Pennsylvania and Delaware Directors of Training
(PENDELDOT)
Uniform Time Line for Practicum Applications 2019-2020
Greater Philadelphia Area Clinical Graduate Programs and Practicum Sites

PRE-APPLICATION GUIDELINES

Graduate programs agree that DCTs will take responsibility for meeting with their students sometime between November and January to inform them of all the deadlines and rules in this agreement and to discuss their training needs and plans prior to students submitting applications in any given year. Communicate to students that they are asked to follow these guidelines.

Students wishing to participate in the match and their DCT will sign the practicum match agreement letter agreeing not to accept any offers (i.e. from non-participating practicum sites) prior to Match Day.

Practicum sites agree that they will have up-to-date information available about their training programs and various rotations by December 1st of each year, uploaded to the new PENDELDOT APA Directory at [http://pendeldot.apa.org](http://pendeldot.apa.org).

APPLICATION GUIDELINES

Graduate students may not submit practicum applications before December 9th, 2019.

All applications are due by the end of day Tuesday after Martin Luther King Day, January 21, 2020 at 5 p.m. DCTs should encourage their trainees not to wait until the last minute. However, externship sites should not penalize applicants for submitting their materials close to the deadline.

Applicants will use the PENDELDOT APA Directory ([http://pendeldot.apa.org](http://pendeldot.apa.org)) application portal to upload all relevant information. Sites may vary regarding information requested, although most sites request a cover letter, cv, and sometimes a work sample. This must be uploaded to the application portal as ONE pdf document.

Students may withdraw their application from a particulate site at any time, informing both the site and their DCT. Students are encouraged to do so if they are certain they would not accept an offer from that site.

INTERVIEWING GUIDELINES

Practicum sites may start conducting interviews at any time on or after January 21st, 2020. All interviews should be concluded by the end of the day Friday February 28th, 2020.
No offers should be made to students during the interview process, as such early offers incentivize students to try to get earlier interview slots and worry about missing out on available placements, thus increasing anxiety.

This does not preclude normative, enthusiastic and collegial communications about believing the student is a good fit for a slot or program. It simply precludes formal offers.

Students interviewing at any participating sites may not accept any practicum placement offer prior to Match Day, including offers from non-participating sites.

MATCH DAY GUIDELINES

Students are encouraged to negotiate with their current training sites, professors, etc. to maximize their availability on Match Day, particularly during the morning hours.

Match Day will begin on Monday morning, March 2, 2020 at 9:00 a.m., and will end the same day at 5 p.m. Training directors who need to send emails out slightly earlier in the morning (say at 8:30 a.m.) to accommodate other responsibilities, may do so, but students still have until 11 a.m. to respond to those initial offers. Every student who has been interviewed should be notified whether they are getting an offer, are on the waitlist, or are no longer under consideration.

All communications during Match Day between graduate students and practicum sites concerning the acceptance, decline, or hold of an offer should be conducted by e-mail and should cc the trainee’s DCT. Sites should not make phone calls until an offer has been accepted.

Students have a two-hour window in which to respond to the initial round of emails. The reply can be to accept, decline, or hold the offer. Students are encouraged to check the timestamps on their e-mail offers and to check spam and junk mail folders regularly during Match Day.

If a student receives an offer from their ideal site, they are encouraged to accept it as soon as possible and must immediately inform other sites who are still considering them as a candidate that they have accepted another offer.

If a student receives more than one offer but not from their ideal site, the student must put their more preferred site on hold and immediately notify the other sites that they are declining.

During this period, students may hold only ONE offer at a time. That is, students must either decline all subsequent offers within any two hours’ time of receipt, or may put a new offer on hold but immediately decline the site they were holding previously. The only exception to this is that students who are hoping to secure multiple practicum placements may hold the same number of slots that they hope to end up with. For example, a student hoping to obtain two part-time (single day) practica on different days may hold two such offers at a time.

Practicum sites are free to make a next round of offers as soon as they receive any “no” response and still have slots to fill. Again, students have two hours to respond to any fresh offer.

Practicum sites should let applicants who are on their waitlist know when all of their slots have been filled and they are no longer a potential match.
Students should feel free to contact a more preferred site via e-mail to see if they are still under consideration during the process.

The Match Day process will end on March 2, 2020 at 5 p.m. Any outstanding offers that have been made prior to that time will become null and void, giving students, schools and sites time to prepare for Phase II.

**PHASE II GUIDELINES**

Phase II of the Match will begin at 9 a.m. on Wednesday, March 4, 2020. The Match Coordinator will provide access to a link on the PENDELDOT APA sponsored Directory that all practicum sites with unfilled slots may be listed in. Interviews can take place from March 4, 2020 until March 20, 2020. There will then be a Match for Phase II on March 23, 2020 between 9a and 5p. Any students that remain unmatched and any sites with unfilled slots can then engage in a “Clearinghouse” process beginning on March 24th at 9a.

**OTHER GUIDELINES**

We recognize that some practicum sites are small, taking only one student every year or two and generally do not interview multiple candidates. These are often small practice settings with specialized expertise that is a particularly good match for a student’s unique research interests and training needs. Some graduate programs also have “in-house” practicum training with program faculty or external supervisors who are paid to teach a practicum course. Nothing in this consensus statement precludes students from pursuing such opportunities and such small and in-house practicum sites need not be required to participate in this uniform match timeline. However, graduate program DCT’s and students are encouraged to inform such sites about this timeline. As more potential practicum sites become aware of these guidelines, the hope is that they will at least follow the same timeline and at best sign on to the agreement.

Doctoral students who come from schools that do not conform to PENDELDOT may have different application processes and dates; however, PENDELDOT practicum sites are expected to abide by these guidelines. Please feel free to let PENDELDOT Board Members know if this becomes an issue or problems develop with a particular graduate program.

Students should report any offers made prior to the beginning of Match Day or other inappropriate behavior by sites to their school’s DCT, who should feel free to involve the PENDELDOT board in informal resolution proceedings.

Students should be aware that holding multiple offers simultaneously and any other comportment concerns will be reported to the school's DCT.