



# CASAA Walkthrough

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# Attention

This presentation is meant to guide you but please do your own research. It may not cover all aspects of the application cycle.

CASAA Contact Information:

- Chat on their website
  - Call: 617-612-2077
  - Email: [casaainfo@liaisoncas.com](mailto:casaainfo@liaisoncas.com)
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# CASAA Costs

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CASAA Charges \$160 for the first application fee and \$50 for every additional application.

Please be aware your program may have supplemental items that cost extra money.



# CASAA Dates

## When is the application cycle?

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Opens: March 2022

Closes: February 2023

This link takes you to an application timeline. This can be helpful for staying organized:

[https://help.liaisonedu.com/CASAA\\_Applicant\\_Help\\_Center/Starting\\_Your\\_CASAA\\_Application/Getting\\_Started\\_with\\_Your\\_CASAA\\_Application/01\\_Quick\\_Start\\_Guide](https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Starting_Your_CASAA_Application/Getting_Started_with_Your_CASAA_Application/01_Quick_Start_Guide)

## Extra information:

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Make program dates first priority over CASAA deadlines.

Be aware of any supplemental application requirement dates.

Be aware of early decision dates.

# Starting the CASAA Application

AAAEP ASSOCIATION OF ANESTHESIOLOGIST ASSISTANT EDUCATION PROGRAMS

## Welcome to CASAA

### Welcome!

The 2021-2022 CASAA application cycle will close on February 28, 2022. Be sure to check your program deadline dates and submit your application to your programs before that date. Additionally, review the final application process dates in the [CASAA Applicant Help Center](#). The 2022-2023 CASAA application cycle will open in March 2022.

[Click here](#) for COVID-19 updates and FAQs related to your application.

CASAA, the Centralized Application Service for Anesthesiologist Assistants, is the online application for all Master of Science in Anesthesiologist Assistant degrees available in the U.S. Through CASAA, you can select all programs you wish to apply to, then submit one application that includes all necessary materials.

CASAA is a service of the

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

[Forgot your username or password?](#)  
[Reapplying to CASAA?](#)

## Step 1

Make an account. Keep track of your username, password and CASAA ID.

The screenshot shows the CASAA Program Search interface. At the top, there are navigation tabs: "My Application", "Add Program", "Submit Application", and "Check Status". Below these is a search bar with the text "Add Programs" and a search input field. The search results are displayed in a table with columns: Add, Program Name, Level, Start Term, Start Year, City, State, Delivery, and Deadline. Two programs are listed:

Add	Program Name	Level	Start Term	Start Year	City	State	Delivery	Deadline
+	Master of Science in Anesthesia Program	Masters	Fall	2022	Indianapolis	IN	On-Campus	02/28/2022
+	Anesthesiologist Assistant	Master of Medical Science in Anesthesia Science	Fall	2022	Royal Palm Beach	FL	On-Campus	Rolling

## Step 2

Add programs. You can add programs at any time but go ahead and add all the programs you know that you want to apply to. You can search for a program or scroll down and click on the + button.

# CASAA Dashboard

After you have added your programs, you will be taken to your Dashboard. You will see 4 tabs at the top: My Application, Add Program, Submit Application, and Check Status. Under the My Application tab you will see 4 components of the application: Personal Information, Academic History, Supporting Information, and Program Materials. We will start with Personal Information.

The screenshot shows the CASAA Dashboard in a web browser. The browser's address bar displays "https://casaa.liaisoncas.com/applicant-ux/#/dashboard". The page header includes the AAAEP logo (Association of American Colleges and Universities) and a user profile for Casey Ellis with a "Sign Out" button. The dashboard features four main navigation tabs: "My Application" (selected), "Add Program", "Submit Application", and "Check Status".

Under the "My Application" tab, the main heading is "My Application". Below this, a message states: "Getting Started? Speed up your application by entering your colleges attended first." A "Latest Notifications" section contains two items: "The 2021-2022 CASAA Academic Update (AU) period has started." (dated 12/16/2021) and "Welcome to the CASAA application (save this email!)" (dated 10/21/2021). A "View My Notifications" button is located below the notifications.

