



CASPR 2010

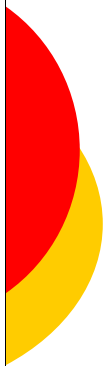
Orientation Presentation **Stepping Into the Future**

Presented by CASPR/CRIP Staff
Spring 2009

Welcome to the CASPR/CRIP Orientation Workshop.

Thank you for taking time today to allow me to introduce you to the CASPR/CRIP program. My goal today is to clarify the process of residency selection through the CASPR/CRIP system. This is a year long process culminating in the computerized match in March.

We have a lot of information to cover today. Please hold your questions until the end of the presentation.



What we will be covering:

1. Overview of podiatric organizations
2. www.casprcrip.org/
3. CASPR Directory
4. www.casprweb.org
5. CASPR/CRIP cycle

First we are going to take a brief look at some of the podiatric associations that you should be aware of, including mine, that impact your residency search.

Then we will take a look at the residency search tools available on the casprcrip.org website, including an overview of the directory and the directory page.

All of your forms will be filled out online on www.casprweb.org, so we will take a look at how the site is set up.

Finally we will look at the CASPR cycle, highlighting things you should know about application, designation, ranking and Match. We'll also give you an overview of the CRIP interview process.



Alphabet Soup...

AACPM – Association of Colleges of Podiatric Medicine

◆ **COTH** – Council of Teaching Hospitals

○ CASPR

○ CRIP

There are four related organizations of podiatric medicine that I would like to bring to your attention.

AACPM: is the educational association representing the eight colleges of podiatric medicine and the participating teaching hospitals who choose to be members of the Council of Teaching Hospitals

COTH: , a council of AACPM, is composed of residency directors and their faculty dedicated to graduate medical education. The COTH Board members volunteer their time to administer CASPR/CRIP and promote faculty development. They are very pro- student and try their best to administer a fair process of residency selection.

The Council of Teaching Hospitals is your voice and ear during your residency search. They are also the voice of the residency director and his/her faculty. Should you have concerns regarding the ethical or legal conduct of programs or faculty during the Selection process, put these in writing, sign your name and send it to the COTH Administrative Board care of our office. You will be heard and your name and concern will be kept confidential. Your name is not used without your consent.

The COTH complaint policy is available on casprcrip.org. Should you have concerns, let me assure you that your concern will be heard and handled in a confidential manner.



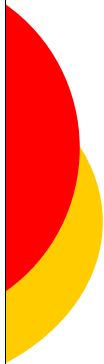
AACPM

Office of Graduate Services

- ✚ Executive Director:
Moraith North
- ✚ Director, Office of Graduate Services:
Carol Jensen – cjensen@aacpm.org
- ✚ CASPR/CRIP Program Coordinator:
Michelle Carmody – mcarmody@aacpm.org
- ✚ Administrative Assistant:
Natasha Williams – nwilliams@aacpm.org

My department is the Office of Graduate Services (which is how we answer the phone, FYI)

I coordinate the residency selection process. Natasha Williams is our Administrative Assistant and can help you with many of your questions. However, feel free to ask to speak to me directly any time.



Professional Association

APMA – American Podiatric Medical Association

For 4th Year Students:

- ◆ **APMSA** - Student Association
- ◆ **YMC** – Young Members

- Be a member of both -

APMA: an association representing the professional arm – the practicing podiatrists

•**APMSA** is the student organization. Hopefully, you are already a member.

•**Young Members Committee** represents residents and those in their first five years of practice. Membership for fourth year students is free. You should sign up with them.



Accrediting Body

CPME – Council on Podiatric Medical Education

- An Independent Accrediting Body
- On-line under “Residencies:”
 - ◆ 300 – Roster of approved programs
 - ◆ 320 – Standards & Requirements

CPME: The Council on Podiatric Medical Education

- An independent accrediting body located in the same building with APMA
- approves and evaluates residency programs, not unlike a process of accreditation.
- All CASPR residency programs are approved by CPME.
- Publish two documents of particular interest to you available on line.
 - **300 Document** is a listing of all CPME approved residency programs - by state, then by city. The approval status of each program is listed here (on probation, fully approved, provisionally approved). The 300 gets updated several times a year.
 - **320 Document** provides the Standards and Guidelines for residency programs.
- The 300 and 320 are only available on web site. There are links to these sites from the CASPR/CRIP applicant web page.



Ready, Set, Go...



- Many Opportunities
- Face Challenges
- Be Organized
- Keep good records
- Stay Focused
- Rely on Facts, not Rumors

You are beginning an intensive year of learning and travel that will test your resources and patience. If you have not already begun, today is the day to start planning how you will attack this process!

We understand that you are in clerkships and will be traveling during this year. That makes it even more important for you to be prepared. Get organized! All communication is electronic; create a folder on your computer to keep copies of emails, .PDFs of your program designations, complete application, rankings, etc.

- Develop a system to distinguish one residency program from another.
- Update your information regularly. Keep your facts straight.
- As the applicant pool increases, there will not be as many positions available in the Scramble after the Match as there have been in previous years. It is important for you to stay focused on the demands of the residency search and make good decisions. Do not severely limit your choices during the process!
- Do not allow yourself to be maneuvered by others or be misled by rumors. Make your own decisions and you will do well. Do not just accept what you hear as TRUTH. Find out for yourself. Contact us, talk to your GPD, or call the program directly if you have a question.



What is CASPR?

Centralized
Application
Service for
Podiatric
Residencies

CASPR stands for Centralized Application Service for Podiatric Residencies

- service offered by AACPM
- Begun in 1976, CASPR is celebrating 33 years
- provides a national centralized application and computer matching service



Instruction Booklet

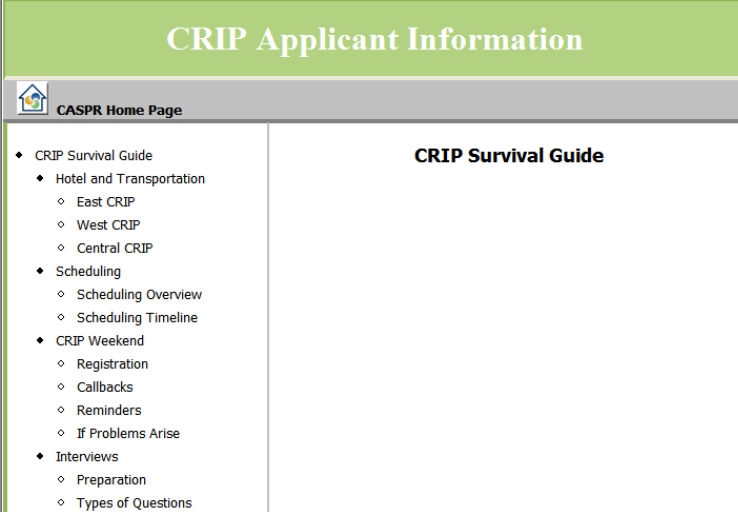
- Linked from the top of each tab on www.CASPRweb.org
- Available on www.casprcrip.org in the applicant section.

If you take nothing else away from this presentation, I want you to know where to look for information and help – the Instruction Booklet. It will be linked at the top of each tab on CASPRweb.org. It is also available on the casprcrip.org site (no password required) in the applicant section.

The instructions on each tab will be kept to a minimum. If you have questions, refer to the instruction booklet. If you still have questions, call us.



Instruction Booklet



The screenshot shows a web interface for 'CRIP Applicant Information'. At the top is a green header with the title. Below it is a grey navigation bar with a home icon and the text 'CASPR Home Page'. The main content area is split into two columns. The left column contains a menu of topics, and the right column displays the selected topic, 'CRIP Survival Guide'.

CRIP Applicant Information	
CASPR Home Page	
<ul style="list-style-type: none">◆ CRIP Survival Guide<ul style="list-style-type: none">◇ Hotel and Transportation<ul style="list-style-type: none">◇ East CRIP◇ West CRIP◇ Central CRIP◆ Scheduling<ul style="list-style-type: none">◇ Scheduling Overview◇ Scheduling Timeline◆ CRIP Weekend<ul style="list-style-type: none">◇ Registration◇ Callbacks◇ Reminders◇ If Problems Arise◆ Interviews<ul style="list-style-type: none">◇ Preparation◇ Types of Questions	CRIP Survival Guide

The instruction booklet isn't a book anymore, but an online, menu driven site. It is not finished yet but will look something like this; the main topics listed in the menu, further divided into sub-topics. Information is only a click away!



CASPR basic timeline

June	Initial application opens
June – Oct	Programs are designated
January	Interviews conducted
February	Programs/applicants submit rankings
2nd Monday of March	MATCH DAY

CPME has mandated that all approved entry-level programs must participate in a national application matching service.

Resident Selection is a year-long process. It begins with the compilation of information provided by participating residency program which becomes the CASPR Directory.

Casprweb.org opens for applications in June.

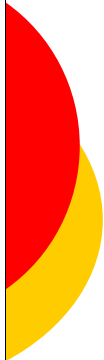
Over the summer you determine which programs you would like to pursue. The initial designation deadline is October.

In **December** you schedule your CRIP interviews.

Interviews take place during **January**.

After careful consideration, you complete your Ranking form in **February**.

You receive your Match results in **March** and sign contracts with the hospital during the Spring. Beginning **July 1**, you are officially a resident!



Residency Models

- ◆ PM&S-24
- ◆ PM&S-36

All approved programs are now combinations of podiatric medical, orthopedic and surgery.

- PM&S – 24 generally requiring 24 months to complete but may take up to 36.

- PM&S – 36 generally taking 36 months to complete includes rearfoot and ankle reconstruction. A few programs require 48 months. The majority of approved programs are PM&S-36. The profession is moving toward a standard 3-year model for everyone.

- Residency training is resource-based, competency-driven and assessment-validated. Certificates are awarded based on the demonstration of knowledge, skills and attitudes achieved through required and elective experiences.

- Both programs lead to board certification by ABPOPPM, the medicine and orthopedic board, and ABPS, the surgical board.



Web Pages

www.casprcrip.org

INFORMATION

- Directory
- Lists and Charts
- What's New
- Especially for Students
- Governing Documents

www.CASPRweb.org

COMMUNICATION

- Submit Application and other forms
- Check status
- Receive Match

We have two web pages that you will be using during your residency search:

CASPRCRIP.org is for INFORMATION. This site is open to everyone

CASPRWeb.org is for COMMUNICATION. This site requires a login ID.

Bookmark them!



Residency Search

Tools available on www.casprcrip.org

- ◆ Directory
 - 2009 Directory currently available
 - 2010 Directory published on June 5th
- Programs change little from year to year, begin your research today!*
- ◆ Lists & Charts

Even though the CASPR Directory for 2010 will not be available until June, you can begin your search process now by viewing the 2009 Directory.

1. Directory – main source of information on a program, link is on main page
2. Lists & Charts - provides lists to help with the residency search, such as programs that do not require fees, that require passage of Part II, 2 year, three year, and four year programs, etc., These lists & charts are linked from main page and directory page

Use all the resources available to learn as much as you can about the programs you are interested in. Visit if at all possible, even though it is NOT REQUIRED. Call the hospital number and ask for the podiatric resident or podiatry department, talk to the current resident about the program. Let your interest be known. Use your GPDs!



