



**Department of Kinesiology
Athletic Training Major**

Application Tutorial for Students Pursuing the Professional Phase of the ATHTR Major



Access the Athletic Training Centralized Application System (ATCAS) at <https://atcas.liaisoncas.com/applicant-ux/#/login>. When accessing the website for the first time, applicants will need to create an account. Once an account is created applicants can log onto the service by entering a personalized username, and password.




Welcome to ATCAS

Welcome!

ATCAS is a service of the Commission On Accreditation of Athletic Training Education (CAATE) and is administered by Liaison International (LI), an education information technology company located in Watertown, MA.

ATCAS allows athletic training applicants to use a single web-based application and one set of materials to apply to multiple athletic training programs. Applicants who apply to ATCAS submit a completed web-based application that includes biographical information, educational history and record, work and observation experiences, as well as a personal statement. It is the applicant's responsibility to read and follow specific instructions for ATCAS, and to determine which type of athletic training program the applicant is eligible to apply to.

Sign in with your username and password below. First time here? Select Create an Account to get started.

 glv103@psu.edu




Sign In



Create an Account

[Forgot your username or password?](#)

[Reapplying to ATCAS?](#)

When logging on to the system please access the 'Full Programs List' tab, and scroll through the list of participating degree programs, until The Pennsylvania State University is located.





Test-Giampietro Test- Vairo ▾
CAS ID: 9389494630

Sign Out

Full Programs List

My Program Selections ①

Program Status

Select at least one program to start your application. You can add additional programs from the Full Programs List page at any time.

Filter by:

School

All Schools ▾

Location





All Locations ▾

Program Type

All Programs ▾

Degree


All Degrees ▾



PROGRAM NAME	DEGREE	START YEAR	START TERM	CITY	STATE	DELIVERY	TRACK	DEADLINE	PROGRAM TYPE
Boston University									
 Master of Science in Athletic Training	Professional Masters	2016	Summer 1	Boston	MA	on-campus	N/A	02/01/2016	Professional
Chapman University									
 Master of Science in Athletic Training	Masters (Bachelors Required to Apply)	2016	Summer 1	Orange	CA	Regular	Not Applicable	Rolling	Professional
Daemen College									
Entry-level M.S. in Athletic Training	Master's Degree	2016	Fall	Amherst	NY	on-campus	N/A	2016/01/02	Master's Program
Eastern Kentucky University									
 Athletic Training	Masters (Bachelors Required to Apply)	2016	Summer 1	Richmond	KY	on-campus	N/A	02/01/2016	Professional
Franklin College									
 Master of Science in Athletic Training	Master of Science	2016	Summer	Franklin	IN	Regular	Not Applicable	12/01/2015	Professional
High Point University									


Once applicants locate Penn State, they must click on the marked blue box to select applying to the ATHTR degree program.

	Athletic Training Program	Masters (Bachelors Required to Apply)	2016	Summer 1	St. Louis	MO	Regular	Not Applicable	04/01/2016	Professional
Samford University										
	Master of Athletic Training	Masters	2016	Summer 1	Birmingham	AL	Regular	Not Applicable	03/15/2016	Professional
Seton Hall University										
	Athletic Training	Masters (Bachelors Required to Apply)	2016	Fall	South Orange	NJ	Regular	Not Applicable	03/15/2016	Professional
Shenandoah University										
	Athletic Training	Masters (Direct Admit)	2016	Summer 1	Winchester	VA	on-campus	N/A	04/01/2016	Professional Masters
Temple University										
	Master of Science in Athletic Training	Professional Masters	2016	Fall	Philadelphia	PA	on-campus	N/A	04/01/2016	Professional
Texas Tech University Health Sciences Center										
	Athletic Training	Masters (Bachelors Required to Apply)	2016	Summer 1	Lubbock	TX	on-campus	N/A	12/01/2015	Professional
The College of St. Scholastica										
	Athletic Training	Masters (Bachelors Required to Apply)	2016	Summer 1	Duluth	MN	On campus	N/A	Rolling	Professional
The Pennsylvania State University										
	Bachelors	This program has been added to your selections								
The University of Findlay										
	Athletic Training	Masters (Bachelors Required to Apply)	2016	Summer 1	Findlay	OH	Regular	Not Applicable	01/01/2016	Professional
University of Idaho										
	Master of Science in Athletic Training	Masters (Bachelors Required to Apply)	2016	Summer 1	Moscow	ID	on-campus	N/A	Rolling	Professional
University of Mary										
	Athletic Training	Bachelors	2015	Fall	Bismarck	ND	Regular	Not Applicable	10/01/2015	Professional
	Athletic Training-copy-1	Bachelors	2016	Fall	Bismarck	ND	Regular	Not Applicable	10/01/2016	Professional
University of Tennessee at Chattanooga										

After completing the prior step, applicants should click on the 'My Program Selection' tab to confirm Penn State appears in this area. Here applicants will also note the fee associated with applying to the program.







Test-Giampietro Test- Vairo 
CAS ID: 9389494630

Sign Out

Full Programs List

My Program Selections 

Program Status

Review your program selections here, check on status of individual program tasks, and pay for your programs selections.


Once your application is submitted, no changes or refunds can be made.

1 PROGRAMS
SELECTED

\$85 TOTAL
FEES



Pay For My Programs


Sort By


Deadline 

MY PROGRAM SELECTIONS


The Pennsylvania State University




Athletic Training (ATHTR) Deadline 11/13/2015





Pay and Submit this Program




After confirming Penn State has been selected, applicants should click on their name in the upper right-hand corner of the screen. From there, applicants can select the 'My Profile' tab, and enter the requested information (e.g. name, address, telephone number, etc.). Following this, applicants should save their entry.