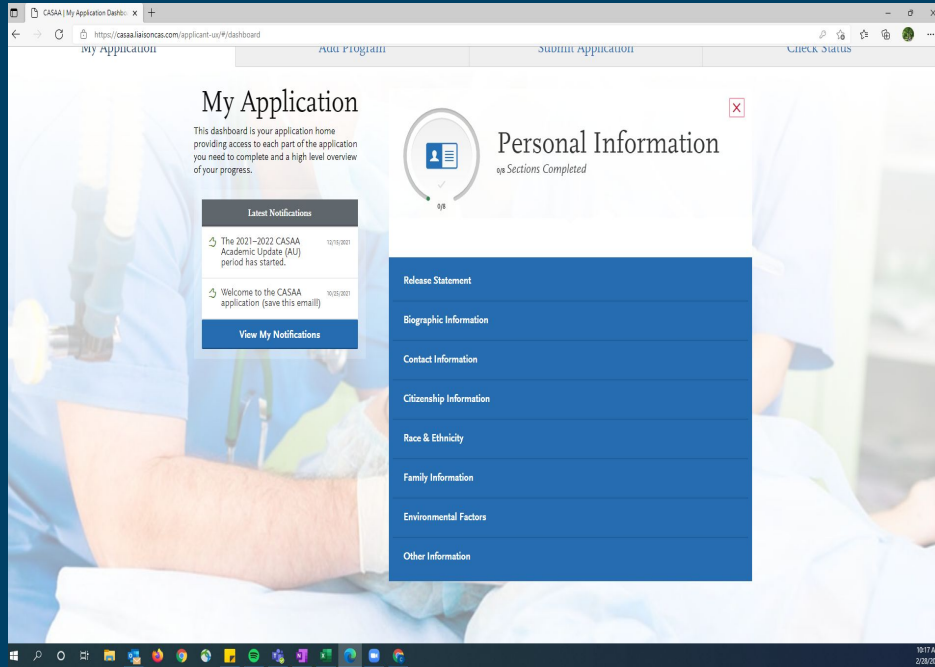
The dashboard is divided into four quadrants, each representing a section of the application with a progress indicator:

- Personal Information:** 0/8 Sections Completed. Icon: Person with document.
- Academic History:** 0/3 Sections Completed. Icon: Graduation cap.
- Supporting Information:** 0/5 Sections Completed. Icon: Folder.
- Program Materials:** 0/1 Sections Completed. Icon: Open book.

# Personal Information

The sections under Personal Information are pretty straight forward. First, enter your name, any alternate names, gender, and birth information in the Biographic Information section. Next enter your contact information. Be sure to use an email that you will check frequently. Sometimes students will create an email account specifically for application information. The next section is Citizenship Information where you will disclose your residency information and any necessary visa information.

The first section under Personal Information is called Release Statement. There are 2 release statements you will need to verify. The CASAA release statement confirms that you understand the terms of the CASAA Application. The Advisor release statement grants pre-health advisors access to application information so that they may help you through the admissions process.



The screenshot displays the CASAA My Application Dashboard. The main heading is "My Application" with a sub-heading: "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 is a "Latest Notifications" box containing two items: "The 2021-2022 CASAA Academic Update (AU) period has started." and "Welcome to the CASAA application (save this email!)", both dated 10/10/2021. A "View My Notifications" button is located below the notifications. To the right, a circular progress indicator shows "0%". The "Personal Information" section is highlighted in blue and lists the following sub-sections: Release Statement, Biographic Information, Contact Information, Citizenship Information, Race & Ethnicity, Family Information, Environmental Factors, and Other Information. The browser's address bar shows the URL: https://casaa.liaisoncas.com/applicant-my/dashboard.

# Personal Information Continued

Next you will enter in you race and ethnicity information followed by Family Information which collects data on your parents or guardian should you wish to include that in this section. Then the environmental factors section will ask a series of questions around your access to medical care, childhood residency, etc.

