



The ADEA Dental Hygiene Centralized Application Service (DHCAS) is the centralized application service for applicants to dental hygiene programs. Whether you wish to become a dental hygienist, or are a licensed hygienist and would like to continue your education, ADEA DHCAS is the place to research programs and apply. Save time and energy by completing one application for multiple programs. ADEA DHCAS is open from August through June each year. Applicants can only open one application per cycle.

It is the applicant's responsibility to read, understand and follow all ADEA DHCAS and program- specific instructions.

#### Create an Account

In order to begin the ADEA DHCAS application, applicants will need a DentPin and email address. Applicants must create a username and password and must identify the program type to which they are applying to (e.g. entry level, graduate).

#### Applicant Information

This section includes biographic information, personal data and background information. These sections are required parts of the application.

- \* Biographic information: Collected information includes address and contact information.
- \* Personal data: Collected information includes citizenship status, ethnicity and race, gender, and other identifying information (answers about ethnicity and race are optional).
- \* Background information: Collected information includes disclosure of legal and disciplinary actions.

#### Education Information

This section includes secondary (high) school, and college and university data as well as specific coursework. These sections are required.

**Secondary (high) school:** Collected information includes identification of high school and dates attended. Entry level applicants can send a copy of their high school transcript although it is an optional part of the application.

**Colleges and Universities:** Collected information includes identification of all undergraduate, graduate, and post-BS/BA institutions attended or currently attending. The institution name, dates of attendance, degree, and identification of primary institution are all required.

- \* Transcript Information

Applicants are required to submit all official college and university transcripts. All transcripts, including institutions attended or currently attending, must be received.

ADEA DHCAS would prefer for all transcripts to be sent directly from the issuing institution as an original, official document.

Applicants should print out a Transcript Request Form for each institution attended. A form will be generated in the application based on the applicant reported institutions. This form should be sent immediately to each institution to accompany the transcript sent to ADEA DHCAS. Failure to include this form with transcripts may increase the processing time of the documents once they arrive at ADEA DHCAS.

In rare circumstances when programs will not send transcripts directly to a third party organization, an issued-to-student transcript will be accepted by ADEA DHCAS only if it is marked with one of the following:

- Name and address Only
- Send To
- Issued to Student in a sealed envelope
- Record of
- ADEA DHCAS.

Original, foreign study abroad transcripts are not accepted.

Applicants with courses that have been transferred must still provide the original transcript from the institution where the credit was initially awarded. Coursework must be reported under the actual school and specific campus it was taken.

Applicants are not to list coursework under the schools which the credit was transferred. Instead, applicants should report all classes under the schools where they were originally taken, and list them as they appear on the transcript from the original school. Do not list these courses again as transfer credits.

Applicants with foreign transcripts must have them evaluated before being sent to ADEA DHCAS. Foreign evaluated transcripts are required in order for the application to be considered complete. ADEA recommends applicants use World Education Services ([www.wes.org](http://www.wes.org)) or Educational Credential Evaluators ([www.ece.org](http://www.ece.org)). ADEA DHCAS does not verify coursework and does not use grades from international transcripts in computing ADEA DHCAS GPAs.

In order for an application to be complete, an applicant must have completed and submitted the online application and ADEA DHCAS must have received all college-level transcripts and at least two references.

Transcripts must be sent to:

ADEA DHCAS Transcripts Processing Department  
P.O. Box 9129  
Watertown, MA 02471

**Coursework:** Collected information includes data from all individual coursework taken at a post-secondary institution. Applicants should include courses that are withdrawn, repeated courses, undergraduate labs, test credits, or other non-graded courses. TIP: Applicants should obtain a personal copy of each college level transcript for their records in order to properly complete the coursework section of the application.

ADEA DHCAS requires applicants to complete this section in order to provide programs with a detailed grade calculation that is used to better evaluate applicants. Coursework allows programs the ability to more comprehensively evaluate applicants with quarter and semester grades, transcript grading systems using and not using a plus/minus system, and overall GPAs for applicants with transcripts from multiple institutions.

ADEA DHCAS verifies self-reported courses against official transcripts. Failure to properly enter all coursework may result in processing delays.

For each institution listed, an applicant must include coursework by session and term type.

Session: Period of time taking a course (for example: fall semester 2011)

Term Type: Individual class taken in a particular session (for example: Biology 150)

ADEA DHCAS requires applicants to include all recorded attempts at a course.

All attempts must be listed even if an institution has a forgiveness policy. When indicating the special classifications for courses, list all attempts as a repeated course.

Special classification: If an applicant repeats a course, both courses should be listed in the coursework and both courses should be classified as "Repeat." If the course is a special type of course (e.g. honors), select appropriate type from the drop down menu. If the course could be categorized under two classifications, "Repeat" will trump other classifications.

All U.S. and Canadian coursework must be listed. Foreign coursework cannot be listed transcripts must still be evaluated and sent to ADEA DHCAS.

Transfer coursework should only be listed under the original institution taken.

**ADEA DHCAS grade conversion:** ADEA DHCAS calculates standardized GPAs to help participating dental hygiene programs evaluate applicants using uniform and consistent criteria, regardless of various institutional transcript policies. ADEA DHCAS GPAs may be different from those calculated by the colleges and universities because of the ADEA DHCAS grade standardization process. Institutions may choose to use the ADEA DHCAS GPAs or calculate GPAs for their own institutional use.