Test-Giampietro Test- Vairo
CAS ID: 9389494630

Sign Out



Test-Giampietro Test- Vairo

9389494630

My Profile

My Profile

Below is the current information used to create your account. If you need to update or change any of the following information, you can do that here. Once all changes are complete, click on 'Save Changes' below.

Your Name

Title Optional

Dr

First or Given Name

Test-Giampietro

Middle Name Optional

L

Last or Family Name

Test- Vairo

Suffix Optional

PhD, ATC

Display Name Optional

John

Contact Information

Email Address

glv103@psu.edu

Work

Confirm Email Address

glv103@psu.edu

Preferred Phone Number

+1 201-555-5555

Type

Alternate Phone Number Optional

+1 201-555-5555

Work

Once the applicant profile information has been entered, applicants should click on the blue square in the upper left-hand corner (next to the ATCAS logo) to navigate to the main menu or dashboard screen (below). From here, applicants will note the four main sections necessary to complete.

ATCAS

Giampietro Vairo
CAS ID: 9389494630
[Sign Out](#)

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

My Program Selections 1

HAVE UPCOMING DEADLINES

1

READY TO SUBMIT

0

[Manage My Programs](#)

Latest Notifications

Evaluation Request Submitted to Evaluator Today [>](#)

Welcome Back to ATCAS Today [>](#)

[View My Notifications](#)

Personal Information

4/5
Sections Completed

Academic History

3/4
Sections Completed

Supporting Information

3/6
Sections Completed

Program Materials

0/1
Sections Completed

Applicants will note five sub-categories required for completion in the 'Personal Information' tab. An example of what some of the questions asked in these sub-categories are provided below in pages 9-10.

The screenshot displays the ATCAS application dashboard. At the top left is the ATCAS logo. On the top right, there is a user profile for Giampietro Vairo with a CAS ID of 9389494630 and a 'Sign Out' button. The main section is titled 'My Application' and includes a description: 'This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.' Below this, there are two columns. The left column contains 'My Program Selections' with a progress indicator (1/5), a 'Manage My Programs' button, and 'Latest Notifications' showing two recent messages: 'Evaluation Request Submitted to Evaluator' and 'Welcome Back to ATCAS'. The right column is titled 'Personal Information' with a progress indicator (4/5) and a list of five sub-categories: 'Biographic Information', 'Contact Information', 'Citizenship Information', 'Race & Ethnicity', and 'Other Information', each with a checkmark indicating completion.

ATCAS

Giampietro Vairo
CAS ID: 9389494630
[Sign Out](#)

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

My Program Selections 1/5

HAVE UPCOMING DEADLINES
1

READY TO SUBMIT
0

[Manage My Programs](#)

Latest Notifications

Evaluation Request Submitted to Evaluator Today [>](#)

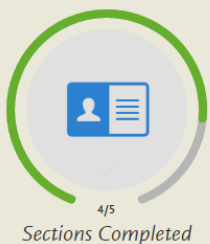
Welcome Back to ATCAS Today [>](#)

[View My Notifications](#)

Personal Information

4/5 Sections Completed

- [Biographic Information](#) ✓
- [Contact Information](#)
- [Citizenship Information](#) ✓
- [Race & Ethnicity](#) ✓
- [Other Information](#) ✓



Biographic Information

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

Your Name

To make changes to your name, go to the [Profile Section](#)

First or Given Name	<input type="text" value="Giampietro"/>
Middle Name	<input type="text" value="L"/>
Last or Family Name	<input type="text" value="Vairo"/>
Suffix	<input type="text" value="PhD, ATC"/>

Alternate Name

Do you have any materials under another name (for example a maiden name, middle name or nickname)?

☐ Yes ☒ No

Gender

What is your gender?

☒ Male ☐ Female ☐ Decline to State

Birth Information

Biographic Information



Contact Information

Citizenship Information

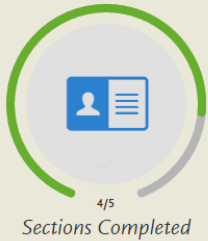


Race & Ethnicity



Other Information





Sections Completed

Biographic Information



Contact Information

Citizenship Information



Race & Ethnicity



Other Information



Race & Ethnicity

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

Ethnicity Optional

Do you consider yourself to be of Hispanic/Latino Origin?

☐

Yes

☒

No

Race Optional

Please select one or more of the following groups in which you consider yourself to be a member.

☐

American Indian or Alaska Native

☐

Asian

☐

Black or African-American

☐

Native Hawaiian or Other Pacific Islander

☒

White



Save and Continue

Applicants will note four sub-categories necessary for completion in the 'Academic History' section.

The screenshot displays the ATCAS application dashboard. At the top, the ATCAS logo is on the left, and user information (Giampietro Vairo, CAS ID: 9389494630) and a 'Sign Out' button are on the right. The main heading is 'My Application', with a subtext explaining it's the application home. Below this, there's a 'My Program Selections' widget showing '1' upcoming deadline and '0' ready to submit, with a 'Manage My Programs' button. To the right, the 'Academic History' section shows '3/4 Sections Completed' with a progress indicator. Below this, a list of four sections is shown, each with a checkmark: 'High School Attended', 'Colleges Attended', 'Transcript Entry', and 'Standardized Tests'. A 'Latest Notifications' widget on the left shows two notifications: 'Evaluation Request Submitted to Evaluator' and 'Welcome Back to ATCAS', both dated 'Today'. A 'View My Notifications' button is at the bottom of this widget.

