

**CASPA Update:
Looking Ahead to the
2014-2015 Cycle**

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CASPA Admissions Committee

Member	Program
Janie McDaniel, Chair	Wake Forest University
Colleen Schierholtz	Oregon Health and Science University
Audra Perrino	Stony Brook University
Jacqui Comshaw	Yale University
Gia DiGiacobbe	Northwestern University
Jeanie McHugo	University of North Dakota
Christina Robohm	Carroll University
Connie O'Hara	NAAHP Representative, St. Joseph's University
Ann Donnelly	Director of Application Services, Liaison, Intl.
Michael Gilbert	Academic Software Plus, Liaison, Intl.
Danielle Di Silvestro	Manager, Applicant & Student Services, CASPA Liaison, PAEA

Objectives

- Discuss the CASPA enhancements planned for the 2014-2015 CASPA application cycle
- Discuss planned enhancements to the WebAdMIT admissions portal
- Discuss planned enhancements to the CASPA advisor portal
- Review proposed updates to the CASPA Policies and Procedures Manual for 2014-2015
- Review resources available for programs and applicants (PA Focus, PA Program Directory)
- Provide a forum for PA programs to discuss recommendations for future enhancements

CASPA Service

2014-2015 CASPA Contacts

- Primary CASPA contacts will receive all CASPA-related correspondence unless otherwise specified by programs
- All changes in contacts should be emailed directly to Danielle,
ddisilvestro@paeaonline.org
- Expired contacts will continue to be emailed unless Danielle is notified directly

2014-2015 Application Deadlines

- Programs may choose one of nine deadlines
 - June 15
 - July 15 (new in 2014-2015 cycle)
 - August 1
 - September 1
 - October 1
 - November 1
 - December 1
 - January 15
 - March 1

2014-2015 Application Deadline Definitions

- Programs can choose from three deadline definitions, depending on what you require by the posted deadline
 - **E-SUBMITTED APPLICATION**
 - **COMPLETED APPLICATION**
 - **VERIFIED APPLICATION**

2014-2015 Application Deadline Definitions

E-SUBMITTED APPLICATION

- Applicants must e-submit their CASPA application by 11:59pm EST on the deadline date posted. Documents are not required to be received by CASPA by the deadline date.

2014-2015 Application Deadline Definitions

COMPLETED APPLICATION

- Applicants must have a complete application by the deadline date posted. A complete application requires that the application is e-submitted and all transcripts, payments, and at least two of the three letters of reference have been received by CASPA and attached to the application. Documents should be sent to CASPA at least four weeks prior to the deadline date to ensure all items arrive on time.

2014-2015 Application Deadline Definitions

VERIFIED APPLICATION

- Applicant's application must be verified (GPA calculation completed) by the deadline date posted. To ensure the application is verified on time, applications must be completed (e-submitted, all transcripts, payment, and at least two letters of reference received by CASPA) at least four weeks prior to the deadline date.

CASPA Program Snippet

- Includes website information, contact, deadlines, supplemental, required tests, and GRE code

Wake Forest University School of Medicine

Admissions Office Address:
Department of Physician Assistant Studies
Medical Center Boulevard
Winston-Salem, NC 27157-1006

[Program Website](#)

[Program Email](#)

CASPA Application Deadline:
October 1, 2013

CASPA Application Deadline definition:
Completed application

Applicants must have a complete application by the deadline date posted. A complete application requires that the application is e-submitted and all transcripts, payments, and at least two letters of reference have been received by CASPA and attached to the application. Documents should be sent to CASPA several weeks prior to the deadline date to ensure all items arrive on time.

Note: Wake Forest University School of Medicine is currently seeking accreditation of a distant campus located on the Appalachian State University campus. Approvals and start date are dependent upon the decision of the ARC PA. Wake Forest School of Medicine is prepared to begin a distant campus cohort of trainees as early as June 2014, dependent upon approval by the ARC PA. Applicants would indicate their campus preference on a Wake Forest University School of Medicine supplemental application.

