

Association of Chicagoland Externship and Practicum Training Uniform Application and Notification Guidelines 2024-2025

The Uniform Notification Guidelines apply only to doctoral level practica.

Master's Students may submit applications the same day as Doctoral Students (Friday, January 26, 2024 at 9 a.m.); however, there is a rolling acceptance for Master's Students.

- **Since many sites that accept doctoral-level trainees also accept master's-level trainees, please note that applicants from master's degree programs are not required to abide by ACEPT rules, and can submit applications and accept offers on a rolling basis.**
- **Similarly, any ACEPT Site that accepts applications from both Master's Students and Doctoral Students do not have to follow ACEPT guidelines for their applicants from Master's Graduate Programs. However, they DO have to always follow ACEPT guidelines for their applicants from Doctoral Graduate Programs.**

It is understood that the following 3 categories of Sites (non-ACCEPT abiding) do not have the flexibility in their interviewing schedule to follow ACEPT guidelines and as a result follow different application, interview, and acceptance timelines that students from ACEPT abiding academic programs are permitted to follow (with the permission of their academic program training faculty):

- **Neuropsychology Sites**
- **Veteran Affairs (V.A.) Sites**
- **Research-based Medical Hospital Program Sites**

Neuropsychology, Veterans Affairs (VA), and medical center Sites do not typically follow ACEPT guidelines. These Sites accept students from PhD programs and are, therefore, on a different application, interview, and offer schedule (typically much earlier than the dates set by ACEPT). Students should work closely with their Graduate Program and communicate with these non-ACCEPT abiding Sites to determine whether ACEPT guidelines will or will not be followed and alternate methods for matching, as necessary.

In this document, "doctoral students" are abbreviated as "Students," "graduate professional training programs" are abbreviated as "Graduate Programs," and applied training facilities and experiential programs are abbreviated as "Sites."

The Association of Chicagoland Externship and Practicum Training (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. The Graduate Programs and training Sites that have agreed to adhere to the following standards have committed themselves to abiding not only to the letter of the guidelines, but the spirit as well.

ACEPT promotes ethical and respectful conduct throughout the practicum application process. 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.

Table of Contents

2024-2025 ACEPT Guidelines	page 3
Responsibilities and Expectations of Doctoral Students	page 9
Responsibilities and Expectations of Graduate Programs	page 13
Responsibilities and Expectations of Training Sites	page 14
Responsibilities and Expectations of ACEPT	page 18
Examples of Acceptable Conduct	page 19
Examples of Unacceptable Conduct	page 20
Reporting ACEPT Guidelines Violations	page 21
Clearinghouse	page 22

Appendix A: Flow Charts

Training Site Application Guidelines for Pre-Notification Day Flow Chart
Training Site Application Guidelines for Notification Day Flow Chart
Doctoral Student Application Guidelines for Pre-Notification Day Flow Chart
Doctoral Student Application Guidelines for Notification Day Flow Chart

Appendix B: Email Templates -Notification from Site to Student

March 1 - No Interview Email
March 15 -Pre-Notification Day - No Offer Email
March 15-Pre-Notification Day- Intent to Offer
March 15 -Pre-Notification Day -Alternate Email
March 18 -Notification Day - Offer Position Email
March 18- Positions Filled Email

Appendix C: Email Templates - Notifications from Student to Site

March 15 - Pre-Notification Day – Declining Intent to Offer Email
March 18 – Notification Day- Declining Offer
March 18 – Notification Day - Holding Offer
March 18 -Notification Day – Inquiring on Alternate Rank Position
March 18 – Notification Day - Accepting Offer
March 18 – Notification Day - Accepted another Position

Appendix D: ACEPT Student Conduct Pledge

APPLICATION GUIDELINES

Students may begin submitting practicum applications **Friday, January 26, 2024 @ 9:00 a.m.**

Students may withdraw their application from a particular Site at any time. Students are encouraged to do so if they are certain they would not accept an offer from that Site.

POST INTERVIEWING GUIDELINES

No offers are to be made or accepted prior to **Monday, March 18, 2024 @ 9:00 a.m.**, the beginning of Notification Day. If Students receive pressure to accept an offer prior to this time (i.e. before Monday, March 18th at 9 a.m.), they are to remind the Site that they and their Graduate Program abide by ACEPT application and notification policies and that it is not yet time to accept an offer. ****Sites that have a predominant neuropsychology focus, V.A. Sites, and Research-based Medical Hospital Program Sites are exempt from the above restriction.**

Students are encouraged to rank-order the Sites to which they have applied BEFORE Notification Day begins. This provides for a clearer and timelier process (especially if more than one offer is received at a time). *Students are encouraged to work with their training directors and faculty, if necessary, to explore which sites best match their personal and clinical training needs during their interview process and complete their ranking before Pre-Notification Day.*

PRE-NOTIFICATION DAY GUIDELINES

Pre-Notification Day will begin **Friday morning, March 15, 2024 @ 9:00 a.m.** and will end the same day **@ 5:00 p.m.**

During this Pre-Notification Day, Sites will e-mail all Students, indicating that on the following **Monday** (“Notification Day”), **March 18, 2024 @ 9:00 a.m.**, the Site will offer a position to the Student, will consider the Student as an alternate for a position, or will not be making an offer. *It is vital that sites use the provided templates to notify all students of their status on Pre-Notification Day. This allows students to make informed decisions prior to Notification Day, as well as ensures Sites receive timely updates from students should they determine with certainty they will not be accepting an offer on Notification Day.*

Those Students who are notified on Friday that they will be receiving an offer are guaranteed an offer on Monday. **Students have the option of declining the intent to offer via e-mail on Pre-Notification Day, but cannot accept an offer.** (Again, Students are not allowed to accept offers

before Notification Day.) **Students that are certain they will decline an offer from a Site are strongly encourage to notify the Site by 4pm on Pre-Notification Day so the Site has time to send updated emails to other students on the alternate list before the end of Pre-Notification Day at 5pm. Note that the Pre-Notification process ends at 5:00pm on the 15th and no additional emails from sites or students can be sent between 5:00 pm on the 15th and 9:00 on Notification Day.** Students should only decline an offer if they are sure that they have received a Pre-Notification Day "intent to offer" e-mail from another Site that they are 100% certain that they will accept on Notification Day. *Students are discouraged from holding on to multiple intents to offer on Pre-Notification Day, particularly if they know which Site they are going to accept.* Students are instead strongly encouraged to contact non-preferred Sites on Pre-Notification Day to decline the intent to offer, so that Sites may make a pre-notification intention of offer to the next Student on their list. Students should *not* contact Sites on Pre-Notification Day to inquire about their status as an alternate.

NOTIFICATION DAY GUIDELINES

Students are encouraged to negotiate with their current training Sites, professors, etc. to maximize their availability on Notification Day, particularly during the morning hours. (ACEPT-Member Sites and Graduate Programs will be encouraged via e-mail to provide such flexibility.)

Notification Day will begin **Monday morning, March 18 @ 9:00 a.m.** and will end the same day **@ 4:00 p.m.**

All communications during Notification Day between Students and Sites that concern the acceptance, decline, or hold of an offer should be conducted **by e-mail** and both parties should maintain a record of these e-mails for a period of three months. *Please see appendices for email templates for both Students and Sites.*

In those extremely rare circumstances in which Sites are not allowed email access (e.g. correctional facilities), phone calls are acceptable but the Student and the relevant Site should keep written notes of those calls.

