



CASPATM

**2020-2021 Application Cycle
Policies and Procedures**

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2020-2021 CASPA Policies and Procedures

The 2020-21 Policies and Procedures manual provides an in-depth description of the Centralized Application Service for Physician Assistants (CASPA), including the WebAdMIT admissions portal, as well as specify the policies and procedures that must be followed by all PA programs that use CASPA and the WebAdMIT admissions portal. These policies and procedures are effective until PAEA provides written notice of any changes to them.

1. ABOUT CASPA, PAEA, AND LIAISON INTERNATIONAL

CASPA

The Centralized Application Service for Physician Assistants (CASPA) is a user friendly, secure, Internet-based application platform sponsored and administered exclusively by the Physician Assistant Education Association (PAEA) that enables PA program applicants and authorized third parties to provide application information that can be shared by PAEA upon request with multiple PA programs to which the applicant is seeking admission. CASPA is operated by PAEA partner Liaison International. CASPA verifies academic history information entered by applicants against official transcripts and calculates applicant grade point averages (GPAs) based upon a formula established by CASPA. Applicant information in CASPA is made available to PA programs via the WebAdMIT admissions portal accessible by CASPA-participating PA programs. PAEA does not regulate any PA program's admissions requirements nor determine an applicant's eligibility to apply to any PA program.

CASPA, PAEA, and participating PA programs assume no responsibility for delays in processing application materials caused by the applicant's failure to follow instructions or circumstances beyond PAEA's or the participating PA programs' control. It is the applicant's responsibility to review their application portal on a regular basis and report any problems, unexpected delays, or discrepancies to CASPA Customer Service immediately. Information requested in the CASPA application is for gathering and reporting applicant data, or to confirm information used to process the application. PAEA affirms the principles of non-discrimination and equal opportunity for individuals who are qualified for education, training, and practice in the health professions without regard to race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. In pursuit of this principle, PAEA strongly encourages member programs to continue to monitor and update their admission policies and practices to ensure compliance with all legal requirements and institutional fair and equitable practice policies. PA programs are exclusively responsible for their compliance with these obligations.

PAEA

Based in Washington, DC, the Physician Assistant Education Association (PAEA) is the only national organization in the U.S. representing PA educational programs. PAEA's [mission](#) is leadership, innovation, and excellence in PA education.

Liaison International

The mission of Liaison International is to provide state-of-the-art information technology products and services to educational associations, accrediting agencies, and institutions of higher education; to create an environment for sharing common technologies and best practices; and to contribute to the advancement of health professions education through comprehensive, innovative, and collaborative information technology (IT) projects.

Liaison International offers unmatched insight into emerging technologies, as well as a keen understanding of how the latest innovations can be used to help clients better fulfill their core mission. To support the CASPA service, Liaison employs customer representatives, data entry professionals, and verification experts, and also provides the management expertise to find, train, and motivate this pool of employees. Liaison offers a comprehensive service to several CAS applications and provides an array of services, including application tracking, document retention, verification services, applicant data warehousing, and customer service.

2. COMMUNICATIONS

Program Support

You can access the [WebAdMIT](#) admissions management portal at any time, from anywhere with your login credentials. WebAdMIT has enhanced its Help Center training and support material. You can access the Help Center through your WebAdMIT dashboard under the Usage Help tab.

There are also several live, interactive training sessions you can access [here](#) and the support team is available to programs by email or by phone Monday-Friday from 9am-5pm ET at webadmitsupport@liaisonedu.com or 857-304-2020.

Applicant Support

You can access the CASPA [applicant portal](#) at any time, from anywhere. PAEA recommends that you create a test account to better assist you in answering questions pertaining to the application. CASPA customer support is available to applicants by email or phone Monday-Friday from 9am-5pm ET at caspaonline.org or 617-612-2080.

Admissions Professional Learning Community

The admissions learning community provides a forum to voice concerns, ask questions, or start a [dialogue](#) among admissions personnel. To join this community or one of the several other learning communities visit the [PAEA Professional Learning Communities](#) website.

3. BENEFITS OF CASPA PARTICIPATION

The CASPA application provides benefits to applicants, participating programs, PAEA, and health professions advisors.

Applicant Benefits

CASPA:

- Provides a state-of-the-art application platform with enhanced design and user experience.
- Provides an efficient process to apply to multiple PA programs with one application.
- Supplies applicants with a comprehensive applicant help center to help navigate the application.
- Eliminates the need for applicants to provide duplicate application data and documents when applying to multiple programs.
- Allows access to the application from any device with Internet connectivity and a current web browser.
- Provides a real-time applicant portal to allow applicants to check the application status.
- Gives applicants an electronic tool to request evaluations from their chosen evaluators.
- Decreases unintended applicant errors and omissions with built-in validation rules.
- Allows access to CASPA-calculated GPAs and verified course data.
- Provides one point of contact for customer support needs.

Participating Program Benefits

CASPA:

- Participation is a benefit of PAEA voting membership.
- Participation is available to Institutional Colleague members for a fee.
- Provides a database of applicant and matriculant data via the WebAdMIT admissions portal, as specified in the [WebAdMIT Help Center](#).
- Programs can access end-of-year reports with individual program applicant and matriculant data.
- Reduces clerical work for participating programs.
- Provides real-time, online access to application data via WebAdMIT once data is submitted.
- Participation encourages a national and more diverse applicant pool.
- Participation encourages a more complete applicant and matriculant data set.
- Makes it easier to identify and recruit qualified applicants.
- Application contains the complete demographic and academic record for applicants, once completed by the applicant.
- Provides multiple GPA calculations from verified coursework.
- Provides quality assurance by reducing errors through internal check systems and validations.
- Provides the capability to export CASPA data from client software via a properly configured API into a local computer database (configuration must be completed and paid for by participating PA programs).

- Provides full access to the WebAdMIT admissions portal from any Internet-connected device with a current web browser.
- Provides dedicated support during regular business hours to admissions staff and applicants, as well as training sessions for new programs, and annually updated training for all participating programs.

Benefits for PAEA and the Profession

CASPA:

- Provides a richer understanding of the applicant pool and individuals seeking education as PAs.
- Enhances the ability to use comparative data to evaluate the underrepresented minority applicant pool.
- Enhances the ability to compare PA program applicant trends to those of other health professions.
- Collects a wealth of demographic data on individual applicants for use in national recruitment efforts.
- Provides data that can be used to support proposals for increases in federal funding, such as:
 1. HRSA Titles IV, VII and VIII of the Public Health Service Act
 2. Health Career Opportunity Programs (HCOP)
 3. Centers of Excellence (COE)
 4. Financial aid loans and grants
 5. Research grants

4. PARTICIPATING IN CASPA

CASPA participation is open to all PAEA member programs with an accreditation status (continuing, provisional, probation). Developing or applicant PA programs that expect provisional accreditation and will admit their first class within one year of the launch of a CASPA cycle (every April) may also be eligible to participate for a fee.

2020-2021 Application Cycle Fees

ARC Decision Meeting Date Scheduled	CASPA Participation Fee
March 2020	\$0
June 2020	\$4,000
September 2020	\$5,500
March 2021	\$5,500

For PAEA full voting member programs, CASPA participation is included as a PAEA benefit. Developing programs:

- Are required to join PAEA as an Institutional Colleague program prior to participating in CASPA.
- Must be within one year of their expected provisional accreditation and must be admitting their first class in the following year (i.e., for the 2020-2021 cycle, programs must admit a class in 2021 OR January 2022).
- Are required to pay a non-refundable fee of \$4,000 or \$5,500 to participate in CASPA.
- Must inform PAEA within two (2) business days if provisional accreditation is not granted, or their accreditation application is withdrawn from ARC-PA. Developing programs must inform their applicants if there has been a change to their accreditation status within ten (10) business days.
- Not granted provisional accreditation, or that withdraw their accreditation application, will have access to their WebAdMIT admissions portal for ten (10) business days after notifying PAEA of such an event.
- Will not receive a refund of the CASPA participation fee, nor the fee for PAEA institutional membership, in the event a program does not receive accreditation. The program can choose to remain an Institutional Colleague of PAEA at the start of the new fiscal year (July 1).
- Should understand that PAEA and CASPA will not provide refunds to applicants that apply to a developing program under any circumstances, regardless of the program's accreditation status. **Developing programs must have a public-facing refund policy for applicants in the event provisional accreditation is not granted.**
- That have used CASPA and did not receive provisional accreditation or withdrew their accreditation application will not be permitted to participate in a future CASPA cycle until provisional accreditation status is granted.

