



## INTRODUCTION TO THE ADEA CAAPID® APPLICATION

Mr. Ryan Bannister

Director of Specialized Application Services - ADEA

AMERICAN DENTAL EDUCATION ASSOCIATION

## AGENDA

ADEA | THE VOICE OF  
DENTAL EDUCATION

- What is ADEA CAAPID?
- Who is ADEA CAAPID for?
- When do I apply through ADEA CAAPID?
- How do I complete an ADEA CAAPID application?
- Where do I find the application, important resources and additional information?

AMERICAN DENTAL EDUCATION ASSOCIATION

This presentation will provide you an overview of the ADEA CAAPID application, and answer several important questions about the process of applying and re-applying through the application service. It will also cover what the ADEA CAAPID application is and who it is intended for. In addition, it will discuss the important information you will need to gather, when to apply, and walk through how to successfully complete the application as both a new applicant and an applicant re-applying through the application service. Lastly, it will let you know where you can get all the information you are looking for, and how to contact us for additional assistance.

## What is ADEA CAAPID?

ADEA | THE VOICE OF  
DENTAL EDUCATION

- Centralized Application for Advanced Placement for International Dentists
- One application for 27 advanced standing programs across the United States
  - One set of application materials
  - 7 advanced standing programs do not accept the ADEA CAAPID application

AMERICAN DENTAL EDUCATION ASSOCIATION

The American Dental Education Association's Centralized Application for Advanced Placement for International Dentists, or ADEA CAAPID for short, is the online application for enrollment in one of 27 advanced standing dental education programs across the United States. Rather than completing individual applications to each program, ADEA CAAPID simplifies the process by allowing applicants to submit one standardized application to any of these 27 programs.

In addition to the 27 advanced standing programs utilizing the ADEA CAAPID application, there are an additional 7 advanced standing programs to which you must apply directly, as they do not accept the ADEA CAAPID application.

## Who is ADEA CAAPID For?

ADEA | THE VOICE OF DENTAL EDUCATION

- Foreign trained dental graduates wishing to practice in the United States or Canada
- NOT for applicants to traditional D.D.S./D.M.D. programs or residencies



AMERICAN DENTAL EDUCATION ASSOCIATION

It is important to determine if it is the right application for you. Applicants to ADEA CAAPID are foreign trained dental graduates who are looking to practice dentistry in the United States or Canada. Foreign students who have not yet begun or completed their dental education in a country outside the United States or Canada are not eligible to apply through ADEA CAAPID. These applicants will need to apply to a traditional D.D.S or D.M.D. program. Foreign trained dentists looking to continue their education by pursuing a residency in a specialty area, but not practice dentistry in the United States, should also not use the ADEA CAAPID application.

ADEA offers similar centralized applications for these program types separate from ADEA CAAPID. The ADEA PASS application can be used to apply to dental residencies in a wealth of specialty areas. The ADEA AADSAS application can be used to apply to traditional D.D.S. or D.M.D. programs at all U.S. dental schools. More information on the ADEA PASS and ADEA AADSAS applications can be found on the ADEA website at [www.adea.org](http://www.adea.org).

## When is the Application Available?

ADEA | THE VOICE OF DENTAL EDUCATION

- Application available March 1, 2016 – February 24, 2017
- Programs set own deadline on any date within application cycle
- Deadlines listed in ADEA CAAPID Directory for all programs



AMERICAN DENTAL EDUCATION ASSOCIATION

The ADEA CAAPID application will open its 2017 application cycle on Tuesday, March 1, 2016. Applicants can begin to create accounts, complete the application, and submit documents on that day. The application will remain open through February 24, 2017. Each advanced standing program sets their own application deadline on any date within the application cycle. Program deadlines can be found in the CAAPID program directory on the ADEA CAAPID website at [www.adea.org/caapid](http://www.adea.org/caapid).