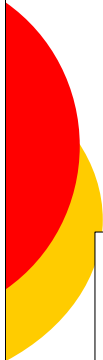
This is the home page for casprcrip.org.

There are a couple of things to notice

What's New link

Especially for Student link

Directory Link



Casprcrip.org - What's New

What's New

Remember to "refresh" your page each time you look up information in order to see the mo

12/6/07	De Paul Health Center has updated their stipends.
12/6/07	Jackson North Medical Center has updated their email address on the directory page.
12/5/07	St. Vincent Manhattan has two slots available for PGY-2 of a PM&S-36 program, leading to completion of 2010. For further information contact Dr. Wolf at edwolf@svcmcny.org.
11/15/07	St Barnabas Hospital - NY will only be attending East CRIP instead of Central and East CRIP.

To alert you to changes that occur during the cycle, we update the "What's New" section regularly especially around deadline dates and almost daily during CRIP season. The date posted is always included so you can be sure you have the latest information. This page will alert you to changes and direct you to a specific program for the exact modification. This is your source for updated information about the programs you wish to pursue. Please check the "What's New" section at least once a month if not more frequently.



Students

CASPR

Centralized Application Service for Podiatric Residencies

The **Centralized Application Service for Podiatric Residencies (CASPR)** is a national, centralized application processing and computerized matching service for the placement of podiatric medical school graduates into podiatric medical and surgical residency programs. This program of residency selection has been serving both applicants and residency program directors and faculty since 1976.

[2008 Student Schedule](#)
[New for 2009](#)

[2008 Orientation Presentation](#)

[Extremely Late CASPR Additions Policy](#)

[Explanation of Match](#)

[Frequently Asked Questions \(FAQ's\)](#)

[Graduate Placement Directors](#)

CRIP

Centralized Residency Interview Program

The **Centralized Residency Interview Program (CRIP)** is a centralized gathering of residency candidates and podiatric selection committees at one time and one place for the purpose of interviewing. CRIP saves time and money for both applicants and hospital programs. CRIP takes place on three consecutive days in December across the country on a rotating schedule.

Scheduling interviews - **800-443-3514**

Students contact the CRIP office during the available time block to set up their interviews for each residency program. Please allow 10-15 minutes for scheduling. Scheduling is done on a first-come, first-served basis, but time is available for each student granted an interview for a residency program.

[CRIP Informational Mailing - August, 2007](#)

West CRIP - Scheduling begins November 13, 2007
[Participants](#)
[Hotel Information](#)

The Especially for Students page presents information directed at the students. The schedule, policies, FAQs, and CRIP information can be found here.

casprcrip.org

AMERICAN ASSOCIATION OF COLLEGES OF PODIATRIC MEDICINE

Home College Links Career Zone Contact a Mentor Apply to Colleges FAQs DPM Mentors Network Statistics CASPR/CRIP Residencies COTH

2009 CASPR Directory

This 2009 CASPR Directory describes program offerings for podiatric graduates beginning residency training July 1, 2009

Alphabetical Listing

Lists & Charts

Program Statuses
 NLA - No Longer Accepting applications
 P - Participating
 NP - Not Participating
 W - Withdrawn from the 2009 Match

Click on the column name to sort on that column.

State	City	Program Name	CASPR #	Prog Type	CRIP Location	Status	Date Posted
AL	Montgomery	DVA - Cntrl Alabama Hlthcare Sys	0508	PM&S-24	CENTRAL	P	5/6/2007
AZ	Phoenix	DVA - Phoenix (Carl T. Hayden)	0310	PPMR	No	P	5/6/2007
AZ	Phoenix	Phoenix Baptist Hosp/Maricopa Med Ctr	0322	PM&S-36	WEST	P	5/6/2007
AZ	Tucson	DVA - So AZ Hlth Care System	0312	PM&S-36	CENTRAL	P	6/20/2007
BC	Vancouver	Hospital Podiatry Group	0126	PSR-24	CENTRAL	P	5/6/2007
NY	Los Angeles	Hendrick Hospital	0118	PM&S-36	WEST	W	5/6/2007

This is what the directory listing looks like. The program name links to the full Directory page. Other columns include State, City, Program Type, CRIP location, Program Status, and the date the program was added to the directory. Each column can be sorted by clicking on the column heading.

All CPME approved programs will be listed. However, not all programs will participate in the CASPR Match, for a variety of reasons. We have added the status column to indicate which programs are participating, not participating, no longer accepting applications, or programs that were previously participating but have withdrawn. This information will be updated throughout the year.

There are a couple of other things to notice...

1. Alphabetical Listing is the complete directory listing
2. Lists and Charts bars provide links to lists to help with the residency search, such as programs that do not require fees, that require passage of Part II, 2 year, three year, and four year programs, etc.

Directory page

PROGRAM NAME DVA - Palo Alto Hlthcare Sys 3801 Miranda Avenue (112POD) Palo Alto, CA 943041207		CASPR # 0113 CRIP Weekend 1						
DIRECTOR Jack L. Bois DPM Phone: 650-493-5000 ext: 66717 Program E-mail: jack.bois@med.va.gov Program Web Site:		Rescue Fund Insured: Yes COTH Member thru 6/30: Yes						
HOSPITAL DESCRIPTION		Entry Level Positions						
Accreditation: JCAHO # Beds: 193 # Staff DPMS: 32 Affiliated Institutions: Stanford University Other Residency Programs: Multiple allopathic programs through Stanford University teaching affiliation		<table border="1"> <thead> <tr> <th>Type</th> <th># Approved</th> <th># Funded</th> </tr> </thead> <tbody> <tr> <td>PM&S-36:</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	Type	# Approved	# Funded	PM&S-36:	3	3
Type	# Approved	# Funded						
PM&S-36:	3	3						
CLINICAL EXPERIENCES								
Anesthesiology: yes	Internal Medicine: yes	Pathology/Lab: yes						
Behavioral Science: yes	Infectious Disease: yes	Pediatrics: yes						
Dermatology: no	Neurology: no	Plastic Surgery: yes						
Diabetic Wound Care: yes	Orthopedics: yes	Podiatry: yes						
Emergency Room: yes	Office Rotations: yes	Podiatry (Surgery): yes						
Family Practice: no	Outpatient Clinic: yes	Radiology: yes						
Rehabilitation:		Rheumatology:						
		Surgery (General):						
		Trauma:						
		Vascular Surgery:						
Other Clinical Experiences: none.								
Program Emphasis: Reconstructive foot and ankle surgery, limb salvage								
Training at Other Institutions: Stanford University, Kaiser Santa Teresa								

Let's take a closer look at the directory page. Hopefully you have already taken the opportunity to look at the 2009 Directory. Note the information given.

Number of entry level positions approved by CPME are listed.

Affiliated Institutions and the listing of other types of residency training programs at the hospital indicates the size of the facility and the possible interaction you will have with medical staff and specialty faculty other than podiatric faculty.

Note there is an email address for the director. Clicking on the hospital web site (if available) will open that site, it is a live link.

Note the CRIP location

Directory page

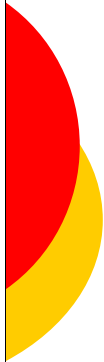
DIDACTIC PROGRAM			
Grand Rounds:	yes	Research:	yes
Journal Club:	yes	Book Club:	no
		Lecture Series:	yes
RESIDENT BENEFITS			
Stipends:		CME Allowance:	no
PM&S-36: \$43,236/ \$45,810/ \$48,834		Health Insurance:	yes
		Malpractice Insurance:	yes
		Housing:	no
		Meals:	no
		Sick Leave:	yes
		Uniforms:	yes
		Vacation:	yes
Other Resident Benefits:	none.		
APPLICANT REQUIREMENTS			
Mail Additional Materials To:		NBPMPE: Passage by July 1, 08:	Ltrs of Recommendation:
3801 Miranda Avenue		Pt I: Yes Pt II: Yes Pt III: No	yes-2
(112POD)		Program Fee: \$0.00	Clerkship Required: no
Palo Alto, CA 94304		Refundable: n/a	Citizenship Required: no
		Payable To: n/a	State License 1st yr: Training
Deadline: 10/19/2008			CV:
Other Applicant Requirements:	none.		ACLs: yes
			CPR: yes
			Minimum GPA: yes - 3.0
			Minimum Rank: no
AVAILABLE RESOURCES Sample Contract: At CRIP Benefit Package: Contact Program Curriculum: Contact Program			
PROGRAM OVERVIEW	The VA Palo Alto Podiatric Medicine and Surgery - 36 program accepts applications from graduates of all colleges of Podiatric Medicine. The program emphasizes reconstructive foot and ankle surgery and diabetic limb salvage. Surgery is performed under the direction of a highly experienced staff of board certified physicians. Surgical and clinical experiences occur at the VA Palo Alto Hospital and clinics, Stanford University, Kaiser Permanente Medical Center Santa Teresa, private office locations and multiple surgery centers. The DVAMC Palo Alto residency program provides an excellent educational experience in a diversified university environment in the San Francisco California Bay Area of California.		

The bottom half of the page lists the benefits provided for residents including stipends and insurance information.

If a program requires a fee paid directly to the program, the information is found under Applicant Requirements. Note the address to send the fee and any materials not submitted by the website including payment. This also indicates any requirement for letters of recommendation and whether or not passage of the various parts of the national board exam are required

You can also see how to request the Benefits Package, review a sample of their basic contract and preview the curriculum.

Be sure to read the Program Overview for additional information.



Non US Citizens



- DVAMC federally funded positions may only be filled by United States citizens. Citizenship is now required for all positions.
- Visa restrictions are noted in the Directory

Make sure your Visa allows you to fulfill all years of your residency training.

CAUTION: If you are not a citizen of the USA:

Be advised that Department of Veterans Affairs Medical Centers requires US citizenship. You must be a citizen prior to July 1st in order to serve a residency at a VA. If you are in the process of becoming a citizen, indicate the expected date of your citizenship ceremony on the Part II under additional information.

Be sure to check the citizenship requirements for all programs in the CASPR Directory.

IN ADDITION:

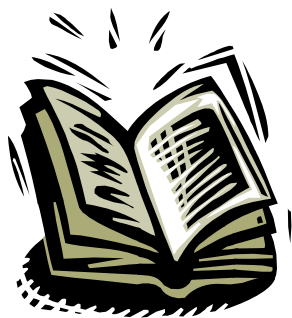
There is a field on the Directory page for programs who have a particular restriction in regard to visas. Please check this information carefully.

Make sure your visa is valid for the entire length of residency training. There have been some problems with this in recent years.



