

# HAMPCAS

Healthcare Administration, Management & Policy  
Centralized Application Service  
Program Application

## HAMPCAS Participation Agreement

**HAMPCAS Eligibility:** HAMPCAS is voluntary and available at no cost for all AUPHA graduate member programs at the Full, Associate Candidate, and Associate levels.

### Benefits to HAMPCAS Participation:

- An attractive online application process for prospective students that provides real-time status updates, mobile access, and coursework entry guidance
- Rich database enables comparative data on GPAs, test scores, demographic information, and other academic criteria at any time
- Evaluation tools including access to benchmark data of other programs in HAMPCAS
- Enhanced recruitment capabilities with platform for program promotion and visibility to a national spectrum of prospective applicants
- Analytical capabilities to evaluate recruiting strategies by geographic area, academic credentials, or other criteria
- Access to application PDF files, data, and reports against any segment of your applicant pool or against the aggregate of all HAMPCAS applicants
- CRM tools facilitate contact with prospective students as soon as an application is created
- Secure, real-time web-based admissions module with configurable analytical tools to score and rank applicants automatically, facilitate faculty review processes, and manage reporting
- Dedicated operations team to receive mail (including paper transcripts), verify transcripts and calculate multiple grade point averages to meet program-specific needs, collect and manage letters of recommendation, and integrate official test scores into electronic applications
- Technical assistance and one-on-one support throughout the launch and implementation of HAMPCAS to your staff
- Dedicated customer support for applicants via phone, email, and social media

### Participating programs are expected to do the following:

- To gain the year-end HAMPCAS data report, programs must enter admission decisions in WebAdMIT by the close of each cycle annually. Short video clips and training available to facilitate this process.
- To be listed and promoted as a participating school, programs must include specified HAMPCAS materials on their program website to avoid applicant confusion surrounding a program's participation status.
- Participate in one introductory WebAdMIT session to review functionality.
- For a seamless applicant experience, all HAMPCAS programs are expected to provide accurate and timely program-specific information within the directory portal annually. *Please note, all directory verbiage is reviewed by HAMPCAS staff for accuracy and relevance, and HAMPCAS reserves the right to request changes to this verbiage if determined inappropriate.*
- Annually reconfirm commitment to HAMPCAS via completion of an Annual Renewal Form.

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Signature

Name (please print)

Date

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University/College

AUPHA Member Program Name



## Institution Contact Information

The main HAMPCAS contact will be provided access to WebAdMIT and will then have rights to grant access to additional individuals. Both the main HAMPCAS contact and any HAMPCAS users provided below will be granted access to HAMPCAS program resources, and will be included in communications about marketing opportunities, launch dates, and training sessions.

### MAIN HAMPCAS CONTACT

<b>Name:</b>		
	<i>Last</i>	<i>First</i>
<b>Title:</b>		
<b>Phone:</b>	(      )	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work
<b>Email:</b>		

### ADDITIONAL HAMPCAS USERS

<b>Name:</b>		
	<i>Last</i>	<i>First</i>
<b>Title:</b>		
<b>Phone:</b>	(      )	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work
<b>Email:</b>		

<b>Name:</b>		
	<i>Last</i>	<i>First</i>
<b>Title:</b>		
<b>Phone:</b>	(      )	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work
<b>Email:</b>		

<b>Name:</b>		
	<i>Last</i>	<i>First</i>
<b>Title:</b>		
<b>Phone:</b>	(      )	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work
<b>Email:</b>		

<b>Name:</b>		
	<i>Last</i>	<i>First</i>
<b>Title:</b>		
<b>Phone:</b>	(      )	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work
<b>Email:</b>		

\*This information may be updated at any time by contacting the Manager of Student Affairs at [swilliams@aupha.org](mailto:swilliams@aupha.org).

## Standardized Test Scores

HAMPCAS institutions may decide which standardized tests are accepted and/or required. Each HAMPCAS program is responsible for displaying these requirements, along with their preferred GRE Institution code, within their HAMPCAS school-specific information pages (directory portal).