Voluntary Withdrawal

Programs that voluntarily withdraw from CASPA during the cycle must notify the application services manager at caspa@PAEAonline.org of the withdrawal and the reason for withdrawal. The program's application submission deadline will terminate immediately, and the program must email all pending applicants immediately that the program has withdrawn from CASPA. The program will have ten (10) business days to download and export all data in WebAdMIT following voluntary withdrawal from CASPA. After that time, the program will not be permitted to access WebAdMIT until reinstated as a participating program in CASPA. **The program is responsible for honoring all applications submitted through CASPA up until the official date of withdrawal and handling all applicant requests for refunds. PAEA will not issue refunds for any application under any circumstances. PA programs must define clear application refund policies for such circumstances and post them on their website.**

Involuntary Withdrawal

In the event a CASPA program loses its ARC-PA accreditation, the program's application deadline will expire immediately, and programs must email all pending applicants immediately regarding the change to their accreditation status. The program will have ten (10) business days to download and export all data in WebAdMIT. After that time, the program will not be permitted to access WebAdMIT. **PAEA will not issue refunds to applicants who applied to a PA program that withdraws or loses its accreditation during the admission cycle. Applicants may request a refund directly from the program. PA programs must define clear application refund policies for such circumstances and post them on their website.** Programs will not be permitted to participate in a future CASPA cycle until their accreditation has been restored by the ARC-PA and they have completed the necessary CASPA onboarding information.

5. RESPONSIBILITIES AND VIOLATION POLICIES

CASPA Participating Program Responsibilities

PA programs will conduct their admissions processes in a professional manner that promote the ideals of the profession and the mission of each program. Programs will maintain an admissions process that is fair, inclusive, and equitable.

CASPA participating programs will:

- Establish and publish accurate admission requirements and deadlines on the program website. Each program will make information easily accessible to potential applicants by maintaining a program website, which can be linked to CASPA. Programs will adhere to their own published admissions policies and procedures throughout the cycle.
- Adopt one of the following 10 application deadlines:
 - June 15, July 15, August 1, September 1, October 1, November 1, December 1, January 15, March 1, or April 1.
- Designate a deadline date and deadline definition, as provided in the categories below, and adhere to the identified deadlines throughout the application cycle.
 - **Submitted** (Blue) – Applications must be submitted by 11:59 PM ET on the deadline date. [Program Materials](#) do not have to be received by the deadline date.
 - **Completed** (Orange) – Applications must be completed by 11:59 PM ET on the deadline date. Applications can only be considered complete once the payments, transcripts, and at least two letters of evaluation are received. To ensure that items arrive on time, applicants should try to send all documents several weeks before the deadline.
 - **Verified** (Green) – Applications must be [verified](#) by 11:59 PM ET on the deadline date. Applications can only be verified once all payments, transcripts, and letters of evaluation have been received. To ensure that your application is verified on time, try to complete your application at least four weeks before the deadline.
- Optimize efficiencies and maintain good communication with PAEA and Liaison regarding CASPA. Each PA program will designate an individual to serve as the primary point of contact for CASPA. This person will receive, and should respond to, all CASPA-related requests.
- Maintain ongoing communications with applicants. Programs should encourage applicants to monitor their application status and complete their applications promptly.
- Maintain the confidentiality of applicant information and materials during all aspects of the application and interview process.
- Conduct a fair, reasonable, and timely admissions process. Programs should develop policies and procedures for updating applicants.
- Make all admissions decisions based on complete and verified application information provided through CASPA.
- Notify applicants of acceptance in a timely manner and allow applicants at least two weeks to reply for acceptance.

- Consider setting a seat deposit at a reasonable amount so as not to financially burden the applicant, if requiring a deposit from selected applicants to hold a seat.
- Notify PAEA of all matriculated students via the WebAdMIT admissions portal within fourteen (14) calendar days after the matriculation of a class.
- Notify PAEA of all acceptances granted to applicants throughout the application process.
- Abide by the Program Withdrawal and Loss of Accreditation and Program Professional Code of Conduct policies outlined in this manual.

Applicant Responsibilities

Applicants to the PA profession are required to take full responsibility for their application throughout the admissions process and abide by the PAEA CASPA Applicant User Agreement and Release (see below).

CASPA applicants will:

- Be responsible for knowing and adhering to application procedures.
- Be responsible for knowing and adhering to the admissions and deadline requirements of each PA program designated in their application.
- Agree to pay the correct CASPA application fees when submitting the application.
- Provide independent, honest, accurate, and complete information. Essays should be written in their own words.
- Report any changes in contact information on their application throughout the CASPA cycle.
- Monitor their application's status and the submission and receipt of all application materials to CASPA.
- Follow up on incomplete application statuses and/or missing documents with CASPA staff and facilitate the submission or resubmission of those materials to CASPA. If evaluations are missing, the applicant should contact the individual evaluator to confirm the request was received and encourage a timely submission. CASPA is not responsible for documents lost in the mail or sent to PAEA. These items must be resubmitted to CASPA in a timely manner.
- Respond immediately to all notices and questions received from CASPA staff and PA programs. Applicants are responsible for checking their CASPA application inbox available on the applicant portal, as well as their personal email for these important notices and questions.
- Print a hard copy to save for their files or save an electronic version of the completed CASPA application. Applications cannot be accessed once a cycle closes.
- Communicate and initiate all contact in a professional manner when interacting with CASPA staff, Liaison International staff, and program admissions staff. CASPA will not communicate with parents, spouses, friends, or other individuals about an application.
- Accept or decline all interview invitations and offers of acceptance in a timely and considerate manner.
- Log off the CASPA web application after the completion of each entry or review session to protect against unauthorized access of application information.

PAEA CASPA Applicant User Agreement and Release

The Centralized Application Service for Physician Assistants (CASPA) is a user friendly, secure, Internet-based application platform sponsored and administered exclusively by the Physician Assistant Education Association (PAEA) that enables PA program applicants and authorized third parties to provide application information that can be shared by PAEA upon request with multiple PA programs to which the applicant is seeking admission. CASPA is operated by PAEA partner Liaison International. CASPA verifies academic history information entered by applicants against official transcripts and calculates applicant grade point averages (GPAs) based upon a formula established within CASPA. Applicant information in CASPA is made available to PA programs via the WebAdMIT admissions portal accessible by CASPA-participating PA programs. PAEA does not regulate any PA program's admissions requirements or determine an applicant's eligibility to apply to any PA program.

In order to use CASPA, applicants must read, understand and accept the terms of the CASPA Applicant User Agreement and Release (Applicant Agreement) as provided below. "I," "me," and "my" as used below refer to applicants to PA programs and any individual using CASPA with the intent to apply to a PA program.

I understand and agree to the following terms and conditions of using CASPA and applying to CASPA-participating PA programs and certify that all certifications, acknowledgments, and statements made by me below are true and correct:

1. I will act with honesty and integrity throughout the admissions process and in all interactions with PAEA, CASPA Customer Service, and PA programs participating in CASPA.
2. I am required to maintain the confidentiality of my password and understand that I may not share the password with any person. I agree that I will not allow any person to access my CASPA account. Neither PAEA, Liaison, nor the PA programs to which I may apply are liable for any unauthorized use of my CASPA account caused by the loss, disclosure, or theft of my account ID or password.
3. I certify that I have read, understand, and agree to all policies that apply to CASPA, including the [PAEA Privacy Policy](#), the PAEA CASPA Policy Regarding Investigations and Violations, and all policies for CASPA provided on the Liaison website at https://help.liaisonedu.com/CASPA_Applicant_Help_Center, all of which are part of this Applicant Agreement.
4. I authorize PAEA to release my name, email address, street address, and telephone number to PA programs designated by me BEFORE the submission of my application. This allows designated PA programs to send me information about their admissions processes prior to the submission of my application.
5. CASPA requires me and others invited and authorized by me, including but not limited to colleges, universities, education programs, professors, pre-health professions