Create your own Directory

- Print individual pages
- Store in a loose-leaf notebook

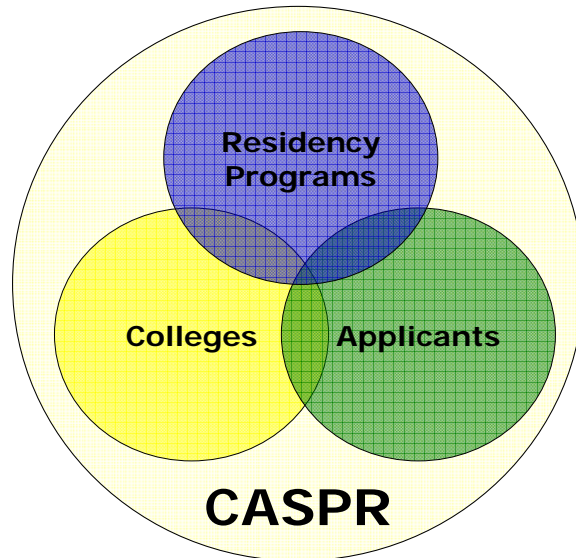


Peruse at your leisure
Add updates and other
information

We **STRONGLY** suggest that you print out the directory page for each program that you are interested in, creating your personal mini-Directory. This will give you a printed reference that you can carry with you and examine in detail prior to designating programs and afterward to follow up with individual program requirements. If you prefer, create your own digital Directory on a flash drive. After a clerkship or visit to the program, add the names of attendings and notes about your visit. These notes will come in handy during interviews.

I would suggest a loose leaf notebook so that you can add information throughout the process.

Working Together



CASPR's online site, www.CASPRweb.org, is entering its second year. The online site allows you to submit forms online, track your progress through the cycle and gives real-time feedback. A word of caution, though. While CASPR monitors and oversees the process, the responsibility lies with the applicants, residency programs, and colleges to submit complete information on-time. Your errors or omissions are your errors or omissions, so check and double check the information you enter carefully.



The Applicant site
opens on Monday,
June 8, at 11am

**Login information will be emailed
to all students.**

CASPR will create accounts for all students. The schools will be providing CASPR with a list of students and their email addresses. On Monday, June 8, we will email you your login information.

1. Home Page

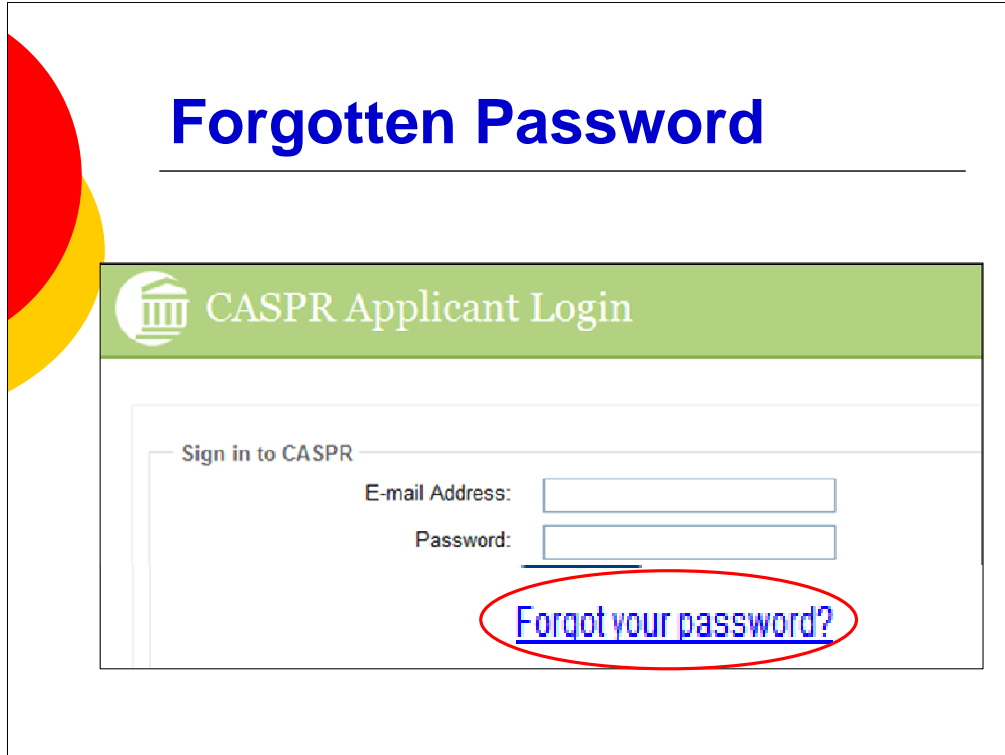


To log on to the applicant site, go to www.CASPRweb.org. Click on the Applicant circle to be taken to the login page.

ALL COMMUNICATION FROM CASPR TO APPLICANTS IS VIA EMAIL!!! You MUST check your email account regularly.

You cannot change the assigned email address which is your school email address. However, you can always forward emails to another account that you check regularly.

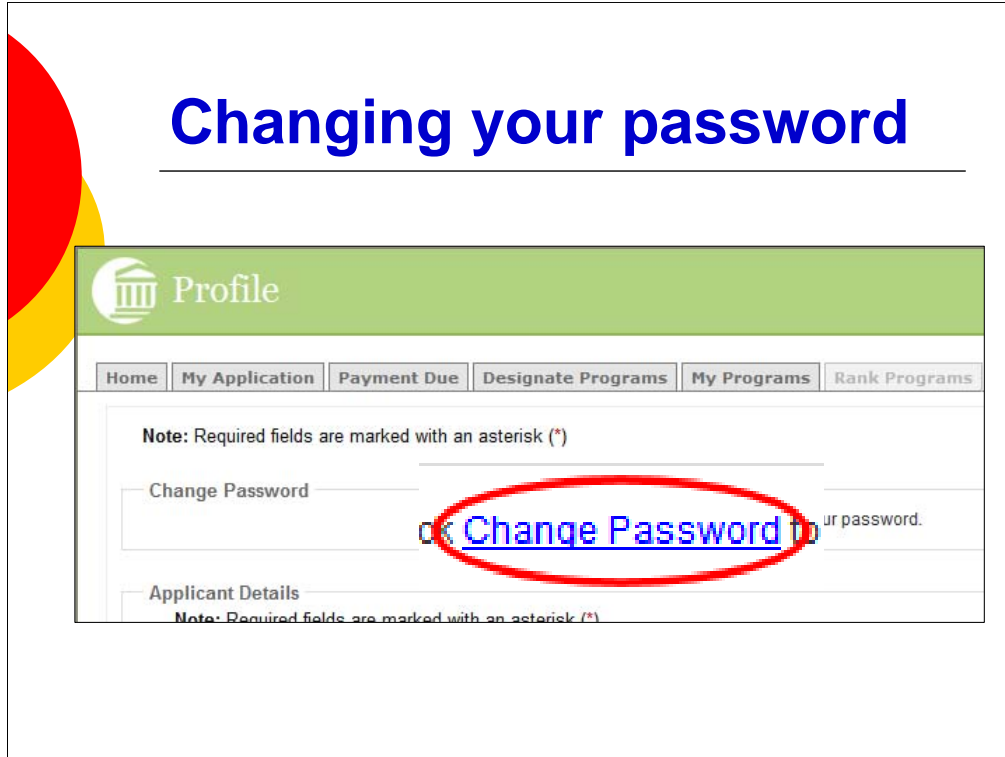
Forgotten Password



The screenshot shows the CASPR Applicant Login interface. At the top, there is a green header with the CASPR logo and the text "CASPR Applicant Login". Below this is a white box containing the login form. The form has a heading "Sign in to CASPR" and two input fields: "E-mail Address:" and "Password:". Below the password field, there is a blue, underlined link "Forgot your password?" which is circled in red.

If you forget your password at any time during the cycle, a “forgot your password” link is available on the login screen. When you click this, you will be asked to enter your email address. A new password will be emailed to you. If you do not see the email response, check your SPAM folder. Once you log in, you can change your password to whatever you like.

Changing your password



The screenshot shows a web interface for a user profile. At the top left, there is a green header with a logo and the word "Profile". Below this is a navigation bar with tabs: "Home", "My Application", "Payment Due", "Designate Programs", "My Programs", and "Rank Programs". The main content area has a "Note: Required fields are marked with an asterisk (*)" and a "Change Password" section. In this section, there are two input fields and a blue link labeled "Change Password" which is circled in red. To the right of the link, the text "ur password." is visible. Below the "Change Password" section is an "Applicant Details" section, also with a "Note: Required fields are marked with an asterisk (*)".

To change your password, go to the Edit Profile tab. Right at the top is the Change Password option. CAUTION: If you try to log in three times and fail, your account will be locked out.

Home page

Welcome to CASPRweb, the online communication section of the Centralized Application Service for Podiatric Residencies (CASPR). This site allows you to submit forms to CASPR and CRIP and view the status of your application and match results.

For information about residencies, please visit www.casprcrip.org. The CASPR Directory can be found here, along with information to help you throughout your residency search. Check What's New regularly for the most recent updates.

You will notice that the tabs at the top of the screen may be grayed out. Throughout the year, those tabs will become available as we reach that phase of the CASPR cycle.

Instructions
[Application: May 1 - October 1, 2008 (Primary Deadline)]

Currently we are in the Application phase of the CASPR cycle. All sections must be complete before your application will be sent to the programs you designate. Sign on regularly to review your status and ensure that all the pieces of your application are completed in a timely manner.

Application consists of:

Status

Student ID: 366

Part I:

Part II:

Photo:

Student Agreement:

NBPME:

Transcript:

Clinical:

Letters of Recommendation: 0

Designated Programs: 0

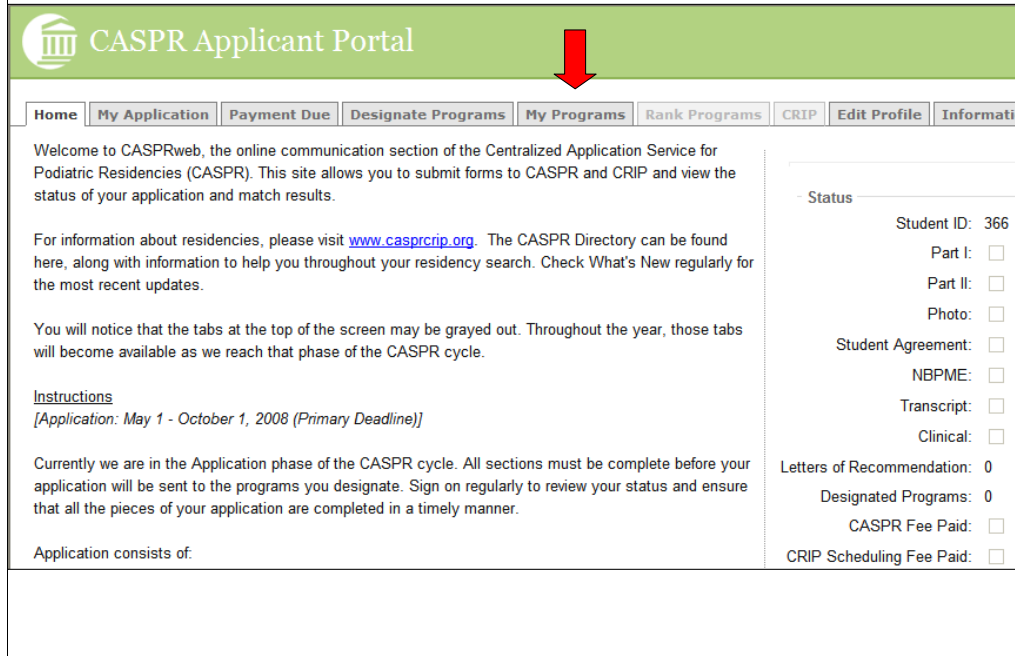
CASPR Fee Paid:

CRIP Scheduling Fee Paid:

Once you have logged on you will be taken to the **home page**. A couple of things to notice...

