

Applicant CASPRweb Instructions

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Applicant CASPRweb Instructions

Introduction to the CASPR Instruction Site

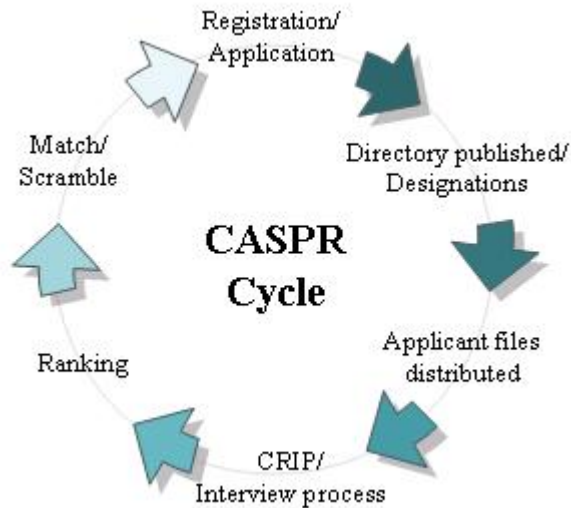
Welcome to CASPR – the Central Application Service for Podiatric Residencies, a service of the American Association of College of Podiatric Medicine (AACPM) and administered by its Council of Teaching Hospitals (COH). CASPR serves as a framework for the efficient selection of podiatric residents and is open to all Council on Podiatric Medical Education (CPME) approved residency programs and graduates of CPME approved colleges. CASPRweb.org is the online application that allows programs, students, and colleges to submit and receive information electronically.

This site explains how CASPR works and outlines the steps for using CASPRweb throughout the cycle. CASPRweb is easy to use, but it is important that you read and understand how the service works. Reading this manual may help you avoid errors that could affect your application and the Match.

The Instruction Booklet is a living document and will be updated during the cycle as necessary.

Overview of the CASPR Cycle

- Beginning in March, CASPR collects information from all CPME approved residency programs. This information is compiled into a directory, which is published in June.
- Applications open in June and applicants can begin designating programs a few days after the directory is published.
- In November, completed applicant files are distributed electronically to the programs. Via CASPRweb, programs can inform students when their application is complete and if a personal interview has been granted.
- In January, the majority of programs participate in the Centralized Residency Interview Program (CRIP), a service provided by AACPM.
- Ranking forms for the Match open to both students and residency programs in late January.
- The computerized Match takes place in March. Results are distributed to programs and students instantaneously via CASPRweb. At this point, the CASPR cycle is complete. Any further contact is directly between the residency programs and applicants.
- Following the Match, any unfilled positions are then posted on the casprcrip.org web site to provide an opportunity for unmatched applicants to find a position.



Getting Started

CASPR Online

CASPR's online site, www.CASPRweb.org, is entering its second year. The online site allows you to submit forms, 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, programs and colleges to submit complete information on time. Your errors or omissions are your errors or omissions, so double-check your information carefully.

Software Requirements

CASPRweb runs in your internet browser so no special software is required, only an internet connection and a recent version of the internet browser. Many of the forms are in .PDF format, which require Adobe Reader 5.0 or higher to view.

Websites

There are two websites that you will use during the year:

- www.casprcrip.org is the **information site**. Look here for documents, timelines, instructions, the Directory and the What's New page where any changes are posted.
- www.CASPRweb.org is the **communication site**. This is where applicants complete their information, upload documents, make payments, schedule CRIP interviews and receive Match announcements.

Email

All communication throughout the cycle will be conducted via email. Your school provided an email address for you. Make sure you check your email account regularly. If you need to change your email address, contact the CASPR office.

It is suggested that you add aacpm.org to your list of trusted servers so that announcements are not accidentally blocked by your firewall or sent to your spam folder.

Your User Account

On June 8, 2009 CASPR will send an email to students with their login information. Upon receipt of your login information, go to www.CASPRweb.org and follow the directions below.

Logging In

Once on the website, choose "Applicants" to go to the login screen. Bookmark this page for easy access.

Enter the user ID (which is your email address) and password. Click the Log In button.



Your Password

Because the digital format does not allow for an original signature, the user is assumed to be the owner of the account. Therefore, care must be taken to keep the User ID and password secure. The password can be changed at any time by the user during the cycle to improve security.

After three unsuccessful log in attempts, the account will lock out. You can unlock your account by using the "Forgot your Password?" link to send a new password to your email address. You can also call the CASPR office to unlock the account.

Changing Your Password

Select the Edit Profile tab. Click on the "change password" link. Enter your old password and new password where requested and click Update. Choose a password that you will be sure to remember, keeping the following requirements in mind:

- Passwords must have a minimum of six characters

- Passwords must include at least one number
- Passwords are case sensitive

Forgot My Password

If you forget your password, you can click on the “Forgot Password” link on the login page. When you click on the link and enter your User name, which is your email address, a randomly generated password will be sent to the email address we have on file for you. Once you have logged in, you can change the password. If you do not receive the email within an hour, check your spam folder. If you do not see the email in the spam folder, call the CASPR office.

The Home Page

Throughout the cycle, you will be able to see at a glance when various segments are completed by looking at the status section. For example, you can verify that your application is complete or see how many programs you designated.

CASPR will update the “Information” section of the home page at strategic points during the cycle to include reminders of upcoming deadlines and other pertinent information.

The tabs across the top of the screen are used to navigate though the site. Currently disabled tabs will be enabled at the appropriate point in the CASPR cycle.

Welcome to CASPRweb, the online communication section of the Centralized Application Service for Pediatric 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.caspr.org, where you will find the CASPR Directory, 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

Calendar Overview (please note changes)	
CASPR Application Opens	6/08/2009
Stage I Deadline	7/31/2009
Stage II Deadline	11/02/2009
Initial Program Designation Deadline	11/09/2009
Applications sent to Programs	11/15/2009

Status

Student ID: G4

Stage I:

Stage II:

Photo:

Transcript:

Clinical:

Letters of Recommendation: 1

Designated Programs: 0

CASPR Fee Paid:

CRIP Scheduling Fee Paid:

CASPR Application Complete:

[Complete Application PDF](#)

My Application

My Application Overview

Once you have signed into your account, you can begin completing your application. There are nine required pieces:

Stage I - Deadline 7-31-09

- Basic Application Part I
- NBPME Score Release
- Student Agreement
- Student Certification
- Payment of Fees

Stage II - Deadline 11-9-09

- Basic Application Part II
- Photograph
- Transcript
- Clinical Evaluation
- Letters of Recommendation (opt)
- Supporting Documents (opt)

Click on the "My Application" tab to begin. Links to the different pieces of the application are listed on this page.