After ADEA DHCAS receives all official U.S., U.S. Territory and Canadian college-level transcripts, a course-by-course verification process is conducted.

Verification refers to the matching of courses on official transcripts with the courses entered in the Coursework section of ADEA DHCAS application. ADEA DHCAS checks the course information reported on the application against official transcripts, and will report any discrepancies to applicant's designated programs.

To calculate a grade-point average (GPA), ADEA DHCAS calculates total quality points by multiplying semester hours attempted by the value of the verified ADEA DHCAS grade. Quarter hours and units are converted to semester hours (quarter hours are multiplied by .667). Quality points are divided by the total number of hours for completed courses to calculate a GPA. ADEA DHCAS reports GPAs in semester-based 4.0 grading scales. ADEA DHCAS GPAs are calculated in semester hours.

ADEA DHCAS Grades and Quality Points Assigned:

A+	A	A-	AB	B+	B	B-	BC	C+	C	C-	CD	D+	D	D-	DF	F
4.33	4	3.667	3.5	3.333	3	2.667	2.5	2.333	2	1.667	1.5	1.333	1	0.667	0.5	0.000

### Tests

Many dental hygiene programs require applicants to take an entrance or admissions exam. Test requirements vary by each program and information about test requirements can be found on the ADEA DHCAS Search Engine (<http://programpages.dhcas.org/search>).

All test information collected by ADEA DHCAS is self-reported. Official test scores should be sent directly to the program at the address provided in the Search Engine. Please provide information about all tests taken or planned, including:

- Accuplacer
- ACT
- GRE
- Hesi
- Hobet
- MAT
- SAT
- TEAS
- TOEFL

Collected information includes date the test was taken, an overall score, and sub-section scores.

If a program requires a test not listed here, applicants should report that information and send official test scores directly to the program.

### Professional and Volunteer Experiences

In addition to academic background, many programs review applicants' extracurricular activities. This section allows applicants to report their experiences within the online application in lieu of a physical resume or Curriculum Vitae (CV). It is suggested applicants update resume/CV before filling out application.

Collected information includes activities and accomplishments. The categories of information applicants can provide are:

- Health Related Training (Entry Level Only)
- Health (Non-Dental) Related Experience
- Dental Related Experience
- Dental Shadowing Experience (Entry Level Only)
- Certifications/Registration
- Licensure
- Community Service/Volunteer Experience
- Honors & Awards
- Other Employment

For each section, please include supervisor or employer name, dates and hours worked/volunteered, and additional information pertinent to the experience.

#### Personal Statement

Personal statements can be used to identify motivation for pursuing a degree as well as writing ability. While this section is required for ADEA DHCAS, not all programs will use the personal statement in their decision-making process.

The statement should answer the prompt below and not exceed 4,000 characters inclusive of spaces, carriage returns, numbers, letters, etc. If copying a personal statement into the application, please use Notepad or a plain text editor (not Microsoft Word) to ensure no special characters create an error in the application. Applicants should not make the essay program-specific, as the essay will be provided to all programs through ADEA DHCAS.

#### **Personal Statement Prompts:**

*Entry Level Applicants:* Describe a dental hygienist. Why do you want to enter the dental hygiene profession?

*Degree Complete/Graduate Applicants:* Why do you want to continue your education to the baccalaureate or masters level? What are your career plans upon completion of this advanced degree?

#### References

ADEA DHCAS requires every applicant to submit two letters of reference and will accept an optional third letter.

Reference information, including a valid email address, is collected in the online application. ADEA DHCAS will send an automatic request by email to the reference on

behalf of the applicant. Applicants should inform references to look for this email, including in the spam or junk mail folder. The email will outline the process the reference must take to submit the letter. References can upload a document with a size limit of 2MB. Plain text, Word 97-2010, and PDFs documents are accepted. All letters must be submitted electronically.

ADEA DHCAS does not specify who should write letters on behalf of an applicant. Applicants should check with the programs to which they are applying to in the event the program would like to see letters from specific individuals (e.g. supervisors during an observation experience).

### Submitting and Application Status

ADEA DHCAS will not notify applicants if documents are missing or if the application is incomplete. It is the applicant's responsibility to monitor the status of the application and application materials on a regular basis, and to follow up with ADEA DHCAS on any incomplete or undelivered statuses, and on any incomplete or missing documents.

Applicants applying to FAP should refrain from submitting the ADEA DHCAS application while the FAP application is under review.

Applicants can check the status of the application online or on the mobile webpage. On the account homepage, the column on the right is the Status Menu. This menu is "read- only" and no section can be edited. Here, an applicant can view the application statuses, which are updated in real time.

On the status menu applicants can also view which transcripts, references, and payments have been received by ADEA DHCAS and which are still missing.

Once an application has been verified, applicants can view GPA calculations in this menu. Prior to verification, it will remain blank under "Program Designations."

On the left of the application is the "MY MESSAGES" application inbox. ADEA DHCAS will notify the applicant if there is a problem with the coursework section of the application or if ADEA DHCAS has received incomplete or invalid transcripts. Automated e-mails are also sent when applications are e-submitted and when transcripts and GPAs are processed.

ADEA DHCAS sends notifications both via e-mail and to the "Messages" section of the online application. *Because some e-mail notifications may be filtered as junk, applicants are responsible for monitoring the ADEA DHCAS "My Messages" inbox. ADEA DHCAS is not responsible for notifications applicants do not receive in their e-mail inbox.*