ATCAS

Giampietro Vairo
CAS ID: 9389494630
Sign Out

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

My Program Selections 1

HAVE UPCOMING DEADLINES: 1
READY TO SUBMIT: 0

Manage My Programs

Latest Notifications

Evaluation Request Submitted to Evaluator Today >

Welcome Back to ATCAS Today >

View My Notifications

Academic History

3/4 Sections Completed

- High School Attended ✓
- Colleges Attended ✓
- Transcript Entry
- Standardized Tests ✓

In the 'Colleges Attended' tab, applicants can list what Colleges and/or Universities they may have attended for academic credit. After entering schools attended, applicants should click on the box marked 'Download Transcript Request Form'. **There is no need to upload transcripts from a high school attended.**

Sections Completed

High School Attended ✓

Colleges Attended ✓

Transcript Entry

Standardized Tests ✓

+ Add a College

MY ATTENDED COLLEGES

PENNSYLVANIA STATE UNIVERSITY

January 2015 - Still Attending

Semester System

Bachelor of Science: January 2015

Download Transcript Request Form

EDINBORO UNIVERSITY OF PENNSYLVANIA

August 2014 - January 2015

Semester System

No Degree Earned

Download Transcript Request Form

Last Updated 05/27/2016

Page 12 of 42

After clicking the 'Download Transcript Request Form', a prepopulated PDF will be generated that displays detailed instructions for where academic transcripts should be mailed for processing by the ATCAS service. **This should be done for any/all Colleges/Universities attended and completed in a timely fashion since it may take several weeks for a University to process this request.**

The screenshot shows a web browser window displaying the ATCAS Transcript Matching Form. The browser's address bar shows the URL: <https://atcas.liaisoncas.com/applicant-ux/api/academicHistory/transcriptform/536859>. The browser tabs include 'Liaison International - CAS 3.0' and 'atcas.liaisoncas.com'. The form itself has the ATCAS logo at the top left and a QR code at the top right. Below the logo, the text reads 'Transcript Matching Form' and 'ATCAS - Central Application Service'. The form contains the following fields:

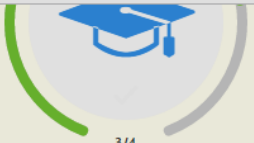
- CAS ID: 9389494630
- Applicant's Name: Test- Vairo (Last Name) and Test-Giampietro (First Name)
- Alternate Name, if any: (Empty fields for Last Name and First Name)
- Academic Institution Name: PENNSYLVANIA STATE UNIVERSITY

Below the form fields, there is a section titled 'Instructions to the Registrar' which states: 'Please attach this form directly to the official transcript for the above applicant and forward the official transcript (see requirements below) in a sealed envelope directly to:'. The address provided is 'ATCAS Transcript Processing Center, P.O. Box 9132, Watertown, MA 02471'. A note states: 'The transcript must meet the requirements below to be considered "official" by ATCAS'. The requirements listed are:

- A Registrar's seal and/or legible signature included on the transcript.
- Must be mailed **directly** to ATCAS from the Registrar's Office.
- **Cannot** be marked "Issued to Student" or "Student Copy."
- Must reflect all relevant, correct information for the student identified above.

The Windows taskbar at the bottom shows various application icons including Windows, File Explorer, Internet Explorer, Firefox, Chrome, Outlook, Word, Excel, and a folder icon. The system clock in the bottom right corner shows '8:19 PM 11/3/2015'.

Once having downloaded the form above, applicants should proceed by building their electronic transcript within the ATCAS service. When doing so, applicants should have a copy of their degree audit with grades available for accurate record entry into the online application. Applicants should do this for every school they've attended.



3/4
Sections Completed

High School Attended ✓

Colleges Attended ✓

Transcript Entry









Standardized Tests ✓

PENNSYLVANIA STATE UNIVERSITY Transcript

Spring January 2015 - Still Attending Semester System



✓ Save and Exit

Spring 2015 Freshman

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	
KINES 135	Introduction to A	Kinesiology	3.0	B+	B+	 
KINES 202	Functional Huma	Kinesiology	4.0	B-	B-	 
MATH 22	College Algebra II	Mathematics	3.0	B	B	 
KINES 141	The Socio-Cultura	Kinesiology	3.0	B+	B+	 

+ Add A Course + Add Semester

Summer 1 2015 Freshman

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	
KINES 197A	Biohvsical Basis c	Kinesiology	3.0	B+	B+	 

Please be aware that when denoting a semester as being “In Progress”, applicants will not be able to enter credits or grades associated with that specific semester into the system, which is fine.

Fall 2015 Sophomore is in progress

	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE		
	KINES 231	Athletic Training I	Kinesiology				<div></div>	<div></div>
	KINES 233	Emergency Care I	Kinesiology				<div></div>	<div></div>
	BIOL 141	Introductory Phys	Biology				<div></div>	<div></div>
	STAT 200	Elementary Statis	Statistics				<div></div>	<div></div>

Add A Course

Add Semester

Is entering your coursework taking too long?

Save Time

Is entering your coursework taking too long? Save significant time and ensure accuracy by having our specialists do it for you.

Tell me more

Prerequisites Information:

Some programs to which you are applying have prerequisites. Please enter coursework that fulfills these prerequisites.

The Pennsylvania State University

Athletic Training (AT/HTP)

Once applicants have finished entering courses, and grades in the electronic 'Transcript Entry' tab, it will be necessary to click on the 'Review & Finalize My Transcripts' box.

Colleges Attended ✓

Transcript Entry

Standardized Tests ✓

Transcript Review

Ready to finalize your transcripts? First, preview each transcript to ensure you have entered all of your coursework exactly as it appears on your transcripts.

Next, continue to Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.

Progress bar: 100% ✓

Review & Finalize My Transcripts

EDINBORO UNIVERSITY OF PENNSYLVANIA

Progress bar: 100% ✓


Edit [Preview this Transcript](#)



PENNSYLVANIA STATE UNIVERSITY


Progress bar: 100% ✓

Edit [Preview this Transcript](#)

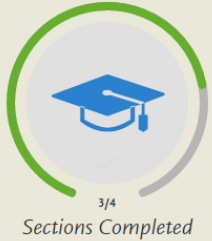
The transcript review process is a relatively quick, and easy process by which the system will identify special designations in an applicant's academic history; examples of this include receiving University/College credit for an advanced placement exam or having taken an honors course in undergraduate studies.







