ADMISSIONS GUIDEBOOK

APPLICATION CYCLE | 2018-2019

MATRICULATION | January 2020

Revised April 30, 2018

Community focus. World impact.
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INTRODUCTION & PURPOSE

This booklet is intended to serve as a definitive guide for potential and current applicants to the Master of Physician Assistant Program at Eastern Virginia Medical School (EVMS). It contains both general information about our school and program along with specific admissions criteria and application data that relates to the current application cycle. It should be considered an adjunct to the PA Student Handbook, which contains information regarding the program and related policies.

Applicants are also encouraged to fully explore our website, including the Frequently Asked Questions.

The information herein is subject to periodic review and revision as deemed necessary by the program. Changes will be indicated by the publication/revision date. Ultimately it is the applicant’s responsibility to be aware of all application requirements and comply with admissions deadlines to ensure a successful application.

EASTERN VIRGINIA MEDICAL SCHOOL

EVMS is one of the only schools of medicine and health professions in the nation founded by the community, for the community. We are focused not only on preparing the next generation of healthcare providers, but also on translating discovery into better health care for the people of Hampton Roads.

Situated in the bustling port city of Norfolk, Virginia, near the outlet of the Chesapeake Bay, EVMS is part of the Eastern Virginia Medical Center campus, which contains two hospitals and a number of EVMS-related institutes and centers of excellence.

Students are immersed in their disciplines while attending a community founded and oriented school with a wide range of programs, approachable teachers and an atmosphere that encourages interaction with students from other disciplines.

MISSION

EVMS is an academic health center dedicated to achieving excellence and fostering the highest ethical standards in medical and health professions education, research, and patient care. We value creating and fostering a diverse and cohesive faculty, professional staff and student body as the surest way to achieve our mission. Adhering to the highest ethical standards, we will strive to improve the health of our community and to be recognized as a national center of intellectual and clinical strength in medicine.

VISION

EVMS will be recognized as the most community-oriented school of medicine and health professions in the nation.
VALUES

Three core values drive our daily efforts:

- **Excellence**: We determine with our stakeholders what is valuable and hold ourselves to high performance standards that fulfill our promises.
- **Collegiality**: We serve our community and one another, building strong and mutually supportive relationships. We work as a cooperative, united team to further our purposes of education, research and patient care.
- **Integrity**: We strive to maintain the highest ethical standards and accept accountability for all we do and say.

DIVERSITY

EVMS is committed to recruiting and developing a diverse faculty, staff and student body, believing that a mixture of ethnic, racial and cultural backgrounds as well as vibrant life experiences are critical to a successful teaching, research and patient-care environment. These diverse attributes and experiences drive our collective commitment to excellence. Fostering an environment where all are welcomed, valued and supported to fulfill their potential at EVMS.

EVMS is committed to improving access to health care, providing more culturally competent care and reducing health-care disparities, particularly among minority and underserved populations. The school's goal is to produce a diverse medical and health professions workforce to improve the overall health of our communities through excellence in education, research and patient care.

To aid in that effort, the PA Program recognizes that veterans, and under-represented minorities should be encouraged to join the medical workforce. We welcome applicants with strong academic and clinical backgrounds in these categories to apply to our program.
**PHYSICIAN ASSISTANT PROFESSION**

A physician assistant (PA) is a medical professional who works as part of a team with a doctor, is a graduate of an accredited PA educational program and is nationally certified and state-licensed to practice medicine in collaboration with their physician.

Within the physician/PA relationship, PAs exercise autonomy in decision making and provide a wide range of diagnostic and therapeutic services in rural, urban or suburban primary and specialty care. PAs perform physical examinations, diagnose and treat illnesses, order and interpret lab tests, perform procedures, assist in surgery, provide patient education and counseling and make rounds in hospitals and nursing homes.

All 50 states and the District of Columbia allow PAs to practice and prescribe medications. Physician assistant practice is patient-care centered but may include education, research and administrative duties (Adapted from [www.aapa.org/what-is-a-pa/](http://www.aapa.org/what-is-a-pa/), 2017).

**PHYSICIAN ASSISTANT PROGRAM**

**OVERVIEW**

Located on the campus of Eastern Virginia Medical School, the Master of Physician Assistant (MPA) Program is an accredited 28-month program that provides graduates the skills and resources to deliver health care as physician assistant leaders in an evolving healthcare industry. Utilizing innovative instructional methods in conjunction with the medical school’s diverse resources, this program provides students with outstanding educational opportunities. The curriculum provides graduates with the knowledge and skills needed to participate in the delivery of primary health care as physician assistants and leaders in a changing healthcare industry.

Graduates of the MPA Program are eligible to sit for the Physician Assistant National Certification Exam (PANCE). Upon successful completion of the PANCE, physician assistants may use the “PA-C” designation, pursue state licensure and practice medicine with a supervising physician.

Our PA Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Only graduates of an ARC-PA-accredited program are eligible to sit for the national certification examination.

**MISSION AND GOALS**

The mission of the EVMS PA Program is to prepare students to provide health care in a broad range of medical settings by training them in the medical arts and sciences in an inclusive, multi-cultural environment dedicated to the delivery of patient centered care, while fostering a strong commitment to clinical and community partnerships.
The overall goals of the PA Program are to prepare graduates to provide quality health care and to nurture their service as capable leaders in clinical, research and community service environments. The successful achievement of the program’s mission is demonstrated through the following established goals and performance indicators:

<table>
<thead>
<tr>
<th>FOCUS AREA</th>
<th>GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Attract and admit high quality applicants with healthcare experience.</td>
</tr>
<tr>
<td>PACKRAT Scores</td>
<td>PACKRAT clinical year exam scores for each class cohort will be comparable to or better than the national average.</td>
</tr>
<tr>
<td>PANCE Scores</td>
<td>Graduates of the EVMS PA Program will demonstrate mastery of the knowledge needed for an entry-level physician assistant.</td>
</tr>
<tr>
<td>Program Completion Rates</td>
<td>At least 90% of each entering class will complete the program and graduate on-time.</td>
</tr>
<tr>
<td>Community Service</td>
<td>Foster an attitude of service for alignment with the Vision of EVMS: “Eastern Virginia Medical School will be recognized as the most community-oriented school of medicine and health professions in the United States.”</td>
</tr>
<tr>
<td>Interprofessional Education</td>
<td>Produce graduates who demonstrate a basic knowledge of the diverse EVMS programs and disciplines and the value of teamwork by their participation in an interprofessional collaborative education experience.</td>
</tr>
<tr>
<td>Employment</td>
<td>75% of graduates will have permanent employment within 3 months of graduation.</td>
</tr>
</tbody>
</table>

Accomplishment of our goals will serve the:

- **Student**, by fostering personal and professional discovery and development with the skills to become life-long learners
- **Patient**, through student preparation to provide competent patient-centered primary and specialty care
- **Institution**, by contributing to a seamless learning environment which fosters the development of competent and compassionate healthcare professionals
- **Community**, by graduating professionals who understand the importance of community service, forging community alliances, and having an understanding of culturally appropriate care
ACCREDITATION STATUS

The PA Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA). Provisional accreditation was awarded on October 16, 1998 as the 109th accredited program in the US. Renewal of accreditation was obtained in 2005, 2009 and 2016, the most recent being awarded for the maximum period of 10 years. Our next accreditation review will be in 2026.

