

**Guide and Finding Aid for  
Physician Assistant Education Association Collection, 1970 - 2006**



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## **Abstract**

This collection contains paper files on the Physician Assistant Education Association (formerly the Association of Physician Assistant Programs), including information on the Association's Board of Directors and other committees, administrative, financial, and meeting information, publications, and other general topical files. Types of materials include correspondence, publications, reports, meeting minutes, and other assorted paper items. The Association of Physician Assistant Programs (APAP) was established in 1972 to facilitate communication and cooperation among physician assistant educational programs at universities and colleges throughout the United States. In 2006, the APAP changed their organization name to the Physician Assistant Education Association (PAEA), and today the PAEA is the only national organization in the United States representing physician assistant educational programs. Its mission is to pursue excellence, foster faculty development, advance the body of knowledge that defines quality education and patient-centered care, and promote diversity in all aspects of physician assistant education.

## **Descriptive Summary**

### Repository

National Commission on Certification for Physician Assistants; Iron Mountain Information Management Storage Facility

### Creator

Physician Assistant Education Association

### Title

Physician Assistant Education Association Collection, 1970 - 2006

### Call Number

NA

### Extent

30 linear feet

20 record storage boxes

## **Administrative Information**

### Access Restrictions

This collection has restrictions to access. Please see details below or contact the Archives Department for more information.

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### Preferred Citation

[Identification of item], Physician Assistant Education Association Collection, Physician Assistant Education Association, Alexandria, VA, USA.

#### Acquisitions Information

Transferred from the PAEA for processing in 2006; returned in 2009.

#### Processing Information

Processed by Cate Putirskis, February 2008

Encoded by Cate Putirskis, March 2008

### **Historical Note**

The Association of Physician Assistant Programs (APAP) was established in 1972 with sixteen charter members to facilitate communication and cooperation among physician assistant educational programs at universities and colleges throughout the United States. The organization began holding annual conferences the following year, working to define and establish the role it would play as the national umbrella organization for PAs. In 1974, the APAP established a national office in Washington, D.C. in conjunction with the American Academy of Physician Assistants (AAPA), under whom they would operate until 2006.

In 2006, the APAP became independent of the AAPA, and changed their organization name to the Physician Assistant Education Association (PAEA). Today, the PAEA is the only national organization in the United States representing physician assistant educational programs. Its mission is to pursue excellence, foster faculty development, advance the body of knowledge that defines quality education and patient-centered care, and promote diversity in all aspects of physician assistant education.

For this and further information on the history of the APAP and the present aims of the PAEA, consult <http://archives.mc.duke.edu/> and <http://archives.mc.duke.edu/>.

### **Collection Overview**

This collection contains paper files on the Physician Assistant Education Association (formerly the Association of Physician Assistant Programs), including information on the Association's Board of Directors and other committees, administrative, financial, and meeting information, publications, and other general topical files. Types of materials include correspondence, publications, reports, meeting minutes, and other assorted paper items.

### **Collection Arrangement**

This collection has been divided into eight major series, each of which is arranged either chronologically or alphabetically, depending on content of the series. See individual series notes for further information.

### **Collection Series**

1. Board of Directors, 1974-2006.

2. Administrative Information, 1972-1997.
3. Committees, 1972-1999.
4. Meetings, 1972-2001.
5. Financial Information, 1972-1991.
6. Education and Outreach, 1974-2003.
7. Publications, 1974-1996.
8. Subject Files, 1970-2005.
  - 8.01. General, 1970-2005.
  - 8.02. Reports and Publications, 1973-1994.

## **Container List**

1. Board of Directors, 1974-2006.

This series contains items related to the Board of Directors, who were responsible for overseeing the running of the PAEA. Most of the materials in this series correspond to meetings held by the Board; also included are some files of correspondence and some with general miscellaneous information related to the Board. Files on other administrative topics can be found in Series 2, Administrative Information.