After the Notification Day has commenced, Students may initiate contact with a Site where they have interviewed, and not received an offer either on Pre-Notification Day or on Notification Day, for the purpose of asking follow-up questions, or getting a general idea of "where they stand" in the Site's consideration as an alternate. It is permissible to raise such questions via e-mail or phone, depending on Site preference. It is only permissible to make these inquiries on Notification Day. *Students, please see the appendices for a sample email on how to inquire about your standing as an alternate on Notification Day.*

If a Student has not accepted or declined an offer within 1 hour after the Site sent the offer email, the offer becomes void and is assumed to be declined. Students are encouraged to verify the timestamps on their e-mail offers and to check spam and junk mail folders regularly during the Notification Period. Adding training Site email addresses to a personal contact list may prevent emails from being diverted to spam and junk mail folders. Additionally, Indiana-based Students should pay special attention to any differences in time zones.

Once a Student accepts an offer, they must immediately contact all of the other Sites where they remain under consideration to let them know that they should be removed from consideration of a position. Email templates for emails from Students to Sites are located in the appendices and are on the ACEPT website.

Accepting an Offer:

Students are only allowed to hold ONE offer at a time and all offers are good for one hour only (from the time of email being sent by Site). Beginning **March 18, 2023 @ 9:00 a.m.**, Students should receive offers from all Sites who notified them on Friday of intent to offer (unless the Student declined the intent to offer). Therefore, if a Student received multiple pre-notification offers over the weekend, all but one offer ought to be immediately declined, and their ideal site should be informed of the Student's acceptance (e.g. by 9:10 a.m. at the latest).

If a Student receives an offer from their ideal Site, out of professional courtesy they should accept it as soon as possible (within the 1-hour time limit of it being offered) and then **must** inform any Sites who are still considering them as a candidate that they have accepted another offer. Please see appendices for sample email templates.

Holding an Offer:

When a Student receives an offer for a position (on or after the beginning of Notification Day but before 4 p.m.), they may hold a single offer **for up to one (1) hour** from the time that the Site indicates they have sent the offer on the "Offer Position" email. Students may accept or decline the offer at any time prior to the 1 hour deadline. Potential scenarios that may involve the holding of an offer include:

If a Student receives more than one offer, but not their ideal offer, the Student must put their more preferred Site on hold and then immediately notify the other Site(s) that they are declining. ***Students may only place one offer on hold.*** It is against guidelines for Students to hold onto multiple offers by not responding, claiming they were "informally holding" or the like. Please see appendices for email templates, which include a sample email template for how to inquire about

your standing as an alternate. Email templates for emails from Students to Sites are also available on the ACEPT website.

Declined Offers:

If a Site has made an offer to a Student and that Student declines the offer, or the student does not respond within the hour, the Site may immediately make another offer to a different candidate. As stated above, that next candidate then has 1 hour from when the new email is sent to accept or decline and it is assumed that if they do not respond within 1 hour that the offer is declined.

Offers that are made after 3:00 p.m. on Monday, March 18, 2024 will not have a full hour hold time. Any time remaining until 4:00 p.m. will be the hold time allowed. For example, if a Site contacts a Student at 3:15 p.m., the Student has 45 minutes to consider the offer before it becomes void at 4:00 p.m.

The Notification Day process of offers, acceptances, holds, etc. will end **Monday, March 18, 2024 @ 4:00 p.m.** Any outstanding offers that have been made prior to that time will become null and void. (This will give Students, Graduate Programs, and Sites time to prepare for the Clearinghouse process.)

POST NOTIFICATION GUIDELINES/CLEARINGHOUSE

The Clearinghouse process will begin on **Wednesday, March 20, 2024 @ 9:00 a.m.** Students will not be allowed to apply for or accept offers between the time that the Notification Period ends and Clearinghouse begins, (i.e. from 4:00 p.m. Monday, March 18 until 9:00 a.m. Wednesday, March 20).

If a Site has unfilled positions after Notification Day has ended, they will provide this information to the Graduate Program training directors, who will share it with their Students as they see fit. The Clearinghouse process is unstructured and ACEPT will not have a role in coordinating this portion of the process. It is assumed that each Graduate Program will work with its own Students, and any Sites that have remaining open positions, to facilitate the Clearinghouse process and remaining matches for their students.

OTHER GUIDELINES

Doctoral Students who come from Graduate Programs that do not conform to ACEPT may have different application processes and dates; **however, ACEPT member Sites are expected to abide by the ACEPT guidelines as set forth in this document for all doctoral level applicants.** Please

feel free to let ACEPT executive committee members know if this becomes an issue or problems develop with a particular graduate program.

It is understood that the following 3 categories of Sites (non-ACEPT abiding) do not have the flexibility in their interviewing schedule to follow ACEPT guidelines:

- **Neuropsychology Sites**
- **Veteran Affairs (V.A.) Sites**
- **Research-based Medical Hospital Program Sites**

Students should work closely with their Graduate Program and communicate with these non-ACEPT abiding Sites to determine whether ACEPT guidelines will or will not be followed and to determine alternate methods for matching with Site, as necessary.

These exceptions will not be made for any other type of Site and does not apply to inpatient or outpatient Behavioral Health/Psychiatric hospitals. Students applying to non-research-based medical hospital Sites are expected to follow ACEPT guidelines when applying. Questions about this can be addressed with the executive committee through communication with Directors of Training from Graduate Programs.

Students must report any offers made prior to the beginning of the Pre-Notification Day (or other inappropriate behavior by Sites) to their graduate program's Director of Training.

Students should be aware that Sites are to report Student comportment issues, Students found to be holding multiple offers simultaneously, and any other concerns to the relevant graduate program's Director of Training.

NOTE

A complete set of application guidelines, as well as examples of conforming and non-conforming behaviors, are available on the ACEPT website.

The ACEPT website also includes a Flowchart Summary for both Students and Sites and should be reviewed as a reference to the process.

Common Questions:

What if an ACEPT member Site makes me an offer before March 18, 2024 @ 9 a.m.?

An ACEPT member Site may incorrectly decide to not abide by ACEPT guidelines and make an offer to a Student prior to the beginning of the Notification Period. **Under no circumstances may a Student from an ACEPT-abiding Graduate Program accept a position prior to March 18,**

2024 @ 9 a.m. This is a violation of ACEPT guidelines. Any Student that violates ACEPT guidelines will be referred to the Training Department/Training faculty at their Graduate Program. If you receive pressure to accept an offer from a Site prior to **March 18, 2024 @ 9 a.m.**, please notify the Training Department/Training faculty. You will not be penalized or punished for informing us that an offer has been extended to you.

What if a Non-ACEPT member Site makes me an offer before March 18, 2024 @ 9 a.m.?

Non-ACEPT member sites should be aware of the students obligation to abide by ACEPT guidelines; however, if a Non-ACEPT member Site makes an offer to a Student prior to the beginning of the Notification Period the Student must remind the Site that they are required to follow ACEPT guidelines and can only respond in the manner outlined in the Guidelines, and on the dates specified in the Guidelines. **Under no circumstances may a Student from an ACEPT-abiding Graduate Program accept a position prior to March 18, 2024 @ 9 a.m.** This is a violation of ACEPT guidelines. Any Student that violates ACEPT guidelines will be referred to the Training Department/Training faculty at their Graduate Program. If you receive pressure to accept an offer from a Site prior to **March 18, 2024 @ 9 a.m.**, please notify the Training Department/Training faculty. You will not be penalized or punished for informing us that an offer has been extended to you.

What if I don't find a practicum by the end of Notification Day?