Graduates of accredited programs are eligible to take the national certifying examination offered by the National Commission on Certification of Physician Assistants (NCCPA). Most states require certification in order to practice.

NON-DISCRIMINATION POLICY

EVMS does not discriminate in the recruitment and admission of students on the basis of race, color, national origin, gender, age, sexual orientation, citizenship, religion, political affiliation or handicap as required by Title VI, Title IX and Section 504.

EDUCATIONAL PROGRAM

The PA Program is divided into two phases and spans 28 consecutive months (seven semesters).

In **Phase I**, the 16-month pre-clinical year (68 credit hours) incorporates traditional classroom interaction with clinical skills development through the **Sentara Center for Simulation and Immersive Learning**.

During **Phase II** (35 credit hours), students complete nine clinical field experiences which form the basis of the professional socialization processes for adaptation to the role and functions of a physician assistant.

Clinical sites are located throughout the Commonwealth of Virginia. Students should plan on the possibility of being placed outside the Hampton Roads area for some of their supervised practice experiences during their clinical training. Additional opportunities exist for clinical placements outside of the region and for students to initiate new rotations sites, however, international clinical placements are not an option.
Following graduation, graduates are required to pass the **PA National Certifying Examination (PANCE)**. Below are the most recent trends in the performance of our graduates.

**EVMS PA Program Trends in Pass Rates for the PA National Certifying Examination (PANCE) Compared to National First-Time Pass Rates 2012 to 2016**

The chart above compares the EVMS First Time Pass Rate on the Physician Assistant National Certifying Examination (PANCE), in blue, to the rate of first time takers of the exam nationally, in red, for the last five years. On the far right of the chart, a simple average of the five-year period is depicted.

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**Physician Assistant National Certifying Examination Exam Performance Summary Report**

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Eastern Virginia Medical School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Number:</td>
<td>1159</td>
</tr>
<tr>
<td>Test Taker Status:</td>
<td>First Time Takers</td>
</tr>
</tbody>
</table>

Definitions of the report headings are provided at the end of the report. All information is current as of the date the report was generated unless otherwise specified.

<table>
<thead>
<tr>
<th>Class Graduation Year</th>
<th>Group</th>
<th>Number of Candidates Who Took PANCE</th>
<th>Number of Exam Attempts</th>
<th>Number of Exams Passed</th>
<th>Program Exam Pass Rate</th>
<th>National Exam Pass Rate for the Class Graduation Year</th>
<th>% of Candidates Who Ultimately Passed PANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2013</td>
<td>2013</td>
<td>First Time Takers</td>
<td>55</td>
<td>55</td>
<td>54</td>
<td>98%</td>
<td>94%</td>
</tr>
<tr>
<td>May 2014</td>
<td>2014</td>
<td>First Time Takers</td>
<td>64</td>
<td>64</td>
<td>63</td>
<td>98%</td>
<td>95%</td>
</tr>
<tr>
<td>May 2015</td>
<td>2015</td>
<td>First Time Takers</td>
<td>78</td>
<td>75</td>
<td>75</td>
<td>96%</td>
<td>90%</td>
</tr>
<tr>
<td>May 2016</td>
<td>2016</td>
<td>First Time Takers</td>
<td>80</td>
<td>80</td>
<td>84</td>
<td>94%</td>
<td>94%</td>
</tr>
<tr>
<td>May 2017</td>
<td>2017</td>
<td>First Time Takers</td>
<td>82</td>
<td>82</td>
<td>82</td>
<td>100%</td>
<td>97%</td>
</tr>
</tbody>
</table>
EDUCATIONAL PHILOSOPHY

The EVMS PA program exists to provide a competency-based education for students desiring a graduate level Physician Assistant training experience. The faculty is here to be a resource and guide, and to encourage students as they grow from medical learners to medical providers. As a faculty, our goal is to assure that we graduate students who are well prepared for the Physician Assistant profession and committed to being life-long self-directed learners who enhance the quality and availability of health care in their communities.

TUITION AND FEES

The tuition and fee rates for the PA Program at EVMS are announced prior to the start of each academic year and are subject to change without notice. The tuition for students matriculating after January 1, 2018 is $11,661 per semester for in-state students and $13,800 for out-of-state students. Estimated additional costs throughout the program include the mandatory fees (approximately $6,485) and costs of books, supplies and equipment (approximately $4,170).

Optional school-sponsored health insurance is also available (approximately $6,960 for the entire length of the program).

Transportation costs and personal living expenses vary from student to student but must be considered when calculating overall costs of a program and financing graduate education.

Historically, tuition has increased each year in July, however, the governing board reserves the right to change tuition and fees as required during the academic year without prior notice.

The most up to date information is posted on our website. A student budget for each academic year is published online by EVMS Financial Aid.

FINANCIAL AID

The primary responsibility for the funding of graduate education lies with the student and their family. Financial aid is available to U.S. citizens and permanent residents. For more information, contact EVMS Financial Aid.

External loan repayment opportunities exist and are further detailed on our website.

PROGRAM SEQUENCE AND ADVANCED STANDING

Students are expected to complete the designated professional curriculum in the sequence specified. Each semester's course work is to be considered prerequisite to the next semester. Students may not enter the program with advanced standing, regardless of educational or work experience, and no accelerated curriculum or course waivers are offered.
## IMPORTANT PHONE NUMBERS AND EXTERNAL LINKS

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Program</td>
<td>757.446.7158</td>
<td><a href="mailto:paprogram@evms.edu">paprogram@evms.edu</a></td>
</tr>
<tr>
<td>Office of Admissions &amp; Enrollment</td>
<td>757.446.7096</td>
<td><a href="mailto:hpadmissions@evms.edu">hpadmissions@evms.edu</a></td>
</tr>
<tr>
<td>for the School of Health Professions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA Program Admissions Director</td>
<td>757.446.7328</td>
<td><a href="mailto:grahamja@evms.edu">grahamja@evms.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>757.446.5813</td>
<td><a href="mailto:finaid@evms.edu">finaid@evms.edu</a></td>
</tr>
<tr>
<td>Diversity in Educational Programs</td>
<td>757.446.5869</td>
<td><a href="mailto:diversity@evms.edu">diversity@evms.edu</a></td>
</tr>
<tr>
<td>Disability Compliance</td>
<td>757.446.7261</td>
<td><a href="mailto:studentdisability@evms.edu">studentdisability@evms.edu</a></td>
</tr>
</tbody>
</table>

The following links may be useful in learning more about the PA Profession:

- The American Academy of Physician Assistants | [www.aapa.org](http://www.aapa.org)
- The Virginia Academy of Physician Assistants | [www.vapa.org](http://www.vapa.org)
- The Physician Assistant Education Association | [www.paeaonline.org](http://www.paeaonline.org)
- PAEA Applicant Resource Blog | [www.pafocus.org](http://www.pafocus.org)
ADMISSIONS REQUIREMENTS & PROCESS

The following information represents the most comprehensive and up to date policies and standards for those interested in applying for the PA Program this current admission cycle. Information herein replaces any former versions of this publication or prior admissions practices.