### **Graduate Record Exam (GRE):**

AUPHA contracts with ETS to allow HAMPCAS institutions to set-up a HAMPCAS-specific GRE Institution code. Applicants who select these codes will have their official GRE scores forwarded to HAMPCAS. HAMPCAS programs should complete and return the *GRE Reporting Order Form* on the next page to ETS to enable this function. Alternatively, HAMPCAS programs may opt to have scores sent directly to their school/program, in which case no action is needed.

ETS allows applicants to send their official scores to four HAMPCAS programs at no charge on the day of their test. After test day, examinees can order additional score reports for a fee of \$25 per recipient. Scores are sent to HAMPCAS electronically two times per week, and scores are typically reported 10 to 15 days after an applicant takes the test.

### **Other Standardized Tests:**

In addition, HAMPCAS applicants may self-report the following scores. If required, applicants may forward official reports directly to the program.

- GMAT
- IELTS
- LSAT
- MCAT
- PCAT
- TOEFL

\* All completed GRE documents may be returned to ETS via email ([cas@ets.org](mailto:cas@ets.org)) or fax at (973) 735-0392.

## GRE® SCORE REPORTING ORDER FORM for Healthcare Administration, Management & Policy Centralized Application Service (HAMPCAS) Member Institutions

ETS now allows HAMPCAS to receive official *Graduate Record Examinations*® (GRE®) scores via SCORELINK® Internet Delivery of Scores. To participate in this HAMPCAS option, complete the Score Reporting Order Form and return it to ETS. Once ETS receives and processes the completed form, applicants can send their GRE scores to your program through HAMPCAS. ETS will send you a letter or email with your Designated Institution (DI) code within approximately three (3) weeks after receiving your completed form.

Educational Testing Service (ETS) reserves the right, at its sole discretion, to grant or revoke a DI (as such term is defined below) based on eligibility requirements or for any other reason, and to make exceptions to its policy, under special circumstances.

When GRE candidates select your institution as a score recipient during registration, on the day of their test or for a period of five (5) years after their test date, their scores will be sent directly to the "Authorized Score Recipient and Reporting Address" you designate below on this form.

### Appropriate Use of GRE Scores

GRE score recipients may use GRE score data for purposes of evaluating applicants to (1) graduate programs and (2) graduate fellowship/scholarship programs. GRE score recipients may not, without the express, prior, written consent of ETS, use GRE score data for any other purpose, or copy, release, provide access to or otherwise disclose GRE score data to anyone except individuals within their particular organization having a need to know.

By applying to ETS for a DI code, you acknowledge that ETS is, and at all times shall remain, the owner of all GRE score data and that your Institution does not have, nor will it acquire, any right in and to the GRE score data by virtue of receiving a DI code. ETS reserves the right to monitor access to and use of the GRE score data by all GRE score recipients.

ETS publishes a list of official GRE score recipients in the GRE testing package for the computer-based GRE® revised General Test, which is updated on a regular basis, and in the GRE Institutions and Fellowship Sponsors Approved to Receive GRE Scores list at [www.ets.org/gre/bulletinandforms](http://www.ets.org/gre/bulletinandforms), which is updated once per month. No personally identifiable information is published.

### Directions for Completing the Order Form

- Step 1:** Complete sections A through C.
- Step 2:** If you would like your institution to receive GRE scores in addition to having them sent to the Centralized Application Service (CAS), complete sections D, E, and F to indicate how you would like to receive the scores (i.e., paper score reports, CD-ROM, and/or SCORELINK Internet Delivery of Scores).
- Step 3:** If your institution will be receiving scores in addition to the CAS, complete the payment information in section G.
- Step 4:** Complete the Lead Administrator information and sign the bottom of the form confirming that the information you have provided is true and accurate.
- Step 5:** Return the completed form to ETS Code Control by FAX at 1-973-735-0392, by sending a scanned copy to [cas@ets.org](mailto:cas@ets.org) or by mail to ETS Mailstop 25Q, Princeton, NJ 08541.

<b>A</b>	<p style="text-align: center; margin: 0;"><b>YOUR INSTITUTION MAILING ADDRESS</b></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">Institution Name</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">Address 1</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">Address 2</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">City/State/Zip</p>
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If you have any questions, please contact ETS Code Control by phone at 1-609-771-7091 or email at [cas@ets.org](mailto:cas@ets.org).