Home My Application Payment Due Designate Programs

Stage I (Deadline Friday, 31 July 2009)

[Application Part I](#) [View PDF](#)

[NBPME Part I Score Release Authorization Form](#)

[Student Agreement Form](#) [View PDF](#)

[Student Certification Form](#) [View PDF](#)

[Student Payment Form](#)

Stage II (Deadline Monday, 02 November 2009)

[Application Part II](#) [View PDF](#)

[Upload Supporting Documents Form](#)

Complete Application PDF

[View PDF of Complete Application](#)

Each section of the application has a separate help button (🗨️). If you have questions about how to answer a question, please check here first. Another place to check would be this Instruction Booklet, found on the "Information" tab. If you still have questions, please contact the CASPR office directly. Contact information is listed on the "Information" tab.

The "My Application" tab will only be available during the first phase of the cycle. After the Initial Designation period ends on November 9th, you will not be able to make changes to your application. Contact information can be kept current via the "Edit Profile" tab, which will be available for the remainder of the cycle. Once the "My Application" tab is no longer available, any other changes must be requested in writing via email or hard copy through the CASPR office.

If you have not completed your application or designated programs by November 9, the "My Application" tab will continue to be available until both your application is completed and you have designated a program.

Stage I

Application Part I

Part I of the application has your demographic information and educational history.

Applicant Information

Verify the spelling of your first and last name. Enter your Social Security #. Because it is encrypted when you type it in, we ask that you reenter it for confirmation.



The screenshot shows a web application interface for 'Application Part I'. At the top, there is a green header with the text 'Application Part I' and a logo. Below the header is a navigation menu with tabs: 'Home', 'My Application', 'Payment Due', 'Designate Programs', 'My Programs', 'Rank Programs', 'OCEP', and 'Help'. A note states: 'Note: Required fields are marked with an asterisk (*)'. Under the heading 'Applicant Details', there is a sub-section 'Applicant Information' with a help icon. The form contains three input fields: 'First Name Mt.' with the value 'Shelle L.', 'Last Name' with the value 'Auguste', and 'Social Security Number'. A small instruction below the Social Security Number field reads 'Please enter numbers with no dashes'.

Personal Contact Information

Enter your current and permanent address information, preferred phone number and permanent phone number. It is EXTREMELY important that you keep this information updated. Changes can be made throughout the cycle on the My Profile Tab.

Applicant Personal Information

Gender and Ethnicity: These fields are used only for statistical tracking purposes within CASPR and are not released to the programs or colleges. Completion of these fields is optional.

Name listed on Official Documents: If different from the name you entered above, enter it here.

Visa Type: List the type of Visa you have if you are not a US Citizen.

Felony: If you were convicted of a felony, there will be a text box to enter an explanation.

Contact person

Please provide contact information for a person we can contact in the event we cannot reach you. Choose someone who will know how to get a hold of you throughout the upcoming year.

Educational Status

The default for Year of Graduation is 2010. If you are a previous graduate, select "No" for the question "Are you a member of the class of 2010?" and enter the year you graduated (yyyy format). You will be asked to enter a brief explanation of the reason you are seeking an **entry level** position.

GPA: Your GPA is entered by the colleges.

Colleges and Universities Attended: List the Universities, Colleges and Health Professional Schools you have attended or are attending in reverse date order, starting with the most recently attended.

- Your College of Podiatric Medicine will automatically fill in. Please provide the dates of attendance. If you are currently attending, enter your expected graduation date (mm/yyyy)
- There is room to enter up to 5 additional schools. If you enter any part of the information for a school, you must complete all of the fields.

CASPR Applicant Agreement & Certification

You will be asked to digitally sign these documents. Be sure to read these documents carefully to understand what it is you are agreeing to. This is to be regarded as a legally binding document.

The most important part of the Applicant Agreement is that you agree to become a resident at the hospital with whom you match.

Don't rank a program you are not willing to attend. Most students will match with their first couple of choices. It is possible to match with your last choice!

NBPME Score Release

July 31st is the deadline to complete the NBPME Score Release section of your application.

Scores from the October 2009 exam date will be included on your application, so if you plan to take the test in October, be sure to release your scores.

Beginning with the Class of 2010, all Part I test scores (if taken more than once) will be released to your designated programs. If you did not take the exam the first time offered or have any other information regarding your exam you wish programs to know, please complete the explanatory box available on the form.

Fully research the implications of not releasing your board scores to your designated programs. Talk to your Graduate Placement Director for more information.

Application Fees

The CASPR application fee is \$150 and includes up to 15 program designations. The CRIP scheduling fee is also \$150. While the CRIP fee can be paid at any time up until scheduling starts December 7, we recommend that you pay the entire \$300 when you apply.

Payment must be made online and only Visa and Mastercard will be accepted. Click on the Payment tab to enter your credit card information. 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 up front. The other two options deal with the number of designations you make and will be discussed in more detail in the designation section.

Payment of Fees

Fees must be paid via credit card online at www.CASPRweb.org. Only VISA or MasterCard are accepted.

Fee Summary

- Basic CASPR™ Fee \$150.00

- 16 - 35 designations \$ 75.00
- 36 or more designations, additional fee \$125.00
- CRIP Scheduling Fee \$150.00

Basic Fee/Designation Fees

The basic CASPR application fee of \$150.00 is required as part of your application. Your application will not be marked complete, and therefore no designations allowed, until this fee is paid. The basic application fee includes up to 15 program designations. If an applicant designates more than 15 programs, an additional fee of \$75 applies, which covers 16-35 designations. More than 35 designations requires payment of an additional \$125, for an unlimited number of designations.

CRIP Fees

The CRIP Scheduling fee of \$150.00 covers the costs of scheduling for the CRIP weekend. If an applicant knows that s/he will not be participating in any CRIP, there is no need to submit a CRIP Scheduling Fee. However, no applicant is allowed to schedule interviews without receipt of this fee prior to the scheduling time period. If you have a question regarding payment, please contact our office.

Refund Policy

Application Fee: No refund of the basic application-processing fee will be made to any applicant choosing non-participation in CASPR after November 9, 2009 (written receipt date by CASPR). A \$50.00 service charge will be deducted from the refund of the Basic CASPR Fee for withdrawal prior to this date.

