



*Personal Potential
Index*

ADEA

THE VOICE OF
DENTAL EDUCATION

***ETS*[®] Personal Potential Index**

Information Bulletin

ADEA version

May 2014–April 2015

TABLE OF CONTENTS

Customer Service.....	2
Overview	3
ETS® PPI for ADEA: Steps at a Glance	3
Terms and Conditions.....	3
ETS E-Records Disclosure	3
ETS Data Transfer.....	4
Federal Educational Rights and Privacy Act (FERPA) Consent	4
Creating an ETS PPI for ADEA Account	5
Logging in to the ETS PPI for ADEA System	5
Security of the Site	5
User Names and Passwords.....	5
Account Creation.....	5
Entering Evaluator Information	5
ETS PPI for ADEA Evaluations	6
Submitting Your ETS PPI Evaluation Report to ADEA Pass	6
Applicant Evaluation Data	6

ADEA PASS CUSTOMER SERVICE

If you have questions, please contact ADEA Postdoctoral Application Support Service (ADEA PASS) customer service at **1-617-612-2065** or by email at **passinfo@passweb.org**.

OVERVIEW

The *ETS*[®] Personal Potential Index (*ETS*[®] PPI) for the American Dental Education Association (ADEA) is a web-based system for evaluating the personal attributes of applicants to advanced dental education programs. The ETS PPI for ADEA allows you the opportunity to provide evidence of a broader range of your capabilities. You select evaluators — typically faculty members or supervisors — to assess you on the following six dimensions that are considered critical for success in advanced dental education programs:

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

There are 24 questions (four for each of the six dimensions), plus an overall evaluation rating. Evaluators provide ratings for each of the questions and for the overall evaluation. In addition, they provide comments for each dimension and for the overall evaluation.

ETS creates an ETS PPI Evaluation Report that incorporates the ratings and comments and sends it to ADEA Postdoctoral Application Support Service (ADEA PASS). You may select up to five evaluators for your report.

ETS[®] PPI FOR ADEA: STEPS AT A GLANCE

- Step 1: Click on the ETS PPI for ADEA link inside your personal ADEA PASS application account at **portal.passweb.org**.
- Step 2: Create your ETS PPI for ADEA account.
- Step 3: Identify three to five evaluators to complete an ETS PPI for ADEA evaluation for you. Enter each evaluator's contact information.
- Step 4: ETS sends an email to each evaluator you designate. The email contains a link enabling the evaluator to log in to the ETS PPI for ADEA system to evaluate you. Evaluators can choose to accept or decline the invitation. You will be notified via email of their decision.

- Step 5: Each evaluator logs in to the ETS PPI for ADEA system, evaluates you on the six dimensions and then submits their evaluation. You will be notified via email when all evaluations have been submitted.
- Step 6: After all of the evaluations have been submitted, you will log in to your ADEA PASS account, select the evaluations that are to be included in your ETS PPI for ADEA Evaluation Report and submit your report to ADEA PASS.
- Step 7: ETS creates your ETS PPI for ADEA Evaluation Report and makes it available through the ADEA PASS application to all programs you have designated. The ETS PPI for ADEA system is then closed to further activity within your ADEA PASS account.

TERMS AND CONDITIONS

In order to use the ETS PPI for ADEA system, you will need to review and consent to the ETS E-Records Disclosure, ETS Data Transfer and the Federal Educational Rights and Privacy Act (FERPA) Consent. You also will need to indicate whether or not you waive your rights to inspect your ETS PPI Evaluation Report(s) under FERPA (“FERPA Inspection Waiver”).

ETS E-Records Disclosure

ETS PPI for ADEA is an electronic service; this section tells you about dealing with ETS electronically.

When you use the ETS PPI for ADEA service, all information provided to you, including waivers and signatures obtained from you, will be electronic. We do not provide an alternate, non-electronic ETS PPI for ADEA service.

As a condition of using this service, you agree to keep current the email address you provide to us and agree that we may use it for all communications with you, including (without limitation) those for legal matters. We also reserve the right to communicate non-electronically.

Withdrawal of Consent to this Disclosure

No law requires you to deal with us electronically. If you do not want to do so, you should not use our service or you may stop using it. You may stop by not ordering more ETS PPI for ADEA reports.

ETS PPI for ADEA reports previously ordered and all waivers and consents previously provided will not be affected by any termination of the service because we and others (e.g., evaluators and institutions receiving ETS PPI for ADEA reports) rely on your electronic actions as soon as you take them.

