

SPU PPHS Program Application Year Roadmap

Fall

- Learn steps for PPHS [committee process](#).
- Take [PPHS 3400](#) (if not already completed).
- Identify and speak with potential writers of evaluation letters.*
- Required by end of quarter: 3.0 GPA, 40 volunteer hours, 40 clinical hours.*
- Sign up for the committee process: [register online](#) by **January 15**.
- Schedule required standardized examination for your field in order to receive score no later than March 31.*
- Ask your PPHS advisor to consider serving as your committee lead.*
- Update your portfolio.

Winter

- Finalize list of writers for letters of evaluation.*
- Register online for committee process by **January 15** (if not already completed).
- Contact Administrator to confirm committee lead.
- Meet with administrator and complete [committee letter waiver](#) by **January 31**.
- Send [Letter of Evaluation waivers](#) and [letter writer instructions](#) to letter writers by February 15. READ AND FOLLOW INSTRUCTIONS CAREFULLY. Ask letter writers to submit the letter and the waiver by **March 31**.
- Submit student portfolio (volunteer/clinical hours log, personal statement, and CV/resume) by **February 28**.* These materials go to your committee members prior to your mock interview; they do not go to any schools.
- Update your portfolio.
- Inform your committee lead and the PPHS administrator of all updates or changes in your plan, such as deferring, changing the type of programs you pursue, or changing letter writers.

Spring

- Follow up with letter of evaluation writers to ensure that letters are submitted by **March 31**.
- Submit exam score by **March 31**.*
- Schedule Committee interview by **March 31**.
- Meet with committee lead to discuss grades, exam score, and interview preparation.
- Prepare for the interview (look up typical interview questions, practice, ask peers for feedback).
- Complete committee interview and ask committee lead for suggestions to improve your performance. Write thank-you notes to committee members.
- Register with your application system and note the key dates.
- Send a copy of your letter request confirmation or ID numbers to administrator by **May 31**.* Have letter requests sent to administrator's email, but address request to committee lead. When asked what type of letter you will be submitting, choose Committee Letter.

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- Submit your application **as soon as possible**. Committee letters are typically submitted by **June 30**.
- Complete secondary application materials in a timely manner.
- Finalize plans for coming year (see Gap Year Roadmap).
- Research alternative graduate programs, post-baccalaureate programs, and employment related to your career interests.
- Update your portfolio.
- Inform your committee lead and the PPHS administrator of all updates or changes in your plan, such as deferring, changing the type of programs you pursue, or changing letter writers.

Summer

- Update your portfolio.
- Contact Administrator if you have not heard that committee letter has been submitted.