CRIP Fee: The CRIP fee will be refunded for the following reasons:

- None of your designated programs attended CRIP
- You did not schedule any CRIP interviews
- The only program you scheduled interviews with withdrew from CRIP

A refund form will be available on the "Ranking" tab in January. The deadline for CRIP scheduling refund requests is February 22, 2010.

All requests for refunds MUST be received in writing or by the use of this form by the end of March 2010. Refund checks must be processed no later than six months following the date of issue. No replacements or refunds will be issued after this date.

Stage II

CASPR Application Part II

Part II of the application provides you the opportunity to list honors/scholarships, extracurricular activities, publications, and provide a personal statement.

Please be aware that the website will time out after 20 minutes. If you have not saved within those 20 minutes, everything you have entered will be lost; so save often.

Once you save you can move to a different section of My Application without losing what you have completed, returning later to modify as necessary.



The screenshot shows the 'Application Part II' web interface. At the top is a green header with a logo and the text 'Application Part II'. Below the header is a navigation menu with buttons for 'Home', 'My Application', 'Payment Due', 'Designate Programs', 'My Programs', and 'Rank Progra'. The main content area is titled 'Professional Accomplishments' and contains two questions, each with a text input field and radio button options for 'Yes' and 'No'. The first question is 'Have you received any honors while in professional school?' and the second is 'Have you authored any original papers for publication while in professional school?'. In both questions, the 'No' radio button is selected.

Professional Accomplishments

If you select "Yes" for any of the fields under Professional Accomplishments, the text box is a required field.

The text box on the screen is the same size as the text box on the PDF. If you can't see it on the screen, programs will not be able to see it on your application, either. Bring up and print your completed PDF to check for accuracy.

Personal Statement

The instructions say "In the box below, 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."

This is your opportunity to personalize your application. The field is a text box so no formatting (underline, bold, etc) will be saved. Be concise. Be sure to spell check and proof read your statement; then have someone else do it, too. Check the "View Application Part II" pdf to make sure your statement fits. Modify if needed. Print for your records.

Additional Comments

The Additional Comments section is to put information that a program should consider when looking at you as a potential resident, such as citizenship, Visa restrictions, or more information about legal issues. It is NOT a place to continue your personal statement, listing extracurricular activities, or honors/scholarships.

Size Limits

The following field sizes apply to the Part II. Be sure to view your application in PDF form to verify that everything fits and nothing was truncated. You will need to upload your photo before you can view your Part II. (See Uploading Documents Section).

Honors	600 chars
Publications - Title	100 chars
Publication - Journal	85 chars
Publication - Date	18 chars
Research - Title	100 chars
Research - Comments	320 chars
Residency - Institution	50 chars
Residency - Address	45 chars
Residency - Program Director	35 chars
Residency - City	18 chars
Residency - Start & End Date	8 chars
Extracurricular Activities	3100 chars
Personal Statement	4000 chars
Additional Comments	2400 chars

Transcripts and Clinicals

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.

All medical school transcripts must be included in your application and uploaded to CASPRweb.org in English.

Once the transcript and clinical has been uploaded to your account, a check will appear in your status box. Be sure to confirm that these have been uploaded to your file prior to November 2. If they are missing your application is incomplete and will not be available to the programs you designate on November 16.

Please be aware that applicants will not be able to view their transcripts and clinicals on their Complete PDF application. Students can request a copy of their transcripts and clinicals directly from the school.

Uploading Photograph and Supporting Documents

CASPRweb allows you to attach supporting documents to your application. A photograph is required. Letters of recommendation and CVs are optional, although many programs require them.

There is room to upload a total of six documents, including the photograph. Most programs will require three letters of recommendation, leaving two spaces for CV, research you've participated in or articles you've published. More than one document can be scanned together as long as the total size is less than 1MB.

The photograph can be in a common photo format, such as .JPG or .BMP. All other documents must be saved to your computer in PDF format.

You will need to request letters of recommendation early in the process. Give your recommender your preferred deadline date and your email address. Save these documents as PDFs on your computer if not received in this format.

On the My Application tab, click on the Upload Supporting Documents Form. Select a document to upload from your computer by clicking the Browse button. Select the type of document (LOR, photo, CV, etc) and click Upload.

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. Repeat the process for each document you wish to upload. Please note that you can only upload a total of 6 documents.

ID: G4

Upload: Browse...

Type of Document: (select) ▼

Upload

The documents that you have uploaded are listed at the bottom of the screen to view, print, or delete.

View Uploaded Documents

	Uploaded Document	Document Type
Delete	2010Inst4free.pdf	Letter of Recommendation
Delete	Sursterv.jpg	Photograph
	2009Placements.pdf	Clinical
	2009Placements.pdf	Transcript

Cute PDF Writer is a Freeware program that will allow you to print Word documents to PDF files. The program can be found at www.cutepdf.com.

Suggestions for Naming Documents

Here are a few suggestions for naming each document. The name can include:

1. Your Applicant ID, which can be found in the status box on the home page – so that the CASPR office can identify to whom the document belongs.
2. Name of submitter or type of document – so that you can distinguish which document is which.

Examples:

<u>Letter of Recommendation (LOR)</u>	<u>Photo</u>	<u>CV</u>
A45LORDrFord.pdf	H334Photo.jpg	M129CV.pdf

Photograph - REQUIRED

Use a professional photograph that shows a full front view of the head and shoulders. The photograph should be taken against a white or light colored background. The size of the space for the photo on the application is 2"x2.5". Common digital photograph types (.jpg, bitmap, etc) are accepted, but the photo cannot be more than 1 MB in size.

You will be able to view the PDF of how the photograph will look on your application and can delete and re-upload if necessary.



Requirements:

- Size: 2.5" x 2"
- Pixels: 144w x 180h (at 72 pixels/inch)
- File Format: A common photo format such as .BMP or .JPG
- Maximum Size: 1MB

A 4" x 6" photo will not work (you will get abnormally skinny). If you have any problems editing your photo, please contact CASPR and we can do it for you.

Letters of Recommendation (LORs) – OPTIONAL

Programs will indicate on their Directory Page how many letters of recommendation you are required to submit. Some programs specifically require the Dean's Letter, if available.

Once a document has been uploaded to your file, you can view and print at any time. Keep in mind that once your application is completed, you cannot make changes to the files you have uploaded after November 9th. Keep in mind that all programs will receive all pieces of your application.