What Materials Do I Need to Apply Through ADEA CAAPID?		ADEA   THE VOICE OF DENTAL EDUCATION	
<u>Materials Required by ADEA CAAPID</u>		<u>Additional Materials Requested for Some Programs</u>	
• Completed ADEA CAAPID application		• NBDE Part I	
• Foreign transcript evaluation (WES or ECE only)		• NBDE Part II	
• DENTPIN		• DAT Scores	
• ADEA CAAPID application fees		• Proof of U.S. citizenship or permanent residency, or visa information	
<u>Materials Required by All Advanced Standing Programs</u>			
• At least 2 letters of evaluation, up to 3 accepted		• CV or Resume	
• TOEFL test scores (iBT preferred)		• Photo	
AMERICAN DENTAL EDUCATION ASSOCIATION			

There are three categories of information that are needed to apply to advanced standing programs through ADEA CAAPID – those materials required by ADEA CAAPID for all applicants; those materials required by all advanced standing programs, but not required by ADEA CAAPID directly; and those materials only requested from applicants to certain advanced standing programs.

ADEA CAAPID requires all applicants to have the following materials: a completed ADEA CAAPID application; a foreign transcript evaluation completed by either Educational Credential Evaluators (or ECE) or World Education Services (or WES); a DENTPIN, which is obtained directly from the American Dental Association or ADA; and the ADEA CAAPID application fees.

In addition to the materials required by ADEA CAAPID, all advanced standing programs require the following items from all applicants: at least 2 letters of evaluation, with up to 3 accepted; and official TOEFL scores preferably from the internet based test or IBT for short.

In addition to the materials required by ADEA CAAPID and all advanced standing programs, some programs may require additional materials. Materials commonly


requested include: scores from the National Board Dental Exam parts 1 and 2; Dental Admission Test or DAT scores; proof of U.S. citizenship or permanent resident status; visa information for foreign citizens; a Curriculum Vitae or resume; and a photograph. It is important for applicants to check the specific requirements for each advanced standing program to which they are applying.



The first step in applying through ADEA CAAPID is to create an account. The ADEA CAAPID application home page is used to create new accounts and log into an existing account. Applicants who have never created an account with ADEA CAAPID before will need to click on the “Create an Account” button. Applicants who created an account during a previous application cycle may use their same account information to log in to the current application. Applicants are able to log back into their account after it has been created at any point during the application cycle.



# Creating An ADEA CAAPID Account



THE VOICE OF  
DENTAL EDUCATION

## New Applicants

- Name
- Contact information
- Account information

## Previous Applicants

Welcome Back

As a previous applicant to ADEA CAAPID, you can speed up the application process by reusing data from your previous application. Whether you submitted an application in a previous application cycle or did not complete the application process, this form allows previous applicants to join.

Confirm Your Profile Information

Step 1 is the first step in the application process. It is to confirm your profile information. Please use the same email address as your previous application. Confirm your information and then click on the button below.

Decide if You Want to Copy Application Data

Step 2 is the second step in the application process. It is to decide if you want to copy data from your previous application. The profile data is optional. If you do not want to copy data, you will need to enter your own information. If you do want to copy data, you will need to confirm the data is accurate in your application.

Choose Your Programs

Step 3 is the third step in the application process. It is to choose your programs. Please select the programs you want to apply to. The first step is choosing the programs you want to apply to.

Review Application Sections

Step 4 is the fourth step in the application process. It is to review your application. Please review the information you entered and confirm it is accurate. If you need to make changes, click on the button below.

Ready To Register

Start Registration

## AMERICAN DENTAL EDUCATION ASSOCIATION

New applicants who have never created an account with ADEA CAAPID will be asked to provide basic information including their name, contact information, and account information such as username and password.

Applicants who created an account during the previous application cycle can log in using their existing account information. These applicants will be presented with a checklist of items to complete in order to bring their application information forward into the new application cycle.

8

Reapplying Through ADEA  
CAAPID

ADEA | THE VOICE OF  
DENTAL EDUCATION

1 Your Profile 2 Copy Application Data 3 Reviewing Your Application

### Decide if You Want To Copy Application Data

Step 2 in the re-application process is to decide if you want to copy data from a previous application. Whether you previously submitted an application or started an application but did not complete the application process, you can copy data to save time with this application. Select **Copy Application Data** to move to the next step. On the next screen, you will be able to review all of the application sections and decide what you want to copy and where you would prefer to start fresh.

