CASPA

DO YOUR OWN RESEARCH

- This presentation is meant to serve as a resource during this application cycle.

- It does NOT cover all aspects of the application, so you must do your own research!

- Review the CASPA Application Instructions for more detailed information.

- You can also **contact CASPA for further assistance**:
  - **Phone**: 617-612-2080 (applicant inquiries only)
  - **Application:** caspa.liaisoncas.com
  - **Email**: support@caspa.myliaison.com
  - **Hours of operation**: Monday – Friday (9:00 am – 5:00 pm Eastern Time)

- CASPA verification process may take up to six weeks after your application, transcripts, and payment are received.

CASPA Application Cycle Dates can be reviewed here.

WHEN TO APPLY/CHECKLIST

- **CASPA Opens: April 24th, 2025**
- **Before this date, you should have:**
  - Completed all prerequisite courses listed on the <u>Pre PA Quick Facts Sheet</u> or have a plan to complete the rest of the required prerequisite courses for all PA schools to which you wish to apply.
  - Taken or scheduled the GRE
  - <mark>Schedule the CASPer exam (in April to take 1st week of May)</mark>
  - Asked your (3) evaluators to write letters of recommendation (one PA, one faculty member and one supervisor/employer letter are typically recommended, but programs may have specific requirements that differ from these recommendations—be sure to research your programs of interest)
  - Completed your personal statement (5000 characters max), or at least have a draft complete
  - Compiled your resume
  - Documented your shadowing hours with a Physician Assistant/Associate
  - Documented your direct patient care experiences for use in uploading onto CASPA app
  - Printed out an unofficial transcript to help you list your courses within the application
  - *Re-applicants should print out a copy of their previous application in preparation for the 2025 cycle. Instructions regarding downloading last cycle's application can be found <u>here</u>.*
- CASPA's recommended timeline for the application process can be found <u>here</u>

FEE ASSISTANCE PROGRAM

- The **CASPA FAP** is a fee assistance program designed to assist students who demonstrate extreme financial need while applying to CASPA. (subject to change)

- FAP-approved applicants will receive assistance to cover the initial application fee. It is first-served basis. Each fee waiver covers the cost of the first two programs ($184 and $61, for a total of $245)

- To qualify for a fee waiver, you must have either:
    - Filed a 2024 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low-Income Level listed here, or
    - Been listed as a dependent on a filed 2024 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low-Income Level listed below. **If you were claimed as a dependent by a parent or guardian on their 2024 Federal Income Tax Return, CASPA requires you to use that individual's Federal Income Tax Return instead of your own.**

- Additionally, you must request a fee waiver **before** you submit your application. Requests received after an application has been submitted will not be honored.

- If you are approved for a fee waiver, you are required to submit your application within 14 days (including holidays and weekends).

CREATING AN ACCOUNT

- Click <u>here</u> to create a CASPA account.

  – Consider creating a new email account for applications so no emails get lost in another account ☺

  – Scroll to the bottom of the page and click on the "Login to the 2025-2026 CASPA Application." It will take you to the application login where you will create your account.

Do NOT create a new account before April 24th ,2025 when the new cycle opens! Any LORs, personal statement, documents received prior to this date will be discarded!

Create only one account to avoid processing delays and difficulties. Duplicate accounts and any documents associated with those accounts are deleted.

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

All information is required unless noted as optional.

Your Name

Title *Optional*

First or Given Name

Middle Name *Optional*

Last or Family Name

Suffix *Optional*

Display Name *Optional*

Contact Information

Email Address

Confirm Email Address

Preferred Phone Number

Alternate Phone Number *Optional*

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one letter and one number or special character.

Username   aspohn

Password   Strong

Confirm Password

Security Question   Please select a question....

Security Answer

Terms and Conditions

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at www.liaison-intl.com (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services")

I agree to these terms

REAPPLYING TO CASPA FAQ

- **I applied to CASPA last year and would like to reapply. What information can be carried over to my current application?**
  - All applicants who have created a log in will be able to carry forward the information that they have previously entered. Applicants can log in with the same username and password used previously and will be able to select the information to be carried forward.
    - Information that CAN be carried over includes colleges and universities attended, coursework previously verified and the transcripts that correspond with these courses, official test scores, entered experiences and achievements, etc.
    - Information that CAN NOT be carried over includes letters of evaluation, payments, and program-specific information

- **I am no longer in touch with my evaluators. Can CASPA carry over my letters of evaluation?**
  - No. Under NO circumstances can CASPA carry over any of your letters of evaluation from a previous application. These must be resubmitted for the new cycle.

- **Do I need to resend transcripts I had sent last year?**
  - If your application was *not* verified in the previous cycle, you will be required to submit transcripts from each institution that you have attended.
  - If you completed additional coursework since the last cycle your coursework will need to be updated.

- You can find more information about reapplying to CASPA linked here.

PROGRAM SELECTION

- Once you have created an account, you must select at least one PA school or college to which you will be applying.

  - **It is best to add all programs you are applying to at this point**.

  - You can always add more programs later or remove a program prior to submission of the application if you opt not to apply to this program.

  - Once you have added one or more programs to which you are applying, you will need to review the list of designations schools and colleges and then advance to the application.

- View participating programs here

SCHOOL SELECTION

- 1 school: $184
  - Each additional school: $61
- Average applicant applies to 10 schools
  - 10 schools: $733 (Under the Submit Application tab you can see the total cost before you confirm your application)
- **APPLY EARLY!**
  - Since most physician assistant/associate school acceptance is done on a rolling basis, applicants who submit early are more successful in being invited to interviews and considered for scholarships first. Please note that there are exceptions.
  - Once your application becomes complete (application submitted and all official transcripts received) it can take an **additional 4 – 6 business weeks for your application to be verified**.

Number of Designated CASPA Schools	Fee
1	$179
2	$236
3	$291
4	$347
5	$403
6	$459
7	$515
8	$571
9	$627
10	$683
10+	Add $56 per additional program

APPLICATION DASHBOARD
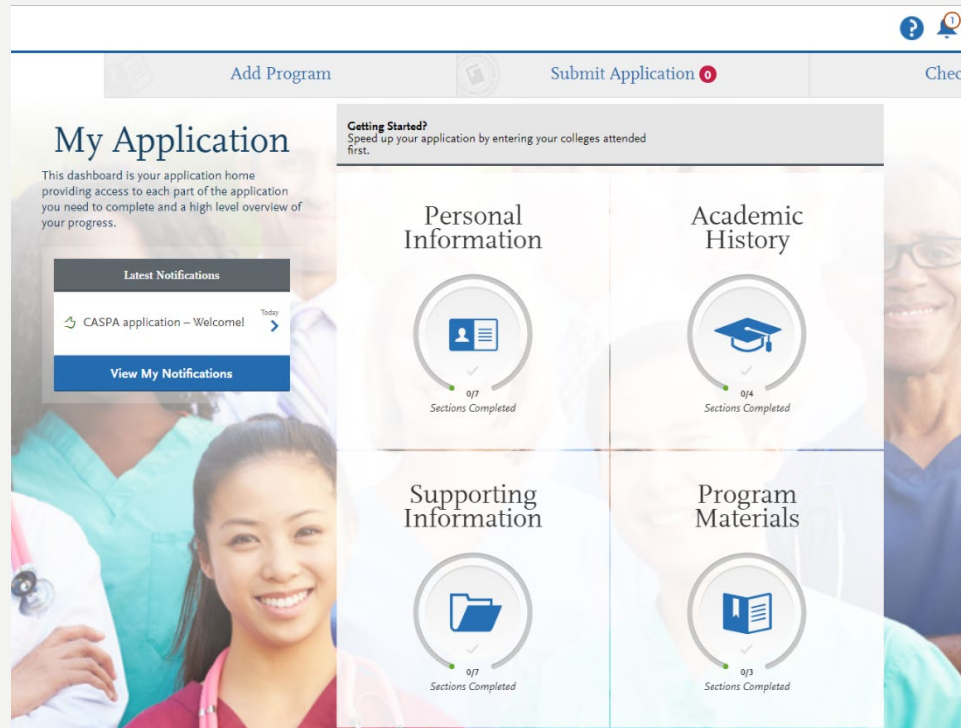
Applicants must select at least one program to access this application dashboard!