Keep in mind that LORs should include:

- The date
- A generic salutation
- A reference line with your name
- Signer's title or position
- A signature by the letter writer.

To upload a letter of recommendation to your account, scan the document into a PDF file. You may want to ask your recommender to provide you a copy of the letter in PDF for you to upload. If the recommender prefers, LORs can also be sent directly to the CASPR office, where they will be scanned and uploaded to your account. You will need to let your recommender know that you will be able to see the letter.

Colleges have the option to upload letters of recommendation, in addition to the transcripts and clinicals, to your file. Applicants will be able to view or delete any letter uploaded to their file. Colleges will not have access to letters that the applicant has uploaded. .

Designate Programs

CASPR Directory

Between April 1st and June 2nd, residency programs complete their program information to be included in the CASPR Directory. The 2010 CASPR Directory is published to the www.casprcrip.org website on June 5th at 5 pm EST. Programs that

complete their registration after the June 2nd deadline will be added to the Directory and the Designation form on a rolling, monthly basis.

Any updates or changes made to a program's directory page after the initial publication will be listed on the "What's New" page.

Listing Format on casprcrip.org

The Directory listing has been designed to provide information to applicants at a glance. The program name, city and state is listed, as well as the program number, the program type, and CRIP Week Period. All approved CPME 300 programs are listed, so check the status field to find out if a program is not participating or has withdrawn from the Match mid-cycle. In order to easily find programs that have been updated after the initial Directory publication, there is a Date Updated field. All fields are sortable by clicking on the column header, so if a student is only interested in PM&S-24 programs, they can sort that column and only look at those programs.

2009 CASPR Directory

[Alphabetical Listing](#)
[Lists & Charts](#)

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

Program Statuses
 P - Participating NLA - No Longer Accepting applications
 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
NV	Las Vegas	Hard Luck Hospital	0118	PM&S-36	WEST	W	5/6/2007
CA	Happy Valley	Happy Valley Hospital	0120	PM&S-36	WEST	NP	5/6/2007

American Association of Colleges of Podiatric Medicine (AACPM)
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The CASPR Directory is automatically sorted by Program Name. Once you click on a program, the directory page will be displayed in a new window.

Please note:

- The Directory is an unofficial guide and is not intended to be a complete description of each residency program.
- The Directory may include some programs that have provisional approval and are eligible for their on-site evaluation but have not yet been evaluated by the Council on Podiatric Medical Education of the American Podiatric Medical Association. Although these programs may be scheduled for an evaluation in the fall of 2009 or the spring of 2010, applicants should understand that there can be no assurance that the program will receive Council approval prior to the

beginning date of the residency. Additionally, some of the programs listed are in probationary status following their on-site evaluation. The great majority of these programs correct the problem(s) and become fully approved prior to or during your residency training. The status of the programs listed in the Directory can be found in the CPME 300 document, available on www.cpme.org under Residencies.

- The information in this directory is provided by each participating podiatric residency program and is considered accurate as of the time of publication. Changes may be made in any institution's program by its Board of Trustees, Administration, and/or Medical Staff at any subsequent time without notice. The provisions of this directory do not constitute an irrevocable contract between any applicant or resident and the respective institution/program.
- CASPR is not responsible for any errors or omissions in the information presented or for any misrepresentation of a program's requirements or provisions that might arise as a result of errors in the presentation of this directory. Although effort is made to assure the accuracy of the information, applicants should contact the appropriate program for information.

Directory Page

Every year programs are required to complete/update their program information. CASPR compiles this information into their directory page.

Program Name: The name under which the program is listed in the CPME 300. The address for the sponsoring hospital is listed under the name.

Director: The residency director and contact information is listed here

CASPR #: Program's ID# within the CASPR system.

CRIP: CRIP location the program plans to attend. Programs listed as Unsure will be updated as they finalize their interviewing plans. Programs listed as No either will not conduct interviews, choosing from previous clerkship students, or will hold interviews at their hospital after CRIP.

COTH's Standards and Practices states that programs "shall not conduct interviews for the purposes of resident selection prior to the first interview date or in conflict with any of the interview dates published by the national resident matching service."

COTH Member/Rescue Fund insured: The residency programs that are COTH members are also "insured" by the Residency Rescue Fund, a fund created to financially assist students who lose their residency position through no fault of their own.

Entry Level Positions: This section list the type of approval the program has and the # of positions approved. Rarely a program will be approved for more positions than they are able to fill, reflected in the # funded listed.

Hospital Description:

Accreditation: The type of hospital accreditation is listed

Staff DPMs: Total of Staff DPMs in programs affiliated institution.

Other Residency Programs: Medical residency programs offered at the Hospital other than Podiatry.

Affiliated Institutions: Other institutions at which training takes place.

Clinical Experiences: An overview of the type of rotations a resident can expect.

Other Clinical Experiences: Anything not listed above.

Program Emphasis: If a program has a particular emphasis, such as diabetic wound care or sports medicine, they can list in this space.

Didactic Program: Lists which Didactic Programs are included in the residency.

Resident Benefits: The benefits offered to residents are listed here, including stipend and insurance information.

Applicant Requirements: Minimum requirements and additional program requirements above and beyond the CASPR application. Any additional fees should be paid directly to the program and mailed to the address listed. Documents such as CVs and LORs can be uploaded directly the CASPRweb.org site.

Available Resources: This lists where to get copies of the Contract, Benefit package, and curriculum for you to review. These may be available at more than one source.

Program Overview: Additional information about the program the Program Director wants applicants to know. This is an important section to read carefully.

Initial Designations

Designation forms open on June 8. Once you have paid the CASPR Application fee you will begin to select which programs you wish to receive your application. A running total of the number of applicants is available to programs throughout this period. Changes can be made to the designations between June 9 and November 9. On November 10, the designations in the system are final and will be delivered to the programs on November 16.

Guidelines for Designating Programs

Students often ask " what programs should I designate? Consider the following factors:

1. What type of training are you seeking?
2. How important is location?
3. What is your priority - stipend, geographical region, type of training?
4. Do you meet the program requirements?
5. Did you apply to all of your clerkship programs?
6. Did you designate enough programs? There are always program closures during the CASPR cycle, you don't want to be short when it comes time to rank. Not ranking enough programs is the #1 reason for not Matching.

Designating Programs

To view the list of programs to designate, click on the Designate Programs tab. This tab will not be available until the CASPR application

A screenshot of a web interface titled "Residency Listing" with a blue plus icon. It features a "State:" dropdown menu set to "Alabama". Below this is a table with columns "Select", "CASPR #", and "Program Name". The table contains one row with a checkbox, "0508", and "DVA - Critl Alabama Hlthcare Sys". A "Designate" button is located below the table.