The screenshot shows a web browser window with the URL `aa.lisconcas.com/applicant-us/#/personalInfo/otherInfo`. The form contains several sections:

- License Infraction:** A question asking if the user has ever had any certification, registration, license, or clinical privileges revoked, suspended, or restricted. It includes radio buttons for 'Yes' and 'No'.
- Healthcare Professions:** A question asking what other healthcare/medical professions have been applied to within the last three years, with a dropdown menu.
- Previous Attendance at a Medical School or Health Profession Program:** A question asking if the user has ever matriculated in or attended any medical school or health profession as a candidate for a professional degree. It includes radio buttons for 'Yes' and 'No'.
- Anesthesiologist Assistant:** A question asking how the user first learned about the Anesthesiologist Assistant profession, with a dropdown menu.
- Background Information:** A section titled 'Check if any of the following apply to you:' with five checkboxes:
  - I graduated from a high school from which a low percentage of seniors receive a high school diploma.
  - I graduated from a high school at which many of the enrolled students are eligible for free or reduced-price lunches.
  - I am from a family that receives public assistance (e.g. Aid to Families with Dependent Children, food stamps, Medicaid, public housing) or I receive public assistance.
  - I am from a family that lives in an area that is designated as a Health Professional Shortage Area or a Medically Underserved Area.
  - I participated in an academic enrichment program funded in whole or in part by the Health Careers Opportunity Program.

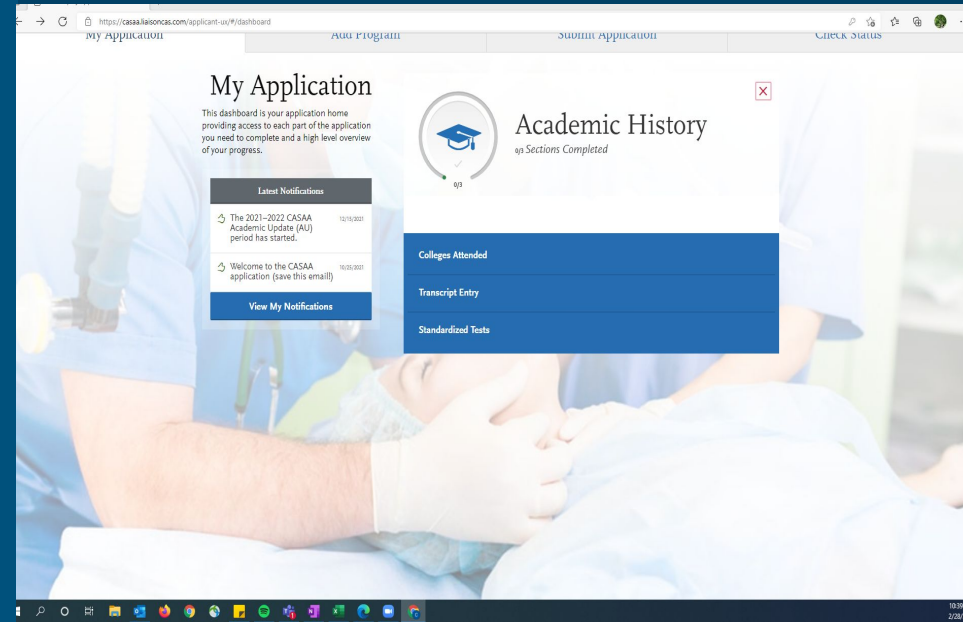
The last section of the Personal Information part of the application is called "Other Information." Here you will answer questions pertaining to your language proficiencies, military status, and any felony or misdemeanor convictions. This section will also ask you about licensure and how you heard about the AA profession.



# Academic History

The next component to the application is Academic History. This part can be very tedious and time consuming. It is important that you allocate plenty of time to complete these sections in their entirety before moving on or taking a break. There are 3 sections to Academic History: Colleges Attended, Transcript Entry, and Standardized Tests.

First add each college you have ever attended even if it was for dual enrollment or transient courses. Only enter a college one time even if there are gaps in your enrollment. To add a college click the blue button that says Add a College or University. Then you can start typing your school in the search bar. Select your school from the drop down. Do this for each college you have attended. You will then answer a series of questions about the colleges that you entered.



The screenshot displays the CASAA application dashboard. At the top, there are navigation tabs for "my application", "Add Program", "Submit Application", and "Check Status". The main heading is "My Application", with a sub-heading: "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." To the right, the "Academic History" section is highlighted, showing "0/3 Sections Completed" and a progress indicator. Below this, there are three blue buttons: "Colleges Attended", "Transcript Entry", and "Standardized Tests". On the left, a "Latest Notifications" box contains two messages: "The 2021-2022 CASAA Academic Update (AU) period has started." and "Welcome to the CASAA application (save this email!)", both dated 10/16/2021. A "View My Notifications" button is located below the notifications. The background of the dashboard features a blurred image of a medical professional in blue scrubs attending to a patient in a hospital bed.

