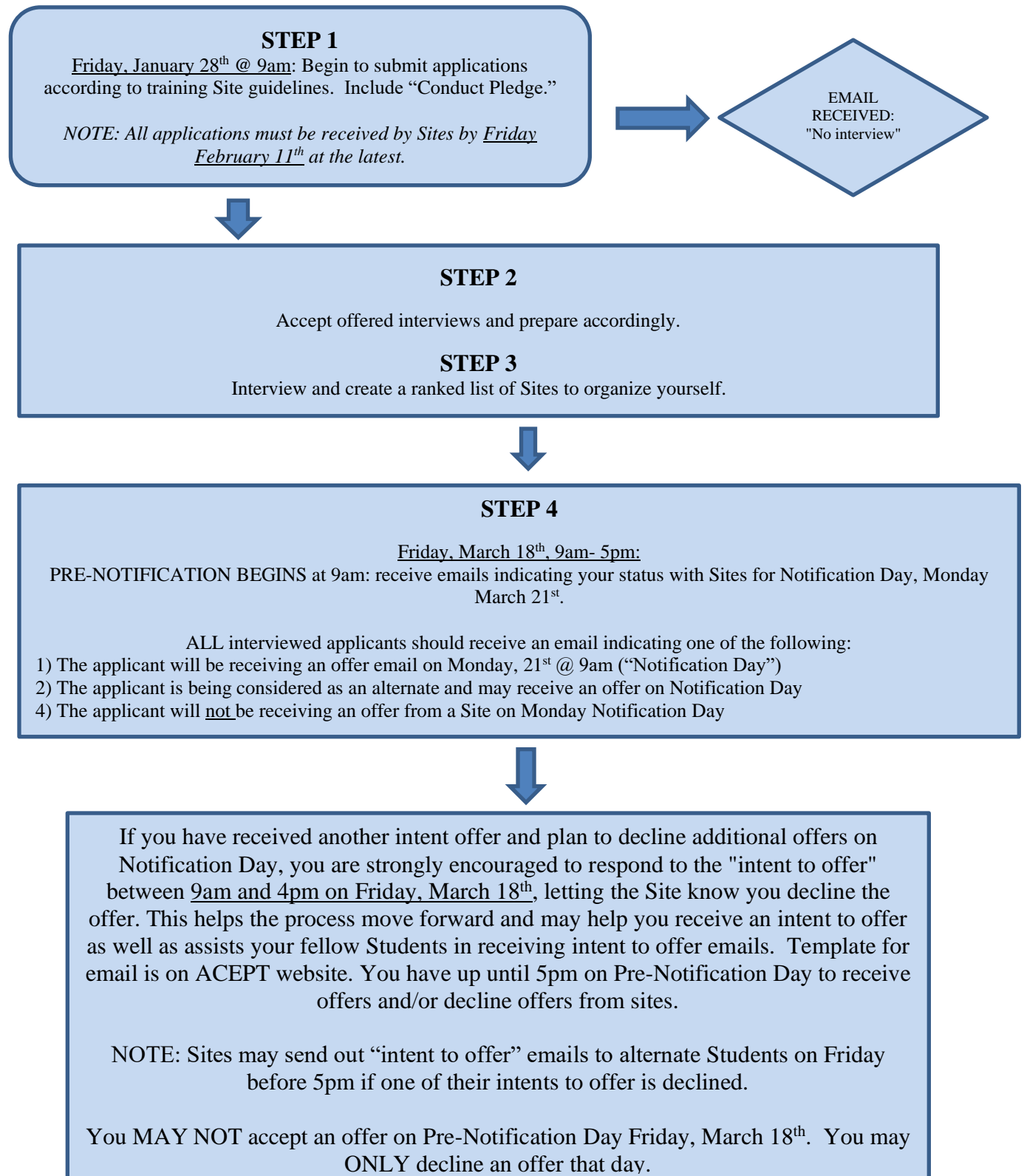


# ACEPT 2022-2023 Training Year **Student** Application Guidelines

## **PRE-NOTIFICATION DAY: FRIDAY, MARCH 18, 2022**



# ACEPT 2022-2023 Student Application Guidelines

## NOTIFICATION DAY: Monday, March 21, 2022

### STEP 1

Monday, March 21<sup>st</sup>, 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

### 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.

MULTIPLE  
EMAIL OFFERS  
RECEIVED

### 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 21<sup>st</sup>, EMAIL your School's Training Director regarding information about the Clearinghouse Process no later than Tuesday, March 22<sup>nd</sup>.  
The Clearinghouse process will begin at 9am on Wednesday, March 23<sup>rd</sup>.