Select	CASPR #	Program Name
<input type="checkbox"/>	0508	DVA - Critl Alabama Hlthcare Sys

fee has been paid. Select a state from the drop-down box at the top of the screen. Programs in that state participating in CASPR will be listed. Check the box in front of the programs you wish to designate, then click the Designate button.

The programs will be listed on the right side of the screen in the Designated Programs column. To remove a program from your list, check the box in front of it and click Remove. You can add and delete programs up until the November 9 deadline. At that pointt the "Designation Programs" tab will be closed until after November 16.

Please Note: Designations made after November 16 are considered late.

Additional Fees

The CASPR application fee includes the cost of up to 15 designations. If you wish to designate more than 15 programs, additional fees apply. You will not be able to add more than 15 programs to your list until the fee has been paid. Go to the Payment Due tab. Select 16-35 designations and pay the fee. If you wish to designate more than 35 programs, there is another additional fee.

Once the fee has been paid, if you delete programs, reducing your total to 15 or less, the additional application fees are non-refundable.

Application Delivery

Changes can be made to your list of designated programs right up until 11:59pm EST on November 9. At this point, all designations in the system are final. On November 16, at 11am EST, program directors can log in and view the applications to their programs. Programs expect that these applications represent the total number they will receive.

The applications are delivered as a PDF file composed of the following: Part I with NBPME results, Part II with photo, transcript, clinical, Letters of Recommendation and any additional uploaded documents.

After Initial Designation is Over

The deadline for initial designations is 11:59PM EST on November 9. At midnight, the applicant site will shut down. This is to allow CASPR staff time to review the applications and prepare for the distribution of files. The site will be down until November 17.

On November 16 at 11AM EST, programs can log into their CASPRweb.org site and view your applications. By the beginning of December they will have reviewed the applications, granted interviews, and submitted detailed information on how they will conduct their CRIP interviews.

Accepting Additional Applicants

After the site comes back up on November 17, applicants can finish their applications, if they haven't done so already, and continue to designate programs until December 30. However, programs expect that when they receive the applicant files on November 16 they have all of the applications they will receive. There is a chance that they will not go back and look at additional applications or will opt out of receiving additional applications (see below). All of your designations should be completed by November 9; **any additions after that date are considered late and should be on an "emergency" basis only.**

Opting Out

A program can choose to no longer accept applications at any time after November 16th. This will be reflected on their Directory page, the directory listing (marked as NLA), and will remove the option to designate that program from the "Designate Programs" screen. Therefore applicants should designate all programs that they are interested in by the initial designation deadline or risk not being able to apply.

My Programs Tab

My Programs

Once your application has been sent to a program, that program will be listed on the My Programs tab. In order to facilitate communication between the program and applicant, three fields are available: Application Complete, CRIP Interview Granted, and Notes

Application Complete

Many programs require additional application materials not included in the CASPR application, such as fees. With CASPRweb, programs are able to communicate directly to the applicant's portal when their application is complete by checking a box. If this box is not checked, the program should list the missing items in the Notes box. If they have not, contact the program for information on what is missing. Programs have until December 1, 2009 to review their applications.

If a program indicates that something is missing from the basic application sent by CASPR, please contact the CASPR office immediately and the CASPR staff will take care of it. Programs should not ask you to provide them directly with any part of the basic application, including hard copies.

Notes

Programs can use this text box to send messages to their applicants. Information can include items missing from the application, interview dates for programs not participating in CRIP, and other notes.

CRIP Interview Granted

The last field indicates whether a program has granted you an interview. anted you an interview. You MUST be granted an interview online in order to schedule for CRIP.

Programs participating in CRIP must submit their initial lists by December 1. If a program has not filled out this section after December 1st, contact them directly.

CRIP

2010 CRIP Information

The Centralized Residency Interview Process (CRIP) was established in 1986 to help students save time and money during the interview process. Originally interviews were

held on eight weekends across the country. It was consolidated to seven, then five, then three weekends. In 2010 CRIP will be consolidated to one location.

CRIP 2010 will take place at the Embassy Suites in Frisco, TX from January 9-17, 2010 for our first week-long consolidated CRIP. The breakdown of dates is listed below:

<u>Dates</u>	<u>Days</u>	<u>Geographic Area</u>
January 9 – 11, 2010	Sat, Sun, Mon	1, 3, 4 & 5 (West of the Mississippi River, South-East and Mid-West)
January 11 – 15, 2010	Mon through Fri	Mid-Week (Any Program can opt for Mid-Week)
January 15 – 17, 2010	Fri, Sat, Sun	2, 6, 7 & 8 (North-East and Mid-Atlantic, + OH and KY)

Hotel And Transportation

CRIP Hotel

CRIP: January 9, 2010 – January 17, 2010

The Embassy Suites Dallas-Frisco Hotel, Convention Center & Spa

7600 John Q. Hammons Drive, Frisco, TX 75034

(972) 712-7200

- o Group Rate: **\$159.00 single/double + 13% tax**
- o To avoid an early departure fee, clarify length of stay upon check-in
- o Group Name: **AACPM CRIP Participant**
- o Deadline for Reservations: **December 18, 2009**
- o Online Reservations link: [Reservations](#)

TRANSPORTATION

From the Airport: The hotel is 20 miles from either Love Field (Southwest Hub) or Dallas Fort Worth Airport. Embassy Suites is not an airport hotel and does not provide transportation to or from the airport. You have several options for transportation to and from the hotel:

1. Airport Shuttle Services: a shared shuttle is an economic way to get from the airport to the hotel, but may take as much as two hours before arrival at the hotel.
2. Car Rental: Enterprise has a rental desk at the hotel and Hertz is close enough that the hotel shuttle will pick you up. You can rent a car at the airport and then drop it off that same day.

3. Taxi: Taxi service to the hotel is very expensive, more than \$50 one way from Dallas Fort Worth, although sharing a taxi could help cut down on cost.

Driving: Contact the hotel for specific directions if driving.

Parking: Limited Outdoor Parking - Free
Covered Self-Parking - \$10 per day

CRIP: Booking Travel

Effort has been made to obtain the lowest rates in a hotel that is accessible from major airports and meets the needs of the CRIP program. When calling the hotel for reservations, make sure that you meet the deadline for booking reservations. The listed rates are based on space and rate availability. The hotels cannot guarantee rates after the deadline dates.