*It is the responsibility of the applicant to be aware of the information in this document and meet all published deadlines and requirements to apply to our program.* If an application file is not complete by the March 1st deadline, it will not be considered regardless of the original CASPA submission date. Please pay close attention to the instructions and deadlines in this guidebook to assure a complete and competitive application.

As per CASPA’s help pages, the following question and answer is pertinent to meeting the March 1 deadline for completing your application:

**Q: How do I know my application has been “completed?”**

**A:** Your application is considered “complete” when the following actions occur:

1. All official transcripts are listed, EACH with a date received in your Status Menu under “Transcripts.”
2. At least two of your references are listed as “completed” with a date completed in your Status Menu under “Evaluations.”
3. Your payment is marked as received with a date received in your Status Menu.
4. You have received e-mail confirmation that you submitted the application.
5. Your application Status Menu reads as “Materials Received > Verifying” for the PA programs to which you submitted.

Individuals with broad educational backgrounds, prior healthcare experience and those who are underrepresented in the healthcare professions are encouraged to apply for admission.

Falsification or deliberate exclusion of information (personal or academic) during any portion of the application process, including the CASPA or supplemental application, will be cause for immediate withdrawal of the application for the current cycle and any future consideration for acceptance into the EVMS PA Program.

APPLICATION PROCESS

The PA Program will admit students in January each year. An application file will be considered complete and reviewable by the Application Review Committee after satisfactorily completing the following items:
**ITEM #1: REVIEW ALL ADMISSION REQUIREMENTS OUTLINED BELOW**

It is the applicant’s responsibility to be familiar with the information contained in this publication (and any subsequent revisions applicable to this admission cycle) and to assure they meet all the Admission Requirements outlined therein.

**ITEM #2: COMPLETE THE CASPA APPLICATION**

Go to the CASPA web site and follow the instructions for participating in the national application process administered by the Centralized Application Service for Physician Assistants (CASPA).

- Applications are accepted beginning late April and must be electronically submitted to CASPA and DEEMED COMPLETE by 11:59 pm EST on March 1st for entry into the class that will start the following January.

  **NOTE:** A “complete” application as detailed above, includes ALL official transcripts received from ALL educational institutions included on your application, at least two letters of reference listed as “completed”, a paid CASPA application fee, and the application Status Menu reads as “Materials Received > Verifying” for EVMS.

- The PA Program reserves the right to verify credentials documented in the applicant’s application.

- Applicants must review and adhere to the CASPA Admissions Code of Cooperation & Professional Code of Conduct

- **Waiver of Fees:** If the CASPA fee is prohibitive to applying, applicants should review the "Fee Waiver Division" information at the CASPA Web site to determine if they qualify for this service (See CASPA FAQ section).

  **NOTE:** This waiver is offered by CASPA and with limited funding. Waivers are granted until funding is depleted. Please contact CASPA for more information.

- **Personal Narrative:** Applicants are asked to personally and individually write “a brief statement expressing your motivation or desire to become a physician assistant”, which should be written at a graduate level and demonstrate an in-depth understanding of the PA role and functions.

- **Letters of Reference:** Although CASPA only requires two (2) letters of reference to consider an application complete, **EVMS requires three (3) references.** All three **MUST** be submitted before an application will be considered reviewable by the Application Review Committee. If the application is already submitted via CASPA, please have the third letter of reference sent directly to EVMS.
References should be selected from individuals who are well acquainted with the applicant academically, personally, and/or professionally over a period of time and who can evaluate the majority of categories included on the reference form.

- References should be from a variety of sources.
- References from family members are STRONGLY DISCOURAGED.
- References should submit a signed letter on letterhead if feasible.

Contact CASPA (617.612.2080 | caspainfo@caspaonline.org) for specific questions about their application process.

SPECIAL INSTRUCTIONS for the CASPA APPLICATION

- **Updating Completed Courses:** If an applicant already submitted a CASPA application but has since completed coursework that will fulfill our prerequisites, it is the applicant’s responsibility to update the CASPA transcript as detailed in the “After the Application” section [here](#).

  **NOTE:** The final day to access and update a CASPA application is typically in the first week of March and determined by CASPA. Please reference their published deadlines for more details.

- **Reapplying:** If reapplying or recycling the application from a previous cycle, it is the applicant’s responsibility to make sure the newest application reflects their most recent transcripts, healthcare experience and certifications.

  **NOTE:** No assumptions will be made by the admissions staff in regards to these areas.

In addition, the personal statement should reflect current motivation and reflection on the applicant’s career pursuits.

ITEM #3: COMPLETE THE EVMS MPA SUPPLEMENTAL APPLICATION

Access to this application is available online but will only be reviewed once EVMS receives a verified CASPA application. Although there is NO FEE associated with this application, it MUST be completed in its entirety and submitted by the March 1st deadline (11:59 pm EST) to finalize the application file and be considered for review by the Application Review Committee.

- Applicants are advised to plan ahead to complete the requirements by the March 1st deadline.

  **NOTE:** Early application to the PA Program does not provide any advantage in our admissions process. All applications will be treated as if they arrived on March 1st.

- Applicants will be REQUIRED to provide the following information in the supplemental application:
  - Explicit information detailing the satisfactory completion for all eight (8) prerequisites
**NOTE:** The supplemental application can only be **SUBMITTED AFTER** completing all eight (8) prerequisites for the program with acceptable grades and timeframe. **Do not** “anticipate” or “predict” final grades to complete this section. Such action may be viewed as falsifying an application and subsequent withdrawal from consideration.

- Citizenship Status
- State Residency Declaration
- Determination of **TOEFL requirement**
- Prior EVMS affiliation or application to our program

**ITEM #4: COMPLETE THE CASPer TEST**

Beginning with the 2018-19 cycle, applicants to the EVMS PA Program are **REQUIRED** to complete the Computer-Based Assessment for Sampling Personal Characteristics (CASPer) test to assist with our selection process. Successful completion of CASPer is mandatory in order to maintain admission eligibility. This test must be completed by March 1, 2019.

- Dates to take the CASPer test are preset by the company and are not under control of EVMS.
- CASPer can be taken anywhere you have access to the internet.
- The cost is ~$20
- More information on this test and requirements can be obtained on our website and at [www.takecasper.com](http://www.takecasper.com).

