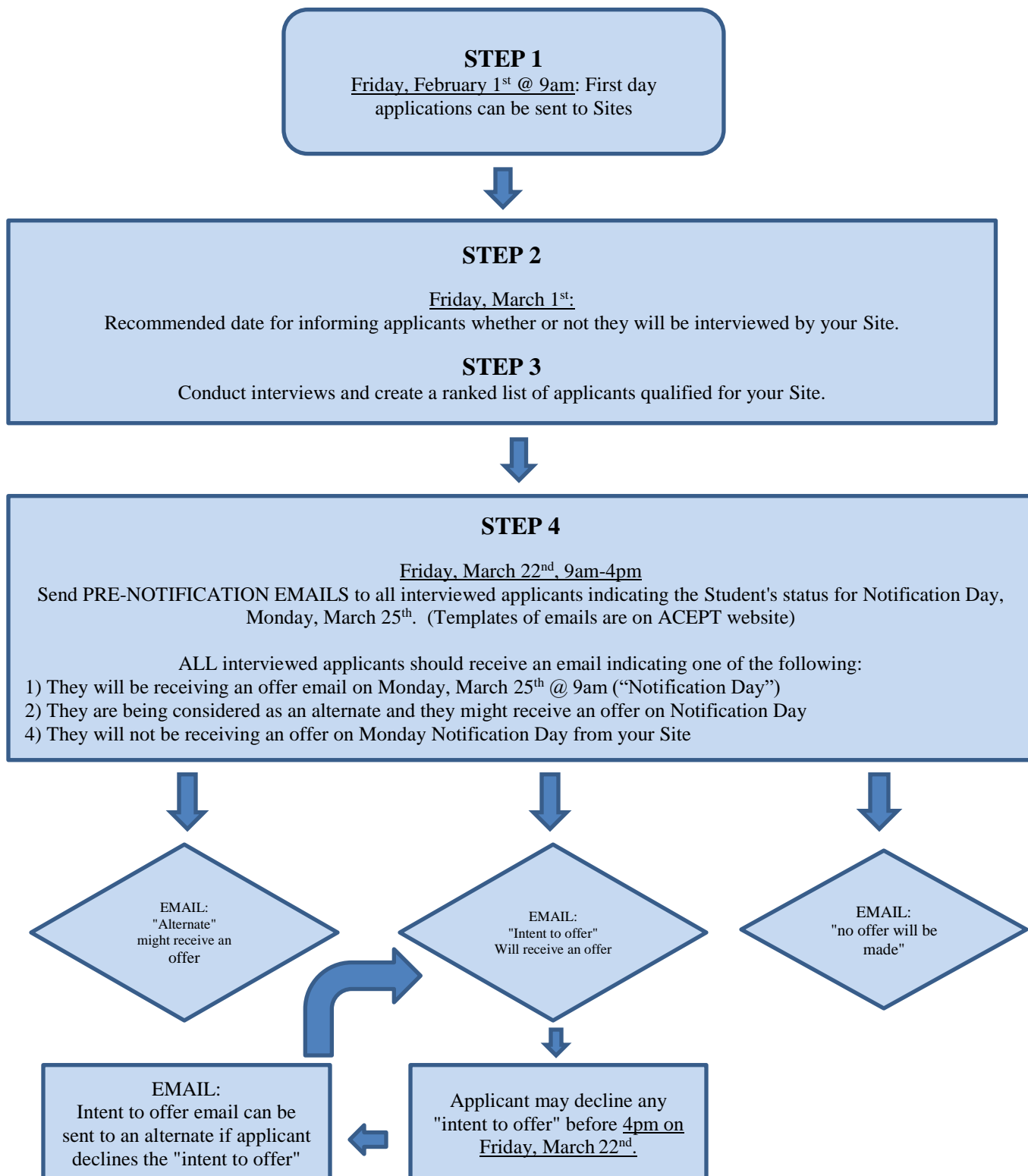
