PAEA MEMBERSHIP GUIDE

Physician Assistant
Education Association

PAEA

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MEMBER BENEFITS OVERVIEW

Membership has its benefits

We welcome you to PAEA and hope you enjoy all the privileges that PAEA membership affords.

To be a member of PAEA is to be part of a vibrant and collaborative community of institutions and individuals dedicated to advancing PA education.

As a member, you have access to relevant programs, tools, and resources, including the quarterly, peer-reviewed *Journal of Physician Assistant Education*, multiple assessment exams, our Digital Learning Hub, and so much more. Leadership. Scholarship. Professional development. Peer connections. It's all here.

Membership Benefits at a Glance:

Professional Development

Enjoy access to both in-person and digital learning opportunities to elevate your skills and your program's visibility. The PAEA Education Forum and Workshops are some of the best attended professional development offerings available to our members. PAEA's Digital Learning Hub provides PA education-related content — anytime, anywhere.

Professional Learning Communities (PLCs)

PLCs are online communities where you can initiate and engage in conversation about curriculum and research collaborations, share follow-up from in-person meetings, and easily connect with other educators. PLCs also provide a platform to raise questions, upload documents, and share resources and tools, as well as archive important discussions.

Applicant Review and Admissions Processing Software

CASPA, our centralized application service, simplifies the PA school application process and helps to build a national and diverse applicant pool for all participating programs. The WebAdMIT platform provides users with the tools to streamline their admissions processes. The platform allows users to manage each applicant as they progress through the admissions cycle Analytics is an interactive dashboard that enables you to quickly assess applicant metrics on a single page, including applicant volume, year-over-year changes, key cycle dates, test score distributions, and applicant demographics.

Assessment Tools

Save considerable time and effort by assessing your students' progress using the PAEA suite of exams: PACKRAT®, End of Rotation™ exams, and End of Curriculum™ exam. These rigorously peer-reviewed exams offer score reports with national comparative data on complete exam forms, giving you the information you need to ensure that your students meet the high standards your program sets relative to their peers throughout the country.

Research and Scholarship

PAEA offers a wealth of research resources and opportunities. Your responses to our surveys provide comprehensive data on faculty, students, curricula, and programs in our **By the Numbers research reports**, which can be used for benchmarking. These data are also available for programs and faculty to request for their own research, evaluation, and accreditation purposes. We encourage you to apply for **PAEA research funding and support** to help advance your projects and to grow in your career. Keep your finger on the pulse of PA education with the Journal of Physician Assistant Education, our quarterly peer-reviewed journal.

Justice, Equity, Diversity, and Inclusion

PAEA's vision is "Health for All." This vision informs our values, and our values determine our focus. With racism being a key public health issue, those in the PA education community must work together to stand against racism and strive to provide equal opportunities for students and faculty and equitable care for patients. It is an ongoing, deliberate, and constantly evolving process intended to achieve meaningful outcomes. To that end, PAEA has developed **practical, actionable resources** to help our members to build more inclusive and diverse programs.

Advocacy

Engage in grassroots advocacy for critical PA education initiatives on Capitol Hill and in your community. With your participation, we can ensure PA educators' voices are heard by policymakers and national leaders.

National Service and Recognition

Serve the PA education community through a wide variety of volunteer opportunities to fit your interests and skills.

For a complete listing of member benefits, visit
PAEAonline.org/resources/member-resources

For questions about PAEA membership, please contact
membership@PAEAonline.org or call **703-667-4345.**

PAEA is the only national organization in the United States that represents PA educational programs, *supporting the development of didactic and clinical education by serving more than 4,000 PA education professionals at nearly 300 institutions committed to advancing the PA profession.*

Get Involved

We encourage all members to take advantage of all the formal and informal opportunities PAEA has to offer.

