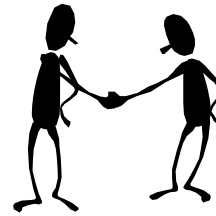


# Welcome to CASPR™



Section 3.3 of the Council on Podiatric Medical Education's CPME:320 Document states: **“The sponsoring institution shall participate in a national resident application matching service. 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. (CPME: 320, 3.3, July 2007)**

## **What is CASPR?**

The Central Application Service for Podiatric Residencies (CASPR) is a national application and matching service open to all graduates of accredited colleges of podiatric medicine. CASPR enables applicants to apply simultaneously to any or all of the podiatric residency programs approved by CPME. CASPR facilitates residency selection by centralizing and streamlining the application process. Through CASPR residency program directors obtain materials such as personal statements, NBPME PART I scores, medical college transcripts, and clinical evaluations for their student applicants. Residency Programs then select applicants to interview and rank who they would like to be in their program. Both program and student rankings go through a computer program that tries to match a residency with a ranked student. The Match results are then released to both the programs and students on the second Monday in March.

## **Is CASPR affiliated with CPME?**

No. The Council on Podiatric Medical Education (CPME) is an independent accrediting body which sets the standards, requirements and guidelines which podiatric residency programs must follow to obtain program approval. CASPR is administered by the Council of Teaching Hospitals (COTH), a council of the American Association of Colleges of Podiatric Medicine (AACPM).

## **Is my sponsoring institution required to be a member of COTH to participate in CASPR?**

No. Membership is optional for sponsoring institutions. Institutions are encouraged to show their support of graduate medical education and to use AACPM/COTH to stay informed of the political and congressional activities affecting podiatric medicine such as Medicare reimbursement, debt management and administrative education through membership in AACPM/COTH.

## **Is my program required to participate in the Centralized Regional Interview Program (CRIP™)?**

No. Participating in CRIP a centralized interviewing service of AACPM, is optional. However, by signing the CASPR Institutional Agreement, CASPR programs agree to abide by the Standards and Practices for Resident Selection that establishes guidelines for interviewing.

## **How do I register?**

CASPR registration is by individual program, not by sponsoring institution. The cost of registration for is \$450 per program. If your institution sponsors multiple programs, each additional program will cost \$250. Registration is completed on [www.CASPRweb.org](http://www.CASPRweb.org). Login information for new programs is generally emailed to the residency director of record. Registration includes payment, submitting the signed CASPR Institutional Agreement, Standards and Practices for Resident Selection and completing the information that will be published in the annual CASPR Directory of Podiatric Residency Programs. The deadline for the completion of these materials is generally early June. Residency programs will not be published in the CASPR directory until all materials, including payment, are complete.

## **What is the significance of the CASPR Institutional Agreement?**

This agreement, signed by the hospital administrator and the residency director, states the podiatric residency program will abide by CASPR rules and regulations governing the application, selection, matching and appointment of CASPR applicants for podiatric residency positions. We must have a signed agreement for further processing of all registration materials.

### **Must I match all my positions through CASPR?**

All funded and available entry-level positions for residents must be included in the Match. A residency program participating in CASPR must match all of its approved entry-level positions through CASPR. The CASPR Institutional Agreement, executed by both the program director and the hospital administrator, specifically states that all approved positions for the program must be matched through CASPR. However, there is flexibility within the CASPR matching system to accommodate those positions requiring special attention due to uncertainty of funding or status of the program perhaps due to a potential sale of the hospital, for example.

### **What does CASPR provide for me?**

The CASPR cycle begins with the completion of your registration information online at CASPRweb.org. Potential applicants from the eight colleges of podiatric medicine learn of your program through the *CASPR Directory of Podiatric Residency Programs* published online on the CASPR/CRIP web site in early July. From July through November, applicants designate where they wish to apply. Throughout this period programs can log in to their CASPRweb account at any time and see how many applicants they have in the Status box on their homepage. In November, all applicant files will be available to programs online. The applicant file will contain demographic and undergraduate academic information, NBPME Part I board scores; a copy of a recent photograph; a personal statement, a listing of honors, research papers, publications, if any, and extra-curricular activities; a medical college transcript, and clinical evaluations; as well as letters of recommendation, if any were provided. In addition, you will be able to use the website to alert applicants to the status of their application and of your interview plans.

### **How will applicants learn the basic requirements and benefits of my program?**

The *CASPR Directory of Podiatric Residency Programs* is published annually. The directory will be placed on our web page [www.casprcrip.org](http://www.casprcrip.org). It contains one page of information for each residency program detailing the requirements and benefits of your program. It provides a snapshot description of your hospital, the clinical experiences and didactic program provided for the resident and any special application requirements such as minimum grade point average or open only to graduates of a particular podiatric medical college. This is the MAJOR source of information to applicants about your program. It is extremely important that the information be accurate and up-to-date. Programs can log into their CASPRweb account at any time during the cycle to make changes to their published information. As changes and/or updates occur CASPR will be notified and update the directory within the next week. The change will be noted on the web page under the appropriate program and highlighted under "What's New." A link is also provided to the program's website for further information.

### **How does the computer know my choices for the Match?**

Ranking opens on CASPRweb to both applicants and programs at the end of January. Both groups have the same close date in February. Applicants and programs are instructed to rank their selections in priority order. Rankings can be changed up until the close deadline, at which time all information in the system is final. Rankings are confidential. Applicants are never told how a program ranked them nor are programs told how applicants ranked their program.

### **How does the CASPR Match work?**

The basis for the CASPR Match program is the comparison of priority selections by the applicants and the podiatric residency programs, entered into CASPRweb.org. In the match, the

CONFIDENTIAL Rankings are the only determinants of offers and acceptances of residency spaces. A description of the Match is available on [www.casprcrip.org](http://www.casprcrip.org) in the Especially for Residency Directors section.

**What is “legal” to disclose to applicants about our program ranking choices?**

It is acceptable and can be quite helpful to an applicant for the residency program to verbally communicate that the applicant will be ranked by their program. You may state the rank number specifically or give a range, ie: “you are one of our top five choices.” An applicant may volunteer this information or give a range as well, ie: “I am really impressed with your program opportunities and consider it one of my top five choices.”

It is NOT acceptable to ask or require whether an applicant intends to rank your program. A residency program may not require any commitment to or intent to rank either verbally or in writing from an applicant. It is also unacceptable for an applicant to request whether or not a program intends to rank them or in what position.

**Will I be assigned a resident I do not want?**

No. A residency program is *never* matched with an applicant whom it identifies as unacceptable. *Only those applicants ranked by the program have the potential of being matched to the program.* The only reason a program may not be matched with a highly ranked applicant is that the applicant preferred (assigned a higher rank to) another program that also desired that applicant or did not rank your program.

**What happens if I have positions unfilled following the Match?**

All programs complete an unfilled position survey prior to the Match. This information is compiled and listed on [casprcrip.org](http://casprcrip.org) after the Match results become available through program and student accounts on [CASPRweb.org](http://CASPRweb.org). Generally, positions remain unfilled because either programs or applicants fail to rank enough choices. Programs and applicants may rank as many or as few choices as they wish. CASPR recommends you rank any applicant that fulfills the requirements of your program and would be compatible with your program personnel. Applicants are encouraged to rank any program with which they interviewed and were willing to attend.

**What is Match Day?**

Match Day is the second Monday in March. Match announcements are available at 11am EST on [CASPRweb](http://CASPRweb) to both residency programs and applicants.

We hope we have answered many of your questions regarding the CASPR application and matching service. As additional questions arise, please contact our office. We look forward to working with you throughout the upcoming year.

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