
Key Dates for SAP 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Week of October 21, 2019</td>
<td>SAP website will be open. Preventive Medicine residency programs can begin to register and pay.</td>
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<tr>
<td>November 19th 11:00 AM ET</td>
<td>ACPM will host info session for Program Directors</td>
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<tr>
<td>November 21st 11:00 AM ET</td>
<td>ACPM will host info session for Candidates</td>
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<td>December 12</td>
<td>Last day for programs to register and pay to participate in the SAP.</td>
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<td>December 16 – January 10, 2020</td>
<td>Candidates should register <strong>and</strong> submit their rank lists through the ACPM website. It’s a one-step process for candidates. There is no fee.</td>
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<td>January 13 – 5:00 PM ET January 16</td>
<td>Programs submit their rank list through the ACPM website</td>
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<tr>
<td>11:00 AM ET Tuesday January 21</td>
<td>ACPM notifies programs about their first choice match(es)</td>
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<tr>
<td>11:00 AM ET Wednesday January 22</td>
<td>Programs notify ACPM of candidate’s acceptance of offer</td>
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<tr>
<td>Noon ET Wednesday January 22</td>
<td>Programs begin making offers for the remaining slots</td>
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1. **What is the SAP policy?**

In an effort to allow candidates and programs adequate time to interview, and to allow candidates adequate time to receive offers from all interested programs, the General Preventive Medicine/Public Health (GPM/PH) residency directors have designed a Standardized Acceptance Process (SAP) that was implemented for the first time during the 2016-2017 recruiting season. Based on experience and feedback from the first two years of the program’s operation, a series of changes have been made to the program. Key provisions of the 2019 - 2020 SAP are that:
a. Between December 16, 2019 and January 10, 2020, participating candidates must submit rank lists to ACPM (SAP@acpm.org). From this list of registered candidates, between Monday January 13th, 2020 and 5:00 PM Eastern Time on Thursday January 16, 2020, programs must submit rank lists to ACPM. Rank lists will be submitted by candidates and programs via a portal on the ACPM website. These rank lists will be used to identify any mutual 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 by 11:00 am ET on Tuesday January 21, 2020 and the programs will immediately make an early offer to that/those candidate(s). When the identified candidate confirms to the program acceptance of the offer, the program is tasked with notifying ACPM by sending an email to sap@acpm.org (copying the candidate) so that the slot and applicant can be removed from the SAP. Such notification must be given no later than 11:00 AM Eastern Time on Wednesday January 22, 2020.

b. For all remaining open positions and candidates, the earliest date and time at which offers may be extended is Wednesday January 22nd at Noon ET. The SAP offer date for this season is January 22, 2020.

c. Programs must give candidates at least six hours to accept or decline an offer, though candidates are encouraged to do so as early as possible. After six hours, the program may (but is not required to) rescind the offer. The program may also give additional hours, if they choose to. However, they are required to give a minimum of six hours.

d. When a candidate accepts an offer, all other offers to that candidate are considered rescinded.

e. When an offer is declined or rescinded, the program may immediately offer that spot to any candidate who has not yet accepted an offer from another program.

f. A candidate accepting an offer from a participating program may not accept any subsequent offers.
2. **Which types of programs are covered under the SAP?**
The SAP applies to non-military, categorical programs in General Preventive Medicine/Public Health. The term “categorical” here refers to programs that do not combine GPM/PH training with training in another specialty. Programs’ participation is voluntary; around 82.3% of eligible programs have elected to participate during the 2019-2020 recruiting season. The remaining eligible programs choose not to participate because they lack funding, they are not recruiting during the upcoming academic year or they select among candidates within their institutions.

3. **Does SAP involve any aspect of the residency application process?**
No - SAP is strictly a set of rules governing the process of making offers to residency candidates. This process is not connected to the Electronic Residency Application System (ERAS). Applicants should still submit applications through ERAS or any other normal mechanisms as required by the residency programs.

4. **How do I know if a program is participating in the SAP?**
Programs participating in the SAP will be registering on the SAP website between the end of October and middle of December. As programs register, they will be listed on the SAP website. The website was created by ACPM to provide comprehensive information pertaining to the SAP, including the number of positions each participating program plans to offer in January. Once participating programs begin to make offers, this website will be updated frequently to reflect any open positions within participating programs.

