

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

This document outlines rules and procedures for programs participating in the SAP. Please note that the SAP for a given year only pertains to positions which are to begin within the next June 1 – August 31 window. The term “categorical” as used below refers to programs that do not combine General Preventive Medicine/Public Health (GPM/PH) training with training in another specialty.

1. Between July 1 and August 31, program directors should send an email to SAP@acpm.org notifying ACPM of the total number of categorical residency positions for which their program plans to make offers for the upcoming academic year. Please be sure to include program name in the email. For 2016, this deadline will be extended until September 30.
2. The names of participating programs and the number of categorical residency positions they plan to offer will be posted on a publicly-accessible web page maintained by ACPM shortly after the August 31 (September 30, 2016) deadline. A link to this web page will be placed on the “Residency Programs” section of the ACPM website. After the deadline, 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 the deadline, please contact SAP@acpm.org describing the rationale for the change.
3. Participating programs should provide candidates with a copy of an information sheet from ACPM describing the SAP. This information can be provided prior to or at the time of the interview in paper and/or digital form. The document will contain ACPM contact information in the event that there are questions related to the process.
4. On the fourth Monday in January (e.g. January 23, 2017) at 12:00pm Eastern Time, programs may make one offer for each available spot in their program to their highest priority candidate(s). No offers may be made before this date. Each candidate receiving an offer on that day will have until noon Eastern Time the following day to accept or decline the offer (but may do so prior to that time), after which time the offer is considered rescinded.
5. 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, even if within the initial 24-hour window. The program may specify any response deadline on or after 12:00 pm ET on the fourth Tuesday in January for this and subsequent offers.
6. A candidate accepting an offer from a participating program may not accept any subsequent offers.
7. When an offer for a position in a participating program is accepted, the program should immediately report the resident’s name (including middle initial) and the program name to ACPM by emailing 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 password-protected 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.

8. On the fourth Monday in January, ACPM staff will monitor the SAP@acpm.org account continually from 12:00 pm to 8:00 pm Eastern Time. On the following day, ACPM staff will monitor emails to this address continually from 9:00 am to 8:00 pm Eastern Time. Beginning on the fourth Wednesday of January, 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 participant-only web page as soon as they are received by ACPM staff. In mid-February, ACPM staff will update the publicly-available web page to reflect any open positions still available within participating programs.
9. 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 salary 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. It is recommended that participating programs include language in resident offer letters that makes clear the last stipulation.

Oversight of program participation, consideration of any challenges to the process, or 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 majority vote of program directors. To participate in a selection cycle, programs will pay to ACPM \$145 plus \$5 per available residency position that they plan to fill. Fees will be payable online and due by August 31 (September 30 for 2016). Fees will offset the cost of ACPM staff time to set up and administer the online platform for recording acceptances. Candidates will not pay a fee.