ACEPT 2020-2021 Training Year **Student** Application Guidelines **PRE-NOTIFICATION DAY: FRIDAY, MARCH 13, 2020**

STEP 1

<u>Friday, January 31st @ 9am</u>: Begin to submit applications according to training Site guidelines. Include "Conduct Pledge."





STEP 2

Accept offered interviews and prepare accordingly.

STEP 3

Interview and create a ranked list of Sites to organize yourself.



STEP 4

Friday, March 13th, 9am-4pm:

PRE-NOTIFICATION BEGINS at 9am: receive emails indicating your status with Sites for Notification Day, Monday March 16th.

ALL interviewed applicants should receive an email indicating one of the following:

- 1) The applicant will be receiving an offer email on Monday, March 16th @ 9am ("Notification Day")
- 2) The applicant is being considered as an alternate and may receive an offer on Notification Day
- 4) The applicant will not be receiving an offer from a Site on Monday Notification Day



If you have received another intent offer and plan to decline additional offers on Notification Day, you are strongly encouraged to respond to the "intent to offer" between 9am and 4pm on Friday, March 13th, letting the Site know you decline the offer. This helps the process move forward and may help you receive an intent to offer as well as assists your fellow Students in receiving intent to offer emails. Template for email is on ACEPT website.

NOTE: Sites may send out "intent to offer" emails to alternate Students on Friday before 4pm if one of their intents to offer is declined.

You MAY NOT accept an offer on Pre-Notification Day Friday, March 13th. You may ONLY decline an offer that day.

ACEPT 2020-2021 **Student** Application Guidelines **NOTIFICATION DAY: Monday, March 16th, 2020**

STEP 1

Monday, March 16th, 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.



STEP 2

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

Or

- b) Email "Declining Offer" within ONE (1) HOUR.
- c) Email "Holding Offer", <u>immediately</u> 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 <u>immediately</u> email "Declining Offer" for all other offers. <u>You can only hold one offer</u> at a time.
- b) Continue with this process until you have decided to accept an offer.
- Email "Accepted Another Position" letter to Sites where you remain an alternate from Prenotification 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 16th, EMAIL your School's Training Director regarding information about the Clearinghouse Process no later than <u>Tuesday</u>, <u>March 17th</u>.

The Clearinghouse process will begin at 9am on Wednesday, March 18th.