

ACEPT Site Conduct Pledge

2027-2028 Training Year

Dear Director of Clinical Training and Practicum Applicants,

As a training site participating in the practicum application process, (Site Name) has agreed to abide by the 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. They provide 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 a training site, we pledge to abide by the following guidelines:

- We will not accept practicum applications before Friday, February 12th, 2027.
- We understand that April 14th, 2027 is Pre-Notification Day. On Pre-Notification Day, we will contact every applicant we interviewed and inform each one whether 1) we are offering them a position, OR 2) the applicant is an alternate, OR 3) the applicant is no longer being considered for placement at our site.
- We understand that applicants are encouraged to decline an offer on April 14th if they know they will not accept it on April 15th. We will promptly move to the next candidate on our ranking list when this occurs.
- We will not extend, and will not request acceptance of, any offer prior to 9:00 a.m. on Wednesday, April 14th, 2027, the beginning of Pre-Notification Day.
- On Notification Day, we will allow each applicant 1 hour from the time an offer is sent to respond. We understand that the applicant has three options when responding:
 - Option 1: The applicant may accept the offer via email.
 - Option 2: The applicant may decline the offer via email.
 - Option 3: The applicant may hold the offer for up to 1 hour from the time we sent the email.

If the applicant does not accept or decline within 1 hour of the offer being sent, we understand the offer becomes void and is assumed to be declined. We may then extend an offer to the next candidate on our ranking list.

- We will not pressure an applicant to accept an offer before the 1-hour response period ends. We will not ask an applicant to disclose other offers held or how the applicant has ranked other sites.
- We will conduct all communications during the Notification Period that concern the extension, acceptance, decline, or hold of an offer by email. We will maintain a record of these emails for a period of three months.
- We will honor an offer once it has been accepted by an applicant.
- Once all of our positions are filled, we will promptly notify all remaining applicants that they are no longer under consideration.
- We understand that the offer process will end at 1:00 p.m. on Thursday, April 15th, even for offers made less than 1 hour prior. We will not extend offers or accept applications for open positions between Thursday, April 15th at 1:00 p.m. and Tuesday, April 20th at 9:00 a.m. We understand that the Clearinghouse process will begin at 9:00 a.m. on Tuesday, April 20th, 2027.

Should we violate any of the above guidelines, we understand that our site may be placed on a one-year probationary period with ACEPT. This means that we agree to disclose the violation made to all Graduate Programs during next year's application cycle.

The signature below confirms our pledge to follow the above guidelines:

Printed Name

Signature