



# 2025-26 CASPA POLICIES & PROCEDURES for Programs



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## 2025-2026 CASPA POLICIES AND PROCEDURES

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### WHAT TO EXPECT:

The 2025-2026 Policies and Procedures provide an overview of policies and procedures that must be followed by all CASPA and WebAdMIT users. These policies and procedures are effective until PAEA provides written notice of any changes.

### WELCOME TO THE 2025-2026 CASPA CYCLE

For almost 60 years, PAs have expanded access to care for patients across our country, transforming healthcare and becoming one of the fastest growing and most highly coveted professions nationwide. During the last CASPA cycle, more than 270,000 applications were submitted by over 33,000 unique applicants. As we enter the 2025-2026 cycle, the PAEA Admissions team, in collaboration with our Liaison partners, is here to support you.

## ABOUT PAEA, THE ADMISSIONS SUITE OF PRODUCTS AND LIAISON INTERNATIONAL

### PAEA

Based in Washington, DC, the PA Education Association (PAEA) is the only national organization in the U.S. representing PA educational programs. PAEA's mission is "Advancing excellence in PA education through leadership, scholarship, equity, and inclusion."

### ADMISSIONS SUITE OF PRODUCTS

#### CASPA™

The Centralized Application Service for Physician Assistants (CASPA) is a user friendly, secure, internet-based application platform sponsored and administered exclusively by the PA Education Association (PAEA) and operated by PAEA's partner, Liaison International. CASPA 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 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 conveniently made available to PA programs via the WebAdMIT admissions portal and is accessible to 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.

#### ANALYTICS™

Analytics by Liaison collects program applicant data in robust, customizable dashboards. Stakeholders can not only answer their most pressing questions but also display those answers in an easy-to-digest format – quickly and without much time or effort investment

## WEBADMIT™

Is a robust admissions management solution that helps you work more strategically to recruit, evaluate, admit and enroll best-fit students for your institution's programs.

## LIAISON INTERNATIONAL

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 platform, Liaison employs customer service representatives, data entry professionals, verification experts, and 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.

## BENEFITS

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The PAEA Suite of Admissions Products, which include CASPA, WebAdMIT, and Analytics provides a variety of benefits to applicants, participating programs, PAEA, and health professions advisors.

### APPLICANT BENEFITS

- 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

- Access to applicant data from CASPA via WebAdMIT and Analytics is a benefit of PAEA voting membership.
- Access 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 applicants and matriculant data.
- Reduces clerical work for faculty and staff of participating programs.
- Provides real-time, online access to application data via WebAdMIT once data is submitted.
- Participation provides access to a national and more diverse applicant pool.
- Participation encourages a more complete applicant and matriculant data set.
- Participation increases the ability to identify and recruit qualified applicants.
- Once completed by the applicant, applications contain the complete demographic and academic information for applicants.
- 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 and Analytics by Liaison portals 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 annual training for all participating programs.

## **BENEFITS FOR PAEA AND THE PROFESSION**

- 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



## PARTICIPATING IN A CASPA CYCLE

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CASPA participation is open to all PAEA member programs that (1) are members in good standing with PAEA, (2) have an accreditation status (continuing, provisional, probation) and (3) have carefully reviewed, accepted, and signed the PAEA Admissions Suite of Products Program User Agreement. For PAEA full voting member programs, CASPA participation is included as a PAEA benefit. If the program is granted provisional accreditation and the program does not upgrade its PAEA membership to become a voting member, the program will be required to pay PAEA an annual fee of \$5,500 to continue participating in CASPA.

Developing programs that expect to receive provisional accreditation and will admit their first class within one year of the launch of a CASPA cycle (every April) may be eligible to participate for an additional fee of \$5,500 regardless of when you are on the ARC-PA agenda (this is subject to change at any time).