Supplemental Application Required?
Yes

Supplemental Application Deadline:
December 15, 2013

Supplemental Application Cost:
\$75

Supplemental Application Link:
Not applicable

Required Tests:
GRE

Program GRE Code:
5923 Wake Forest Sch Med Phys Asst

2014-2015 CASPA Enhancements

Background Checks (Optional program participation)

Future CASPA Enhancements

- Letter of reference upload option
- Official TOEFL score reporting
- Split the second major and minor boxes
- Make 'Title' a requirement in the 'Account Profile' section; add drop down with options for consistency

Future CASPA Enhancements

- Overall total GPA to include Doctorate GPA
- Course designations for lab, lecture, or both
- Calculate the GPA for foreign transcript evaluations (possible partnership with WES)

Future CASPA Enhancements

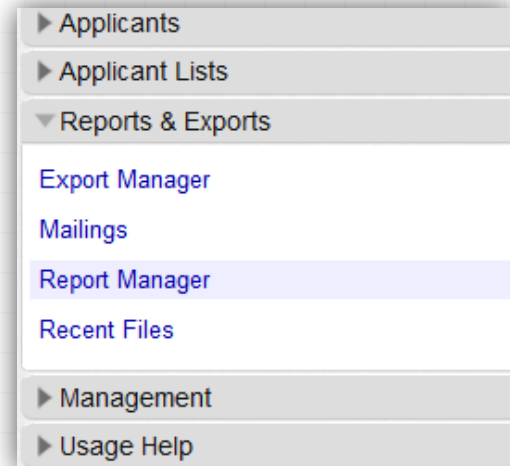
- Additional environmentally disadvantaged questions:
 - Question 1: PA students interact with patients from many backgrounds. Indicate any language(s) other than English in which you feel comfortable conversing.
 - What is your primary native language?
 - Do you speak other languages?
 - What is your proficiency in each of the languages you selected above?
 - Question 2:
 - Please indicate the highest level of education attained by parent 1
 - Please indicate the highest level of education attained by parent 2
 - Question 3: I participated in educational programs to enhance diversity in college, health professions, science, or related careers.
 - If yes, select one or more programs
 - Question 4: I received a federal Pell Grant or other needs-based scholarship to attend college

WebAdMIT

2013-2014 End-of-Cycle Reports

End-of-Cycle Applicant Reports in WebAdMIT

- Login to WebAdMIT 2013-2014 Portal
 - Navigate to the Report Manager
 - Click on 'New Report'
-
- Select 'Applicant', 'Comparative', 'Decision' or 'User' report and then select report template for the report you wish to create
 - Configure remaining items and hit 'Save and Run Report'
 - Contact WebAdMIT Support at webadmitsupport@academicsoftwareplus.com for assistance



Foreign Transcript Evaluation

- 4 most commonly used foreign transcript evaluation services through CASPA
 - World Education Services, Inc. (WES)
 - Educational Credential Evaluators, Inc. (ECE)
 - International Education Research Foundation, Inc. (IERF)
 - Josef Silny & Associates, Inc. (JSA)
- These will be the only services listed on CASPA.
- If your program requires a specific service, be sure to list that service on your program website.

CASPA GRE Codes

- Official GRE scores can now be sent directly to CASPA
- Programs will be able to evaluate official GRE scores in WebAdMIT, or they may choose to download the scores from WebAdMIT to their school's admissions database program.
- Programs must have a CASPA-specific GRE code; shared institution or health professions codes cannot be used, and will not be listed on the CASPA portal
- Programs will need to complete an enrollment form to be issued a CASPA specific GRE code (*Contact Danielle Di Silvestro at ddisilvestro@paeaonline.org to request an enrollment form*)

GRE Updates

- Old GRE Scale: 200 – 800
- New Revised GRE Scale: 130 – 170
- Concordance Table (comparing old scores to new)
http://www.ets.org/s/gre/pdf/concordance_information.pdf
- Note: Use of GRE percentiles not recommended as ETS updates percentile rankings annually!

