

Uniform Time Line for Practicum Applications  
Greater Philadelphia Area Clinical Graduate Programs and Practicum Sites  
Revised June 29th, 2016

1. Graduate programs agree that DCTs will take responsibility for meeting with their students sometime between mid-November and mid-December 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.
2. Practicum sites agree that they will have up-to-date information available about their training programs and various rotations by December 1<sup>st</sup> of each year.
3. Graduate students may submit applications for clinical practica only *after* December 15<sup>th</sup>.
4. All applications are *due* by the Tuesday after Martin Luther King Day, which will typically be the third week of January. (January 17<sup>th</sup> in 2017).
5. Practicum sites will have at least one week to consider all the applications and decide whom to interview between the application due date and the first interview. (Until Monday January 23<sup>rd</sup> in 2017). (Practicum sites can certainly take an extra week to review applications if necessary, and try to schedule all interviews in the following four weeks.)
6. Interviews should be held during the following five weeks and should be completed by the end of that time (Friday February 24<sup>th</sup> in 2017).
7. *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.
8. This does *not* preclude normative, enthusiastic and collegial communications about believing the student is a good fit for a slot or a program. It simply precludes formal offers.
9. Practicum sites will then have one week (until Friday March 3<sup>rd</sup> in 2017) to review all the information from the interviews, meet with their faculty and staff, and decide on their rank order lists.
10. Starting on Monday of the following week (March 6<sup>th</sup> in 2017) practicum sites will send out their first round of emails to every candidate (cc'ing the candidates' DCT) between 9 and 11 am. Every candidate will hear either "yes," "no," or "you are still under consideration."
11. Trainees have until 9 am the next morning to *reply* to every offer. The reply can be "Yes," "no," or "hold." Students are bound by the honor system and may only hold ONE offer at a time. (DCTs should help to enforce this.)

12. Practicum sites are free to make a next round of offers as soon as they receive any “no” responses and still have slots to fill.
13. This process continues iteratively until all slots are filled and (hopefully) all trainees have a slot.
14. Trainees should feel free to contact a more preferred slot to see if they are still under consideration during the process. Practicum sites should also let remaining trainees know when all of their slots have been filled and they are no longer taking people off the waitlist.
15. By 4 pm on Thursday (March 9<sup>th</sup> in 2017), if there are still stalemates (e.g. some students are still “holding” an offer from a less preferred placement, while they are simultaneously still on the waitlist of a more preferred placement) training directors at practicum sites will place calls to the DCTs of the relevant graduate programs in an attempt to resolve the stalemates. We are all hopeful that such situations will be rare, and that most rank orders will sort themselves out quickly and cleanly.
16. All decisions must be finalized by 12 noon on Friday of that week (March 10<sup>th</sup> in 2017).
17. We recognize that some practicum sites are very small (take only one student every year or two) and are generally non-competitive (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” practica 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 DCTs and students are encouraged to inform such sites about this timeline. As more potential practicum sites become aware of these guidelines, they are certainly welcome to abide by them.

Participating Practicum Training Sites:

Anderson Cooper Hospital  
Center for Autism Research  
Center for Emotional Health – NJ  
Center for the Treatment and Study of Anxiety (Penn Psychiatry)  
Center for Weight and Eating Disorders (Penn Psychiatry)  
Child & Adolescent OCD, Tic, Trich & Anxiety Group (The COTTAGE – Penn Psychiatry)  
Children’s Hospital of Philadelphia (CHOP)  
Drexel Medical School  
Friends Hospital  
Nemours/Dupont Hospital in Delaware  
University of Pennsylvania Counseling and Psychological Services (CAPS)  
Philadelphia VA

Rowan University Counseling Center  
Temple University Tuttleman Counseling Center

Participating Graduate Programs:

Chestnut Hill College  
University of Delaware  
Drexel University  
Immaculata University  
LaSalle University  
Lehigh University  
Philadelphia College of Osteopathic Medicine  
University of Pennsylvania  
Temple University  
Widener University