5. **If programs are making offers directly to candidates, why am I being asked to submit a rank list?**
Based on experience, a subset of candidates typically receives offers from a substantial number of programs. By allowing some of these candidates to secure a spot in their most preferred program early, less time is wasted by other programs awaiting a negative response from these candidates. This allows for more efficient allocation of spots during the main SAP offer period (beginning January 22, 2020).

6. **If only first-choices of candidates and programs are being ‘matched’ prior to the offer date, why am I being asked to submit a full rank list (i.e. with programs ranked 2 and below)?**
There is significant interest in moving toward a true ‘match’ system administered by ACPM. The real-world data gathered from these rank lists will allow the SAP Task Force to design a match system and simulate its performance before it is actually implemented in future years.
In doing so, no candidate name or contact information will be shared outside of ACPM or the SAP Task Force.

7. **Why doesn’t Preventive Medicine just join the NRMP (National Resident Matching Program) match?**
Preventive Medicine programs are extremely heterogeneous. Because of the non-traditional funding streams which finance many of these programs, the number of available spots can change unpredictably in the months leading up to resident selection. In addition, matriculation into programs is typically contingent on acceptance into partner masters of public health (MPH) programs. Accordingly, a degree of flexibility is desired by most Preventive Medicine programs which the NRMP framework does not accommodate.

8. **What if I am an off-cycle resident? Does this policy apply?**
This process applies only to residency positions beginning June 1 through September 30.

9. **Is there a fee for participation?**
The only fees for participation are paid by participating residency programs. Candidates are not required to pay fees, but must register. Registration is necessary to perform the matching process and allows for more efficient and uniform communication with candidates about the SAP.

10. **How will participating programs know if a candidate has accepted an offer from another participating program?**
Participating programs are to notify ACPM immediately when a candidate accepts their offer for a residency position. Notification is to occur by email, and the candidate accepting the offer should be copied on the email. Once ACPM receives notification, the accepting candidate’s first, middle, and last name will be posted with the appropriate program on a web page accessible only by participating programs. Participating programs are to check this web page before making any offers.

11. **Can I apply to SAP-participating and nonparticipating Preventive Medicine programs?**
Yes.

12. **What if I am applying to programs that participate in the NRMP Match and also to Preventive Medicine programs participating in the SAP?**
If you are enrolled in the NRMP Match, it is a binding commitment following the Match withdrawal date. If you accept an offer during the SAP, you should withdraw from the Match, and the program from which you have accepted an offer will request that you provide
verification that you have done so. If you do not withdraw from the Match and subsequently match to a program in March, you will have violated your Match agreement and run the risk of facing sanctions that would prohibit your continued participation in the Match, as well as in the future.

13. What if my significant other is in the NRMP Match?
It is unfortunately not possible to coordinate a “couple’s match” in this scenario. The current standardized acceptance date for Preventive Medicine is before the NRMP Match rank list deadline. As such, a partner participating in the Match may assemble their rank list according to which Preventive Medicine program their partner has agreed to join. Alternatively, a Preventive Medicine candidate may choose to wait to accept any offer until after the NRMP Match Day; this may of course limit the options for that candidate.

14. What are programs allowed to discuss with candidates?
During the interview process, programs may express their level of interest in candidates, and vice versa. Programs should not discuss their intentions or plans regarding ranking or making offers.

15. Under what circumstances can a program rescind an accepted offer?
Candidates must understand that a program may rescind an accepted offer if: a) 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) the program is unable to fund salary or other expenses related to the position; or c) the candidate is found to have interviewed with other programs after an acceptance has been registered with ACPM.

16. Do military applicants with permission to pursue civilian residency training need to register for the SAP?
No. In mid-December each year, military candidates may receive permission from their respective service branches to accept a residency position in a civilian residency program (‘outplacement’). These candidates must notify the military whether or not they will accept this outplacement around the end of December. Accordingly, civilian programs may offer positions to those military candidates once they receive out-placement permission in mid-December.

17. Recommended practices for candidates
- Beginning January 21, 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.

18. What if I still have questions about the SAP?
Check the SAP website for the full text of the SAP policy and for updated FAQs. A town hall webinar for the applicants will be held on November 21st 2019 at 11:00 AM ET for applicants that will review the details of the SAP and offer participants a chance to pose questions about the process. The webinar will be archived on the SAP website. Schedule details and a link for the archived webinar will be posted on the ACPM SAP website.

If you still have questions, send them to SAP@acpm.org.