- advisors, and other persons ("Authorized Information Providers") to enter and provide detailed information about me, including but not limited to, personal, academic, professional, disciplinary history, character, financial, test scores, recommendations, evaluations and other types of information (CASPA Information), all in order to facilitate the collection, compilation, and sharing of information that may be relevant to designated PA programs in making decisions about my application for admission and related matters.
6. I am exclusively responsible for the accuracy, completeness, and contents of all CASPA information that I and Authorized Information Providers enter into CASPA.
 7. I certify that all written passages within my CASPA application, including but not limited to personal statements, essays, and descriptions of work and education activities and events, are my own work, and have not been written, in whole or part, by any other person.
 8. If I request that an Authorized Information Provider submit a recommendation, evaluation, or any other information in CASPA, PA programs designated by me will receive information about me from such Authorized Information Providers.
 9. By using CASPA, I am waiving any right I may have to review CASPA Information entered by each Authorized Information Provider, including but not limited to recommendations and evaluations submitted by them about me. I agree that I will not attempt through any means to obtain CASPA Information submitted by Authorized Information Providers, or attempt to influence or alter any information submitted by an Authorized Information Provider.
 10. PAEA may use deidentified (i.e., not containing personally identifiable information) application data I submit to CASPA, as well as admissions decisions my designated PA programs submit to CASPA, for educational research and statistical reports. The purpose of such research and reporting is to improve PA education and admissions and all results are reported in aggregate only. Deidentified, aggregated application data may include, but are not limited to, summaries of applicant demographics, application and matriculation rates, and average GPAs.
 11. PAEA is authorized to release all application information submitted in CASPA to the PA programs that I designate.
 12. I will monitor the progress of each application I submit to a PA program by regularly checking my email and the "Check Status" and "Notifications" sections of the application within CASPA. I understand that I am responsible and accountable for my actions and will respond to all matters related to my application.
 13. PAEA may investigate discrepancies in information submitted in CASPA, and in any information provided to PAEA that indicates that an individual may have potentially committed fraud in the process of seeking admission to a CASPA-participating PA program or potentially violated any of the terms, conditions, or policies that apply to

the use of CASPA. All such investigations will be conducted according to the PAEA CASPA Policy Regarding Investigations and Violations and may result in the issuance of a Report to Legitimately Interested Parties.

14. PAEA reserves the right to audit my application for any purposes, in addition to verification of the coursework that is listed in my application, and may take any steps reasonably required to verify the authenticity of any information or documents submitted in relation to my application in CASPA.
15. I am responsible for knowing and understanding the admission requirements of all PA programs to which I apply. Submitting an application to a PA program for which I do not meet all requirements will not constitute grounds for a refund of the application fee.
16. Within five (5) calendar days of enrollment at a PA program to which I have been admitted, I must notify all other designated programs for which my application is still under consideration that I no longer wish to be considered for admission to their program.
17. I will notify the PA programs to which I have applied within ten (10) business days if I am convicted of or plead guilty or no contest to a misdemeanor or felony criminal offense. PA programs may consider new information submitted regarding my updated criminal history, and in appropriate circumstances, reserve the right to change the status of an applicant or student. All decisions regarding actions in relation to an applicant's criminal history are within the discretion of each PA program.
18. PAEA and participating PA programs assume no responsibility for delays in processing application materials caused by the applicant's failure to follow instructions or circumstances beyond PAEA's or the participating PA programs' control. It is the applicant's responsibility to review their application portal on a regular basis and report any problems, unexpected delays, or discrepancies to CASPA Customer Service immediately.

PAEA CASPA Policy Regarding Investigations and Violations

The Physician Assistant Education Association (PAEA) is committed to ensuring the integrity and validity of the information submitted in the Centralized Application Service for Physician Assistants (CASPA) and the processes leading up to and including enrollment in a PA program. PAEA is further committed to holding individuals using CASPA to the highest standards of ethical conduct in relation to these processes. The PAEA CASPA Policy Regarding Investigations and Violations applies to the investigation of potential violations of the terms, conditions, and policies that apply to the use of CASPA occurring at any time during the processes leading up to enrollment in a PA program and the fee waiver application process.

PAEA requires applicants to present accurate and current information at the time application materials are submitted in CASPA and during all phases of the admission process for entry into a PA program. It is the policy of PAEA to investigate discrepancies in information submitted in CASPA, attempts to subvert the admission process, potential fraud, and any other irregular matter which occurs in connection with the use of CASPA and the processes leading up to and including enrollment in a PA program and the fee waiver application process.

Reports of Potential Violations and Initiation of Investigations

PAEA may, in its sole discretion, initiate an investigation when it becomes aware of discrepancies in information submitted in CASPA or receives any information indicating that an individual may have potentially committed fraud in the process of seeking admission to a CASPA-participating PA program or potentially violated any of the terms, conditions, or policies that apply to the use of CASPA. CASPA utilizes systems that detect potential discrepancies in information submitted by applicants and receives notification of potential violations from CASPA stakeholders, including but not limited to representatives of CASPA-participating PA programs.

If a PA program has reason to believe that an applicant may have potentially committed fraud in the process of seeking admission to any CASPA-participating PA program or potentially violated any of the terms, conditions, or policies that apply to the use of CASPA, a designated representative of the program should promptly send a written report of the potential violation to PAEA via email that includes all of the details of the matter to caspa@PAEAonline.org. When submitting the report of any potential violation, PA programs must include all relevant facts, dates, events, information, and documentation that relate to the potential violation. PA programs must report any potential violation to PAEA in writing as required in this policy within thirty (30) days of becoming aware of it.

PAEA reserves the right in its sole discretion not to initiate an investigation for a potential violation where a PA program's report of the potential violation occurred more than thirty (30) calendar days after it became aware of the potential violation. PAEA also reserves the right in its sole discretion not to investigate any potential violation that occurred more than one calendar year prior to the date of the report made to PAEA, regardless of when a PA program may have become aware of the potential violation.

Investigation of Potential Violations

Once an investigation is initiated, PAEA reviews the potential violation and determines in its sole discretion whether it is more likely than not that a violation has occurred, based on information submitted by the subject of the investigation; PAEA current and historical records; information provided by external parties; the terms, conditions, and policies that govern the use of CASPA; and any other available relevant information.

Communication with the Subject of an Investigation

Once PAEA determines that it is more likely than not that a violation has occurred, PAEA will contact the subject of an investigation in order to:

- Notify the subject that an investigation has been initiated
- Provide the subject with a summary of the matter being investigated

- Inform the subject of the terms, conditions, policies, and procedures related to the investigation
- Provide the subject with an opportunity to respond.

Based upon the subject's response, or failure to respond, PAEA will either develop a draft of the report to be issued to Legitimately Interested Parties, as defined below, or terminate the investigation in the event that the subject is able to provide evidence that no violation has occurred. If PAEA proceeds with the development of a draft report, this report will be sent to the subject in order to provide the subject with an opportunity to advise PAEA of any purported inaccuracies contained in the draft report. If the subject identifies purported inaccuracies in the draft report, PAEA will endeavor to resolve any disagreements it may have with the subject's view of the evidence and facts. PAEA may also decide to simply include the subject's objections to the report in the final version of the report if PAEA and the subject are unable to resolve their differences regarding the content of the report. If the subject does not advise PAEA of any inaccuracies in the draft report within the prescribed time period, PAEA will modify the report to indicate that the subject did not raise any objections to the report after being given an opportunity to do so, and PAEA will then finalize the report in order to provide it to Legitimately Interested Parties. PAEA has the ultimate sole discretion to determine the findings of fact and content included in a report in its final form.

PAEA prepares and issues a report documenting the factual findings of the investigation and may include information provided by the subject of the investigation in accordance with the procedures outlined above. With the issuance of a report, PAEA makes no judgment as to the culpability of any person with respect to matters reported and does not assess the suitability of an individual to study or practice as a PA. Rather, PAEA strives to communicate complete and accurate information to Legitimately Interested Parties. Evaluation of the accuracy of the information in the report is the responsibility of the recipient of the report.

In addition to the issuance of a report, PAEA reserves the right to take all other lawful action warranted under the circumstances in relation to the subject of an investigation, in PAEA's sole discretion, if PAEA determines that the subject violated the terms, conditions, and policies that govern the use of CASPA, or any applicable law or regulation.

Legitimately Interested Parties

Legitimately Interested Parties include all PA programs to which an individual has applied or matriculated during the current cycle and PA programs to which the individual applies or matriculates in the future, as well as duly constituted licensure and regulatory agencies and health professions educational institutions that make an official request to PAEA for a report.

If, at the time of the investigation, the individual is enrolled in a CASPA-participating PA program, the report in final form will be forwarded to the current institution of attendance and will be distributed in response to any future application or matriculation activity. The report in final form will also be issued in response to an application or matriculation at such Legitimately Interested Parties of which PAEA has knowledge. Reports may contain

information relevant to academic or disciplinary proceedings, criminal investigations, and decisions relevant to entry into PA programs and professional licensure.

Arbitration for Disputes

Should an individual conclude that a draft report unfairly characterizes the evidence and findings of fact related to an investigation, or an agreement between parties on the content and language of the report cannot be reached, PAEA will offer the individual who is the subject of the report an opportunity to request arbitration. Such arbitration must be requested prior to the issuance of a final report. Arbitration is conducted by a single arbitrator appointed by the Washington, D.C., office of JAMS. The arbitrator acts solely on the basis of a written record submitted by both parties, and no hearing or oral arguments are held. The sole issue for arbitration shall be whether the PAEA acted reasonably and in good faith in preparing the report. The arbitrator will have final authority to conclude whether: (1) the report should be distributed as written; (2) the report should be modified in accordance with the arbitrator's directions before distribution; or (3) no report should be distributed. In addition, the arbitrator determines which party is responsible for JAMS' case management fees and the arbitrator's fee. All other costs associated with arbitration (for example, attorneys' fees) are borne by the party incurring them.