Copies

You may print or make a copy of your consents, waivers, contracts and other agreements or disclosures by using the “print” functionality of your browser. You agree not to submit any order until you have printed copies for yourself. We do not undertake to provide access to e-records or to provide copies. If we are required or decide to do so, we may charge a fee for copies, our retrieval services and delivery costs.

System Requirements

To use the ETS PPI for ADEA service, you and your evaluators will need Internet access and an email account. The ETS PPI system supports the current production versions of the following browsers: Internet Explorer® IE 7 or higher, Firefox® 3.0 or higher and Safari® 3.2 or higher. If you access the ETS PPI for ADEA website without meeting these requirements (including use of another browser), some functions may not perform optimally or may be disabled.

ETS Data Transfer

You will need to provide consent for ETS to disclose, redisclose, process and transfer worldwide — in consistency with ETS policy — information that personally identifies you, including (without limitation) to and from evaluators, recipients of the ETS PPI for ADEA Evaluation Report and ETS service providers.

Federal Educational Rights and Privacy Act (FERPA) Consent

You will need to provide consent under FERPA to authorize ETS to:

- Request and receive ETS PPI for ADEA evaluations on your behalf from the evaluators you select.
- Include the statements and other information received from evaluators in one or more ETS PPI Evaluation Reports to agents and service providers of ETS, to ADEA, and to educational institution(s) that you now or later designate.

FERPA Inspection Waiver

Under FERPA, you have the right to inspect education records, including any copies of the ETS PPI for ADEA Evaluation Reports sent by ETS and held by educational institutions you now or later attend as a student. You will need to indicate whether or not you wish to waive your rights under FERPA to inspect copies of your evaluations held as education records by your evaluators and your ETS PPI for ADEA Evaluation Reports held as education records by any institution you now or later attend as a student. Note that your FERPA Inspection Waiver decision will be part of your ETS PPI Applicant Account profile. It will appear in the email message sent to each evaluator and on each ETS PPI for ADEA Evaluation Report sent to the programs to which you apply.

Duration of FERPA Consent and FERPA Inspection Waiver

Once you provide a FERPA Consent or FERPA Inspection Waiver during creation of your ETS PPI for ADEA account, you cannot change this decision.

Retention and Redisclosures

ETS retains ETS PPI for ADEA evaluations and Evaluation Reports for one year. Once you have submitted your evaluation order, you can no longer access the system.

By providing a FERPA Inspection Waiver or a FERPA Consent, you agree that we may redisclose to our service providers and to ETS PPI for ADEA report recipients the evaluation information and ETS PPI for ADEA Evaluation Reports.

CREATING AN ETS PPI FOR ADEA ACCOUNT

Logging in to the ETS PPI for ADEA System

To log in to the ETS PPI for ADEA system, click on the ETS PPI for ADEA link inside your personal ADEA PASS application account at portal.passweb.org. You cannot access the ETS PPI for ADEA system directly.

You will be asked to provide personal, contact and educational information, including the last four digits of your Social Security number (if applicable).

Be sure to review your applicant information carefully on the “Confirm Your ETS PPI Applicant Account Information” screen. Name, date of birth, last four digits of your Social Security number and user name cannot be edited online once you have created your ETS PPI for ADEA account.

Enter a user name, password and security question. Keep this information in a secure location.

Confirmation of your ETS PPI for ADEA account will automatically be sent to the email address you provided when you created your account. Please add “@ets.org” to your address book to ensure safe receipt of email messages from ETS. ETS will not share your email address with any third parties, other than those you designate to receive your report.

Security of the Site

ETS has established safeguards to help prevent unauthorized access to or misuse of your personal information. However, we cannot guarantee that your personally identifiable information will never be disclosed in a manner inconsistent with this privacy policy (for example, as a result of unauthorized acts by third parties that violate applicable law or relevant web policies).

When you open an account, you will be asked to select a password to help protect your information. This password helps us verify your identity before granting access or making corrections to any of your personal information. You should never disclose your password to anyone. ETS will never ask you for your password in an unsolicited phone call or email. You are responsible for maintaining the secrecy of your passwords and any account information.

User Names and Passwords

If you forget your user name and/or password, access “Returning Users” on the sign-in page, click the “Forgot Your User Name or Password?” link and follow the instructions provided on the screen. If you need to reset your password, sign in to your account, click the “Change Password or Security Question” link on the ETS PPI for ADEA home page and follow the instructions to change your password.