- There are four main sections of the CASPA application:
  - Personal Information
  - Academic History
  - Supporting Information
  - Program Materials

- Applicants can also access their profile, access the help center, add and remove programs, submit their application, check the status of application documents, and see their notifications on the dashboard!

PERSONAL INFORMATION SECTION

- **This section includes**:
  - Release Statement
  - Biographic Information
  - Contact Information
  - Citizenship Information
  - Race & Ethnicity
  - Family Information
  - Environmental Factors
  - Other Information
  - Military History

- Proofread your application for accuracy and grammar errors.
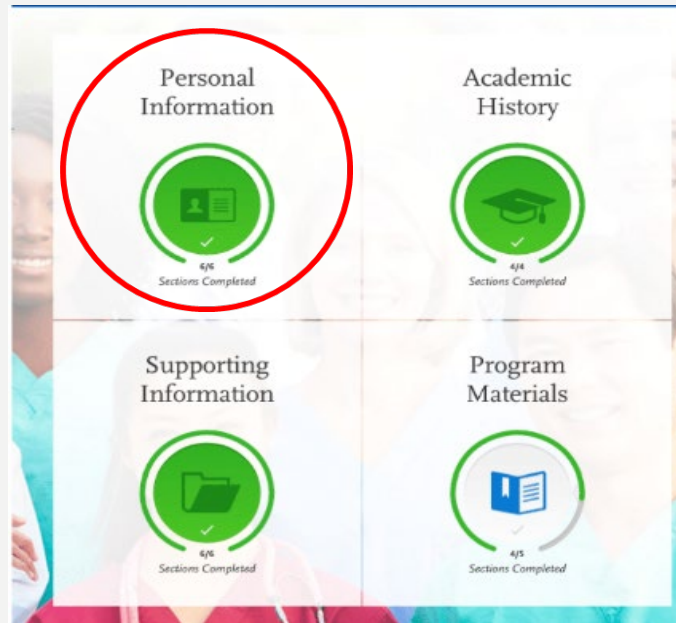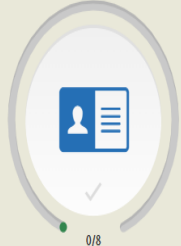
NOTE: Please list any alternate names used such as nickname, maiden name, or name variance in the Alternate Name field under the Biographic section of the application.
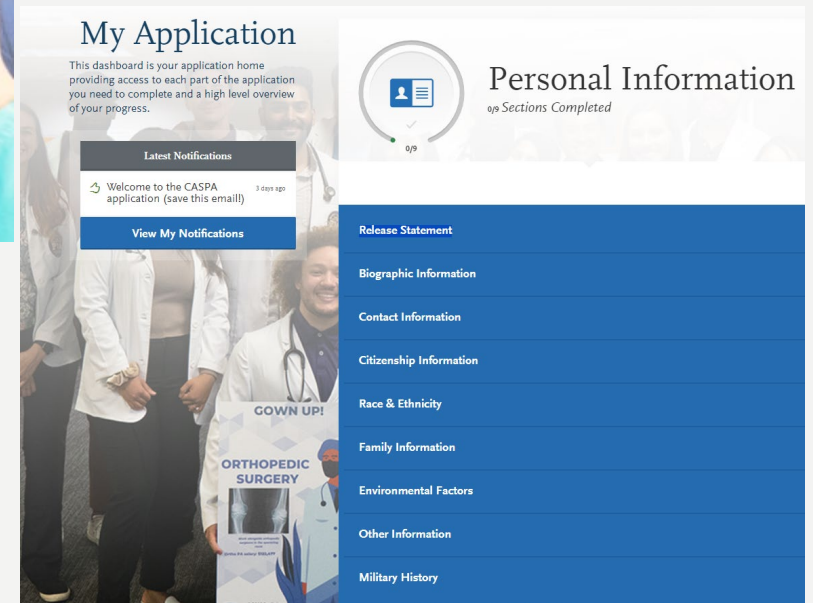
ENVIRONMENTAL FACTORS

- Make sure you fill this section out. Your responses assist the representative to determine if you are a resident of the state you are applying to. This can help your application to be reviewed.

OTHER INFORMATION

- Enter in this section, your:
    - Language proficiency
    - License Infraction
    - Academic Infraction
    - Criminal History
    - Background Information
        - To determine if you come from an economically disadvantaged background, you are asked to compare your parental family's size of household (number of exemptions listed on parent's Federal 1040 income tax forms) and adjusted gross income against the chart provided in the link below. The chart is based on 200 percent of Federal low-income poverty guidelines. You should use your parent's most recent tax forms regardless of age.

    - **COVID 19 Essay**
    - **Life Experiences**

ACADEMIC HISTORY SECTION

In this section, **ONLY** complete the **HIGH SCHOOL ATTENDED** and **COLLEGE ATTENDED** sections for now…
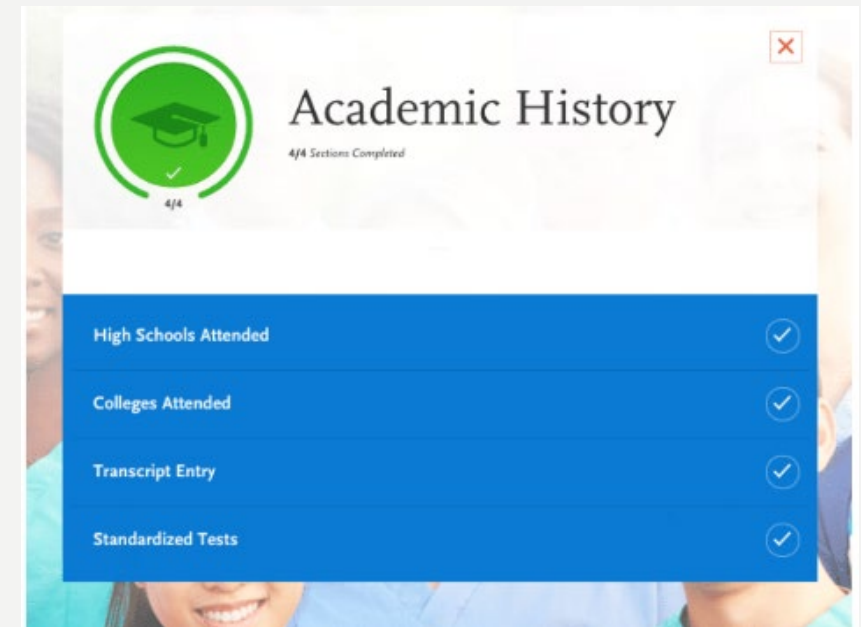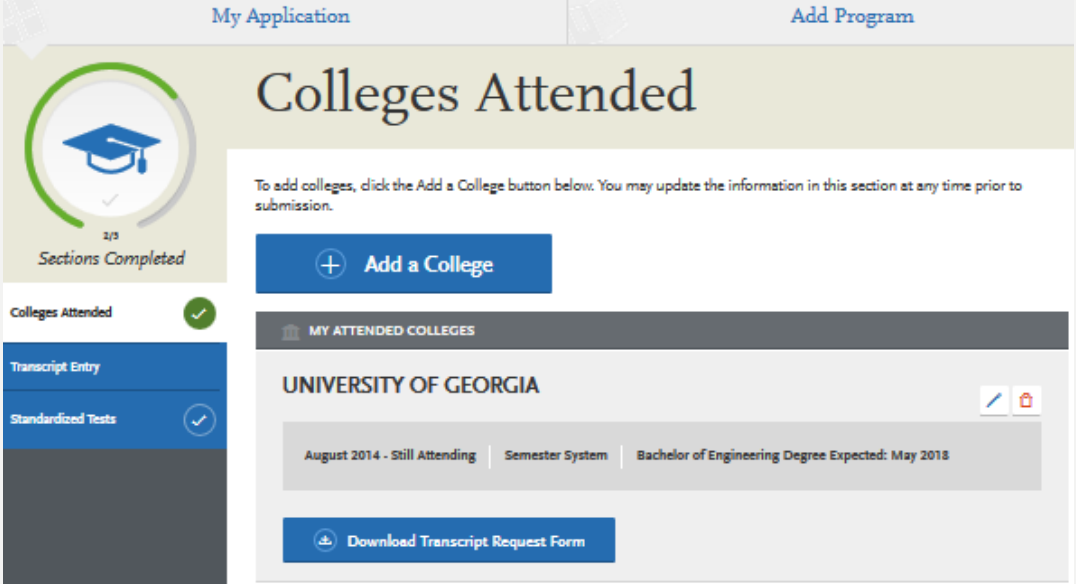
ENTER HIGH SCHOOL INFO

- Add your **High School** information, including:
  - High School name
  - City
  - State
  - Graduation year

ACADEMIC HISTORY SECTION

- Choose **Colleges Attended**
  - Choose **Add A College** and enter your information for UGA.
    - Degree information will include:
      - Degree earned (yes, no, or in progress)
      - Degree type
      - Degree earned date
      - Major
      - Minor (if applicable)
      - Term type
      - First term date
      - Last term date

If you attended other institutions, even if through dual enrollment or transient summer coursework, click Add a College again and follow the instructions for each college attended!