6. PRIVACY AND DATA POLICIES

CASPA will discuss an application only with the applicant and the applicant's designated PA programs. CASPA staff will not discuss an application with a parent, spouse, relative, friend, or employer.

Privacy Policy

PAEA will receive, collect, process, store, transmit, and protect data in accordance with the terms of its Privacy Policy, which is incorporated by reference. For more detailed we encourage everyone to read our [Privacy policy](#)

Data Collection, Processing, and Dissemination

CASPA policies to prevent the exposure of truly confidential personal data without the permission of the individual involved, to limit the distribution of sensitive data to those situations that require it, and to permit distribution of non-sensitive directory information wherever a useful purpose can be served. Except for directory information and communications with the programs as a part of the application and record-keeping process, information about individual students is not shared with anyone in a way that would permit individual identification.

Data Reporting

The PA program understands that de-identified aggregate data is the only data that may be reported externally by CASPA. For research purposes, PAEA may share applicant data with vendors/contractors to assist with data "clean-up," analysis, and/or generation of reports. Data provided to vendors may include restricted or confidential information. Vendors must assure PAEA that they have adequate data security processes/systems in place to only allow access to authorized users associated with the assigned project. Any security breaches must be immediately reported to PAEA. All vendors and contractors are subject to confidentiality agreements.

Member programs are expected to continue to monitor their data sharing and admissions policies and practices are in accordance with fair practice policies.

7. THE APPLICATION CYCLE AND DEADLINES

Application Cycle

A CASPA cycle runs from April each year until the following April. The 2020-2021 CASPA application cycle opens on April 30, 2020 and closes on April 1, 2021. Applicants who apply during this timeline will be considered for the 2021 or January 2022 entering class of PA students, unless in the case of deferrals, which are determined by each program.

Application Deadlines

CASPA offers 10 deadline options for programs to choose from. Each program selects the deadline that best aligns with their individual admissions timelines and class start dates. The 10 deadline options are listed below and can also be found in the [PAEA Program Directory](#).

- June 15, July 15, August 1, September 1, October 1, November 1, December 1, January 15, March 1, and April 1.

Deadline Requirements

In addition to an application deadline, there are three deadline requirement options to choose from. The programs select the deadline requirement that best aligns with their admissions process. The three options are listed below and can also be found in the [PAEA Program Directory](#).

- **Submit:** The application must be submitted by the posted deadline.
- **Complete:** The application must be submitted, and payment, all transcripts, and two of the three evaluations must be received by CASPA by the posted deadline.
- **Verified:** The application must be complete, and all GPA calculations must be completed by the posted deadline.

Considerations for Setting Deadlines

There are several factors for consideration when selecting an application deadline, including the time required for:

- Applicants to complete program-specific or secondary application materials, i.e., GRE scores, CASPer exam scores, additional letters of recommendation, other program specific documents.
- The program to process completed application materials.
- The program to complete the application review process.
- The program to complete interviews and make admissions decisions.
- Applicants to receive their admission decisions and advance to the date of enrollment.
- Receipt of additional verification materials the program might require once an applicant has been accepted and that may be needed prior to matriculation.

Application Open Date

The 2020-2021 application cycle will launch on April 30, 2020. Participating programs are encouraged to open their application on this date; however, individual programs may choose

to delay the open of their application for any reason. Programs can indicate an open date on the CASPA Onboarding or Renewal survey sent to each program every fall.

Deadline Extensions

Programs may request an extension to their deadline. This request must be submitted to caspa@PAEAonline.org with the new application deadline date. Application deadline dates will not be updated to close earlier than what has been previously published.

Deadline Extensions for Individual Applicants

Programs may request an extension for applicants who currently have an application status of “In Progress” for the program on WebAdMIT. If the applicant is in any other status, a deadline extension cannot be granted, nor can an extension be granted if a program’s deadline has already passed.

A request to extend a deadline for an applicant must be submitted to [Jessica Scholz](#), including the first and last name of the applicant and CASPA ID#. The extension will be granted for 48 hours and the program must notify the applicant once the extension has been granted. CASPA will not accept extension requests directly from applicants.

Eligibility

CASPA does not determine any applicant’s eligibility to apply to any program. It is the applicant’s responsibility to know the prerequisite requirements of the program(s) they are applying to and apply only to those programs with minimum requirements that they meet or exceed. CASPA will accept all application payments regardless of whether an applicant meets a program’s requirements or not. Refunds are not granted to applicants by CASPA under any circumstances.

9. THE APPLICATION PROCESS

The Applicant Portal

New and returning applicants will visit the CASPA [application portal](#) to create an account or log in to their existing application. The Applicant Portal can be accessed at any time throughout the cycle.

Re-Applicants

All applicants who applied or created an application in the 2016-2017 cycle and later will have the option to carry over most of the data on their application in this and future cycles. Certain information will be carried over automatically, some information will require approval by the applicant to be carried over with no changes, and some information will not be carried over.

Items Carried Over

Items carried over automatically include CASPA ID and name. Other categories of applicant data are carried over once they have been reviewed and approved by the applicant, including:

- All demographic information
- Colleges and universities attended
- U.S. courses previously verified by CASPA and the transcripts that correspond with these courses
- Experiences and achievements entered

*CASPA will not carry over letters of evaluation, essays, payments, and program-specific information into new cycles.

A snapshot of the application homepage



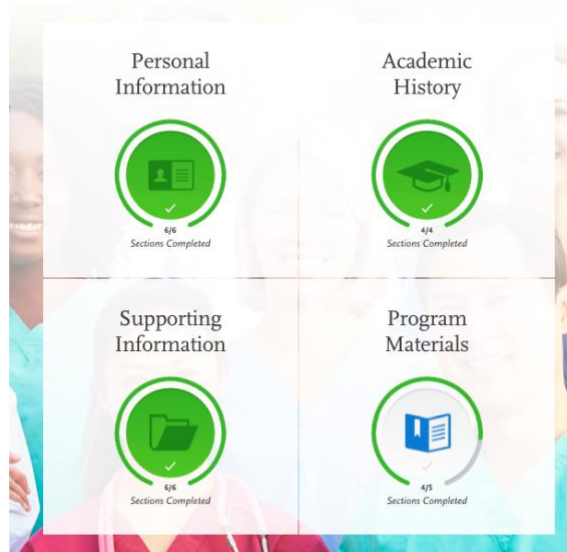
Application Dashboard

The application is divided into four sections, with progress bars to guide the applicant through the process. Once information in a section is saved, the applicant will automatically be directed to the next section.

There are four main sections of the CASPA application:

1. Personal information
2. Academic history
3. Supporting information
4. Program materials

A snapshot of the application dashboard homepage



Applicants can also access their profile and help center, add and remove programs and submit their application, check the status of application documents, and see their notification all from their dashboard.

SECTION 1. PERSONAL INFORMATION SECTION

The Personal Information section questions collect basic biographic, contact, citizenship, race and ethnicity, and family information from the applicant. Questions are included below.

A snapshot of the overall personal information section tabs.



Release Applicants must agree to the CASPA Applicant Agreement and release Statement. Applicants must also indicate whether they release their application data to their health profession advisor.

Biographic Information Questions

- Name (first, middle, last, suffix)
- Alternate name (first, middle, last, preferred nickname)
- Gender (male, female)
- Birth information (date, country, city, state, county)

Contact Information Questions

- Current address (street, city, country, state, zip, valid dates)
- Permanent address (same)
- Phone
- Email

Citizenship Information Questions (some questions optional)

- Citizenship details (citizenship status, country, dual)
- Residency information (legal state of residence, legal country, time)
- Visa information (number, type, issued by, issued city, country, valid dates, sponsor)

Race and Ethnicity Questions (optional)

- Ethnicity (Hispanic/Latino origin)
- Race (American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, or White)

Other Information Questions (some questions optional)

- Language proficiency (native language, additional languages and proficiency)
- Military status
- Misdemeanor and felony information (if yes, description, charge, dates, consequence, reflection)
- Felony (if yes, description, charge, dates, consequence, reflection)
- Academic infractions (if yes, description, charge, dates, consequence, reflection)

- License infractions (if yes, description, charge, dates, consequence, reflection)
- Environmentally disadvantaged (HRSA questions)
- Additional questions (first heard of profession, influential factor in applying, ever matriculated or attended a PA program, medical school including foreign or any other health profession including but not limited to DO, dentistry, physical therapy, chiropractic, podiatry, etc.)

