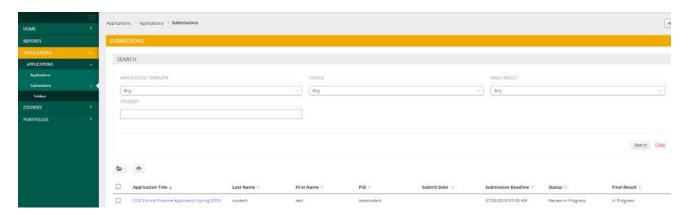
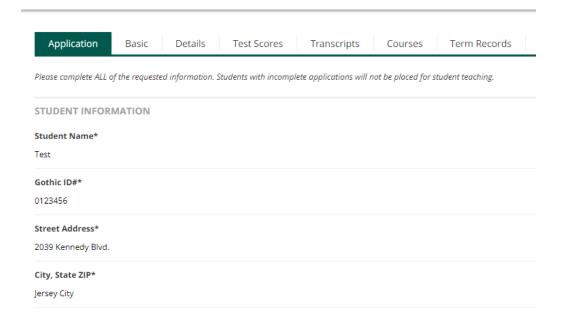
Reviewing Student Applications for Clinical Practice

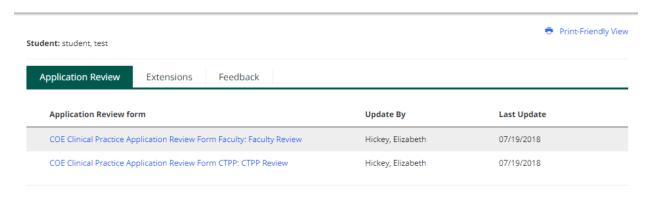
- 1. Click on the **Applications** tab in the main navigation menu.
- 2. Click on **Applications** in the secondary menu.
- 3. Click on **Submissions**.



- 4. Type in your search parameters and click on the gray **Search** button to find the application you want to review. Your search results will appear below the search parameter fields.
- 5. Click on the name of the student to begin evaluating an application. You will be taken to a split screen which will show the following:
 - **Left side:** The student's application, test scores, transcripts, and other information. Click the tabs at the top to navigate to each.



• Right side: Review forms for faculty and CTPP staff, status, comments, etc.



6. Click the link for the Review Form for your appropriate role. Faculty will see a checklist for the clinical practice requirements and an area for comments. Once each requirement has been verified, click the green **Complete** button at the bottom right of the page. If you are not finished reviewing and would like to save your work, click the **Save** button.

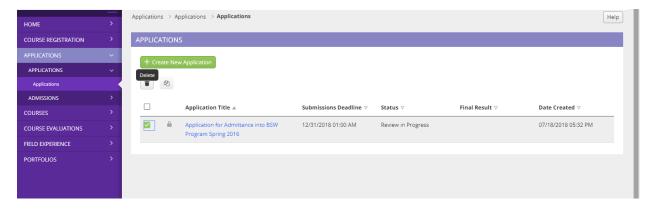


- 7. The CTPP Review Form also contains a checklist and an area for comments. Once the CTPP staff member has verified the application and faculty review are complete, click the click the green **Complete** button at the bottom right of the page.
- 8. Once both the Faculty Review and CTPP Review forms have been completed, a CTPP staff member will submit the final result. Use the drop-down menu to choose if the application has been accepted or denied, then click on the green **Submit** button at the top right of the page.

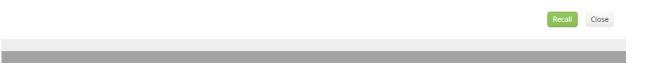


Deleting or Making Changes to an Application

 A student can delete his or her application, even if the application has already been assessed, by placing a checkmark next to it and then hitting the 'Delete' button present at the top of the page:



2. In order to make changes to a submitted application, a student can recall it (if the assessment has not begun) by clicking the link to the application and then selecting the Recall button present at the bottom of the page:

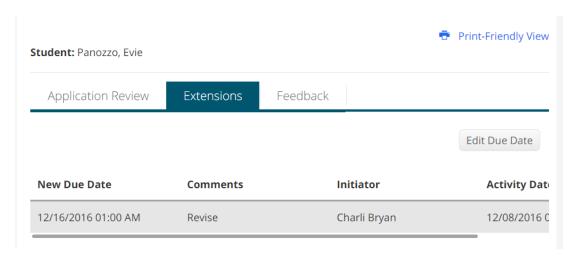


3. If a student has submitted the application and the assessment has been saved or it has been submitted by the assessor, the assessor would need to grant an extension to the student. Only then could changes be made to the application. (See instructions below.)

Granting Extensions to an Application

Extensions can be granted to an application to extend the due date or to reopen the application for editing:

- 1. Navigate to the **Applications** tab in the side menu.
- 2. Use the search tools at the top of the page to locate the relevant student's admission application. Once located, click on the **student's name**, in blue, to open the student's application in a split-screen window.
 - If the application review has been completed and submitted, proceed to step 3, then to step 4.
 - If the application review has been saved, but not submitted, proceed directly to step 4.
- 3. Click the Revoke button in the upper right-hand corner.
- 4. Navigate to the "Extensions" tab in the middle of the right-hand pane and click the "Edit Due Date" button.



- 5. Enter a new due date and time (later than the current date and time) as well as a comment, then click **Update**.
- 6. When appropriate, re-submit your review of the application. **Note:** Your original review will not be lost, but you may need to revise your feedback based on the changes made to the newly submitted application.