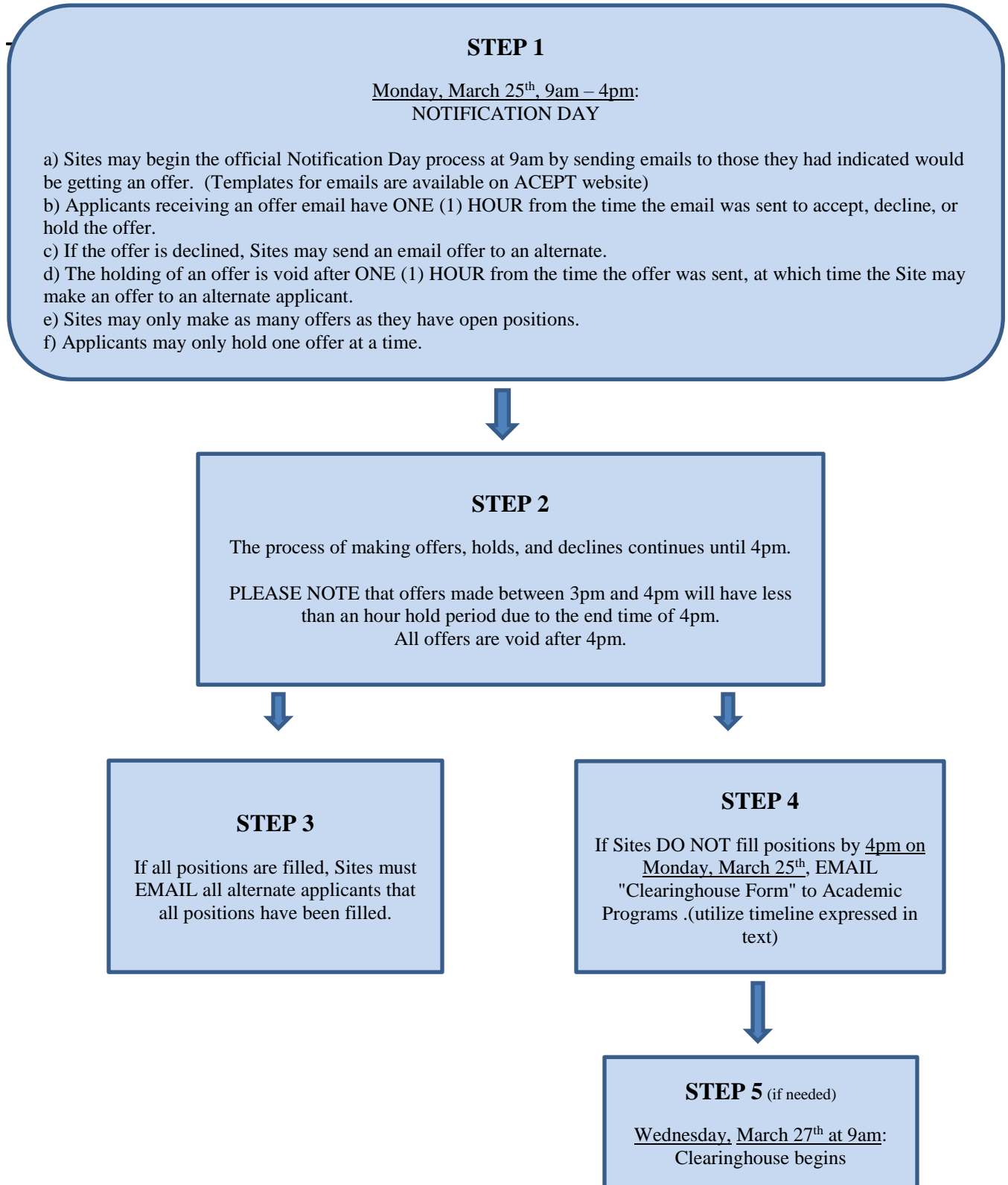


