

**Clinical Psychology
Practicum Application Process Timeline
Training Year 2010-11**

Task List and Order of Events

Tasks/Order of Events	Due Dates	Done	Remarks
<i>November</i>			
Determining readiness to apply (Large Group Common Hour meetings)	TBA - First week of November		
Declaration of Intent – Submit the Practicum Intent To Apply Form to the Training Department	11/12/10		
Preparation for Application Documents: <ul style="list-style-type: none"> • Curriculum vitae • Contact at least 3 professors/professionals, & fill out Request Forms to obtain consent for letters of recommendation <ol style="list-style-type: none"> a. _____ b. _____ c. _____ 	ASAP		
<i>December</i>			
Receive electronic database of general information of sites.	12/6/10		
Review site files for detailed information about sites (application requirements, availability of group experience, and permission of taping, etc. Contact the Training Department at (312) 777.7665 to review files. * Remember to bring printouts of site data pages from the database and your student ID when you go to review the file.	12/13/10 through 1/13/11		
<i>January</i>			
Practicum Fair	1/14/11		
Submit to Training Department <ul style="list-style-type: none"> • <i>The Practicum Placement Request Form</i> with site rank orders • <i>A curriculum vitae</i> • <i>A brief description of clinical goals and interests</i> 	1/17/11		

Tasks/Order of Events	Due Dates	Done	Remarks
Receive the Eligibility Statement (a copy of this letter should be included in each application)	1/28/11		
Receive list of approved sites and work on individually tailored cover letters	1/28/11		
February			
Start mailing out application materials to sites. Be sure that you send out all the required materials in a package. Sites are unlikely to consider incomplete applications.	2/11/11		
M.A. students may accept offers on a rolling basis	2/11/11		
Interviews with sites begin	Mid-February		
March			
Sites should have called to invite applicants for an interview by this date.	3/11/11		
Email Ilene Kastel at ikastel@argosy.edu a list of sites you applied to and from whom you have received interviews. (Look out for a Training Department email regarding this process).	3/26/11		
Practicum Clearinghouse Information Session	Week of 3/22/11 (est.)		
MATCH/NOTIFICATION DAY for Psy.D. Students: 9:00 a.m., students can begin accepting offers.	3/28/11		
Upon matching, email the Training Dept. the name of the site you matched at. If you did not match, email the Training Dept. to place you on the Clearinghouse list.	3/28/11		
ACEPT Clearinghouse Begins for Member Sites. Unmatched students seek positions.	3/28/11		
April to End of August			
Clearinghouse process continues	Through August		
Must send an acceptance letter to the site after you verbally accept the offer	Upon accepting an offer from the site		
Send a copy of the acceptance letter to the Training Department by fax at (312) 777.7747 or e-mail to Esther Martin-Hayes at emartin-hayes@argosy.edu . Also specify your estimated start day in the letter or in the e-mail.	At the same time you send the acceptance letter to the site.		