1. **Status box** – as you complete different parts of the application, they will be checked off as complete in the status box. This allows you to see at a glance how your application is progressing.
2. **Instructions** – as we move through the cycle, general instructions for the different parts of the cycle and deadline dates will be listed here.

Home page, cont.



CASPR Applicant Portal

Home My Application Payment Due Designate Programs **My Programs** Rank Programs CRIP Edit Profile Informati

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Status

Student ID: 366

Part I:

Part II:

Photo:

Student Agreement:

NBPME:

Transcript:

Clinical:

Letters of Recommendation: 0

Designated Programs: 0

CASPR Fee Paid:

CRIP Scheduling Fee Paid:

3. Tabs – throughout the cycle different tabs will be available. When you first log in, tabs like Ranking and CRIP will be greyed out. They will open at the appropriate time later in the cycle.

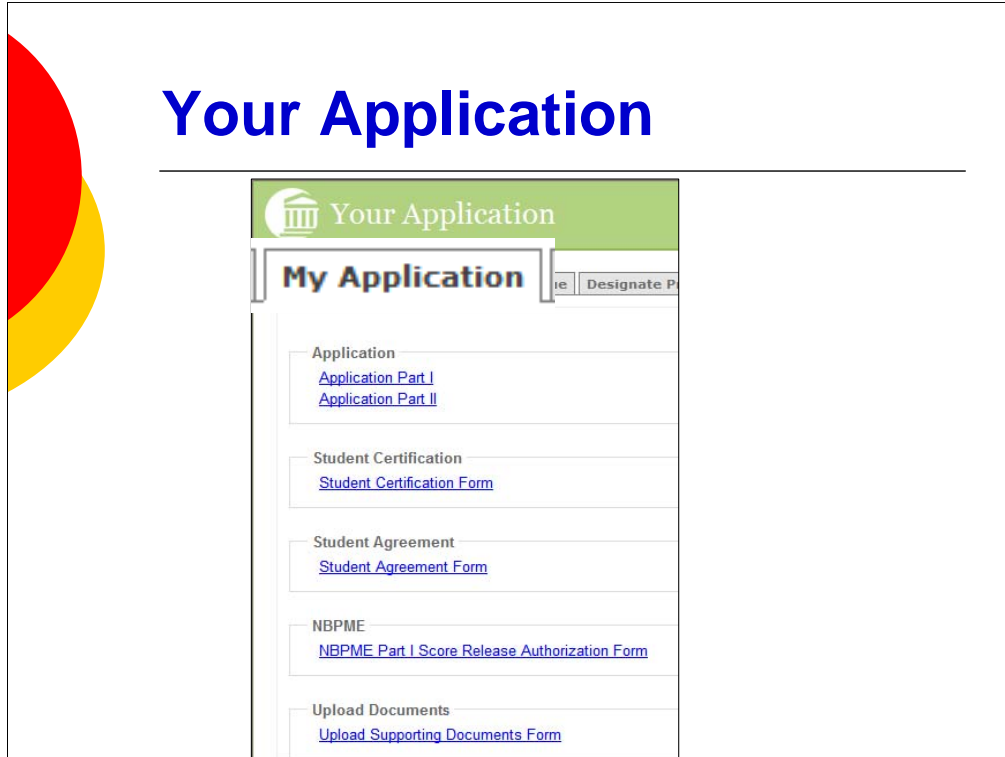


Instruction Booklet

- Will be linked from the top of each tab.
- Linked from the Information tab.
- Available on www.casprcrip.org in the applicant section.

REMINDER: The tabs will only have minimal instructions. If you have any questions, see the instruction booklet. If you can't find the answer there, please call us.

Your Application



The screenshot displays a web interface for managing an application. At the top, there is a green header with a logo and the text "Your Application". Below this, a tab labeled "My Application" is selected. To the right of the tab, there is a button labeled "Designate P". The main content area is organized into several sections, each with a link to a specific form:

- Application**
 - [Application Part I](#)
 - [Application Part II](#)
- Student Certification**
 - [Student Certification Form](#)
- Student Agreement**
 - [Student Agreement Form](#)
- NBPME**
 - [NBPME Part I Score Release Authorization Form](#)
- Upload Documents**
 - [Upload Supporting Documents Form](#)

Once you have logged on to www.CASPRweb.org, go to the My Application tab. This is where you will complete all of the parts of your application.



Application Timeline

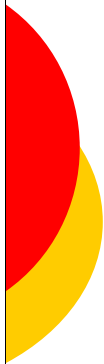
June 8 – Application Tab opens

July 31 – Application Stage One
Deadline

October 1 – Application Stage
Two Deadline

October 7 – Initial Application
and Designation Deadline

The application is split into two stages. The application opens on June 8. **Stage One** is due July 31 **Stage Two** is due October 1. October 7 is the initial application and designation deadline. The website will be brought down for a week to prepare for distribution of files.



Application Stage One

- Application Part I
- NBPME Score Release
- Applicant Agreement
- Payment

Stage one is due July 31. Application Part I is your basic demographic information and education history.



Application Part I

Basic Demographic Information:

- ◆ Name
- ◆ Address
- ◆ Phone Number
- ◆ Contact Person

**Keep your contact
information updated!**

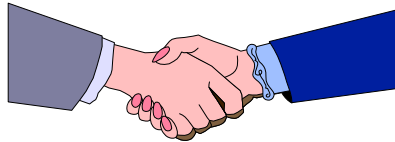
Application Part I is your basic demographic information and education history.

Your basic demographic information can be updated at any time throughout the year in the **Edit Profile Tab**. It is essential that you keep this information up-to-date. After October 14th, changes will be sent to your designated programs automatically.

Should you need to change information that is no longer accessible, contact our office.

Applicant Agreement

- ✓ AGREE TO SERVE A RESIDENCY AT THE MATCHED CASPR PROGRAM
- ✓ May choose NOT to rank programs as of February 22, 2010
- ✓ Agree to abide by the published Calendar.



Read the Student Agreement carefully!

You will acknowledge that you have read and understood the statement by means of an electronic signature. This signature is considered the same as an original. This is legally binding!

The most important part of this agreement, is that you agree to become a resident at the hospital program with whom you are matched. This process works because of the integrity and trust of applicants and programs. It is essential that all abide by this signed agreement.

You are not required to participate in CASPR. Occasionally, circumstances prevent you from doing so. Once you have created an account you are considered a CASPR applicant. Should you choose not to participate in the CASPR Match, you will rank no programs thereby eliminating yourself from the matching process.

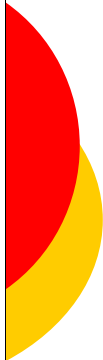


National Board Release

- Only Part I scores are included in your CASPR Application.
- Release must be completed by July 31. **We cannot guarantee that your scores will be included in your file if you miss that deadline.**
- We do not report scores for the October test date.

National Board Score Release Form

- Fee for your board scores is included as part of your Basic CASPR fee
- If you have not yet passed Part I, you will want to release the July 2009 score
- Should you not pass the July 2009 exam and decide you do not wish that score released, notify CASPR in writing prior to October 1st. We will not be able to include October scores for you. Should that happen, you can arrange for your school to send them on school letterhead.
- **If you have not passed Part I of your boards, limit the programs you designate! Most states require that Parts I and II be passed before they will issue a license. A training or full license is generally required during residency. If you match with a program in a state that requires passage of your boards, you will not be able to remain with that program.**
- **Be sure to designate programs that DO NOT require passage of Part I so that if you end up not passing you still have options!**



Basic Fees	
CASPR Application fee	\$150
CRIP Scheduling fee	\$150
Total:	\$300

The basic CASPR application fee is \$150. This covers the cost of up to 15 designations. Should you decide to designate more than 15 programs to receive your application, additional fees will apply.

The CRIP scheduling fee is also \$150. While the CRIP fee can be paid at any time up until scheduling starts the first of December, we recommend that you pay the entire \$300 when you apply.

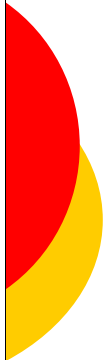


Forms of Payment

- All payments will be made by credit card online
- Visa and MasterCard only



Fees will be paid online using a credit card. Only MasterCard and Visa are accepted.




Payment Options

Application and Designation Fees

<input checked="" type="checkbox"/>	Application Fee (includes 15 designations)	\$ 150.00
<input checked="" type="checkbox"/>	CRIP scheduling fee	\$ 150.00
<input type="checkbox"/>	16 - 35 designations	\$ 75.00
<input type="checkbox"/>	36 or more designations, additional fee	\$ 125.00

At the bottom of the payment screen you select which fees you are paying. You must pay the application fee, and we suggest you pay the CRIP scheduling fee upfront. The other two options deal with the number of designations you make and will be discussed in more detail in the designation section.

CASPR Fees are NON-REFUNDABLE.



Status Bar

- Status

Student ID: 366

Part I:

Part II:

Photo:

Student Agreement:

NBPME:

Transcript:

Clinical:

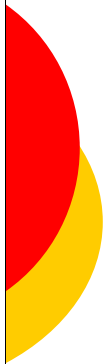
Letters of Recommendation: 0

Designated Programs: 0

CASPR Fee Paid:

CRIP Scheduling Fee Paid:

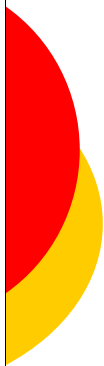
When all of the pieces for Stage One have been completed, it will be checked off on the status section of your home page.



Application Stage Two

- Application Part II
- Upload supporting documents & Photo
- Transcripts & Clinicals (uploaded by schools)

The deadline for Stage Two is October 1.



Personal Statement

- Opportunity to be creative
- Focus on your goals and attitudes toward podiatry and future patients
- Include the talents or strengths you will bring to a residency program
- Check spelling and grammar
- **PROOFREAD, PROOFREAD, PROOFREAD!**

Part II asks about honors, awards, and a personal statement

- The directions ask you to “state why you became interested in podiatry, your future goals and the individual talents that you will bring to a residency experience and a podiatric medical/surgical career.” Be concise. There is a limit on the number of characters you can enter.

- a. Your statement can reveal a lot about your attitude toward podiatry, future patients, readiness to learn

- b. An important section and one you will want to spend some time on

- c. Check your spelling and grammar!


- This is a job application and you will want it to be as accurate as possible.

Reminders:

1. **PROOFREAD, PROOFREAD, PROOFREAD!**

2. Have someone else read through your statement to look for grammar and spelling errors.

Upload Documents

 Upload Documents

[Home](#) | [Your Application](#) | [Payment Due](#) | [Designate Programs](#) | [My Programs](#) | [Rank Programs](#) | [CRIP](#) | [Edit Profile](#) | [Information](#) | [Sign Out](#)

Your changes have been saved. Please click on one of the tabs above to continue.

Upload Supporting Documents

To upload a document, click the Browse button to select the file. Select the file type, i.e. photograph, letter of recommendation etc. and click upload. Repeat the process for each document you wish to upload. Please note that you can only upload a total of 5 documents.

Upload:

Type of Document:

View Uploaded Documents

	Uploaded Document	Document Type
Delete	Photo.bmp	Photograph

The upload document page will be used to upload both photos and PDF documents. When you upload each document, you will be asked to select the type of document (Letter of Rec, photo, etc).