Copying previous data is a great way to get a head start on your application. The copy process may take some time - you will receive an email when your new application is ready for you to work on.

If your previous application was a test application or you would prefer to start with a blank application, select **Start a Fresh Application** to clear out all application information. You cannot undo the Start a Fresh Application decision, so please be sure you want to wipe out all previous application entries before selecting this option.

Start a Fresh Application Copy Application Data

AMERICAN DENTAL EDUCATION ASSOCIATION

Applicants reapplying through ADEA CAAPID will first need to decide if they wish to start a brand new application, or bring forward information entered on their previous application. Starting a fresh application means no information will be brought forward, and once this option is selected, it cannot be undone. All previously saved information will be erased and cannot be retrieved at a later date.

**Reapplying Through ADEA CAAPID**

**Information Brought Forward**

**Personal Information**

- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Other Information

**Supporting Information**

- Experiences
- Achievements
- Other Relevant Information
- Licenses

**Academic Information**

- Colleges Attended
- Standardized Tests
- Continuing Education Courses
- Advanced Dental Education Programs

**AMERICAN DENTAL EDUCATION ASSOCIATION**

Re-applicants opting to bring forward application information will be asked to select which information from their previous application they wish to include in their new application for the current year. Data which re-applicants can bring forward includes: Information from the Personal information portion of the application such as biographic, contact, citizenship, visa, race/ethnicity, and other information previously provided.

In addition, data from the supporting information portion of the application including experiences, achievements, licenses, and other relevant information provided can also be brought forward.

Lastly, certain information from the academic information portion of the application can also be brought forward. All re-applicants are required to bring forward their colleges and dental schools previously attended including their electronically submitted foreign transcript evaluations. Re-applicants who previously provided a paper copy of their foreign transcript evaluation will need to send in a new, electronic copy. More information on how to do so will be provided a bit later in this webinar. In addition to the previously attended colleges and dental schools, re-applicants can choose to bring forward their self-reported test scores for NBDE Parts I and II as well

as the TOEFL exam; their continuing education courses; and any advanced dental education programs previously attended and listed on a past application.

## Reapplying Through ADEA CAAPID

ADEA | THE VOICE OF  
DENTAL EDUCATION

### Information NOT Brought Forward

- Release Statements
- Personal Statement
- Letters of Evaluation
- Paper Foreign Transcript Evaluations
- Program Materials
  - Documents and Questions
- Previous Designations
- Previous Payments



AMERICAN DENTAL EDUCATION ASSOCIATION

While most information on the ADEA CAAPID application is able to be brought forward from a previous application, there is some information which cannot be carried into a new application. This information includes agreement to the ADEA CAAPID release statements; the personal statement or essay written; any letters of evaluation previously received; any paper WES or ECE foreign transcript evaluations received; all information provided in the program materials portion of the application including documents provided and questions answered, previous designation information, and previous payments received. All re-applicants will be required to provide new/updated information in each of these sections, and must pay the application fees again.



All information brought forward by a re-applicant must be reviewed and is able to be edited, with the exception of previous colleges attended, and must be confirmed as accurate before submitting the new application.

**Program Selections** ADEA | THE VOICE OF DENTAL EDUCATION

**Searching for Programs:**

My Application Add Program Submit Application Check Status

Select at least one program to start your application. You can add additional programs from the Full Programs List page at any time.

Filter by:

School: All Schools Location: All Locations

**Adding a Program:**

Program Name	Program Type	Year	Term	Mode	Location	Deadline
University of Colorado School of Dental Medicine Dental Residency Program (DRP) Advanced Standing Program	Advanced Standing	2017	Spring	Remote	USD	10/15/2016

