

# Instructions for receiving a Council for Health Professions Preparation (CHPP)

## “Committee” Letter of Evaluation for Professional School

In order to receive an evaluation from CHPP, the student must satisfy **all** of the following criteria by the **CHPP INTERVIEW REQUEST DEADLINE**

### **DEADLINE FOR SPRING 2012 LETTERS:**

**4 pm Monday, March 12, 2012**

- 1) Be actively registered with the Pre-med & Pre-health Program (<http://www.cnu.edu/prehealth/registration/index.asp>)
- 2) Has submitted, in writing, to the Director of Pre-health Programs (DPP):
  - a request for a CHPP Letter of evaluation;
  - a signed FERPA release form must be submitted with the request;
  - a copy of your current class schedule
- 3) Has assembled and maintained a portfolio that contains the necessary materials for evaluation of the candidate, and submitted this portfolio to the DPP by the deadline. The portfolio should contain (this list is not comprehensive):
  - letters of recommendation from instructors, medical/health professionals, work/volunteer supervisors, and others who can speak to the candidate’s qualifications. [It is strongly recommended that the student have letters sent directly to the DPP; “non-confidential” letters have less impact than “confidential” ones.]
  - a copy of the student’s academic record (CNU LIVE copy is OK)
  - documentation relating to relevant activities outside the classroom (e.g., leadership roles, volunteer work, experience in medical/clinical settings, outside interests, etc.)
  - an essay written by the student describing why the student is pursuing the career path chosen and why the student is qualified and should be selected by the Admissions Committee; the student should submit the essay to the Writing Center or other reviewers for evaluation and revision before submitting it to the committee as part of the portfolio.

*NOTE: a copy of the AMCAS, PTCAS, CASPA, or other application form will often meet the last two of the above requirements, and is the preferred format of the Council.*

- 4) Has met or has the potential to meet all necessary pre-requisites for admission to the selected program
- 5) Has met with the DPP
- 6) Has met at least once with other CHPP members
- 7) Has maintained adequate academic progress

The DPP will then schedule an interview for the students with a group from the CHPP; the interview is part of the evaluation process, in addition to providing interview “practice” for the student

[NOTE: You should look at the material on Scholar and use other resources to prepare for the interview]

Evaluations will be given at one of the following levels:

Truly exceptional - reserved for the rare applicant who is in the top 5% of similar CNU applicants

Exceptional - top 5-15%

Outstanding - top 25%

Above average - top 25 - 40%

Average - 40 - 60%

Recommend w/reservation - below average (<60%)

Not Recommend.- doesn’t meet criteria

The student will be notified if the CHPP’s “level” of evaluation is below “Outstanding”, and will confirm, in writing, that he/she would still like to have the letter sent. The student may request that the DPP NOT send the letter.

\*\* - all references to standards are based on the DPP/CHPP’s best judgment, based on knowledge of Professional School standards and performances of other students