Developing programs must abide by the following provisions:

- Join PAEA as an Institutional Colleague member prior to participating in CASPA.
- Must be within one year of their expected provisional accreditation and must plan to admit their first class in the following year (i.e., for the 2025-2026 application cycle, programs must admit a class in 2026 OR January 2027).
- If provisional accreditation is granted and the program does not join PAEA as a voting member after matriculating their first cohort, the program must pay PAEA \$5,500 annually to continue participating in CASPA.
- Inform PAEA within two (2) business days if provisional accreditation is not granted, or their accreditation application is withdrawn from ARC-PA. If a developing program fails to notify PAEA of its accreditation status change by the time the ARC-PA has publicly released its official notification of the status change, PAEA reserves the right to close the program's CASPA portal.
- Inform applicants within ten (10) business days if there has been a change to the program's accreditation status.
- Programs that are not granted provisional accreditation, or that withdraw their accreditation application, will not receive a refund of the CASPA participation fee, nor the fee for PAEA institutional membership. The program can choose to remain an Institutional Colleague of PAEA at the start of the new fiscal year (July 1).
- 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 accreditation is not achieved.
- That have used CASPA and did not receive provisional accreditation or withdraw their accreditation application will not be permitted to participate in a future CASPA cycle until provisional accreditation status is granted or they refrain from participating in two consecutive CASPA cycles.

## ADHERENCE TO ACCREDITATION STANDARDS AND OBLIGATION TO NOTIFY PAEA AND APPLICANTS

PA programs shall diligently strive to meet the accreditation standards set forth in the most current edition of The Accreditation Standards for Physician Assistant Education promulgated by ARC-PA. PA programs shall comply with all Accreditation Actions taken by the ARC-PA Commission in relation to their programs. PA programs shall provide written notification to PAEA via email to [CASPA@PAEAonline.org](mailto:CASPA@PAEAonline.org) within two business days of receiving notice from ARC-PA of any Adverse Action taken by the ARC-PA Commission in relation to the program, for which the Program has either waived its right to appeal or received a final decision on the highest level of appeal sought by the program under applicable ARC-PA Policy (a "Final Adverse Action").

Such written notice to PAEA shall include a copy of the written notice that the program received from ARC-PA regarding the Final Adverse Action taken by the ARC-PA Commission. PA programs shall prominently post their program's current accreditation status on their public-facing websites as well as any Accreditation Action taken by the ARC-PA Commission in relation to the program, within two business days of any such action being taken. Where a Final Adverse Action taken by the ARC-PA Commission limits or prohibits the enrollment or matriculation of PA students in PA program, the program shall provide written notification to all prior unenrolled program applicants in the current admission cycle to notify them of the limitation and/or prohibition instituted by the ARC-PA Commission. PAEA reserves the right to share all accreditation information received from programs and/or ARC-PA with PA applicants, via CASPA and through all other means of communication. PAEA retains the right to suspend or terminate program access to CASPA and WebAdMIT if PAEA determines, in its sole discretion, that a program has violated or intends to violate any of its obligations in relation to notifying PAEA or applicants of its accreditation status.

## VOLUNTARY WITHDRAWAL FROM CASPA

Programs that voluntarily withdraw their accreditation or application for accreditation during the application cycle must notify the Application Services Manager in writing via email at [CASPA@PAEAonline.org](mailto:CASPA@PAEAonline.org) of the withdrawal within two business days of notifying the ARC-PA of the accreditation withdrawal. The program's application submission deadline will terminate immediately, and the program must email all applicants (those in progress and those that have submitted) 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 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 and paid any applicable fees. The program is responsible for honoring all applications submitted through CASPA up until the official date of withdrawal and processing all applicant requests for refunds. PAEA will not issue refunds to applicants for any application under any circumstances. PA programs must define clear application refund policies for such circumstances and post them on their website. Programs will be permitted to participate in a future CASPA cycle after they have officially "closed" and received the necessary approval from the ARC-PA to reenter the accreditation pathway and meet the PAEA eligibility requirements to participate in future cycles.