Opportunities include:

- Facilitate a PAEA workshop
- Serve as a member of a volunteer group
- Moderate education sessions
- Apply for a research grant
- Curate content for the Digital Learning Hub

If you're interested in getting more formally engaged in PAEA, please visit the **Volunteer Groups and Projects page on our website** for opportunities and look out for application cycle launches. For informal opportunities, please contact: **volunteers@PAEAonline.org.**

HOW TO USE THE PAEA MEMBER COMMUNITY

The PAEA Member Community allows all members to update their program affiliation and access the Digital Learning Hub, Professional Learning Communities, the *Journal of Physician Assistant Education*, member and program directories, event registration, and more. It also allows program directors to assign an account manager, update their program information, approve additions to the faculty roster, and pay membership dues.

Please be sure to update this information throughout the year as new faculty and staff join your program. If your program affiliation has changed, simply update your existing account by adding a new affiliation with your new program to ensure you maintain the same account throughout your career. The community can be accessed at **members.PAEAonline.org**. For assistance or questions, please email **membership@PAEAonline.org.**

Getting Started

Step 1
Visit **PAEAonline.org** and click the Member Community button in the upper right-hand corner.

Step 2
Log in or select Forgot Your Password to send a reset email. Note: If you have issues resetting your password, email us at **membership@PAEAonline.org.**

Step 3
Upon signing in, review and update your profile by clicking the drop down next to your name. This should include your contact information, title, role/position, credentials, and mailing address for the *Journal of Physician Assistant Education.* To review or update your program affiliation and membership status, click Membership in the navigation bar and select My Affiliations.

All Members

Changing Your Affiliation

- Click **Membership** and select **My Affiliations**
- A list of **My Active Affiliations** will appear
- To add new affiliation, click the **New Affiliation** tab at the top and click **Next** at the top of page
- Search **Account/Program Name** and enter the required information. Click **Next**, then **Finish.**

Program Directors

Assigning an Account Manager

If you are the program director, you may assign one individual at your PA program the role of account manager, which allows them to make account updates, manage faculty roster, and manage membership orders and payments. **Please note that you can only assign one account manager in addition to yourself.** If you are changing who this individual is, be sure to remove the original account manager before attempting to add a new one.

- Click **Membership** and select **My Program Roster**
- Find the name of the individual you wish to assign as account manager and click the **drop-down arrow** on the far right and click **Edit**
- **Check the box next to "Is Account Manager"** and click **Save**

Program Directors & Account Managers

Updating Program Information

- Click **Membership** and select **My Program.** Your program's name will be displayed in the **Account Name** field. Please **do not** change your program's name. If your program name has officially changed, notify our Membership Team by email at **membership@PAEAonline.org.**
- Use the pencil symbol next to each field to update your program information and click **Save**

Paying Membership Dues

PAEA annual membership fees are due August 1. Programs are invoiced annually in May for the next membership cycle (July 1–June 30). If programs join mid-year then they are invoiced for a prorated amount. Follow the steps below to submit a payment online.

- Click **Membership** and select **Make a Payment**.
- Click the **Order Number** to view the details and invoice of your order.
- To view and print the invoice, click **View Invoice PDF**.
- Click **Back** on your browser tab and click **Pay by Card** to submit payment via credit or debit card.
- Click **Pay Now** for order then **Continue**. Insert payment information and billing address. You may select to save this payment information for future invoices.
- A success screen will pop up. Click **View Receipt** and print your order confirmation for your records. You will automatically receive a receipt in your inbox.
- To view payment history, navigate back to **My Orders** and click the **Paid Orders tab**.
- If you did not receive a receipt, please email **membership@PAEAonline.org** and one will be generated for you.

Credit card payments are preferred. If needed, check payments may be sent to PAEA remittance address. Please be sure to include the program name and/or your name for individual colleague payments.

Physician Assistant Education Association
PO Box 411161
Boston, MA 02241-1161

Add or Edit a Job Posting to our Jobs Board

Program Directors and designated Account Managers can submit a job on behalf of the program through the PAEA Member Community.