Make sure your files are saved to your computer. Click browse to find the document, select the document type, and click upload. The uploaded document is listed. Click on the document name to view.

You can review them and make changes up until the Initial Designation period closes on October 7.



Naming Documents

Names should include:

- Student number
- Recommender or document type

M193CV.pdf

C24photo.jpg

H245DrMorganLOR.pdf

Name your documents so that you can tell them apart at a glance. The name needs to include –

Your Applicant ID, which can be found in the status box on the home page – so that the CASPR office can identify whom the document belongs to

Name of submitter or type of document – so that you can distinguish which document is which



Upload Documents

Able to upload up to five supporting documents

- ◆ Letters of recommendation
- ◆ CV
- ◆ Published work
- ◆ Dean's Letter

Space will be available for applicants to upload up to five supporting documents. Most programs will require up to three letters of recommendation. CVs and any work that has been published can also be uploaded.

Documents must be in pdf format and less than 1MG in size.

Colleges can also upload letters of recommendation or Dean's letter to your account, but will not be able to view the documents you have uploaded.

Any additional supporting docs, other than the transcript and clinical, can be viewed, replaced, or deleted by the student at any time.



Letters of Recommendation

Letters should include:

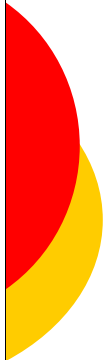
- The date
- A reference line with your name
- A generic salutation
- The writer's title or position
- Signature

Ask your recommender to provide you a copy of the letter in PDF for you to upload. If preferred, letters of recommendation can also be sent directly to the CASPR office, where they will be scanned and uploaded to your account. The letters should include your name as a reference line. Once uploaded, you will be able to view them.

Colleges will be able to upload the Dean's letter, although you will not be able to view it.

Any supporting document can be deleted by the student at any time.

Provide your email address to your recommender along with the deadline date you need to have received the document.



Photo

- Professional photo included on Part II
- Uploaded under Supporting Documents

CASPR CENTRAL APPLICATION SERVICE FOR PODIATRIC RESIDENCIES
15850 Crabbe Branch Way • Suite 320 • Rockville, MD 20855
This form constitutes Part II of the CASPR application

APPLICANT BACKGROUND INFORMATION - PART II
TYPE OR PRINT ALL INFORMATION ON THIS FORM. ATTACHMENTS WILL NOT BE ACCEPTED.

APPLICANT NAME (print)
New York College of Podiatric Medicine

COLLEGE OF PODIATRIC MEDICINE

SOCIAL SECURITY NUMBER

I. HONORS. List any honors you have received while in professional school, e. g., scholarships, honor societies, graduation honors. (Complete this item if you answered "Yes" to Question 15, Part I.)

Certificate of Scholastic Achievement, Principles of Osteology (2004)
Honorable Mention, Orthopedic Clinic Chairship (2009)
First Place, Surgery Club Suture Contest (2009)

As part of the Part II of your application, a 2x2.5" photo is included. Programs use this photo to identify you when you come to interview and as a memory aid when reviewing your file and creating the ranking list.



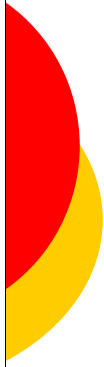
Upload Photograph

- **2 x 2 ½ inches**
- No more than 1 MB in size.
- Show full front view of head and shoulders
- Plain white or light colored background
- Common digital picture file types

Please note the size. A 4x6" photograph WILL NOT WORK. It can be a .bmp, .jpeg or other common digital picture file.

Use a professional photograph – not one in your scrubs, lounging at home, at a social gathering or cuddling your pet. Dress for the photograph as you would for an interview.

You will be able to review what your picture will look like online and have the opportunity to reload the image if necessary.



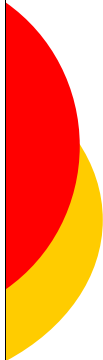
Transcripts and Clinicals

- Come directly from college
- Will be digital, pdf format
- Check box will indicate when received

Status	
Student ID:	366
Part I:	<input type="checkbox"/>
Part II:	<input type="checkbox"/>
Photo:	<input type="checkbox"/>
Student Agreement:	<input type="checkbox"/>
NBPME:	<input type="checkbox"/>
Transcript:	<input checked="" type="checkbox"/>
Clinical:	<input checked="" type="checkbox"/>
Letters of Recommendation:	0
Designated Programs:	0
CASPR Fee Paid:	<input type="checkbox"/>
CRIP Scheduling Fee Paid:	<input type="checkbox"/>

The colleges provide the transcripts and clinicals directly to CASPR. If you have not already done so, you will need to sign a release form with the registrar's office. These documents will be digital, in .pdf format like the rest of the application, so that they can be delivered to the programs electronically.

Once the transcript or clinical has been uploaded to your account, a check will appear in your status box. In this way, you will know that these are part of your application file. You will not have access to them.



Status Section

Status

Student Agreement:	<input checked="" type="checkbox"/>
NBPME:	<input checked="" type="checkbox"/>
Transcript:	<input checked="" type="checkbox"/>
Clinical:	<input checked="" type="checkbox"/>
Letters of Recommendation:	0
Designated Programs:	2
Photo:	<input checked="" type="checkbox"/>
CRIP Scheduling Fee:	<input type="checkbox"/>

As you complete the pieces of your application, **they will be checked off on the status box on your home page**. This will include a running total of the number of supporting documents. You will be able to make changes up until October 7, when the Initial Designation period closes. After that point, changes can be made to your basic demographic information only under the **Edit Profile Tab**.



Viewing your file

Applicants have access to view, save or print

- ◆ Application Part I and II (with photo)
- ◆ Student Agreement; Part I Release
- ◆ Additional Documents

**Copies of Transcripts and Clinicals
come from the schools**

You will be able to view, save or print your application and supporting documents except for your transcript and clinical evaluation. We strongly suggest you make a hard copy for your files. You may also wish to save a digital copy in another location.

You will not have access to view or print your transcripts and clinicals. You must request copies of these documents directly from the college.

CENTRAL APPLICATION SERVICE FOR PODIATRIC RESIDENCIES APPL. ID #: N 202
 APPLICANT BACKGROUND INFORMATION - PART I DATE: 8/19/2006

APPLICANT INFORMATION:

SSN: [REDACTED]

CURRENT MAILING ADDRESS: [REDACTED]

PERMANENT ADDRESS: [REDACTED]

CURRENT PHONE NO.: [REDACTED]

PERMANENT PHONE NO.: [REDACTED]

E-MAIL ADDRESS (opt): [REDACTED]

ADDITIONAL CONTACT PERSON:
 Individual who can be contacted for further information

CELL PHONE (opt): [REDACTED]

BIRTHPLACE: Washington, DC

CITIZENSHIP: USA

Phone No.: [REDACTED]

Relationship: Parent

Have you ever been convicted of a felony? No
 (If yes, refer to Item 7, Part II)

Have you served other podiatric residencies? Yes
 (If yes, refer to Item 4, Part II)

EDUCATIONAL EXPERIENCE:

Colleges and Universities Attended	From	To	Graduated	Degree	Field
Howard University Washington DC	1/1988	5/2000	Yes	BS	Nursing
University of DC Washington DC	8/1995	5/1996	Yes	Associates	Nursing
			No		
			No		

Health Profession Schools Attended	From	To	Graduated	Degree	Field
NYCPM New York NY	9/2003	5/2007	No	DPM	POD
			No		

NATIONAL BOARD SCORES:

Integrated Exam:	Year	Score
	7/05	Pass

ACCOMPLISHMENTS WHILE IN PROFESSIONAL SCHOOL:

Have you received any honors? (If yes, refer to Item 1, Part II) Yes

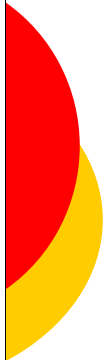
Have you authored any original papers for publication? (If yes, refer to Item 2, Part II) No

Have you participated in any research projects? (If yes, refer to Item 2, Part II) No

1989 Crabbs Branch Way, Suite 220, Rockville, MD 20855

This is an example of what your file will look like when it is delivered to the programs on October 14. It will be in PDF format, Part I, Part II with photo, transcripts, clinicals, and any additional documents.

Programs will be able to view your file online, download it, or print it off.



Applicant Requirements

- Send to mailing address listed
- Deadline is October 14, 2009

APPLICANT REQUIREMENTS			
Mail Additional Materials To: Carolyn Massey, Med Staff Serv 2701 North Decatur Road, Rm #2758 Decatur, GA 30033	HBPME: Passage by July 1, 08: Pt I: Yes Pt II: Yes Pt III: No Program Fee: \$15.00 Refundable: no Payable To: DeKalb Medical Center	Ltrs of Recommendation: yes-3 Clerkship Required: no Citizenship Required: no State License 1st yr: none	
Deadline: 10/19/2007			
Other Applicant Requirements: none.			

Some programs have requirements beyond what is provided by CASPR, including fees. Documents can be uploaded and added to your file, but other requirements, like fees, must be sent directly to the programs. The mailing address is listed. The due date is October 14.

It is your responsibility to send any additional information and/or fee directly to the programs, making sure that you meet the deadline. Should you decide you are no longer interested, a brief note to the director stating a change of plans or priorities would be appreciated.

Prepare these extra materials ahead of time, but don't send things too early. Include a cover letter. Do not expect them to automatically know who you are! **Don't miss this deadline!**

Note: Paying fees does not guarantee you an interview, but I can guarantee that you will not get one if you don't pay the fee. Also, any materials that should be provided with the CASPR application you do NOT have to submit manually. If a program is missing a piece, they should contact the CASPR office.



Designations

- Directory published June 5
www.casprcrip.org
- Designations open June 8
www.CASPRweb.org
- Initial deadline October 7

Currently programs are completing their registration for the 2010 cycle. The CASPR Directory will be published on June 5th on casprcrip.org. Applicants may begin designating programs to receive their application at 11am EST on June 8.



Whom should you designate?

- Apply to every clerkship program
- Apply to every program you have visited
- Apply to programs that fit your criteria – location, type of training, stipend needs, etc
- Not all programs require a clerkship or visitation


Apply to every program you may have an interest in. Programs may not be accepting applications after the October 14th delivery of files, so designate them now. First 15 are free! If you have not yet passed your Boards, apply to a few programs where passage is not required for residency.

Designate ALL of your Clerkship programs. You may decide not to follow up with some at a later point, but better to include them up front.

Designate all programs you plan to visit.

You must designate any program you wish to match with, even if they do not participate in **CRIP**, the centralized interview process. CRIP is a separate program from CASPR.

4. Designate Programs

 Designate Programs

[Home](#) [My Application](#) [Payment Due](#) [Designate Programs](#) [My Programs](#) [Rank Programs](#) [CRIP](#) [Edit Profile](#) [Inform](#)

The programs you designated have been added.