## INVOLUNTARY WITHDRAWAL FROM CASPA

In the event a CASPA participating program loses its ARC-PA accreditation, the program must notify the Application Services Manager at [CASPA@PAEAonline.org](mailto:CASPA@PAEAonline.org) of the withdrawal and the reason for withdrawal within two business days of receiving notification from the ARC-PA of the loss of accreditation. The program's application deadline will expire immediately, and the program 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 be permitted to participate in a future CASPA cycle after they have completed their teach-out and have submitted the necessary paperwork to the ARC-PA to enter the accreditation pathway and meet the PAEA eligibility requirements to participate in future cycles.

## PROGRAM PROBATION

In the event the ARC-PA places a CASPA participating program on Probation and explicitly informs the program it cannot matriculate the incoming cohort, the program must notify PAEA within two business days. If the program chooses to appeal the ARC-PA's decision, it should notify PAEA within two business days after being notified of its appeal decision. The application deadline will expire immediately, and program must email all pending applicants immediately regarding the change to their accreditation status.

PAEA will not issue refunds to a PA program or to applicants who applied to a PA program that is placed on probation and are unable to matriculate a cohort as mandated by ARC-PA, withdraws, or loses its accreditation during the admission cycle. Applicants may request a refund directly from the program. PA programs should 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 the ARC-PA has provided the results of the initial focused site visit and is reviewed by the commission and results submitted to the program. If accreditation is revoked by the ARC-PA, the program will be permitted to participate in a future CASPA cycle after they have completed their teach-out and have submitted the necessary paperwork to the ARC-PA to re-enter the accreditation pathway and meet the PAEA eligibility requirements to participate in future cycles.

## APPLICATION CYCLE AND DEADLINES

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### APPLICATION CYCLE

A CASPA cycle runs from April each year until the following April. The 2025-2026 CASPA cycle opens on April 24, 2025, and closes on April 1, 2026. Applicants who apply during this timeline will be considered for the January - December 2026 or January 2027 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 by applicants in the [PAEA CASPA Program Directory](#).

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

### 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 CASPA Program Directory](#).

- **Submit:** Applications must be submitted by 11:59 p.m. ET on the deadline date. Program Materials do not have to be received by the deadline date.
- **Complete:** Application, payments, transcripts, and at least two letters of evaluation must be received by 11:59 p.m. ET on the deadline date. If you opted to use the Professional Transcript Entry or PTE service, all PTE coursework must also be approved by 11:59 p.m. ET on the deadline date. To ensure items arrive on time, try to send all documents several weeks before the deadline.
- **Verified:** Applications must be verified by 11:59 p.m. ET on the deadline date. Applications can only be verified once all payments, transcripts, and letters of evaluation have been received. To ensure your application is verified on time, try to complete your application at least four weeks before the 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, and

other program specific documents. Additional considerations for setting deadlines include the time it takes for:

- 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 2025-2026 application cycle will launch on April 24, 2025. Participating programs are encouraged to open their application on this date; however, individual programs may choose to delay the opening of their application for any reason. Programs can indicate an open date in the CASPA Program Directory questionnaire 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](mailto: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, via email at [jscholz@liaisonedu.com](mailto:jscholz@liaisonedu.com) including the first and last name of the applicant and the CASPA ID number. 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.

## **REQUEST FOR CASPA PORTAL CLOSURE**

CASPA participating programs may request their CASPA portal be closed at anytime during the application cycle. To request the closure of the CASPA portal, please send an email to [CASPA@PAEAonline.org](mailto:CASPA@PAEAonline.org). Please be sure to include the program name and the date the portal should close. Please note once a CASPA portal has closed before the published deadline date, the program must email current and prospective applicants to notify them that the program will not be matriculating a cohort in which they are seeking admissions. Once the request has been processed, this action is final, and the portal(s) cannot be reopened during the 2025-2026 cycle.

## APPLICANT ELIGIBILITY

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PAEA or CASPA do 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.

## RESPONSIBILITIES AND VIOLATION POLICIES

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### CASPA PARTICIPATING PROGRAM RESPONSIBILITIES

PA programs will conduct their admissions processes in a professional manner that complies with all applicable laws and promotes the ideals of the profession and the mission of each program. Programs will maintain an admissions process that is transparent, fair, inclusive, and equitable.