# Transcript Entry

The next section is Transcript Entry. There is an optional service that you can choose to use that will enter your transcript coursework for you for a fee. It can take weeks for this to be completed so just keep that in mind. The fees are \$69 for your first 3 transcripts, \$95 if you need to enter 4-6 transcripts, and \$145 for 7 or more transcripts. You can select to have the Professional Transcript Entry done or to enter your coursework yourself for free.

The screenshot shows a web browser window with the URL [casaa.liaisoncas.com/applicant-ux/#/academicHistory/transcripts](https://casaa.liaisoncas.com/applicant-ux/#/academicHistory/transcripts). The page header includes the AAAEP logo (Association of Anesthesiologist Assistant Education Programs) and a user profile for Casey Ellis with CAS ID: 6278713731 and a Sign Out button. A navigation bar contains four tabs: My Application, Add Program, Submit Application, and Check Status. The main heading is "Transcript Entry". Below the heading, a progress indicator shows "0/3 Sections Completed". A sidebar on the left lists "Colleges Attended", "Transcript Entry", and "Standardized Tests", with "Transcript Entry" highlighted. A blue callout box says "Need help with Transcript Entry? Watch this video." The main content area contains the following text: "Enter transcript information exactly as it appears on your transcript. Your transcript details will be reviewed by a quality assurance team. If there are inaccuracies, your application will be sent back to you, and this will result in delays in submitting your application. All courses must be included, even if you did poorly or later repeated the course. If you have transfer credits, enter these credits from the institution where you originally took the course." Below this, it states: "After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad." A section titled "To complete this section accurately:" lists three bullet points: "Report all courses on your transcripts. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations, or other non-graded courses.", "Use official copies of your transcripts. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.", and "Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript." A link to the "Applicant Help Center" is provided. At the bottom, it notes: "Once you submit your application, you cannot edit previously entered coursework, but you can add new coursework." The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock displaying 8:35 AM on 3/1/2022.

# Transcript Entry Continued

Start by adding a semester, and then you add a course.

Appointments | SAGE | Elucian Degree Works - UGA De... | CASAA APP 2022-2023 - Google | CASAA | Transcript Entry Section

casaa.liaisoncas.com/applicant-uw/#/academicHistory/transcripts/transcript/12757829

1/3  
Sections Completed

Colleges Attended ✓

Transcript Entry

Standardized Tests

Need help with Transcript Entry? Watch this video.

Fall August 2011 - Spring May 2016

\* Indicates required field

Alright, start by adding a semester.

+ Add A Semester

Prerequisites Information:

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

Emory University Emory Anesthesiology Assistant Program

Biology I *i* Physics II *i* Chemistry II *i* Biology II *i* Chemistry I *i* Calculus *i*

Organic Chemistry I *i* Physics I *i* Human Anatomy *i* Biochemistry *i* English I *i*

Type here to search

8:38 AM 3/1/2022

# Transcript Entry Lab Review


After you have entered all of your coursework, select Transcript Review. It will prompt you to answer a series of questions and to select the courses that are applicable. For example, you will be asked “Did you take any Lab Courses?”. If you did, click on Yes and then you will be able to add the courses that were labs.



# Order Your Transcripts


You need to order OFFICIAL transcripts from EVERY institution that you have attended even if it was for transient courses or dual enrollment, even if your courses transferred to another institution. It can take several weeks for CASAA to receive your transcripts so make sure ordering them is one of the first things you do after you create your account. That way you do not slow down the verification process. UGA uses Parchment. To order your UGA transcripts log into your MyUGA portal and select Order Transcripts. There is a fee.


Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

 **UNIVERSITY OF GEORGIA**  
Office of the Registrar

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

### Select Document

 **Diploma**  
Order an official copy of your diploma to be sent to a destination of your choice.

 **Transcript**  
Order an official copy of your undergraduate or graduate transcript to be sent to a destination of your choice. eTranscript (electronic emailed transcript) and printed transcript (mailed or pickup) options are available.

