granted when required documents arrive after the program deadline and cause an application to be completed late.

ETS[®] Personal Potential Index (PPI) for ADEA PASS

ADEA PASS has incorporated the Educational Testing Service's Personal Potential Index (ETS[®] PPI) in the evaluations section of the application that helps programs learn more about applicants for the advanced dental education programs. The PPI is a required part of the ADEA PASS Application.

The ETS[®] PPI Report is sent by ADEA PASS as part of your application file to the advanced dental education programs you designate. It is a composite report of 3-5 individual evaluations by evaluators you select. The PPI measures six personal dimensions:

- Knowledge and Creativity
- Communication Skills
- Teamwork
- Resilience
- Planning and Organization
- Ethics and Integrity

Steps to complete the ETS[®] PPI Report:

- Determine who to ask to provide an evaluation**
- Enter the evaluator's contact information into the ETS[®] PPI site through the ADEA PASS application
- Only use the PPI link inside the ADEA PASS Application
- Evaluators will receive instructions on completing the PPI electronically
- Monitor the status of PPI submissions
- Submit the ETS PPI report only *after* all evaluators have completed the form

NOTE: Do NOT attempt to submit your ETS[®] PPI Report to ADEA PASS until ALL desired evaluators have completed their evaluation. You will NOT be able to update your ETS[®] PPI for ADEA PASS report with additional evaluators after you have initially submitted the PPI for your application.

***Who should I ask to complete a PPI evaluation on my behalf? ADEA PASS applicants have asked for guidance about whom to select as evaluators. Based on feedback from program directors in advanced dental education programs and specialties, these recommendations are offered.

These are recommendations, not requirements. Three to five evaluators are **required**. Even if there are only three recommendations from the program type to which you are applying—see below—you may have up to five evaluations submitted on your behalf.

- *If you plan on applying to more than one specialty or program type, you may want to select the recommended evaluators from both lists.*
- *If you are a practicing dentist and not currently in dental school, it is encouraged to have a dentist who you currently practice with evaluate you.*
- *If you are a current resident and applying to a new residency, it is encouraged to have your current program director or other faculty member with whom you worked closely evaluate you.*

- *All evaluations received prior to your first application deadline will be combined into a single PPI Evaluation Overview will be submitted to ADEA PASS.*
- *Monitor your PPI evaluators to ensure that they submit evaluations prior to your earliest application deadline. Do NOT submit your PPI Overview report to ADEA PASS until all selected evaluators have submitted the individual evaluations, or before your earliest deadline.*

If the specialty group you are applying to has not listed preferences, consider the most selected evaluators from all advanced dental education program directors from ADEA PASS:

- Faculty member associated with clinical experience
- Any dental school faculty who knows candidate well
- Faculty member associated with program type to which applying (i.e. endodontics faculty for applicants to endodontics programs)

Pediatric Dentistry

- Faculty member associated with clinical experience or clinic supervisor
- Faculty member associated with Pediatric dentistry
- Any dental school faculty member who knows candidate well (this can be a part time faculty member if s/he has extensive clinical experience with applicant)

Public Health Dentistry

- Faculty member associated with Dental Public Health
- Research Supervisor
- Any dental school faculty member who knows candidate well

Oral and Maxillofacial Surgery

- Faculty member associated with OMS
- Full time faculty preferred, part time faculty only if the s/he knows the candidate well
- Department chair/ program director of OMS program

Oral and Maxillofacial Pathology

- Department chair or program director of OMP
- Faculty member associated with OMP
- Any dental school faculty member with who knows candidate well
- Faculty member associated with academic experience

Periodontics

- Faculty member associated with clinical experience or clinic supervisor
- Faculty member associated with periodontics
- Faculty member associated with academic experience
- Department chair of periodontics

Orthodontics

- Faculty member associated with clinical experience
- Faculty member associated with orthodontics
- Faculty member associated with academic experience

- School's department chair of orthodontics
- Research supervisor

Professional Evaluation Form (PEF)

Applicants are no longer required to submit **Professional Evaluation Forms (PEF)** to complete their ADEA PASS applications, but there are some circumstances in which it might be desirable to do so. ADEA PASS will process up to two Professional Evaluation Forms (PEF) submitted on your behalf to a program you designate in your application.

Using the electronic evaluations is encouraged as it will expedite the receipt and processing of your PEFs and enable you to assign them promptly to individual programs to which you are applying.