TRANSCRIPT PROCESS

An official transcript will need to be submitted to CASPA for each college entered in the Colleges Attended section.

- Once you have entered a college attended, click the **Download Transcript Request Form** button. Each PDF form is unique to you and that college or university and is utilized for matching purposes
  - You will need Adobe Acrobat Reader to view/print the file.

- Do this for each college and provide it to the college registrar who will, in turn, attach to the official transcript.

- UGA uses Parchment. You will be able to order your transcript online through ATHENA and upload this PDF request form as an attachment
  - Other institutions may or not participate in an online system accepted by CASPA such as Parchment. If they do not utilize these online systems, a physical letter from the Registrar's Office of that institution will be needed.

TRANSCRIPT PROCESS @ UGA

In order to submit your UGA transcript:

1. Log into the **My UGA Portal**

2. Choose the Parchment Icon ("Order Transcripts")

3. Once here, select **Transcript**

4. When asked where you would like your document(s) sent, type in **CASPA** under institution and select **search**.

   – If you type in **CASPA** and it does not show up in the search bar, click on the blue link below that says, "**click to enter your own**" Here you will enter the CASPA mailing address.

5. You will need to include your Transcript Matching Form which you will download under "**Colleges Attended**." You will attach that form in Parchment before you complete your transcript order through UGA.

Important Notes

- Remember DO NOT send your transcripts before the application opens.

- Due to mailing and processing times, transcript verification can take up to six weeks so make this the FIRST item on your checklist after creating an account on CASPA and entering your colleges attended.

- All transcripts MUST be sent to CASPA for each school you have attended (even dual enrollment). Only original, official (sealed, unopened) transcripts will be accepted. The application cannot be processed without official transcripts sent directly to:

CASPA Transcript Processing Center

P.O. Box 9108

Watertown, MA 02471

TRANSCRIPT PROCESS @ UGA
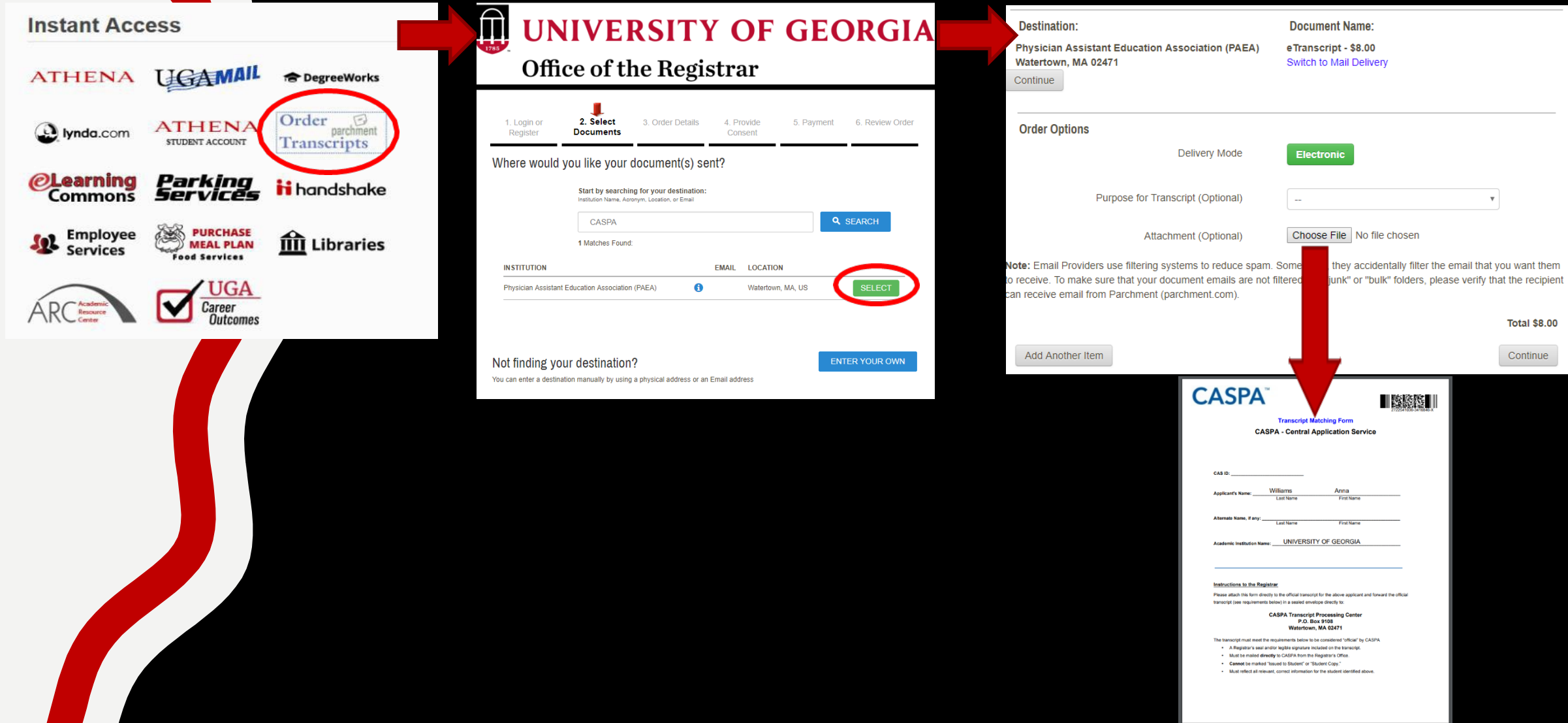
TRANSCRIPT PROCESS

- It is your responsibility to monitor you application for transcript receipt.
    - CASPA will NOT notify applicants concerning missing transcripts.
    - If it has been **longer than 10 business days** since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the **CHECK STATUS** tab.
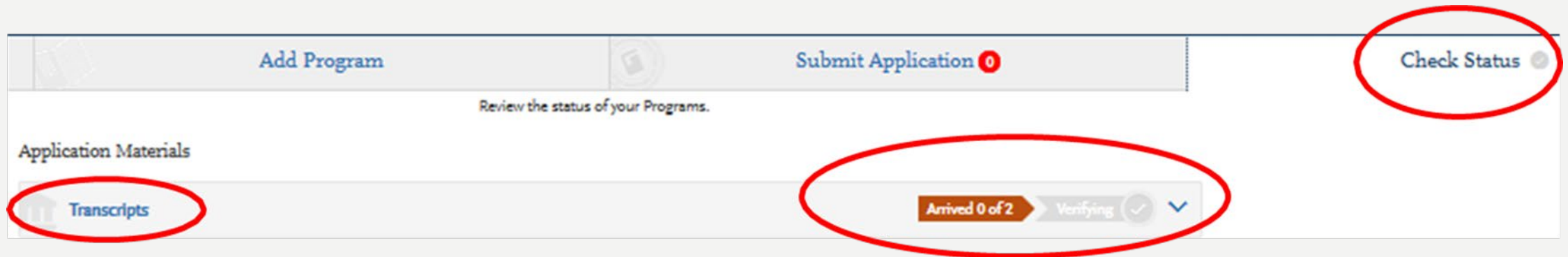
TRANSCRIPT FAQ

- **Can I submit my application before my transcripts are received by CASPA?**

  – Yes. Once you have successfully filled out your application, you can submit to CASPA at any time. However, your application will not be processed until CASPA has received all your original transcripts and your payment.