### **Box 1**

Meeting, 15 Oct. 1974  
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Meeting (Atlanta, Georgia), 18-19 Jul. 1975  
Meeting (Atlanta, Georgia), 19 Jul. 1975  
Meeting and Semi-Annual Business Meeting (Washington, D.C.), 4-5 Nov. 1975  
Interim Report, Nov. 1975 - Jan. 1976  
Meeting, 23 Jan. 1976  
Meeting, Apr. 1976  
Meeting, 11 Apr. 1976  
Meeting (Washington, D.C.), 11 Jun. 1976  
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Meeting (Hollywood, Florida), 22 Apr. 1979  
Meeting (Arlington, Virginia) (1 of 2), 11-12 Jun. 1979  
Meeting (Arlington, Virginia) (2 of 2), 11-12 Jun. 1979  
Manpower Statement, Oct. 1979  
Meeting: Executive Director's Report, 24 Oct. 1979  
Meeting: Motion Forms, 2 Nov. 1979  
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Meeting (Arlington, Virginia), 7-8 Sep. 1980  
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Meeting: Motion Forms, 7-8 Sep. 1980  
Meeting and Business Meeting (1 of 2), Sep. - Oct. 1980  
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Meeting, Aug. 1982  
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Meeting (Washington, D.C.) (1 of 2), Nov. 1982  
Meeting (Washington, D.C.) (2 of 2), Nov. 1982  
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Meeting (Conference Call), 14 Jan. 1983  
Meeting (Conference Call), 26 Apr. 1983  
Meeting and Business Meeting (1 of 2), May 1983  
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Meeting and Business Meeting (Denver, Colorado), 27-30 Apr. 1984  
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Meeting (Chicago, Illinois), 27 Oct. 1984  
Meeting (Atlanta, Georgia), 16 Feb. 1985  
Meeting: Information Packet (Atlanta, Georgia), 16 Feb. 1985  
Meeting (San Antonio, Texas), 25 May 1985  
Meeting (Arlington, Virginia), 25 Oct. 1985  
Meeting (Marina del Rey, California), 21 Feb. 1986  
Meeting and Business Meeting, 26 May, 1986  
Meeting (Arlington, Virginia), Sep. 1986  
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Meetings (2 of 2), 1987-1995  
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Meeting, 23 May 1987  
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Meeting (Arlington, Virginia) (1 of 2), 14-15 Aug. 1987

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Association of Postgraduate Physician Assistant Programs (APPAP) Liaison, 1988, 1996  
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Meeting (Washington, D.C.), 6 Sep. 1996  
National Association of Advisors for the Health Professions, Inc. (NAAHP) Liaison, 1996-1997  
Commission of Accreditation of Allied Health Education Programs (CAAHEP) Liaison, 1996-1998  
Meeting: APAP Services Survey Preliminary Report, 1 Mar. 1996  
Nominations, 1997  
Meeting (Atlanta, Georgia), 9 Mar. 1997  
Meeting (Minneapolis, Minnesota), 23 May 1997  
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National Commission on Certification of Physician Assistants (NCCPA) Liaison, 1998  
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Meeting (Austin, Texas), 25 Oct. 1999  
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Meeting (Alexandria, Virginia), 14 Jan. 2001  
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Meeting (Baltimore, Maryland), 9 Feb. 2002  
Meeting (Boston, Massachusetts) (1 of 2), 26 May 2002  
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Meeting (Washington, D.C.), 23 Sep. 2005  
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#### 2. Administrative Information, 1972-1997.

This series contains information on the administrative matters of the PAEA. Included in this series are files documenting how the PAEA was formed, organized, and run. Topics range from correspondence files of past PAEA presidents to files on membership, bylaws, policies, goals, contracts with other organizations, and general information. While this series may contain incidental information on specific rulings and decisions of the PAEA, the general contents of this series indicate how the organization has operated on a day-to-day basis.

