



## 2025 PA Foundation Student Scholarship Program: Applicant Instructional Guide

**Open date: February 3, 2025**

**Deadline: March 17, 2025**

The purpose of this guide is to walk you through the process of applying for PA Foundation scholarships using Wizehive, our online application platform.

### Where to Apply

Start by navigating to the PA Foundation's [website](#). You will see the general eligibility criteria, as well as a list of scholarships being offered for the 2025 application cycle. Review the criteria and qualifications for each scholarship to determine whether you are eligible to apply.

The scholarships available for the 2025 cycle are:

- PA Foundation Scholarship
- AAPA Past Presidents Scholarship
- AAPA Rural Health Caucus Scholarship/Ron Nelson Memorial Scholarship (these two awards share the same eligibility criteria/application form)
- Joyce Nichols Memorial Scholarship
- NCCPA Endowed Scholarship/Timi Agar Barwick Scholarship for Humanism in Medicine (these two awards share the same eligibility criteria/application form)
- PA Moms Advocacy and Leadership Scholarship
- Ruth Ballweg Memorial Scholarship
- William H. Marquardt Community Health Access Scholarship
- Women in Philanthropy Scholarship

Applicants must meet all of the following criteria in order to be eligible to apply:

- Be a student member of AAPA
- Attend an ARC-PA-accredited PA program (programs with “Accreditation – Provisional” status qualify)
- Have successfully completed at least one term of PA studies (semester or quarter) and be in good academic standing
- Be enrolled in PA school at some point during the application cycle (February 3-March 17, 2025)

The Foundation is offering one application cycle for all eligible applicants in 2025.

### Accessing the Application Platform

The link to access the scholarship application platform, Wizehive, is posted on the PA Foundation's [website](#). There is **only one link** to access all application forms and complete the entire application process.

### Creating a Wizehive Account

You will be prompted to create a Wizehive account/profile the first time you access the platform. Per the instructions on the page, enter your email address and create a password, and then click “Sign Up.” You will then be guided into the application process.



### Sign In/Sign Up Instructions

Chrome is the recommended browser for this portal.

#### For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

#### For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **"Forgot your password?"** and follow the prompts to reset your password.

### Sign In

Email

Password

Log In

[Forgot your password?](#)

### Need an Account?

Sign Up

You will use the email address/password you created when you first created your account to sign into the portal moving forward. If you forget your password, click "Forgot your password?" and follow the prompts to reset your password.

## Completing the Application Process

After creating an account, you will be directed to your homepage/dashboard, which prompts you to create a profile.



Please click **"Create a Profile to Get Started"** to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

[Create a Profile to Get Started](#)

Click "Create a Profile to Get Started." You will be taken to the Profile page. Enter your responses and click "Create Profile" to continue.

PA School/Program Currently Attending \*

Academic Status \*

What is your expected graduation date? \*

Save Draft

Create Profile

After creating your profile, you will see instructions to begin your application.

Please click "**Create a Profile to Get Started**" to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

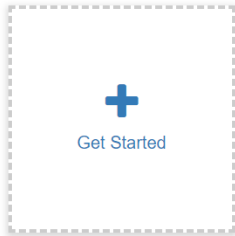
Profile	Complete	<input type="button" value="Edit"/>
---------	----------	-------------------------------------

To begin, click "**+Get Started**" below.

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **teal**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the administrator of this program.

If you need assistance or have any questions, please contact [pafoundation@aapa.org](mailto:pafoundation@aapa.org).



Click the "Get Started" tile to continue.

You will be taken to a screen with "Application" at the top.

## Application

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Application	Action Required	<input type="button" value="Open"/>
Recommendation Request	Action Required	<input type="button" value="Open"/>

### Application Form

To begin your application, click the "Open" button in the Application box. This will take you to the application form.

You will see a set of instructions at the top of the page. **Please read these instructions carefully before continuing.** Note that you can click "Save Draft" at the top or bottom of the page at any time to save your progress and return to the application at a later time.