The hotel reservation blocks do fill up, so be sure to make your reservations in advance. A link to the reservation site is available under CRIP Hotels. Hotels will ask for a credit card but will not charge the card until your stay, so if you are not sure if you will be going to CRIP, make your reservations. You can always cancel later.

When booking your hotel and flight, you should plan to arrive at CRIP on the evening prior to the start of the interviews. This will allow you to become familiar with the hotel and be prepared for early morning interviews. Interviews can start as early as 8 am and go into the evening. Some programs will hold callbacks & socials so be sure to take that into consideration when scheduling travel.

Last year one program at the East and two at Central had interviews on the last day of the three-day period 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.

CRIP Scheduling

CRIP Scheduling Overview

During November programs review their applications and decide whom to interview, checking off the "interview granted" boxes on the "My Programs" tab. They also fill out information on when they will be interviewing and how long the interviews will last. This information is translated by the website into interview blocks. Starting December 7th, applicants log onto www.CASPRweb.org to schedule for all programs attending CRIP that have granted them an interview. Applicants can see the interview blocks and select the time that is best for them.

Just as applicants do not need to stay any longer than necessary, programs only have to stay long enough to conduct interviews. Programs that only grant a few interviews may have a very small block of interview slots to choose from, other programs may run multiple days.

Payment of the CRIP Scheduling fee is required before applicants will be able to schedule online.

Scheduling begins on December 7 for Weekend I at 11 am EST. Every few days another portion of the week will be added. All scheduling is done online on a first come, first served basis. Applicants can only schedule with programs that have granted them an interview.

Call us IMMEDIATELY if you have problems, either technical or just putting together your schedule – 1-800-443-3514 (M-F, 9AM – 5PM EST). The longer you wait the fewer interview spots will be open and the harder it will be to help you.

Programs will be able to view the times that are filled on their schedule, but not the names of the applicants that filled them. This allows applicants to change or cancel interviews during the scheduling period.

The scheduling period lasts about four weeks for each region. Changes can be made to your schedule at any point during this time. After scheduling closes, please do not cancel scheduled interviews unless absolutely necessary. If you find it is necessary, contact the CRIP office during business hours. During CRIP week, contact the CRIP hotel and ask for the registration room or leave a message for CRIP staff.

CRIP Scheduling - begins at 11AM EST

<u>Location</u>	<u>Dates</u>
1st Weekend	December 7 - January 5
Mid-Week	December 8 - January 8

2nd Weekend December 15 - January 13

Scheduling is done online at www.CASPRweb.org. Scheduling is open 24 hours/day and is conducted on a first come, first served basis.

If you have been granted an interview there is an interview spot available for you. If there are no spots available online or if you have conflicts with the time available, please contact the CRIP office. Do not contact the programs, as they will not be able to make changes to their schedules.

Instructions for Scheduling Online

After granting interviews, the programs who are attending CRIP enter details about interview length and setup. The website translates these details into time blocks. During December, applicants log on to www.CASPRweb.org and select a time block for each program that granted them an interview during CRIP, creating their own schedule.

How to Schedule

Once on the CRIP tab, click on Create/Modify CRIP Schedule. Select a location from the dropdown at the top of the page, and then select a Residency Program from the list to open their schedule.

On the popup schedule, the interview slots that the Residency Program has approved are listed. You can then click on any available cell to reserve that time slot. Only available time slots are clickable and only one time slot is allowed per program. Interview times that have already been reserved by other applicants will appear in green. Special Events hosted by the Residency Program (also displayed in green) are open to applicants, and do not require reservation. **Reminder:** Interviews must be scheduled with at least 30 minutes between the end of one and the beginning of the next.

Call us IMMEDIATELY if you have problems, either technical or just putting together your schedule – 301/948-9764 (M-F, 9AM – 5PM EST). The longer you wait the fewer interview spots will be open and the harder it will be to help you.

View Schedule

To view your complete schedule, click on Create/Modify CRIP Schedule. The schedule is listed by location in the center of the page. You may need to scroll to one side or the other to view all of your interviews and socials.

Reschedule

To reschedule an interview with a Residency Program, you will need to be in the Create/Modify CRIP Schedule webpage. You will first need to delete your current interview with that program. From the Complete schedule in the center of the page, click on the interview slot to delete it. You can then select the program from the list at the top of the screen and reschedule your interview on their calendar. Please note that once you delete an interview, you may lose that time slot, as it becomes immediately available to other applicants.

Print Schedule

On the "CRIP" tab, scroll to the bottom. There are links for each location that will create a printable schedule. Please note that these schedules are **drafts** only. The final schedules with the interview room locations will be available at CRIP Registration upon sign-in.

CRIP Weekend

Registration at the CRIP Weekends

During CRIP week, sign in at CRIP Registration every day you have an interview at least 30 minutes prior to your first interview. CRIP staff needs to know when you are onsite! Last minute changes are rare, but they do happen. You will be asked to provide your room number or cell phone number so that the CRIP staff can reach you quickly.

The Registration Room will be in the **Buffalo Trail Room**.

2nd floor up the stairs to the left, or on the right as you exit the elevators

When you sign in the first day you will receive the final copy of your schedule with the interview room numbers on it, along with a nametag.

Sign in every day you have an interview before your first interview. CRIP Staff needs to know you are on-site!

The registration room is our only means of communicating en masse during the week. Please check back occasionally. The following information will be posted here:

- Any last minute changes and adjustments
- Occasional interview room changes
- Call back information
- Changes in program plans due to weather, etc

- A communication center for arranging shared lodging or travel

Understanding Callbacks

Each year there is confusion about what a callback is and who is affected by them. The following is an overview of the callback procedure.

What is a callback?

Briefly, a callback is a second interview with a program during CRIP. Only a few programs hold callbacks. Programs indicate whether or not they plan to hold callbacks before students start to schedule.

Once a program finishes the initial round of interviews during CRIP, they turn in a list of candidates to call back to the CRIP staff. Generally, within a half-hour of receiving the list from the program, on-site CRIP staff will post the list of candidates granted a second interview in the CRIP Registration Area by CASPR ID.

CRIP staff assigns times for all callbacks based on a candidate's schedule. Candidates must contact CRIP staff to find out their assigned time or notify CRIP staff if they decide to decline the interview. See the individual types of callbacks for more information.