**Removing a Program:**

University of Colorado School of Dental Medicine

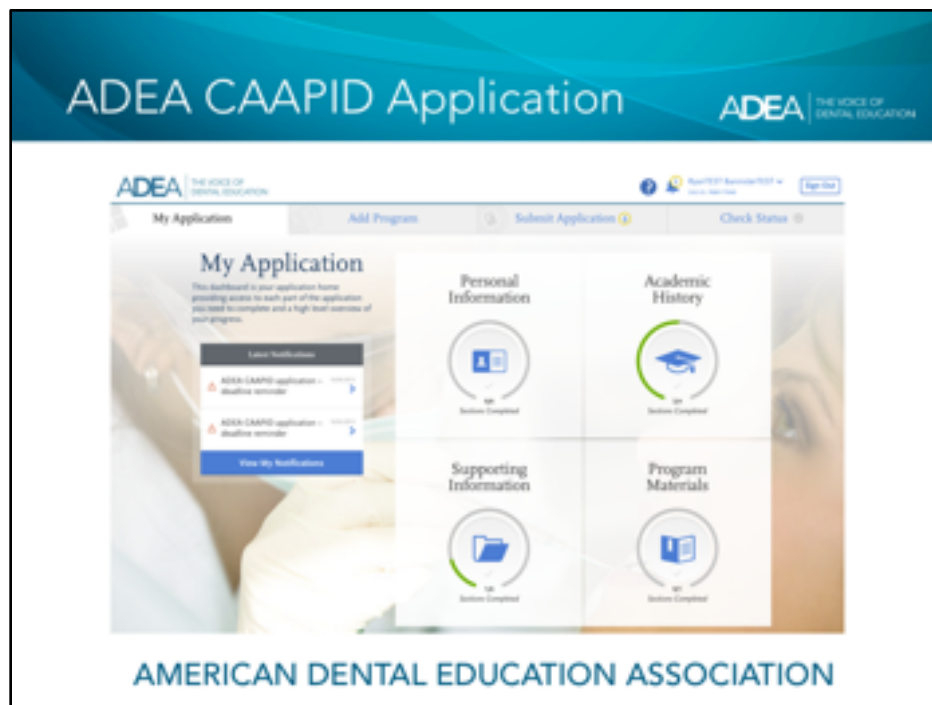
☒ Advanced Standing This program has been added to your selections [Undo](#)

AMERICAN DENTAL EDUCATION ASSOCIATION

Once an account is created, all applicants, including re-applicants, will be prompted to select at least one program to which they wish to apply. Applicants will be presented with a list of all available programs accepting the ADEA CAAPID application, and can filter the list either by specific schools, or by states.

To add a program, click the blue plus sign next to the program name.

If you add a program by accident, or wish to remove a previously designated program, click the “Undo” button to the right of the program name. Additional programs can be added at any time prior to their deadline. Programs can also be removed at any time prior to submitting the application for that school.




Once at least one program has been added, applicants will be taken to the application dashboard. As you can see, the ADEA CAAPID application dashboard is broken down into easily navigated tabs and panels. Along the top of the application are the main navigation tabs guiding you through the various steps of the application process.


While on the "My Application" tab, on the left side of the screen, you will be presented with any important notifications from ADEA CAAPID regarding your application.

In the center on the screen are the 4 portions of the application, broken down into 4 separate panels. Accessing each portion of the application is done by clicking on the name or icon beneath that portion's name. Progress made towards completing each portion of the application is shown via the circles around each portion's icon. Each portion of the application is broken down into a set number of sections, as well.



# Personal Information





## Personal Information

6 Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship Information

Race & Ethnicity

Other Information

### Information Collected

- Birth date
- Contact information
- Citizenship, residency, and visa information
- Race and ethnicity
- Languages spoken
- Criminal history and academic or professional infractions

## AMERICAN DENTAL EDUCATION ASSOCIATION

The first portion of the application is Personal Information, which has 6 sections that must be completed, as seen on the left. Information collected in this portion of the application includes your birth date; current and permanent address; phone number; citizenship, residency, or visa information; race and ethnicity information, which is optional to provide; a list of languages spoken; and information on any criminal history or any previous academic or professional infractions.