Program Websites

- Programs should be sure to publish the most updated program information on their websites
- PA Program websites should be kept updated with current information throughout the application cycle

2014-2015 WebAdMIT

Enhancements under Consideration

- Enhanced email tools (like attachments)
- More tools to analyze courses and GPAs
- Additional fields for the applicant header
- Limit applicant data some users can see
- Enhanced tools for applicant searches and navigation

Matriculant Data Reporting

Matriculant data reporting in WebAdMIT is required by all participating CASPA programs

Matriculant Data Reporting Schedule

Program start months	Data collection month
February-September	September or October
October-January	February of following year

Matriculant data entry instructions will be sent out with reminder emails, and also posted on the CASPA 'For Programs' page of the PAEA website

Please contact WebAdMIT support with questions on entering matriculant data, webadmitsupport@academicsoftwareplus.com or 716.636.7777, option 7

Application Mailings and Electronic Downloads

- Beginning in April 2014, paper mailings will no longer be available
- Beginning in April 2014, CASPA generated electronic downloads will be replaced with WebAdMIT exports
 - Any program needing to download CASPA data into their electronic database will need to create an export in WebAdMIT to download data
 - Help is available from the WebAdMIT Support Team webadmitsupport@academicsoftwareplus.com, or 716.636.7777 option 7 for assistance in this transition

CASPA

Advisor Portal

- CASPA is working towards a universal portal for health profession advisors with standard data sets across all health professions

Proposed CASPA Policy and Procedure Manual Updates

- PAEA is currently developing a Program Professional Code of Conduct policy which will be similar to the Applicant Professional Code of Conduct policy. This new policy will be available at the launch of the 2014-2015 application cycle.
- The CASPA Committee is looking at adding additional program data reports to the current reports available in WebAdMIT beginning in the 2014-2015 application cycle.

New Structure for CASPA Committee

- With the implementation of the new Volunteer Structure in 2014, CASPA will be under Recruitment, Outreach & Leadership Development Division of PAEA and will be renamed the “Admissions and Recruitment Council”
- Committee restructure under the Council may include:
 - CAS Evaluation & Enhancement Committee (to include CASPA and WebAdMIT)
 - Recruitment Committee (focus on recruitment tasks, advising, and outreach)
 - Admissions Committee (focus on admissions manual, possible admissions exam, etc)

CASPA Closing/Opening Dates

2013-2014 Application Cycle Closes:

March 19, 2014

2014-2015 Application Cycle Opens:

April 16, 2014

New cycle program information to PAEA
via CASPAPlus survey:

March 10, 2014

Resources for CASPA Programs

- [PAEA Website](#)
 - Data
 - Training manuals
 - Training webinars
 - [Policy & Procedures Manual](#)
- [CASPA Applicant Portal](#)
 - Test application
 - Applicant [Instructions & FAQ](#)
 - [Participating Programs](#) list – program snippets

Resources for Applicants

- [CASPA Applicant Portal](#)
 - Applicant [Instructions & FAQ](#)
 - [Participating Program](#) list – program snippets
- [PA Focus](#)
- [PAEA Program Directory](#)
- [Applicant Handbook](#)
- [PA Focus Facebook](#)
- [PA Focus Twitter](#)
- [CASPA Facebook](#)
- [CASPA Twitter](#)

Other Suggestions?

Questions?

References

- Physician Assistant Education Association. CASPA Policies and Procedures Manual. Available at: <http://www.paeaonline.org/index.php?ht=a/GetDocumentAction/i/149691>
- Central Application Service for Physician Assistants (CASPA). 2013-2014 CASPA Application. Available at: <https://portal.caspaonline.org/>
- Central Application Service for Physician Assistants (CASPA). WebAdMIT for CASPA Admissions Officer Portal 2013-2014. Available at: <https://caspa2014.webadmit.org>
- Ruback T, Coombs J, Keck M, McDaniel MJ, Barwick T, Kang S, Liang, M. Central Application Service for Physician Assistants: Five-Year Report. The Journal of Physician Assistant Education. 2007;18(3):52-59.