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President's Correspondence (Thomas Godkins), 1972-1973  
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Dr. Sadler's Cover Letter, 1973  
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President's Correspondence (C. Emil Fasser, AAPA), 1974  
President's Correspondence (Robert E. Jewett, APAP), 1974  
Membership, 1974-1975  
Memos from Don Fisher, 1974-1975  
President's Correspondence (Donald W. Fisher), 1975  
Logo, Patent for, 11 Mar. 1975  
Membership, 1975-1976  
Contract HRA 232-79-0092, 1979-1982  
Enforcement of Standards Statement, 4 Aug. 1981  
Member Handbook, 1981-1982  
Goals and Objectives, 1983-1984  
Job Descriptions, 1984  
Mixed Materials (1 of 3), 1984  
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Mixed Materials (3 of 3), 1984  
Goals and Objectives, 1984-1985  
Policy Manual, 1984-1985  
APAP/AAPA Contract (1 of 2), 1985-1988  
APAP/AAPA Contract (2 of 2), 1985-1988  
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House of Delegates, 1985-1988  
General Information, 1986  
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Chronologic File (1 of 3), Jul. 1986-May 1987  
Chronologic File (2 of 3), Jul. 1986-May 1987  
Chronologic File (3 of 3), Jul. 1986-May 1987  
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PW Communications International, 1987-1988  
AAPA/APAP Contract (1 of 2), Jan. 1987-Jul. 1991  
AAPA/APAP Contract (2 of 2), Jan. 1987-Jul. 1991  
Policy Information (1 of 2), 1987-1996  
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Chronologic File (1 of 3), 1988  
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Chronologic File (3 of 3), 1988  
Procedures Manual, 1988  
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New Faculty Orientation, 1989  
Coordinator Reports, Mar. 1989-1990  
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Program and Faculty Directory Information, 1989-1993  
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Department of Health and Human Services Contract, 1991  
Capitol Hill Management Services: Bids for Administrative Services, Nov. 1991  
Department of Health and Human Services Contract, 1992  
President's Correspondence, 1993-1994  
President's Correspondence (Ron Garcia), 1994  
President's Correspondence (Jim Hammond), 1995  
Mission and Services Public Relations (1 of 3), 1995-1996  
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Mission and Services Public Relations (3 of 3), 1995-1996  
Director's Correspondence, 1997  
APAP Logo Letterhead, undated  
Code of Ethics, undated  
Membership Application Form, undated  
PAF/AAPA Contract, undated

### 3. Committees, 1972-1999.

This series contains files created by various committees of the PAEA. Included in the files is information on the meetings of the individual committees, as well as the activities they were involved in.

