# ADEA DHCAS® FAQs

**What is ADEA DHCAS® (American Dental Education Association Dental Hygiene Centralized Application Service)?**
ADEA DHCAS is a nationwide, web-based application system that facilitates a streamlined admissions process for dental hygiene programs through collection and dissemination of uniform applicant information.

**How does my program benefit from using a Centralized Application Service (CAS)?**
Programs that participate in a CAS:
- Reduce their administrative burden,
- Access a powerful admissions management software at no cost and
- Receive uniform application data and materials.

**When is the ADEA DHCAS application available each year?**
The ADEA DHCAS application opens each year in late October and closes the following August.

**What programs are eligible to participate in ADEA DHCAS?**
All dental hygiene education programs accredited by the Commission on Dental Accreditation (CODA) can participate in ADEA DHCAS.

**What is the cost to programs to participate in ADEA DHCAS?**
There is no charge for programs to use the service.

**What is expected or required of programs that participate in ADEA DHCAS?**
Programs using the service are expected to:
- Consider ADEA DHCAS applications official,
- Complete a brief training about the service prior to gaining access,
- Keep their information within ADEA DHCAS up to date,
- Use ADEA DHCAS as their primary source of applications and
- Include information regarding their participation, as well as a link to the ADEA DHCAS application, on the program's website.

**Can an institution with multiple program levels sign up only one program to participate in ADEA DHCAS?**
Yes! Institutions can sign up any or all dental hygiene education programs offered by their schools for ADEA DHCAS.

**What is the ADEA DHCAS Search Engine?**
The Search Engine is a publicly available online database of profiles for participating programs. Each participating program is asked to share important information, such as program description, deadline dates, required supplemental applications, prerequisite coursework and any special announcements. Current or potential applicants can search

for participating programs by name, program type/level, teaching method (e.g., on campus, online or hybrid) or state, and can view a program's profile at any time.

**What information is collected from applicants?**
Applicant information is broken into four quadrant sections, and includes:
- Basic biographic, contact, citizenship, race and ethnicity, and criminal background information,
- High school(s) and college(s) attended,
- Official transcripts for all post-secondary institutions attended,
- Self-reported standardized test scores for 11 different standardized tests; and
- Dates and descriptions of any professional, volunteer or extracurricular experiences, achievements or awards received and certifications held.

Participating programs can opt to add program-specific requirements to the application, including questions, documents (e.g., CV/resume), identification of prerequisite coursework and letters of recommendation.

**Can participating programs customize or add specific questions or requirements to the ADEA DHCAS application?**
Yes! In addition, programs can request letters of recommendation and ask applicants to provide supplemental documents (e.g., shadowing hours verifications) or a list of courses they believe fulfill the prerequisite coursework requirements for program applicants.

**What if my program has a supplemental or institutional application that must be filled out in addition to the program application?**
Supplemental questions can be added to the ADEA DHCAS application in the Program Materials section. Some programs also opt to continue using a separate supplemental application, especially if their institution requires it.

**Can applicants update their application information after submitting the application to ADEA DHCAS?**
While most application information is locked once the applicant has submitted, some portions of the application can be updated, such as the address and new experiences.

**What is the cost of applying to a program through ADEA DHCAS?**
Applicants pay $50 to apply to one program and $35 for each additional program. ADEA DHCAS also offers a [Fee Assistance Program](#) that waives the $50 fee for eligible applicants.

**How do participating programs in ADEA DHCAS receive applicant information and documents from ADEA DHCAS?**
ADEA DHCAS provides electronic application information and associated documents to an applicant's designated program(s) via WebAdMIT, the free admissions management software that comes along with participating in ADEA DHCAS. WebAdMIT is accessible

online at any time by any individual at a program who has been granted access by the program administrator.

**How long will it take to gain access to applicant information after the applicant submits the ADEA DHCAS application?**
Applicant information is provided in real time to programs via WebAdMIT. As soon as an applicant submits the ADEA DHCAS application their information is available to programs for viewing.

**What features are included in WebAdMIT to help with the admissions process?**
Features within WebAdMIT include:
- Tailored user access for users,
- Locally defined, program-specific application statuses,
- Exportable reports for all data points,
- Scoring or ranking models and
- Interviewing and communication templates.

**Does ADEA DHCAS review applications or make any admissions decisions on behalf of participating programs?**
No. ADEA DHCAS is an application and data clearinghouse only and is not involved in the decision-making process.

**Does ADEA DHCAS share admissions status or final admissions decisions with applicants?**
No. Programs are responsible for sharing admission statuses and decisions with applicants.

**Does ADEA DHCAS share admissions status or information from one participating program with any other participating programs to which an applicant has applied?**
No. ADEA DHCAS does not share any admissions statuses or information for applicants to a program with any other participating program.

**Can programs participating in ADEA DHCAS withdraw from the service at any time?**
Yes. Participating in ADEA DHCAS is voluntary, and can be ceased any time a program no longer wishes to use the service. All application information collected through ADEA DHCAS while the program was participating will be available to the program via WebAdMIT for a specified period of time.

**What user support is offered to programs participating in ADEA DHCAS?**
Participating programs have access to phone and e-mail support for questions or concerns about their application, WebAdMIT or specific applicant issues. Numerous online help guides and videos are also available, in addition to self-paced online basic and advanced training courses about the use of the WebAdMIT software.

**Are participating programs expected to answer applicant questions about the ADEA DHCAS application?**
While programs can answer questions if they wish, applicants have phone and e-mail access to ADEA DHCAS customer service teams who are happy to answer questions about the application process or status, as well as help with any technical issues they may experience with the application.

**How long does it take to begin using ADEA DHCAS once a program has decided to come on board?**
It generally takes two to three weeks to get a program active in ADEA DHCAS, although the timing can vary depending if a program needs to expedite the set up.