Giampietro Vairo 
CAS ID: 9389494630

Sign Out




Transcript Entry

High School Attended 

Colleges Attended 

Transcript Entry

Standardized Tests 

Transcript Review


Welcome to Transcript Review.



Your transcripts will be reviewed by a quality assurance team. It is important that you have entered your coursework exactly as it appears on your transcripts. If there are inaccuracies, your application will be sent back to you, and this will result in delays in submitting your application. Check your work now if you are unsure.


When you are ready, continue with Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.

Great. Let's Get Started.


After finishing the transcript review feature, applicants will proceed to the 'Standardized Tests' sub-category, which do not currently apply to our specific degree program; however, applicants must still indicate that they are not adding any tests to complete this section.







Giampietro Vairo 
CAS ID: 9389494630

Sign Out




3/4
Sections Completed


High School Attended 

Colleges Attended 

Transcript Entry

Standardized Tests 

Standardized Tests



You opted not to add any standardized tests.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more standardized tests, but you will not be able to update or delete.

Some programs do require you to report standardized test scores. Please make sure to check your programs specific requirements to ensure that your application will be reviewed in full.

Would you like to add a test?

In the 'Program Materials' section, applicants will click on the 'Athletic Training (ATHTR)' tab.

The screenshot displays the ATCAS application dashboard. At the top, the ATCAS logo is on the left, and user information (Giampietro Vairo, CAS ID: 9389494630) and a 'Sign Out' button are on the right. The main content area is divided into two primary sections: 'My Application' and 'Program Materials'.

My Application
This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

My Program Selections 1

HAVE UPCOMING DEADLINES	READY TO SUBMIT
1	0

[Manage My Programs](#)

Latest Notifications


- Evaluation Request Submitted to Evaluator Today [>](#)
- Welcome Back to ATCAS Today [>](#)



[View My Notifications](#)

Program Materials
0/1 Sections Completed

Athletic Training (ATHTR)
The Pennsylvania State University

Under the 'Athletic Training (ATHTR)' tab, applicants will find some general information pertaining to the degree program requirements, and instructions explaining what documents (e.g. resume, personal statement, CPR/AED certification verification) are necessary for submitting with the application. In this area, applicants will also find contact information for the program if they have specific questions related to the major or application process. Once applicants have read the information posted on this page, they should click on the 'Documents' sub-heading.






Test-Giampietro Test-Vairo ▾
CAS ID: 9389494630

Sign Out



0/1
Sections Completed

Athletic Training (ATHTR)
The Pennsylvania State University





PennState

Athletic Training (ATHTR)

Deadline: 11/13/2015

Home

Documents 

Prerequisites 

Questions

Welcome to the Penn State application portal for the Athletic Training major! Please carefully follow the instructions below to ensure a successful submission.

The Athletic Training major provides a concentrated program of study designed to prepare students for a career in athletic training, and other related allied health care disciplines. Students complete the program, approved by the Commission on Accreditation of Athletic Training Education (CAATE), to meet national standards for credentialing by the Board of Certification for the Athletic Trainer, and state licensing boards as a Certified Athletic Trainer (ATC).

Admission to the Athletic Training major is competitive, highly selective, and based on a formally structured application process. Successfully completing the major prerequisites does NOT guarantee admission to the Athletic Training degree program. Upon admission to the major, students complete a five (5) semester sequence of coursework, and supervised clinical education rotations. Students typically complete approximately 180 to 350 hours of practicum experiences in each of the fall and spring semesters in the program.

Students seeking to transfer from other colleges and universities will have their transcripts evaluated only after acceptance to Penn State to identify those courses and credits that will be applied towards completion of degree requirements. Coursework specific to the Athletic Training major will not be considered for transfer unless completed in a CAATE approved program, and at the discretion of the Program Director.

Additional information on the Athletic Training major, such as recommended academic plans, sequencing of coursework, and program mission, can be found at <http://www.hhd.psu.edu/kines/undergraduate/athletic-training>.

The deadline to submit an application for admission to the Athletic Training major is November 13, 2015. Late applications will NOT be accepted for consideration.

From the 'Documents' sub-heading, applicants will find a link used to upload their CPR/AED certification. For students that satisfied this requirement via KINES 233 (Emergency Care in Athletic Training), but do not currently have a CPR/AED card, the course instructor will provide applicants with a certificate validating that this credential requirement has been satisfied (an example of an uploaded verification form is provided on page 22 of this application tutorial).

Documents

When applying to the Athletic Training major, students must submit the following documentation for admissions review; these include a resume, personal statement and verification of CPR/AED certification.

The resume should be limited to two (2) pages, and provide an overview of the experiences, and activities an applicant has been engaged in over the course of the preceding four (4) to five (5) years.

The personal statement should include why the applicant is pursuing the major, and focus on how his/her abilities match well with the curriculum. It is also recommended that applicants preset a brief summary of short and long-term goals relevant to athletic training.

Applicants must also provide a current copy of their valid CPR/AED certification, which may be satisfied as part of KINES 233 "Emergency Care in Athletic Training".

Please contact the Athletic Training Major Office with questions regarding any of these documents at:

Department of Kinesiology
275 Recreation Building
Pennsylvania State University
University Park, PA 16802
814-863-0442 | dxe8@psu.edu

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission.

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 5MB.

TIPS:

- Passwords: Do not password protect your files.
- Editable PDF forms are not supported. Please upload an image file or scanned copy of the document. For more information on how to do this, please visit the Instructions and FAQs.
- Sensitive information: If you are uploading a document that contains your social security number, please use a correction fluid or a security redacting marker to cover your social security number. Your social security number can still be seen after covering it with a regular marker. It is your responsibility to ensure your social security number cannot be seen in the document you are uploading.