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center; vertical-align: middle;"><b>B</b></td> <td style="padding: 5px;"> <p>Does your program currently have its own GRE Institution Code, not shared by other programs?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="font-size: small;">Institution Code (if yes)</p> </td> </tr> </table>	<b>B</b>	<p>Does your program currently have its own GRE Institution Code, not shared by other programs?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="font-size: small;">Institution Code (if yes)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center; vertical-align: middle;"><b>C</b></td> <td style="padding: 5px;"> <p>Please send GRE scores to:</p> <p><input type="checkbox"/> CAS only (No Fee)</p> <p><input type="checkbox"/> CAS and my Institution</p> </td> </tr> </table>	<b>C</b>	<p>Please send GRE scores to:</p> <p><input type="checkbox"/> CAS only (No Fee)</p> <p><input type="checkbox"/> CAS and my Institution</p>
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<p><b>D</b> <b>PAPER SCORE REPORTS</b> (\$300 annually)</p> <p>Scores are reported two times per week.</p> <p>Indicate YES or NO</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>F</b> <b>CD-ROM</b> (\$400 annually)</p> <p>Scores are reported one to two times per month.</p> <p>Indicate YES or NO</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>CD-ROM MAILING ADDRESS (if different from Institution address)</p> <p>_____</p> <p>Institution Name _____</p> <p>Office _____</p> <p>Title _____</p> <p>Address _____</p> <p>City/State/Zip _____</p>	<p><b>G</b> <b>PAYMENT INFORMATION</b></p> <p><input type="checkbox"/> Check/PO Enclosed      <input type="checkbox"/> Visa  <input type="checkbox"/> American Express      <input type="checkbox"/> Discover  <input type="checkbox"/> MasterCard      <input type="checkbox"/> JCB</p> <p>Card # _____</p> <p>Expiration Date _____</p> <p>Signature _____</p> <p>Print Name _____</p> <p>Purchase Order # _____</p> <p>Billing Address _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>E</b> <b>SCORELINK® INTERNET DELIVERY OF SCORES</b> (\$300 annually)</p> <p>Scores are reported two times per week.</p> <p>Indicate YES or NO</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

**LEAD ADMINISTRATOR**

\_\_\_\_\_  
Your Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

**I confirm that the information provided above is true and accurate.**

\_\_\_\_\_  
Authorized Signature

## Marketing Materials

### **HAMPCAS Materials for Participating Institution's Website**

To be listed and promoted as a participating school, programs must include specified HAMPCAS materials on their program website to avoid applicant confusion surrounding a program's participation status.

Materials are stored within the HAMPCAS User Group Library (<http://hampcas.aupha.org/ourlibrary>) within the *HAMPCAS Marketing Pieces* folder. The use of these pieces is encouraged, however, other verbiage may be acceptable. Contact the Manager of Student Affairs ([swilliams@aupha.org](mailto:swilliams@aupha.org)) to discuss other options.

### **Institution Materials for AUPHA Use**

All HAMPCAS programs may submit the following materials for inclusion in HAMPCAS marketing efforts.

- Program or university logo (square logos are preferable, but not required)
- Short program description (100 words or less)
- Vertical banner advertisement (120 X 600 pixels in size)

Program descriptions and logos are featured in the AUPHA Exchange newsletter and on the HAMPCAS applicant site. Banner advertisements rotate on the HAMPCAS applicant site (<http://www.hampcas.org/home>). Program descriptions and advertisements must promote the member degree(s) available within HAMPCAS.

*\*Send all program marketing materials to the Manager of Student Affairs at [swilliams@aupha.org](mailto:swilliams@aupha.org).*

## 2014-15 Onboarding / Launch Checklist

<b>Onboarding / Launch Checklist</b>	<b>Complete</b>
Complete Program Application	
<i>Sign and return Participation Agreement</i>	
<i>Submit program designations</i>	
<i>Provide institution contact information</i>	
<i>Complete and return GRE forms to ETS (if applicable)</i>	
<i>Submit program marketing materials</i>	
Complete directory portal profile (AVAL upon completion of Agreement)	
Include specified HAMPCAS materials on program website	
Schedule and participate in WebAdMIT overview session	