**NOTIFICATIONS & COMMUNICATION**

Upon submission of any of the application requirements, applicants will receive electronic notification of their application status from the Office of Admissions and Enrollment for the School of Health Professions (SHP). Due to the high volume of applications, **e-mail is the best mode of communication** with the SHP Office of Admissions & Enrollment. Applicants are required to regularly check the account for the e-mail address provided on the CASPA application and update the PA Program with regards to any e-mail address changes in a reasonable period of time. Failure to respond to program requests in a timely manner may result in loss of eligibility for program admission.

**NOTE:** The months of January to March and July to September are the busiest in the Office of Admissions and Enrollment, which may limit the ability of staff to respond to individual questions about the admissions process or an individual application.
APPLICATION TIMELINE & IMPORTANT DATES

It is the applicant’s responsibility to follow up with CASPA and EVMS to make sure all requirements are met and documents are received in a timely manner to comply with the published deadlines.

Please note the following DEADLINES for matriculation:

<table>
<thead>
<tr>
<th>PA Class Entering</th>
<th>CASPA Application Completion Deadline</th>
<th>EVMS Supplemental Application Deadline</th>
<th>CASPer Test Completion</th>
<th>PA Class Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2020</td>
<td>In “complete” status by March 1, 2019</td>
<td>To be completed once finished with ALL prerequisite coursework (BUT before March 1)</td>
<td>Completed prior to March 1, 2019 (limited test dates)</td>
<td>May 2022</td>
</tr>
</tbody>
</table>

THE IDEAL TIME TO APPLY TO OUR PROGRAM IS SHORTLY AFTER YOU HAVE COMPLETED ALL PREREQUISITE COURSES AND HAVE THE FINAL GRADES LISTED ON A TRANSCRIPT.

EARLY APPLICATION does not guarantee an interview or give the applicant any advantage. All applications will be considered as if they arrived on March 1st and healthcare experience for currently held positions will be assumed to continue through March 1st and will be extrapolated by our Application Review Committee.
# ADMISSIONS PROCESS TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Cycle Opens</td>
<td>April 26th, 2018</td>
</tr>
<tr>
<td><strong>APPLICATION DEADLINES</strong></td>
<td></td>
</tr>
<tr>
<td>CASPA Application Completion Deadline*</td>
<td>March 1st, 2019</td>
</tr>
<tr>
<td>EVMS Supplemental Application</td>
<td>March 1st, 2019</td>
</tr>
<tr>
<td>CASPer Test Completion</td>
<td>March 1st, 2019</td>
</tr>
<tr>
<td>Bachelor’s Degree Completed</td>
<td>July 1st, 2019</td>
</tr>
<tr>
<td>Applications reviewed for completeness</td>
<td>September 2018 – May 2019</td>
</tr>
<tr>
<td>Applications reviewed by Committee</td>
<td>January – May 2019</td>
</tr>
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<td>Interview offers made to selected applicants</td>
<td>June 2019</td>
</tr>
<tr>
<td>On-Campus Interviews</td>
<td>July 2019</td>
</tr>
<tr>
<td>Offers of Admission extended</td>
<td>August 2019</td>
</tr>
<tr>
<td>Acceptance of Admission Offer</td>
<td>10 calendar days after offer</td>
</tr>
<tr>
<td>Matriculation</td>
<td>1st week of January 2020</td>
</tr>
</tbody>
</table>

*CASPA application must be e-submitted and deemed “complete” by CASPA by the listed deadline. A completed application requires ALL official transcripts received from ALL educational institutions included on your application, at least two letters of reference listed as “completed”, a paid CASPA application fee, and the application Status Menu reads as “Materials Received > Verifying” for EVMS.
# Application Checklist

Below is a brief checklist of the major components of the EVMS Admissions criteria that will be necessary to complete the application and be considered for a potential interview.

**NOTE:** Please select any of the hyperlinks below for quick navigation to further information detailed in this document.

<table>
<thead>
<tr>
<th>Self-CHECK</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. Citizen</strong> or Permanent Resident</td>
<td></td>
</tr>
</tbody>
</table>
| **Bachelor’s Degree** completed (no later than July 1st)  
(Applicants with Foreign Degrees, click [here](#)) |
| **Qualifying GPA** (3.00 or better) |
| All **Prerequisite Coursework** satisfactorily completed (prior to March 1st) |
| **CASPA Application** (in “Completed” status by March 1st)  
- Application Fee (submitted to CASPA)  
- Official transcript(s) from each/every university or college ever attended  
- Official TOEFL scores (if applicable)  
- Three (3) letters of reference  
- Other documents as directed by CASPA |
| Complete **EVMS Supplemental Application** (online completion by March 1st) |
| Complete the **CASPer Test** (online completion by March 1st)  
Test fee: ~$20 (submitted to CASPer)  
[More information](#) |
| Additional **Transcript(s)** for any outstanding prerequisites since submitting the CASPA application (submitted directly to the EVMS PA Program by July 1st)  
See Updating the CASPA Application instructions [here](#).  
Prerequisite completion deadline is March 1st. |
| **TOEFL score** for applicants who entered the U.S. after the age of 12 |
| Review the **Technical Standards** for the PA Program at EVMS |

*Deadline on listed dates is 11:59 pm EST*
ADMISSION REQUIREMENTS

CITIZENSHIP
Applicants MUST be a UNITED STATES CITIZEN or PERMANENT RESIDENT (Green Card). In spite of recent advances of the PA concept into other countries, and interest in PAs practicing internationally, it is a unique profession to the United States healthcare environment. As such, our program trains physician assistants to work within the U.S. healthcare system and wants to ensure graduates of the PA Program are eligible to continue in the U.S. upon completion of their training.

BACHELOR’S DEGREE
Applicants must have completed all undergraduate degree requirements and have been issued a bachelor’s (or higher graduate) degree prior to matriculating as an EVMS student. If the bachelor’s degree was issued by a U.S. college or university, as a general rule it should be from a regionally accredited institution. However, the PA program may grant exceptions on a case-by-case basis. Official transcripts from the awarding institution must specify the date upon which the degree was issued.

NOTE: A bachelor’s degree must be completed before July 1st of the year prior to the anticipated matriculation.

FOREIGN DEGREES
Applicants with foreign degrees may be considered on a case-by-case basis. A written request MUST be submitted to the PA Program Admissions Director and provide ALL of the following for consideration:

1. An OFFICIAL ACADEMIC CREDENTIAL EVALUATION of the foreign transcript. The evaluation must include the following components:
   - Analysis of credentials to determine equivalence to an accredited U.S. Bachelor’s degree
   - Course by course translation, including information on course name, grade & U.S. credit equivalency
   - Overall performance in comparison to the standard U.S. grading system (i.e. GPA)

Although multiple companies provide translation services, an English translation without the appropriate information above will not be accepted in place of an academic credential evaluation.

Our preference is that applicants with foreign degrees submit an evaluation completed by World Education Services or Educational Credential Evaluators to provide us with the most complete picture of their previous educational background. Please see the linked websites for additional requirements and costs, which are the responsibility of the applicant.