At the top of the application form, you will be asked to answer a set of eligibility questions. If you answer affirmatively and meet all the eligibility criteria, you will automatically be directed into the PA Foundation Scholarship application. You must complete this application first. If you enter any

“no” responses, and thus do NOT meet the eligibility criteria, you will see a message that says, “Based on your responses, you are not eligible to apply for PA Foundation scholarships at this time.” You will not be able to continue in the application process.

If you are eligible to apply, all of the sections of the application form will be visible. Go through the application and enter information as required (outlined below).

The PA Foundation Scholarship application includes the following sections:

- **Financial Information**

- You will be asked to answer the following question: “Do you qualify for federal financial aid?”

NOTE: Please click [here](#) to access the Federal Student Aid Estimator.

- **Essays**

- There are two essay prompts. Each essay has a maximum word limit of 500 words. The prompts are:
  - 1) Describe your vision, goals, and what you hope to accomplish during your PA career. Consider what patient populations and/or communities you want to serve and what practice areas you want to work in. What impact/outcomes do you hope to achieve as a PA?
  - 2) Describe your volunteer experience and your future goals for giving back. Consider what you are passionate about when it comes to service work and how you have made an impact in your community through this work. Please also include specifics about how you have demonstrated leadership in your service activities.

NOTE: Essays will be evaluated for technical quality (including spelling, grammar, and other technical components) in addition to content quality. **Do not include personally identifiable information in your response (i.e. your name, address, academic institution, etc.).** If applying to other PA Foundation scholarships, do not duplicate essay responses. Duplication of responses will result in the duplicate response receiving the lowest possible score.

After the Essay section, you will see text that says, “This concludes the PA Foundation Scholarship application.”

You will then see a section labeled “Additional Scholarships,” with a section that contains a brief description of each scholarship. You will then see questions that ask, “If eligible, do you wish to be considered for any of the following identity-based scholarships?” and “Which of the following additional scholarships would you like to apply for, if any?” **You may select as many scholarships as you wish to apply for out of both categories.**

## Additional Scholarships

### Scholarship Descriptions

**Joyce Nichols Memorial Scholarship:** Awarded to Black or African American PA students. Honors the legacy of PA Joyce Nichols, who overcame much adversity to become the first Black woman to be formally educated as and practice as a PA.

**NCCPA Endowed Scholarship/Timi Agar Barwick Scholarship:** Awarded to students who identify as part of a historically marginalized group and/or as economically disadvantaged and/or as educationally disadvantaged.

**Ruth Ballweg Memorial Scholarship:** Awarded to students who identify as part of a historically marginalized group, based on the definition provided. Honors the legacy and distinguished career of Ruth Ballweg, MPA, PA-C Emeritus (1944-2022), and aims to continue Ruth's work to expand diversity within the PA profession.

**AAPA Past Presidents Scholarship:** Awarded to students who demonstrate service leadership through their PA program or through a community health organization/project.

**AAPA Rural Health Caucus Scholarship/Ron Nelson Memorial Scholarship:** Awarded to students from a rural area who are committed to serving a rural community.

**PA Moms Advocacy and Leadership Scholarship:** Awarded to women demonstrating a commitment to the PA profession through advocacy and leadership. Applicants must be members of the PA Moms special interest group/Facebook group and must follow the PA Moms Instagram page.

**William H. Marquardt Community Health Access Scholarship:** Awarded to PA students who are dedicated to promoting accessible primary and preventive healthcare amongst underserved populations.

**Women in Philanthropy Scholarship:** Awarded to PA students who demonstrate a dedication to promoting women's and/or children's health locally and globally.