When signing in each day, note any travel restrictions on the sign-in sheet, such as driving distance from the CRIP hotel or flight times, which may affect the call back time assigned to you. CRIP staff will do its best to work around these times.

If your program holds callbacks, it will be listed on the PDF view of your schedule.

Why do programs have call back interviews?

Callbacks are held for a variety of reasons, which include the following:

- A program interviewing in multiple rooms may want to have the entire selection committee meet with a short list of candidates.
- A program may seek clarification with some candidates if they still have questions.
- A program may use it as an opportunity to let you know that they intend to rank you highly.
- A program may callback applicants who did poorly on their initial interview to give them a second chance.

Remember, it is acceptable for a program to indicate that they plan to rank you. It is NOT acceptable for a program to ask if you plan to rank them. You have every opportunity to interview with all programs granting you an interview. DO NOT cancel the rest of your interviews because a program has told you that you are their number one choice. Verbal statements are **not** binding.

If one of your programs holds callbacks and you do not get called back, you can still rank the program! Programs routinely rank more applicants than they call back.

Types of call back interviews:

Same-day callbacks – held the same day as the initial interview. Quick turn-around from the time the list is given to on-site CRIP staff and the beginning of second interviews.

Once the list is posted candidates can contact the CRIP staff immediately to find out their assigned times. Candidates need to make themselves accessible by remaining in the hotel where staff can reach you easily. It is the candidate's responsibility to check and see if they have a callback.

Next-day callbacks – take place after the completion of all initial interviews for that program; may be next day or the following day.

Because some people receive multiple call back interviews, staff must wait until all lists are in prior to assigning times. Times are assigned overnight. Candidates must confirm their assigned time with CRIP staff between 7am and 9am the day of the callback.

It is the student's responsibility to identify whether or not a call back has been granted and then confirm the time with CRIP staff. If you are not staying in the CRIP hotel, find a friend who is and is willing to check the list and communicate with you. It will be your responsibility to know whether or not you have been granted a call back. Should you decide not to accept a call back, please notify CRIP staff immediately.

Group callbacks – rather than individual interviews, the program sees all call back candidates at one time. These are generally informal and social in nature. The location and time will be posted with the candidate list.

CRIP Weekend Reminders

- Sign in at CRIP Registration every day you have an interview.
- Be prepared

- Anticipate the unexpected question
- Be rested and relaxed
- Read signs & notices prior to asking for help
- Dress professionally, but comfortably
- Wear a smile with your self-confidence
- Have a joke or anecdote in your back pocket
- Go to all scheduled interviews
- Do not listen to rumors
- Get off your feet whenever possible
- When in doubt, ask CRIP staff
- Alert CRIP staff to travel restrictions
- Find a “call back” buddy if not staying in or near the hotel
- Know your way around the hotel
- Arrive outside an interview room 10 – 15 minutes early
- Stay focused
- Have fresh fruit or snacks on hand
- Stop by CRIP Registration frequently throughout the day
- Get some fresh air
- Find time to be by yourself
- RELAX

Weekend Problems

While every effort should be made to be in good health and on time, occasionally problems, such as flight delays, car problems or illness do arise.

During the CRIP weekend, 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.

CRIP Interviews

Preparation

Preparing for Interviews:

- Be knowledgeable about the program that is interviewing you
- Have questions about their program prepared in advance
- Prepare an answer for possible "inappropriate" questions
- Practice answers to possible questions out loud or with a buddy.

The Day of the Interview

- Have a copy of your complete application with you
- Make your answers relevant to the question asked, not too long or too short
- Take a moment to breathe before answering.
- Say "I" to show your personal involvement
- Smile, stay positive and confident. Make eye contact.
- Can't answer? That's fine. Instead state where you could go to find the answer to attack the problem.
- Ask meaningful questions, things you would like to know about the program, the general area, housing, etc.

Possible Types of Interview Questions:

- Ethical situations
- Competency-based questions
- Sample cases from start to finish
- Experiences encountered in Clerkships or Clinic
- Reading X-Rays, manual dexterity skills

- Free time activities - favorite book, movie
- A good joke may come in handy...

Programs are beginning to steer away from strictly factual questions. They are more interested in how you work through a problem or sample case. Think through and make notes of various experiences that you have had in clinic or at clerkships that you can draw from for examples of how you have handled various situations. Consider what you learned and how that can apply to your future training.

Examples:

1. What was the most difficult decision you have made in the last six months? What was the situation? What made it difficult? What factors or variables did you consider?
2. Describe a time when you had great difficulty communicating your thoughts clearly to another person or group. What was the situation? What was the message you were trying to convey? Where did the difficulty in communicating effectively lie? What was the outcome?

Ranking Etiquette:

There is widespread misunderstanding of what is permissible and not on the part of residency programs and applicants concerning statements on ranking. As you go through the selection process, keep the following guidelines in mind:

- Verbal statements are not binding
- A program may tell you if they plan to rank you and where
- A program may NOT ask you if you plan to rank them
- You may NOT ask a program if or how they plan to rank you
- A program CANNOT ask or require you to withdraw from further interviewing (CRIP)
- A program CANNOT ask or require a letter of intent or any other written commitment
- Be aware that a program may contact you after the interview looking for a commitment. NO commitment should be made prior to the Match announcement.

Sample Responses to Inappropriate Questions

Although the law prohibits employment discrimination on the basis of sex (including pregnancy and childbirth); race; religion; national origin; age; and handicap, you may be asked questions based on these subjects. If you wish to refrain from answering such a question, instead of challenging the interviewer with "That's an illegal question," you may respond, "I prefer not to answer this question right now:" or "My (religious, ethnic background, marital status) does not impact my abilities as a physician."

Some questions may be "trick stress" questions. Others may ask you to compare their program in some fashion with another. You may wish to answer, "I have applied to your program because..." or "I do not know the intricacies of other programs well enough to compare." Still another may ask for negatives such as your greatest weakness or most embarrassing moment. There is no need for you to reveal such information. Instead be prepared to change such questions into positive attributes. Answers should stress what you find challenging or requiring responsibility or determination on your part. Show that you are a committed, responsible person eager to learn and give as much as you can to the program. Let the interviewer know that at this point your residency is your number one priority. It is your intention to allow nothing in your personal life to interfere with your professional performance.

