**DIRECTIONS FOR USING SCPE PORTAL TAB TO CREATE EXCEL DOCUMENT IN SUPPORT OF EXPANSION IN CLASS SIZE**

Be sure that the SCPE tab in the portal is up-to-date and complete for the program and demonstrate sufficient clinical sites to support the increased maximum class size. All data points must be entered for each site. The SCPE tab will automatically save whenever you enter or edit data on a site.

IF the SCPE portal tab as saved represents active sites with agreements sufficient in number to accommodate the increased class size during the clinical PG program, follow these steps:

1. Download the SCPE tab data to Excel by clicking on the “Export to Excel” button on the SCPE page.
2. The Excel sheet will show the required clinical experiences **and** electives experiences required by the program for all PA trainees, in the columns for clinical experiences.
3. Save the spread sheet as “SCPE for expansion in class size [*insert program name]*”
4. Keep a copy of the file for your records. Submit a copy of the file as directed in the change form.

IF the tab as saved DOES NOT represent active sites with agreements sufficient in number to accommodate the class size increase during the clinical phase, follow the steps below:

1. Add the clinical sites being developed for use with the increased class size to the SCPE portal tab. These sites may not be currently active sites but **must have signed affiliation agreements** **and be sufficient to support the increased maximum class size.**
2. Download the SCPE tab data to Excel by clicking on the “Export to Excel” button on the SCPE page.
3. The Excel sheet will show the required **and** elective experiences required by the program for all PA trainees, in the columns for clinical experiences.
4. Sort the data in the columns so that the sites are sorted first by those that are active, then by those with agreements which are not currently active. This will place the active sites with agreements listed at the top of their respective columns. **Do not delete the bottom TOTAL row**.
5. For currently active sites with agreements that will increase capacity, add a required experience column, to the right of each current required experience column, as needed, and label “Added Capacity.” Insert the total number of additional SCPEs that site will accommodate.
6. Save the spread sheet as “SCPE for expansion in class size [*insert program name]*”
7. Keep a copy of the file for your records. Submit a copy of the file as directed in the change form.

**Note that forms submitted without SCPE projections completed as directed will not be considered and will be returned to the program**.