ACEPT 2019-2020 Training Year **Site** Application Guidelines for **PRE-NOTIFICATION FRIDAY, MARCH 22, 2019**

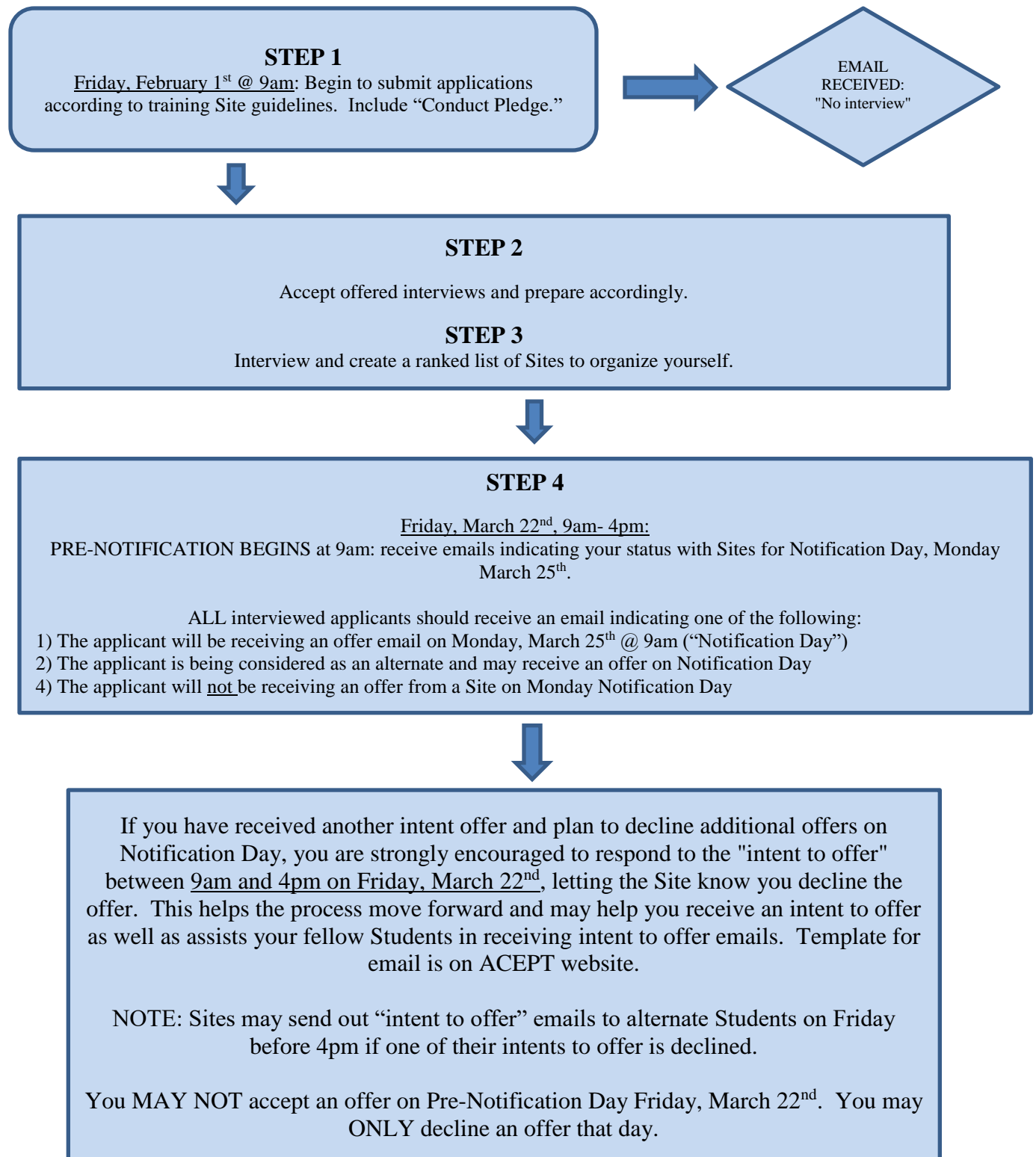


ACEPT 2019-2020 Training Year **Site** Application Guidelines Flowchart for **NOTIFICATION DAY**



ACEPT 2019-2020 Training Year **Student** Application Guidelines

PRE-NOTIFICATION DAY: FRIDAY, MARCH 22, 2019



ACEPT 2019-2020 Student Application Guidelines

NOTIFICATION DAY: Monday, March 25, 2019

STEP 1

Monday, March 25th, 9am – 4pm:
NOTIFICATION PERIOD BEGINS

- a) The official Notification Day process begins at 9am.
- b) Applicants begin to receive offer emails from Sites.
- c) Applicants receiving an offer email should immediately send an email indicating one of the following:
 - a. the desire to hold the offer for ONE (1) HOUR from the time the email was sent or
 - b. the acceptance of the offer or
 - c. the declining of the offer. (templates of emails are on ACEPT website)
- d) Applicants may only hold one offer at a time.
- e) If the offer is declined, Sites may send an email offer to an alternate applicant.
- f) The holding of an offer is void after ONE (1) HOUR from the time the offer was sent, at which time the Site may make an offer to an alternate applicant.

ONE EMAIL
OFFER RECEIVED

MULTIPLE
EMAIL OFFERS
RECEIVED

STEP 2

- a) Email "Accepting Offer" within ONE (1) HOUR, followed by emailing "Accepted Another Position" to Sites where you remain an alternate from Pre-notification Friday. (templates of emails are on ACEPT website)

Or
- b) Email "Declining Offer" within ONE (1) HOUR.

Or
- c) Email "Holding Offer", immediately if at all possible, in order to hold for ONE (1) HOUR from the time the offer email was sent by the Site.

STEP 3

- a) Follow STEP 2 (left) for your first choice offer.

Or

If waiting for a better offer from a Site, ASAP select one current offer to hold. Email "Holding Offer" to this Site. If you are holding an offer, you must immediately email "Declining Offer" for all other offers. You can only hold one offer at a time.
- b) Continue with this process until you have decided to accept an offer.
- c) Email "Accepted Another Position" letter to Sites where you remain an alternate from Pre-notification Friday.

STEP 4 The hour long hold process continues until 4pm.

PLEASE NOTE that offers made between 3pm and 4pm will have less than an hour hold period due to the end time of 4pm.
All offers are void after 4pm.

If you have not accepted an offer by 4pm on Monday, March 25th, EMAIL your School's Training Director regarding information about the Clearinghouse Process no later than Tuesday, March 26th.
The Clearinghouse process will begin at 9am on Wednesday, March 27th.