NOTE: All prerequisite coursework MUST be completed at an accredited U.S. institution with a B-grade or better in order to establish a track record of academic performance in this educational system. No foreign courses, degrees, work experience or other summative...
exams (e.g. GRE, MCAT, USMLE Step Exams, etc.) will substitute for prerequisite coursework.

**NOTE:** All coursework completed outside the U.S. **MUST** also be included on the CASPA e-transcript for our review. Although CASPA does not verify foreign transcripts, full disclosure of foreign coursework is expected for our internal review.

2. **TRANSCRIPTS** of ALL coursework done in the U.S. educational system to date.

3. **TOEFL SCORES:** Due to the importance of communication in the English language for both learning and providing healthcare (see Technical Standards), the following applicants be required to provide acceptable TOEFL scores prior to matriculation:
   - All applicants with a foreign degree and English as a second language
   - Any applicant who entered the U.S. after the age of 12 from a non-English-speaking country of origin (as determined by high school graduation or personal statement).
     - Graduation with an undergraduate degree from a U.S. educational institution will not fulfill this requirement.

To ensure an ability to function at the graduate level in a clinical healthcare program, the following are expected **MINIMAL** scores:
   - Internet-based test (preferred): 85
     - Computer-based test: 220
   - Minimum of 26 in the speaking component

There is no time frame requirement for when this exam is completed with the assumption that if an applicant has met the cutoff score at any point in the past, their English proficiency will continue to improve.

In certain rare circumstances, in-person interviews may be used to override the score requirements as determined by program faculty.

At the time of program interviews, if language issues are identified, further demonstration of English proficiency, to include TOEFL testing, may be requested as a condition of acceptance.

**QUALIFYING GPA**

All applications must have one of the three qualifying GPAs described below at **3.00 OR BETTER** (on a 4.0 scale) for consideration. The **highest** of the following **three** possible GPAs will be scored:

- Actual **undergraduate** GPA (foreign degrees considered on a case by case basis – see Bachelor’s Degree information),
- **Completed** U.S. graduate degree GPA, or
• A Replacement GPA computed from the most recent 40 semester credit hours of U.S. coursework.
  o This is a one-time calculation from the information listed on the CASPA application at the time we process and screen an application and will not be re-calculated in spite of completing additional courses.
  o Applicants without 40 credits completed in the U.S. will NOT QUALIFY for a replacement GPA.

**NOTE:** Although 3.00 is the minimum GPA required, the average qualifying GPA is generally 3.70 or better and higher GPAs are more competitive.

Applicants are also encouraged to explain any aspects of their application that may need further clarification (e.g. gaps in education or work history, academic inconsistency, difficulty or poor performance, etc.). This can be done in the program-specific questions in CASPA or in the Personal Statement.

**PREREQUISITE COURSEWORK**

**ALL EIGHT (8) PREREQUISITE COURSES** must be completed at an accredited U.S. institution with a B- or better grade in the didactic (lecture) portion of the class for acceptance (additional course credit and time frame requirements are listed in the Prerequisite Checklist below). Satisfactory completion of prerequisite coursework is documented via official transcripts submitted to either CASPA or directly to EVMS.

**NOTE:** Although B- grades meet the minimum standard, the average prerequisite course GPA for successful applicants to our program is 3.75 or better. A prerequisite GPA can be calculated online [here](#).

• The PA Program does not accept transfer credits for advanced standing in the curriculum sequence.

• No more than two (2) prerequisites will be accepted without a traditional letter grade (e.g. Pass, CLEP, Advanced Placement, etc.).

• PREREQUISITE COURSEWORK MUST BE COMPLETED PRIOR TO THE MARCH 1ST APPLICATION DEADLINE. Applications with outstanding prerequisite courses WILL NOT be eligible for review.
  o All prerequisite coursework must be listed on an official transcript submitted to CASPA or EVMS to complete the application (see Updating the CASPA Transcript section). Applications WILL NOT be reviewed by the Application Review Committee that do not have all course requirements verified by CASPA or the EVMS admissions staff.

**NOTE:** Secondary proof of completion (e.g. student copy of transcript or course final grades) may be accepted while awaiting official transcripts. Contact the SHP Office of Admissions & Enrollment for further information ([hpadmissions@evms.edu](mailto:hpadmissions@evms.edu) | 757.446.7437 | 757.446.7096)
In most cases, the FALL SEMESTER is the final traditional semester in which applicants will be able to complete prerequisite coursework to meet the March 1st application deadline (e.g. Fall 2016 for the March 1, 2017 application deadline). Two notable exceptions:

- **Online Courses:** taken from an accredited university, these will count toward completion of a prerequisite course. Being able to work at their own pace may allow applicants to finish more quickly than a traditional semester course and still meet the March 1st deadline.

  *NOTE:* Self-paced online courses may not be the best way to complete a prerequisite course for the first attempt. This may be better suited for those repeating a course for a better grade or to update the coursework within the 10-year window.

- **AP Credit:** college level coursework completed in high school and transfers to a college transcript will be allowed to complete the general prerequisites (chemistry, intro to psychology and math).

- **CLEP exams:** passing one of the following CLEP exams will also meet the prerequisite requirement:
  - Chemistry (considered for general chemistry)
  - Introduction to Psychology
  - Human Growth & Development (considered for a psychology course)
  - College Mathematics, College Algebra or Calculus

- **Credit by Exam:** offered by a few institutions and similar to CLEP exams, course credit is offered based on the student’s performance on a single exam that covers the material in the course. Search online for “credit by exam” or “challenge exam” for more information.

  *NOTE:* This option may not be the best way to complete a prerequisite course for the first attempt, but may be better suited for those with significant work experience in the subject matter, who are repeating a course for a better grade or to update the coursework within the 10-year window.
### PREREQUISITE CHECKLIST

Below are the **MINIMAL STANDARDS** for the eight (8) prerequisite courses:

<table>
<thead>
<tr>
<th>PREREQUISITE COURSE</th>
<th>Time Limit²</th>
<th>MINIMUM Credit Hours</th>
<th>MINIMUM Grade Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SEMESTER</td>
<td>QUARTER³</td>
</tr>
<tr>
<td>Anatomy or A&amp;P I (human, animal or vertebrate)¹</td>
<td>10 years</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Physiology or A&amp;P II (human, animal or vertebrate)¹</td>
<td>10 years</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>General or Intro Chemistry</td>
<td>No time limit</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Organic Chemistry (may substitute Biochemistry)</td>
<td>10 years</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Microbiology (may substitute Cell Biology)</td>
<td>10 years</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>No time limit</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Additional Psychology Course any course beyond an introductory psychology course offered by the Psychology department (see course descriptions below)</td>
<td>10 years</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>College Math Course (may substitute Statistics or Physics)</td>
<td>No time limit</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>

¹ It is recommended that both Anatomy and Physiology prerequisite courses be completed at the same institution to assure continuity, adequate credit hours and exposure to all the body systems and regions.