- **View Your Job Postings**
  - Click More and select My Job Postings. In this section, you can add, edit, or view your job postings for the PAEA Jobs Board.
- **Add a New Job Posting**
  - Click on the New button and fill out required information to create a job posting. Click Save. If you would like to add your program's logo, save the job posting first, then add the logo as an attachment. Once submitted, please allow up to two business days for your job posting to be reviewed and approved. Once approved, it will automatically appear on the Jobs Board.
- **Editing an Existing Job Posting**
  - Click on the arrow by the job posting in question, then choose Edit. Make your changes and then click Save.

- **Removing an Existing Job Posting**
    - Click on the title of the job posting that you'd like to remove, then hit the Delete button. Once deleted, the job posting will no longer be accessible.

Updating the Faculty Roster

Note: Please only add a new member to your roster if they are brand new to PA education. Members are now responsible for updating their own program affiliation when changing programs. If a faculty or staff member leaves your program, you may mark them as inactive on your roster and they will self-affiliate with their new program, if applicable.

To remove existing members (mark affiliation as inactive):
- Click **Membership** and select **My Program Roster**
- Select **Click to Remove** for the individual you want to remove from your roster. Click **Next** to confirm, then click **Save**.

To add a new member:
- Select **My Program Roster** and click the **Add New Program Member** tab.
- Click **Next** and enter account information. Check the box for account manager to make this individual one of two account managers, otherwise, leave it blank.
- Click **Next** again, a success screen will appear acknowledging the new affiliation. If you get an error, this member may be affiliated with another program and needs to update their own affiliation.
- Return to the **My Program Roster** tab and refresh your page to see the new individual on your roster.

To approve a new member:
- Click **Membership** and select **My Program Roster** or click the link in the automated email notice and log in.
- Click the **Awaiting Approval** tab.
- Find the member's name and click in the Status column to update them from Inactive to **Active.** Click **Save.**
- To update multiple individuals at once, select everyone that you want to approve using the checkboxes on the left. Click the pencil icon in the right-hand corner to edit all individuals at once. Change Inactive to **Active** and click the checkbox to update all selected items. Click **Save.**

Note: Faculty and staff must be approved or added by the PA program director or designated account manager to gain access to membership benefits.

PAEA SERVICES

A holistic overview of the learning opportunities PAEA offers

Digital Learning Hub

Instructional Coaching

Regional Education Meetings

Professional Learning Communities

Forum

Facilitating Collaboration

Workshops

Want to know more about the products and services that are part of your PAEA membership? Contact us using the emails listed below.

Assessment
exams@PAEAonline.org

Awards & Honors
awards@PAEAonline.org

CASPA
caspa@PAEAonline.org

Forum
forum@PAEAonline.org

Government Relations
advocacy@PAEAonline.org

Learning
learning@PAEAonline.org

Member Support
membership@PAEAonline.org

Research
research@PAEAonline.org

Workshops
workshops@PAEAonline.org

General Inquiries
info@PAEAonline.org

HELPFUL RESOURCES FOR PA FACULTY

PAEA is committed to continued learning and to helping PA faculty get the most out of their membership. As a member you have access to:

Workshops

Focused on teaching participants about valuable techniques and resources they can use to run their PA programs more effectively. From Faculty Skills 101 to Universal Design for Learning to our Jump Start series, there's always a relevant virtual or in-person workshop to attend. Go to: **PAEAonline.org/resources/public-resources/events/workshops.**

Digital Learning Hub

An interactive, digital library that allows members to contribute and share professional development and teaching resources. Get started at: **PAEAonline.org/resources/member-resources/digital-learning-hub.**

Professional Learning Communities

Online communities designed to enable collaboration among PA educators across the country. Ask questions, upload documents, share tools and resources, and archive important discussions in one convenient location. Learn more at: **PAEAonline.org/resources/member-resources/professional-learning-communities.**

FREQUENTLY ASKED QUESTIONS AND ANSWERS

PAEA Membership

Q1. What types of membership does PAEA offer?