# Academic History



## Information Collected

- Colleges/Universities attended
- Degrees earned
- NBDE Part I and II scores
- ETS TOEFL® scores
- Continuing education course information
- Advanced Dental Education Program information



Academic History  
in Sections Completed

Colleges Attended	✓
Standardized Tests	
Continuing Education Courses	
Advanced Dental Education Programs	✓

AMERICAN DENTAL EDUCATION ASSOCIATION


The next portion of the application is in regards to your academic history, and is broken down into 4 sections. In this portion of the application, applicants are required to list all U.S. and foreign colleges or universities attended; any degrees earned; self-reported National Board Dental Exam part 1 and 2 scores; self reported TOEFL scores; any relevant continuing education courses completed; and any advanced dental education programs completed.

As a guideline for the continuing education course section, Advanced Standing programs prefer to see no more than 10 relevant continuing education courses which have been completed within the last 5 years listed on the application.

## Standardized Test Scores

ADEA | THE VOICE OF DENTAL EDUCATION

- Only self reported NBDE Part I and II scores collected
  - Official scores sent directly to programs
- Self-reported TOEFL scores collected
- Official TOEFL scores also collected
  - Use Score Code: B451 American Dental Education Association – ADEA CAAPID



AMERICAN DENTAL EDUCATION ASSOCIATION

While applicants are able to list their self reported National Board Dental Exam scores on the ADEA CAAPID application, official score reports must be sent directly to the programs to which an applicant is applying, if required by that program.

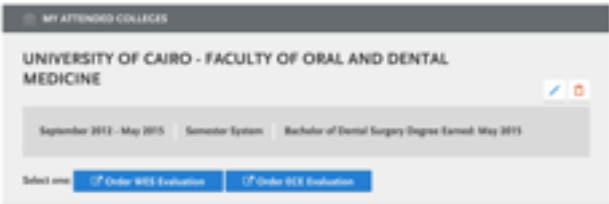
Applicants can also self report their TOEFL scores in this portion of the application. ADEA CAAPID does accept official TOEFL scores directly from ETS only. To have your official TOEFL scores sent directly to ADEA CAAPID, please request scores to be sent to the score code for institution B451: American Dental Education Association's ADEA CAAPID score reporting code.

While ADEA CAAPID does collect official TOEFL scores, some advanced standing programs do require official TOEFL scores to be sent directly to the program, as well. Applicants are encouraged to check the specific TOEFL score reporting requirements for each program to which they wish to apply.

## Foreign Transcript Evaluations

ADEA | THE VOICE OF DENTAL EDUCATION

- Foreign transcript evaluation required for each foreign institution attended.
- Only ECE and WES accepted
- Must be sent electronically, directly by ECE or WES
  - No paper evaluations will be accepted
- Can be requested directly within the application



AMERICAN DENTAL EDUCATION ASSOCIATION

A foreign transcript evaluation for each foreign institution attended is required. No original foreign transcripts will be accepted, and they should not be sent to ADEA CAAPID.

ADEA CAAPID accepts foreign transcripts from Educational Credential Evaluators, or ECE, and World Education Services, or WES, only. Foreign transcript evaluations completed by any other evaluation service are not accepted. In addition to this requirement, all foreign transcript evaluations must be received electronically directly from either ECE or WES. Applicants are able to request an electronic copy of their ECE or WES evaluation from directly within the application. Applicants who previously applied, but had sent in a paper copy of their ECE or WES evaluation will need to request a new, electronic copy be sent using this process.

As each advanced standing program specifies which foreign transcript evaluation service is preferred or required for their program, applicants should check the requirements on foreign transcript evaluations for each program to which they are applying.

Supporting Information

ADEA | THE VOICE OF DENTAL EDUCATION

Evaluations

Experiences

Achievements

Licenses

Other Relevant Information

Personal Statement

Information Collected

- Letter of evaluation information
- Healthcare, employment, teaching experiences
- Extracurricular and volunteer experiences
- Awards and honors
- Professional licenses held

AMERICAN DENTAL EDUCATION ASSOCIATION

The next portion of the application is “Supporting Information”, which is broken down into 6 sections. In this portion of the application, information is collected about an applicant’s letters of evaluation; dental and non-dental healthcare, employment, research, or teaching experiences; extracurricular and volunteer experiences; honors and awards received; and any professional licenses held.

In addition, applicants are provided the opportunity to list any additional relevant information not already provided, and to write a personal statement explaining his or her desire to pursue an advanced placement program in the United States.