² See next page for further information about the prerequisite 10-Year Window

³ Quarter system credit hours are converted to semester system by dividing by 1.5 (e.g. 6 quarter credits/1.5 = 4 semester credits).
*TEN-YEAR WINDOW for PREREQUISITES*

FIVE (5) prerequisites (as indicated above) must have been completed no more than ten (10) years prior to the application deadline to the EVMS PA Program according to the following table:

<table>
<thead>
<tr>
<th>PA Class Entering</th>
<th>Application Deadline</th>
<th>Prerequisite Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2020</td>
<td>March 1, 2019</td>
<td>January 1, 2009 – March 1, 2019</td>
</tr>
</tbody>
</table>

If prerequisite coursework was completed MORE THAN ten years ago:

An exception to the ten-year window for courses successfully completed MAY BE considered on a case-by-case basis. Petitions submitted to the PA Program Admissions Director for exceptions to the “10-year window” MUST include:

- When and where the course was completed
- The grade received in the course
- The specific supporting rationale for requesting the exception

**NOTE:** Success in the PA Program is dependent upon current working knowledge of the five courses within a 10-year time limit. Because science and healthcare fields are rapidly changing, the time limit is intended to help ensure incoming students are current in the knowledge within those disciplines and have a solid foundation of that knowledge for the first semester didactic instruction. The intent of the exception is for those who have repeatedly returned to the same breadth and depth of content in that course. **Exceptions to the rule are rare.**

**Example:** You took 5 semester credit hours of Organic Chemistry more than 10 years ago, received an A and feel that you shouldn’t have to repeat the course because you have taught organic and biochemistry at the college level for the past 5 years.

It is our policy that no more than two prerequisites be granted a 10-year window waiver.

**MINIMAL EXPECTED CONTENT for PREREQUISITES:**

Although the prerequisite courses are fairly universal, there are a wide variety of names for courses among undergraduate programs. In general, if the name of the course is titled similar to the prerequisite requirements listed, it will be acceptable.

**NOTE:** Courses that cover multiple disciplines and content areas (e.g. “survey” courses) are generally discouraged as the depth of content is not adequate.
Applicants with specific questions regarding the acceptability of a course, should submit a course description from the institution catalog to the PA Program Admissions Director for review. Additional information (e.g. course syllabus, lecture/topic list, etc.) may be requested in cases of continued uncertainty.

In the case where an applicant does not have a satisfactory grade in a general prerequisite (chemistry, math or psychology), another higher-level course may be substituted from within the same discipline.

**Example:** You received a C in General Chemistry 1 but continued taking courses to complete a chemistry minor. A better grade from your additional, higher-level inorganic chemistry courses may be used to fulfill the general chemistry prerequisite.

Below are further general descriptions to help identify acceptable courses.

<table>
<thead>
<tr>
<th>PREREQUISITE COURSE</th>
<th>EXPECTED CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy or A&amp;P I (human, animal or vertebrate)</td>
<td>Covers the structure and function of the major human body organ systems, including the musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, endocrine and reproductive systems. Integrates anatomy and physiology of cells, tissues, organs and systems of the human body. Integrates concepts of chemistry, physics and pathology.</td>
</tr>
<tr>
<td>Physiology or A&amp;P II (human, animal or vertebrate)</td>
<td>Discusses basic biochemical principles, such as cytology, histology, immunology, and the function and interaction of the all major organ systems of the human body.</td>
</tr>
<tr>
<td>General or Intro Chemistry</td>
<td>Explores the fundamental laws, theories, and mathematical concepts of chemistry.</td>
</tr>
<tr>
<td>Organic Chemistry (may substitute Biochemistry)</td>
<td>Discusses the theories, structures, and reactions of organic molecules, the properties of various functional organic chemical groups, the bonding and structure of organic molecules and the reactions of aromatic and aliphatic hydrocarbons. Includes study of structure, nomenclature, properties and reactions of alcohols and phenols, aldehydes and ketones, carboxylic acids and their derivatives, amines, polymers and biomolecules. Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses and typical reactions. Emphasizes reaction mechanism.</td>
</tr>
<tr>
<td>Course</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Microbiology (may substitute Cell Biology) | Covers the biology of microorganisms - bacteria, fungi, protozoa and viruses - that impact human health. Content covers the metabolism, genetics, identification, control, physiology, host defense and the relationship of microorganisms to health and disease.  
Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. |
| Introductory Psychology            | Covers the scientific study of behavior, behavioral research methods and analysis and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy and social psychology.  
Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy and social psychology. |
| Additional Psychology Course      | *Any course in the psychology department beyond an introductory psychology course that focuses on the understanding of human psychological development (Abnormal, Lifespan or Developmental recommended).*  
*Courses offered in other departments (e.g. Sociology, Anthropology, etc.) will not be accepted.* |
| College Math, Statistics or Physics | Presents scientific notation, precision and accuracy, decimals and percentages, ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms and the metric system.  
Covers concepts of numbers, fundamental operations with numbers, formulas and equations, graphical analysis, binary numbers, Boolean and matrix algebra, linear programming and elementary concepts of statistics. |
ADDITIONAL TESTING

CASPer TEST: The Computer-Based Assessment for Sampling Personal Characteristics (CASPer) Test is an online test which assesses for non-cognitive skills and interpersonal characteristics that we believe are important for successful students and graduates of our program as well as professional healthcare providers. This test is intended to complement the other tools that we use for applicant screening. In implementing CASPer, we are trying to further enhance fairness and objectivity in our selection process.

All applicants to the EVMS PA Program are REQUIRED to complete an online assessment (CASPer), to assist with our selection process. Successful completion of CASPer is mandatory in order to maintain admission eligibility.

Read more information about this requirement online.

Please direct any inquiries on the test to support@takecasper.com. Alternatively, you may use the chat bubble in the bottom right hand corner of your screen on the takecasper.com website.

TOEFL: Due to the importance of communication in the English language for both learning and providing healthcare (see Technical Standards), the following applicants are required to provide acceptable TOEFL (Test of English as a Foreign Language) scores prior to matriculation:

- All applicants with a foreign degree and English as a second language
- Any applicant who entered the U.S. after the age of 12 from a non-English-speaking country of origin (as determined by high school graduation or personal statement).
  - Graduation with an undergraduate degree from a U.S. educational institution will not fulfill this requirement.

To ensure an ability to function at the graduate level in a clinical healthcare program, the following are expected minimal scores:

- Internet-based test (preferred): 85
  - Computer-based test: 220
- Minimum of 26 in the speaking component

There is no time frame requirement for when this exam is completed with the assumption that if an applicant has met the cutoff score at any point in the past, their English proficiency will continue to improve.

A passing score on the USMLE exam (or any section/portion) does not satisfy this requirement.

In certain rare circumstances, in-person interviews may be used to override the score requirements as determined by program faculty.