### CASPA PARTICIPATING PROGRAMS WILL:

Establish and publish accurate admissions 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 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 p.m. 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 p.m. 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 p.m. 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.

Each PA program will designate two individuals to serve as the primary point of contact for all admissions-related communications that come from PAEA or Liaison regarding any of the Admissions Suites of Products i.e. CASPA, WebAdMIT or Analytics by Liaison, and technical outages. The designated CASPA contacts will receive and should respond to all communication requests as necessary. If there has been an update to one or both CASPA contacts, please email [CASPA@PAEAonline.org](mailto:CASPA@PAEAonline.org) to notify PAEA of the personnel change within three (3) days of them leaving their position. Due to the confidential information the

CASPA contacts have access to, PAEA will only update this information at the request of an existing CASPA contact or the Program Director. Each PA program is responsible for ensuring that people at the institution/ PA program that have access to the CASPA configuration portal, WebAdMIT and Analytics are integral to the admissions process at the PA program. The PA program will conduct an annual review of account users and remove access to those who are no longer with the institution/program.

- Maintain ongoing communications with applicants and correspond with candidates in a timely manner regarding their movement through the program's admissions process. We also encourage programs to remind 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 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 Final Actions (Deferred, Denied, Declined offer, Matriculated, Rescinded) via the WebAdMIT admissions portal within fourteen (14) calendar days after the matriculation of a class.
- Abide by the Program Withdrawal and Loss of Accreditation and Participating Program Responsibilities outlined in this manual.

## **APPLICANT RESPONSIBILITIES**

PAEA is committed to ensuring that the admission process is equitable for all CASPA applicants. Before beginning the application, all applicants are required to agree to the Applicant User Agreement and Release. If at any point during the admission process there are any questions about whether an applicant has violated the Applicant User Agreement, please review the PAEA CASPA policy regarding investigations and violations for more information on how to notify PAEA of any suspected violations of the Applicant Agreement.



## PAEA CASPA APPLICANT USER AGREEMENT AND RELEASE

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The Centralized Application Service for Physician Assistants (“CASPA”) is a user friendly, secure, internet-based application platform sponsored and administered exclusively by the PA 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. Programs may request additional documentation to verify various components of your application. 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 refers 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. 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.
2. I understand that I am permitted to create and use only one (1) CASPA account and that creating more than one CASPA account is strictly prohibited. I understand that if I have ever applied to a PA program via CASPA, applied for a PAEA Fee Waiver, or previously accessed the CASPA platform, I must use the exact same CASPA account each time I interact with the CASPA platform. I understand that creating more than one CASPA account or accessing the CASPA platform in any manner other than using the one CASPA account assigned to me may result in an investigation according to the PAEA CASPA Policy Regarding Investigations and Violations and may result in the issuance of a Report to Legitimately Interested Parties. I also understand that creating or using more than one CASPA account could be grounds for terminating my access to the CASPA platform, in PAEA’s sole discretion.

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](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 and/or provide to PA programs on my behalf through any means of communication.
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 or modified, in whole or part, by any other person or any generative artificial intelligence platform, technology, system, or process, including but not limited to Chat GPT (collectively, "Generative AI").
8. I am strictly prohibited from using Generative AI to create, write and/or modify any content, in whole or part, submitted in CASPA and/or provided to PA programs on my behalf through any means of communication.
9. PAEA and PA Programs reserve the right to use platforms, technology, systems, and processes that detect content submitted in CASPA and/or provided to PA programs that was created, written and/or modified, in whole or part, through the use of Generative AI.
10. 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.
11. 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.