## Letters of Evaluation

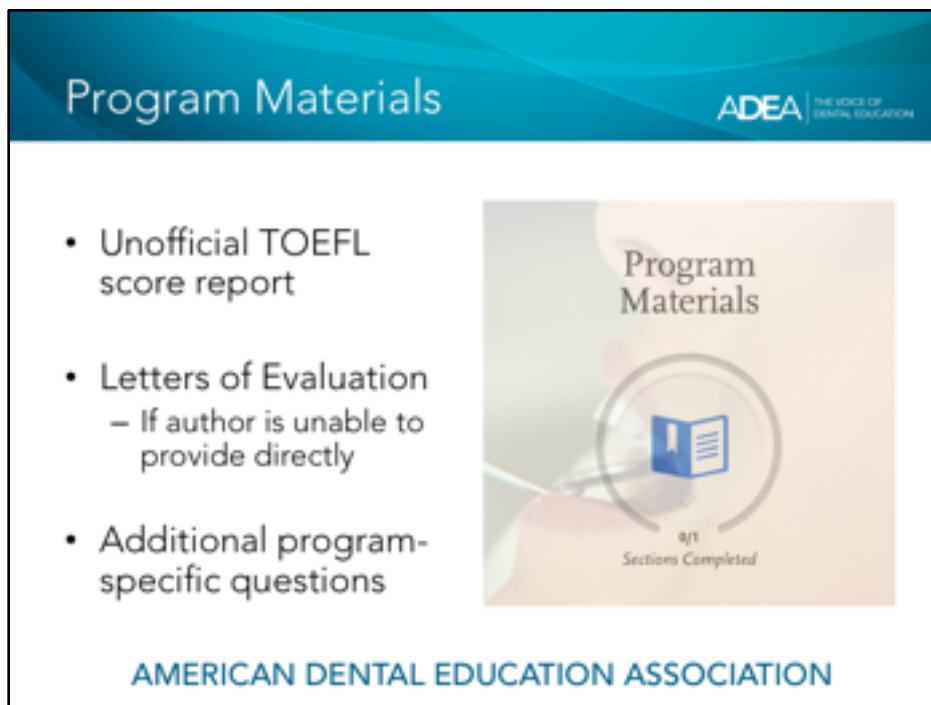
ADEA | THE VOICE OF DENTAL EDUCATION

- ADEA CAAPID does not require any letters of evaluation
- All advanced standing programs require at least 2 letters of evaluation
- All letters collected electronically
- Letters preferred to be provided directly by letter writer
  - Must be written on letterhead and contain signature

AMERICAN DENTAL EDUCATION ASSOCIATION

While ADEA CAAPID does not require applicants to provide any letters of evaluation in order to submit an application, each advanced standing program does require applicants to provide at least 2 letters of evaluation, with many accepting up to 3.

Applicants are asked to provide the name and email address for each letter of evaluation author. Letter writers will then receive instructions on how to electronically provide a letter of evaluation directly to ADEA CAAPID on behalf of the applicant. All letters collected by ADEA CAAPID must be provided electronically – no paper evaluations will be accepted. Letters must also be written on letterhead from the institution the author is affiliated with, and contain the signature of the author. While these are the requirements specified by ADEA CAAPID for letters of evaluation, some advanced standing programs may make exceptions for extenuating circumstances.