While the electronic format is strongly encouraged, paper Professional Evaluation Forms are also accepted. If an evaluator is submitting a paper Professional Evaluation Form, request that comments be typed, not handwritten. Similarly, if you are submitting paper Professional Evaluation Forms, the request form must accompany the evaluation when submitted to ADEA PASS so your waiver of access preference is available to receiving programs. If the paper option is selected, ADEA PASS cannot be held responsible for the late submission of any of your documents.

You must be sure to assign Professional Evaluations to your selected programs. Evaluations will not be processed if they have not been assigned to a program in the Program Designation section of your ADEA PASS application. Up to two PEFs may be assigned per program; they will be included in your ADEA PASS application and sent to the programs to which you have assigned them.

Please note:

- Some programs may still require Professional Evaluation Forms (PEF). You will need to check the [ADEA PASS Program Search Engine](#) or contact the programs to find out if they require PEFs.
- If you have conducted a specific research project or other closely supervised endeavor, a supervisor or colleague may find the Professional Evaluation Form (PEF) to be an appropriate means to describe and comment at length on your experience.
- If you elect to submit PEFs, you will be limited to assigning no more than two of them to any program you designate to receive your ADEA PASS application.
- *We encourage you **not** to ask evaluators to complete a PEF on your behalf if you have already requested that they complete an ETS® PPI evaluation.*

Institution Evaluation

The Institution Evaluation is to be completed by the dean or designated official of the dental school you are currently attending or from which you graduated. It reports class ranking, GPA, National Board Dental Examination (NBDE) scores, and an overall narrative evaluation of the applicant. ADEA PASS reports NBDE scores and class ranking (if applicable) only if the information has been reported on the Institution Evaluation. ADEA PASS distributes a copy of the completed Institution Evaluation submitted on your behalf to each program you select. All U.S. dental school utilizes the electronic format of the Institution Evaluation. Some international institutions utilize the electronic format. If the dental school you attended is not listed you must submit the paper form.

If one of the following statements applies to you and you cannot submit an Institution Evaluation you will be able to submit a request of exception in your application.

- The U.S. or non-U.S. dental school from which you graduated has closed.
- You attended a non-U.S. dental school and cannot obtain this document

The Request for Exception will be processed with the application in lieu of your Institution Evaluation and distributed electronically to each program you designate.

Institution Evaluation Forms from previous years will not be accepted by ADEA PASS.

Dental School Transcript

Your ADEA PASS application materials will include a copy of your official dental school transcript(s) to each program selected. To request an official transcript, print the Dental School Transcript Request Form.

1. Most postdoctoral programs ask that your third-year grades be posted and figured into the grade point average (GPA) and dental class ranking (if applicable).
2. Request your official dental school transcript(s) early by submitting the completed Dental School Transcript Request Form to your registrar's office at least three weeks in advance of your ADEA PASS application submission.
3. If you attended more than one dental school, submit a request form to each dental school attended.
4. The dental school must attach the Dental School Transcript Request form to the official transcript to ensure that the correct record is received. The omission of the Dental School Transcript Request form may delay the processing of your ADEA PASS application, particularly if you used a different name.
5. It is your responsibility to make sure ADEA PASS receives all official dental school transcripts by the designated deadlines. Monitor the receipt of your transcripts in the "Status" section of your ADEA PASS application.
6. Official dental school transcript(s) may be submitted by you in a sealed and signed envelope or sent directly to ADEA PASS by the dental school registrar. If sent directly to ADEA PASS, it is your responsibility to check the status of the dental school transcript(s) through your ADEA PASS application.
7. If the official dental school transcript is not received, your application will be considered incomplete until the document arrives. As documents arrive, ADEA PASS staff will update the status of your application. To ensure that you meet all ADEA PASS deadlines, you must log in and monitor the status of your application.
8. Envelopes containing official transcripts must be sealed, with the registrar's office seal or signature across the closure.

If You Cannot Submit an Official Dental School Transcript

If one of the following statements applies to you and you cannot submit an Institution Evaluation you will be able to submit a request of exception in your application.

- The U.S. or non-U.S. dental school from which you graduated has closed.
- You attended a non-U.S. dental school and cannot obtain this document

The Request for Exception will be processed with the application in lieu of your dental school transcript and distributed electronically to each program you designate.

Processing Fees and Payment Information

The base processing fee is **\$190** for one program and **\$71** for each additional program. Full payment of ADEA PASS processing fees must be made at the time the application is submitted, or the application process will be halted. Payment must be made by credit card (online) or by money order (mail).

Credit Card Payments (online)

1. ADEA PASS accepts American Express, Discover, MasterCard, and Visa.
2. ADEA PASS will not process your application until authorization is obtained from the card-issuing bank.
3. Denied credit card transactions may result in processing delays and missed deadlines.