12. PAEA may use application data I submit to CASPA and 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. Application data may include, but are not limited to, summaries of applicant demographics, application and matriculation rates, and average GPAs. PAEA may also link my application data submitted in CASPA to my performance on PAEA assessments administered to me as an enrolled PA student by my PA program in furtherance of educational research conducted by PAEA and related statistical reports. Any published or publicly shared PAEA research or statistical reports based on application data will not include any personally identifiable information or any other information that would make it possible for any individual person to be identified within the data contained in the published or publicly shared PAEA research or statistical reports.
13. PAEA is authorized to release all application information submitted in CASPA to the PA programs that I designate.
14. For each PA program that makes an offer of acceptance to me, PAEA will disclose to that program the number of acceptances I have received from other PA programs (without identifying those programs) and whether I have accepted an offer at any other PA program that participates in CASPA (without identifying the program).
15. PAEA will disclose my matriculation status to all PA programs to which I have applied to via CASPA.
16. 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 CAPSA. I understand that I am responsible and accountable for my actions and will respond to all matters related to my application.
17. PAEA may investigate discrepancies in information submitted in CASPA, 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. 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.
18. I understand and acknowledge that it is solely my responsibility to understand the application, enrollment, matriculation, and graduation requirements of each program to which I apply and to determine prior to submitting my application to any PA program whether I will be able to meet all requirements of the program.

19. 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.
20. 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.
21. For each PA program to which I apply that requires me to provide criminal background history information, if I am convicted of or plead guilty or no contest to a misdemeanor or felony criminal offense after I submit my application, I will notify the program within ten (10) business days. PA programs may, in accordance with applicable state law, 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 in accordance with applicable state law.
22. For programs that are prohibited by applicable state law from inquiring about the criminal history of applicants prior to making an admission decision, I understand that such programs may still lawfully inquire about my criminal background history after granting admission. I further understand that, after matriculating in a PA program, I may be required to provide criminal background history information and/or submit to a criminal history check (a) as a condition of my participation in rotations and clinical practice experiences required for graduation from my program, and (b) as a condition of licensure as a PA under applicable state law.
23. 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.
24. I recognize that PAEA does not make admission decisions for PA programs. I hereby release PAEA from any and all claims and/or damages that could result from my use of CASPA and any admission decision or action by any PA program that participates in the use of CASPA. PAEA reserves the right to change the terms of the CASPA Applicant User Agreement and Release upon written notice posted within CASPA or through any other reasonable means of electronic communication or website posting, at any time. If I continue to use CASPA after PAEA has provided written notice of any such change in terms, the modified terms will apply to my use of CASPA.

CASPA is provided "as is." PAEA makes no warranties or representations with regard to CASPA, express, implied, or statutory, including for accuracy, availability, timeliness, completeness, or security. PAEA disclaims any warranty of title and any implied warranties of merchantability, fitness for a particular purpose, and non-infringement of any third-party

intellectual property rights with regard to CASPA or use thereof. PAEA shall not be liable to any user of CASPA or any third-party for loss or theft of data, damage to data, or delays in data delivery or processing. PAEA shall not be liable for and shall not defend or indemnify you against any third-party infringement claim that relates to or is based on a combination of components provided in CASPA. In no event shall PAEA be liable for any actual, special, incidental, consequential, or indirect damages, however caused, on any theory of liability and whether or not PAEA has been advised of the possibility of such damages, arising in any way out of CASPA or your use of CASPA.

By clicking "I AGREE" below, I am indicating that I understand and agree to the CASPA Applicant User Agreement and Release, including the terms and conditions set forth in 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 \](https://help.liaisonedu.com/CASPA_Applicant_Help_Center)

## ENSURING INTEGRITY

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### PAEA POLICY ON USE AND DETECTION OF GENERATIVE AI IN CASPA USER SUBMISSIONS

The PA Education Association (PAEA) is dedicated to maintaining the integrity of the CASPA platform and ensuring a fair and equitable admissions process for all applicants. In light of recent advancements in artificial intelligence (AI) technology, we recognize the potential for generative AI to be used in the creation of written statements submitted in CASPA by both applicants and evaluators, thereby undermining their assessment value for programs. The ease with which applicants can submit AI-generated text for important elements of their applications threatens the integrity and fairness of the admissions process. Accordingly, we have established this policy statement to address concerns about the use of generative AI to create written statements submitted in CASPA by both applicants and evaluators and to provide guidance to members.

