

# Liaison's Explore Health Careers Program

## PharmCAS Overview for AACP Member Institutions Only

### DESCRIPTION

Liaison's Explore Health Careers Program is new and intended to assist colleges and schools of pharmacy situated within a university with other health profession degree programs (academic health centers). The purpose of the service is to facilitate the application process for "other CAS" applicants who applied to and were denied admission to one health profession program and have agreed to be considered for admission by the college or school of pharmacy at the same institution. The program eliminates the need for these health profession applicants to complete a second CAS application during the same cycle. It also ensures that schools are complying with the PharmCAS full participation policy. Pharmacy schools are strongly encouraged to speak with their university administration and colleagues in other health profession degree programs about this recruitment strategy before attempting to encourage applicants who applied to other professions at the same institution to apply to the pharmacy program. AACP and Liaison will continually assess the effectiveness and impact of this program on all stakeholders and reserves the right to modify or terminate it at any time.

### APPLICANT ELIGIBILITY

To be eligible for Liaison's Explore Health Careers Program, applicants must meet all of the following criteria:

- Applied to and were notified they have been denied admission by another health profession degree program at the same parent institution (university) as the college or school of pharmacy.
- Applied during the same admissions cycle (e.g., 2021-2022) and for the same entering class year.
- Have a Liaison-based CAS application with Verified application status (not undelivered, not on hold).
- Have **never** applied to any pharmacy schools via the regular PharmCAS application process at any time.
- Have granted the institution permission to transfer the other CAS application to PharmCAS via a signed authorization form created and collected by the institution.
- Did not have an application transferred to any PharmCAS schools via Liaison's Explore Health Careers Program during a previous admissions cycle.

### SCHOOL PARTICIPATION RULES

Colleges and schools of pharmacy must agree to the AACP terms of service to use Liaison's Explore Health Careers Program. Schools must **NOT**:

- ⊘ Publicly promote the transfer service in any print or digital recruitment materials.
- ⊘ Contact applicants about transferring their application to PharmCAS before the other health profession program at the same institution has notified them of the denied decision.
- ⊘ Contact applicants about the transfer service who are on alternate or wait lists for other health profession programs at the same institution.
- ⊘ Accept applicants before they have agreed to be considered by the pharmacy school.
- ⊘ Accept applicants before they have been interviewed by the pharmacy school (ACPE Standard).
- ⊘ Prevent applicants from applying to other schools or programs at any point.
- ⊘ Penalize applicants who decide not to enroll after their applications are transferred to PharmCAS.
- ⊘ Request or receive refunds for this service, including for applicants who apply to additional pharmacy schools or submit a duplicate application via the regular PharmCAS application.
- ⊘ Use the DEFERRED decision code in WebAdMIT for applications transferred via this service.
- ⊘ Use the service for the same applicant in a future cycle.
- ⊘ Promote or offer this service to any ineligible applicants.

**APPLICANT AUTHORIZATION**

The institution is solely responsible for obtaining permission and the appropriate release form from the applicant to authorize Liaison to transfer the applicant's record from the other CAS application to PharmCAS. By submitting an applicant's name to Liaison, the institution is confirming that it has consulted with its institutional legal counsel and obtained the appropriate signed release from the applicant. The school will NOT send these signed forms to PharmCAS or AACP. Please view example (attached).

Beginning in the 2022-2023 admissions cycle, pharmacy schools must require applicants to also agree to the following terms of service before requesting an application transfer to PharmCAS and communicate the standard after the transfer process is complete.

**Pre-Transfer Authorization:** *"Before your application can be transferred to PharmCAS via Liaison's Explore Health Careers Program, you must agree to the following terms and sign this form"*

- *I affirm I have never applied to any pharmacy schools via the regular PharmCAS application process.*
- *I agree to contact the institution directly with any questions about the transfer process.*
- *I agree not to submit a duplicate application to this institution via the regular PharmCAS process.*
- *If I am granted a deferred acceptance, I understand I am responsible for creating and submitting a new application and all official transcripts to PharmCAS via the regular process as a condition of my deferral and before I enroll in the Pharm.D. degree program.*
- *I understand I cannot use Liaison's Explore Health Careers Program for PharmCAS again in future admission cycles.*

**Required Post-Transfer Communication from the School to the Applicant:**

*"Your application has been successfully transferred to PharmCAS. If you decide to apply to any additional pharmacy schools via the regular PharmCAS application process at this point, you must follow the PharmCAS rules below:*

- *Create a new PharmCAS application account using a different email address than the one on your transferred application.*
- *Not submit a duplicate application to this institution via the regular PharmCAS process.*
- *Arrange for your official transcripts and other admission materials to be sent directly to PharmCAS, as required.*

**NO DEFERRED DECISION CODES**

Other CAS applications transferred to PharmCAS via Liaison's Explore Health Careers Program are NOT eligible to be pulled forward into the next admissions cycle via the Liaison-assisted Deferral Process. Instead, pharmacy schools must use the **DECLINED OFFER** decision code for any CAS-transferred applicants who are deferred. Per the applicant authorization statement, these special deferred applicants must agree to complete a new PharmCAS application and submit transcripts as regular applicants during next admissions cycle as a condition of the deferral. The new PharmCAS application does not need to jeopardize the applicant's deferred status at the institution and can serve as a formality in the enrollment process. The school can opt to offer a coupon code to cover the cost of applying via PharmCAS during the following cycle, once live, and/or waive any school-specific admission requirements (e.g., letters of evaluation), as desired.