- **If I have attended multiple colleges and transfer credit is listed on the transcript of my primary institution, do I still need to send a transcript from each school?**

  – Yes. You are required to send ONE transcript from each college you have attended regardless of the number of courses you have taken.

- **Do I need to send transcripts for planned or in-progress coursework?**

  – Not initially. You are only required to send transcripts covering all of your completed coursework. CASPA does not require transcripts labeled as "Planned/in-progress" at time of initial application. Please note that when you do complete these courses, though, updated transcripts can be submitted directly to the schools to which you are applying, or you can use the "Academic Update" period (typically Dec-Feb) to update this information in your CASPA application.

- **Can my designated programs view the transcripts I send to CASPA?**

  – Yes. The transcripts that you are required to send to CASPA are visible electronically to your designated program(s). Please note that upon a program's request, you may still be asked to send an official transcript directly to the school.

TRANSCRIPT COURSE ENTRY

- After completing the **Colleges Attended**, **High Schools Attended** and requesting transcripts it is time to begin **Transcript Entry** of coursework

- Choose **Transcript Entry** and begin to add in coursework for each institution.

- Once you are finished entering each transcript, make sure to review your entries.

- For your FYOS course you will want to choose "special topics" as the subject.

COURSEWORK ENTRY STEP-BY-STEP

- Obtain a transcript for each college-level institution you have attended. Use the transcript and the UGA Bulletin to complete this section.

- Entering Coursework:

  – Add a term for the first institution. Term choices are Fall, Winter, Spring, Summer or Interim. Academic Choices are Freshman, Sophomore, Junior, Senior, Graduate and Post baccalaureate

  – In general, four-year students list one year per designation and five-year students list their last two years as senior

COURSEWORK ENTRY STEP-BY-STEP

- <u>Add all courses for the new term</u>. Use a recent copy of the transcript to enter the course code, course title, subject, credits and grade. See example below:

Fall 2002 Freshman						
COURSE CODE	**COURSE TITLE**	**SUBJECT**	**CREDITS**	**GRADE**	**CAS GRADE**	
		Select Subject ⌄		⌄		Save
Examples: BIO 101	Introduction to Biology	Biology	3.25	85 or B	85 or B	Cancel

- When completing this section, you select your course subjects from a standardized list that was created in conjunction with the Physician Assistant Education Association (PAEA).

  - If you're not sure which course subject to choose based on your course's title, default to the department that the course is offered through. During verification, the CASPA team will update any course subjects that were incorrectly listed

  - The CASPA Course Subject List that denotes subject GPA category, GPA calculation, and corresponding course subjects can be found <u>here</u>.

EXAMPLE OF COURSEWORK ENTRY

- You will enter all of your courses each semester as it is designated on your transcript.

- **DO NOT** rush through this section as you will need to select the courses you have entered for later sections.

TRANSCRIPT REVIEW

- Once all courses have been entered, a blue button will appear on the Transcript Entry page which says **Review and Finalize My Transcripts**.

  – For a more detailed walkthrough regarding course codes, titles, subject and credits <u>click here</u>

- In Transcript Review, you will be asked to identify additional attributes about your coursework including **Primary College** and courses that are **Repeated**, **Advanced Placement**, **Other Tests**, **Honors**, and **Study Abroad**.

- CASPA allows each PA school to request applicants to identify prerequisite coursework. Once the **Colleges Attended** and **Transcript Entry** sections are complete, go to **Program Materials** to identify prerequisite coursework for each PA program.
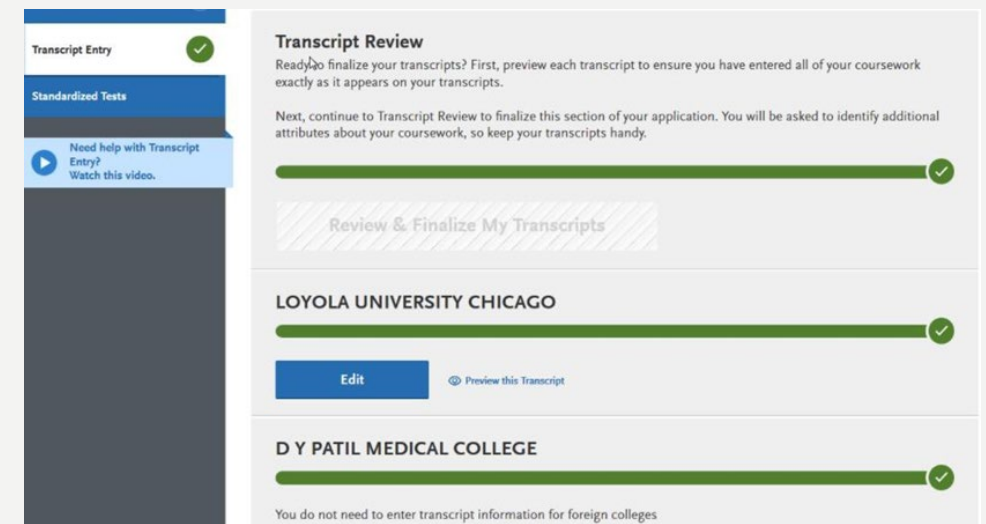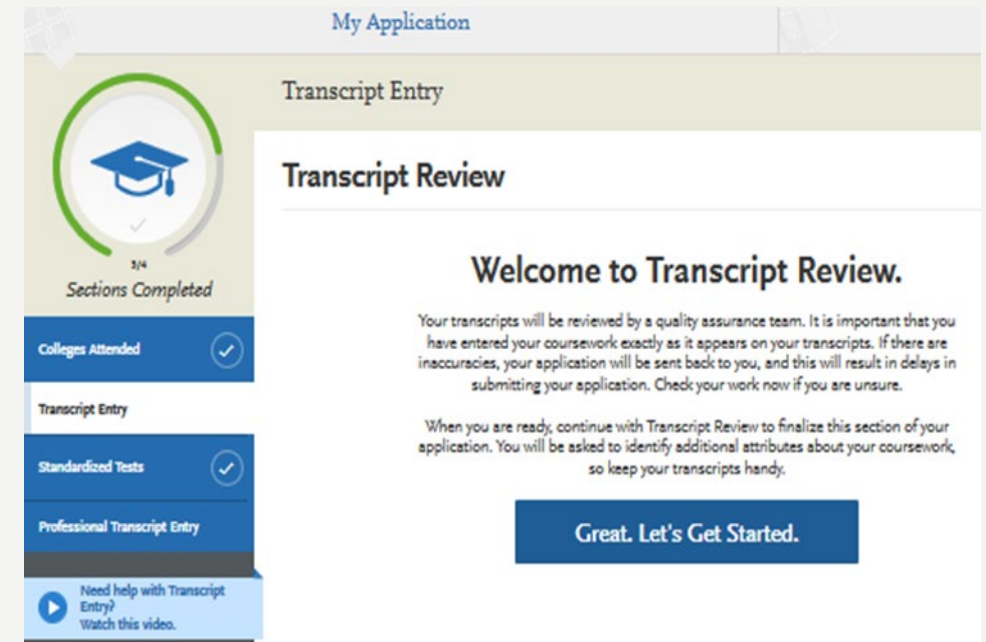
TRANSCRIPT REVIEW: REPEATED COURSES

- Indicate if you repeated any of your courses. All course grades and credit hours for courses taken should be entered, even if the course was repeated for grade improvement

- CASPA does not recognize *freshmen forgiveness* or *academic renewal* and, if a course grade and credit is listed on a transcript, it must be reported on the application.

- If you repeated courses, select Yes and click Continue. Then, click the plus sign next to the repeated courses for each college you attended.

TRANSCRIPT REVIEW: AP COURSES

- Indicate if you received Advanced Placement (AP) credit on the College Board Advanced Placement Exams for any of your courses.

- If you received AP credit, select Yes and click Continue. Then, click the plus sign next to the advanced placement courses. Be sure to only select courses that are clearly marked as AP on your transcript.

TRANSCRIPT REVIEW: OTHER TEST CREDIT

- Indicate if you received credit for tests other than the AP exam, including International Baccalaureate (IB), CLEP, DANTE, Regents, or Institutional/Departmental exams (i.e. courses you "tested out of" at college).