CPR Certification



KINES 233: You Passed!



After applicants have completed the 'Documents' sub-heading, they should proceed to the 'Prerequisites' sub-heading. In this area, applicants will find the prerequisite courses (e.g. KINES 135, KINES 202, KINES 231, KINES 233) associated with the pre-professional phase of the ATHTR degree program. For every prerequisite course, applicants will click the 'Assign Course' button to match the prerequisite course with the matching course (and when applicable, grade) entry in the 'Transcript Entry' section.

Kinesiology Training Entry

The Pennsylvania State University

Home

Documents

Prerequisites

Prerequisites

You must complete your Transcript Entry in the Academic History section before you can identify prerequisites.

A minimum overall grade-point average (GPA) of 2.50 is necessary for admission to the Athletic Training major; however, most admitted students typically have an overall GPA greater than 3.0.

In order to complete this application, please indicate what Athletic Training major pre-professional phase courses you have or are currently taking, and related grades as appropriate. Indicate accurate anticipated grades for any program prerequisite courses you may be taking this semester. **Please be aware that a minimum combined grade-point average of 3.00 in KINES 135, KINES 202, KINES 231 and KINES 233 is necessary for admission to the major.**

In addition to these minimum grade requirements, students must successfully complete an individual interview with the Kinesiology/Athletic Training major faculty and clinical preceptors during the semester in which KINES 231 is being completed. Instructors for KINES 231 and/or the Program Director will schedule this interview with students towards the latter third of the fall semester. Positive recommendations from the clinical preceptors that students interact with during KINES 231 are also favored.

KINES 135

Assign Course

KINES 202

Assign Course

KINES 231

Assign Course

Below is a screenshot of how to match the prerequisite course with the entry applicants input in the 'Transcript Entry' section. This process should be done individually for every prerequisite course.

KINES 135

✓ Save and Exit

Select Your KINES 135 Course

Introduction to Athletic Training

Minimum Credits 3 | Minimum Grades 2

EDINBORO UNIVERSITY
OF PENNSYLVANIA
Transcript 0

PENNSYLVANIA STATE
UNIVERSITY Transcript 1

Spring 2015					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	MATH 22	College Algebra II	Mathematics	3.0	B
+	KINES 202	Functional Human Anatomy	Kinesiology	4.0	B-
+	KINES 141	The Socio-Cultural Dynamics of Kinesiology	Kinesiology	3.0	B
✓	KINES 135	Introduction to Athletic Training	Kinesiology	3.0	B+

Below is another screenshot of what this section will look like once applicants have completed this task. **Applicants should be aware that any prerequisite course in progress without an assigned grade, like KINES 231, should still be linked to the respective entry in the 'Transcript Entry' section.**


	<div><div>KINES 135</div><div><div></div><div>✓</div></div><div>PENNSYLVANIA STATE UNIVERSITY Course Code: KINES 135 Course Title: Introduction to Athletic Training Grade: B+</div></div>
	<div><div>KINES 202</div><div><div></div><div>✓</div></div><div>PENNSYLVANIA STATE UNIVERSITY Course Code: KINES 202 Course Title: Functional Human Anatomy Grade: B-</div></div>
	<div><div>KINES 231</div><div><div></div><div>✓</div></div><div>PENNSYLVANIA STATE UNIVERSITY Course Code: KINES 231 Course Title: Athletic Training Clinical I Grade:</div></div>
	<div><div>KINES 233</div><div><div></div><div>✓</div></div><div>PENNSYLVANIA STATE UNIVERSITY Course Code: KINES 233 Course Title: Emergency Care in Athletic Training Grade:</div></div>

Following the 'Prerequisite' sub-heading being completed, applicants should answer the inquiry in the 'Questions' sub-heading. This question confirms that applicants are aware that a resume is necessary for submission with the application materials. This step will complete all the requirements for the 'Program Materials' section.

0/1

Sections Completed

Athletic Training (ATHTR)
The Pennsylvania State University

 **PennState**

Athletic Training (ATHTR)Deadline: 11/13/2015

[Home](#)[Documents](#) ✓[Prerequisites](#) ✓[Questions](#)

Questions

Resume

As an applicant to the Athletic Training major, you must submit a most recent resume along with the other stated required materials. The resume should be limited to two (2) pages, and provide an overview of the experiences, and activities an applicant has been engaged in over the course of the preceding four (4) to five (5) years.

As an applicant to the Athletic Training major, you must submit a most recent resume along with the other stated required materials. The resume should be limited to two (2) pages, and provide an overview of the experiences, and activities an applicant has been engaged in over the course of the preceding four (4) to five (5) years. Please note that you have read and understood this, and have uploaded a resume in the core ATCAS application.

☒ Yes ☐ No

☒ Save My Responses

From the main menu/dashboard, the 'Supporting Information' section has six tabs to complete.

The screenshot displays the ATCAS application dashboard. At the top, the ATCAS logo is on the left, and user information (Giampietro Vairo, CAS ID: 9389494630) and a 'Sign Out' button are on the right. The main content area is divided into two columns. The left column, titled 'My Application', includes a description of the dashboard, a 'My Program Selections' widget showing 1 upcoming deadline and 0 ready to submit, and a 'Latest Notifications' section with two messages. The right column, titled 'Supporting Information', shows a progress indicator for 3/6 sections completed and a list of six tabs: Evaluations, Experiences, Achievements, Licenses, Documents, and Release Statement. The 'Experiences', 'Achievements', and 'Licenses' tabs are marked with checkmarks.

