

CASPA Application Workshop

Centralized Application Service for Physician Assistants

Application Timeline

April-May: Take the GRE (\$220)

April 25: CASPA Opens (\$184, \$61/school)

April-August: begin receiving secondary (supplemental) applications

May-August: take CASPer exam (the earlier the better - check each program)

August-Spring: Interviews and offers

Welcome to CASPA

This application cycle is closing soon!


The CASPA 2021-2022 application's final deadline to submit your application to one of our programs is 11:59PM EST on April 1, 2022. Be sure to check your program deadline dates and submit your application before this date. Additionally, review the final application processing dates in the [CASPA Applicant Help Center](#).

Sign in with your username and password below.

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

 Welcome to the CASPA application (save this email!) 01/31/2022

[View My Notifications](#)

Getting Started? Speed up your application by entering your colleges attended first.

Personal Information



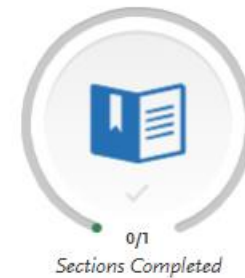
Academic History



Supporting Information



Program Materials



Advisor Release

Advisor Release

* By selecting Yes, you authorize CASPA to release parts of your CASPA application to pre-health advisors and advisory committees at schools you previously attended. Your advisor can then better assist you throughout the admissions process. Your academic and application status information is shared; however, your personal, financial, and disciplinary information, as well as your personal statement, are not shared. Once you submit your application, you cannot edit this response.

 Yes No

Helps PPA advisors advise other students!

Always confidential

Helps the PPA office create statistical information

Order All Transcripts



On the application, enter school info,
including CE institutions



Send transcripts from **EVERY** school
It doesn't matter if you've already transferred your credits to the U



Order transcripts as soon as you have access
to the application (April)

Order Online

Please follow the steps below to order an official transcript online.

Current or former students with a uNID

Former students who last attended before September 1998

Students with a uNID

Students who have attended the university **after** September 1998 have a uNID. You can order an official transcript and have it delivered electronically in as little as 15 minutes. Hardcopy transcript orders will be processed within 1-3 business days. Please note, official transcripts delivered electronically are only available to download for 30 days.

[ORDER A TRANSCRIPT ONLINE WITH A UNID](#)

<http://registrar.utah.edu/transcripts/order-transcript.php>

Available Credentials

CANCEL x



The following credentials are available from **University of Utah**. Start your order by selecting a credential listed below (you can add more later)



Electronic Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order



CASPA

Search

CASPA - Physician Assistant Education
Association (PAEA)
Watertown, MA, US

 TYPE:

College / University

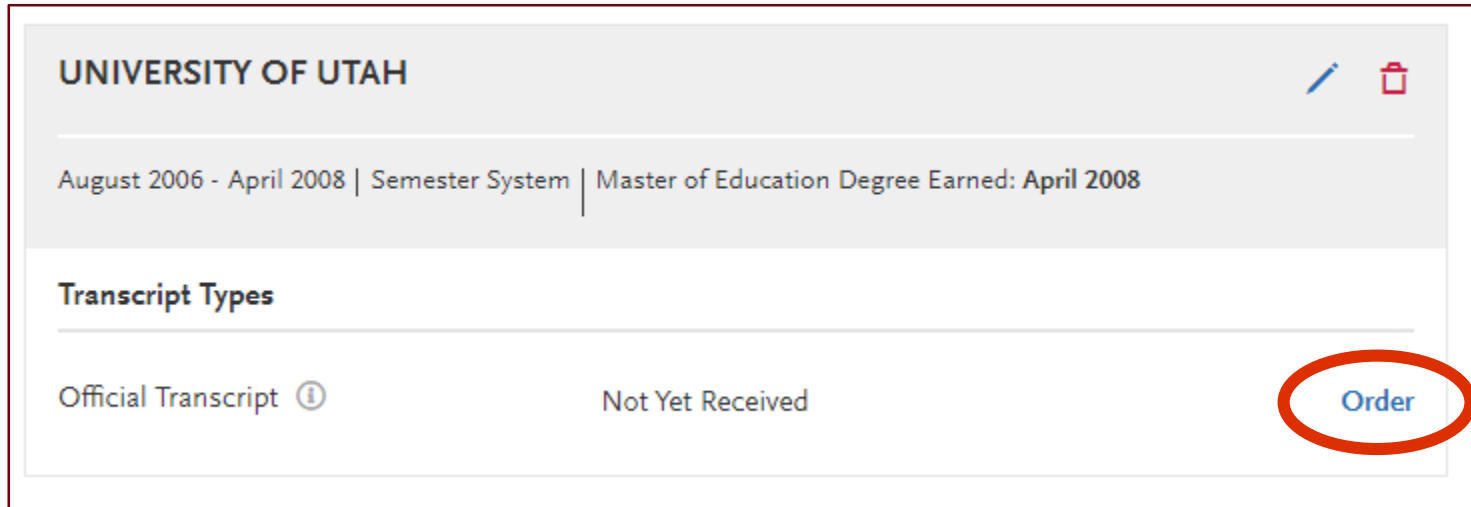
 ADDRESS:

CASPA Transcript
Processing Center
Watertown, MA 02471
US

Not finding what you're looking for?

Enter Your Own

(CASPA Application Screenshots)



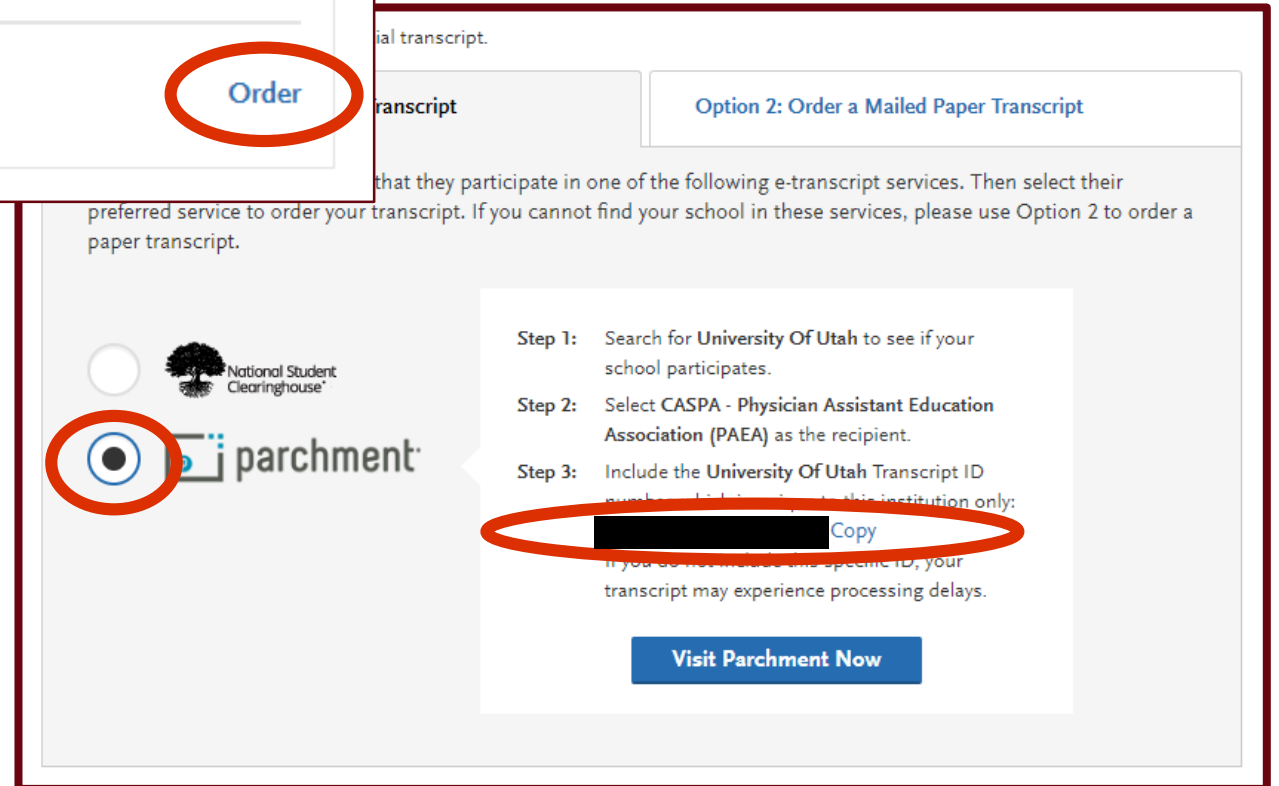
UNIVERSITY OF UTAH

August 2006 - April 2008 | Semester System | Master of Education Degree Earned: April 2008