The match process continues until all Students are placed. Many Students will have secured a practicum by the end of the Notification Day, but if a Student does not have a practicum by then, they will continue applying to Sites that have openings once the Clearinghouse Period begins at 9 a.m. on Wednesday, March 20, 2024. **The Student's Training Department/Training Faculty will let Students know which Sites are in Clearinghouse.** During the Clearinghouse, Sites will continue to accept applications, interview Students, and can make offers at any time. During Clearinghouse, Students can accept offers at any time.

Responsibilities and Expectations of Doctoral Students

APPLICATIONS. Doctoral-level students may begin submitting practicum applications on **Friday, January 26th, 2024 at 9 a.m. and no later than Friday February 9th 2024.** Please be advised that Sites may set specific application submission deadlines prior to February 9th, so review Site specific materials closely.

- Students will include with each application a copy of their signed pledge (“Application Guidelines, Conduct Pledge and Information for Sites”) to follow ACEPT guidelines; a function that also alerts Sites to the most relevant of said guidelines. If submitting an electronic application, a Student’s typed name shall constitute their signature for this purpose. (The “Application Guidelines, Conduct Pledge and Information for Sites” may be found at the end of this document)
- Students may withdraw their application from a particular Site at any time and should notify the Site when doing so as soon as possible. Students are encouraged to withdraw their application if they are certain they would not accept an offer from that Site.
- Sites that have a predominant neuropsychology focus, V.A. Sites, and Research-based Medical Hospital Program Sites are exempt from ACEPT timelines.

EMAIL COMMUNICATION. All communications during Pre-Notification and Notification Days between Students and Sites that concern the acceptance, decline or hold of an offer should be conducted by email and both parties should maintain a record of these emails for a period of three months.

- Email Templates of all emails are available on the ACEPT website, and Students are encouraged to use them to minimize time spent writing emails and allowing for a quicker process for Sites and Students alike.
- In those extremely rare circumstances in which Sites are not allowed email access (e.g., correctional facilities), phone calls are acceptable, but the Student and the relevant Site should keep written notes of those calls for a period of three months.
- No offers are to be accepted prior to 9 a.m. Monday, March 18th, 2024, the beginning of Notification Day. If Students receive an offer before Pre-Notification Day, they are to remind the training Site that they and their Graduate Program abide by ACEPT application and notification policies and that it is not yet time to receive an offer.

PRE-NOTIFICATION DAY is from 9 a.m. to 5 p.m. on FRIDAY, MARCH 15th, 2024.

- All Students should receive an email from each Site where they had interviews. An email from Sites on Pre-Notification Day will indicate if the Site is 1) Intending to make an offer

on Notification Day; 2) Ranking them as an “alternate”; or 3) Not ranking them. **NOTE: No offers are to be made or accepted until Monday, March 18th, Notification Day.**

- When Students receive an ‘intent to offer’ on Pre-Notification Day, they are not required to respond except to confirm receipt of email. However, if they are certain they would decline the offer, they are strongly encouraged to send an email to the Site promptly on Friday - Pre-Notification Day - declining the offer and before 4pm, if possible -so sites have time to send updated emails to alternate Students before Pre-Notification Day ends at 5pm. Email Templates are available on the ACEPT website. This will allow Sites to contact their alternate Students to indicate an “intent to offer” on Notification Day. If Students receive multiple “Intents to Offer” on Pre-Notification Day, they are again strongly encouraged (but not required) to decline any that they know they would not accept on Monday – Notification Day.
- Students are not expected to acknowledge receipt of a Site’s “Alternate Status” or “No Offer” emails.
- If a Site indicates that they “intend to make an offer” to a Student on Pre-Notification Day, they will be contacting the Student at 9 a.m. on Notification Day to do so. If Students have not heard from a Site (where they had an interview), they are encouraged to contact the Site on Pre-Notification Day to get an update of their status (only to determine whether you will receive an offer, whether you are an alternate, or whether you are no longer being considered for placement with the Site. Students should not be inquiring about their ranking as an alternate at this time.)
- Students are encouraged to rank order (for their own reference only) the Sites with whom they have interviewed. This provides a clearer and more expedient process (especially if more than one offer is received at a time). Students are encouraged to thoughtfully consider their choices and be prepared to respond promptly on Notification Day. It is strongly recommended that after interviews are complete, students consult with training faculty in their academic programs, if needed, as they finalize their ranks in preparation for Notification Day.
- Students may not contact any Sites about their ranking until Notification Day.

NOTIFICATION DAY is from 9 a.m. to 4 p.m. on Monday, March 18th, 2024.

- A Site that indicated “intent to offer” on Pre-Notification Day is required to make an offer at 9 a.m. on Notification Day.
- **Students are only allowed to hold one offer at a time.** Beginning March 27th at 9 a.m., students should receive formal offers from all Sites who notified them on Friday of “intent to offer” (unless the Student declined an “intent to offer”). Therefore, if a Student was holding multiple Pre-Notification “intents to offer” over the weekend, all but one resulting offer should be immediately declined (e.g. by 9:10 a.m. at the latest).

- Students may hold the offer for up to 1 hour from the time that the Site indicates they have sent the offer on the “Offer Position” email but may accept or decline the offer at any time prior to the 1 hour deadline.
- Students are expected and required to inform Sites if they intend to “hold” an offer for that specified hour. Email templates are provided on the ACEPT website and in the appendices of this document. If Students have not accepted or declined an offer within 1 hour after the Site sent it, the offer becomes void and is assumed to be declined. Students are encouraged to verify the timestamps on their e-mail offers and to check spam and junk mail folders regularly during the Notification Day. Adding Site email addresses to a personal contact list may prevent emails from being diverted to spam and junk mail folders. Additionally, Indiana-based Students should pay special attention to any differences in time zones.
- ***Students may only hold one offer at a time.*** If Students receive more than one offer-but not their ideal offer- the Students must put their more preferred Site on hold and notify the other Sites that they are declining *as quickly as possible*. Please see appendices for email template for how to inquire about alternate standing, if this information is helpful in making a decision during the 1-hour hold time. Please be advised that Students may not receive a response from the Site in time, and so a decision will still need to be made prior to the 1-hour hold time expiring.
- If a Site has made an offer to a Student and that Student declines the offer, the training Site may immediately make another offer to a different candidate. As stated above, that Student then has 1 hour from when the new email is sent to accept or decline and it is assumed that if they do not respond within 1 hour that the offer is declined.
- ***After Notification Day has commenced,*** and through the remainder of the day, Students may initiate contact with a Site where they have interviewed for the purpose of asking follow-up questions or getting a general idea of “where they stand” as an alternate. It is permissible to raise such questions via email or phone, depending on Site preference. Sites do *not* have to give an exact ranking number to Students. Students may only ask for information on “where they stand” on Notification Day.
- Once Students accept an offer, they must *immediately* contact all of the other Sites where they remain under consideration to let them know that they should be removed from consideration of the position. Email templates are available on the ACEPT website.
- Notification Day offers, acceptances, holds, etc. will end at 4 p.m. on Monday, March 18th. Any offers that have been made prior to that time will become void, even those made at or after 3 p.m. on Notification Day. (This will give Students, Graduate Programs, and Sites time to prepare for the Clearinghouse process.) Therefore, a Student who receives an offer after 3 p.m. will have less than a full hour in which to consider and respond to the offer.

- Students will not be allowed to apply for or accept offers between Monday, March 18th at 4 p.m. and Wednesday, March 20th at 9 a.m. *The Clearinghouse process will begin at 9 a.m. on Wednesday, March 20th.*
- If a Site has unfilled positions after the Notification Day offer process has ended, they will provide this information to the Graduate Program training directors, who will share it with their Students as they see fit. The Clearinghouse process will be unstructured and ACEPT will not have a role in coordinating it. It is assumed that each Graduate Program will work with its own Students and any training Sites that have remaining open positions, to facilitate the Clearinghouse process.