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Awards and Nominations Committee: Master Teach Award Nominations, 1996  
Awards and Nominations Committee: Outstanding Service Award Nominations, 1996  
Awards and Nominations Committee: Student Writing Competition, 1996  
Awards and Nominations Committee: Young Faculty Award Nominations, 1996  
Awards and Nominations Committee: Award Nominations (1 of 2), 1997  
Awards and Nominations Committee: Award Nominations (2 of 2), 1997  
Bylaws Committee: Correspondence Form Regarding Bylaw Approval, 16 Aug. 1974  
Bylaws Committee, 1975  
Bylaws Committee, 1990-1997  
Committee History and Changes, 1982-1991  
Committee Information, 1992  
Committee Information, 1993  
Committee Information, 1994  
Conference Planning Committee, 1986-1987  
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Curriculum and Testing Committee, 1974-1975  
Education Committee: New Faculty Orientation, 1987-1989  
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Education Committee: New Faculty Orientation (2 of 2), 1989-1991  
Education Committee: Faculty Recruitment and Retention, 1993  
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Evaluation Committee, 1973  
Evaluation Committee: Results of Massachusetts Survey, Oct. 1973  
Evaluation Committee: Meetings, 1973-1974  
Evaluation Committee: Correspondence (1 of 2), 1974  
Evaluation Committee: Correspondence (2 of 2), 1974  
Evaluation Committee: Fisher, Donald W. Ph.D. Proposal, 1974  
Evaluation Committee: Members, 1974  
Evaluation Committee: Priority Questionnaire, 1974  
Evaluation Committee: Proposal to U.S. Department of Health, Education, and Welfare, 1974  
Evaluation Committee: Rejected Proposals, 1974  
Evaluation Committee: Scheffler, Richard M. M.D. Proposal, 1974  
Evaluation Committee: Pharris, Jimmie L. Ph.D. Proposal, Jan. 1974  
Evaluation Committee: Dr. Perry's Study, 1974-1975  
Evaluation Committee: Proposals Pending, 1974-1975  
Evaluation Committee: Schneller, Eugene M.D. Proposal, 1974-1975  
Evaluation Committee: Correspondence, 1975  
Evaluation Committee: Questionnaire and Research, undated  
Executive Committee: Meeting Minutes, 12 Oct. 1973  
Executive Committee: Correspondence with Members, 1974  
Executive Committee: Members, 1974  
Executive Committee: Meeting, 19 Jan. 1974  
Executive Committee: Meeting, 8 Feb. 1974  
Executive Committee: Meeting, 27 Mar. 1974  
Executive Committee: Meeting (1 of 2), 17 Jun. 1974  
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Executive Committee: Meeting (3 of 3), 7 Mar. 1975  
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Faculty and Staff Development Committee, 1984-1985  
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Futures Committee, Ad Hoc (1 of 3), 1986-1988  
Futures Committee, Ad Hoc (2 of 3), 1986-1988  
Futures Committee, Ad Hoc (3 of 3), 1986-1988  
General Information, 1988-1989  
General Information, 1993-1996  
Geriatric Curriculum, Ad Hoc Committee on, 1984  
Goals and Priorities Committee, 1975  
Governmental Relations Committee, 1975  
Joint Research and Review Committee, 1977-1979  
Joint Review Committee, 1977-1979  
Joint Review Committee (1 of 3), 1981-1991  
Joint Review Committee (2 of 3), 1981-1991  
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Marketing Committee, Ad Hoc, 1983-1984  
Membership Committee: Correspondence, 1974-1976  
Membership Committee, 1990  
Membership Committee, 1995  
Minority Affairs Committee, 1984-1985  
Minority Affairs Committee, 1994  
Minority Affairs Committee, 1996-1999  
Professional Relations Committee, 1978-1979  
Regionalization and Proposed Reorganization of Committees, 1983  
Reimbursement Committee, 1974  
Research and Review Committee: Orientation Project, 1985-1986  
Research and Review Committee (1 of 2), 1986-1987  
Research and Review Committee (2 of 2), 1986-1987  
Research and Review Committee, 1994  
Selection Committee: Members, 1973  
Selection Procedures, Committee on, 1973  
Society of Physician Assistant Teachers (SPAT), Ad Hoc Committee on, 1986-1988  
Sponsorship Committee, Ad Hoc, 1984  
Student Affairs Committee, 1974  
Study of Accreditation of Selected Health Education Programs (SASHEP) Committee, 1972-1973

[Return to the Series Listing]

4. Meetings, 1972-2001.

This series contains items related to various meetings held by the PAEA, including the Semi-Annual (Mid-Year) Meeting, the Annual Business Meeting, and the Annual Conference. Also included are a small number of files for non-annual meetings. Materials in these files pertain to both the planning of these meetings as well as the meetings themselves; many contain programs, agendas, and other literature distributed at these meetings.