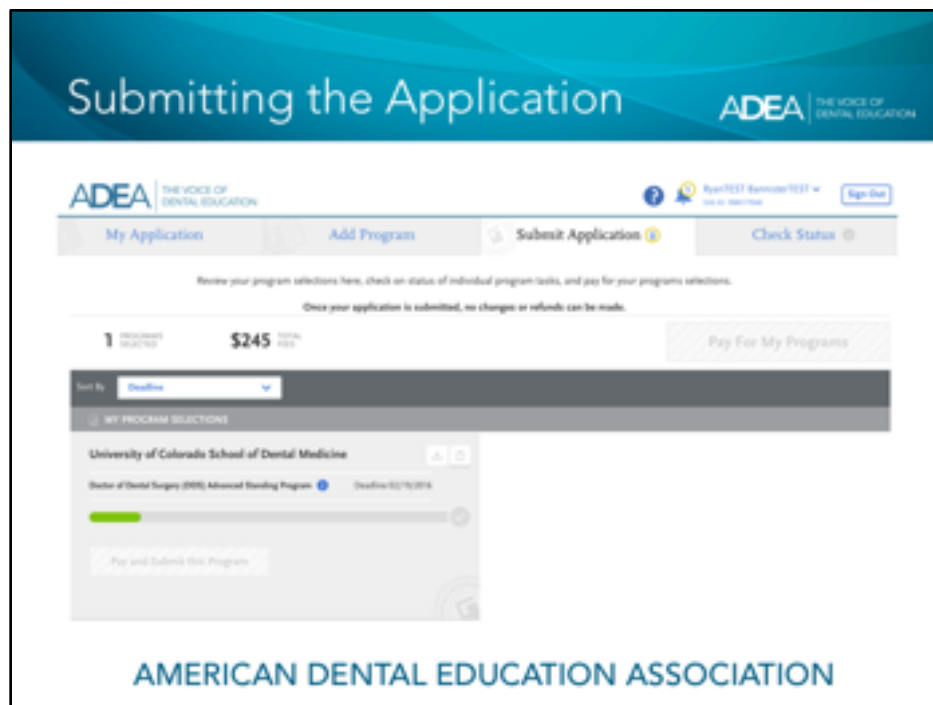


The final portion of the application is the program materials section. Each program an applicant has selected will appear in this section.

Each advanced standing program has the opportunity to collect several documents from applicants via the ADEA CAAPID application. Programs can request that applicants upload an unofficial copy of their TOEFL score report. This unofficial TOEFL score report would be in addition to the official scores being sent either directly to the institution or to ADEA CAAPID.

In addition to the unofficial TOEFL score report, some programs may allow applicants to upload copies of letters of evaluation. This option is offered to applicants who have obtained a copy of their letter from an evaluator who may not be able or available to provide a letter directly to ADEA CAAPID. Not all programs will accept applicant uploaded letters. All attempts should be made to have letters of evaluation provided directly to ADEA CAAPID by the authors.

Each advanced standing program also has the opportunity to ask additional program-specific questions that were not previously asked as a part of the application. Not all programs ask additional questions.



Once all sections of the application have been completed for a particular advanced standing program, applicants can submit their application for that program. Applicants are able to submit for one or more programs at a time by selecting the Submit Application tab and clicking on the Pay and Submit this Program button underneath each program they are ready to submit an application for. If the green bar is not full and the Pay and Submit this Program button is not available, the application for that program is not yet complete and thus cannot yet be submitted.



## Application Fees

ADEA | THE VOICE OF DENTAL EDUCATION

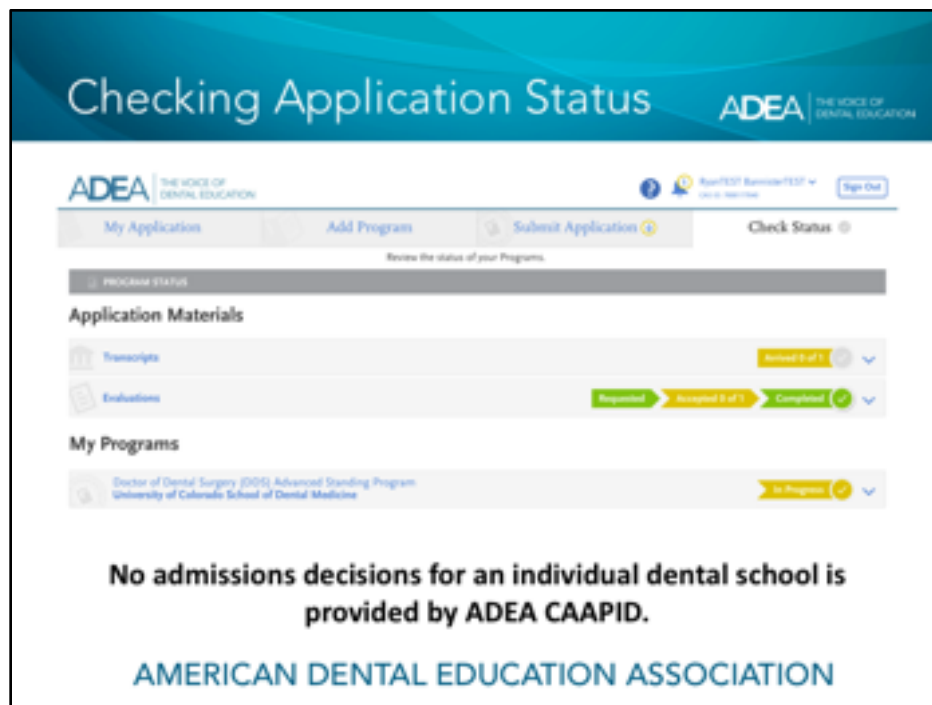
- First Program: \$245
- Additional Programs: \$98
- Credit or debit card payments only
- Online payments only
- Supplemental application fees sent directly to programs



