

## Email Templates: Notification from Site to Student

### **EMAIL (ideally by March 6, 2023) from Site to Student: No Interview**

Dear Student,

Thank you for your interest in the (Site Name)'s Clinical Training Program. During the past few weeks, our Selection Committee has been performing the difficult task of reviewing applications. We receive a number of applications each year, but the number of positions we have to offer is limited.

Because of this very difficult situation, the Selection Committee has decided that we will not be able to offer you an interview for a practicum position.

We thank you again for your understanding and wish you well in your future training.

Site DOT  
Site Contact Info

### **Pre-Notification (March 24, 2023) from Site to Student: No Offer**

Dear Student,

On behalf of the staff, we want to express our appreciation for your interest in (Site Name) and for the time and effort you took in interviewing for our practicum. We valued the opportunity to speak with you.

The ACEPT (Association of Chicagoland Externship and Practicum Training Sites) guidelines encourage Sites to update candidates on their status during the Pre-Notification Period. We are writing today to let you know that we will not be offering you a practicum for the coming year. We wish you well in your future training.

Sincerely,  
Site DOT  
Site Contact Info

## Pre-Notification (March 24, 2023) from Site to Student: Intent to Offer Position

Dear Student,

Thank you for taking the time to speak with us during your recent interview for our (level) Practicum at (Site Name). We very much enjoyed the chance to get to know a little more about you and your training goals for next year. Based on your application materials and your interview, we believe that you would be a great fit for our environment. We are writing to inform you that, this coming Monday, March 27 at 9 a.m., we intend to offer you a practicum position.

***As a reminder:***

ACEPT has provided you with standard emails you can use for the response process. As this e-mail does not constitute an offer, you may not accept or hold it at this time. If you intend to accept the offer, we will be making to you on Monday, you are encouraged to decline TODAY any other intentions of offer you may have received today (Pre-Notification Day). Doing so allows Sites and Students alike to better plan for Monday and is encouraged under ACEPT guidelines.

If you are unsure about whether you will accept, decline or hold the offer we intend to make, you are not required to respond until Monday, March 27 after 9 am. As with all other Notification Day offers, you will have up to an hour to accept, decline, or hold.

On Notification Day, Monday, March 27, 2023, Students may *not* hold more than one offer. Students may not hold an offer after accepting an offer from another Site. In an effort to be courteous to Sites and to your fellow Students, it is requested that you respond to each offer as soon as you have made your decision.

Thank you again for your time and good luck as you make a decision about your training for the upcoming year.

Sincerely,

Site DOT  
Site contact information

## **Pre-Notification (March 24, 2023) from Site to Student: Alternate**

Dear Student,

Thank you for meeting with us during the interview process and we thank you again for your interest in our training program. We believe you are a very strong candidate for our training program. However, we have more applicants than positions and we have placed your application file on our alternate list.

Should any of the initial intention of offers we make be declined during this Pre-Notification Day, or should applicants decline actual offers made on Notification Day (March 27, 2023 beginning at 9 am), we will then begin e-mailing the applicants on our alternate list.

If you receive an offer from another Site on Notification Day and are more interested in training at our Site, we encourage you to contact us on Notification Day (via e-mail or by phone) so that we can give you an approximation of where you rank on our list of alternate candidates. We hope this will help you to make an informed decision about your training needs for next year.

**If at any point you decide to accept a position at another Site, we expect that you will follow ACCEPT guidelines and inform us immediately via e-mail so that we can let another trainee know of our intent to offer.**

We will continue to consider your application until all of our positions are full. In the event that we fill our positions prior to the end of Notification Day, Monday March 27 at 4 pm, we will contact you by e-mail to let you know this information.

I hope that this information is helpful to you as you make decisions about your training next year. We wish you well with your decision-making process.

Sincerely,

Site DOT

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## Notification (March 27, 2023) from Site to Student: Offer Position

Dear Student,

Thank you for taking the time to speak with us during your recent interview for our (level) Practicum at (Site Name). We very much enjoyed the chance to get to know a little more about you and your training goals for next year. Based on your application materials and your interview, we believe that you would be a great fit for our environment and at this time we are extremely pleased to offer you a practicum position for the 2023-2024 training year.

In accordance with ACEPT guidelines, you are required to make one of the following three decisions:

Option 1: You may accept this offer by e mail.

Option 2: You may reject this offer by e mail.

Option 3: You may hold this offer for **1 hour** from the time it was sent, providing you are not also holding any other offer.

Please respond to this e-mail **within 1 hour**. Regardless of which option you choose, you are encouraged to communicate with Sites as soon as possible. Sending an email to 'hold an offer' is acceptable and appreciated.

You should respond by: **(indicate 1 hour from the time Site sends the e-mail)**

When responding please indicate which of the three options above you would like to select. If we do not hear from you within 1 hour (from the time the email was sent), our offer is considered rejected and we will be free to make an offer to someone else. Please be aware that offers will only be made until 4 pm today and any offers after 3 pm will result in a reduced amount of hold time. The Notification Period ends at 4 pm on Monday, March 27, 2023. Therefore, all outstanding offers are void at 4 pm.

As a reminder:

Students may not hold more than one offer and may not hold an offer after accepting an offer from another Site. In an effort to be courteous to Sites and to your fellow Students, it is requested that you respond to this offer as soon as you have made your decision.

ACEPT has provided you with standard emails you can use for the response process.

If you accept our offer, you should notify all the training Sites to which you applied that you are no longer available to accept a practicum offer.

Thank you again for your time and good luck as you make a decision about your training for the upcoming year.

Sincerely,

Site DOT

Site contact information

## **Notification (March 27, 2023) from Site to Student: Positions Filled**

Dear Student,

On behalf of the staff here, we want to express our appreciation for your interest in (Site Name) and for the time and effort you took in interviewing for our practicum. We valued the opportunity to speak with you and see your potential as a trainee and future psychologist.

We're writing today to let you know that all of our positions have been filled and that we are no longer able to consider you for a position. We wish you well in your future training and career.

Sincerely,

Site DOT  
Site Contact Info