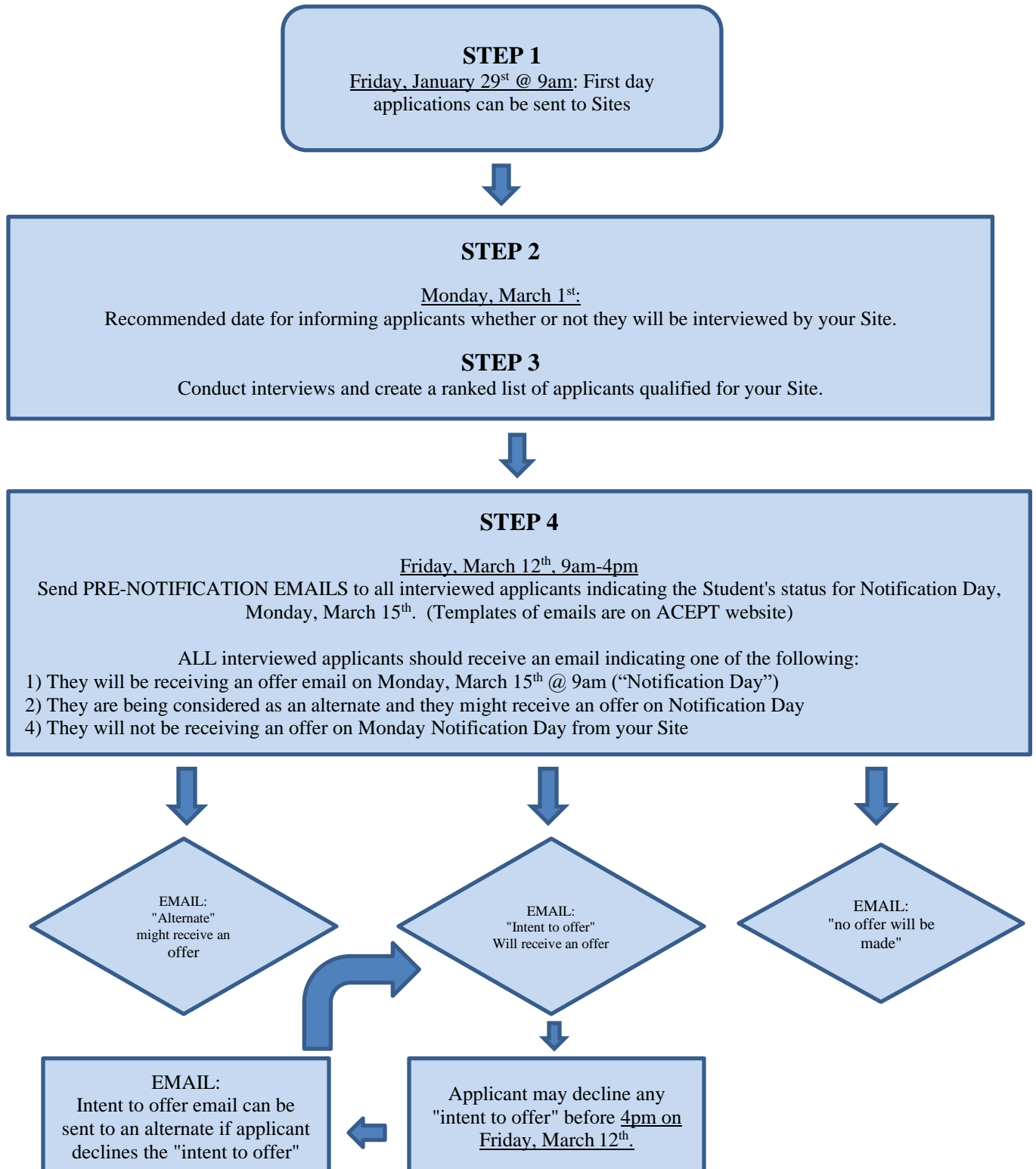


ACEPT 2021-2022 Training Year **Site** Application Guidelines for **PRE-NOTIFICATION FRIDAY, MARCH 12, 2021**



ACEPT 2021-2022 Training Year **Site** Application Guidelines Flowchart for **NOTIFICATION DAY, MONDAY MARCH 15th**

STEP 1

Monday, March 15th, 9am – 4pm:
NOTIFICATION DAY

- a) Sites may begin the official Notification Day process at 9am by sending emails to those they had indicated would be getting an offer. (Templates for emails are available on ACEPT website)
- b) Applicants receiving an offer email have ONE (1) HOUR from the time the email was sent to accept, decline, or hold the offer.
- c) If the offer is declined, Sites may send an email offer to an alternate.
- d) 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.
- e) Sites may only make as many offers as they have open positions.
- f) Applicants may only hold one offer at a time.

STEP 2

The process of making offers, holds, and declines 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.

STEP 3

If all positions are filled, Sites must EMAIL all alternate applicants that all positions have been filled.

STEP 4

If Sites DO NOT fill positions by 4pm on Monday, March 15th, EMAIL "Clearinghouse Form" to Academic Programs .(utilize timeline expressed in text)

STEP 5 (if needed)

Wednesday, March 17th at 9am:
Clearinghouse begins