ACCOUNTABILITY

- Students must report any offers (aside from intent to offer on Pre-Notification Day) made prior to the beginning of the Notification Day (or other inappropriate behavior by Sites) to their Graduate Program's Director of Training.
- Students should also be aware that Sites are to report Student comportment issues, Students found to be simultaneously holding multiple offers, and any other concerns to the relevant Graduate Program's Director of Training.
- Students who come from Graduate Programs that do not conform to ACEPT may have different application processes and dates, and Sites have the discretion to conduct separate application processes for Students from conforming and non-conforming Graduate Programs. While Sites must abide by all the guidelines with Students from conforming Graduate Programs, they may make offers prior to the Notification Day to Students from non-conforming Graduate Programs.

Responsibilities and Expectations of Graduate Programs

- Graduate Programs are responsible for educating their Students about the ACEPT guidelines, including changes from prior years. Graduate Programs should review with their Students the rules governing Students, Graduate Programs, and Sites alike.
- Graduate Programs should provide their Students with a database of practicum Sites from which the Students may select where to apply.
- Graduate Programs should facilitate matching their Students with Sites that fit their training needs. Graduate Programs may consult with students regarding their rank list closer to Pre-Notification Day if students request additional support regarding ranking sites.
- Graduate Programs should confirm that their Students are “in good standing” at their institution throughout the application process and during the Student’s practicum year. Graduate Programs should alert training Sites when a Student’s status changes.
- Graduate Programs should respect the request of Sites to limit Students’ applications in number and date of submission.
- Graduate Programs should utilize professional judgment regarding Student comportment issues during the application and selection process.
- If a Site has unfilled positions after the Notification Day offer process has ended, they will provide this information to the Graduate Program training directors, who will share it with their Students as they see fit. The Clearinghouse process will be unstructured and ACEPT will not have a role in coordinating it. Each Graduate Program will work with its Students and any Sites that have remaining open positions to facilitate the Clearinghouse process. Graduate Programs will remind Students that Clearinghouse begins at 9 a.m. on Wednesday, March 29th and that is when Students are allowed to begin submitting applications to Sites.
- Graduate Programs should consult with ACEPT if questions arise about Student or Site conduct prior to or during the Notification Process. As stated previously, all communication between Students and Sites should be conducted by email once the Notification Period begins, and this email record should be used to help navigate any questions about Student and/or Site conduct.
- Graduate Programs should follow up with Students’ and Sites’ complaints regarding alleged ethical violations. Graduate Programs must maintain the anonymity of Students making such allegations so as to respect their privacy.
- Graduate Programs retain the ability to restrict Students who are found to have violated these guidelines from training at ACEPT-compliant training Sites.

It is understood that the following 3 categories of Sites (non-ACEPT abiding) do not have the flexibility in their interviewing schedule to follow ACEPT guidelines:

Responsibilities and Expectations of Training “Sites”

- If a Site trains both M.A. and doctoral Students, the Site may choose to hold a uniform Notification Period for both M.A. and doctoral Students. Alternatively, the Site may offer M.A. placements on a rolling basis, as long as doctoral placements are offered in accordance with ACEPT guidelines. **ACEPT member sites must abide by ACEPT guidelines for all doctoral student applicants, even those from graduate programs that are not a member of ACEPT.**
- The ACEPT member doctoral programs are: Adler University, Fielding Graduate University, ISPP at National Louis University, Loyola University Chicago (Counseling Psychology and School Psychology), Midwestern University, Moody Theological Seminary, Illinois School of Professional Psychology at National Louis University, Roosevelt University, Trinity Christian College, The Chicago School (Clinical Psychology and School Psychology), and Wheaton College.
- Neuropsychology sites, V.A. Sites, and Research-based Medical Hospital Program Sites are exempt from ACEPT timelines.

APPLICATIONS

- Training Sites can begin receiving doctoral practicum applications on **Friday, January 26, 2024 until Friday February 9, 2024.**
- To inform Sites of a Student’s understanding of and commitment to the Guidelines, Students will include with each application a copy of their signed pledge to follow ACEPT guidelines, a function that also alerts Sites to the most relevant of said guidelines. If submitting an electronic application, a Student’s typed name shall constitute their signature for this purpose. (This pledge may be found at the end of this document.)
- Training Sites may limit the number of applications they accept from any one Graduate Program. Sites may also restrict the amount of time during which they will consider applicants (e.g., applications will be accepted between “x” date and “y” date). It is the responsibility of the Site to inform Graduate Programs about any such restrictions. (This can be achieved through completing the Universal Site Information Form, which is available on the ACEPT website.)

EMAIL COMMUNICATION

- All communications on Pre-notification Day and Notification Day between Students and Sites that concern the acceptance, decline or hold of an offer should be conducted by email and both parties should maintain a record of these emails for a period of three months.
- Email templates for Students and Sites are available on the ACEPT website. Sites and Students are encouraged to use the templates to minimize the time crafting emails and expedite the process for Sites and Students alike.

- In those extremely rare circumstances in which Sites are not allowed email access (e.g. correctional facilities), phone calls are acceptable but the Student and the relevant Site should keep written notes of those calls for a period of 3 months.
- No formal offers are to be made prior to Notification Day: 9 a.m. **Monday, March 18, 2024.** (Intent to offer emails will be sent on Pre-notification Day.)
 - If Students seem to be asking where they stand in the selection process prior to this time, the Site is to remind them that they abide by ACEPT application and notification policies, and that it is not yet time to make offers or providing information about “where they stand.” The only information Sites can provide to such a question is to state whether the Student remains a candidate or has been removed from consideration.
- Sites should not attempt to solicit from Students any information regarding whether or not they will accept an offer. The only communication allowed are the 3 types of emails allowed on Pre-Notification Day.
- Sites are strongly encouraged to notify Students by **March 1, 2024** if they will not be granted an interview. An email template is provided on the ACEPT website.
- Sites may initiate contact with Students prior to Pre-Notification Day and Notification Day in order to:
 - schedule an interview
 - request missing application materials
 - request additional information
 - return Students’ phone calls
 - inform Students that they are no longer under consideration for an interview
- Sites may structure interviews as they prefer. Sites should always consider the respectful treatment of Students as a top priority.
- Sites may not indicate that they intend to make an offer prior to Pre-Notification Day, **March 15, 2024 at 9 a.m.**

PRE-NOTIFICATION DAY

- **PRE-NOTIFICATION DAY is from 9 a.m. to 5 p.m. FRIDAY, MARCH 15, 2024.**
- Sites may not make offers prior to 9 a.m. **Notification Day, March 18, 2024.**
- At 9 a.m. **Friday, March 15, 2024,** Sites must email all Students who remain in their pools regarding the status of their application. All Students must be informed if they fit into one of the following statuses:
 - Intend to be offered a position from the Site
 - Being considered as an alternate (should a position become available and the Student has not yet accepted another position)
 - No longer being considered for a position
- If Students have not heard from a Site where they remain a candidate, they are encouraged to contact the Site on Pre-Notification Day to get an update of their status. Sites are encouraged to inform all Students in order to be respectful of Students as well as to avoid extra disruption due to Students contacting them.
- When Students receive an intent to offer e-mail on Pre-Notification Day, **March 15, 2024,** they are not required to respond, but are encouraged to confirm receipt of the

email. However, if they are certain they would decline the offer, they are strongly encouraged to send an email to the Site promptly on Friday, Pre-Notification Day, declining the intent to offer and by 4pm, if possible, so Sites have time to send updated emails to alternates prior to the end of Pre-Notification Day at 5pm. (Email Templates are available on the ACEPT website.) This will allow Sites to contact other alternate Students on Pre-Notification Day to indicate intent to offer. If Students receive multiple “intents to offer” on Pre-Notification Day, they are encouraged (but not required) to decline any that they are positive they would *not* accept come Monday.