ACCOUNT CREATION

After you provide consent to the ETS E-Records Disclosure, the ETS Data Transfer and FERPA, and indicate whether or not you are waiving your rights to inspect your education records under FERPA, click on “Submit.” A new account will be created and an email notification will be sent to the email address you provided in your application.

To access your account, follow the link from your ADEA PASS account. Once you have logged in to your ETS PPI for ADEA account, you will be able to enter evaluator information, view the status of evaluation requests and ETS PPI for ADEA Evaluation Report requests, and manage your account. Note that unless you indicate that you want to remain connected, the system will automatically log you out after 30 minutes of inactivity.

ENTERING EVALUATOR INFORMATION

Once you have created your ETS PPI for ADEA account, the next step is to add contact information for the individuals whom you would like to evaluate you. Choose people who can comment on your personal skills and potential for success in an advanced dental education program, such as faculty members or employers. For recommendations on preferred evaluators, please visit www.adea.org/Secondary.aspx?id=11363. You may not use family members as evaluators.

Before adding contact information for your evaluators, be sure to ask them if they are willing to evaluate you in the ETS PPI for ADEA system. Let them know that the evaluation should take about 15 minutes to complete. Also, confirm that your evaluators have access to email and make sure you have their correct email addresses.

To add evaluator information, log in to the ETS PPI for ADEA system and, for each evaluator, enter the name, institution or organization, email address and requested completion date of the evaluation. You do not have to enter information for all of the evaluators at the same time.

Up to five evaluators can be included in your ETS PPI Evaluation Report.

Once you have entered information for a particular evaluator, click “Send Request to Evaluator.” An email message is automatically sent to the evaluator requesting that they complete an ETS PPI evaluation by the date that you designate. In order to ensure that the evaluations are completed in time to be included in your ETS PPI Evaluation Report, you should request that each evaluator complete his or her evaluation at least 15 days prior to the relevant admissions deadline.

Once an evaluation request has been sent, it cannot be withdrawn. If you change your mind about including the evaluation of a particular evaluator in your ETS PPI Evaluation Report, you can simply choose not to include it in your report.

If you submit an evaluation request to an evaluator and the evaluator does not respond, confirm that you have the correct email address and/or check with the evaluator directly. If necessary, you can make changes to the evaluator’s contact information if there are errors and then resend the evaluation request.

ETS PPI FOR ADEA EVALUATIONS

The evaluator can accept or decline your request to complete an ETS PPI evaluation. You will receive an email confirmation indicating whether the evaluator has accepted or declined the request.

If the evaluator accepts the request, he or she must log in to the ETS PPI for ADEA system and create an ETS PPI account before completing your evaluation. During the account creation, the evaluator must e-sign a statement confirming his or her identity and acknowledging that they have been informed of the potential penalties for misrepresentation.

Once the evaluator creates an account, he or she answers questions about his or her relationship to you, responds to a series of 24 statements (four for each dimension), adds written comments and provides an overall evaluation rating.

You will receive an email when each evaluator has submitted his or her evaluation. The status of evaluation requests also can be viewed in your ETS PPI account under “Manage Evaluators and Evaluation Requests.” You will not be able to see any evaluations in the ETS PPI for ADEA system.

Evaluations are available to be included in your ETS PPI Evaluation Report until you submit your order.

SUBMITTING YOUR ETS PPI EVALUATION REPORT TO ADEA PASS

Once all of the evaluators you would like to include in your report have submitted their evaluations, you must return to the ETS PPI for ADEA system to choose the evaluators whose evaluations should be included in your report. You should include three to five evaluations in your ETS PPI Evaluation Report for ADEA.

Please note: You can submit only one ETS PPI Evaluation Report to ADEA PASS. Once you have submitted your Evaluation Report, your applicant account will be closed to any further activity and you will not be able to send any additional Evaluation Reports.

It is important that you carefully review the evaluators to be included in your ETS PPI Evaluation Report order prior to submitting. You will not be able to modify or cancel your report after you submit your order. After submitting your order, you will receive an order confirmation screen that you should print for your records. A confirmation email also will be sent to the email address in your account.

ETS PPI Evaluation Reports for ADEA include contact information for each evaluator. ETS encourages report recipients to contact evaluators if they have any questions about the evaluations or if there are significant variations among the evaluators’ ratings or comments.

APPLICANT EVALUATION DATA

Evaluation data may also be used in analysis samples, interpretation data and research studies. In each instance, all identifying information will be removed.