A. PAEA is the only national organization in the U.S. that represents PA educational programs. We offer four categories of membership: Voting, Institutional Colleague, International Colleague, and Individual Colleague.

1. Voting Members: Accredited programs
2. Institutional Colleague Members: Developing programs
3. International Colleagues: Developing international programs that are ineligible for U.S. accreditation
4. Individual Colleague: Any PA practitioner, educator, or program administrator not included on a program roster as current faculty or staff.*

For a complete listing of benefits by membership type, visit:
PAEAonline.org/membership/become-a-member

Q2. Am I a member of PAEA?

A. All faculty and staff affiliated with a member program are considered members. You can access your membership account at **members.PAEAonline.org**. If you do not have access, request that your program director add you to their roster.

* Note on Individual Colleagues:

An individual qualified through education or experience as a PA practitioner, educator, or program administrator who is not currently listed on a program's roster, regardless of the program's accreditation status.

Individual colleagues may also include PAEA assessment item writers and individuals professionally qualified through education or experience as educators in medicine, nursing, and allied health sciences so long as they are not identified as a member of the current faculty or staff of any PA program.

Notwithstanding otherwise being eligible as provided above, current or prospective PA students, individuals that provide professional services to PAEA members, and employees of any organization or company that is eligible for any category of PAEA membership are not eligible to be individual colleagues.

Q3. Can full-time and part-time employees become members?

A. Yes, they can. According to our bylaws, "A program director of a Member Program or designee may name an unlimited number of Program Representatives. A Program Representative is an individual who is integral to the teaching or administration of the Member Program." Determining who qualifies as integral is at the discretion of your program director.

Q4. Why is it important keep my program roster up to date?

A. Maintaining a current program roster ensures that all faculty and staff in your program have access to, and are taking full advantage of, the benefits that go along with PAEA membership, including PAEA newsletters, digital CME webinars and courses, and discounted rates for educational programming.

Note: Membership payments must be submitted in order to be considered a member and to obtain the membership benefits.

PAEA Member Community Access

Q1. What should I do if I am unable to sign into the PAEA Member Community?

A. Attempt to reset your password. Be sure to enter the email address that was used to create your account. If unsure, ask your program director to verify your email. You may contact us at **membership@PAEAonline.org.**

Q2. What should I do if I am unable to change my password?

A. Please email **membership@PAEAonline.org** and advise us of the situation so that we can address your specific issue.

Note: Your username is always your email address.

Q3. I am a member through my program, but I am not appearing as a member in the PAEA Member Community.

A. Consult with your program director to make sure you are approved on the program roster. Faculty and staff must be approved by the PA program director or the designated program manager to gain access to membership benefits. Please contact us at **membership@PAEAonline.org** for additional support.

Membership Dues and Payments

Q1. If a new program joins after the payment due date, do you offer prorated membership dues?

A. Yes. Membership renewal begins July 1 of each year. Programs that are accredited during the membership year are charged dues on a prorated basis.

Q2. Are prorated amounts offered to any program submitting their membership payment late?

A. No. Prorated amounts are only offered to new programs joining PAEA. Current members of PAEA are not eligible to receive prorated dues.

Q3. Are individual colleague members eligible for prorated amounts?

A. No. Individual colleagues can become members at any time and will be invoiced for their renewals annually after their join date.

AN OVERVIEW OF THE DIGITAL LEARNING HUB

Unlock your digital learning experience

The Digital Learning Hub is an interactive and on-the-go digital library that enables anytime, anywhere learning. It eliminates time, travel, expense, and other barriers to professional development.

Resources in the Digital Learning Hub

At PAEA, we have collaborated with leading PA educators and subject matter experts who have curated content relevant to PA educator roles, areas of interest, required competencies, and career milestones. In the DLH, you can access thousands of articles, videos, and modules, and share professional development and teaching resources with your fellow PAEA members.