- Students are not expected to acknowledge receipt of a site's "alternate status" or "no offer" e-mails.
- If a Site indicates that they “intend to make an offer” to a Student on Notification Day, they will be contacting the Student at 9 a.m. on Notification Day to do so.
- Sites may not make more offers than the number of positions they have available. (If a Site has 3 positions, then the Site emails 3 intentions to offer.)

NOTIFICATION DAY

- **NOTIFICATION DAY is from 9 a.m. to 4 p.m. Monday, March 18, 2024.**
- Sites may not make offers prior to the beginning of Notification Day, March 18, 2024 at 9 a.m.
- Sites may not make more offers than the number of positions they have available. (If a Site has 3 positions, then the Site emails 3 offers.)
- When Students receive an offer for a position (on or after the beginning of Notification Day), they may hold the offer for up to **1 hour** from the time that the Site indicates they have sent the offer on the “Offer Position” email.
- The Student may accept or decline the offer at any time prior to the 1 hour deadline. Indiana-based Sites should make applicants aware of differences in time zones. However, if Students have not accepted or declined an offer within 1 hour after the Site sent it, the offer becomes void and is assumed to be declined. Students and Sites are encouraged to check spam and junk mail folders regularly during the Notification Period.
- Students may only hold one offer at a time. If a Student receives more than one offer— but not their ideal offer--the Student must put their more preferred Site on hold and notify the other Sites that they are declining.
- If a Site has made an offer to a Student and that Student declines the offer, the Site may immediately make another offer to a different candidate. As stated above, that candidate then has 1 hour from when the new email is sent to accept or decline. It is assumed if there is no response within one hour that the offer is declined.
- After Notification Day have begun, Sites may reply to students who have reached out to them to get a general idea of “where they stand” as an alternate. It is permissible for sites to respond to such questions via email or phone depending on Site preference.
- After the Site has filled their openings, it must contact all their remaining candidates to inform them that the positions are filled and they are no longer under consideration for a position.
- **The Notification Day process of offers, acceptances, holds, etc. will end at 4 p.m. on Monday, March 18, 2024.** Any offers that have been made prior to that time will become

void, including those made on or after 3 p.m. (This will give Students, Graduate Programs, and Sites time to prepare for the Clearinghouse process.) Therefore, a Student who receives an offer after 3 p.m. will have less than a full hour in which to consider said offer.

- Students will not be allowed to apply for or accept offers between Monday, March 18, 2024 at 4 p.m. and Wednesday, March 20, 2024 at 9 a.m.

CLEARINGHOUSE

- **The Clearinghouse process will begin at 9 a.m. on Wednesday, March 20, 2024.**
- If a Site has unfilled positions after the offer process has ended **at 4:00 p.m. on Monday, March 18, 2024**, they will provide this information to the Graduate Program training directors, who will share it with their Students as they see fit.
- Sites are encouraged to provide this information to Graduate Programs by 4 p.m. Monday, March 18, 2024, and certainly no later than 9 a.m. Tuesday, March 19, 2024, so that the Graduate Program Training Directors and unplaced Students can work with the information as soon as possible.
- The Clearinghouse process will be unstructured and ACEPT will not have a role in coordinating it. It is assumed that each Graduate Program will work with its own Students and any Sites that have remaining open positions to facilitate the Clearinghouse process.
- Sites should report Student comportment issues, Students found to be holding multiple offers simultaneously, and any other concerns to the Graduate Program's Director of Training.
- Sites should remain aware that Graduate Programs retain the ability to restrict Students from training at Sites that are found to have violated these guidelines.

Responsibilities and Expectations of ACEPT

- ACEPT shall prepare and publish these policies on the ACEPT website.
- ACEPT Executive Committee members shall be available for questions on the interpretation and application of these policies, should they arise on or before Notification Day.
- If a Site has unfilled positions after the offer process has ended, they will provide this information to the Graduate Program training directors, who will share it with their Students as they see fit.
- The Clearinghouse process will be unstructured and ACEPT will not have a role in coordinating it. It is assumed that each Graduate Program will work with its own Students and any Sites that have remaining open positions to facilitate the Clearinghouse process.
- ACEPT is a professional training organization, not a regulatory body. This authority lies with the Graduate Programs in terms of whether they continue to allow Students to apply to particular Sites, (should Students or Sites be found wanting in their adherence to these guidelines and relevant ethics), and the Sites to allow particular Graduate Programs' Students to be considered for practica (should Students or Graduate Programs be found wanting in their adherence to these guidelines and relevant ethics).

Examples of Acceptable Conduct

- Ima Goodstudent receives several "intent to offer" communications at the beginning of Pre-Notification Day. She is quite sure she would not accept a forthcoming offer from one of the Sites, so informs that Site promptly, on Pre-Notification Day, that she is declining their intent to offer.
- NotACEPTSite receives applications from non-ACCEPT-conforming and ACCEPT-conforming Graduate Programs. They fill several of their positions with Students from non-conforming Graduate Programs in early March, and fill the remainder with Students from conforming Graduate Programs, waiting to communicate those Students' "offer" and "alternate" statuses until Pre-Notification and Notification Days.
- NeuroSite does not follow ACCEPT guidelines for interviews, acceptances, etc.
- Greattraining Site emails Ima Goodstudent at the beginning of Notification Day. Ima Goodstudent waits 49 minutes, then emails her acceptance of the offer.
- Greattraining Site emails Ima Goodstudent an offer at the beginning of Notification Day. Ima Goodstudent emails back that she is "holding" the Site. One hour after the Site sent the offer, she has not emailed the Site further (to accept or decline the offer.) Because Ima Goodstudent failed to respond definitively within 1 hour, the offer becomes void. The Site then emails an offer to Imalsoa Goodstudent, who emails acceptance within an hour.
- When Notification Day starts, Ima Goodstudent receives two offers from Greattraining Site and Equallygreattraining Site. She declines the offer from Greattraining Site (because she can hold only one offer at a time) and places Equallygreattraining Site on hold). Within that same hour, she receives an emailed offer from Idealtraining Site. She accepts this offer via email, then immediately after emails Equallygreattraining Site releasing her hold. She then informs all other sites at which she is an alternate that she has accepted an offer.
- Greattraining Site emails Ima Goodstudent at 3:15 p.m. on Notification Day offering her a position. She does not respond by 4 p.m. on Notification Day, at which point the offer is void (because all offers become void at that point and no other offers can be made until Wednesday at 9 a.m., the beginning of the Clearinghouse process).
- Greattraining Site emails Ima Goodstudent on Pre-Notification Day that she is an alternate for a position. On Notification Day, Ima Goodstudent receives an offer from Lesspreferred Site. She contacts Greattraining Site to see where she is in the process and is told she is 2nd alternate there.
- Greattraining CorrectionalFacilityWithoutEMail phones Ima Goodstudent on Notification Day to offer her a position. She places the Site on hold, then calls them back in 45 minutes and accepts the offer. Both Site and Student take written notes of this oral communication.