# Standardized Tests

The last section of the Academic History section will collect your standardized test scores. If you do not wish to enter any test information, select the “I Am Not Adding Standardized Tests” button. Many of you will have GRE and/or MCAT. Select all of the tests that are applicable to you. We will use the GRE as an example. Select “Add Test Score” under the test title that you would like to include. Then you will be prompted to enter that test’s information. If you have completed the exam then include your scoring information. If you have not completed the exam, enter the dates that you plan on taking the test.

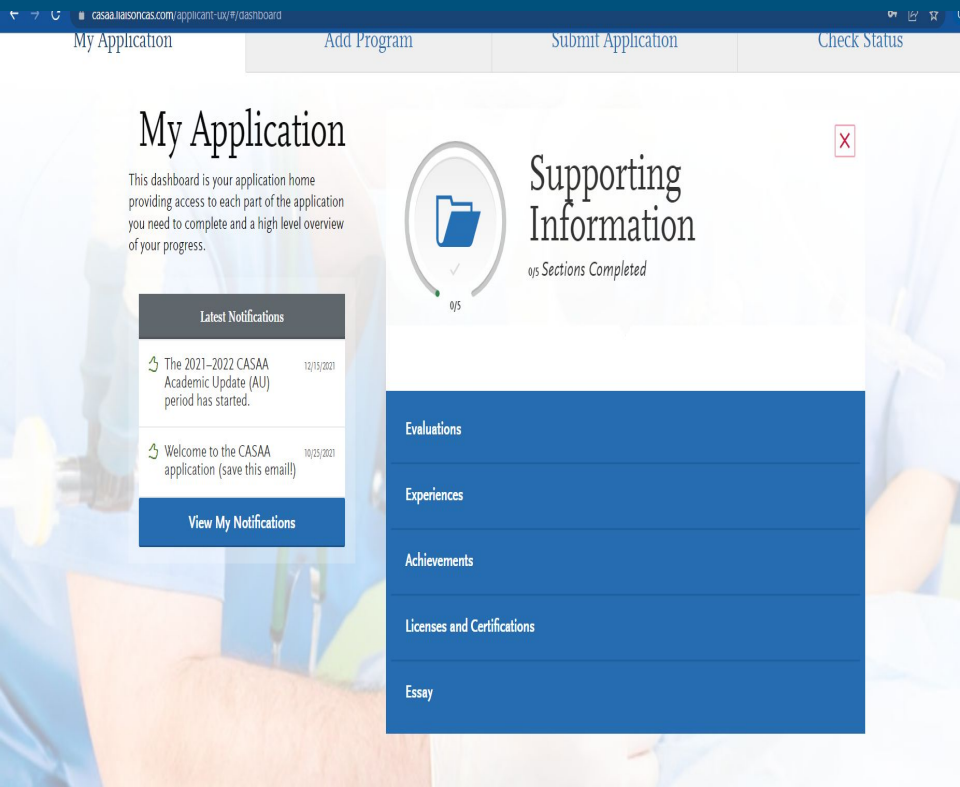
The screenshot shows a web browser window with the URL [casaa.liaisoncas.com/applicant-us/#/academicHistory/standardizedTests](https://casaa.liaisoncas.com/applicant-us/#/academicHistory/standardizedTests). The page has a dark blue sidebar on the left with navigation options: "Sections Completed" (with a progress indicator), "Colleges Attended" (with a checkmark), "Transcript Entry", and "Standardized Tests" (highlighted). The main content area has a heading "Standardized Tests" and a sub-heading "I Am Not Adding Any Standardized Tests" in a light blue box. Below this, there are four sections for test types: GRE, IELTS, MCAT, and TOEFL. Each section has a blue "Add Test Score" button. At the top of the main content area, there is a paragraph of text: "You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you're completing all requirements. Visit the [Applicant Help Center](#) for more information." Below this is another paragraph: "Once you submit your application, you cannot edit previously entered tests, but you can add new tests." and a note: "Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see [Sending Official Test Scores](#) for more information."



**Questions**

# Supporting Information

The next component to the application is called Supporting Information. It is in this section where you will request your evaluators to submit letters of recommendation, log your experiences, include any achievements, licenses, and certifications that you have and submit your personal statement.





# Evaluations

You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you've submitted your application or not.

You need to create an evaluation request for each of your references. Click on Create Evaluation Request. Then you will enter your evaluator or reference's information including their name, email, due date for their evaluation, and a personal message. You will be asked if you would like to waive your right to access the evaluation. **ALWAYS** waive your right to view your evaluations.

