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

<table>
<thead>
<tr>
<th>University</th>
<th>Degree</th>
<th>Type</th>
<th>Start</th>
<th>Location</th>
<th>Campus</th>
<th>Admission Type</th>
<th>Application Date</th>
<th>Program Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samford University</td>
<td>Master of Athletic Training</td>
<td>Masters</td>
<td>2016</td>
<td>Birmingham, AL</td>
<td>Regular</td>
<td>Not Applicable</td>
<td>03/15/2016</td>
<td>Professional</td>
</tr>
<tr>
<td>Seton Hall University</td>
<td>Athletic Training</td>
<td>Masters (Bachelors Required to Apply)</td>
<td>2016</td>
<td>South Orange, NJ</td>
<td>Regular</td>
<td>Not Applicable</td>
<td>03/15/2016</td>
<td>Professional</td>
</tr>
<tr>
<td>Shenandoah University</td>
<td>Athletic Training</td>
<td>Masters (Direct Admit)</td>
<td>2016</td>
<td>Winchester, VA</td>
<td>On-campus</td>
<td>N/A</td>
<td>04/01/2016</td>
<td>Professional</td>
</tr>
<tr>
<td>Temple University</td>
<td>Master of Science in Athletic Training</td>
<td>Professional Masters</td>
<td>2016</td>
<td>Philadelphia, PA</td>
<td>On-campus</td>
<td>N/A</td>
<td>04/01/2016</td>
<td>Professional</td>
</tr>
<tr>
<td>Texas Tech University Health Sciences Center</td>
<td>Athletic Training</td>
<td>Masters (Bachelors Required to Apply)</td>
<td>2016</td>
<td>Lubbock, TX</td>
<td>On-campus</td>
<td>N/A</td>
<td>12/01/2013</td>
<td>Professional</td>
</tr>
<tr>
<td>The College of St. Scholastica</td>
<td>Athletic Training</td>
<td>Masters (Bachelors Required to Apply)</td>
<td>2016</td>
<td>Duluth, MN</td>
<td>On-campus</td>
<td>N/A</td>
<td>Rolling</td>
<td>Professional</td>
</tr>
<tr>
<td>The Pennsylvania State University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The University of Findlay</td>
<td>Athletic Training</td>
<td>Masters (Bachelors Required to Apply)</td>
<td>2016</td>
<td>Findlay, OH</td>
<td>Regular</td>
<td>Not Applicable</td>
<td>01/01/2016</td>
<td>Professional</td>
</tr>
<tr>
<td>University of Idaho</td>
<td>Master of Science in Athletic Training</td>
<td>Masters (Bachelors Required to Apply)</td>
<td>2016</td>
<td>Moscow, ID</td>
<td>On-campus</td>
<td>N/A</td>
<td>Rolling</td>
<td>Professional</td>
</tr>
<tr>
<td>University of Mary</td>
<td>Athletic Training</td>
<td>Bachelors</td>
<td>2015</td>
<td>Bismarck, ND</td>
<td>Regular</td>
<td>Not Applicable</td>
<td>10/01/2013</td>
<td>Professional</td>
</tr>
<tr>
<td>University of Tennessee at Chattanooga</td>
<td>Athletic Training</td>
<td>Bachelors</td>
<td>2016</td>
<td>Bismarck, ND</td>
<td>Regular</td>
<td>Not Applicable</td>
<td>10/01/2016</td>
<td>Professional</td>
</tr>
</tbody>
</table>
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.
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.
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.
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.
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: Giampietro
- Middle Name: L
- Last or Family Name: Vairo
- Suffix: PhD, ATC

**Alternate Name**

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

- [ ] Yes
- [x] No

**Gender**

What is your gender?

- [ ] Male
- [x] Female
- [ ] Decline to State

Birth 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

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

- Yes
- No

Race

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
Applicants will note four sub-categories necessary for completion in the ‘Academic History’ section.
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.
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.
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.
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.
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.
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.
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.
In the ‘Program Materials’ section, applicants will click on the ‘Athletic Training (ATHTR)’ tab.
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.
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).
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.
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.
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.
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.
From the main menu/dashboard, the ‘Supporting Information’ section has six tabs to complete.
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).
Below is a screenshot for what the area will look like once applicants have satisfied the necessity to provide two evaluators.
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.
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.
Below is a screenshot of what this area will look like when the personal statement, and resume requirements have been successfully completed.
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.
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](http://help.unicas.com:8888/atcasHelpPages/instructions/index.html) or by calling 617-612-2075.
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.

![Notifications Image]

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...

- Evaluation Request Submitted to Evaluator
  
  Dear Giampietro Vairo, ATCAS has sent a request to Gi...

- Welcome Back to ATCAS
  
  Welcome to the ATCAS online application! We hope tha...
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’.
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.
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.
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’.
After applicants click on the blue box marked ‘Continue’, it is necessary to enter payment details to complete submission.