

SF Match

CAS Instruction Manual Orthopaedic Trauma Fellowship

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OVERVIEW

The Central Application Service (CAS) is a service provided through the San Francisco Matching Program (SFMatch) that distributes applications to training programs. Applicants pay an additional fee for this service. The use of CAS assures that applications are both uniform, complete and distributed in an orderly fashion.

CAS is only a distribution service. We do not evaluate your credentials nor do we determine your eligibility to apply to any of the participating programs.

The Applicant's Responsibility

The CAS procedure requires you (the applicant) to be responsible for assembling ALL support documents. You are **REQUIRED** to submit the following documents to consider your application COMPLETE:

- Completed and signed CAS Application Forms (**On-line Submission**)
- CAS Distribution List and Payment (**On-line Submission**)
- Updated CV
- Three letters of reference from full-time faculty members or physicians who have knowledge of your clinical ability.

Once the necessary documents have been gathered, send all documents to us in **ONE PACKAGE**. We then process and distribute your application to the programs listed on your CAS Distribution List. With the exception of forms submitted online, you must mail all your documents in **ONE PACKAGE** to:

SF Match
Orthopaedic Trauma CAS
655 Beach Street
San Francisco, CA 94109

NOTE: Faxed documents will not be accepted

Processing Time for CAS

During peak processing times, it takes up to three (3) weeks for your documents to be processed and distributed to the programs. COMPLETE applications will be processed and distributed in the order in which they are received. INCOMPLETE applications will be held until all required documents are submitted.

Orthopaedic Trauma CAS target date

CAS does not set deadlines. We will process and distribute your application up until the Rank List deadline. We do suggest, however, that you submit your application to our office before the TARGET date: **Thursday, September 1, 2011**.

Again, the TARGET date is NOT DEADLINE. Submitting your CAS application to our office by the suggested target date does not guarantee that you will meet all of the individual deadlines set by each of the programs. We recommend the target date so that you may easily assess when to submit your application in order to meet **MOST** of the program's deadlines. Check the online directory for deadlines or call the individual program if information is not made available in the directory.

Program Deadlines

Most training program deadlines are listed in the program directory. If a program's deadline is unlisted, please contact the program directly. For best results, submit the complete CAS application three (3) weeks prior to the earliest deadline you would like to meet. CAS does not stop processing applications because a program's deadline has passed. A complete CAS application will be distributed to all programs you request no matter how late it arrives (prior to rank list deadline). It is important to note, however, that applications that arrive to the programs after their deadline may not receive the same priority from the programs' review committees as applications received on time.

STEP I: Filling out your CAS Application Form

The CAS form is available online in your SF Match account profile. Click the "CAS Application" link to find the form. The CAS application form is savable. Be certain to check your data prior to submitting the application form by selecting the "Preview" button. When the form has been completed, select the "Submit" button. Please note: After the form has been submitted, it will be converted to PDF format so programs can view the application in a standardized format. We include a recommended character limit listed next to each box. Because the data is transferred to PDF, there is also a line limitation. No substitutions/corrections can be made once your application has been distributed to programs. Please use the "Preview" button to ensure no text is omitted, or edit appropriately. You must communicate any mistakes you discover on your application after distribution to programs directly.

STEP II: Required support documents

- CV
Provide a copy of your updated CV. There is no suggested format.
- LETTERS OF REFERENCE
You must provide three (3) ORIGINAL letters of reference from full-time faculty members or physicians who have knowledge of your clinical ability. If you have requested a confidential letter, please indicate so on your CAS application and ask the author to return the letter to you in a sealed envelope. **DO NOT** open the sealed envelopes. Non-confidential letters can be included in your application open faced. **Please note that additional letters will not be distributed.**

NOTE: Letter writers can address their letters to either “Dear Program Director” or “Dear Review Committee”.

STEP III: Selecting your programs

With your completed application materials, you must submit your online distribution list and the appropriate distribution fee. Distribution fees increase progressively as follows:

# of Distributions	Fees
1-10	\$60 total
10-20	\$10 per program
20-30	\$15 per program
30-40	\$20 per program
41+	\$35 per program

The program directory contains a list of participating programs in the match. It is a two-step process to apply to programs. While viewing the directory, select the check box in the upper left hand corner of each program that is of interest. After choosing the program(s), click the “add to my programs” button, which will advance you to a page with the selected programs. From this list, choose the programs that you would like to apply to by selecting the check box in the “apply” column next to each program and click the “apply to programs” button. A confirmation page will appear and allow you to continue with payment.

ADDING PROGRAMS

You may apply to additional programs after your initial CAS distribution list has been submitted. Supplemental Distribution fee is \$35 per program; **therefore, it is to your advantage to submit your entire list once rather than adding programs later.**

STEPI V: Mailing your complete CAS package

Before mailing your CAS package, be sure that you have completed the following REQUIRED items:

- Completed CAS Application Form (**On-line Submission**)
- Initial Distribution List Form and payment (**On-line Submission**)
- CV
- Three (3) letters of reference

MISSING DOCUMENTS

If you are unable to provide a document, state the reason on a separate and include your full name and match registration number. Without this note, your file is **INCOMPLETE** and will **NOT BE DISTRIBUTED**. This statement of explanation will be included in the distribution of your file to the training programs. There should be a separate explanation note for each missing document.

All materials received by CAS are processed in the order in which they are received. Processing of a supplemental document may take up to three weeks to be processed. We strongly encourage you to submit a **COMPLETE** application to be processed to avoid delays. Some programs may not be able to review your file until all documents are received.

CONFIRMING RECEIPT OF YOUR CAS APPLICATION PACKAGE

Please log into your SF Match online profile to view the status of your documents. The status of each document will be marked as "received" in our system once we processed your materials. Please allow five (5) business days since the application materials were received by our office to be reflected as "received" in the system. If your application materials have not been logged into the system after five (5) business days, feel free to contact our office to check the status of your documents.

CONFIRMING DISTRIBUTION OF YOUR CAS APPLICATION

A confirmation e-mail is sent to you when your CAS application has been distributed to the programs on your distribution list. You may also view the status of your application in your SF Match profile online. If **ALL** required documents have the "uploaded" status marked, the documents are available to the programs on your distribution list.

CONTACT CAS

Email: help@sfmatch.org

Phone: 415.447.0350

Fax: 415.561.8535

CONCERNS REGARDING MATCH PROCESS

Lisa Cannada

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