Residency Listing

State:

Select	CASPR #	Program Name
<input checked="" type="checkbox"/>	0426	St Joseph Reg Med Ctr, Inc - IN
<input type="checkbox"/>	0429	St Mary Med Ctr/Indiana Surg Ctr
<input checked="" type="checkbox"/>	0431	St Mary's Hlth Care Services - IN
<input type="checkbox"/>	0436	St Vincent Hospital - IN
<input checked="" type="checkbox"/>	0434	Westview Hospital
<input type="checkbox"/>	0435	Winona Memorial Hospital

Designated Programs

Remove	CASPR #	Program Name
<input type="checkbox"/>	0434	Westview Hospital
<input type="checkbox"/>	0431	St Mary's Hlth Care Services - IN
<input type="checkbox"/>	0426	St Joseph Reg Med Ctr, Inc - IN

This is what the Designate Programs tab looks like

Select a state

Select programs you want and click designate

Programs you have designated are listed in the right hand table/grayed out in the original table.

You can remove them by selecting the program and click "remove"

Your application will not be available to the residency program until October 14th. Therefore, you have lots of time to change your mind, or add and delete programs.

However, do be mindful of whom you have named. The programs listed on October 7th will be FINAL.

The Designation Tab will not be available between October 7 and 14.




Additional Designation Fees

# of Designations	Additional Fees
1 – 15	\$0
16 – 35	\$75
36 +	\$125

Your CASPR registration fee covers the cost of 15 designations. Once you hit 16, it's an additional \$75, and anything over 35 is another additional \$125. If, when you are considering your designations, you go over the limit, you will not be able to save your changes until you pay the additional fee. The additional fees are not refundable should you change your mind and delete some programs later.

From June 8 through October 7, you can make additions, deletions, and changes to your designations. **At 11:59 PM EST on October 7, any designations in the system are final.** Residency programs will be able to log in and view your applications on October 14.

You will receive an email alert prior to this date to remind you to confirm your designated program selections.



You will not
be able to
designate programs
until the CASPR
fee is paid.

While the designations open the same day as applications, the tab will not be available (greyed out) until the CASPR fee is paid.

Initial Designation Close: October 7

Only **COMPLETED**
applications will be sent
to programs!

You should aim to have your application completed by **October 1st**. This will provide sufficient time to log in make sure all of the parts, including transcript and clinical, have been checked off of the status section. **Only completed applications will be sent to programs.**

On October 7, 11:59pm eastern, the applicant site will shut down. If even one part is missing, such as your clinical evaluation, your application will NOT be available to your designated programs. **MAKE SURE TO CHECK THE STATUS OF YOUR APPLICATION prior to October 7th.**

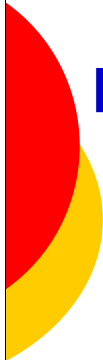


After October 14th

- Newly completed Applications sent immediately to programs
- New designations sent immediately
- Programs can opt out of receiving additional applications

Applications completed or additional designations made after October 14 are considered late but will be sent immediately to the programs. Any programs designated after this should be on an “*emergency-or just discovered*” basis. All Applications and Designations close on December 30.

Programs can opt out of receiving additional applicant files. **MAKE SURE THE PROGRAMS YOU WANT ARE INCLUDED BY THE OCTOBER 7 DEADLINE!**



My Programs: Check Status

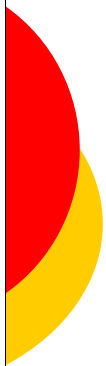
Check boxes:

- ◆ Application Complete
- ◆ Interview Granted

Status					
CASPR #	Program Name	City	State	Application Complete	CRIP Interview Granted
0436	St Vincent Hospital - IN	Indianapolis	IN	<input type="checkbox"/>	
0429	St Mary Med Ctr/Illiana Surg Ctr	Hobart	IN	<input type="checkbox"/>	
0426	St Joseph Reg Med Ctr, Inc - IN	South Bend	IN	<input type="checkbox"/>	

On the **My Programs** tab, you can review a list of all the programs that have received your application. Each program has two check boxes, application complete and interview granted. Once all of the application materials are received by the hospital, including fees, they will check this box. Then, once they have reviewed the applications they will check off the applicants to whom they have granted interviews. There is an additional notes column where directors can communicate information to you such as missing items or reminders of particular requirements. Programs not attending CRIP may indicate when and where they will hold interviews.

Note: Only applicants that have been granted **CRIP** interviews will be able to schedule CRIP Interview appointments.



CRIP 2010

Centralized
Residency
Interview
Program

CRIP is the interview portion of the Selection Process. Participation in CRIP continues to be optional.

CRIP began as a separate program in 1986. Programs need not attend a CRIP to participate in the CASPR Match.

CRIP 2010 is a new format, 9 days in one location, Frisco TX.



CRIP – Interview Program

CRIP is a separate program from CASPR – participation is not required

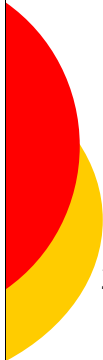
– HOWEVER –

You need to designate all programs you wish to apply to through CASPR, even if they don't participate in CRIP

CRIP PROGRAM:

REMEMBER: You need to designate all programs you wish to apply to, even if they don't participate in CRIP

CASPR and CRIP serve distinctly separate functions. CRIP has nothing to do with the CASPR Match Program!



Standards and Practices

1. No interviews prior to the first CRIP weekend or in conflict with during the week long CRIP.
2. Programs interviewing apart from CRIP have 5-6 weeks to interview at their facility before ranking forms are due.
3. Materials that are to be provided by CASPR cannot be requested from individual students prior to the distribution of CASPR files.
4. Selection personnel shall not demand students participate in hospital visitations or social events to be considered for residency selection. However, visitation is strongly encouraged.

Although program violations continue to occur, COTH in conjunction with the Council of Deans, APMSA, CPME and other interested

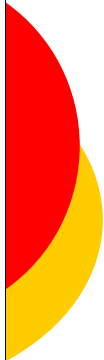
bodies works hard to establish, maintain and monitor an ethical resident selection process.

As administrators of the CASPR and CRIP programs, The Council of Teaching Hospitals has adopted the **Standards and Practices for Resident Selection**. This document has been approved by the AACPM Board of Directors and endorsed by the Council on Podiatric Medical Education (CPME). It has been provided to every approved residency program and is legally linked to the signed Institutional Agreement. This document is on the casprcrip.org website under governing documents.

- 1. No interviews prior to the first CRIP day or in conflict during the week long CRIP.
- 2. Materials that are to be provided by CASPR cannot be requested from individual students prior to the distribution of CASPR files.
- 3. Selection personnel shall not demand students participate in hospital visitations, pre-interviews or social events to be considered for residency selection. However, **visitation is strongly encouraged**.

Students also have responsibilities for an ethical process.

1. Do not demand to know where you stand with a program
2. Attend all clerkship experiences even after CRIP – seize every opportunity to learn and experience more!
3. Respond to program faculty respectfully and honestly
4. Conduct yourself in a professional manner at all times
5. Keep written records of all communications
6. Keep options open, do not make commitments early.



CRIP Week

**Embassy
Suites,
Frisco TX**



January 9-17

**No interviews can be held prior to
or in conflict with CRIP**

CRIP is at the Embassy Suites in Frisco, TX, just north of Dallas. The hotel is about 5 years old, very spacious with 330 guest suites and Conference Center. This provides lots of room to interview but also room to get away from crowds.

Programs who do not participate in CRIP must wait until after the CRIP weekends to conduct interviews, from January 18 – February 22, 2010.



Program Locations

Weekend I					Weekend II		
<u>Programs from:</u>					<u>Programs from:</u>		
AL	FL	LA	OK	WA	CT	MD	OH
AZ	GA	MO	OR	WI	DC	MI	PA
BC	IA	MS	TN		DE	MN	RI
CA	IL	NC	TX		KY	NJ	VA
CO	IN	NM	UT		MA	NY	WV

The CRIP week is divided into three sections, weekend I, weekend II, and mid-week. For the moment, programs have been assigned to a weekend. You only need to stay in Texas when your designated programs are interviewing. If all of your programs will be on weekend I, there is NO reason to stay the whole week.

Some programs will opt for mid-week, which can run anywhere from Monday through Friday. We will suggest that they schedule close to their assigned weekend. For example, Dr. Ford at Kaiser SF wants to attend mid-week and will be conducting interviews on Monday.



Begin Planning for CRIP When You Designate Programs

- Note program participation in Directory
- Changes do occur, so check “What’s New” on casprcrip.org often
- Undecided programs will be updated here as information is received
- If provided, interview dates for programs not attending CRIP will be listed on casprcrip.org site

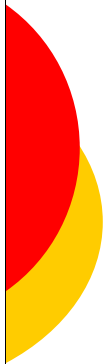
Consider CRIP participation when making decisions whether or not to apply to a program.

If you do not have the funds to fly around the country to interview with programs not attending a CRIP, you are advised not to apply to those programs not participating in CRIP. Some students have applied to non-CRIP programs only to discover to their horror that all of these programs had chosen the same day to interview. It was impossible to attend all of them so some had to be scratched before an interview could even take place.

CRIP location choices generally remain as stated, but occasionally changes do take place. Sometimes programs have had to drop out because of too few applicants. Check the web site frequently for updates particularly during the Fall.

Remember there will be a great number of programs to interview with on either weekend or during the week. Consider applying to programs outside your geographic area. Programs are looking to expand the breadth of their applicant pool. Just because a program may have traditionally accepted local students, this will no longer be the case. Although visitation or clerkship is generally preferred, programs do understand that their location would make it very difficult for every applicant to visit.

This past January 2009, 85% of CASPR programs attended CRIP.



What if I don't attend CRIP?

- Participation is optional
- Choose not to pay fee, if applicable
- Fee is for use of service, not attendance
- If you schedule, you have used the service
- You have until December 7th to decide
- Fee Refund request form available in January 2010

CRIP scheduling:

- If you choose not to pay when you initially apply, the Scheduling Fee of \$150 must be paid no later than December 7th so that your account will be in order prior to the start of scheduling. You will not be able to schedule on-line until this fee has been processed.
- If you schedule one or more interviews, you have used the service, whether or not you later cancel or fail to show up at CRIP
- CRIP refund request forms will be available in January; refunds are not processed until after the Match

Online Scheduling

My Programs

Home My Application Payment Due Designate Programs **My Programs** Rank Programs CRIP Edit Profile Inform

Status

CASPR #	Program Name	City	State	Application Complete	CRIP Interview Granted
0436	St Vincent Hospital - IN	Indianapolis	IN	<input type="checkbox"/>	
0429	St Mary Med Ctr/Illiana Surg Ctr	Hobart	IN	<input type="checkbox"/>	
0426	St Joseph Reg Med Ctr, Inc - IN	South Bend	IN	<input type="checkbox"/>	

Programs granting you an interview will be identified on your **My Programs** tab. By means of the information provided by Programs, grids will be established on-line which indicate time spots available for interviews. Applicants that have been granted an interview will be able to view and schedule interviews. As applicants schedule, programs will be able to see that their time blocks have filled but not by whom. Should you have any difficulty with this process, contact the CASPR office directly for help. Programs may not have interviewing times throughout the weekend. They generally stay only long enough to cover their interview slots based on the # of interviews granted.

