

NOTE: The deadline and process for obtaining references has changed effective immediately. The following deadlines apply for admission to the occupational therapy program in 2012:

- December 1, 2011: Submission of references to ETS (see process below)
- January 6, 2012: Submission of UW-L application packet

Date	Application Item	Where Submitted	How Submitted	Fee
December 1, 2011	Completion of Personal References (3-5)	Educational Testing Service (ETS) http://www.ets.org/ppi/	On-line	\$20 (Payable to ETS)
January 6, 2012	UW System Graduate Application	http://www.apply.wisconsin.edu/	On-line	\$56
January 6, 2012	UW-L Occupational Therapy Program Application	UW-L Cashier 1725 State St. 121 Graff Main Hall La Crosse, WI 54601	Paper	\$10

Starting **immediately**, the University of Wisconsin-La Crosse Occupational Therapy program is implementing a new process for letters of recommendations. The Educational Testing Service (ETS) has a new evaluation, called the Personal Profile Index (PPI) for students attending graduate and professional schools. You submit the names and contact information of people (minimum of 3 people, maximum of 5) who can best evaluate you on the 24 different characteristics that have been shown to be associated with success in graduate school. ETS will contact your references and they will rate you on a questionnaire with these characteristics. The references must have computer access since this is an electronic questionnaire. You will need to designate that you want the results to go the UW-L Occupational Therapy Program, and ETS sends the occupational therapy program a composite of your reference's scores and comments.

This is a very straightforward process and the instructions on the ETS website are very easy to follow.

PLEASE NOTE THAT YOUR REFERENCES MUST COMPLETE THEIR ELECTRONIC EVALUATIONS WITH ETS BY DECEMBER 1, 2011 for this process to be completed to meet the January 6 application deadline.

FAQ About References

Who should I select for a reference?

Select people who know you well enough to evaluate you on the 24 characteristics included in the PPI. <http://www.uwlax.edu/ot/PPI.htm> Not every reference needs to be able to evaluate you on each characteristic (they may select an option that says they do not have information about that characteristic). However, you should ensure that each of the characteristics could be answered by someone that you select. Family members and close friends are not suitable references. References will be asked how long they know you and in what capacity they know you and that information is shared with the UW-L Occupational Therapy Program.

The UW-L Occupational Therapy website formerly had a form for references. Can I use that?

Starting with the admission cycle for summer, 2012, the program is using the PPI for all letters of reference. Paper references will no longer be acceptable.

When I can start submitting names?

You may submit names of references right away: there is no need to wait until near the deadline. Given this is the first year of this process, it is prudent to get this part done as early as possible. In order to provide references adequate time to visit the PPI website and complete the electronic evaluation, applicants are encouraged to direct references to the website at least one month prior to the December 1 deadline.

What are the 24 characteristics?

The PPI website has identified these 24 characteristics as associated with success in graduate and professional schools. We suggest that you think carefully about these characteristics while completing your application as well as when selecting your references. More information can be found on the OT webpage about PPI <http://www.uwlax.edu/ot/PPI.htm> and on the ETS PPI website <http://www.ets.org/ppi/>