

# Association of Chicagoland Externship and Practicum Training Uniform Application and Notification Guidelines 2023-2024

## ACEPT Student Conduct Pledge and Information for Sites

Dear Practicum and Externship Selection Committee,

As an applicant from (Student's academic training program/Graduate Program), I have agreed to abide by the practicum application *Uniform Notification Guidelines* set forth by the Association of Chicagoland Externship and Practicum Training (ACEPT). ACEPT was formed in November, 2003, by psychology graduate programs and training Sites seeking to improve the structure and ethical standards of the practicum application process for graduate Students. Constructed in an atmosphere of mutual collaboration between Graduate Programs, Sites, and Students, these guidelines clarify the responsibilities and roles of all parties, specify acceptable and unacceptable conduct, and promote professional courtesy. The purpose of these guidelines is to help ensure that the application process goes smoothly for both training Sites and Students by providing a structure that helps Sites and Students manage the decision-making process fairly in light of the "goodness of fit" between each applicant and each training Site.

As an applicant, I pledge to abide by the following guidelines:

- I may begin submitting practicum applications on **Friday, January 27, 2023**.
- I understand that March 24, 2023 is Pre-notification Day. On Pre-Notification Day, each Site will contact me and inform me regarding whether 1) there is an intent to offer me a position on March 24, -OR- 2) I will be an alternate on March 24 -OR- 3) I am no longer being considered for placement at this Site.
- I understand that on March 24 I am encouraged to decline an offer if I know I will not accept it on March 27, 2023.
- I understand that no offers can be received or accepted prior to **9 a.m. on Monday, March 27, 2023**, the beginning of the Notification Day, even from a non-ACEPT Site.
- I agree to respond to an offer for a position within 1 hour of the offer being sent. I understand that I have three options when responding to an offer:
  - **Option 1:** I may accept the offer via email.
  - **Option 2:** I may decline the offer via email.
  - **Option 3:** I may hold the offer for up to 1 hour from the time the Site sent the email.
- **If I fail to accept or decline an offer by 1 hour after it is sent, I understand the offer becomes void and is assumed to be declined.**
- I understand that all communications during the Notification Period between Students and training Sites and which concern the acceptance, decline or hold of an offer should be conducted by email and that I should maintain a record of these emails for a period of three months.
- I agree to hold no more than one offer at a time.
- Once I accept an offer, I agree to immediately contact all of the other Sites where I have interviewed to let them know that I should be removed from consideration of the position so that these Sites can make an offer to the next candidate on their ranking list.
- I understand that the offer process will end at 4:00 p.m. on Monday, March 27, even for offers made less than 1 hour prior, and that I will not be allowed to apply for open positions or accept offers between Monday, March 27 at 4:00 p.m., and Wednesday, March 29 at 9:00 a.m. I understand that the Clearinghouse process will begin at 9 a.m. on Wednesday, March 29, 2023.

My signature below confirms my pledge to follow the above guidelines:

---

Printed Name

Signature

Date