Examples of Unacceptable Conduct

- When interviewing, Ima Iffystudent tells the Site that if an offer is made, it will be accepted. (The Student's conduct violates the guidelines because it indicates an acceptance prior to the beginning of Notification Day.)
- Ima Iffystudent accepts via email an offer that she has been given on Notification Day. However, two hours later, her top site emails her with an offer. Ima Iffystudent then emails the original site, rescinding her acceptance, so that she may train at her preferred site. (Once a student has accepted an offer, they are committed to train at that site.)
- Murkytraining Site emails an offer to Ima Goodstudent at 9:00 a.m. on Pre-Notification Day rather than waiting until the following Monday. (The Site violated guidelines by extending an offer before 9 am on Notification Day—only intents to offer, alternate status, or no offer notifications are legitimate Pre-Notification Day communications.)
- Greattraining Site emails an offer to Ima Iffystudent at 9:00 a.m. on Notification Day, and the Student from a conforming Graduate Program informs the Site that she accepted another offer some time ago. (The Student violated guidelines by accepting an offer before 9 a.m. on Notification Day.)
- Murkytraining Site emails Ima Goodstudent at 8:30 a.m. on Notification Day and makes an offer to her for a placement at the Site. (The Site violated guidelines by making an offer before Notification Day begins.)
- Murkytraining Site emails Ima Goodstudent at 9 a.m. on Notification Day and offers her a position, but tells her she must respond within 15 minutes. (Students have 1 hour to consider an offer, though they are encouraged to respond sooner if they are able.)
- Murkytraining Site with email phones Ima Goodstudent at 9 a.m. on Notification Day, offers her a position, and tells her she has 30 minutes to consider the offer. (Not only does this violate the one (1) hour a Student has to consider a position, but a Site with ready access to e-mail has offered the position by phone rather than e-mail.)
- Iffystudent receives 3 offers. She does not respond to any of the offers, in effect keeping 3 Sites from making other offers. (Holding more than one offer is prohibited—she should hold or accept the most-preferred of the 3 Sites and immediately decline the other two offers.)
- Ima Iffystudent applies to Murkytraining Site Monday night, after Notification Day has ended and before the Clearinghouse opens. Murkytraining Site makes an offer on Tuesday, before the Clearinghouse opens, and the offer is accepted. (Both Site and Student violate the timeline.)

Reporting ACEPT Site and/or Student/Graduate Program Guidelines Violations

Students and Sites are expected to abide by all ACEPT guidelines throughout the application, interview, and notification phases of the process. Should students experience any Sites violating guidelines outlined in this document at any point in the process, they must notify the training faculty in their graduate program with this information. Graduate Program training faculty will then notify ACEPT directly with the name of the site and the reported violation; however, no student specific information will be shared with ACEPT to protect individual students per FERPA guidelines. Students may also contact ACEPT directly at any point in the process with any concerns about Sites abiding by ACEPT guidelines, should they prefer this method of reporting. Emails can be sent to the Guidelines Committee Chair, Dr. Reema Obaid Ross, at robaid@thechicagoschool.edu.

Should Sites become aware of students from ACEPT member graduate programs violating any guidelines outlined in this document at any point in the process, they must notify the graduate program DCT immediately with this information. Should Sites have concerns about contacting a specific graduate program, or feel that the violations seem to be more global within the graduate program, they are encouraged to reach out to ACEPT directly with these concerns. Sites are advised that when contacting ACEPT directly, they should not share any individual student information.

CLEARINGHOUSE: Wednesday March, 20, 2024

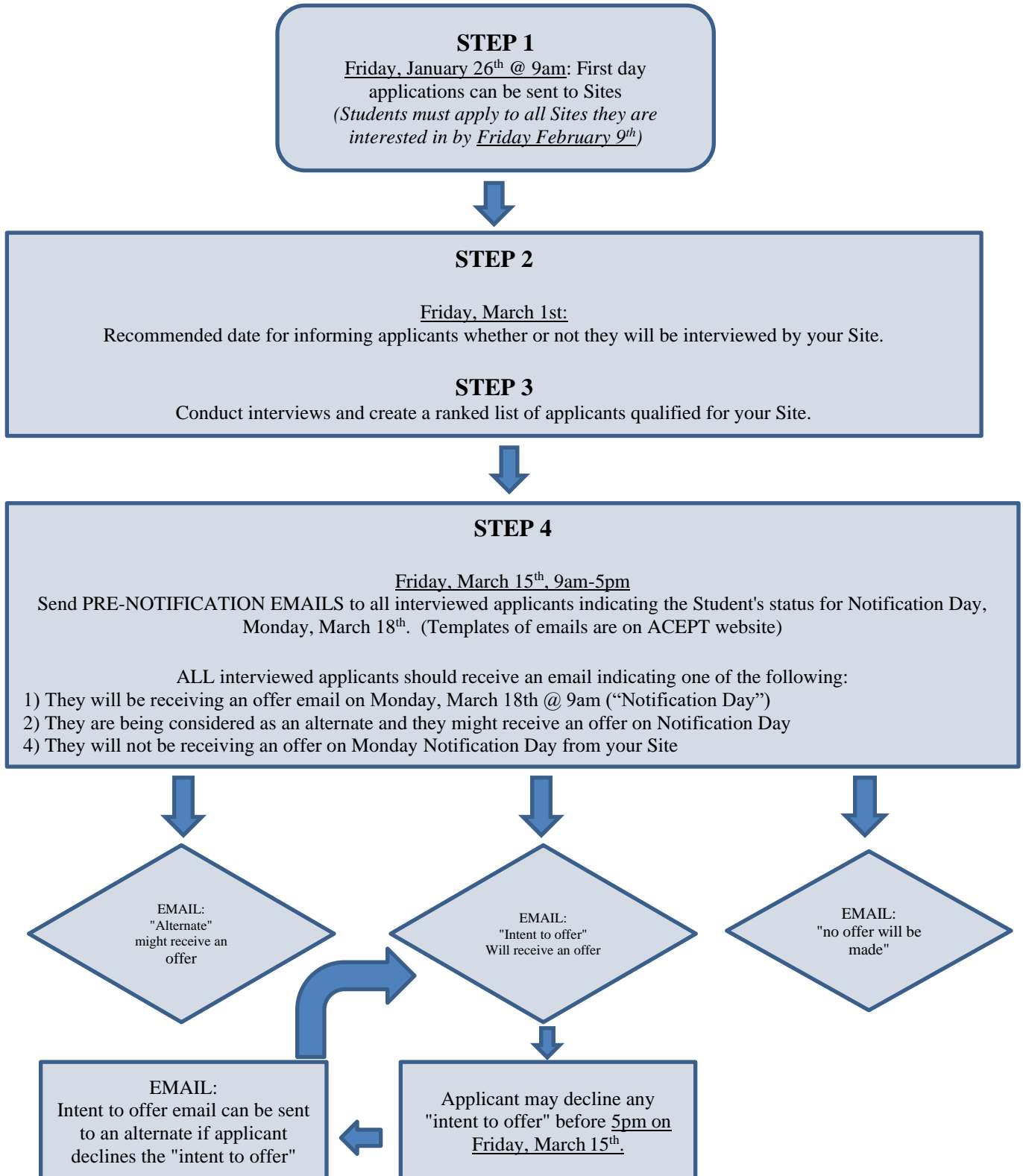
If a Student does not match by 4 p.m. on March 18, 2024, then this Student is eligible for Clearinghouse. Clearinghouse is an extended application, interview, and acceptance process. It begins at 9 a.m. on Wednesday, March 20, 2024. However, it has no end date and can continue until all positions are filled. Any unmatched Student is encouraged to immediately begin working very closely with their training department to seek unfilled positions and/or newly created positions as the year goes on. The Clearinghouse process will be unstructured and ACEPT will not have a role in coordinating it. It is assumed that each Graduate Program will work with its own Students, and any training Sites that have remaining open positions, to facilitate the Clearinghouse process. This means that starting at 9am on Wednesday, March 20, 2024:

- Students can apply to as many sites as they want with the permission of their Graduate Program's Training Director.
- Sites can offer interviews at any time for Students who apply.
- There is no limit to how many Students a Site can interview.
- Sites can offer positions at any time for Students they interview (including during the interview)
- Students can accept interviews or offers at any time.
- There is no limit to when Sites can accept applications (as long as they need to fill positions!)
- There is no end date to the Clearinghouse process (but usually ends when the Site's training year starts).