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AAPA/APAP Conference (Wichita Falls, Texas), 1973  
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Revised Bylaws Special Meeting, 12 Oct. 1973  
APAP/AAPA Great Lakes Region, 1974  
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Annual Conference (1 of 2), 6-10 Apr. 1975  
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Conference Call, 2 May 1975  
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Business Meeting (1 of 2), 13 Apr. 1976  
Business Meeting (2 of 2), 13 Apr. 1976  
Semi-Annual Business Meeting (San Francisco, California), 12 Nov. 1976  
Semi-Annual Business Meeting (New Orleans, Louisiana), 24 Oct. 1978  
APAP/AAFP Meeting, Nov. 1978  
Business Meeting: Voting Representative Forms, 1978-1979  
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Mid-Year Meeting (2 of 2), 1979  
Business Meeting (Hollywood, Florida), 24-26 Apr. 1979  
Semi-Annual Meeting, Nov. 1979  
Semi-Annual Meeting (Washington, D.C.), 3-6 Nov. 1979  
Business Meeting: Report from the National Commission of Certification of Physician's Assistants (NCCPA), 6 Nov. 1979  
Mid-Year Meeting: Schedule, 1980  
AAPA/APAP/NCCPA Liaison Committee Meeting, 18 Jan. 1980  
Annual Meeting, 26-27 Feb. 1980  
Annual Business Meeting, 26 May 1980  
Mid-Year Business Meeting, 28 Oct. 1980  
Semi-Annual Meeting: Paper Presentations, 1981  
Mid-Year Meeting: Agenda Book, 5-6 Nov. 1982

Joint Review Committee on Educational Programs for Physician's Assistants, 11-12 Mar. 1983  
Mid-Year Meeting: Account Book, 1984  
Mid-Year Business Meeting, 26, 29 Oct. 1984  
Business Meeting (San Antonio, Texas), 27 May 1985  
Mid-Year Conference (New Orleans, Louisiana), 31 Oct. - 2 Nov. 1986  
Annual Conference (Cincinnati, Ohio): Original Documents, 1987  
Continuing Accreditation Workshop, Apr. 1987  
Annual Conference (Cincinnati, Ohio) (1 of 3), May 1987  
Annual Conference (Cincinnati, Ohio) (2 of 3), May 1987  
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Conference: Agenda, 1988  
Business Meeting (Los Angeles, California), 22 May 1988  
Annual Conference: Program, 22-26 May 1988  
Mid-Year Meeting, 27 Oct. - 1 Nov. 1988  
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Mid-Year Meeting: Photograph, Oct. 1989  
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Annual Conference: Medical Challenge Bowl, May 1992  
Annual Meeting, 1993  
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Annual Meeting, 1994  
Mid-Year Meeting, 1994  
Mid-Year Meeting (1 of 2), 1995  
Mid-Year Meeting (2 of 2), 1995  
Educational Forum: APAP Services Survey Interim Report, 28 Oct. 1995  
Annual Meeting (1 of 2), 1996  
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Annual Conference: APAP Services Survey Final Report, 24-27 May 1996  
Business Meeting (Portland, Oregon), 28 Oct. 1996  
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Business Meeting, 27 Sep. 1997  
Business Meeting (Milwaukee, Wisconsin), 26 Oct. 1997  
Business Meeting (Salt Lake City, Utah), 22, 25 May 1998

Business Meeting (Orlando, Florida), 30 Oct. - 1 Nov. 1998  
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Business Meeting (Austin, Texas), 22, 25 Oct. 1999  
Business Meeting (Chicago, Illinois), 28 May 2000  
Business Meeting (Washington, D.C.), 26, 29 Oct. 2000  
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Business Meeting (Albuquerque, New Mexico), 18, 21 Oct. 2001

5. Financial Information, 1972-1991.

This series contains information on the financial matters of the PAEA. Included are annual reports, expense reports, files on membership dues, and other miscellaneous financial topics.

Box 12 (cont.)