ATCAS

Giampietro Vairo
CAS ID: 9389494630
Sign Out

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

My Program Selections 1

HAVE UPCOMING DEADLINES	READY TO SUBMIT
1	0

[Manage My Programs](#)

Latest Notifications

- Evaluation Request Submitted to Evaluator Today [>](#)
- Welcome Back to ATCAS Today [>](#)


[View My Notifications](#)

Supporting Information

3/6 Sections Completed

- Evaluations
- Experiences ☒
- Achievements ☒
- Licenses ☒
- Documents
- Release Statement

The first tab in this section is the 'Evaluations' tab. In this area applicants should input information for two evaluators, including a brief note in the 'Personal Message/Notes' box. The ATHTR faculty suggest that applicants waive their right to access the evaluations, and check the boxes that give permission for contacting the reference, and school. **The contact information for the evaluator should include the following individuals: Giampitero Vairo (glv103@psu.edu), and Alison Krajewski (ark114@psu.edu).**


3/6
Sections Completed

Evaluations

Experiences ✓

Achievements ✓

Licenses ✓

Documents

Release Statement

Create Evaluation Request

Evaluator's Information

First Name

Alison

Last Name

Krajewski

Email Address

ark114@psu.edu

Due Date

11/13/2015

MM/DD/YYYY

Personal Message/Notes

Hello:

I am applying to the ATHTR major at Penn State, and would appreciate your evaluation of my potential as a successful student in the program.

Thank you.

160/500

Waiver of Evaluation

I waive my right of access to this evaluation.

☒ Yes

☐ No

Permission to Contact Reference


☒ I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

Permission for Schools to Contact Reference

☒ I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

✓ Save This Evaluation Request

Below is a screenshot for what the area will look like once applicants have satisfied the necessity to provide two evaluators.



4/6

Sections Completed

Evaluations

Experiences

Achievements

Licenses

Documents



Release Statement

Evaluations

You must have a minimum of **2 requested evaluations** in order to submit your application. You may enter a maximum of 4.



Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

Vairo, Giampietro




Evaluation Request Status Requested Submitted: 11/01/2015

Krajewski, Alison






Evaluation Request Status Requested Submitted: 11/02/2015


Create Evaluation Request

 Create Evaluation Request


The following three tabs (i.e. 'Experiences', 'Achievements', and 'Licenses') are optional. That is, applicants must still complete them, but whether actual material is added is at the applicant's discretion since most of this type of information will appear in the requirement resume and/or personal statement uploads.







Giampietro Vairo 
CAS ID: 9389494630


Sign Out




4/6
Sections Completed

Evaluations 

Experiences 


Achievements 

Licenses 

Documents

Release Statement

Achievements




You opted not to add any achievements.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more achievements, but you will not be able to update or delete.

Please refer to the Checklist on the program materials section of the application to determine if this section is required for your program application.

Add an Achievement

The 'Documents' tab is where applicants will upload the required personal statement, and resume. A publication is NOT needed. Applicants should prepare a personal statement, and resume in a word processing program, and then submit them via the matched button in this area. Directions on what the personal statement, and resume should include are outlined in the ATCAS system, and in the application letter submitted to students pursuing the professional phase of the major. Applicants should be aware to follow these guidelines, and feel free to use a suitable template in a word processing program for composing these documents.



4/6
Sections Completed

Evaluations

Experiences

Achievements

Licenses

Documents

Release Statement

Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 5MB.

TIPS:

- Passwords: Do not password protect your files.
- Sensitive information: If you are uploading a document that contains your social security number, please use a correction fluid or a security redacting marker to cover your social security number. Your social security number can still be seen after covering it with a regular marker. It is your responsibility to ensure your social security number cannot be seen in the document you are uploading.

Provide supporting documentation for your application. For your personal statement, please describe your professional goals including why you have chosen Athletic Training as a career.

Personal Statement

+ Add Document

CV/Resume Optional

+ Add Document

Publication Optional

Below is a screenshot of what this area will look like when the personal statement, and resume requirements have been successfully completed.

5/6
Sections Completed

Evaluations ✓
Experiences ✓
Achievements ✓
Licenses ✓
Documents ✓
Release Statement

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 5MB.

TIPS:

- Passwords: Do not password protect your files.
- Sensitive information: If you are uploading a document that contains your social security number, please use a correction fluid or a security redacting marker to cover your social security number. Your social security number can still be seen after covering it with a regular marker. It is your responsibility to ensure your social security number cannot be seen in the document you are uploading.

Provide supporting documentation for your application. For your personal statement, please describe your professional goals including why you have chosen Athletic Training as a career.

Personal Statement

✓

[PersonalStatement.jpg](#) Uploaded: 11/02/2015

CV/Resume Optional

✓

[ATCASResume.jpg](#) Uploaded: 11/02/2015

Publication Optional

✓

Add Document

The last tab in this section is the 'Release Statement'. It is necessary that applicants read, and agree to the terms in this area in order to successfully complete the online application. On pages 33-34, applicants can view a sample of what this area looks like.





Giampietro Vairo 
CAS ID: 9389494630

Sign Out



5/6
Sections Completed

Evaluations 

Experiences 

Achievements 

Licenses 

Documents 

Release Statement

Release Statement

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

Pre-Submission Release of Information

By answering Yes, you authorize ATCAS to release your name and contact information to your designated programs BEFORE you submit your final application. This will allow your designated programs to send you important information about the local admissions process before you complete your application.

☒ Yes ☐ No

ATCAS Release Statement

By signing below, I certify, as required in the application, that I have read and understand all application instructions, including the provisions that place responsibility for monitoring and ensuring the progress of my application process with the applicant. I certify that all the information and statements I have provided as part of this application process, including those statements contained in the application and as part of the reference verification process are current, accurate, and complete to the best of my knowledge. I understand that withholding information requested as part of the application process, or submitting false or misleading information, may be grounds for denial of admission by any participating ATCAS program or expulsion from said program after admission.