Online Scheduling

My Programs

Home | My Application | Payment Due | Designate Programs | **My Programs** | Rank Programs | CRIP | Edit Profile | Inform

Status

CASPR #	Program Name	City	State	Application Complete	CRIP Interview Granted
0436	St Vincent Hospital - IN	Indianapolis	IN	<input type="checkbox"/>	
0429	St Mary Med Ctr/Illiana Surg Ctr	Hobart	IN	<input type="checkbox"/>	
0426	St Joseph Reg Med Ctr, Inc - IN	South Bend	IN	<input type="checkbox"/>	

In the CRIP Scheduling screen you will click on the program that has granted you an interview, view the time slots available, and select which slot you want. Your schedule will appear as you progress.

Be Aware, if you have clerked at a program, the director may not need to interview you at CRIP. You are still definitely eligible to be ranked for the Match if you designated that program. CRIP participation is not the same as CASPR participation!

Although the majority of communication is done via email, CRIP must be able to reach you during this time period, so please provide us with a good number where a message may be left. Please return all messages. Edit your contact information and keep it current!

Be aware that late afternoon schedules or call back schedules may have to be adjusted throughout the time periods. If space becomes available, interviews may need to be moved up. Stay in touch with staff at the CRIP registration area throughout your stay.



Scheduling

Weekend I opens December 7

Mid-Week opens December 10

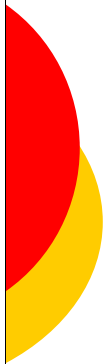
Weekend II opens December 14

- ◆ First come, first served, although there are spots for all applicants granted interviews.
- ◆ Print a draft schedule for your use
- ◆ Final schedules available at CRIP sign-in

Online scheduling opens December 7 for Weekend I, with a new location beginning each week on a staggered basis.

There will be established rules for scheduling interviews:

- 1) Interviews must be a minimum of 20 minutes in length.
- 2) Interviews must be scheduled with a break of at least 30 minutes between the end of one interview and the start of the next
- 3) Draft schedules may be printed from the web site several days prior to the weekend. Final schedules will be available at CRIP when you sign in at CRIP Registration.



Weekend Guidelines

- Interviews can start as early as 8am
- Some may not begin until afternoon or evening
- Best to fly in the day prior to your first interview
- Fly out after noon of your final day or the next day
- Hotel is 30 minute drive from either airport

Interviews can start as early as 8am on any day. A number of programs also elect to begin interviews in the afternoon after 3 pm and run into the evening, possibly as late as 9 pm. Most programs complete their interviewing process by early to mid afternoon. However, some programs do hold second interviews or call backs in the evening or the following day. Therefore, make your travel arrangements accordingly or be willing to be flexible and pay airline change fees if adjustments need to be made. Call back interviews and extended interview times are the exception rather than the rule. We just want to alert you to avoid surprises. Do not schedule travel too tightly around your interviews.



Hotel Accommodations

- Make reservations early; can cancel later at no cost to you

Last year the block filled early!

- Stay at CRIP hotel whenever possible
- Watch for deadlines
- Share costs



The Embassy Suites is an all-suite property. It is not an airport hotel and does not provide transportation to or from the airport. There are airport shuttle services, but these may take as much as two hours before they deliver you to the hotel. We suggest that you rent a car or share a cab.

- Interviews are conducted in meeting rooms or the parlor portion of suites separated from bedroom by a door.

- Not required to stay at these hotels, it can be **greatly to your advantage to do so**

- Easier for us to keep you informed of second interviews or adjustments which must be made during the CRIP weekend

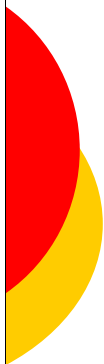
- We do our best to get you a low rate. Share with a friend.

- **Make hotel reservations two or more months ahead of time**

- Your credit card is not charged until your arrival at CRIP and you can cancel, if necessary.

- Deadlines for obtaining group rates will be posted on website

- Outdoor parking at the hotel is free. Covered self-parking is about \$10 a day.



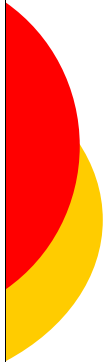
Airplane Travel

- General guidelines: Arrive evening prior to your first interview, leave half-day after your last possible call-back or last interview
- Last year a couple of programs held interviews on final day of the region
- Allow time for weather delays



Make airline reservations early:

- At least fourteen to twenty-one days in advance to be able to take advantage of most discount packages.
- In general, arrive the night prior to your first interview and leave a half-day after your final interview or possible callback interview. If you have a small # of interviews, you may be able to limit your stay.
- Last year one program at the East and two at Central had interviews on Sunday or the last day for that region. This is very dependent on the number of applicants and the type of interviewing set-up programs like to use.
- Do not schedule your airline flights too close to your interview times! Although January weather has not generally caused too much difficulty, flights may be delayed or cancelled, so allow yourself some leeway. Better to arrive early than not at all.
- Keep an eye on the weather throughout the country – bad weather in one location may affect the availability of equipment or crews for your travel plans



More to Come...

- Throughout the cycle we will be providing you with more details
- Ways to save
- Transportation options
- Communications Center at CRIP



If you have a large gap in interview days, you may want to check into a less expensive hotel for those non-interview days.

Beginning in June, we will post and email you a one-page newsletter about CRIP every other month. Realizing that nearly everyone will need to travel some distance to CRIP, the hotel and adjacent area provide numerous entertainment and recreation opportunities. Nearly everything you might need is within easy walking distance. We want to make your time in Frisco as stress-free and economical as possible. The APMSA also plans to set up a communications network to assist in shared rides and accommodations. I am sure they will be communicating this information with you.



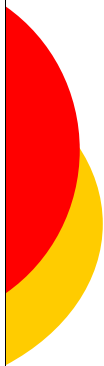
Avoid Last Minute Cancellations

- You need not have visited the program to interview!
- Don't panic, don't listen to rumors
- Stay rested; stay focused
- Some interviews are good practice
- Faculty look forward to your interview
- Cancellations create holes and confusion
- However, if you must cancel, notify CRIP staff
- Don't be a **"No show!"**

You are strongly DISCOURAGED from canceling interviews during the weekend. After all, you are the one that creates your schedule. Why would you want to schedule and then cancel two or three days later?

Residency Directors

- Anticipate meeting you and have planned for their interview with you
- May come looking for you or call us if you do not show up for interview
- Assume some unethical deal has taken place which causes ill will among the programs
- Creates ill feeling against the entire process
- Canceling creates empty blocks of time
- Some directors will try to move people around, even grabbing them out of the halls, to fill up those empty slots
- Disconcerting for applicants; Can wreak havoc with other schedules
- **REMEMBER:** You do not have to have clerked or visited the program. However, if this is your personal criteria, do not schedule the interview to begin with
- Consider the number of interviews you can handle each day when you designate programs and when you schedule. Just because you have been granted an interview does not mean you must schedule one. Plan wisely. **Keep your appointments!**
- **Make any changes through CRIP staff.**

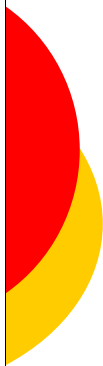


Planning for Interviews

- Have a greeting prepared
- Practice ethically-based questions
 - ◆ Example of something that went right because of you and why
 - ◆ Something that went wrong, how you dealt, change for future
 - ◆ Dealing with difficult co-workers or patients
- Practice, practice, practice!

This is your time! You have paid for and prepared for this interview. Take every interview seriously! Don't throw it away in a moment of insecurity or because you've heard some rumor or your tired or do not feel prepared. You should plan well for each interview. Visualize how you will greet the program faculty. Have examples in mind of interesting experiences you have had.

- Prepare for ethically-based questions – practice makes perfect!
 - Example of something that went right because of you/why
 - Something that went wrong, how you dealt, change for future
 - Dealing with difficult co-workers/patients
- Some interviews are just good practice. An interview you think went poorly, may have demonstrated patterns of thinking that may have been what the residency director was looking for in a potential resident. Do not get discouraged!
- You are NOT expected to know all of the answers or act as if you do!
- Professionalism and a touch of humility can go a long way!



When Obstacles Arise...

- ◆ Car problems, illness, cancelled flights etc can cause delays or missed interviews
- ◆ **Contact CRIP staff at the hotel.** They will alert directors and try to reschedule

Directors and staff appreciate honesty!

If you have a problem which prevents you from making a scheduled interview but you are still interested in that program, **don't give up**. Contact CRIP staff at the hotel. Explain the difficulty and see if your time can be rescheduled. If the difficulty prevents your participation altogether, we can pass a message on to the program, so that your absence can be taken into consideration. Otherwise, the director will consider that you have just blown off the program in a very unprofessional manner.

Try your best to be rested and in good health. A bout of the stomach flu or a terrible cold can be devastating! Eat wisely and get plenty of rest and exercise. A breath of fresh air may work wonders!

We cannot always provide a way for you, but we are there to help.

Be honest! Do NOT make up excuses. An unexpected problem can provide an opportunity to get to know the program and they to get to know you better.



Sign in *every day* at CRIP Registration!



- Occasional changes
- Room postings
- Call back information

Sign in each day at the CRIP Registration area.

- last minute changes and adjustments
- occasional interview room changes
- call back information posted here



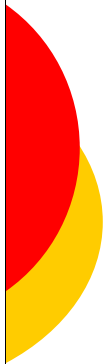
Call Back Interviews

- Optional; used by a **minority** of programs
- Possible call backs are noted on your printed schedule
- Used for a variety of reasons
- If not called back, you may still be ranked by the program and you can rank that program for the Match

What is a Call-Back Interview?

Occasionally a program wants to conduct a second interview during CRIP

- You will know when you schedule whether or not there is a possible call back during CRIP.
- It will be listed on your printed schedule
- Opportunity to narrow down their number of applicants
- If not on the list, you are not necessarily out of the running
 - Clear up questions they might have
 - Let you know where you stand on their ranking list
 - Not all call-backs mean the same thing to each residency program
- A program may interview thirty people, but call back only six. This same program may then rank twelve.
- People not called back may still rank that program and the program may very well rank them.
- **It is your responsibility to know whether you have a call back and to contact CRIP Registration at the hotel to confirm your assigned time. If you are not staying at the CRIP hotel, find a friend staying at the hotel to let you know if you have a call back.**



More about Callbacks

- Your responsibility to find out if you have one.
- More information available in the Instruction Book.

Callback lists are posted in the CRIP Registration area. **It is your responsibility to learn of your call backs and to confirm or decline them with CRIP staff.**

Details regarding how call backs work will be online in the Instruction Book



Permissible Information

Programs:

- ♦ **May tell** you if they plan to rank you and where [optional]

You:

- ♦ **May tell** a program if you plan to rank them and where [optional]

Verbal statements are not binding!

There always seems to be confusion about what is permissible and not on the part of residency programs concerning statements on ranking:

Verbal statements are not binding

- Permissible for a residency program to verbally tell you whether or not they intend to rank you or even where they plan to rank you
- Some directors feel it helps you in your decision making. Others feel it is absolutely wrong to let you know where you stand with a program.
- Being told you will be ranked does not guarantee you a spot, each year people are ranked but the program fills before the process gets to where they were ranked.
- Every year some students get burned because they rely simply on what they have heard and fail to rank enough programs.