**ONE CYCLE LIMIT**

Pharmacy schools may not use Liaison's Explore Health Careers Program for the same applicant for more than one cycle, regardless of whether the individual is otherwise eligible. Additionally, applicants are also not eligible to use this service with PharmCAS for more than one admissions cycle.

**PROCESSING OVERVIEW**

- Once received from a school, Liaison will identify the applicant's record in the other CAS.
- Liaison will automatically transfer the selected fields from the applicant's (other) CAS application to the PharmCAS application.
- Only selected application fields will be populated in PharmCAS, as described in the field mapping overview.
- PharmCAS will manually copy the applicant's transcripts from one CAS to another.
- PharmCAS will re-verify the application using the PharmCAS verification rules and generate a new set of PharmCAS GPAs.
- The affected applicant will not have login access to the PharmCAS application during the impacted cycle.
- The school will be notified when the CAS application transfer is complete and the applicant's record is available in WebAdMIT.

**FEES**

The per applicant fees for Liaison's Explore Health Careers Program are subject to change every cycle. Liaison will email an invoice to the pharmacy school at the end of the 2021-2022 cycle for all fees.

- \$175 base application fee
- \$175 Liaison CAS transfer fee
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- \$350 = Total fee per applicant

**CAS CONTACT**

Once the school has obtained signed permission from the applicant(s) to transfer their application to PharmCAS, it should email Liaison at [ehcprogram@liaisonedu.com](mailto:ehcprogram@liaisonedu.com). Schools are encouraged to send applicant names to Liaison as they come, rather than wait to send until the list is complete.

**PROCESSING DATES**

Liaison will accept requests for CAS application transfers between March 1 and June 30, 2022. PharmCAS will verify and process CAS application transfers through July 10, 2022. Schools must allow up to 10 business days for the transfer process to be completed.

**PILOT PROGRAM**

Liaison is offering this service as a pilot program for PharmCAS schools only during the 2021-2022 cycle. This service is not currently available to other CAS and may be modified in the future based on experiences during the pilot phase.

**ALTERNATIVES FOR OTHER CAS APPLICANTS**

Pharmacy schools are NOT required to use the fee-based service to consider or accept applicants who applied to another health profession program at the same institution. Alternatives are described below.

- **Instruct the applicant to create and submit a PharmCAS application.**
  - Applicants can be instructed to complete the application in full or only the required fields.
  - Follow the tips on Page 18 of the [PharmCAS School Manual](#) on ways to reduce the burden on early assurance students.
- **Decide whether the institution will pay the PharmCAS application fee (\$175).**
  - If the applicant will pay the standard PharmCAS fee, then no special instructions are needed.
  - If the school wishes to cover the PharmCAS fee, it can use [coupon codes](#).

## FREQUENTLY ASKED QUESTIONS (FAQ)

### **Q1: The applicant has completed additional college courses since first applying via the other CAS. Should the applicant's updated courses and transcripts be sent to PharmCAS?**

- No. Applicants who are processed through this service will NOT have the opportunity to submit updated coursework or transcripts through PharmCAS. If needed, these types of updates must be sent directly to the school. Otherwise, the school should advise the applicant to create a new PharmCAS application and submit all materials via the regular process.

### **Q2: The pharmacy school is located on a different campus than the other health profession program(s) at the university. Are applicants to these programs still eligible for this service?**

- Yes. As long as the applicant applied to another health profession program at the same institution as the pharmacy school (as identified in the ACPE directory), then the individual is eligible for Liaison's Explore Health Careers Program.

### **Q3: Can we use this service if the applicant applied to the medical school at my university via AMCAS (American Medical College Application Service)?**

- No. AMCAS is not a Liaison-based CAS.

### **Q4: Can we use this service if the applicant applied to a different university?**

- No.

### **Q5: Does the "other CAS" applicant also need to be an undergraduate student at the same university as the pharmacy school to be eligible for this service?**

- No. Applicants who applied to another health profession program at the same institution as the pharmacy school are eligible for this service, regardless of whether they were undergraduate students at the same university.

### **Q6: Are all "other CAS" applicants required to have a PharmCAS application?**

- Yes. All "other CAS" applicants who wish to be accepted into a pharmacy school that participates in PharmCAS must have a PharmCAS application to comply with the participation policy.

**Q7: Will the applicant's PharmCAS GPAs match the GPAs for other CAS?**

- Due to differences in the calculation rules across CAS, the GPAs will differ.

**Q8: Can we use this service BEFORE the applicant has been reviewed by the other health profession program at my institution?**

- No. You may only use this service if (a) the applicant has already been denied admission to the other program and (b) has granted the pharmacy school permission to transfer their application to PharmCAS.

**Q9: Can we use this service if the applicant has been waitlisted by the other health profession program at my institution?**

- No. You may only use this service if (a) the applicant has already been denied admission to the other program and (b) has granted the pharmacy school permission to transfer their application to PharmCAS.

**Q10: Can we automatically accept an applicant who was denied admission by the other health profession program based on the information in the other CAS application?**

- No. Pharmacy schools cannot officially accept any applicants before they have (1) agreed to be considered for admission and (2) participated in an interview conducted by the pharmacy school. Interviews conducted by other health profession programs at the same institution will not fulfill the ACPE Accreditation Standard 16.7.

**Q11: The school decided to pay for this service, but the applicant decided not to accept the school's offer. Are there any repercussions for the applicant?**

- No. The school assumes all risks associated with using this service. An applicant is not obligated to accept the pharmacy school's offer of admission.