



## **2021 Standardized Acceptance Process (SAP) for Public Health/General Preventive Medicine Residency**

This document outlines rules and procedures for programs participating in the Standardized Acceptance Process (SAP). Please note that the SAP for a given year only pertains to positions which are to begin within the next June 1 – September 30 window. The term “categorical” as used below refers to programs that do not combine Public Health/ General Preventive Medicine (PH/GPM) training with training in another specialty.

1. Between October 15<sup>th</sup> and October 21<sup>st</sup>, program directors should send an email to [SAP@acpm.org](mailto:SAP@acpm.org) notifying ACPM about their willingness to take part in the Standardized Acceptance Process to make offers for the upcoming academic year. The program name should be included in the email.
2. Participating programs will register, indicate the number of categorical residency positions they plan to offer, and pay for the SAP through the new SAP website between the week of November 9<sup>th</sup> 2020, and January 8<sup>th</sup>, 2021. Each program will pay a flat registration fee of \$175.00 to ACPM. All categorical positions a participating program plans to offer should be offered through the SAP; it is an “all-in” system.
3. The names of participating programs and the number of categorical residency positions each plans to offer will be posted on a publicly-accessible web page maintained by ACPM. A link to this web page will be placed on the “Residency Programs” section of the ACPM website and shared with program directors through other communication channels. As programs begin to register and pay from the week of November 9<sup>th</sup>, program names will be added to the publicly-accessible SAP web page. The names of programs that have not yet paid but which can demonstrate that payment is in process through their institutions will be added to this web page.
4. 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 programs have registered and paid for their participation, please contact [SAP@acpm.org](mailto:SAP@acpm.org) describing the rationale for the change.

5. Candidates applying to participating programs will be required to register and submit their rank lists for the SAP on the ACPM website between January 11, and February 5<sup>th</sup>, 2021 11:59 PM ET. Rank lists should rank programs which the candidate is willing to enter, beginning with the most preferred. There is no fee for candidates to register or to submit rank lists. 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 February 16, 2021. They will receive information about the SAP at the time of registration and periodically throughout the recruiting season. They will receive a confirmation email confirming their rank list once submitted. This confirmation email will serve as their proof of submission. The candidates will NOT be assigned any registration numbers.
6. Programs can submit their rank lists showing their most preferred candidates beginning Monday, February 8<sup>th</sup>, 2021 through 5:00 PM ET on Thursday, February 11<sup>th</sup>, 2021. Rank lists will be submitted via the ACPM website where the programs can choose from all the candidates who have registered by February 5<sup>th</sup>, 2021 11:59 PM ET.
7. ACPM will then review and contact those programs with corresponding first-choice matches (i.e. the candidate is ranked #1 by the program and the program is ranked #1 by the candidate) by 11:00 AM Eastern Time on Tuesday, February 16<sup>th</sup>, 2021. When the identified candidate confirms acceptance of the offer to the program, the program should notify ACPM by sending an email to [sap@acpm.org](mailto:sap@acpm.org) (copying the candidate) so that the slot and applicant can be removed from the SAP. Such notification must be given by no later than 11:00 AM Eastern Time on Wednesday, February 17<sup>th</sup>, 2021. This will make the ensuing process more efficient by preventing other programs from offering positions to these applicants.\*
8. At the time the first-choice match is determined, ACPM will also review the rank lists of all registered applicants to determine the first choice of all registered applicants. At the time of the first choice match notifications, ACPM will notify each program: 1) of their first choice matches, if any; and 2) whether or not a program has any first choice matches, the name(s) of applicant(s) that have listed the program as their first choice. Should the program elect to offer such applicants (who have ranked the program first) a position, the program may do so during the “first choice match period”.
9. On Wednesday, February 17<sup>th</sup> at Noon ET, 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.
10. Offers should be made by email. Optionally, programs may also contact candidates by phone, text message, or other means.
11. 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.

12. 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.
13. 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.
14. When an offer for a position in a participating program is accepted, the program should immediately report the resident's name, and the program name to ACPM by emailing [SAP@acpm.org](mailto: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 restricted 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.
15. All PH/GPM preventive medicine programs are requested to honor the SAP date and are asked not to make an offer until Noon ET on Tuesday, February 16<sup>th</sup>, 2021. This request is made in the best interest of the applicants so that they can consider all the potential offers and make a decision about their residency program within the same timeframe.
16. On Tuesday, February 16<sup>th</sup>, ACPM staff will monitor the [SAP@acpm.org](mailto:SAP@acpm.org) account continually from 11:00 am to 8:00 pm Eastern Time. From Wednesday, February 17<sup>th</sup> through Friday, February 19<sup>th</sup>, ACPM staff will monitor emails to this address continually from 9:00 am to 8:00 pm Eastern Time. Beginning Monday, February 22<sup>nd</sup>, 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 programs-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.
17. 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.
18. 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 salaries 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 the 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 First Choice Match/SAP begins on February 16<sup>th</sup>, 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 a majority vote of program directors. To participate in a selection cycle, programs will pay \$175.00 to ACPM. Fees will be payable online by credit card or by check. Programs must make every effort to make their payment by January 8<sup>th</sup>. This fee will help to offset the cost associated with maintaining the website and ACPM staff efforts to conduct this process.

*\* The confidential 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.*