Excerpts from [The Residency Interview](#), Simon M. Lane, DPM, MS and [Podiatric Residency Interview Preparatory Manual](#), Charles F. Fenton, DPM. FACFS

Complaint Procedure

If you feel that inappropriate questions have been asked or inappropriate behavior has occurred on the part of a residency program, write down the details of the incident as soon as possible. Be factual. Include dates, time and people involved. An individual or group encountering the same problem may file a complaint against a podiatric residency program that holds membership in the AACPM. If you request, your name will be kept confidential. Only written and signed complaints will be acknowledged and reviewed. An established procedure has been developed to review and act upon complaints in a timely and confidential manner. Your complaint will be given serious attention and the program will be notified that a complaint has been registered against it. Complaints against programs who are not AACPM members will be forwarded to the Council on Podiatric Medical Education. Complaints are acted upon at a time that will not influence a program's consideration of an applicant.

Programs that Do Not Participate in CRIP

Programs conducting interviews outside of CRIP are encouraged to let their applicants know the interview plans by entering them in the Notes field on the My Program tab. In addition, CASPR will collect interview plans for programs not participating in CRIP and post them to the www.casprcrip.org site on the student page.

CRIP is optional. Programs who do not participate agree to wait until AFTER the CRIP week to conduct interviews. The earliest they can conduct interviews is January 18. (See [COTH Standards & Practices for Residency Selection](#))

CASPR and CRIP are two separate programs. Even if a program is not participating in CRIP you **must** designate them through CASPR for the opportunity to Match with them.

Ranking

Ranking opens January 25, 2010 for both students and program directors. Go to the Ranking tab and read the information provided there.

You will rank programs in numerical order and can choose to rank zero programs if you wish. Changes can be made to the rankings up until the deadline of 11:59 pm eastern, February 22nd, at which point the information in the system is final for both applicants and residency programs. **No changes in ranking after this deadline!**

Each time you save or update your rankings you will receive an email confirmation. Be sure to print a copy of your ranking form after saving by clicking on the "Print Ranking Form" link.

CASPR Match

The Match

The CASPR Match Program is the final phase of the central application service, in which podiatric residency positions are filled through a computerized matching program.

The basis for the CASPR match program is the comparison of priority selections by the applicants and the podiatric residency programs, recorded on the CASPRweb.org site. In the match, the confidential Ranking Forms (numerical rank orders) are the only determinants of offers and acceptances of residency spaces.

An applicant will be matched with the highest choice on his/her Ranking Form, provided that residency program also chose that applicant before having its spaces filled with applicants which it ranked higher. An applicant's chances for being selected by second or third choice programs are not diminished just because they are of a lower priority.

A residency program is never matched with an applicant whom it identifies as unacceptable. Only those applicants ranked by the program will have the potential of being matched to the program. The only reason a program may not be matched with a

particular applicant is that the applicant preferred (assigned a higher rank) another program that also desired that applicant.

More detailed information on how the Match works will be available closer to the Match date.

Match Announcement

On Monday, March 8, 2010, at 11am EST, programs and applicants can log on to www.CASPRweb.org to view their Match results.

If you Match with a program, the program name and address will be listed. Be sure to save a copy of your Match Announcement for your files.

If you do not Match, information on participating in the Scramble will be available.

The three weeks between ranking close and the release of the Match results are necessary to give the CASPR office time to verify results and prepare reports.

After the Match

On the same day as the Match is announced, we will publish the Unfilled Positions on www.casprcrip.org at 5 pm EST. This document lists programs with unfilled positions and how to apply to those positions. Once a program notifies us that the position(s) has been filled we will update the document. Although requested, please keep in mind that programs are not obligated to inform us of when their positions have been filled. We keep the Unfilled Positions document on our website as current as we are able.

Applicants who did not Match can apply directly to programs who have unfilled positions. This is called the "Scramble" because it happens very quickly. Even if you expect to Match, all applicants should have an application packet ready to go just in case they find themselves participating in the Scramble. The packet should be both digital and hard copy and include a copy of your CASPR application, LORs, transcripts and clinicals (which you will have to request from the school). Don't delay in sending out applications; most positions will fill within the first week.

When new positions become available, we will post them on the "What's New" page and let the Graduate Placement Directors at the schools know.

Applicant Files

Applicant files will only remain available via the web until March 14, 2010. At this time, the site will roll over for a new cycle. You should make both a digital and hard copy of your application before this time for your files.

Applicant Schedule

2009-2010 CASPR/CRIP Applicant Schedule

- | | |
|--------------------|---|
| April | CASPR Orientation Workshops |
| Fri June 5 | CASPR Directory published on web, 5 pm eastern. |
| Mon June 8 | Applications and Designation Tabs open, 11 am eastern
<i>[Available 6/8 – 12/30]</i> |
| Fri July 31 | Application Stage I Initial Deadline 11:59 pm eastern
<i>*Application Part I, NBPME Score Release, Applicant Agreement and Payment completed by this date*</i> |
| Tues Sept 1 | Deadline for paper submission of transcripts and clinicals from colleges |
| Mon Nov 2 | Application Stage II Initial Deadline 11:59 pm eastern
<i>*Application Part II, the uploading of LORs, transcripts and clinicals, and the photo completed by this date*</i>
Deadline for electronic submission of transcripts and clinicals from colleges |
| Mon Nov 9 | Initial Program Designation Tab closes 11:59 pm eastern
<i>*Only applications with all sections complete will be forwarded to programs*</i> |
| Mon Nov 16 | Applicant Files available to Programs, 11am eastern
<u>Receipt Deadline</u> of Supplemental Fees & Materials from applicants sent directly to Programs |
| Mon Dec 7 | CRIP Scheduling opens on-line 11 am eastern
<u>Location</u> <u>Scheduling Available</u> |

Weekend I	December 7 - January 5
Mid-Week	December 10 - January 8
Weekend II	December 14 - January 13

Wed Dec 30 Application and Designation Tabs close; Final applications available to programs, 11 am eastern

Jan 9 – 17, 2010 Centralized Regional Interview Program **(CRIP)** - Frisco, TX

<u>Dates</u>	<u>Days</u>	<u>Location</u>
Jan 9-11, 2010	Sat, Sun, Mon	Weekend I
Jan 11-15, 2010	Mon through Fri	Mid-Week
Jan 15-17, 2010	Fri, Sat, Sun	Weekend II

Mon Jan 25, 2010 Ranking Form Tab opens, 11 am eastern [[Available 1/25-2/22](#)]

Mon Feb 22, 2010 Ranking Form Tab closes, 11:59 pm eastern

Mon March 8, 2010 **MATCH DATE** - Match results available on-line, 11am eastern