**If eligible, do you wish to be considered for any of the following identity-based scholarships? \***

- Joyce Nichols Memorial Scholarship
- NCCPA Endowed Scholarship/Timi Agar Barwick Scholarship for Humanism in Medicine
- Ruth Ballweg Memorial Scholarship
- I am not eligible for an identity based scholarship

**Which of the following additional scholarships would you like to apply for, if any? (May select as many as you qualify for; additional scholarship-specific eligibility criteria apply.) NOTE: If you select a scholarship from the list and then realize you do not want to apply or are not eligible, please uncheck the box for the scholarship.**

- AAPA Past Presidents Scholarship
- AAPA Rural Health Caucus Scholarship/Ron Nelson Memorial Scholarship
- PA Moms Advocacy and Leadership Scholarship
- William H. Marquardt Community Health Access Scholarship
- Women in Philanthropy Scholarship

For each scholarship you select, eligibility questions will appear below. If you answer the questions affirmatively and meet the eligibility criteria, additional scholarship-specific questions/prompts may appear (depending on the requirements for that scholarship). If you enter any “no” responses, and thus do NOT meet the eligibility criteria, you will see a message that says “Based on your responses, you are not eligible to apply for [scholarship name].”

Enter your responses to the additional questions/prompts as instructed.

You will see sections at the bottom of the form labeled “Attestations” and “Application Submission and Certification.”

### Attestations

Please read the following statements and confirm your understanding below.

**I affirm that I have answered accurately regarding my federal financial aid qualification status. I acknowledge that providing information that is inaccurate will result in disqualification from the application process. \***

- Yes, I understand/agree.
- No, I do not understand/agree.

**I understand it is my responsibility to ensure my recommender has received the recommendation request email and is aware of the recommendation deadline. A missing/incomplete recommendation will result in disqualification from the application process. \***

- Yes, I understand/agree.
- No, I do not understand/agree.

**I understand each scholarship application will be reviewed as part of the same review process. Duplication of an essay response will result in the duplicate response receiving the lowest possible score. \***

- Yes, I understand/agree.
- No, I do not understand/agree.

**I attest that all information provided on this application is true, accurate, and complete to the best of my knowledge and belief. \***

- Yes, I understand/agree.
- No, I do not understand/agree.

### Application Submission and Certification

By submitting this application, the undersigned hereby acknowledges the information provided on this application is true and correct to the best of the applicant's knowledge, and the information may be provided and disclosed to the PA Foundation Scholarship Review Committee and to any other person(s) authorized by the PA Foundation to review the information. The applicant authorizes the PA Foundation to verify any information provided in the application. Signature below hereby releases from liability any person(s) submitting information to the PA Foundation for use in the selection of scholarship recipients.

Applicant name in the section below will serve as an electronic signature and indicate applicant agrees with the above statement.

**Typing your name below constitutes a legal signature. \***

Complete the attestation questions and enter your digital signature to confirm your understanding and acknowledgement of the statement provided.

When you have finished completing the application, click the “Mark Complete” button. Note: You can still edit after clicking “Mark Complete.”

Save Draft

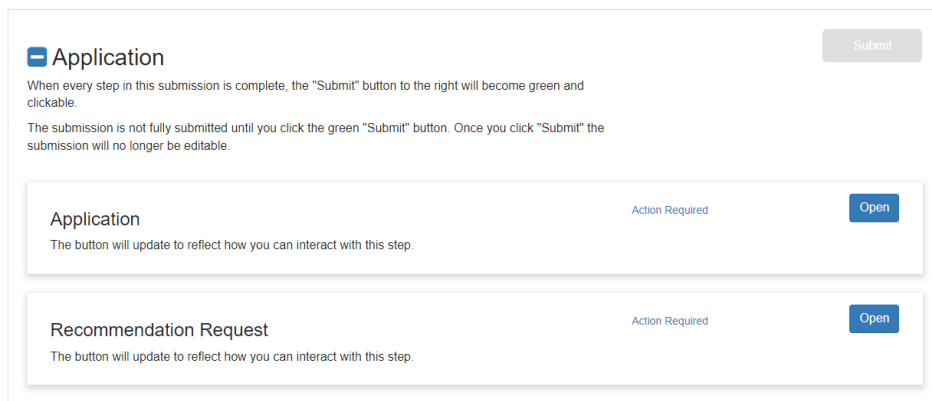
Mark Complete

Close

### Recommendation Request

You are required to have a completed recommendation from your PA program director or other designated program administrator in order for your application to be considered complete.

