CASPA Application Workshop

Centralized Application Service for Physician Assistants
Application Timeline

April-May: Take the GRE ($205)

April 27: CASPA Opens ($184, $61/school)

April-August: begin receiving secondary (supplemental) applications

May-August: take the CASPer exam (check dates/deadlines for 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.

Username

Password

Sign In
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
Before You Apply

Academic History

▪ Request transcripts online from all colleges you have attended, including Concurrent Enrollment institutions

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
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.

https://advising.utah.edu/preprofessional/resourcesdownload.php
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)

http://registrar.utah.edu/transcripts/order-transcript.php
Order Your Official Transcript

Order Online

If you have a uNID, you can order your official transcript and have it delivered electronically in as little as 15 minutes! Orders without a uNID and hardcopy transcripts will be processed within 1-3 business days. Please note, official transcripts delivered electronically are only available for download for a limited amount of time.

ORDER YOUR TRANSCRIPT ONLINE

http://registrar.utah.edu/transcripts/order-transcript.php
You can now get your credentials! Here is what is waiting for you at this organization.

Order Your
Electronic Transcript

Order Your
Mailed Transcript

Order Your
Local Pick-up Transcript

Order
Order
Order
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)
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.**
Leadership Experience
Experiences in which you 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: 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 overuse medical terminology or abbreviations.

DO NOT show off your knowledge about medicine.

DO NOT assume everyone knows what you know.

DO NOT begin with a quotation.

Try to avoid foreign language.

Try to avoid using cliché’s.

Try to avoid jokes.
Pay Attention to Details

- Composition
- Spelling
- Punctuation
- Grammar

A COMMA...

Persistent cough
EMS POST OP LEFT SHOULDER
UNABLE TO EAT DIARRHEA
Forgetfulness headache
Chest pressure
Fever
Fever 102, wheezing, irritable
Fall, RT arm injury

WAS REALLY NEEDED HERE
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](https://advising.utah.edu/preprofessional/resourcedownload.php)
Find the Best PA Program for YOU!

- Early Patient Exposure
- Class Size
- Urban vs Burbs vs Rural
- Community Outreach Opportunities
- Newer vs Established

https://advising.utah.edu/preprofessional/pre-physicians-assistant/application-process-pa.php
https://paeaonline.org/our-programs?utm_term=1-393348
Meet with your advisor (more frequently than before!) during the application cycle

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.)
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