At the time of program interviews, if language issues are identified, further demonstration of English proficiency, to include TOEFL testing, may be requested as a condition of acceptance.
GRE or MCAT: The EVMS PA Program DOES NOT require applicants submit GRE or MCAT scores for application to our program. Applicants may be required to include this information on their CASPA application for other programs but is not considered in the application review process for our program.

**HEALTHCARE EXPERIENCE & CERTIFICATIONS**

Although not required to apply, healthcare experience with patients is desirable and rewarded in the application review process. Paid healthcare experience that is directly involved (“hands on”) with the care of patient’s health in a clinical setting is more desirable than volunteer or “peri-clinical” (indirect) experience. We reward healthcare experience based on the description of job duties listed on the application so it is important that applicants carefully follow the CASPA guidelines when reporting and describing the type of experience they have accumulated.

- Healthcare professions that **typically** generate **direct patient contact** include nursing (RN, LPN), EMT or paramedic, military (corpsmen, medics or med techs), athletic trainer, patient care technician (nurse’s aide), surgical assistant, clinic/medical assistant, respiratory technologist, mental health worker and clinical research assistant.
- Healthcare related professions that **generally do not include hands-on patient contact** include in-hospital transporter, CPR or ACLS instructor, lifeguard, non-clinical research assistant, hospital volunteerism, unit clerk, pharmacy technician, scribe (in any medical setting) and others.
- Experiences providing supportive care only (i.e. feeding, comforting) do not count toward healthcare experience.
- Experiences required for a clinical training program/degree are not counted.
- Paid internships associated with a training program **may be** considered peri-clinical experience depending on the description of duties and responsibilities (i.e., athletic training, physical therapy).
- PA shadowing and student/intern hours do not count toward healthcare experience.

**NOTE:** Our average accepted student has over 2,000 hours of paid healthcare experience. Therefore, we **STRONGLY RECOMMEND** over 1,000 paid direct clinical experience before applying to the program.

Obtaining a certification in a healthcare field (e.g. EMT, CNA, Medical Assistant, etc.) is often helpful in securing paid, direct healthcare experience and is rewarded in the application review process.

Because of the timing of our application process, we recognize that individuals who apply early in the application cycle may not have documented as much healthcare experience as those who apply later. Accordingly, our program’s policy and practice is to extrapolate healthcare experience hours for current jobs until

“Although biomedical knowledge may be the foundation for diagnosis, psychosocial skills, such as gathering data, relationship-building and patient education, can be just as important...these skills in interacting with patients are not easily taught, but rather learned through experience. Experience in patient interaction is valuable and something that has truly benefited me through the first year of PA school.”

-K. DeCristofano, 1st-year PA student
PA Professional, May 2013
the March 1st deadline. There is no need to update the program with information on positions that have already been included on an initial verified CASPA application. For experience acquired after submitting the application, send an e-mail to hpadmissions@evms.edu including the following information:

- CASPA ID #
- Position Title
- Position Duties
- Paid position? (Yes or No)
- Start & End Date (leave end date blank if still currently working in this position)
- Average hours/week
- Employer Name
- Supervisor Name
- Supervisor contact information
  - Include Email & Phone #

COMMUNITY SERVICE

As part of EVMS’ vision to be recognized as the most community oriented school of medicine and health professions in the United States, we are incorporating more of this element into our program. For many years, our capstone project for the PA Program has included a Service Learning Project that involves students with the volunteer organization of their choice to assist in their services and evaluate its efforts and effectiveness.

This aspect is also now included in our application review process. Applicants are encouraged to invest in community service events and projects that interest them. These do not need to be strictly medically related; but are expected to have some organization structure and oversight. For social organizations, some involvement in a leadership capacity will be expected. Emphasis will be placed on the longevity and quality of the investment rather than simply being a member or the sheer number of events listed on the application.

TECHNICAL STANDARDS

The abilities and skills applicants and students must independently possess in order to complete the education and training associated with physician assistant education are referred to as Technical Standards. These abilities and skills are essential for clinical practice as a physician assistant.

The Technical Standards listed on our website reflect five categorical areas - observation, communication, critical reasoning (intellectual), motor and sensory functions, behavioral and social attributes - and represent minimum competency levels. Each standard is defined on our website and is followed by examples of indicators of minimum competence in that area.

Physician Assistant applicants must be prepared to independently meet the technical standards, with or without reasonable accommodation, in order to complete the program and indicate such ability prior to their matriculation into the program. These technical standards also serve as prerequisites for continuation, promotion and graduation from the PA Program. Applicants or students found to be non-compliant with the Technical Standards are at risk for dismissal from the program.

Applicants or students who may have questions regarding these technical standards or who believe they may need to request reasonable accommodation in order to meet the standards are encouraged to contact the Officer of Disability Compliance (Morgan Russell | 757.446.7261 | russelml@evms.edu or
Revealing a disability is voluntary; however, such disclosure is necessary before any accommodations may be made in the learning environment or in the program’s procedures. Information regarding disabilities is handled in a confidential manner.

**Clinical Role Modeling Experiences (PA Shadowing)**

Clinical Role Modeling Experiences are **NOT REQUIRED** or tracked for individuals applying to the PA Program. However, it is recommended that applicants research and talk about the profession with a Physician Assistant before interviewing. Knowledge of the profession and reasons for selecting this career are likely to play a role in the interview process.

In addition to shadowing PAs in their clinical work environment, below are some links to websites to assist applicant’s research and understanding of this profession:

- The American Academy of Physician Assistants | [www.aapa.org](http://www.aapa.org)
- The Virginia Academy of Physician Assistants | [www.vapa.org](http://www.vapa.org)
- The Physician Assistant Education Association | [www.paeaonline.org](http://www.paeaonline.org)
- PAEA Applicant Resource Blog | [www.pafocus.org](http://www.pafocus.org)

**Admissions Consultations**

Due to the volume of applications we are processing, consultations are not able to be offered on a scheduled basis. It is extremely rare that we cannot answer the majority of questions through the information provided online and in this document. For specific questions about an application or clarification about information found in either location, please contact us.
AFTER THE APPLICATION

NOTIFICATION & COMMUNICATION

Upon submission of any of the application requirements, applicants will receive electronic notification of their application status from the Office of Admissions and Enrollment for the School of Health Professions (SHP). Due to the high volume of applications, e-mail is the best mode of communication with the SHP Office of Admissions & Enrollment. Applicants are required to regularly check the account associated with the e-mail address provided on their CASPA application and update the PA Program with regards to any e-mail address changes in a reasonable period of time. Failure to respond to program requests in a timely manner may result in loss of eligibility for program admission.

**NOTE:** The months of January to March and July to September are the busiest in the Office of Admissions and Enrollment, which may limit the ability of staff to respond to individual questions about the admissions process or an individual application. Updates to an application status may also be slower during this period due to the influx of applications.

**IMPORTANT:** Please make sure to include your CASPA ID on any and all communication with the Office of Admissions and Enrollment.