In addition, I understand and agree that I am giving permission for the Commission for Accreditation of Athletic Training Education (CAATE), which operates ATCAS, or its designee to release any information related to my application to any programs or educational institutions to which I apply and to professional organizations for applicant data analysis or to populate the master AT file, facilitating communication from the Board of Certification (BOC) relative to my AT professional role. I also understand and agree that in connection with my application, CAATE or its designee may disclose to any educational institution (regardless of whether I have applied to such institution) or application service any information concerning any disciplinary action, falsification, misrepresentation, or violation that CAATE believes substantively impacts my current

Achievements

Licenses

Documents

Release Statement

☒ Yes
☐ No

ATCAS Release Statement

By signing below, I certify, as required in the application, that I have read and understand all application instructions, including the provisions that place responsibility for monitoring and ensuring the progress of my application process with the applicant. I certify that all the information and statements I have provided as part of this application process, including those statements contained in the application and as part of the reference verification process are current, accurate, and complete to the best of my knowledge. I understand that withholding information requested as part of the application process, or submitting false or misleading information, may be grounds for denial of admission by any participating ATCAS program or expulsion from said program after admission.


In addition, I understand and agree that I am giving permission for the Commission for Accreditation of Athletic Training Education (CAATE), which operates ATCAS, or its designee to release any information related to my application to any programs or educational institutions to which I apply and to professional organizations for applicant data analysis or to populate the master AT file, facilitating communication from the Board of Certification (BOC) relative to my AT professional role. I also understand and agree that in connection with my application, CAATE or its designee may disclose to any educational institution (regardless of whether I have applied to such institution) or application service any information concerning any discrepancy, error, falsification, misrepresentation, or omission that CAATE believes exists with respect to my current application or previous application (if applicable).

In consideration for my participation in the ATCAS application process, I indemnify CAATE, its affiliates, and educational institutions participating in ATCAS, and their respective employees, officers, committee members, and agents (the "Indemnified Parties"), and hold all of them harmless from and against any third-party or other claims, damages, or costs (including reasonable attorney's fees) arising out of or connected with this application or my participation in the ATCAS application process. I agree not to sue or assist in any lawsuit against any of the Indemnified Parties.

☒ By checking this I am agreeing to a legal contract

Save and Continue

If at any point in time an applicant encounters a technical problem, or has trouble navigating through the ATCAS site, they are encouraged to submit an inquiry via the ATCAS 'Contact Us' link, which is accessible by clicking the question mark in the upper right-hand corner next to the applicants name. Other helpful resources for applicants with technical issues, or any general inquiries related to ATCAS can be found at this link <http://help.unicas.com:8888/atcasHelpPages/instructions/index.html> or by calling **617-612-2075**.



?

2

Test-Giampietro Test- Vairo
CAS ID: 9389494630

Sign Out

Contact Us

Email. We'll respond ASAP!