How to Log In and Get Started

For directions on how to access the Digital Learning Hub from a laptop/desktop or mobile device, visit:
PAEAonline.org/resources/member-resources/digital-learning-hub.

AN OVERVIEW OF THE PAEA ASSESSMENT SUITE OF EXAMS

A continuum of assessment options

PAEA Assessment offers a comprehensive assessment of PA students across the program, with exams developed by PA educators for PA students.

Didactic Phase   **Clinical Phase**

Program-Generated Course Exams

PACKRAT 1

End of Rotation Exams
+ other program-generated evaluations

- Emergency Medicine
- Family Medicine
- General Surgery
- Internal Medicine
- Pediatrics
- Psychiatry & Behavioral Health
- Women's Health

PACKRAT 2

End of Curriculum Exam
+ other program-generated summative evaluation components

GRADUATION

	PACKRAT® exam	**End of Rotation™ exams**	**End of Curriculum™ exam**
PURPOSE	Objective, comprehensive self-assessment tool for student and curricular evaluation	Set of objective, standardized evaluations intended to serve as one measure of the medical knowledge students gain during specific supervised clinical practice experiences	Objective, standardized evaluation of a student's medical knowledge as one component of their readiness for graduation
WHAT	Self-assessment to identify individual strengths and weaknesses	Assess medical knowledge of specific core clinical disciplines as one part of a comprehensive SCPE evaluation	Evaluate proficiency in general medical knowledge
WHEN	Certain milestones, such as the end of the didactic and clinical phases	The end of specific clinical experiences	The last four months of the program
HOW	New exam developed annually	Validated for consistent performance each year	Validated and standardized by PA education experts

How to Create an Account and Get Started

Step 1.

Visit **PAEAonline.org/assessment** where you can learn about the suite of exams, and find pricing and purchasing options. Scroll to the bottom and select **Download PAEA Assessment exam policies.**

Step 2.

After taking time to review the exam policies, **start using the exams**. This will take you to a page that asks you to provide the details for the initial setup of your program's account, acknowledge program responsibilities for using the system including access and data, and enforce PAEA's exam policies. After we receive the program director's acknowledgement, we will reach out to you directly and assist you in setting up an ExamDriver account for your program.

Step 3.

Once your account is set up, you can log in to ExamDriver at **ExamDriver.com.**
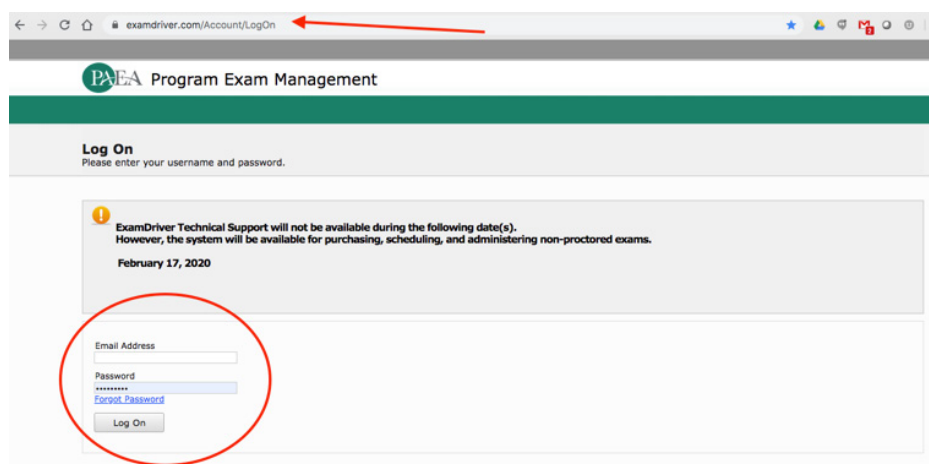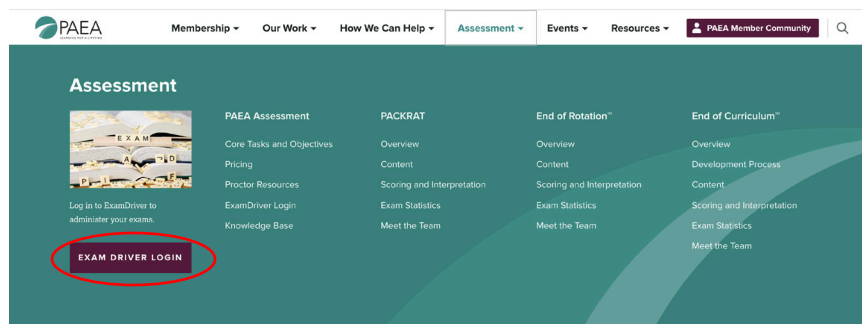
Helpful Resources