- If you received test credits, select Yes and click Continue. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as test credits on your transcript.

TRANSCRIPT REVIEW: HONORS COURSES

- Indicate if you took any honors courses, which are generally college courses taken at an honors level. These are usually designated with an "H" in the course number on your transcript. Note that earning Latin honors upon graduation does not mean your courses are retroactively considered "Honors."

- If you took honors courses, select Yes and click Continue. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as honors on your transcript.

TRANSCRIPT REVIEW: STUDY ABROAD

- If you studied abroad, indicate the courses you took as part of your institution's study abroad program. Refer to the Sending Transcripts section of the CASPA Help Center for more information.

- If you studied abroad, select Yes and click Continue. Then, click the plus sign next to the courses.

COURSEWORK ENTRY FAQ

- **Do I need to include all of my courses on my CASPA application?**

  - Yes. All previous coursework must be listed (including repeated, failed and withdrawn courses). You must include the course title, department prefix and course number exactly as it appears on your official transcript. CASPA must receive an official transcript directly from the Registrar at each institution attended. Applications that do not include all courses listed on their transcripts will be put on hold until the discrepancy is resolved.

- **How do I list a lab?**

  - If the transcript lists labs separately, then they must be listed separately on the application as well. Record the lab as it appears on the transcript, with the title, prefix/code, number of credits, and grade given. If the transcript combines the lab/lecture courses into one class on a transcript, it should be reported as one entry on the application.

- **How do I report Advanced Placement (AP) credits?**

  - Please enter your AP credits under the first semester attended at the post-secondary institution where the AP credit was awarded. You will enter the test name and subject in the course title and prefix fields and the grade will be CR for credit. Please be sure to add the correct number of credit hours for the AP exam. CASPA does not require a copy of the AP test score report.

COURSEWORK ENTRY FAQ

- **I have taken courses outside the U.S. as part of a study abroad program. How do I list it in my application?**
    - Study abroad coursework should be listed under the U.S. institution that sponsored the program. All courses must be designated as "study abroad" during the transcript review process. DO NOT list study abroad coursework under a "Not Listed US/Canadian (foreign) Institution" or under the name of the foreign institution where you took the courses. A foreign evaluation is not needed for study abroad coursework.

- **How do I enter planned or in-progress terms and courses?**
    - List the school "Colleges Attended" section of the application. Make sure that the attendance dates entered for this school include the time period for in-progress or planned courses. For example, if the applicant is entering a planned Fall 2025 term, end date should include Fall 2025.
    - In the course work section, add the planned or in-progress term and year. Select "In-Progress/Planned" from the drop-down menu rather than "Completed."
    - Enter the course information. The box for the grade will be grayed out so that nothing can be entered into it.
    - Add additional planned/in-progress terms if necessary.

> *Note: As mentioned below, CASPA will only calculate grades **once** so any "in progress" courses listed will not be factored into GPA calculations viewed by programs*

- **Can I update my coursework after I e-submit my application?**
    - No. Once you have e-submitted your application to CASPA, no changes to coursework can be made until your application has been verified. If you e-submit your CASPA application before your Summer/Fall 2025 grades are available, there will be an Academic Update (AU) period in December-February, which will allow you to update your coursework. Arrange for your updated Summer/Fall transcript to be sent to CASPA as soon as it is available. You can only update your coursework once during the Academic Update period. An email will be sent to applicants when the Academic Update period opens.

PROFESSIONAL TRANSCRIPT ENTRY (PTE) SERVICE
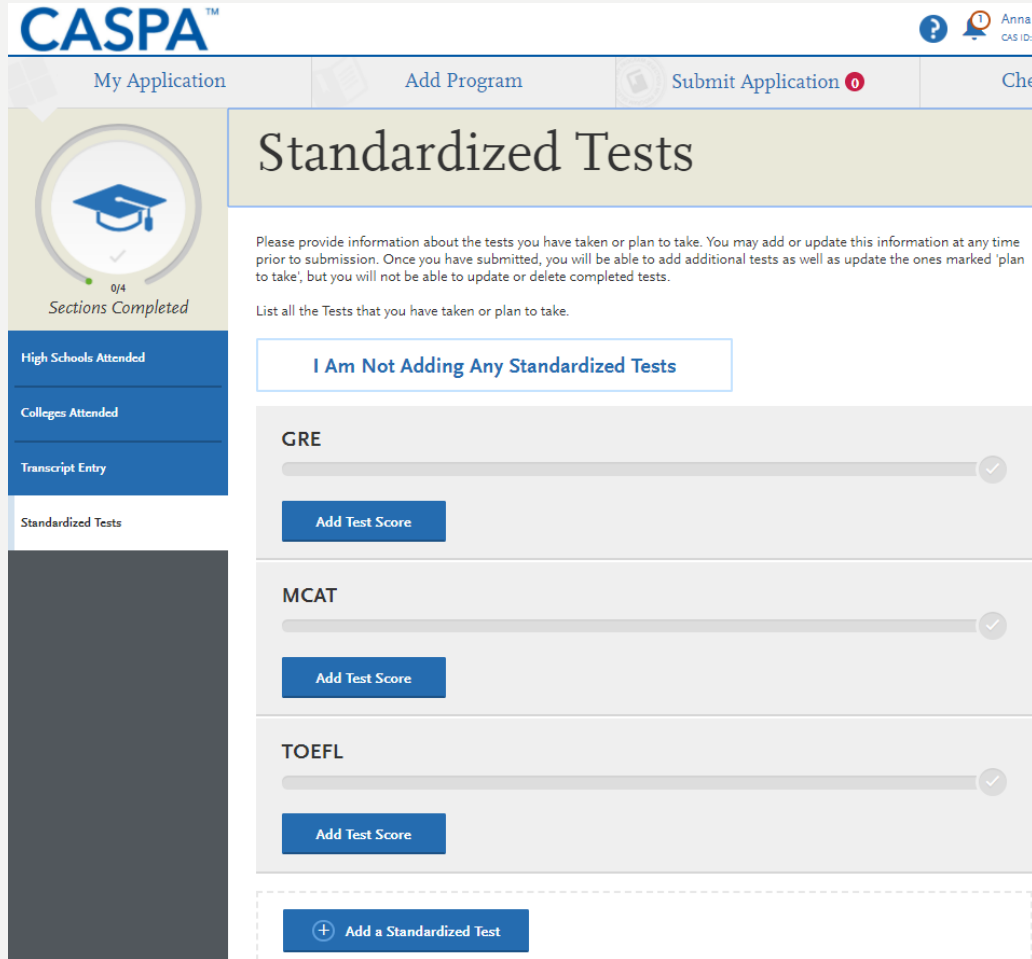

- This is an optional service and costs $80 for up to 3 transcripts, $110 for 4-6 transcripts and $150 for 7 more transcripts.

- This service is only available for Completed coursework from accredited schools. Coursework from Not-Listed Schools, foreign coursework, and planned/in-progress courses are not eligible for PTE and must be entered by you.

- For more information, click here

STANDARDIZED TESTS

- Provide the date(s) of all taken or planned GRE administrations

- CASPA requires applicants to provide GRE (and in some cases MCAT/PA-CAT) scores in two ways:

    1. **Manually Self-Report Scores**: Use the official score report from the Educational Testing Service.

    2. **Sending Official U.S. GRE Scores**: When registering for the GRE, applicants can select any number of schools to receive the GRE score at no additional cost. It is strongly encouraged that an applicant selects ALL PA programs they plan on applying to. **There is an additional fee if schools are added at a later time.** The official score will be sent electronically to CASPA 3-4 weeks after the test date and the score will be shared with all the schools the applicant applies to.

        - Official GRE Scores are submitted electronically to CASPA directly from ETS using a special CASPA GRE code that is different for each program and different from the school's regular GRE code. Schools can only see scores that are sent with their code, so it is vital that program codes are entered correctly. View GRE program codes for CASPA here

- *NOTE: Official GRE scores from ETS can be received by CASPA at any point during the application cycle, even after your application is submitted or verified; however, some programs may have a deadline by which they want your scores posted. Once your official GRE scores are attached to your application, they cannot be removed.*

STANDARDIZED TEST ENTRY

- Enter your unofficial GRE test scores

PLANNED STANDARDIZED TEST ENTRY

- If you are planning to take the test after the application opens, you can add your GRE scheduled test date.

