

2017/18 Standardized Acceptance Process (SAP) for General Preventive Medicine/Public Health Residency

This document outlines rules and procedures for programs participating in the SAP. Please note that the SAP for a given year only pertains to positions which are to begin within the next June 1 – August 31 window. The term “categorical” as used below refers to programs that do not combine General Preventive Medicine/Public Health (GPM/PH) training with training in another specialty.

1. Between August 28 and September 29, program directors should send an email to SAP@acpm.org notifying ACPM of the total number of unfilled categorical residency positions for which their program plans to make offers for the upcoming academic year. The program name should be included in the email. All categorical positions a participating program plans to offer should be offered through the SAP; it is an “all-in” system.
2. The names of participating programs and the number of categorical residency positions they plan to offer will be posted on a publicly-accessible web page maintained by ACPM shortly after the September 29, 2017 deadline. A link to this web page will be placed on the “Residency Programs” section of the ACPM website. After the deadline, programs may increase the number of positions posted if additional funds or other capacity will enable more positions to be offered in the current recruiting season. Programs may decrease the number of positions posted if changes in funding or other capacity necessitate, or if one or more available training slots are awarded to military trainees with permission to pursue civilian residency training (i.e. “military out-placement”). To make any such change after the deadline, please contact SAP@acpm.org describing the rationale for the change.
3. Candidates applying to participating programs will be required to register for the SAP between October 16, 2017 and January 12, 2018. There is no fee for candidates to register. Registrants will be asked to provide at least one email address and at least one phone number where they can be reliably reached on and around January 22, 2018. Candidates will receive an email confirming their registration. They will receive information about the SAP at the time of registration and periodically throughout the recruiting season.
4. By 12:00 pm Eastern Time on Wednesday, January 17, 2018, participating programs and registered candidates must submit “rank lists” showing their most preferred candidates and programs, respectively. ACPM will then review and contact only those applicants/programs with corresponding first-choice matches. ‘First choice’ candidates for a given program will be defined based on the number of slots a program is offering. For a program with three positions to offer, for example, the top three candidates will be considered first choice candidates. If any of these first choice candidates rank that

program as #1, then the program will be notified by ACPM and allowed to immediately make an early offer to that/those candidate(s) between January 17 and January 19 (5:00 pm Eastern Time). When the identified candidate confirms acceptance of the program's offer, the program should notify ACPM (copying the candidate) so that the slot and applicant can be removed from the SAP. Such notification must be given by no later than 5:00 pm Eastern Time on Friday January 19, 2018. This will make the ensuing process more efficient by preventing other programs from offering positions to these applicants.*

5. On the fourth Monday in January (January 22, 2018) at 12:00pm Eastern Time, programs may begin making offers to remaining candidates of their choice; no offers may be made by participating programs before this date (outside of corresponding first-choice matches). Only one offer may be pending at any given time for each available residency position a program has.
6. Offers should be made by email. Optionally, programs may also contact candidates by phone, text message, or other means.
7. When a candidate accepts an offer, the residency position accepted can no longer be offered to other candidates; and the accepted candidate cannot accept any other offers.
8. When an offer is declined, the program may immediately offer that spot to any candidate who has not yet accepted an offer from another program. Candidates are encouraged to decline offers as quickly as possible once they are certain they will not accept the offer.
9. If a candidate fails to accept or decline an offer within 6 (six) hours of receipt, the program making the offer may (but is not required to) withdraw the offer and immediately offer the position to another candidate.
10. When an offer for a position in a participating program is accepted, the program should immediately report the resident's name and SAP registration number, and the program name to ACPM by emailing SAP@acpm.org; the accepted candidate should be copied on this email. ACPM staff will record the institution, candidate, and date and time at which ACPM was notified on a password-protected web-page accessible by participating program directors. When a candidate accepts an offer, any offer from another program to that candidate is then considered rescinded, and the other program can immediately offer the spot to another eligible candidate.
11. On the fourth Monday in January, ACPM staff will monitor the SAP@acpm.org account continually from 12:00 pm to 8:00 pm Eastern Time. On the following day, ACPM staff will monitor emails to this address continually from 9:00 am to 8:00 pm Eastern Time. Beginning on the fourth Wednesday of January, ACPM staff will monitor emails to this address on an hourly (at most) basis between the hours of 9:00 am and 8:00 pm Eastern Time for five business days. Accepted offers will be posted to the participant-only web

page as soon as they are received by ACPM staff. At the same time, ACPM staff will update the publicly-available web page to reflect any open positions still available within participating programs.

12. During the interview process, programs may express their level of interest in candidates but should not discuss their intentions or plans regarding ranking or making offers.
13. Candidates must understand that a program may rescind an accepted offer a) If the candidate fails to satisfy prerequisite requirements for beginning the residency, including admission to the program's partner school of public health or completion of prerequisite clinical training, b) If the program is unable to fund salary or other expenses related to the position, or c) if the candidate is found to have interviewed with other programs after an acceptance has been registered with ACPM.

Recommended practices for programs

- Email offers to candidates, and request read receipts.
- In addition to emailing offers, call candidates and/or send text messages.
- Once offering has begun, check the SAP website frequently to see if
 - A candidate to whom you are preparing to make an offer has already accepted an offer from another program
 - A candidate to whom you have already made an offer has accepted an offer from another program. If that is the case, your offer is considered withdrawn, and you may immediately offer the spot to another candidate.
- Require candidates accepting offers to demonstrate proof of having withdrawn from NRMP if the candidate's ERAS or other application indicates they are registered for NRMP.

Recommended practices for candidates

- When the SAP begins on January 22, candidates should check their email frequently and make themselves available by phone or text.
- Candidates should use their prepared rank lists to make decisions about offers quickly and optimally.
- Programs should be notified of candidate decisions to accept or decline offers as quickly as possible. In particular, when a candidate has multiple offers, they should decline all but their most preferred program immediately.

Oversight

Oversight of program participation and review of proposed process changes will be provided by the Standardized Acceptance Process (SAP) Task Force for the duration of its existence and, subsequently, by the Chair of the Preventive Medicine Residency Directors' Council or a committee appointed by him or her. Changes to the process will only be made by majority vote

of program directors. To participate in a selection cycle, programs will pay to ACPM \$145 plus \$5 per available residency position that they plan to fill. Fees will be payable online and due by September 29, 2017. Fees will offset the cost of ACPM staff time to administer the online platform for recording acceptances.

** The deidentified full rank lists will be used by ACPM and the SAP Task Force to explore the benefits and feasibility of creating a full “match” system in future years.*