

## SCATP - Policies for 2019 Practicum Uniform Notification Day

1. Directors of Clinical Training (DCT's) who adhere to the Practicum Uniform Notification Day rules should ensure that all of their students are knowledgeable about and compliant with the following related procedures and policies.
2. DCT's should inform all practicum sites at which students are placed of Uniform Notification Day policies and procedures.
3. Training Sites agree to communicate to students all required days and times of training no later than the date of the interview. If no interview is required, then sites agree to communicate this information to applicants as early as possible, but no later than March 13, 2019. It is expected that students be given this information in written format (email or hardcopy), and if this represents a change from previous information, then the DCT would be informed as well.
4. Training Directors (TD's) should select students for captive sites by February 15, 2019. Any student who is placed in a captive site should immediately notify other sites of their withdrawal of application although it is hoped that interviews for other sites will NOT have taken place before the 4<sup>th</sup> Friday avoiding students and TDs doing interviews for SCATP sites when they are considering a captive position. (**Note:** A captive site is a "non-competitive" site. These are defined as placements in which students from one program do not compete with students from other programs. Instead, the site has an exclusive agreement with a graduate program to place a specified number of students; graduate schools choose students for these sites, and though the site has veto power over these students, it is only rarely executed. Placement at a captive site is binding and assumes that interest in any other site has been withdrawn). TD's are expected to notify all applicants that they have offered positions by **February 15, 2019 by 5pm**. Such notification can occur via phone, email, or in person. TD's are allowed to inform applicants prior to this date.
5. The regular Uniform Practicum Notification Day is the **second Monday in April, beginning at 9:00 a.m. and ending at 11:00a.m.** Agencies are encouraged to begin the process promptly at 9:00 a.m. to assure a smooth flow of the process, but may not begin prior to 9:00 a.m. Students are required to give phone numbers where they can be easily reached during the hours of **Notification Day; 9:00 to 11:00 a.m.**
6. With the exception of informing applicants that they are no longer being considered, neither an agency nor an applicant may reveal choices or ranking before Uniform Notification Day. No practicum offers in any form may be extended by agencies before Notification Day.
7. Applicants must reply to all offers by agencies no later than the closing time on Notification Day.
8. An applicant must respond immediately in one of three ways to an agency's offer: the offer may be accepted, rejected or "held". (Holding an offer means that the student is asking the agency to wait for a final decision because that student is waiting to hear from an agency that is more desirable.) No agency may offer a "held" place to any other student until the hold is released. All holds must be decided on **WITHIN 15 MINUTES**.
9. Applicants may hold no more than one offer at a time. (It is assumed that students will rank their sites prior to Notification Day to help assure a smooth flow on that day.)

10. An applicant may accept only one offer. Once an offer is accepted, a hold, if present, **must** be released immediately. Applicants are to call all other agencies and inform them that they are no longer available.
11. Once agencies have filled all their positions, they are expected to inform all students in their applicant pool via phone or email that their site has completed the process.
12. Training commitments made by both the agency and the student are **BINDING**.
13. At the close of Notification Day (11:00 am) any applicant who has not been placed, and any site that still has openings, may contact each other to facilitate a placement. At this time, all applicants and agencies become *free agents*.

**SCAPTP Dates**

<b>1/25/19</b>	<b>Deadline for captive site applications (recommended)</b>
<b>2/15/19</b>	<b>Captive Site Notification</b>
<b>3/1/19</b>	<b>Deadline for non-captive site applications (recommended)</b>
<b>4/08/19</b>	<b>Uniform Notification Date (SCAPTP)</b>