

CENTRAL APPLICATION SERVICE FOR PODIATRIC RESIDENCIES (CASPR)  
15850 Crabbs Branch Way, Suite 320, Rockville, MD 20855-2622 Phone: 301-948-9764 Fax: 301-948-1928  
**CASPR™ INSTITUTIONAL AGREEMENT 2017-2018**

Name of Institution/Hospital \_\_\_\_\_

Name of Residency Program (if different) \_\_\_\_\_

Hospital Address \_\_\_\_\_

City-State-Zip \_\_\_\_\_ Hospital Telephone \_\_\_\_\_

Administrator \_\_\_\_\_ Program Director \_\_\_\_\_

NUMBER of CPME approved 2018 **entry-level** podiatric residency POSITIONS \_\_\_\_\_

As official representatives of the above-named institution/program, we elect to participate in the 2018 program of the Central Application Service for Podiatric Residencies (CASPR). We understand that CASPR is operated by the American Association of Colleges of Podiatric Medicine (AACPM) and administered by its Council of Teaching Hospitals (COTH). On behalf of the above-named institution/program, we agree to abide by the rules and regulations governing the application, selection, matching and appointment of CASPR applicants for 2018 entry-level podiatric residency positions.

In particular, this institution/program agrees to:

1. Abide by the official, published CASPR/CRIP schedule and shall not conduct interviews for the purposes of resident selection prior to the first interview date or in conflict with any of the interview dates published by the national resident matching service.
2. Abide by the Standards and Practices for Residency Selection included into this Agreement by this reference.
3. Notify CASPR in writing of any changes in CPME approval of the residency program, the number of available positions, or factors that may affect the continued operation of the program. We understand that CASPR assumes no responsibility for changes in program status and recognize that it is ultimately the program's responsibility to notify all applicants of such information.
4. Restrict access to and keep confidential the CASPRweb.org log-on codes and data provided to the program by CASPR.
5. Keep all applicant information confidential and secured, releasing this information only in compliance with applicable law including Family Educational Rights and Privacy Act (FERPA). We understand that application materials have been provided for use in the resident selection process only. We agree to properly destroy this material in accordance with hospital employment policy.
6. Not demand or require that an applicant state how he/she will or did rank this institution/program on any program selection form. We understand that any statements or expressions concerning applicant ranking made to or by applicants during free discussion are non-binding, and that only the selections made on the confidential Selection Forms by the binding cut-off date(s) are final and valid.
7. Offer all approved, available podiatric residency positions only through CASPR.
8. Restrict residency appointment to matched applicants until CASPR officially announces the completions of the initial and any supplemental offer and acceptance cycles and provides written notice to all participating programs that any remaining unmatched positions are released from the program. We understand that official CASPR match notification announcements are made in accordance with the Council on Podiatric Medical Education's recommendation regarding Residency Selection Notification (CPME: 320).
9. Offer residency appointment to all applicants matched with this institution/program by the CASPR matching program.
10. Make all residency offers and require all residency commitments only after the CASPR match is complete. The CASPR match is complete only after CASPR officially announces that the initial and any supplemental offer and acceptance cycles have concluded and that any remaining unmatched positions are released from the program.
11. Programs can only offer positions in the online MP II process to those that applied through CASPRweb.org. After the last round, should there be any positions left, then you are able to offer to anyone, including those that did not apply through CASPRweb.org.
12. Not accept a resident who was matched with another institution without written confirmation of release from that institution.
13. Abide by all local, state and federal laws, including without limitation applicable employment laws such as the anti-discrimination provisions of the federal Immigration and Nationality Act, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, The Pregnancy Discrimination Act, The Equal Pay Act, The Genetic Information Nondiscrimination Act, and other applicable anti-discrimination laws and regulations.

We understand that CASPR functions as a centralized application processing and matching service on behalf of the participating institutions and applicants and that the judgments regarding resident selection/contract negotiations remain exclusively with the registered participants. We understand that violations of the terms of the Agreement may result in legal actions and/or professional sanctions being initiated against this institution/program. We also understand that the CASPR program, including online access to its program, may be interrupted by causes beyond CASPR's control, and that the program is not guaranteed to operate error-free. The institution/program agrees to indemnify and hold AACPM, COTH and their officers, directors, employees and assigns ("Indemnitees") harmless from any and all third-party claims arising from the institution/program's participation in CASPR and the centralized podiatric residency application matching service that AACPM and CASPR perform; provided, however, that the foregoing indemnification and hold harmless agreement shall not apply to any claim or liability attributable to the negligence or intentional misconduct of any of the Indemnitees.. In no event shall the Institution be liable to AACPM for punitive or exemplary damages or for lost profits or consequential damages or for any expenditure or obligation that is found to be in violation of the U.S. Anti-Deficiency Act, 31 U.S.C. Section 1341. This agreement shall be effective when signed below or in counterpart, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

**HAND-WRITTEN SIGNATURES REQUIRED (MAY BE RETURNED BY FAX (301-948-1928), EMAIL, OR MAIL):**

\_\_\_\_\_  
Institution/Hospital ADMINISTRATOR or DESIGNEE

\_\_\_\_\_  
Print Name of ADMINSTRATOR or DESIGNEE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Podiatric Residency Program DIRECTOR

\_\_\_\_\_  
Print Name of Podiatric Residency Program Director

\_\_\_\_\_  
Date