Generative AI has emerged as a powerful tool for creating compelling written text that mimics human writing. Commonly available generative AI platforms that rely on large language models to generate text include, but are not limited to, ChatGPT (OpenAI), Bing (Microsoft), Gemini (Google) and Llama (Meta). All of these platforms enable the creation and modification of text through chatbot applications that merely require the user to enter a prompt to receive outputs that can range from one sentence to multiple pages of well-structured text in response to the user's prompts. While the widespread availability of generative AI platforms offers significant promise in many respects, it also creates significant risks, particularly in cases where it is important that a reader have a high degree of confidence that text was written by a human being. The primary risk in the context of CASPA is that an applicant or evaluator may pass off written work as their own when in fact it was created or substantially modified by a generative AI platform.

PAEA has taken proactive measures on these emergent issues by updating the CASPA Applicant User Agreement and Release and the CASPA Evaluator Attestation. These updated provisions explicitly emphasize the importance of authenticity in application materials and prohibit the use of generative AI in the creation or modification of any content submitted through CASPA.

There are a number of software applications that claim to detect the use of generative AI in creating text. However, we urge our members to exercise caution when relying on such tools. The most current research indicates that these applications have a high false-positive rate, meaning that they may incorrectly flag genuine human-written text as having been created by AI. Consequently, relying on these tools as the sole basis for identifying AI-generated content could lead to unfair and inaccurate judgments about applicants' submissions.

Given the significant risk presented by current AI detection software as of the date this policy is being issued, PAEA will not initiate a CASPA investigation where the sole basis for the

investigation request is that an AI detection tool flagged a personal statement or evaluation submitted in CASPA.

We will continue to monitor developments in generative AI and related detection technology and strive to take an agile approach that increases confidence in the content submitted by CASPA users. By working together, we can ensure a fair and equitable admissions process for all applicants.

## **PAEA CASPA POLICY REGARDING INVESTIGATIONS AND VIOLATIONS**

The PA 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 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 matters 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 that includes all of the details of the potential violation to PAEA via email at [CASPAInvestigations@paeasonline.org](mailto:CASPAInvestigations@paeasonline.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 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.

## FOREIGN TRANSCRIPTS

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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, evaluated transcripts are not required by CASPA to verify an application. All evaluated transcripts will be shared with the programs you have applied to with the rest of your application materials.

### 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 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 <a href="http://www.wes.org">www.wes.org</a>	Educational Credential Evaluators, Inc. PO Box 514070 Milwaukee, WI 53204-3470 P: 414-289-3400 F: 414-289-3411 <a href="http://www.ece.org">www.ece.org</a>	International Education Research Foundation, Inc. PO Box 3665 Culver City, CA 90231-3665 P: 310-258-9451 F: 310-342-7086 <a href="http://www.ierf.org">www.ierf.org</a>	Josef Silny & Associates, Inc. 7101 SW 102 Avenue Miami, FL 33173 P: 305-273-1616 F: 305-273-1338 <a href="http://www.jsilny.com">www.jsilny.com</a>
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## ADMISSIONS PROCESSING TOOLS

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### WEBADMIT ADMISSIONS PORTAL

The [WebAdMIT](#) admissions processing portal provides online services for participating PA programs. Admissions officers at PA programs, as well as others designated, 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, including:

- Aggregate number of applications for the 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. A number appears in the Designation by Application Status section in WebAdMIT that indicates how many applicants are currently in this category.

Below is a list of the categories and a brief explanation of each:

- **In Progress:** applicants who have selected your program but have not yet finished and e-submitted their applications. Basic applicant contact information is available to programs while applicants are in this category.
- **Received:** applicants who have submitted their application but are missing transcripts and/or evaluations.
- **Complete:** applicants who have submitted 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 (required to be reported by CASPA)
- Deferred (required to be reported by CASPA)
- Denied (required to be reported by CASPA)
- Interview
- Matriculated (required to be reported by CASPA)
- Offer Accepted
- Offer Made
- Rescinded (required to be reported by CASPA)
- 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.