Transcript Types

Official Transcript ⓘ	Not Yet Received	Order
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1. Click 'Order'
2. Click **parchment** and get the Transcript ID



Option 2: Order a Mailed Paper Transcript

Step 1: Search for **University Of Utah** to see if your school participates.

Step 2: Select **CASPA - Physician Assistant Education Association (PAEA)** as the recipient.

Step 3: Include the **University Of Utah Transcript ID** number in the recipient's name to this institution only:
[Redacted ID] **Copy**


Visit Parchment Now

Enter Transcript ID

< BACK CANCEL x

Item Details


TRANSCRIPT




3.2

Electronic Transcript

For: SHELLEY NICHOLSON

 **FROM**
University of Utah
Salt Lake City, UT

 **TO**
CASPA - Physician Assistant
Education Association (PAEA)

Delivery Method: Electronic



Credential Fee: \$13.00

Item Total: \$13.00

* Please enter **SCHOOL'S UNIQUE TRANSCRIPT barcode ID**

Purpose

N/A ▼

 Would you like to add an attachment file? (optional) 

[Add An Attachment](#)

Fill out the PPA PreHealth Planner



List all of the activities you've been involved with since you graduated high school



Think about: challenges faced, lessons learned



Verify your hours completed with your PAs, and supervisors.

Supporting Information

Each description has *600 character limit*

Don't bullet point or format your description!

Provide accurate job descriptions

Try not to double-dip activities

DO NOT list high school experience

Awards? List those under the *Achievements* section

Experience Type Definitions



Non-Healthcare Employment

Paid work done outside of the healthcare field or a research lab: i.e. a retail or restaurant job



Healthcare Experience

Paid/unpaid work in a health/related field where you are not directly responsible for a patient's care but may still have patient interaction: i.e. filling prescriptions, clerical work, delivering patient food, cleaning patients and/or their rooms, administering food/meds, taking vitals/record keeping info, medical scribe, CNA (depending on job description), etc.



Patient Care Experience

Experiences in which you are directly responsible for patient's care: i.e. prescribing medication, performing procedures, directing a course of treatment, designing a treatment regimen, actively working on a patient as a nurse, paramedic, EMT, CNA, phlebotomist, PT, dental hygienist, etc



Extracurricular Activities

Related activities you would like your selected programs to review: i.e. academic clubs and competitive teams. **Do not include paid work experience here.**

More Type Definitions



Leadership Experience

Held a leadership role within an organization, such as club president, mentor, etc.



Research

Research projects completed, preferably in addition to our outside of regular classroom work.



Teaching Experience

Experiences in which you were in charge of instructing others: i.e. TA, tutor, etc.



Volunteer

Volunteer work done outside of the healthcare field: i.e. Habitat for Humanity, tutoring, participating in or working for a fundraiser walk or blood drive, etc.

Personal Statement

(5000 characters w/spaces)

Personal Statement: Do's

DO stay within the *5000 character limit*

DO answer the question **WHY PA?** *Not how were you inspired to be a PA*

DO demonstrate:

Your maturity

How much you understand the profession

How hard you've worked up to this point (show, don't tell)

Personal Statement: *DON'Ts*

DO NOT summarize what you listed on the activity list. **DO NOT** repeat what you wrote on the activity list

DO NOT talk too much about other people (family member, mentor, patient, etc). *TALK ABOUT YOURSELF!*

DO NOT use words you don't know/ or how to use

DO NOT show off your knowledge about medicine, overuse medical terminology, or abbreviations

DO NOT assume everyone knows what you know

DO NOT begin with a quotation

Try to avoid jokes

Try to avoid using clichés *"The look on the children's faces made it all worthwhile."*

