

## Frequently Asked Questions About the *ETS*<sup>®</sup> Personal Potential Index (*ETS*<sup>®</sup> PPI) for Applicants to Advanced Dental Education Programs

### **What is the ETS PPI for ADEA?**

The *ETS*<sup>®</sup> Personal Potential Index (*ETS*<sup>®</sup> 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. Multiple evaluators whom you select — typically faculty members and supervisors — evaluate you on six dimensions that are considered critical for success in advanced dental education programs. The six dimensions are: Knowledge and Creativity; Communication Skills; Teamwork; Resilience; Planning and Organization; and Ethics and Integrity.

### **Whom should I choose to evaluate me?**

You should choose individuals such as faculty members and supervisors who can comment on your personal skills and potential for success in an advanced dental education program. Evaluators cannot be family members. For information on recommended evaluators, please visit [www.adea.org/Secondary.aspx?id=11363](http://www.adea.org/Secondary.aspx?id=11363).

### **What do I need to tell my evaluators about the ETS PPI for ADEA?**

Before adding evaluators to your account, be sure to contact them to see if they are willing to evaluate you. Let them know that the evaluation should take about 15 minutes to complete. Also, confirm that you have their correct email address.

### **How many evaluators do I need for my ETS PPI Evaluation Report?**

You must include at least three evaluators in your ETS PPI Evaluation Report. In the event fewer than three evaluations have been submitted by your deadline date, ADEA will accept an ETS PPI Evaluation Report with fewer evaluations. You can have up to five evaluators' evaluations in your ETS PPI Evaluation Report.

### **How do I request an ETS PPI evaluation from an evaluator?**

Enter the requested information and click "Send Request to Evaluator." An email message is automatically sent to the evaluator requesting that he or she complete an evaluation by a date that you designate.

### **How do I know if the evaluator received my request?**

The evaluator can accept or decline the request to complete an evaluation. You will receive an email confirmation from ETS indicating whether the evaluator has accepted or declined the request. You also will receive an email when each evaluator has completed the evaluation. The status of evaluation requests also can be viewed in your ETS PPI for ADEA account under "Manage Evaluators and Evaluation Requests."

### **What if there is no response from an evaluator?**

If you do not receive an email confirmation from ETS indicating that an evaluator has accepted or declined your request, you should contact the evaluator. If necessary, the system will allow you to resend the request.

### **Can I create my account and order an ETS PPI Evaluation Report at the same time?**

No. You cannot order an ETS PPI Evaluation Report until the evaluators you chose have completed their evaluations.

### **Can I see the evaluations?**

It depends. You will not be able to see any evaluations in the ETS PPI for ADEA system itself. If you did not waive your rights under the Federal Educational Rights and Privacy Act (FERPA), you will be entitled to see your completed ETS PPI Evaluation Report if retained by the advanced dental education program you ultimately attend. If you waived your rights under FERPA, you will not be entitled to see the completed report under any circumstances. Your FERPA Inspection Waiver decision will be part of your ETS PPI for ADEA Applicant profile. It will appear in the email message sent to each evaluator and on your ETS PPI Evaluation Report.

### **What if I forget my user name and/or password?**

If you forget your user name and/or password, go to the sign-in page of your ETS PPI for ADEA account via your ADEA Postdoctoral Application Support Service (ADEA PASS) application account and click the "Forgot Your User Name or Password?" link.

### **What if I need to change my password?**

If you need to change your password, sign in to your ETS PPI for ADEA account via your ADEA PASS application account, click the "Change Password or Security Question" link on your home page and follow the instructions to change your password.

### **Which browsers does the ETS PPI for ADEA system support?**

ETS PPI for ADEA supports the latest production versions of the Microsoft® Internet Explorer (IE) 7 or higher, Firefox® 3.0 or higher and Safari® 3.2 or higher web browsers. In addition, in order to use the ETS PPI for ADEA website, the following web browser settings are required: "Enable Javascript (or Active Scripting)" and "Enable ActiveX controls and plugins" (IE only).

### **What if I have other questions?**

Please contact ADEA PASS Customer Service at **1-617-612-2065** or [passinfo@passweb.org](mailto:passinfo@passweb.org).