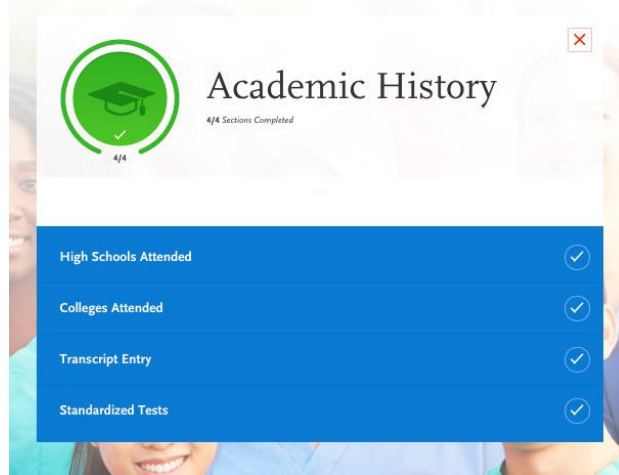
Environmental Factors

- Childhood Residency Questions (In what country/state/county/city did you spend the majority of your life from birth to age 18? What is the type of geographic area where you were raised? Description of childhood residency. Do you feel that the area where you grew up was medically underserved?)
- Family Situation Questions (US applicants only) (Have you or members of your immediate family ever used federal or state assistance programs? What was the income level of your family during the majority of your life from birth to age 18? Did you have paid employment prior to age 18? Were you able to contribute to the overall family income?)

2. ACADEMIC HISTORY SECTION

The Academic History section collects data on high schools and colleges attended, allows the applicant to enter their coursework as it appears on the official transcripts from any postsecondary institution they have attended, and self-report their standardized test scores. Questions are included below.

A snapshot of the overall Academic History section tabs



High School Attended

- High school attended (name)
- City
- State
- Graduation status and date

Colleges Attended

Applicants are required to enter all postsecondary institutions attended in the CASPA application. The data collected on each is below. Applicants will enter this information for each college/university they attended and will have the option to list multiple degrees.

- College or university name
- Degree information
 - Degree earned (yes, no, in progress)
 - Degree type
 - Degree earned date
 - Major
 - Minor (if applicable)
 - Term type
 - First term date
 - Last term date

Transcript Entry

Applicants are required to enter all coursework taken at all postsecondary institutions listed in the Colleges Attended section. The data collected is below. A CAS grade will be automatically calculated once this information is entered. The CAS grade is used to calculate GPAs upon verification.

- Course name
- Course title
- Subject
- Credits
- Grade

Applicants must request official transcripts to be sent directly to CASPA from the registrar's office at each college or university they attended. If transcripts are received before the CASPA application has been submitted and the Colleges Attended section is complete, the date the transcript arrived is available online to the applicant on their status menu. Transcripts must be sent to:

CASPA
PO Box 9108
Watertown, MA 02471

*Applicants must mail required application materials via regular mail to the CASPA PO Box address above. Applicants requiring express delivery services must use the street address provided directly by CASPA customer service.

CASPA will accept transcripts received after the program deadline has passed and process the application. If the application was submitted by the published deadline and all transcripts, two evaluations, and the CASPA fee are received by the close of the application cycle in March. Programs can access the date each transcript was received by CASPA and

determine whether the applicant has met the program-specific transcript deadline date and is eligible for admission. CASPA does not determine that eligibility.

SPECIAL INFORMATION FOR APPLICANTS ON TRANSCRIPTS

U.S. and Canadian Transcripts

Applicants must arrange for CASPA to receive official transcripts directly from every U.S., U.S. Territory, [U.S. regionally accredited overseas institutions](#), and English-speaking Canadian postsecondary institution attended. CASPA will consider all application files “Incomplete” until all U.S. and Canadian transcripts are received. The service will verify the authenticity of transcripts received.

Foreign Transcripts

Foreign transcripts (exceptions: English-speaking Canadian and U.S. regionally accredited overseas institutions) are not accepted by CASPA. Applicants attending a foreign institution must list their school in the Colleges Attended section but are barred from listing their individual courses in the coursework section. This work is not verified, and no GPA will be calculated for foreign transcripts. CASPA will accept evaluation reports provided by U.S. foreign transcript evaluation companies but these are not required by CASPA to verify an application. These evaluations will be posted to an applicant’s application and visible to programs in PDF form via WebAdMIT.

Foreign Transcript Evaluation Reports

Each PA program should list the admissions requirements for course-by-course foreign transcript evaluation reports, i.e., information on whether the evaluated transcripts should be sent to CASPA or directly to your program, and which company (if any) you prefer applicants to use. Also specify if applicants are required to provide these and by which date as they are not a required part of the CASPA application.

*Please note that French-speaking Canadian institutions are considered foreign.

Listed below are the four most commonly used evaluation services. CASPA does not endorse any evaluation service; however, applicants can opt to have their official evaluations sent electronically to CASPA by WES. CASPA will still accept WES evaluations in paper format. If your program requires applicants to use a specific evaluation service, please include that information.

World Education Services, Inc. PO Box 5087 New York, NY 10274-5087 P: 212-966-6311 F: 212-739-6100 www.wes.org	Educational Credential Evaluators, Inc. PO Box 514070 Milwaukee, WI 53204-3470 P: 414-289-3400 F: 414-289-3411 www.ece.org	International Education Research Foundation, Inc. PO Box 3665 Culver City, CA 90231-3665 P: 310-258-9451 F: 310-342-7086 www.ierf.org	Josef Silny & Associates, Inc. 7101 SW 102 Avenue Miami, FL 33173 P: 305-273-1616 F: 305-273-1338 www.jsilny.com
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Academic Update

CASPA applicants can update “planned” or “in progress” coursework on their application after verification through a process called Academic Update. This allows them to change coursework to “complete” and self-report the grades received for these courses. This coursework is not verified, nor will it be calculated into CASPA GPAs. CASPA will post updated transcripts if received, but these are not required or monitored by CASPA. CASPA directs applicants to refer to their PA program’s preferences regarding whether updated transcripts are required and if they should be sent to CASPA or the program directly. Be sure your admissions requirements reflect your expectations for receipt of any updated transcripts.

*Applicants will not have access to edit coursework that was previously verified. Only coursework previously listed as in-progress or future planned courses will be allowed to be edited.

Transcripts for Professional Coursework

CASPA defines professional coursework as coursework taken during military service outside of a regionally accredited institution (e.g., Community College of the Air Force, West Point) and coursework taken at a hospital or medical center. Professional coursework is not allowed to be reported in the Colleges Attended or Coursework sections of the application, nor is it calculated as part of an applicant’s GPA. Programs wishing to collect documentation for this type of work should turn on the Clinical/Professional and Military Papers document upload options when configuring their program-level requirements on the CAS Configuration Portal. Applicants are instructed to upload hospital and military transcripts directly to their programs using these tools if the programs choose to make them available.

*Note that all work taken at a college or a school, even if of the technical/professional variety, for which letter grades and semester/quarter hour credits are received, will be included in CASPA GPA calculations.

Transcripts for Applicants

CASPA will provide PDF copies of each official transcript for review in the WebAdMIT admissions portal. If you require official transcripts to be submitted directly to your program by applicants prior to matriculation, be sure your requirements reflect your expectations for copies of official paper transcripts to be submitted directly by the applicant.

Course Subjects

PAEA provides a course subject list to help CASPA verifiers categorize transcript coursework. Access the 2020-2021 [Course Subject List](#) for review.

Standardized Exams

Applicants may choose to self-report any GRE, TOEFL, or MCAT scores in this section. They may enter multiple scores for each test. This section contains self-reported scores only, not official test scores. The data collected for exams is below.

- Test taken (yes, no)
- Date planned, or date taken
- Scores

GRE

Official GRE scores can be sent directly to CASPA by ETS at the applicant's request. This allows official GRE scores to be viewed in the WebAdMIT system. While many higher education institutions have already established a GRE code, for the purpose of the CASPA integration each program must have a CASPA-specific GRE code. The enrollment form is linked below and must be completed and emailed to cas@ets.org or faxed to 973-735-0392 for processing. PAEA and you will be notified once the code has been assigned.

Once assigned, applicants will select a program's CASPA program code through ETS, which will allow their official scores to be sent to their application for your program. The score that is uploaded into CASPA is official and comes directly from ETS.

If you do not accept official scores through CASPA, be sure your admissions requirements reflect your expectations for official score reports.

- [Program GRE FAQ](#)
- [Applicant GRE FAQ](#)
- [GRE Enrollment Form](#)

TOEFL

Official TOEFL score reports are accepted by ETS and uploaded directly into the CASPA application for your review in the WebAdMIT admissions portal.

