

Comprehensive Action Plan Submission Guide – Initial Plans

1. Go to the [Forms and Applications](#) page.
2. Under *Plans of Study & Professional Development Plans* section, select the appropriate *Plan of Study* (POS) under the accordion. Be sure to download and save this before filling it out.
3. Under *Plans of Study & Professional Development Plans* section, select the appropriate *Professional Development Action Plan* (PDAP) under that accordion. Be sure to download and save this before filling it out.
4. Once you have completed both the POS and PDAP, return to the Forms and Applications page.
5. Select the accordion labeled *Comprehensive Action Plan Submission* at the bottom of the page.
6. Click on your program.
7. Please enter all of the required information and upload your POS and PDAP in the appropriate fields.
8. A Submit button will appear. Click it.
9. **Go to your email and verify your email address.** This will be the final step, and your CAP will be automatically routed to your program.

A Few Notes:

- If you complete the forms in your browser, you **MUST** print to PDF in order to save your completed form. We recommend you first download and then complete and save the forms so that you can upload them to the CAP submission form.
- For Mac users, if you are using Preview to complete the PDF, you must "Export as PDF" (or print and save to PDF) so that it is readable in Adobe Sign. We strongly recommend that you download the free [Adobe Reader software](#) to complete the forms to avoid compatibility issues.* This [sample plan of study \(pdf\)](#) shows what a completed plan should look like.

Once you follow these steps, the two forms will be sent to your program director, academic advisor, and a career coach for review. At the end of the process you will receive a copy and it will be saved to your academic record.