Instructions and FAQs

< Exit

Contact Us

CAS ID9389494630

First NameTest-Giampietro

Last NameTest- Vairo

Phone Number+1 201-555-5555

Email Addressglv103@psu.edu

Confirm Email

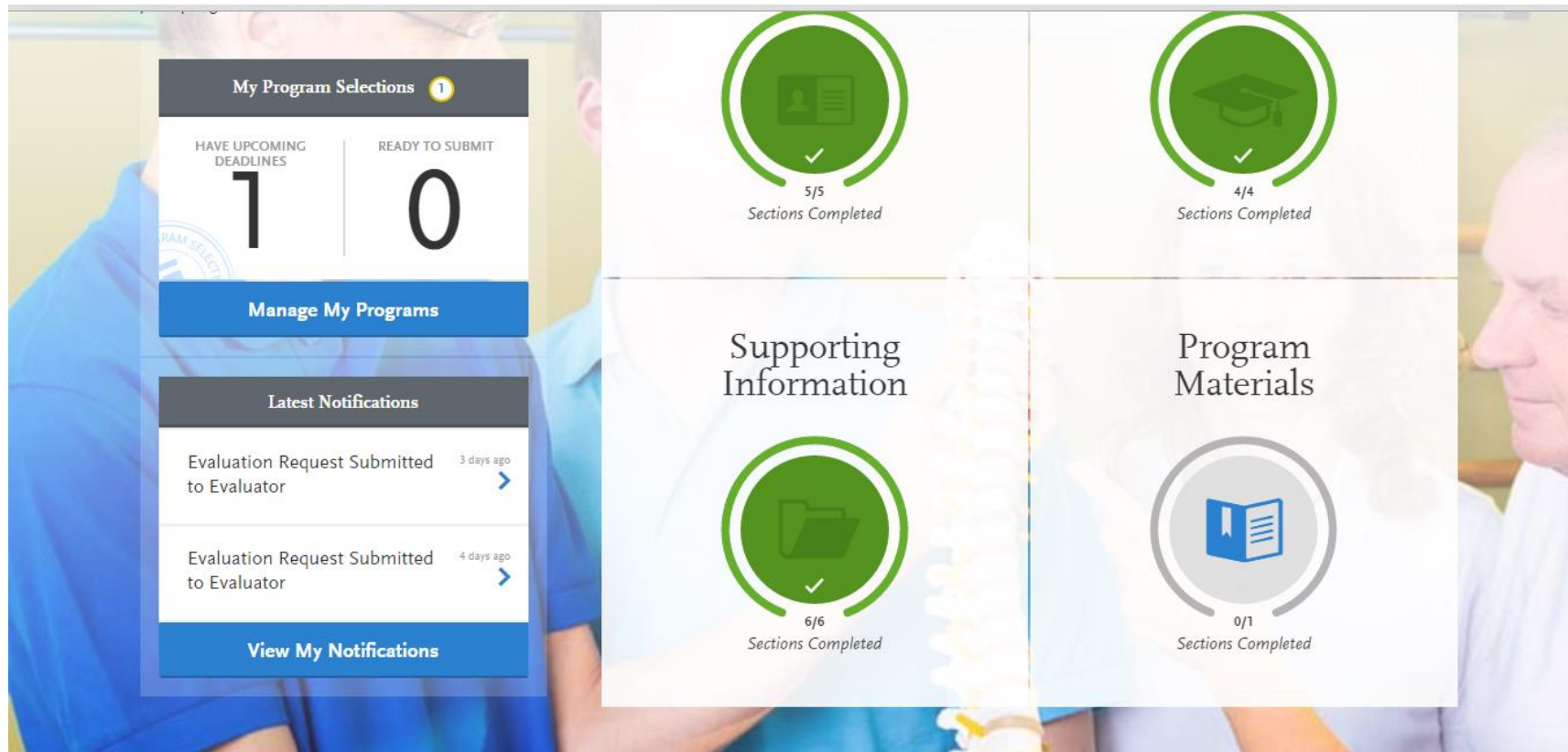
Issue Topic

Message Subject LineTest-Giampietro Test- Vairo - 9389494630 - ATCAS


Please explain your issue or question:



0/2000

Applicants can check on the status of notifications associated with the application by clicking on the ‘View My Notifications’ box in the main menu/dashboard.



Below is a screenshot of the notifications area accessible from the main menu/dashboard by clicking on the 'View My Notifications' box.





Test-Giampietro Test- Vairo ▾
CAS ID: 9389494630

Sign Out

Notifications

A summary of notifications you have received is below.

CRITICAL ALERTS

RECENT NOTIFICATIONS

Evaluation Request Submitted to Evaluator

Dear Giampietro Vairo,ATCAS has sent a request to Al...

3 days ago


>

● Evaluation Request Submitted to Evaluator

Dear Giampietro Vairo,ATCAS has sent a request to Gi...

4 days ago

>

 Welcome Back to ATCAS

Welcome to the ATCAS online application! We hope tha...

4 days ago

>

Once all sections of the online application have been completed, the main page will look like the screenshot below. In order to proceed with submitting your application, click on the blue button marked 'Manage My Programs'.


The screenshot displays the ATCAS 'My Application' dashboard. At the top, the ATCAS logo is on the left, and user information 'Test-Giampietro Test- Vairo' with a 'Sign Out' button is on the right. The main heading 'My Application' is followed by a description: 'This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.'

On the left side, there is a 'My Program Selections' section with a progress indicator showing '1' under 'HAVE UPCOMING DEADLINES' and '1' under 'READY TO SUBMIT'. Below this is a blue 'Manage My Programs' button. Further down is a 'Latest Notifications' section listing two notifications: 'Evaluation Request Submitted to Evaluator' (dated 'Today') and 'Evaluation Request Submitted to Evaluator' (dated 'Yesterday'), each with a right arrow. At the bottom of this section is a blue 'View My Notifications' button.

The right side of the dashboard features four large cards representing different application sections, each with a green circular progress indicator and a checkmark:

- Personal Information:** 5/5 Sections Completed
- Academic History:** 4/4 Sections Completed
- Supporting Information:** 6/6 Sections Completed
- Program Materials:** 1/1 Sections Completed


Once applicants have clicked the 'Manage My Programs' button, the following screen will appear. From this page, applicants should notice that the application to Penn State is ready for submission. Here, applicants should click the 'Pay and Submit this Program' or 'Pay For My Programs' button, which is accessible via the 'My Program Selections' tab.



Test-Giampietro Test- Vairo
CAS ID: 9389494630

Sign Out

Full Programs List

My Program Selections ①

Program Status

Review your program selections here, check on status of individual program tasks, and pay for your programs selections.

Once your application is submitted, no changes or refunds can be made.

1 PROGRAMS
SELECTED

\$85 TOTAL
FEES



Pay For My Programs

Sort By

Deadline

MY PROGRAM SELECTIONS

The Pennsylvania State University


Athletic Training (ATHTR) ①

Deadline 11/13/2015

✓

Pay and Submit this Program

After applicants have clicked the 'Pay and Submit this Program' or 'Pay For My Programs' button, the following screen (below) will appear. From here, applicants should click on the marked blue box under The Pennsylvania State University to indicate that the applicant is paying to apply to the ATHTR degree program.



Test-Giampietro Test- Vairo
CAS ID: 9389494630

Sign Out

Pay and Submit your Application

1

2

3


Select ProgramsPayment DetailsReview and Pay

Select the Programs You Want to Pay for and Submit

Available Programs ?

Sort byDeadline


PROGRAM NAME	DEADLINE
The Pennsylvania State University	
<div><div>+</div>Athletic Training (ATHTR)</div>	11/13/2015



Your cart is empty.
Select available programs from the list to the left to continue.

Continue

Following the applicant clicking on the marked blue box net to Athletic Training (ATHTR), the total due will appear. Following this, applicants will click on the blue box marked 'Continue'.



?

2

Test-Giampietro Test- Vairo

CAS ID: 9389494630

Sign Out

Pay and Submit your Application

1

2

3

Select Programs

Payment Details

Review and Pay

Select the Programs You Want to Pay for and Submit

Available Programs

Sort by

Deadline

PROGRAM NAME

DEADLINE

The Pennsylvania State University


✓

Athletic Training (ATHTR)

In-Progress

11/13/2015

✗



TOTAL DUE

\$85.00

Continue

After applicants click on the blue box marked 'Continue', it is necessary to enter payment details to complete submission.

Pay and Submit your Application



Enter Your Payment Details

Credit Card

Name as it appears on card

Card Type

Credit Card Number

Expiration

CVV Code

Billing Address

☐ My permanent address
Department of Kinesiology
146 Recreation Bldg
University Park, Pennsylvania 16802

☐ My current address
Department of Kinesiology
146 Recreation Bldg
University Park, Pennsylvania 16802

☐ Use a different address



TOTAL DUE

\$85.00

[Continue](#)