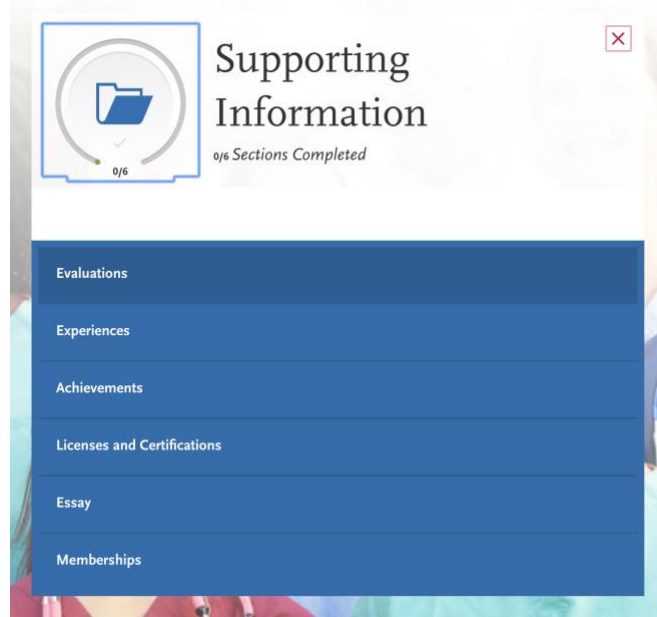
MCAT

MCAT scores can be sent to CASPA electronically and attached to the CASPA application. Be sure your admissions requirements reflect your expectations for MCAT exams.

SECTION 3. SUPPORTING INFORMATION SECTION

The Supporting Information section collects data on the applicant's experiences/achievements/certifications as well as three evaluations (formerly named "letters of reference") and the essay (formerly named "the narrative").

A snapshot of the overall supporting information section tabs.



Evaluations

CASPA will accept up to five evaluations. Programs will be able to view and access letters of evaluation and rubrics in WebAdMIT once they are received by CASPA, even after a passed deadline. Each evaluation request consists of:

- First name
- Last name
- Email
- Letter due date
- Personal message to evaluator
- Waiver of evaluation
- Permission to contact reference (for CASPA)
- Permission for schools to contact reference

Evaluation Process

Once the evaluator's data has been entered and saved, the evaluation request is sent via email to the author with instructions on how to complete the request, along with a rubric. The author will then receive an email with instructions on how to upload their letter and complete the evaluation rubric.

Reference email notifications are sent immediately after the applicant saves the reference information into the system. The author will upload the letter, complete the rubric, and submit the information. Once this is done, your program can view this information in WebAdMIT.

Experiences/Achievements

Applicants can enter their professional experiences in several categories, or types. This allows applicants to enter relevant employment, health care, shadowing, volunteer, research,

awards and license/certifications, extracurricular activities, teaching, publications, and membership data on their application.

- Experience type (What type of experience do you want to add?)
- Organization (name, address, country, state)
- Supervisor (name title, contact phone, contact email)
- Experience dates (start date, current experience, end date, status) Experience details (title, type of recognition, average weekly hours, number of weeks, total hours, description/ key responsibilities, release authorization)

Experience Types

- Non-Healthcare 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.
- Patient Care Experience
Experiences in which you are directly responsible for a patient's care. For example, performing procedures, directing a course of treatment, designing a treatment regimen, actively working on patients as a nurse, paramedic, EMT, CNA, phlebotomist, physical therapist, or dental hygienist.
- 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, taking vitals or other record keeping information, or working as a scribe, CNA (depending on job description), medical assistant, etc.
- Shadowing
Time spent officially following and observing a health care professional at work, preferably in the PA field.
- 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.

Achievements

- Type
- Name (name of presenting organization, issued date, brief description)

Achievement Types

- Awards
Awards received as a prize, such as trophies and medals.
- Honors
Honors received as a special distinction for work done, including Dean’s List and memberships in honor societies.
- Publications
Any work publicized through media organizations, including newspapers and journals.
- Scholarships
Scholarships earned based on academic, athletic, and other achievements.

Licenses and Certifications

- Type
- Title
- Organization name

Applicants may enter multiple entries in each listed category. This allows applicants to enter relevant employment, health care, shadowing, volunteer, research, awards, and license/certifications data on their application.

Essay

Applicants must complete an essay to submit their application. The essay question allows them 5,000 characters to explain “why they are interested in being a physician assistant.”

Memberships

- Membership type

SECTION 4. PROGRAM MATERIALS

The Program Materials section allows programs to customize the application for their applicants with custom questions, documents, and prerequisite matching.

Every program will be required to complete a “branding page,” shown below. This page can host a program photo, description, and application information. The Program Details section is automatically populated with data CASPA receives from each program.

A snapshot of a program's branding page

The screenshot shows the CASPA program branding page for Operations and Technology Management at Arsenal Business School. The page features a header with the CASPA logo and a navigation menu with links for Home, Questions, Documents, and Prerequisites. The main content area includes a description of the M.B.A. program, admission requirements, and a table of program details.

Operations and Technology Management
Arsenal Business School

0/1
Sections Completed

Operations and Technology Management
Deadline: 07/01/2015

Home Questions Documents Prerequisites

Our M.B.A. program prepares students for managerial positions in various types of health care organizations. This program supports the development of problem solving, decision making and conflict-resolution skills and in operationalizing the mission and goals of the healthcare delivery system.

Applicants for admission to the M.B.A. program must hold a baccalaureate degree from an accredited institution. No specific undergraduate course of study is required for admission. All applications for admission are considered on the basis of their own merits, with weight given to the strength of a student's previous academic performance, scores obtained on standardized tests, and experiences indicating increasing levels of responsibility.

Early Decision begins April 1, 2015. Applications must be received by July 1, 2015. Decisions will be communicated by July 15, 2015.

Program Details

App Type: All applicants	Concentration: N/A	Deadline: 2015-07-01
Delivery: Regular	Department: School of Management	Level: MBA
Start Term: Fall	Start Year: 2015	Track: Health Service Management

Custom Questions

Programs may elect to use custom questions. These questions can be required or optional, drop-down, either/or, multi-option, short answer, or narrative questions. Any question that is required must be completed by applicants to submit the application to your program. If you have a supplemental application, this may be a good place to consider adding those questions, to ensure this data is in WebAdMIT with the entire application profile.

PA programs seeking to add custom questions must submit all proposed custom questions to PAEA (through the configuration portal) for review and approval before they can be included in the program's application in CASPA. PAEA reserves the right to exclude any questions it deems inappropriate.

Custom questions should refrain from asking applicants about their religious affiliation, or if an applicant has applied to other PA programs.

This section can include questions that you require from your applicants, such as supplemental questions or additional essays. The information entered here will be viewable in your WebAdMIT portal and viewable only to your program.

Sample questions may include:

1. Have you previously applied to a program at this university?
2. Have you previously attended a program at this university?
3. Please explain your interest in our PA program related to our program's mission.
4. What personal characteristics and skills make you well suited for our program?
5. Address any academic deficiencies on your application. Discuss your ability to be successful despite these deficiencies.

As a developing program, you will be required to post the following information in CASPA to ensure that all applicants understand the status of the program and the potential effect of the program not receiving accreditation:

1. Definition of a developing program: {Insert Program Name} has applied for provisional accreditation from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). PROGRAM NAME anticipates matriculating its first class in MONTH YEAR, pending achieving provisional accreditation status at the MONTH YEAR ARC-PA meeting. “Accreditation – Provisional” is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program’s ability to meet the ARC-PA Standards or when a program appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.
2. Question: I understand I am applying to a developing program, defined above, which may or may not receive provisional accreditation.
3. Question: I understand that if the program does not receive provisional accreditation, PAEA will not refund my application fee and I have reviewed and understand the refund policies of this developing program.

Documents

Programs may elect to request or require additional documents from their applicants. There are four prepopulated documents that programs may require and one “other” option. Documents are accepted in .doc, .docx, .rtf, .pdf, and .txt formats with a size limit of 5MB.

- Clinical/professional
- Course catalog descriptions
- CV/resume
- License
- Military papers
- Other (defined by program)
- Personal statement
- Publication
- Shadowing/health care hours
- Writing sample

If you use this section, you must choose whether each document is required or optional. If you wish a document to be required, know that all applicants must upload it to submit their application to their program. It would not be advised to require military papers, as all applicants cannot provide those, but all applicants would be able to submit a CV.

Prerequisites

Programs may elect to turn on the prerequisites section. If this section is turned on, it is required, and applicants must complete it to submit their application to your program. You will list your prerequisite courses and applicants will match the best-fit courses from their transcript entry section to your listed prerequisites. It is important to note that this

information is not verified by CASPA and you will still be able to determine whether the matched courses meet your prerequisite requirements.