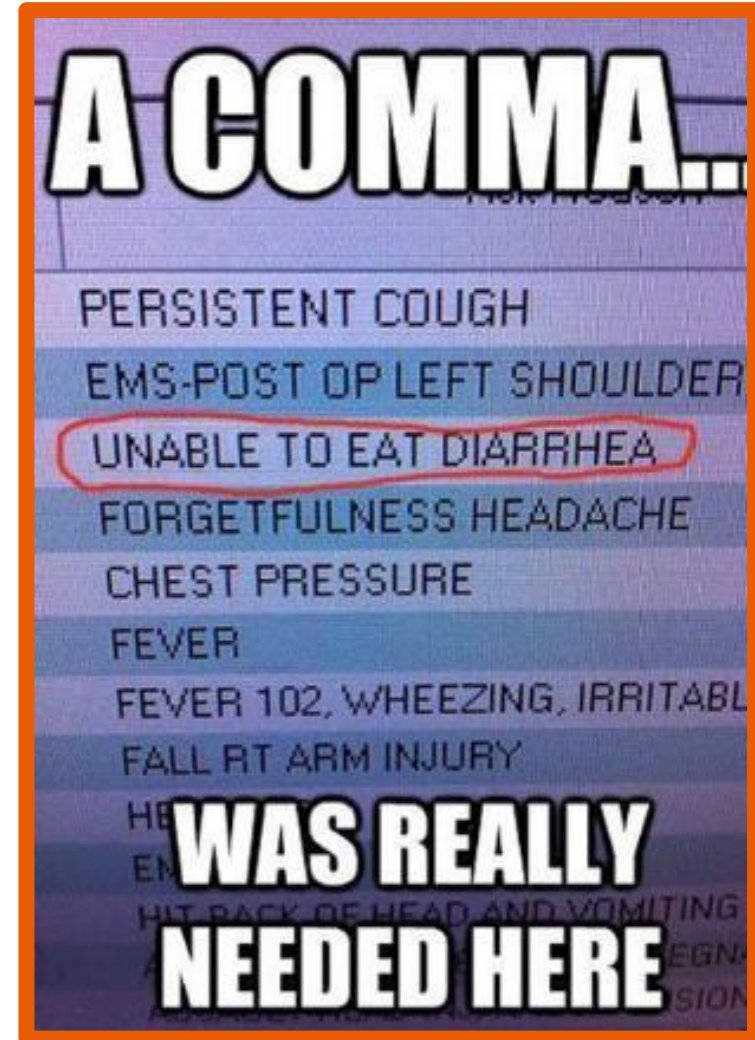
Pay Attention to Details

Composition

Spelling

Punctuation

Grammar





Get Feedback!

*Have people you trust (prof, doctor, med student, family support, PPA advisor (!) Writing Center tutor, etc) read your work and offer feedback.
Be careful not to ask too many people!*



How to request LORs

Contact your professors and supervisors **NOW!**

Provide as much information as possible

Give at least four weeks notice

Get their business card

Input their info as soon as you have access to CASPA

FOLLOW UP

- [How To Guide](#)
- [Instructions for Letter Writers](#)

PPA Website: Resources /Downloads
<https://advising.utah.edu/preprofessional/resourcedownload.php>

LOR's: TO DO

Supporting Information

- **Letters by Liaison** – letter writer portal
- Enter Evaluator's (letter writers') information
- Contact letter writer writers **first!**
- Make sure all contact information is correct

Find the Best PA Program for YOU!



**Early
Patient
Exposure**



Class Size



**Urban vs
Burbs vs
Rural**



**Newer vs
Established**



**Community
Outreach
Opportunities**

Advice from PPA Office



PPA advisors can review your CASPA and secondary applications. Send your drafts to your advisor!



We also do mock interviews! Both* traditional and MMI (*We will not be able to accommodate for both for each student due to limited resources and time.)



Meet with your advisor (more frequently than before!) during the application cycle

**DO NOT STOP
your extracurricular
activities after you
submit your application**

Questions?

- Schedule an appointment with a PPA advisor! 😄

*Email Us: ppa@advising.utah.edu
ppa.utah.edu*