- REMEMBER you can still apply without having your official GRE scores.

STANDARDIZED TEST FAQ

- **How do I check if my official GRE scores have been received?**

  – Once official GRE scores are imported into your profile, they will be viewable on the in-progress PDF available to applicants. To view the PDF, you should go to the Check Status tab of your application and click the download button next to each program selection.

- **I took the test more than once. How many scores are reported to CASPA?**

  – All test attempts should be disclosed to CASPA

- **I applied to CASPA last year and sent in my GRE scores then. I haven't re-taken the test; do I need to resend my GRE scores?**

  – No, if you are reapplying to the same schools since this information can be carried over to your new application. If you are applying to new schools, though, submitting your scores to these new program codes will be necessary

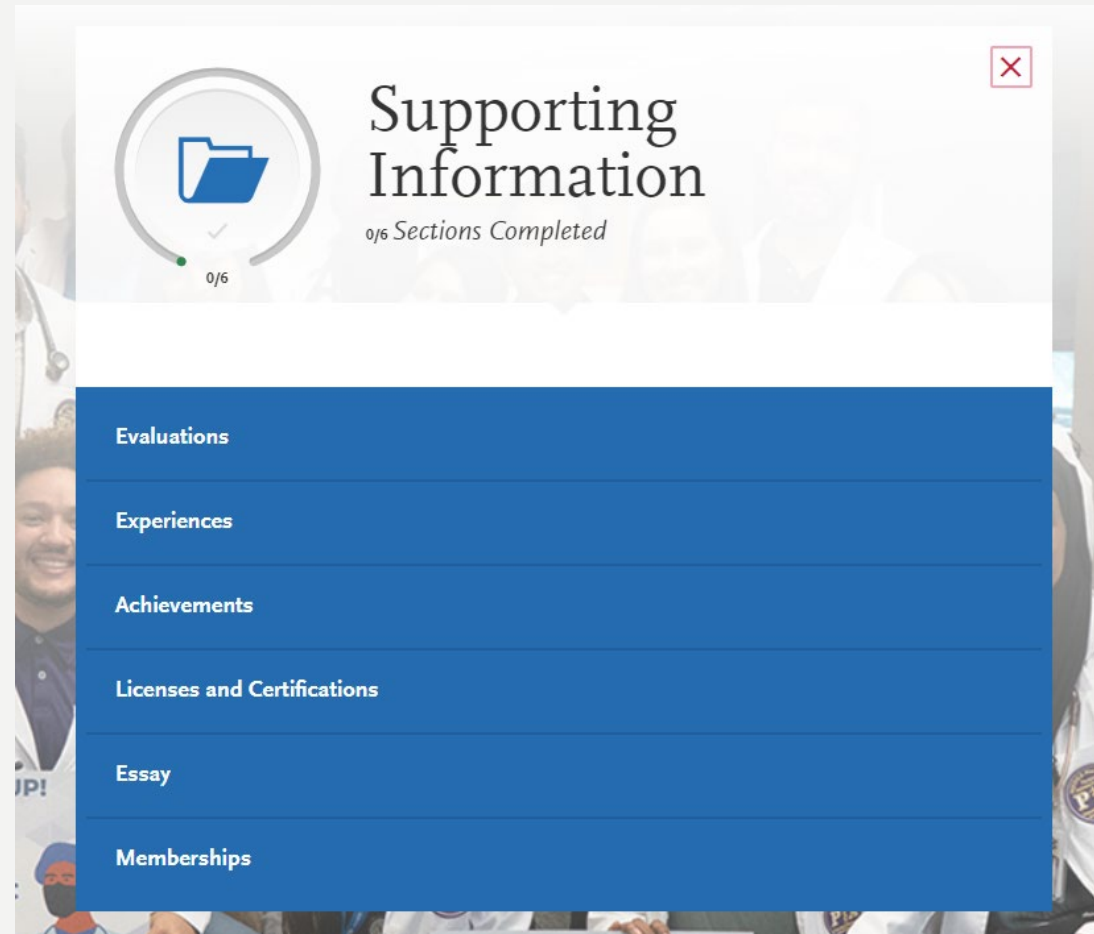- **The CASPA application opens in April, but I took the test before April. Can I send in my scores early? How early?**

  – Yes, you can send in the score up to two years before you create an application. If your score was sent more than two years ago, it should be resent.

- **Do I have to take the CASPer test?**

  – Many schools are beginning to ask for the CASPer test which aims to give insight into an applicant's non-cognitive skill set, e.g., inter- and intrapersonal skills like empathy, ethics, and professionalism. You can obtain more information here.

SUPPORTING INFORMATION SECTION
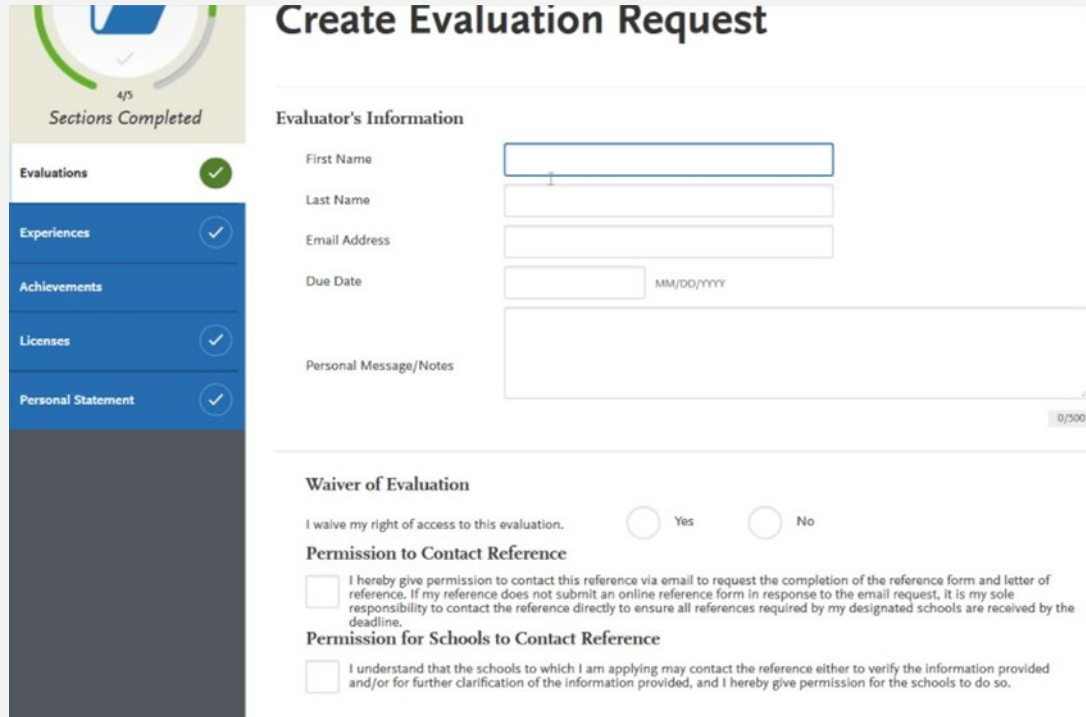
EVALUATIONS

- **Important considerations**:
  - **Evaluations must be submitted electronically by evaluators** using the Evaluator Portal.
  - **Research each program's requirements**. You should determine whether your programs have specific requirements regarding reference roles or relationships before listing evaluators on your application. Many programs have strict guidelines and completed evaluations cannot be removed or replaced.
  - **Prepare your evaluators**. Once you choose your evaluators, be sure to inform them about the process and that they will be completing the evaluation electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your evaluation request (which will come from caspainfo@caspaonline.org), including any junk or spam folders.

EVALUATIONS

At least 3 individual letters are required by the CASPA system, but no more than 5 evaluations may be submitted

- For each letter, include:
  - Name
  - Email Address
  - Due date
  - Personal message/notes.
  - Waiver of evaluation

- Indicate the date by which the evaluation needs to be submitted based on the earliest PA school deadline date (4 weeks prior to earliest deadline is recommended).

- This deadline is not imposed by CASPA, and evaluators can still submit after the date. You can write the evaluator a message in order to remind them.