This section serves as more of a checkpoint for applicants to make sure they meet a program's requirements for submitting the application. CASPA will not verify or deny any application to any program based on the prerequisites entered in this section.

*Applicants may select listed in-progress courses, multiple courses to fulfill one prerequisite course, or the default "I do not have a course to fulfill this prereq" option to complete this section.

10. BACKGROUND CHECKS

Your program has the option to run background checks directly through your WebAdMIT admissions portal. Liaison International and PAEA have partnered with CastleBranch to provide this service, which offers programs the ability to customize background check needs and manually place a background check order via the WebAdMIT admissions portal for selected applicants at the program's chosen time during the cycle.

Once an order is placed, the applicant will receive an email with instructions to complete the background check request. WebAdMIT will offer several status updates throughout this process, and once it is complete, you will receive a final notification, where you then link directly to your CastleBranch profile to view the results of all completed background checks.

Because background check packages are customizable, pricing will vary depending on the need of each program. If you express interest, your contact information will be shared with the CastleBranch team and they will contact you to discuss your needs. Applicants will be required to pay for each background check that they choose to execute. Programs will also have the option to pay for background checks on behalf of the applicants and CastleBranch will invoice programs that choose to do this monthly.

PAEA is not liable for the results of background checks provided by CastleBranch or any information contained in or omitted from such background checks.

Contact caspa@PAEAOnline.org or CastleBranch at 888-666-7788 to begin the enrollment process for background checks.

11. FEES

The application fee is \$179 for the first designation and \$55 for each additional designation. Once an applicant submits their application and payment has been processed, no refunds are granted. If there are outstanding application fees, they must be paid, along with current fees, before an application will be processed in a subsequent cycle.

Fee Waivers

A limited number of fee waivers are available to applicants each year. The fee waiver covers the fee of the first designation (\$179). The applicant is responsible for fees for additional program designations beyond the amount of the first designation (\$55 each). Because funds are limited, meeting eligibility criteria does not guarantee that a fee waiver will be granted. Applicants should contact [customer service](#) to inquire about availability.

To be considered for a CASPA fee waiver, the applicant must first create a CASPA application account and submit a copy of their 2018 federal income tax returns.

Eligibility for a fee waiver requires that the applicant have an income that is 200% or less of the [U.S. Department of Health and Human Services poverty guidelines](#). If the applicant is a dependent, CASPA requires the legal guardian's most recent federal income tax return.

Applicants should not submit their CASPA application until they have been notified of their CASPA fee waiver application status. Fee waiver decisions are normally communicated to the applicant within 72 hours of receipt of their Federal tax forms. If the applicant submits their application prior to this notification, the fee waiver application will be automatically denied.

Once the applicant has been approved for a CASPA fee waiver, they will have 14 calendar days to submit their application. **If the applicant does not submit their application within the 14 days, the fee waiver will be automatically voided, and the applicant will not be able to reapply for a waiver in that cycle.**

12. THE VERIFICATION PROCESS

Verification is the process used to ensure that all applicant coursework was entered correctly and consistently. Since credit values, grade values, and course subjects vary widely from school to school, programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using applicant coursework to create a standard set of GPAs, ensuring that they are compared to other applicants fairly and equally.

During the verification process, CASPA conducts a course-by-course evaluation of the academic record and calculates the various GPAs. Due to the variety of grade scales across the country, CASPA utilizes a universal grade value (e.g., B+ = 3.3). Once verification is completed, the application status will move from Completed to Verified. If significant mistakes are found in the applicant's coursework during the verification process, their application will be returned to them for corrections.

*It is not uncommon for the CASPA GPA to differ from the GPA that is calculated by an institution.

Once the academic record is verified, the entire application and supporting documents are available to the applicants' designated program(s) in the WebAdMIT admissions portal. Programs are responsible for the final evaluation of the application and all materials.

Verification

Verification refers to the matching of courses on the official transcripts with completed courses listed on the Transcript Entry section of the application. CASPA performs course-by-course verification once the application is considered "complete" and processes based on the order received per the date the application becomes complete. The CASPA verification staff ensure that applicant-reported coursework matches the course history on the corresponding U.S. transcript. CASPA does not verify foreign courses or transcripts, professional coursework, or planned/in-progress coursework.

The verification process may take up to four weeks from an applicant's completion date and applicants are encouraged throughout the process to submit their application and ensure its completion at least four weeks in advance of the earliest deadline of the programs they are applying to.

No Transcript Available

CASPA does not waive transcript requirements due to an applicant's financial obligations to a college or university. Applicants who are unable to obtain an official transcript from a college or university due to a financial or other school-imposed hold cannot apply until their situation has been settled with their individual school.

For transcripts that are unavailable due to extenuating circumstances such as school closings or transcript loss by the responsible institution, the institution or state department of education must submit a signed letter of explanation on official letterhead stating that transcripts or records do not exist for the applicant. This must be submitted directly to CASPA customer service and CASPA will evaluate these letters on a case-by-case basis.

Course-by-Course Transcript Verification

The verification staff checks that the applicant properly entered all coursework on every transcript, including:

- Institution
- Course title, course prefix, and number (e.g., CHEM 101)
- Term
- Year
- Course subject
- **Grade:** CASPA will not edit this field. If the applicant made an error on number of credits, CASPA will make the correction in the Verified Grade field.
- **Credits:** CASPA will not edit this field. If the applicant made an error on number of credits, CASPA will make the correction in the Verified Credits field. Note: If the applicant failed or repeated a course, CASPA will enter the credits attempted in the credits field, even if the course was repeated later for a higher grade. Credits are excluded only if the credits attempted, not earned, on the transcript or the application are shown as blank, or zero (0).

Verification of Coursework

- CASPA Verified Grade – Indicates any changes to the applicant-reported grade. If staff makes no changes to the applicant’s original grade, this field is blank.
- CASPA Verified Credits – Indicates any changes to the applicant-reported credits. If staff make no changes to the applicant’s original credits, this field is blank.
- CASPA (Converted) Grade – Reflects the applicant’s attempt to convert a numeric grade to CASPA letter grade. If the applicant makes an error in the original grade, staff will overwrite applicant’s entry. If the error is made to the converted grade, the correction will appear under CASPA Verified Grade. Liaison will attempt to create automatic conversion for as many standardized grading schemes as possible.

Discrepancies

If CASPA cannot match coursework from a transcript to the application, CASPA may have received an incomplete transcript or the applicant failed to enter all coursework in the application. CASPA will return the application to the applicant and allow them to rectify any errors.

Once the application has been returned, it is the responsibility of the applicant to make corrections and resubmit their application to CASPA. The “undelivered” status is viewable by programs in WebAdMIT.

Converting Quarters to Semesters

The CASPA system will automatically convert quarter hours to semester hours (quarter hour x .667) if quarters are reported on the transcript.

*The conversion of quarter hours to semester hours occurs only in the GPA section of the application. Conversion is not done on the Coursework section of the application.

Automatic Grade Conversion

The CASPA central processing software automatically converts the following Applicant-Reported Grades to the CASPA (converted) Grade.

CASPA Grade	A	A-	AB	B+	B	B-	BC	C+	C	C-	CD	D+	D	D-	F
Transcript Grade	A+, A	A-, AB, BA	B+, B	B-, BC, CB	C+, C	C-, CD, DC	D+, D	D-, E, F, WF							

Converting Numeric Grades

For U.S. institutions using a numeric grading system, CASPA uses the following scale to convert numeric grades on a transcript to equivalent CASPA grades. For Canadian institutions using a numeric grading system, CASPA uses the scale on the back of the individual institution’s transcript.

CASPA Weight	4	3.7	3.5	3.3	3	2.7	2.5	2.3	2	1.7	1.5	1.3	1	0.7	0
CASPA Grade	A	A-	AB	B+	B	B-	BC	C+	C	C-	CD	D+	D	D-	F
Grade on Transcript	90-100		80-89		70-79		60-69		59-0		CASPA Letter Grade				
	A		B		C		D		F						

Transcript Verification

Most U.S. colleges and universities evaluate students’ work with a numeric (e.g., 4.0) or alpha grade (e.g., B+). The general grading system is obvious from a glance by reviewing the transcript. Some programs evaluate students with a “narrative” — sentences or paragraphs discussing the student’s work. Narrative evaluations cannot be converted numerically, and the applicant’s GPA will read as 0.00 for narrative transcripts.

Degree Verification

CASPA verifies U.S. degrees reported as awarded in the Colleges section of the application and may also appear on the applicant’s official transcripts for bachelor’s degrees and above.