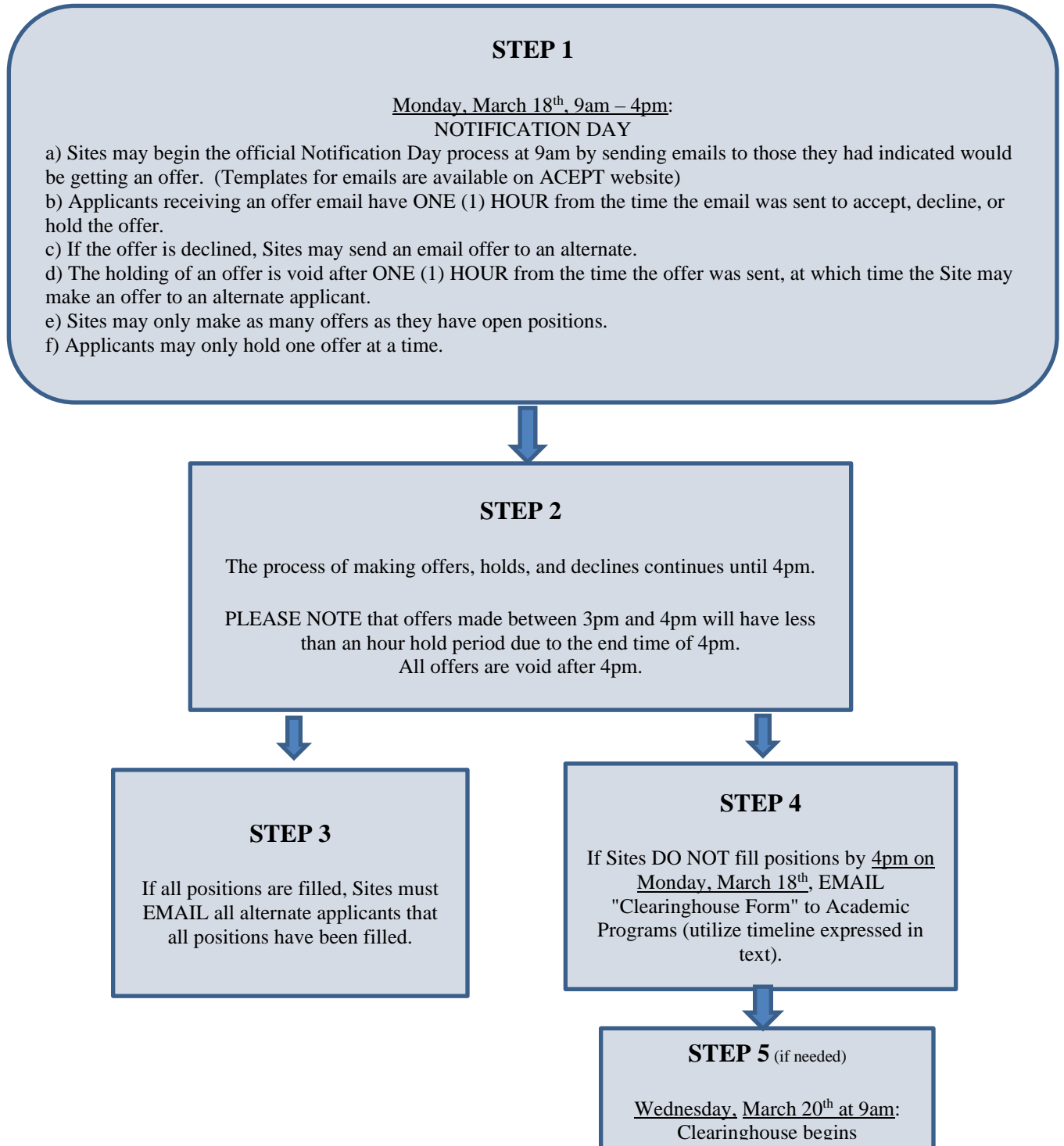
At 4 p.m. on Monday, March 18, 2024, any Site with an unfilled position should complete a Clearinghouse form, which is on the ACEPT website. Please send the Clearinghouse Form to any Graduate Program you would like to continue to receive Students' applications from starting Wednesday March 20th. Sites are encouraged to provide this information to Graduate Programs by 5 p.m. Monday, March 18th so that the Graduate Program Training Directors and unplaced Students can work with the information as soon as possible. On the form, Sites will be able to indicate how they would like to receive applications, types of positions available, etc.

Appendix A: Guidelines Flowcharts

ACEPT 2024-2025 Training Year **Site** Application Guidelines for **PRE-NOTIFICATION FRIDAY, MARCH 15, 2024**