EVALUATIONS

- Once a reference is completed on the CASPA application, it cannot be removed or replaced.

- Once evaluators are selected, be certain to inform them of the process and that they will be filling out the reference electronically. Obtain their preferred email address and make sure they are monitoring their email inbox for the request email.
  - If an incorrect email address is entered for an evaluator, you must delete the request and then re-add it with the correct email rather than being able to edit it

- You must have a minimum of **2 requested evaluations** in order to submit your application. You may enter a maximum of 5..

- For each evaluation, the applicant must select whether to waive their access to the evaluation. **ALWAYS waive your right to read this letter.**

EVALUATIONS

- When an applicant saves an evaluation request, the evaluator will receive an email request to complete the evaluation.

- The email will include a link to an online portal where the evaluator can complete the rubric, upload a letter, and submit the information.

- The rubric will address the criteria listed to the right

- CASPA does not provide a prompt or set of characteristics to include in the letter

  - Evaluators are encouraged to provide information about the applicant's academic ability, character, time management skills, among other items deemed important.

  - It is recommended that the letter be on letterhead and include a signature.

EVALUATIONS

- If the evaluation has been sent, a **green** STATUS box appears under the Evaluator's name.

- If the letter of recommendation has yet to be sent an **orange** STATUS box will appear.

EXPERIENCES

- Applicants use the Experiences section to provide detailed information about:
  - **Employment**: Paid work done outside of the health care field or a research lab; for example, a retail or restaurant job.
  - **Research**: Research projects completed, preferably in addition to or outside of regular classroom work.
  - **Volunteer**: Volunteer work done outside of the health care field; for example, working for Habitat for Humanity, tutoring students, participating in or working for a fundraiser walk or blood drive, etc.
  - **Leadership Experience**: Experiences in which you held a leadership role within an organization, such as the president of a club, fraternity/sorority, etc.
  - **Extracurricular Activities**: Related activities you would like your selected programs to review; for example, academic clubs and competitive teams. Do not include paid work experience in this section.
  - **Teaching Experience**: Experiences in which you were in charge of instructing others, such as a teaching assistant, tutor, etc.
  - **Shadowing**: Time spent officially following and observing a health care professional at work, preferably in the physician assistant field.
  - **Patient Care Experience**: Experiences in which you are directly responsible for a patient's care. For example, prescribing medication, performing procedures, directing a course of treatment, designing a treatment regimen, actively working on patients as a nurse, paramedic, EMT, CNA, phlebotomist, physical therapist, dental hygienist, etc.
  - **Healthcare Experience**: Both paid and unpaid work in a health or health-related field where you are not directly responsible for a patient's care, but may still have patient interaction; for example, filling prescriptions, performing clerical work, delivering patient food, cleaning patients and/or their rooms, administering food or medication, etc.

EXPERIENCES

- For each experience, choose the category that you think best fits the experience.

- ***Note that since each program's definitions and requirements vary, CASPA has no specific preference as to which category you choose***.
  - These categories are broadly based on feedback from various PA programs and are not a comprehensive list of every type of experience.
  - Your experience's individual job description and responsibilities should determine the category you select; however, it is not guaranteed that your experience will be accepted by every program in the way you categorize it.

- If you have any questions about your experiences fulfilling an individual program's prerequisite requirements, **contact that program directly**.
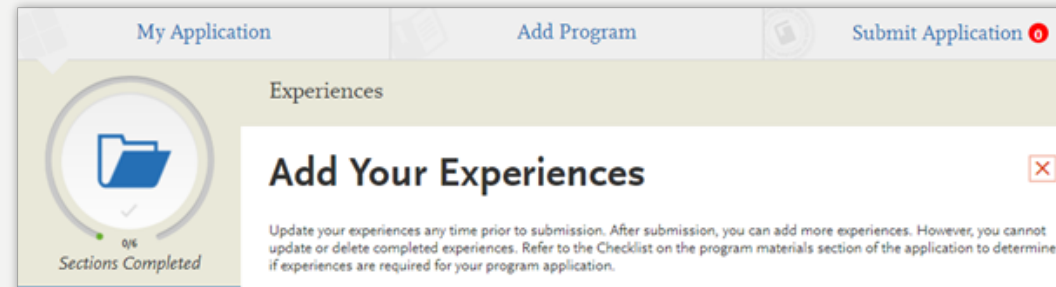
EXPERIENCES

- For each experience, you will be required to include:
  - The name and address of each organization
  - Information about your supervisor at the organization
    - This is a person that programs can contact to verify your experience(s).
    - If the experience was a student-organized group and there was no specific advisor, list a member who could verify your experience
  - The date or date range in which the experience took place
    - Listing current position as "to current" is an acceptable way to indicate that you are still in a current position
    - Note that your experiences will not display in any specific order, regardless of dates entered
  - The title of the experience (and title/role held by you as the applicant)
  - A description of key responsibilities
    - This space can also be utilized to explain what you have learned in each experience. Up to 600 characters.
  - The time commitment of the experience
    - Enter average weekly number of hours that you completed, as well as the number of weeks you have completed at time of application

Utilizing a resume can expedite this process!

EXPERIENCES

EXPERIENCES FAQ

- **I've begun my experience, but I plan on accumulating more hours before PA school begins. Can I include those?**
  - Yes. In the experience sections, you may document the time already completed by listing the start date and leaving the end date blank. This will show the school you are currently employed in the same job.
- **I have plans to add experiences after I submit my application. Can I add new experiences after I submit?**
  - Yes, new experiences can be added but existing experiences cannot be updated after the application is submitted.
- **You can make limited changes after you submit your application.** You can add new items to certain areas of the Academic History, Supporting Information, and Program Materials sections (e.g., test scores, experiences, optional documents, etc.), where applicable, but you cannot edit existing entries.

ACHIEVEMENTS

- For each entry, provide a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it.

- If your achievement was awarded multiple times (e.g., Dean's List), use this field to explain that **instead of creating multiple instances**

- In this section you can enter any relevant professional or academic achievements in several categories:
  – These include awards, honors, publications, and scholarships

- Although you can enter any achievements that you believe are relevant to your application, it is recommended that you focus on those achievements **within the last 10 years and at the collegiate level and above**
  – Note: your saved achievements will not display in any order, regardless of the order or dates entered

LICENSES AND CERTIFICATIONS

- Provide information about current professional certifications.

- Types may include:
  - Certified Medical Assistant (CMA)
  - Certified Nursing Assistant (CNA)
  - Certified in CPR

- List only valid certifications.
  - While CASPA does not verify the information entered here, it is recommended to contact individual programs to determine if they require any official documentation of any license or certification listed here

ESSAY

- 1 page; 5,000 characters including spaces
  - Be sure not to exceed the maximum length! You cannot save your essay if it exceeds the character limit!

- Use simple formatting
  - Formatting such as tabs, italics, multiple spaces, etc. will not be saved.
  - To delineate paragraphs, type a double return between each paragraph.

- Discuss your motivations for why you are interested in being a physician assistant/associate and express why you would like to be considered for the programs you are applying to

- Traits to express motivation, academic preparedness, articulate, socially conscious, and knowledgeable about the profession.

- Write about your experiences and any qualities that will make you stand out.

- Do not personalize your essay for one school.

- Use the CASPA Character Counter- Check your personal statement length

- *Once you submit your application, the essay cannot be changed or edited!*

ESSAY

MEMBERSHIPS

- Here you can add any relevant memberships to professional organizations, such as a physician assistant group or an association of health care professionals or school clubs that you paid dues to.

- You will be asked to enter a brief description of your role in the organization/group, as well as any significant contributions you made to it

- You cannot add or update memberships after you submit the application.