## **ANALYTICS BY LIAISON**

[Analytics by Liaison](#) provides data-driven insights to help you spot trends and shape your class. It gives your school a secure and robust way to explore multi-year applicant and application data using visual representations and dashboards, making it a complete solution for admission offices looking to optimize their efforts for growing or shaping their classes.

## CUSTOMIZED BENEFITS

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### 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. Custom questions must comply with applicable laws and these Policies and Procedures. PAEA reserves the right to exclude any custom question that does not comply with applicable law, these Policies and Procedures, or otherwise does not align with PAEA's mission or values, as determined in PAEA's sole discretion.

Notwithstanding PAEA's review and/or approval of any custom question in response to the request of a program, the program remains exclusively responsible for ensuring it compliance with applicable law, as well as for any risk of liability associated with the program's use of any custom question.

Custom questions should refrain from asking applicants about their religious affiliation, if an applicant has applied to other PA programs in the current or previous cycle(s), Criminal History, or repeating duplicative questions that are asked in the core of the application.

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. Please explain your interest in our PA program related to our program's mission.
2. What personal characteristics and skills make you well suited for our program?
3. Address any academic deficiencies on your application. Discuss your ability to be successful despite these deficiencies.

Developing programs 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 as supplements to the application. 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       | • Military documents              |
| • Course catalog descriptions | • Other (defined by the program)  |
| • CV/resume                   | • Publications                    |
| • License                     | • Shadowing/health care hour logs |
|                               | • Fee waiver award email          |

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/resume.

## DETAILS AVAILABLE FOR IN PROGRESS APPLICANTS

Once an applicant has a program designation, the program will have access to specific application information. This information includes:

- Contact Information
- Designation
- Custom Fields
- Requirements
- Emails

## 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 (including [Local GPAs](#))
- Application complete date
- Application verification date

## 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.

CASPA will not verify or deny any application to any program based on the prerequisites entered in this section.

*\*Applicants may select 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.*

## 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

The Data dictionaries are Excel files that list all the available fields in the Export Manager. They include each field name, field type (e.g., Numeric, Boolean, etc.), and associated lookup tables for fields that have predefined answer values (e.g., Country field). These files can help IT teams anticipate what will be exported, which is useful information when importing WebAdMIT data into a separate Student Information System (SIS). This document may also be accessed in the resource center in your WebAdMIT admissions portal. Programs are reminded that Data exported from CASPA remains subject to the terms of the PAEA CASPA Program User Agreement, which provide:

## APPLICANT DATA AND CONFIDENTIALITY.

Data and information entered into CASPA by applicants and/or third parties at the request of applicants (“Applicant Data”) must be kept confidential by Users and may only be disclosed in accordance with the Terms and instructions of Applicants and used by Users for the limited purposes provided herein. By acceptance of the Terms, Users are granted a limited, revocable, fully paid, worldwide, non-sublicensable right and license to use, copy, transmit, process, disclose and store Applicant Data in accordance with the Terms and for the limited purposes provided for therein, as set forth in detail in the PAEA CASPA Policies and Procedures for the current Application Cycle. You may not use Applicant Data for any purpose not explicitly provided for in the Terms and you may not sublicense, sell or otherwise exploit the Applicant Data without the express written permission of PAEA and the Applicant(s) with whom it is associated. PAEA retains the right to use Applicant Data in accordance with the terms of its Privacy Policy, as determined in PAEA’s sole discretion.

The complete text of the PAEA CASPA Program User Agreement is included as Appendix A to the 2024-2025 CASPA Policies and Procedures.

## BACKGROUND CHECKS

While background checks are appropriately conducted by many PA programs, PAEA cautions that some programs are prohibited by applicable state law from inquiring about the criminal history of applicants prior to making an admission decision. However, even where programs are prohibited from inquiring about criminal history prior to making an admission decision, they may still lawfully inquire about criminal background history after granting admission. PA programs with questions about their state laws should consult with their legal counsel. PAEA also strongly encourages all programs to clearly notify applicants whether a background check will be completed prior to making an admission decision or after granting admission to an applicant.

PA programs have the option to run background checks directly through your WebAdMIT admissions portal. Liaison International and PAEA have engaged Certiphi Screening 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.