Not Permissible

Programs:

- ♦ **CAN NOT ASK** you if you plan to rank them
- ♦ A program **CAN NOT ASK** or require you to withdraw from further interviewing (CRIP)
- ♦ A program **CAN NOT ASK** or require a letter of intent or any other written commitment

You:

- ♦ **CAN NOT ASK** a program if or how they plan to rank you

NOT Permissible

It is important for you to be sure of yourself, to anticipate demands of program faculty, to know your options. Unfortunately, there are some programs that exert a great deal of pressure upon you to make some type of commitment to their program. This may come during the interview or during follow-up phone calls. You will need to weigh the importance of this program to your goals versus whether you approve or are offended by their methods.

Use your own best judgment. You do not need to “commit” to your first offer! Keep your options open.

It is NOT appropriate for programs to ask you how you plan to rank them or require you to withdraw from further interviewing. They cannot require any type of written commitment. Such a written commitment would have to be dated and is a traceable violation of CPME and COTH policy. You should never feel coerced into committing to a program prior to the Match.

That being said, however, you certainly can let the program know how much you have enjoyed getting to meet with the Committee and understand the opportunities the program affords. You will certainly be considering the program highly, for example. When it is time to rank your programs, rank the programs in the order YOU want. Your rankings are CONFIDENTIAL, as are the programs!

The important point is that you have the right to interview with and rank as many programs as you qualify for and interview with. You should NEVER feel coerced into committing to a program prior to the Match.



Ranking Forms

- Open on January 25, 2010
- Close February 22, 2010
- Rankings in the system at close are final
- Rank all programs that fit your personal criteria
- It is possible to rank with your last choice!

Ranking Tab closes 11:59 pm, February 22!

The **Ranking Tab** opens on January 25 and closes on Feb 22.

The residency program directors submit their rankings on the same schedule.

Directions will be included. You will assign a number to each program you wish to rank, ie 1,2, 3, 4, etc.

You may adjust your rankings until February 22nd. **However, at 11:59 pm eastern time, whatever is in the system at that point is FINAL!**

You will receive a deadline alert to remind you to finalize your rankings.

•Although you are encouraged to rank all programs where you have clerked or interviewed with in your priority order, you must be sure that all of the programs you rank fall **within your range of willingness to attend**. If you will only be content with a three-year surgical program, you should not rank two-year one. If location or stipend hold a high degree of importance for you, rank only those programs that fulfill that qualification. Although most students match within their first few choices, **it is also possible to match with your last choice.**



The CASPR Match

- An sample explanation of the Match is available on casprcrip.org
- Can **never** be matched to a program you did not rank
- Can **never** be matched to a program that did not rank you
- Advantage is to the student's preference
- Moves to the program's next choice only after prior choice is no longer available

THE MATCH:

The match works on a logarithm computer program. An explanation of the match is available on casprcrip.org. Take time to work through the Explanation of the Match. This example does not cover every circumstance but provides a basic guide through the process.

- A student will **never** be matched to a program s/he did not choose
- A student will **never** be matched with a residency program that did not rank him/her.

Best Advice:

- Make your selections in order of your priorities.
- Do not try to second guess the system or the residency program directors.
- Remember, programs may verbally tell you where you stand with them. Others may elect not to. Verbal "promises" can be meaningless. Stick with your priorities



Why might you not match?

- Student ranks too few programs (#1)
- Incomplete Application
 - ♦ Fail NBPME Part I or II, if required
 - ♦ Never submitted payment, if required
 - ♦ Didn't interview
- Failure to research or meet program requirements
 - ♦ GPA or Class Rank
 - ♦ Clerkship required
- Programs rank too few students

For the **Class of 2009**, 81% of the graduating class matched through CASPR. 2 withdrew before the Match. But what about the 19% of the class that remained unmatched? How can you help avoid that?

Don't limit your chances by not designating or ranking enough programs. We have students that designate less than 5 programs. If in this economy a hospital or two closes, these students are left with few choices, if any.

Rank all the programs you interview with and **are willing to go to**.

Rank programs you liked even if you were not granted a call back. The great majority of programs hold no call back interviews at all. Many programs rank more applicants than they called back.

All entry-level programs will be in the Match, but they cannot all have the same fifteen to twenty people! If your name is not in the running, they cannot Match with you.

In the 2009 cycle, there were 82 students, plus 9 previous graduates (91 total), who were unmatched. There were 82 positions available following the Match. As of March 27th, only (32) of the 82 students are still seeking to be placed. Because of new programs and added positions, we anticipate that everyone who wants a position will get one.

The Class of 2010 is approximately 90 members greater than 2009. You are probably aware of the major campaign underway by the profession to increase positions at current programs and to create new residency programs. Many have responded and are currently working to provide enough positions for every qualified graduate.



Match Results

- Available online 11am EST on
March 8, 2010
- Print your Match Announcement for your records
- Per your Applicant Agreement, you are committed to attend the program with whom you are matched

Match results will be available at 11am EST on **Monday, March 8, 2010**. You will log into your account and select the **Match Tab**. Your results and contact information for your program will be listed there. Protect your log-in! You are the only one who should have access to your account.

Print a copy of your Match Announcement for your records.

Everyone should download and **save a copy of your CASPR complete application**. This is particularly true for anyone who does not match. You will need to request a copy of your transcript and clinical evaluation from your school. You should have a hard copy of your application as well as a digital version. We suggest that you save this until your residency training is complete.

2010 CASPR/CRIP cycle is now completed

Any further contacts are directly between the program and the applicant.

Through the hospital, you will be contacted by Human Resources or the Personnel Department so that you can sign the actual contract with the hospital. Read this document carefully. Understand your responsibilities as an employee of the hospital prior to signing.



The Scramble

What if you don't match?

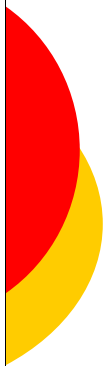
- ◆ Unfilled positions will be posted on our web site on March 8
- ◆ Your GPD will assist you in applying to programs with open positions
- ◆ Will be able to print, download application; be sure to request transcripts and clinicals from school
- ◆ **Be prepared! Act quickly!**
- ◆ We anticipate enough positions for all

Following the same procedure, you may be informed that you have not matched. Information will be provide to you regarding available positions and the protocol for contacting programs. You will receive instructions from your Graduate Placement Director on steps to pursue programs that also did not match. GPD is the best source of programs still in need of residents.

Do not take being Matched as a given. Be prepared to act quickly with both a digital copy and hard copy of your application. Excellent students and top-notch programs find themselves unmatched every year. These positions fill very quickly, sometimes within hours!

Prior to Match Day, print or download a copy of your application Parts I and II, and supporting documents. Transcripts and Clinicals must be requested directly from the school, so make sure you have both a digital and hard copy on hand.

Because of the need to roll-over our on-line system to the next cycle, your information will only be available on-line through March 14th. Therefore, you are advised to make a digital copy of your application as well as print out a hard copy long before the Scramble.



CPME Regulations

“The sponsoring institution shall not obtain binding commitment from the prospective resident prior to the second Monday in March.”

- 1) **NO signed contracts !**
- 2) **NO letters of intent !**
- 3) **Rankings are CONFIDENTIAL, do not share them!**

CPME's Standards, Requirements and Guidelines for Approval of Residencies in Podiatric Medicine (CPME: 320) states “The sponsoring institution shall not obtain binding commitment from the prospective resident prior to the date established by the national resident matching service in which the institution participates.” In addition, programs must furnish the Council with a copy of their signed agreement with their annual report so the date on that contract must be in compliance with this regulation.

Purpose: to discourage programs from making early offers to applicants. Since all entry-level programs are required to participate in the CASPR Match, programs should not make early offers. **You do not have to commit to anything prior to the Match.** No ethical program should ask you to. Do not sign anything! This includes letters of intent. No programs are told how applicants ranked them ever! No applicants are ever told how programs ranked them. You may want to think twice about any program that tries to circumvent the system! You may be able to tactfully remind such programs that you are unable to make a binding commitment until the second Monday in March.

Unfortunately, deal making and pressure for commitment continue year after year. Should you have a problem with a program requiring this of you, please contact our office for directions to circumvent the problem.

During the **Scramble**, do not commit to a program unless you intend to go there!! It is unethical to commit to a program and within a week, change your mind. Decisions will need to be made quickly but commit to your actions and stand firm even if a “better” offer comes along! Such behavior destroys the faith of the programs in the system.

Financial Planning Guide

<u>DATE</u>	<u>TYPE</u>	<u>AMOUNT</u>
SENT TO CASPR		
IN JUNE	o Basic Application	\$ 150.00
	o CRIP Participation	<u>150.00</u>
		\$ 300.00
SENT TO INDIVIDUAL PROGRAMS		
IN OCTOBER	o Fees Range from \$ 0.00 - 50.00	[450.00]
	[Based on 15 programs charging an average of \$35 each]	
CRIP TRAVEL EXPENSE		
JANUARY	o Hotel @ \$159 x 3 nights =	477.00
	o Airfare/Train/Car	400.00
	o Food @ \$35 x 3 days =	<u>105.00</u>
		\$982.00
ESTIMATED TOTAL:		\$1,732.00

One word regarding expenses:

BASED ON 15 DESIGNATIONS

Your costs will vary according to how long you attend CRIP and how far you have to travel.

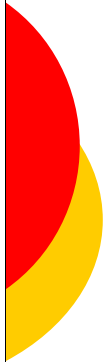
Any expenses for interviewing done outside of a CRIP weekend are not included in this guide.

For the Class of 2009, **66%** of programs did not charge an individual program fee. However, this may change for 2010 as programs try to help cover their travel expenses.

The majority of the Class of 2009 indicated they spent **less than \$1000** for CRIP; 46% spent less than \$500.

There is no question that this is an expensive year because of the combination of clerkships and residency search. The online CASPRweb process will help to save you time and money.

Estimate and set aside money to cover these costs over the next eight months
Keep careful records.



Pop Quiz!

- Where do I go first for more information?
- What do I do if I have trouble uploading documents or photo?
- What is the Status Bar?
- What is the purpose of www.casprcrip.org?
- Why should I copy my application?

If you take nothing else away from this presentation, I want you to know where to look for information and help. It will be linked **at the top of each tab**. A link is on the Information tab. It is also available on the casprcrip.org site (no password required) in the applicant section.

The instructions on each tab will be kept to a minimum. If you have questions, **refer to the instruction booklet**. If you still have questions, **call us**. If you have questions about setting realistic goals or where to apply, **meet with your Graduate Placement Director**.

Plan **NOW** for a successful residency selection process. A positive, energetic outlook will carry you far.

Be Organized, Not Stressed



Our best wishes for you in
your future career!

Thank you for your attention. We have covered a lot of information today. Visit our web site often. Use the tools we have provided. Your Graduate Placement Director is an excellent, experienced resource. Feel free to call our office if you encounter any problems with CASPRweb or need clarification any time.

Advice from 4th Year Students

- Be honest, be yourself, have family support if possible.
- Visit the programs before you interview with them.
- Study early and a lot.
- Arrive the evening before and stay at CRIP hotel
- Take notes with you, allow time between interviews, but not so much time you get worn out waiting.
- Put more thought into ethically-based questions.
- Share hotel expenses with classmates!
- Start visiting early. Use vacation & weekends!
- Be aware that programs may call you after interviews for a commitment!

I will conclude with wise advice, particularly regarding CRIP, from 4th year students who have gone through the process.

I will be happy to answer your questions at this time.