Money Orders (mail)

1. ADEA PASS only accepts money orders payable in U.S. funds.
2. Money orders written incorrectly may result in processing delays and missed deadlines.
3. Make payments out to ADEA PASS and mail your payment to the address below:

If making payment by money order, make payable to ADEA PASS and mail to this address:

ADEA PASS Payments
1400 K Street, NW
Suite 1100
Washington, DC 20005

National Dental Match

The Postdoctoral Dental Matching Program (the "Match") places applicants into positions for the first year of training in the following types of postdoctoral dental education programs:

- Advanced Education in General Dentistry (AEGD)
- General Practice Residency (GPR)
- Oral and Maxillofacial Surgery (OMS)
- Orthodontics (ORTHO)
- Pediatric Dentistry (PED)
- Dental Anesthesiology (ANES)

Most programs that participate in the Match also participate in ADEA PASS. However, ADEA PASS and Match are separate and distinct services. Check all programs to determine if participation in Match is required. Completing and submitting an application through ADEA PASS will not automatically register you for the Match. Similarly, applicants are not required to complete an ADEA PASS application in order to register for and participate in the Match. To obtain a position at a program that is participating in the Match you must register separately for the Match, which includes agreeing to the Match Applicant Agreement and paying the Match registration fee through your ADEA PASS application.

Information for Applicants with an International Background

Institution Evaluation Forms for non-U.S. dental schools: The evaluations may be completed on a paper form and sent directly to ADEA PASS by the dean's office.

If sent directly to ADEA PASS, it is the applicant's responsibility to monitor the receipt of the Institution Evaluation Form in your ADEA PASS application.

Envelopes containing official documents must be sealed with the dean's or designee's signature across the closure. The dean or designee may use institution envelopes. Faxed documents will not be accepted.

If the dean or designee does not completely fill out the Institution Evaluation Form, it will be considered incomplete.

Non-U.S. Transcripts: Official transcripts of coursework taken at dental institutions outside the United States must be translated into English, evaluated for U.S. equivalence, or both.

1. Submit your dental school transcripts to one of the evaluation services.
 - a. ADEA PASS will accept [World Education Services](#) or [Education Credential Evaluators](#).
2. Request a course by course evaluation of your dental school transcript.
3. Submit the original evaluated transcript to ADEA PASS with the Required Documents or it may be sent by the evaluation service directly to ADEA PASS.
4. If the original evaluated transcript is not received, your ADEA PASS application will be considered incomplete until the document arrives.

Contact Information

The **ADEA PASS** office is not open to the public. For answers to questions about your ADEA PASS application, please contact ADEA PASS Customer Service **by telephone or email**:

ADEA PASS Customer Support Representatives are available Monday through Friday, 9:00 a.m. to 5:00 p.m. (ET), except federal holidays.

Email: passinfo@passweb.org

Phone: 617-612-2065

If you have any questions regarding the **Postdoctoral Dental Matching Program**, please contact National Matching Services Inc.

National Matching Services Inc.
20 Holly Street, Suite 301
Toronto, Ontario
Canada, M4S 3B1

Telephone: (416) 977-3431
Fax: (416) 977-5020
E-mail: dentres@natmatch.com

Mailing Required Documents

If you are mailing documents using USPS, use the PO Box address below:

ADEA PASS Processing Department
P.O. Box 9115
Watertown, MA 02471

Note: USPS (United States Postal Service) Delivery Confirmation does NOT verify receipt of materials at ADEA PASS.

If you are sending documents using UPS, FedEx, DHL, etc., use the address below:

ADEA PASS Processing Department
C/O Liaison International
311 Arsenal St., Suite 15
Watertown, MA 02472

Note: If you choose to send your application materials via express service (e.g., UPS, FedEx, DHL) you must ship materials overnight delivery Monday through Thursday ONLY. Deliveries will not be accepted

on Saturday and ADEA PASS is not responsible for materials that are delivered during non-operational hours.

ADEA PASS Policies

Refund Policy

It is a vital part of your application process that you review the instructions carefully. Once your application is submitted to ADEA PASS, refunds are not granted.

Unauthorized Credit Card Policy

An applicant with an unauthorized credit card is required to forward replacement funds for the processing fee in the form of a cashier's check or money order. A \$35 charge is assessed for a unauthorized credit card use.

If your debt is not resolved within 15 business days of notice, your selected program(s) will be informed of your failure to pay processing fees and will be asked to withdraw your application from consideration.