AMERICAN DENTAL EDUCATION ASSOCIATION

The fees for the ADEA CAAPID application are \$245 for the first advanced standing program applied to, and \$98 for each additional program. ADEA CAAPID accepts credit or debit card payments only. All payments must be made online through our secure payment processing system – no checks, money, or money orders will be accepted and should not be mailed to ADEA CAAPID.

Most advanced standing programs charge a supplemental application fee in addition to the ADEA CAAPID application fees. These program-specific supplemental application fees should be paid directly to the program requesting the payment per their instructions.



Applicants are able to check the receipt status of their foreign transcript evaluations, letters of evaluation, and official TOEFL scores, as well as the status of their application for each designated program via the “Check Status” tab at the top of the application.

Once an application is complete for a designated program, no further updates on the admissions status of the application will be provided via ADEA CAAPID. All admissions decisions will be provided directly to an applicant by the program. Again, ADEA CAAPID makes no determinations on the eligibility of an applicant for a program, nor does ADEA CAAPID have any influence over the admissions status of an applicant at a particular dental school. No information on admissions decisions or enrollment status will be provided by ADEA CAAPID. This information will be provided by the individual dental schools to which an applicant has applied, and questions regarding offers of admission should be directed to each individual program.

**Applicant Resources**

ADEA | THE VOICE OF DENTAL EDUCATION

- ADEA CAAPID Website  
– [adea.org/CAAPID](http://adea.org/CAAPID)
- Quick reference table of program deadlines, requirements, and directory pages  
– [adea.org/CAAPIDapp/deadlines-and-requirements.aspx](http://adea.org/CAAPIDapp/deadlines-and-requirements.aspx)
- Application instructions  
– [adea.org/CAAPIDapp/Instructions.aspx](http://adea.org/CAAPIDapp/Instructions.aspx)


AMERICAN DENTAL EDUCATION ASSOCIATION

ADEA CAAPID offers numerous resources to applicants to help them prepare for and complete the application process for advanced standing programs. There is a wealth of information available on the ADEA CAAPID website, found at [adea.org/CAAPID](http://adea.org/CAAPID). Included on this site is a quick reference table of all programs, including their deadline date and foreign transcript evaluations and NBDE requirements. Full program profiles with program contact information, application requirements, TOEFL score report preferences, and supplemental application fee instructions are also available. In addition to these program profiles, full ADEA CAAPID application instructions are also provided to aid applicants in completing the online application.

## Customer Service

ADEA | THE VOICE OF DENTAL EDUCATION

- Available M-F, 9am – 5pm (EST)
- E-mail: [CAAPIDinfo@caapid.org](mailto:CAAPIDinfo@caapid.org)
- Phone: (617) 612-2035



AMERICAN DENTAL EDUCATION ASSOCIATION

Lastly, ADEA CAAPID offers customer support via phone and e-mail to all applicants. Customer service representatives are available Monday through Friday from 9am to 5pm Eastern Standard Time. Customer service representatives are able to answer questions about the application process, provide application and document status information, and assist with any technical difficulties applicants may experience.