GENERAL REVIEW PROCESS

Completed and verified CASPA applications are made available to the program by CASPA beginning in July. Although we accept applications earlier to accommodate individuals submitting applications to other programs, the Admissions Staff will not begin processing applications for the current cycle until the fall.

Following the receipt of all required documents, an application file is first evaluated for completeness and consistency by the SHP Office of Admissions and Enrollment and designated staff. A second review for compliance with program requirements and selection for personal interview is performed by the PA Program Application Review Committee.

**NOTE:** Meeting the minimum application requirements does not guarantee an invitation for an interview.

UPDATING THE CASPA TRANSCRIPT

If applicants have already completed and submitted their CASPA application but have since completed additional coursework that is required by our program (i.e. prerequisites), they MUST update their CASPA application to allow for calculation of the prerequisite GPAs.

Instructions for updating the application academic section can be found on CASPA’s Help Pages. This update MUST be completed after the application is verified AND before access to the application is removed by CASPA (usually the first week of March – see CASPA’s published deadlines for more details).
Once courses have been updated, applicants **MUST** submit proof of completion from the individual school(s) for us to verify the updated information. Unofficial or student copies of transcripts will be accepted initially, however if an offer for matriculation is made, official transcripts will be required.

- Unofficial transcripts may be submitted to [hpadmissions@evms.edu](mailto:hpadmissions@evms.edu). Please include your CASPA ID on any such communication.
- Official transcripts should be mailed to the following address:
  
  School of Health Professions  
  ATTN: Office of Admissions & Enrollment  
  700 West Olney Road, Suite 1155  
  Norfolk, VA 23501

**IMPORTANT:** The final date for applicants to access and update their CASPA application is determined by CASPA and is usually within the first weeks of March. Courses updated via the Academic Update process **WILL NOT** be verified by CASPA and **WILL NOT** calculate into the CASPA GPA.

**WITHDRAWING AN APPLICATION**

Candidates who no longer desire to be considered by EVMS or who have committed to another PA program are encouraged to [inform the PA Program](mailto:inform%20the%20PA%20Program) at their earliest convenience so that resources are not dedicated to a non-viable application and due consideration can be given to another qualified applicant for an interview slot.

Withdrawn applications are not processed further and applicants are sent a short survey to capture their reasons for withdrawal, experience with our admissions process and personal ranking of our program.

**NOTICE OF INTERVIEWS**

Competitive applicants will be invited to participate in a half-day interview process conducted in mid-July to assess interpersonal and communication skills, maturity, and understanding and commitment to the PA career and the EVMS PA Program’s missions and values.

Interviews will be held on the EVMS campus and candidates will be given no less than two weeks’ notice to facilitate the necessary arrangements to participate in the interview process. Our goal is to give at least four weeks’ notice.

Applicants will have **72 hours** to respond to the invitation and failure to respond may mean forfeiture of their interview slot.

Absence or withdrawal from the interview automatically places the applicant at risk for forfeiture of consideration for a seat in the class.

Due to the interactive nature of the interview process, long-distance interviews (either via telephone or videoconferencing) are not offered.
**Acceptance Into The Program**

Notification of acceptance into the EVMS PA Program will be provided within two (2) weeks of the final interviews. Applicants offered a seat in the January class must acknowledge acceptance of the offer within ten (10) calendar days of their notification by providing the following:

1. An **electronic response** to the Admissions Offer & Conditions of Acceptance letter;
2. A non-refundable **acceptance deposit** ($500) to hold a seat in the class and which will be applied toward tuition;
3. A completed criminal **background check** (will include checking sex offenses and crimes against minors or elderly).

**Health Requirements**

Students accepting the Admissions Offer and enrolling in the PA Program at EVMS must submit documentation of proof of childhood immunizations and recent tuberculosis screening results. Completion of all program **health requirements** is **required** prior to November 15th.

**Orientation**

Applicants who have accepted a seat in the program are required to complete the pre-orientation requirements and attend orientation in the beginning of January. This event includes critical information about the institution and our program, providing students with the necessary means of accessing campus parking lots, buildings, computer network and other functions critical to a smooth transition into the academic schedule.

**NOTE:** Noncompliance with criminal background check, health requirements or attendance at orientation may be cause for revocation of admission offer.

**Wait List Status**

Students who are not offered a seat in the program following the Interviews may be placed on a wait list, at the recommendation of the Admissions Committee and/or the Program Director. The wait list is activated as necessary by the Program Director. Rank or position on the wait list will not be disclosed to candidates due to its dynamic nature.

A wait list is valid from the close of the interview process through the first full week of classes for which the student applied.

Wait-listed applicants not advanced to a seat are NOT considered for admission to the following class without reapplication. Consultation with the SHP Office of Admissions and Enrollment or Program Director is recommended in those cases and can be scheduled after the waitlist is dissolved.
DEFERMENT POLICY
Questions about deferment of admission are only entertained after unpredicted life circumstances may interfere with expected matriculation or success in the program. All requests for deferment should be directed to the Admissions Director (Jason Grahame | grahamja@evms.edu | 757.446.7328). The EVMS PA Program reserves the right to determine if the request warrants deferment or if the candidate will need to reapply in a future admission cycle.

REAPPLICATION
Applicants who are not accepted to the PA Program are encouraged to self-evaluate their application (and interview if granted) in order to identify areas that can be improved. The EVMS PA Program encourages reapplication once a serious effort has been made to remedy any deficiencies. Such an effort by an applicant is viewed by the Admissions Committee as an indication of motivation and perseverance and highlighted in a subsequent application.

Consultations with admissions staff to discuss ways to strengthen an application to our program are available and can be requested after September 15th.

If recycling the CASPA application for a subsequent admissions cycle, it is the applicant’s responsibility to ensure the resubmission accurately reflects their most recent preparation and status. Updating the transcripts, healthcare experience, certifications and personal statement are highly recommended.

IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Program</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Program</td>
<td>757.446.7158</td>
<td><a href="mailto:paprogram@evms.edu">paprogram@evms.edu</a></td>
</tr>
<tr>
<td>Office of Admissions &amp; Enrollment for the</td>
<td>757.446.7096</td>
<td><a href="mailto:hpadmissions@evms.edu">hpadmissions@evms.edu</a></td>
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<td>School of Health Professions</td>
<td></td>
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<tr>
<td>PA Program Admissions Director</td>
<td>757.446.7328</td>
<td><a href="mailto:grahamja@evms.edu">grahamja@evms.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>757.446.5813</td>
<td><a href="mailto:finaid@evms.edu">finaid@evms.edu</a></td>
</tr>
<tr>
<td>Diversity in Educational Programs</td>
<td>757.446.5869</td>
<td><a href="mailto:diversity@evms.edu">diversity@evms.edu</a></td>
</tr>
<tr>
<td>Disability Compliance</td>
<td>757.446.7261</td>
<td><a href="mailto:studentdisability@evms.edu">studentdisability@evms.edu</a></td>
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