PROGRAM MATERIALS

- This section includes additional information and requirements for programs you selected in the **Add Programs** section of the application
  - Click each program's name on the left side of the page to being your review
  - Depending on your program's requirement(s) you will see one ore more of the tabs outlined on the next screen

- Check with each school to determine if additional information, fees, or documents are required outside of what is required here via CASPA
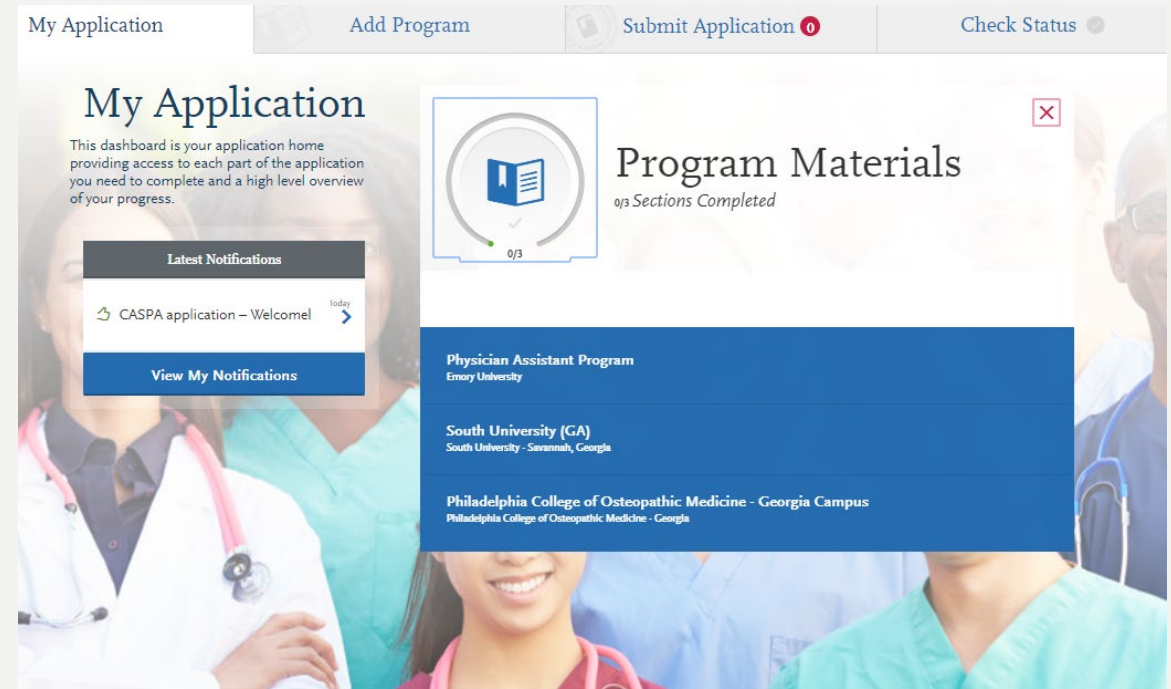
PROGRAM MATERIALS

- The sections include:
  - **Home**: contains program details provided by each program at the start of the application cycle. It includes deadlines and other information specific to the program. *Be sure to review this page carefully for any additional instructions, information, and/or requirements.*.
  - **Documents** *(may or may not be available):* Allows applicant to upload documents that will only be visible to that program. If your program provides a PDF form to complete, you must save and upload it as an image
  - **Prerequisites** *(may or may not be available):* If it is available, applicants will be given a list of the school's prerequisite course requirements and asked to designate which courses have been taken or are planned which fulfill the requirements. Applicants must first complete the **Transcript Entry** and **Transcript Review** sections before courses can be selected as prerequisites.
    - You can match multiple course to one prerequisite, if applicable
    - This does not mean you have met the school's prerequisite requirements; they are just asking you to self-identify for review
  - **Questions** *(may or may not be available):* If a program has opted to add program specific questions, these questions may be optional or required. Questions regarding this section should be directed to the PA school.
  - **Evaluations** *(may or may not be available):* Allows applicant to submit evaluation (letter of reference/letter of evaluation) requests

SAMPLE PROGRAM MATERIALS

SAMPLE PROGRAM MATERIALS

- Under the **PREREQUISITES** section for each school, you will assign a course/courses to their specific requirements.

- Click **ASSIGN COURSE** to choose from all the courses listed from your Transcript Entry section.

- Click on the course and it will turn **green** to show it was selected successfully.

PROGRAM MATERIALS FAQ

- **Is the Program Materials section required?**
  - Yes, you must complete this section in order to submit the CASPA application. Some questions, though, will be optional depending on the physician assistant/associate school's selection.

- **Does completing this section mean I don't have to submit a supplemental application to the school directly?**
  - The answer depends on the institution. Please check with each school to determine if information, fees, or documents are required outside of CASPA.

CASPA RELEASE STATEMENT

- You must review and respond to the following release statements in order to submit your application:
  - Release statement
    - Contractual agreement between you and CASPA
  - Professional Code of Conduct
    - This code of conduct is particularly important as violating this code may subject you to sanctions by the Physician Assistant Education Association, up to being barred from entering the physician assistant profession in the US! Read it carefully!
  - Advisor Release
    - Selecting YES allows CASPA to release certain information to Pre-Health advisors ☺
    - This information includes GPA, the names of the PA programs to which you applied and which program, if any, you matriculate into. It will NOT include transcripts or letters of evaluation
    - We encourage you to authorize release, as it is useful to our office in assisting you and future applicants!

DEADLINES

- **Who determines deadlines?**
  - Deadlines are determined by the individual programs, **NOT BY CASPA**. It is the applicant's responsibility to research each program's deadline requirements before submitting their application.

- **Am I able to request a deadline extension?**
  - The CASPA application will not allow you to apply to a program once its application deadline has passed.

- **Will schools have the same deadline?**
  - No, each school has its own deadlines. You can find these deadlines in the My Programs section of CASPA.

SUBMITTING YOUR APPLICATION

- Once all of the sections are complete and release statements have been signed, an applicant may pay and submit their application.

- Submitting the application does not mean it will immediately be reviewed by programs.

- An application **can** be submitted before the receipt of official transcripts, evaluations, and GRE scores; however, it will not be officially reviewed and verified until these documents and payments are received.

- All applicants are encouraged to submit the application well in advance of posted deadline dates.

- Applicants who submit early are more successful in being invited to interviews.
    - It is recommended to submit with in the first week of CASPA open date, generally

SUBMITTING YOUR APPLICATION

- Your application must be considered "**complete**" to be placed in line for **Verification**. In general, an application is complete when:
  - All official transcripts have been received and posted to your application.
  - At least 2 of your evaluations have been completed and submitted to CASPA.
  - Your application fee payment was submitted and marked as received.
  - You submitted your application and received an email confirming it was successfully submitted.
  - Your application Program Status is "Complete."

- Note that your selected programs may have specific requirements for completion (i.e., supplemental applications, official transcripts, document uploads, etc.).
  - We recommend contacting your programs directly to ensure you are meeting all requirements. Review each program's homepage to ensure you are meeting all requirements.

APPLICATION VERIFICATION

- During Verification, CASPA uses the information you entered in the Transcript Entry section to calculate several GPAs, including GPAs for each institution you attended
  - More information about calculating CASPA GPAs can be found <u>here</u>.
  - CASPA Grade Value Charts, including letter grade conversions can be found <u>here</u>.
  - Use <u>Mappd</u> which is an easier website to calculate your overall GPA and your CASPA GPA prior to submitting

- Verifications occur in chronological order and take, on average, 2 weeks to complete.
  - **Contact customer service if it has been more than 2 weeks** from the date your application's status changed to complete and if has not yet been verified.

- Finding your CASPA GPA Calculations
  - You can view your CASPA GPAs once your application has been verified. To view your CASPA GPAs:
    - From the application dashboard, navigate to the Submit Application tab.
    - Click the download button located next to any program you applied to.
    - Open the PDF and use the bookmarks to navigate to the Calculated GPA section.
  - More information and information about disputes or discrepancies can be found <u>here</u>.

MANAGING YOUR APPLICATION

- Once you submit your application, most sections are locked to prevent edits. Updates you can make include:
  - Editing your contact information.
  - Editing your profile information (username, password, security question, etc.).
  - Adding programs with deadlines that have not yet passed.
  - Editing or deleting evaluations that remain incomplete.
  - Adding new test scores, experiences, achievements, and/or certifications (you are unable to edit or delete existing entries).
  - Editing program materials for schools you have not yet submitted to (programs you have already submitted to will be locked).

If you have updates for other sections of your application, submit these updates directly to your programs.

Note that you are responsible for monitoring the status of your application. Notifications are not sent for missing items! Be sure to click Check Status to track all your application materials

GOOD LUCK!