Upon Applicants being assigned the “offer accepted” status in WebAdMIT, they are notified and prompted to visit the Application Station: Student Edition website to complete the necessary forms and authorize the background check. Payment is collected directly from the student via credit card or PayPal. Once the background check is completed, the student has 10 days to review the report securely online. During that time, the student can dispute any data in the report directly with Certiphi. After the 10-day review, the report is released to the



PA program and accessible in Certiphi's client portal, myCertiphi.com. PAEA has worked with Certiphi to create a base Criminal Background Package. The average cost (for the applicant) of a criminal background check is \$75.00. The Certiphi Background check includes the following:

- Social Security Number Validation and Verification
- County Criminal Records Search
- Statewide Criminal Records Search (where available)
- Federal Criminal Records Search
- National Criminal Database Search
- National Sex Offender Registration Search
- Office of Inspector General / Systems for Awards Management Excluded Parties List Search
- Sanctions Screen

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

For more information about conducting background checks through Certiphi Screening, contact [CASPA@PAEAonline.org](mailto:CASPA@PAEAonline.org) or Suzi Arant via phone at 888.260.1370, ext. 2012 or by email [sarant@certiphi.com](mailto:sarant@certiphi.com).

## CASPA PROGRAM USER AGREEMENT

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In the Fall, PAEA will send out the CASPA Program User Agreement. This agreement is required to be accepted and signed by each program electing to participate in the upcoming CASPA cycle, and for the WebAdMIT and Analytics admissions portals to be activated. If the agreement is not accepted and signed by the program, the program's application launch will be delayed. Questions from the annual survey may include:

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

## REPORTS & SURVEYS

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### FINAL ACTION REPORTING

As a part of your agreement to participate in CASPA, each program must submit their Final Action data for each school or campus using the WebAdMIT admissions portal for the respective application cycle. This data is required by PAEA 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.

### FINAL ACTION DATA ENTRY INSTRUCTIONS

As a part of your agreement to participate in CASPA, each program must submit their Final Action data for each school or campus using the WebAdMIT admissions portal for the respective application cycle. This data is required by PAEA 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.

[Final Action Data Entry Instructions](#)

## **END OF CYCLE REPORTS**

Programs will have access to comparative reports in WebAdMIT. These 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.

## **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 application separate from CASPA, the supplemental link information may also be included in CASPA branding page in the configuration portal if all applicants are offered the opportunity to complete the supplemental application.

## PRIVACY POLICY AND USER SUPPORT

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PAEA and CASPA staff will discuss an application only with the applicant and the applicant's designated PA programs. PAEA or 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 provided by and about PA program applicants as provided in these Policies and Procedures and in accordance with the terms of its Privacy Policy, which is incorporated by reference.

### 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. The support team is available to programs by email or by phone Monday-Friday from 9 a.m.-5 p.m. ET at [webadmitsupport@liaisonedu.com](mailto:webadmitsupport@liaisonedu.com) or 857-304-2020.

You can also access the Analytics by Liaison portal at any time, from anywhere with your login credentials. If access to Analytics is required, please contact the CASPA team via email by clicking here. Analytics has a Help Center training and support material. You can access the Help Center in the upper right corner of the Analytics website.

The customer support team is available to programs via email or by phone Monday-Friday from 9 a.m.-5 p.m. ET at [analyticssupport@liaisonedu.com](mailto:analyticssupport@liaisonedu.com) or 617-402-5506.

### APPLICANT SUPPORT

You can access the [CASPA applicant portal](#) at any time, from anywhere. PAEA strongly recommends that all members of the admissions committee create a test account to better understand the applicant experience. This also assists staff with answering questions pertaining to the application. CASPA customer support is available to answer questions by email or phone Monday-Friday from 9 a.m.-5 p.m. ET at [support@caspa.myliaison.com](mailto:support@caspa.myliaison.com) or 617-612-2080.

## ADMISSIONS PROFESSIONAL LEARNING COMMUNITY

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The Admissions [Professional 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.