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# Evaluations Continued

Quality recommenders should be able to write a full page on you. Recommenders should be able to speak to more than your academic achievements but your personality, character, and work ethic.

Once you submit the information for your reference, they will receive an email.

The link that is provided shows you the steps that your EVALUATOR will take to complete your recommendation. Make sure you are asking people who will best be able to answer questions about you, rate your traits highly, and provide you with a strong letter of recommendation.

[https://help.liaisonedu.com/CASAA\\_Applicant\\_Help\\_Center/Filling\\_Out\\_Your\\_CASAA\\_Application/Supporting\\_Information/01\\_Evaluations](https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Filling_Out_Your_CASAA_Application/Supporting_Information/01_Evaluations)

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# Experiences

Keeping a log/journal can make this section more efficient.

This should not be written like “job descriptions” but instead should be talked about as a meaningful experience.

The next tab is called Experiences. Experiences may include employment, extracurricular activities, healthcare experiences, research and practicums, shadowing, volunteer work, and leadership experiences. To add an experience, click the blue button that says, “Add an Experience”. Then select from the dropdown what type of experience you are including. Next, you will enter the details such as location, contact information, and descriptions for that experience. Do this for each experience. It may be helpful to have an updated resume handy for this part. Use the link provided to help you with details regarding this section.

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# Achievements

**Awards:** awards received as a prize, such as trophies and medals.

**Honors:** honors received as a special distinction of work done, including dean's list and membership in honor societies.

Next, you will add your achievements such as awards, scholarships, or honors. Be sure to include dates and the description. Keep this to college level achievements. Use this link to help you with the Achievements section: [https://help.liaisonedu.com/CASAA\\_Applicant\\_Help\\_Center/Filling\\_Out\\_Your\\_CASAA\\_Application/Supporting\\_Information/04\\_Achievements](https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Filling_Out_Your_CASAA_Application/Supporting_Information/04_Achievements)

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# Licenses and Certifications

Note that CASAA does not verify the information entered here. Contact your individual programs to determine if they require official documentation of any license or certification listed in this section.

The screenshot shows the CASAA website interface. At the top, there are browser tabs for 'CASAA APP 2022-2023 - Google', 'CASAA | Licenses and Certificati...', and 'Licenses and Certifications - Lia...'. The address bar shows 'casa.liaisoncas.com/applicant-ux/#/supportinginfo/licenses'. The header includes the AAAEP logo (ASSOCIATION OF ANESTHESIOLOGIST ASSISTANT EDUCATION PROGRAMS), a user profile for Casey Ellis (CAS ID: 6276713731), and a 'Sign Out' button. A navigation bar contains 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The main content area is titled 'Licenses and Certifications' and features a circular progress indicator showing '0/5 Sections Completed'. Below this, there is a large blue button labeled '+ Add a License or Certification' and a smaller button labeled 'I Am Not Adding Any Licenses or Certifications'. A sidebar on the left lists 'Evaluations', 'Experiences', 'Achievements', 'Licenses and Certifications', and 'Essay'. The footer shows the Windows taskbar with the search bar and system tray.

# Personal Statement

Visit the Career Center for help with your Statement of Purpose. The PPAO website and the Career Center website have lots of examples, and tips.

The screenshot shows a web browser window with the URL [casaa.liaisoncas.com/applicant-ux/#/supportingInfo/essays](https://casaa.liaisoncas.com/applicant-ux/#/supportingInfo/essays). The page header includes the AAAEP logo (Association of Anesthesiologist Assistant Education Programs) and a user profile for Casey Ellis with CAS ID 6276713731 and a Sign Out button. The navigation menu contains: My Application, Add Program, Submit Application, and Check Status. The main content area is titled "Essay" and features a folder icon with a checkmark and the text "0/5 Sections Completed". Below this is a sidebar menu with options: Evaluations, Experiences, Achievements, Licenses and Certifications, and Essay (which is currently selected). The main text area contains the following instructions: "Write a brief statement expressing why you would like to be considered for the programs you are applying to. Visit the [Applicant Help Center](#) for more information." and "Once you submit your application, you cannot edit this section." There is a note: "\* Indicates required field". The "Essay Question" section states: "\* Please explain your motivation for selecting a career in healthcare and specifically why you are interested in becoming an anesthesiologist assistant. Describe how your personal and professional background will help you achieve your career goals and eminently suit you for this profession." Below the question is a large text input box with a character count of "0 word 0/4500". At the bottom of the page, there is a "Save and Continue" button. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying the time as 9:51 AM on 3/1/2022.