Release of Information – Confidentiality

All information submitted in your ADEA PASS application is treated as confidential. Information about applicants who submitted applications to participating dental programs will be used to create rosters and report data. Such use is an inherent part of the admission process and will not disclose individually identifiable information, except for the purpose of creating and maintaining rosters of enrolled applicants.

Release of Documents

Copies of dental school transcripts and evaluations (official documents) and information submitted in the ADEA PASS application are only released to the advanced dental education (postdoctoral) programs designated in the Program Designation section of an applicant's PASS application. ADEA PASS does not release copies of official documents received as part of the application.

ADEA Policy

The policies of the American Dental Education Association (ADEA) that govern the ADEA Postdoctoral Application Support Service (ADEA PASS) are recommended by the ADEA PASS Task Force, an official committee of the Association. ADEA PASS makes every effort to process and transmit application materials to the advanced dental education programs designated by the applicant. ADEA, however, assumes no responsibility for delays in processing application materials caused by the applicant's failure to follow instructions or circumstances beyond ADEA PASS's control. It is the applicant's responsibility to monitor his/her ADEA PASS application and report any discrepancies or problems.

The American Dental Education Association does not discriminate on the basis of sex, race, color, creed, religion, national origin, marital status, age, or handicap. Such information in the ADEA PASS application is requested only for the purpose of gathering and reporting applicant flow data, or to confirm information used to process the application.

Frequently Asked Questions

1. Where do I send my documents?
 - a. If you are mailing documents using USPS, use the PO Box address below:
ADEA PASS Processing Department
P.O. Box 9115
Watertown, MA 02471
 - b. If you are sending documents using UPS, FedEx, DHL, etc., use the address below:
ADEA PASS Processing Department
C/O Liaison International
311 Arsenal St., Suite 15
Watertown, MA 02472

2. I applied last year; how do I reapply?
 - a. Application materials from prior applications do not carry over from previous application cycles once that application cycle has closed. Applications created before the start of the current application cycle are no longer active. You must begin a brand new application and resubmit all application materials, including all dental school transcripts, Professional Evaluations, Institutional Evaluations and ETS[®] Personal Potential Index.

3. When should I apply?
 - a. The key to managing the application process is summed up in two words: Apply Early! If you are applying to a number of programs, you should plan to complete your ADEA PASS application prior to the earliest program deadline among those designations. Remember that applying early, before the deadline for your programs, is to your advantage. It allows for sufficient processing time and distribution of your complete application to the programs by their deadlines. Programs generally are pleased to receive applications well before their stated deadlines, as early submission allows more time for evaluation, scheduling interviews, and final selection.

4. What is the waiver statement for evaluations?
 - a. The Professional Evaluation and the Institution Evaluation forms require you to select a waiver statement. A U.S. federal law [P.L. 93-30, the Family Educational Rights and Privacy Act (FERPA) of 1974] protecting education records requires applicants to certain educational programs, including advanced dental education programs, to indicate whether they wish to waive or retain the right to read evaluations submitted on their behalf once they officially enroll in a covered program. If you choose to waive your right of access, you are assuring the evaluator of the permanent confidentiality of comments made on your behalf; if you do not waive your right of access, you may ask to review the evaluation once you are enrolled in the program to which it was submitted.

- I have waived my right of access to this evaluation.
By waiving your "Right of Access," you do not have the right to read the evaluation once completed by the evaluator.

- I do not waive my right of access to this evaluation.
By not waiving your "Right of Access," you have the right to read the evaluation once completed by the evaluator.
 - b. Note: ADEA PASS does not disclose the content of evaluations to any applicants; this right applies only to programs that receive your evaluations.

5. I've already submitted my application but I want to add additional programs. What do I do?

- a. You may apply to additional programs after your original application has been processed. You may do this by logging into your ADEA PASS application and selecting additional programs in the Program Designations Section. Do not create and submit a second application. ADEA PASS processes Additional Program Designations as soon as they are complete (including all Required Documents). The fee for Additional Program Designations once your application has been eSubmitted is \$70 for each additional program. Additional Program Designations that are submitted by the program deadline will arrive at the programs on time.
6. What happens if the program that I applied to closes?
 - a. Occasionally during the application cycle, a program may become inactive. If this occurs, you will be contacted through your ADEA PASS application and allowed to substitute a program of your choice for the inactive program.
7. What is the Criminal Background Check?
 - a. Information on participating programs, fees, and detailed information can be found [here](#).
8. For more FAQs and answers, please visit [our website](#).