Visit our Knowledge Base, where tutorials are organized by topic and easily searchable. Find instructions for everything from how to schedule an exam with accommodations to explanations for how national comparative data are calculated. You can also access it directly at **PAEAonline.zendesk.com.**

Proctoring exams is an important responsibility. Please check out our **Proctor Resources** page, which features proctoring best practice videos, a sample instruction script, and a handy guide to help you decipher ExamDriver alerts and what to do when they appear.
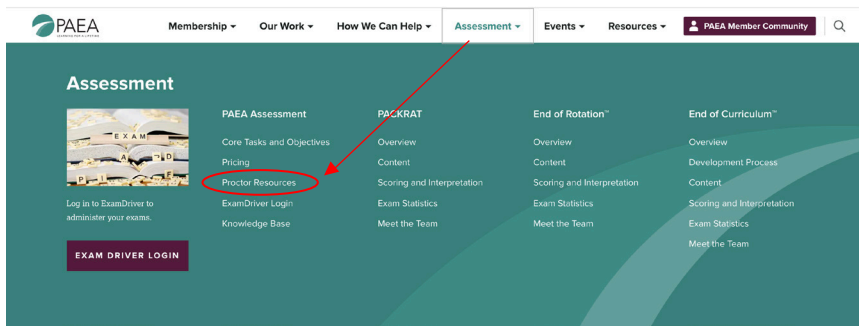
HOW TO REACH US WITH QUESTIONS

More questions? Our team is available **8:00 a.m.–8:00 p.m. ET, Monday–Friday.** You can reach us by phone **(866-749-7601),** email **(exams@PAEAonline.org),** or chat. The chat feature can be found at the bottom of the **PAEAonline.org Assessment** pages and our **Knowledge Base** (see screenshot below).
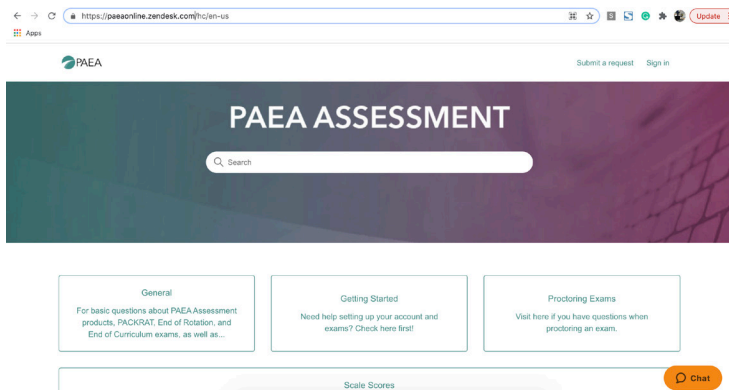
AN OVERVIEW OF PAEA SURVEYS

Program, Curriculum, Faculty & Directors, and Student Surveys

The Program Survey is PAEA's longest running research endeavor. Along with our Prerequisite, Didactic, and Clinical Curriculum Surveys, Faculty & Directors, and Student Surveys, these instruments collect information about program structure, program and student financial information, student and faculty characteristics, curricular content, and student educational experiences. These data are critical to the profession to understand the breadth, depth, and scope of innovation among programs. Programs can use this information to benchmark their approach to educating PA students against national data and use the data sets for faculty research. This helpful information can be critical to programs preparing for ARC-PA accreditation site visits and self-study reports.