CASPA participating programs should not automatically interpret a lack of degree verification in the CASPA-reported degree field to mean that the applicant entered falsified information. Registrars may not report a degree as awarded on a transcript until several weeks after the degree is earned or until the end of the academic year. Programs should contact the applicant or registrar directly if they have questions about the status of a degree.

Grade Point Averages

CASPA will calculate numerous GPAs. The GPA and hours will be summarized by academic year within:

- Cumulative Undergraduate (freshman through senior year)
- Baccalaureate (Coursework taken to complete the bachelor's degree and any coursework labeled as post-baccalaureate)
- Post-baccalaureate (Coursework taken after the receipt of the first bachelor's degree)
- Graduate (includes doctoral work)

Any work taken at a master's or doctoral degree level will be labeled as Graduate and will factor into a Graduate GPA. Professional and foreign coursework is excluded from the Overall GPA calculation.

Cumulative Undergraduate

CASPA will calculate cumulative undergraduate GPA that includes all undergraduate and post-baccalaureate courses taken, both science and non-science.

Overall GPA

CASPA will calculate an overall GPA that includes all undergraduate, post-baccalaureate, and graduate courses taken, both science and non-science.

Non-Science GPA

The non-science GPA includes all courses with subject codes of math, English, behavioral science, and other non-science.

Science GPA

The Science GPA includes all courses with subject codes of Biology/Zoology, Chemistry (Inorganic, Organic, and Biochemistry), Physics, and other science.

BCP GPA

The BCP GPA includes all courses taken in the categories of Biology, Chemistry, and Physics. This will exclude Other Science to reflect a more accurate GPA for prerequisite courses at a glance.

GPA Calculations

CASPA calculates a standardized GPA to help participating PA programs evaluate applicants using uniform and consistent criteria. The CASPA GPAs are automatically generated by the system and are likely to be different from those calculated by the colleges and universities attended due to the CASPA grade standardization process. In this process, the CASPA grade is assigned a numeric value to calculate the CASPA GPA. Participating programs may choose to use the CASPA GPAs or re-calculate GPAs for their own use.

GPA System Rules

The CASPA central database automatically performs the following steps when calculating CASPA GPAs. CASPA verifiers do not manually perform these steps.

- Multiply the grade value of the course by the semester hours for that course. The product of this multiplication will be the quality points.

- Divide the cumulative quality points by the cumulative attempted hours.

Example:

Course	Transcript Grade	Transcript Credits Attempted	CASPA (Converted) Letter Grade	Calculation	Quality Points
MATH 1100	4.0	3	A	= 4 X 3	12
ENGL 1310	3.0	3	B	= 3 X 3	9
GEOL 1610	2.0	4	C	= 2 X 4	8
PHED 1000	1.0	3	D	= 1 X 3	3
PSCI 1040	0.0	3	F	= 0 X 3	0
TOTAL		16			32

GPA Calculation → 32 (quality points) ÷ by 16 (credit hours attempted) = 2.00 (GPA)

Repeated Coursework

Applicants are instructed to enter all course grades and hours for courses taken even if they repeated the course for grade improvement. Applicants will be instructed to indicate repeated coursework by identifying these courses as repeated under course type. Applicants must enter coursework as shown on transcripts. CASPA will calculate GPAs based on credits reported on official transcripts. 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.

14. WEBADMIT ADMISSIONS PORTAL

The [WebAdMIT for CASPA](#) admissions portal provides online services for participating PA programs. Admissions officers at PA programs as well as others designated at the programs have a secure site through which to move applicants through the admissions process at the designated PA program. Programs can access detailed applicant status information and view applicant information prior to and after mailings, including:

- Aggregate number of applications for program (at least applications received)
- Search tools: ability to search for an applicant by last name, submit date, or CASPA ID#

Application Status Definitions

The WebAdMIT admissions portal will sort the applications into different categories of applicant status. Below is a list of the categories and a brief explanation of each:

- **In Progress:** applicants who have selected your program, but who have not yet finished and e-submitted their applications. Basic applicant contact information is available to programs while applicants are in this category. A number appears on the WebAdMIT that indicates how many applicants are currently in this category.
- **Received:** applicants who have submitted their application but are missing transcripts and/or evaluations.
- **Complete:** applicants who have all their transcripts and at least two evaluations but have not had their transcripts verified. Once the transcripts are verified, the applications will be put into the next category.
- **Verified:** applicants who have been completed and CASPA staff has verified their applications. This is the terminal applicant status.
- **On Hold:** applicants who have been put on hold due to discrepancies found within the application. These discrepancies could include coursework errors, transcript problems or errors, bad payments, etc. Programs will have a limited view of applicants in this category.
- **Undelivered:** if an applicant has made five or more mistakes entering coursework, CASPA will send the application back to the applicant to make corrections. Programs will have a full view of applicants in this category. Reasons may include:
 - Missing coursework
 - Entering all coursework under one term
 - Omitting course prefix or number
 - Failing to enter the full course title, unreported institution, etc.

The WebAdMIT admissions portal also allows programs to assign specific admissions decisions to each applicant. Programs may choose from the following list of admissions decisions:

- Declined Offer
- Deferred
- Denied
- Interview
- Matriculated (this status is required to be reported by CASPA)
- Offer Accepted
- Offer Made

- Rescinded
- Wait List
- Withdrew

These decisions help programs organize their applicants through the WebAdMIT admissions portal and to report their matriculated students to CASPA at the end of the admissions process.

Details Available for Verified Applicants

Once an applicant has designated and submitted their application the full application will become available to PA programs. This information includes:

- All questions in the application except data on designated PA programs and passwords
- Application submit date
- List of colleges attended
- Date each transcript, reference, and official test score was received by CASPA,
- CASPA GPAs
- Application complete date
- Application verification date

Data Exports

WebAdMIT has an export manager that allows users to create their own reports containing the exact applicants and data fields they wish to see. This can be useful in creating files to import into an ERP or University System (such as Banner, PeopleSoft, or Datatel). Some of the features of the Export Manager are:

- A field chooser that allows users to select which fields they want to export
- Several configuration options, including export file type (.csv, xls, or .txt)
- The ability to drag and drop selected fields to arrange them in the desired order
- The ability to select which list of applicants that will be exported
- The ability to save export settings for later use

Access the Data Dictionary & Custom Export Layout. This document may also be accessed in the resource center in your WebAdMIT admissions portal.

15. REPORTS AND SURVEYS

CASPA Renewal and Onboarding Survey

In the fall, PAEA will send out the CASPA Renewal or Onboarding Survey. This survey is required to be completed by each program electing to participate in CASPA and for the WebAdMIT admissions portal to be activated. If the survey is not completed, the program's application launch may be delayed. Questions from the annual survey may include:

- Program deadline
- CASPA contacts
- Confirmation of participation
- Agreement to CASPA terms

Matriculant Data Reporting

As a part of your agreement to participate in CASPA, each program must submit their matriculant data for each school or campus using the WebAdMIT admissions portal for the respective application cycle. This data is required by CASPA following the close of each application cycle and should be submitted by the program once the program has initiated the school year.

PAEA will send an email with instructions to all programs at the end of the month that the program starts. The deadline for completion will be within 14 days after the start of your class.

Programs can customize their matriculant reports in WebAdMIT, giving programs the ability to limit the applicants in their reports to only those that have matriculated at their program compared to only those applicants that have matriculated to other CASPA participating programs. If matriculant data is not received by the given deadline, your application may be temporarily closed until the data is received.

- [Matriculant Data Entry Instructions](#)

End of Cycle Reports

Programs will have access to comparative reports in WebAdMIT. These reports are available at any time throughout the cycle, but it is best to run them at the close of every cycle. These reports allow a program to compare demographic and academic performance information for applicants to their program to the entire CASPA applicant pool.

Application Changes and Updates

Applicants are only able to make changes to contact information on their application throughout the cycle. Applicants may add new colleges, coursework, experiences, achievements, and awards to their application after submission. They may not edit or update any occurrences that were added prior to submitting their application. For all other sections, applicants are instructed to forward any changes or updates to directly to their designated programs after they submit their application.

Admissions Decisions

Participating programs should report admissions decision in a timely manner to applicants throughout the application cycle. CASPA is not responsible for reporting admissions decisions for any program and all inquiries by applicants will be directed to the program(s).

Supplemental Application

CASPA programs may find there is relevant information not captured by the CASPA application and may choose to require a supplemental application. Programs should also consider adding supplemental questions to the custom question section of the application or collect supplemental applications through the custom documents section of the application. If you choose to manage your supplemental separate from CASPA, be sure that your supplemental application instructions and process are included on your website. Your

supplemental link information may also be included on your CASPA branding page in the new configuration portal.