A green rectangular sign with rounded corners and a white border, mounted on two silver metal poles. The sign features the word "Questions" in a large, white, sans-serif font. The background is a bright blue sky with scattered white clouds.

**Questions**

# Program Materials

This section will feature contact information, a calendar for their program, and steps needed to fully apply.

← → 🏠 casa.liaisoncas.com/applicant-ux/#/programMaterials/35793127/home

0/1  
Sections Completed

Emory Anesthesiology Assistant Program  
Emory University

Home Questions Documents Prerequisites

## The Master of Medical Science Program in Anesthesiology

The Master of Medical Science Program in Anesthesiology is a graduate medical education program in the Emory University School of Medicine. The Program accepts qualified individuals who desire to undertake rigorous didactic and clinical education in order to become knowledgeable, skilled anesthetists.

The Master of Medical Science Program in Anesthesiology is open to competitive individuals holding a baccalaureate degree who have completed basic premed courses. Individuals who successfully complete this Program are awarded a Master of Medical Science degree by Emory University. Following graduation and successful completion of the Certifying Examination for Anesthesiologist Assistants, graduates can become integral anesthetist members of an anesthesia care team practice led by an anesthesiologist. [More information about the AA program](#)

A complete Emory Application will include:

1. A **VERIFIED CASAA** Application
2. A complete **Emory Supplemental Application** and Emory Supporting documents must be complete, received and processed before the set deadline date.
3. Emory Supplemental supporting documents and checklist (located on the AA Program website)
4. Visit [www.emoryaaprogram.org](http://www.emoryaaprogram.org)
5. [AA Program Calendar](#)

Emory School of Medicine, Master of Medical Science Program in Anesthesiology

10:01 AM  
3/1/2022



# Program Materials Continued

This section will feature questions, a place to upload required documents & will alert you if you have not filled in the required courses in the “transcript entry” section of the application.

The screenshot shows a web browser window with the URL [casaa.liaisoncas.com/applicant-ux/#/programMaterials/35793127/documents](https://casaa.liaisoncas.com/applicant-ux/#/programMaterials/35793127/documents). The page is titled "Required Documents" and includes a legend: "† Indicates required field".

**Required Documents**

- \* Shadowing/Healthcare Hours**  
Applicants that experience trouble, should use the (3) waivers provided to complete this component of the application.  
Progress bar: 0% complete. A blue "Add Document" button is visible below the bar.
- \* Test Score Report**  
GRE or MCAT official results required. Official reports from the testing agencies should be sent to CASAA. a copy of the MCAT report can be uploaded.  
Progress bar: 0% complete. A blue "Add Document" button is visible below the bar.

**Optional Documents**

- CV/Resume**  
Progress bar: 0% complete. A blue "Add Document" button is visible below the bar.

The Windows taskbar at the bottom shows the search bar with "Type here to search", the system tray with the date and time "10:02 AM 3/1/2022", and various application icons including File Explorer, Microsoft Edge, and the Start menu.

# What Do I Do After I Submit My Application?

- Fill out the supplemental applications
- Mail, Email & Notarize documents based on instructions.
  - Check application status on CASAA website to see delivery of transcripts and test scores

# Common FAQ

For more FAQ go to this link:

[https://help.liaisonedu.com/CASAA\\_Application\\_Help\\_Center/Starting\\_Your\\_CASAA\\_Application/Getting\\_Started\\_with\\_Your\\_CASAA\\_Application/01\\_Quick\\_Start\\_Guide](https://help.liaisonedu.com/CASAA_Application_Help_Center/Starting_Your_CASAA_Application/Getting_Started_with_Your_CASAA_Application/01_Quick_Start_Guide)

Can I apply to more programs after I submit my application?

Yes, if the application cycle is still open and the program's deadline has not passed.

Can I remove a program?

Your application must always have at least one program selected. To remove a program, click the checkmark next to the program name on the Add Program tab or click the trash icon on the Submit Application tab.

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