To fill out the recommendation request, click the “Open” button in the Recommendation Request box on the homepage.



The screenshot shows a web interface for an application. At the top left, there is a header "Application" with a minus sign icon. To the right of the header is a "Submit" button. Below the header, there is a paragraph of text: "When every step in this submission is complete, the 'Submit' button to the right will become green and clickable. The submission is not fully submitted until you click the green 'Submit' button. Once you click 'Submit' the submission will no longer be editable." Below this text, there are two rows of information. The first row is for "Application" and the second row is for "Recommendation Request". Each row has a status "Action Required" and an "Open" button.

You will be taken into a Recommendation Request screen. Click the “+ New Request” button.

### Recommendation Request

Close

To add a recommendation request to your application (required), please click “+New Request.”

You will receive an email when your recommendation request is complete. If you have not yet received this notification, you may remind your recommender using the “Remind” button below.

Minimum required: 1

Maximum allowed: 1

Show:

All

+ New Request

You have not added any requests

You will be taken into the Recommendation Request form. Fill in the required fields.

### Recommendation Request

Applicant Name \*

Applicant Email Address \*

Recommender Name \*

Recommender Email Address \*

Recommender Title (PA Program Director, PA Program Advisor, etc.) \*

Message from applicant to recommender: \*

By clicking "Send," an email will be sent to your PA program director or designated program administrator instructing them to complete the recommendation request. Please note that your application will not be considered complete until your recommender completes this request.

Some universities have strict firewalls/spam filters that may prevent the recommendation request email from showing up in your recommender's main email inbox. It is your responsibility to follow up with your recommender to confirm they have received the recommendation request email. You can also use the "Remind" button on the homepage to send them a reminder to complete the request. If the recommendation is not completed by the cycle deadline, your application will be marked as ineligible.

Delete Save Draft **Send** Close

Read the information at the bottom and click "Send" when you are ready to send the request to your recommender. By clicking "Send," an email will be sent to your designated recommender asking them to complete the request (a short online form – no letter required). If you are NOT ready to send the request right away, click "Save Draft" to return to it at a later time.

NOTE: Some institutions/universities have strict firewalls/spam filters that may prevent the recommendation request email from showing up in your recommender's main email inbox. **It is your responsibility to follow up with your recommender to confirm they have received the recommendation email.** If the recommendation is not completed by the cycle deadline, you will not be able to turn in your application and your application will be marked as ineligible.

After you have sent the request, you will see a "Remind" button on the homepage. You can use this to send a reminder to your recommender.

When the recommendation request has been submitted, you will receive an email and see a message on the recommendation request page indicating that the request was completed (date/time).

Jane Smith | Caroline Pierce

✔ Completed 01/26/2022 05:05pm EST

### Submitting Your Application

When every step in the application process is complete – your application and recommendation request – the "Submit" button on your homepage will become green and clickable.

**Application** Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

---

Application Complete Edit

The button will update to reflect how you can interact with this step.

---

Recommendation Request Complete Open

The button will update to reflect how you can interact with this step.

Click the green "Submit" button. Your application is NOT fully submitted until you click this button. Once you click "Submit," the submission will no longer be editable.

### Contact Information

For general questions about the PA Foundation Scholarship Program (award criteria, eligibility questions, etc.), the Wizehive platform, OR to report technical issues with the application, please contact:

Allie Rivera  
[arivera@aapa.org](mailto:arivera@aapa.org)  
571-319-4551