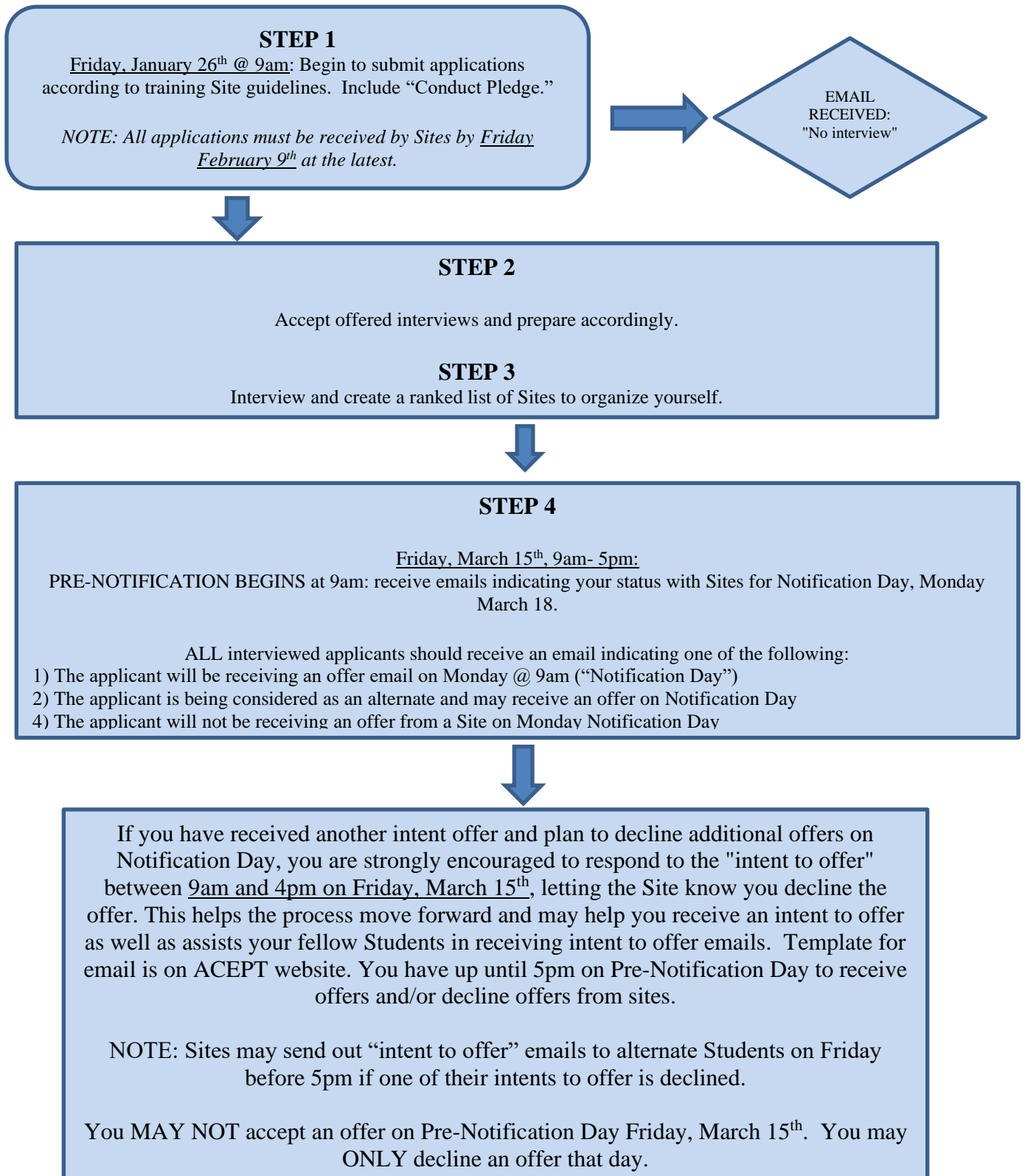


**ACEPT 2023-2024 Training Year Site Application
Guidelines Flowchart for
NOTIFICATION DAY, MONDAY MARCH 18, 2024**



ACEPT 2024-2025 Training Year **Student** Application Guidelines

PRE-NOTIFICATION DAY: FRIDAY, MARCH 15, 2024



ACEPT 2024-2025 Student Application Guidelines

NOTIFICATION DAY: Monday, March 18, 2024

STEP 1

Monday, March 18, 9am – 4pm:
NOTIFICATION PERIOD BEGINS

The official Notification Day process begins at 9am.

Applicants begin to receive offer emails from Sites.

Applicants receiving an offer email should immediately send an email indicating one of the following:

the desire to hold the offer for ONE (1) HOUR from the time the email was sent or

the acceptance of the offer or

the declining of the offer. (templates of emails are on ACEPT website)

ONE EMAIL
OFFER RECEIVED

STEP 2

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

Email "Declining Offer" within ONE (1) HOUR.

Or

MULTIPLE
EMAIL OFFERS
RECEIVED

STEP 3

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.

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 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 18, EMAIL your School's Training Director regarding information about the Clearinghouse Process no later than Tuesday, March 19.

The Clearinghouse process will begin at 9am on Wednesday, March 20.

Appendix B

Email Templates: Notification from Site to Student

EMAIL (ideally by March 1, 2024) 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 15, 2024) 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 15, 2024) 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 18 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 18 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 18, 2024, 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 15, 2024) 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 18, 2024 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 would 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 ACEPT 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 18 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
Site contact information

Notification (March 18, 2024) 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 2024-2025 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 18, 2024. 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 of 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 18, 2024) 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

Appendix C

Email Templates: Notification from Student to Site

Pre-Notification (March 15, 2024) from Student to Site: Declining Intent to Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process. I very much enjoyed the chance to get to know a little more about you and your training Site for next year. Unfortunately, I am writing to let you know that I have decided to decline the offer you intended to make on Monday. I have considered my training needs and have decided to pursue alternate Sites that I believe better match my training goals. Thank you for your time and consideration and I wish you the best in the match process.

Sincerely,

Student Name
Student contact information

Notification Day (March 18, 2024) from Student to Site: Declining Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process. I very much enjoyed the chance to get to know a little more about you and your training Site for next year. Unfortunately, I am writing to let you know that I have decided to decline your offer to train with you next year. I have considered my training needs and have decided to pursue alternate Sites that I believe better match my training goals. Thank you for your time and consideration and I wish you the best in the match process.

Sincerely,

Student Name
Student contact information

Notification Day (March 18, 2024) from Student to Site: Holding Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process and inviting me to train with you next year. I am writing to inform you that I have received your invitation to train with you next year and in accordance with ACEPT guidelines, will be exercising my option to hold the offer for up to 1 hour (from the time the email was sent).

- I understand that if I do not respond to you within 1 hour (from the time the email was sent), that this offer is void.
- I understand that it is expected that I respond to your offer as soon as I have made a decision in an effort to be respectful to your match process and the match processes of my fellow Students.
- I understand that if I accept another position, I am to inform you of this immediately.
- **I understand that I can only hold one offer at a time and have selected your site for this option.**

I appreciated the chance to get to know a little more about you and your training Site. I appreciate your willingness to allow me to take up to 1 hour (from the time the email was sent) to consider my training needs and the best fit for these needs during the 2024-2025 training year.

Sincerely,

Student Name

Student contact information

Notification Day (March 18, 2024) : from Student to Site: Ranking Inquiry on Notification Day

Dear Site,

Thank you for taking the time to speak with me during the interview process. I am writing to inform you that I have received an invitation to train at another site next year, but I believe your site is a better match for my training goals. I need to accept or decline the alternative offer by _____. Per ACEPT guidelines, I am writing to ask for feedback about my current ranking at your site. I understand that you may not be able to provide an exact ranking number, but it would be helpful to know if I am in the top tier of alternative candidates being considered, middle tier of alternative candidates being considered, no longer being considered, or if you feel you will not have enough information on my alternative ranking status by the decision deadline listed above. Any feedback that you can provide to assist in my decision making is appreciated.

Sincerely,
Student Name
Student contact information

Notification (March 18, 2024) from Student to Site: Accepting Offer

Dear Site,

Thank you for taking the time to speak with me during the interview process and inviting me to train with you next year. I am writing to inform you that I will be accepting your offer to train with you for the 2024-2025 training year.

I very much enjoyed the chance to get to know a little more about you and your training Site. I have considered my training goals and have decided that your Site is the best fit for these goals. In accordance with ACEPT guidelines, I will now be sending an email to other Sites that I have interviewed with to inform them that I have accepted an offer. I will also be emailing my school to inform them that I have accepted an offer to train with your Site.

Thank you again for this opportunity.

Sincerely,
Student Name
Student contact information

Notification (March 18, 2024) from Student to Site: Accepting Another Position

Dear Site,

I am writing to let you know that I have recently accepted an offer at another Site. Although I appreciate the time and consideration that you gave to me and my applications materials, I felt that another Site would better fit my training needs in the upcoming year. I truly valued the opportunity to speak with you and I wish you well in the match process.

Sincerely,

Student
Student contact info

Appendix D: Student Conduct Pledge

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 26, 2024**.
- I understand that March 15, 2024 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 18, -OR- 2) I will be an alternate on March 18 -OR- 3) I am no longer being considered for placement at this Site.
- I understand that on March 15 I am encouraged to decline an offer if I know I will not accept it on March 18, 2024.
- I understand that no offers can be received or accepted prior to **9 a.m. on Monday, March 18, 2024**, 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 18, 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 18 at 4:00 p.m., and Wednesday, March 20 at 9:00 a.m. I understand that the Clearinghouse process will begin at 9 a.m. on Wednesday, March 20, 2024.

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

Printed Name

Signature