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. Once you have completed the POS, return to the Forms and Applications page.

4. Select the accordion labeled *Comprehensive Action Plan Submission* at the bottom of the page.

5. Click on your program.

6. Please enter all the required information and upload your POS in the appropriate field.

7. Answer all the professional interest questions.

8. Click "**Submit**". This will be the final step and your CAP will be automatically routed to your program. You will receive a confirmation email.

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