Expenses Incurred, 1972  
Treasurer's Report, 1 Nov. 1972  
Expenses Incurred, 1973  
Treasurer's Report, 13 Apr. 1973  
Members' Dues Receipts, 1973-1974  
Financial Reports, 1973-1975  
Member Correspondence Regarding Dues, 1974  
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Position Paper on Reimbursement, 1974  
Reimbursement Position Paper: Robert Jewett, 1974  
Annual Report, 1 Nov. 1974 - 31 Oct. 1975  
Debt to APAP, 1978  
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Foundation Responses to CRC Proposal Letter of Intent, 1980  
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Federal Funding for PA Programs, 1988  
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Loans, Grants, Scholarships, 1988  
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Budget and Financing, 1988-1989  
Financial Reports, 1989-1991  
Annual Report, 1990-1991

## 6. Education and Outreach, 1974-2003.

This series contains items on the PAEA's role in organizing, promoting, and overseeing the education of physician assistants.

### Box 12 (cont.)

Accreditation of PA Programs, 1985-1990  
Admissions Process, undated  
American Medical Association Approved Programs, 1985  
APAP Associates, Jan. 1990 - Mar. 1991  
Brochure: The APAP Faculty Development Institute, undated  
Clinical Therapeutics, 1994-1996  
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CAHEA (2 of 4), 1979-1991  
CAHEA (3 of 4), 1979-1991  
CAHEA (4 of 4), 1979-1991  
CAHEA: Representatives, 1979-1987

### Box 13

Educational and Research Foundation: Advisory Board, 1982  
Educational and Research Foundation: Agenda and Action Items, 1981-1983  
Educational and Research Foundation: Annual File (1 of 2), 1986  
Educational and Research Foundation: Annual File (2 of 2), 1986  
Educational and Research Foundation: Awards, 1981-1983  
Educational and Research Foundation: Board of Directors, 1983-1984  
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Educational and Research Foundation: Corporate Solicitation, 1982  
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Form Response to Program Applications, 1973  
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#### Box 14

Programs and Directors, undated

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Program Curriculum (1 of 4), 1987

Program Curriculum (2 of 4), 1987

Program Curriculum (3 of 4), 1987

Program Curriculum (4 of 4), 1987

Proposed Educational Fellowship, 1991

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#### 7. Publications, 1974-1996.

This series contains newsletters and other items produced and published by the PAEA.

#### Box 14 (cont.)

AAPA News, Apr. 1992 - Apr. 1993

APAP Newsletter, 1974

APAP Newsletter: Plans for Upcoming Issues, 1974

APAP Update, Mar. 1987 - May 1988

APAP Update, 1988

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Biweekly Report (1 of 3), 1975-1980

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Biweekly Report (3 of 3), 1975-1980



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Biweekly Report (2 of 2), 1977-1979  
Biweekly Report (1 of 3), 1980-1982  
Biweekly Report (2 of 3), 1980-1982  
Biweekly Report (3 of 3), 1980-1982  
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Physician Assistant Programs: A National Directory, 1989-1990  
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Program Directory Order Forms, 1992-1995  
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## 8. Subject Files, 1970-2005.

This series contains files on miscellaneous topics not directly related to the information in the previous series. Many files in this series contain general information on the PAEA, as well as on other organizations doing work related to that of the PAEA. The first subseries contains files on general topics, and may generally be understood as reference files on those topics; the second subseries contains reports and other publications not produced by the PAEA, which were kept by them for reference purposes.

### 8.01. General, 1970-2005.

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AAPA Masterfile Survey (2 of 2), 1987  
Accreditation Review Committee on Education for the Physician Assistant (ARC-PA), 1995-1999  
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Board of Health Professionals Report, 1986  
Bumper sticker: "Physicians Do It Better With Assistants", undated  
Bureau of Health Professionals, 1986-1990  
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Geriatrics, 1988  
Health Care Industry Advisory Council (HCIAC), 1998-1999  
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HMEIA Roles and Functions Program, 1974  
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Health Professionals for Diversity (2 of 3), 1996-1998  
Health Professionals for Diversity (3 of 3), 1996-1998

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"Workshop Project Educational Administration for Physician Assistant Programs" (2 of 2), undated  
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