- Program and Curriculum Surveys are administered annually in the summer/fall for all PAEA member programs.
- Faculty & Directors Survey is administered every other year.
- Curriculum Survey is divided into three parts: prerequisites/admissions phase, didactic phase, and clinical phase. Administration is rotated every summer.
- Student Surveys are administered annually throughout the year due to variation in program matriculation and graduation dates.

PAEA can provide raw data drawn from our surveys to both members and non-members. Information about limitations, data protection, and the required steps to obtain raw data is available **here**, along with our data request and sharing policies (including costs and IRB requirements). We seek to maintain an appropriate balance between allowing data access to authorized individuals and minimizing exposure to risks, such as accidental loss or damage, unauthorized access, malicious misuse, and inadvertent alteration or disclosure.

MEDICATION-ASSISTED TREATMENT (MAT) INITIATIVE

PAEA was a partner with the American Academy of Addiction Psychiatry (AAAP) in a Substance Abuse and Mental Health Services Administration (SAMHSA) grant to help tackle the opioid crisis that each year continues to take thousands of lives and cost more than $500 billion. The 3-year subaward funded our project from 2018 to early 2021 to encourage PA programs to train students and faculty in medication-assisted treatment (MAT) for opioid use disorder (OUD) and make them eligible for the DEA waiver they need to be able to prescribe buprenorphine for opioid addiction. PAEA's goal is to have all PA students graduate with eligibility for the waiver.

Earning the waiver requires completion of 24 hours of training, available online through PAEA's grant partner (AAAP) as well as a number of other organizations listed on PAEA's MAT Waiver Training Initiative webpage. For more information, visit **PAEAonline.org/resources/public-resources/mat-waiver-training-initiative.**

PRACTITIONER EDUCATION PROGRAM (PRAC-ED-PA) GRANT

PAEA received a 2-year, $476,000 grant from SAMHSA to facilitate the development, deployment, and assessment of a standardized substance use disorder (SUD) curriculum for PA programs. The effort is named the SAMHSA Expansion of Practitioner Education program (PRAC-ED-PA).

From 2019–2021, PAEA staff collaborated with the faculty of 20 pilot programs in the PRAC-ED-PA project to develop and deliver the standardized curriculum. Additional information on the PRAC-ED-PA SUD curriculum can be accessed at https://paeaonline.org/resources/public-resources/prac-ed-pa-substance-use-disorder-sud-curriculum.

AN OVERVIEW OF CASPA: THE CENTRALIZED APPLICATION SERVICE FOR PHYSICIAN ASSISTANTS

CASPA is a full-service, web-based application system providing students with the ability to apply to multiple participating PA programs with a single application and facilitating a streamlined admissions process for programs.

Benefits to Applicants Include:

- Provides a state-of-the-art application platform with an intuitive design and user experience.
- Represents 95 percent of currently accredited PA programs.
- Provides an efficient process to apply to multiple PA programs, eliminating the need for duplicate application data and documents.
- Supplies applicants with a comprehensive help center to ease navigation of the application.
- Allows access to the application from any device.

Benefits to Programs Include:

- Provides a rich database of applicant and matriculant data via the WebAdMIT admissions portal.
- Allows access to end-of-year reports with individual program applicant and matriculant data.
- Reduces clerical work for participating programs, which enhances productivity and efficiency.
- Provides real-time online access to applicant profiles and data via WebAdMIT.
- Encourages a national and more diverse applicant pool, as well as a more complete applicant and matriculant data set.

If you are interested in participating in CASPA, please email **CASPA@PAEAonline.org** to get started.

PAEA

703-548-5538
info@PAEAonline.org
PAEAonline.org