



CAPIC POLICY: INTERNSHIP OFFERS AND ACCEPTANCES

Revised 6/04

(Adapted from APPIC Policy: 5/91 Revision)

Northern and Southern California: "Uniform Notification Day" will be held on the first Monday of April between the hours of 8:30 a.m. - 12:00 p.m. Pacific Daylight Time.

1. Every reasonable effort will be taken to make these policies known to all students applying to internship programs that have expressly agreed to adhere to these guidelines, and to all others affected by these policies.
2. Internship program directors must inform applicants who are excluded from consideration as early as possible in the process, and no later than one week before Uniform Notification Day.
 - a. Students who remain under consideration may be notified that they remain under consideration after others have been excluded.
 - b. No other information (such as agency's ranking of the applicant, status as alternate/first choice, etc.) may be communicated to applicants prior to Uniform Notification Day.
3. No internship offers in any form may be extended by agencies before the beginning of Uniform Notification Day.
 - a. The only information that agencies may communicate to applicants prior to this time is whether or not the applicant remains under consideration for admission (see item 2). The spirit of this item precludes any communication of an applicant's status prior to the time above, however "veiled" or indirect such communication might be.
 - b. "Alternates" may be fully informed of their status any time after the start of Uniform Notification Day. Applicants may not be told whether they are considered alternates or first choices prior to that time.
 - c. Internship programs may not solicit information regarding an applicant's ranking of programs or his/her intention to accept or decline an offer of admission until after that offer is officially tendered.
 - d. Offers and acceptances rendered prior to Uniform Notification Day are not binding and are considered void.
4. Internship agencies may not extend more offers than there are available training positions during or after Uniform Notification Day. Only when a specific training position offer is rejected by an applicant, is it then available to be offered to another applicant.
 - a. Agency representatives may not make more than one offer for any given training position available.
 - b. The maximum number of training positions should be determined prior to Uniform Notification Day and remain consistent with the current CAPIC listing, not decided or changed on the basis of the results of offers and acceptances.
 - c. The agency must be prepared to provide equal support (e.g., funding, benefits, supervision) to each applicant accepted through Uniform Notification Day unless otherwise specified by the agency in writing prior to Uniform Notification Day.

5. Offers to applicants cannot be received by telephone answering machines or automated services. Applicants must receive offers person-to-person.
 - a. Applicants are responsible for insuring that the agencies where they are being considered have the telephone number where the applicant can be directly reached on Uniform Notification Day.
 - b. Offers are null and void when left on telephone answering machines and applicants may not hold an offer received by an answering machine or automated service.
 - c. Applicants who receive a person-to-person offer are permitted to leave a message with their response to that offer at the appointed agency telephone number if when they call that number they are directed to a voice mail or automated telephone answering mechanism.
6. Applicants must reply to all offers no later than the closing time on Uniform Notification Day.
 - a. This deadline applies to all offers, including those to applicants who are initially considered "alternates" and are subsequently extended an offer any time prior to end of Uniform Notification Day.
 - b. Agencies may inquire as to the applicant's progress towards making a decision at any time after an offer is formally extended. Under no circumstances, however, may an agency implicitly or explicitly threaten to rescind an offer if a decision is not made prior to the end of Uniform Notification Day (except as noted in item 6.)
 - c. It is in everyone's best interest that applicants make and communicate decisions to accept or reject each offer as quickly as possible.
 - d. Any offer that has not been accepted is void as of the ending hour of Uniform Notification Day.
7. An applicant must respond immediately to each offer tendered in one of three ways. The offer may be accepted, rejected, or "held."
 - a. Accepting the offer constitutes a binding agreement between applicant and internship program.
 - b. Rejecting the offer terminates all obligations on either side and frees the internship program to offer the position to another applicant.
 - c. Holding the offer means that the offer remains valid until the applicant notifies the program of rejection or acceptance, or until the end of Uniform Notification Day.
8. Applicants may "hold" no more than one active offer at a time and must remain available by telephone while an offer is being held.
 - a. If an applicant is holding an offer from one program and receives an offer from a more-preferred program, s/he may accept or "hold" the second offer provided that the less-preferred program is notified immediately that the applicant is rejecting the previously held offer.
 - b. If a program confirms that the applicant is holding more than one offer, the program is free to withdraw their previously tendered offer of acceptance, and to offer that position to another applicant after the offending applicant is notified of that decision.
 - c. When an applicant is holding an offer s/he must remain available by telephone with the program that has made the offer. Each agency may make follow-up telephone calls to the student who is holding an offer during the uniform notification process. If an agency has been unable for more than one hour to make person-to-person telephone contact with an applicant holding an offer, the program is permitted to withdraw the offer of acceptance, and to offer that position to another applicant. The program must maintain written documentation of the effort to contact the applicant and is strongly encouraged to contact the CAPIC office immediately regarding the inaccessibility of the student and the agency decision to rescind an offer.

9. An offer of acceptance to an applicant is valid only if the applicant has not already accepted an offer of admission to another program.
 - a. An applicant's verbal acceptance of an offer constitutes a binding agreement between the applicant and the program that may not be reversed unilaterally by either party.
 - b. Before programs extend an offer, they must first explicitly inquire whether the applicant has already accepted an offer elsewhere. If so, no offer may be tendered.
 - c. A program may in no way suggest that an applicant renege on previously accepted offers.
 - d. If an applicant who has accepted an offer receives a second offer, s/he is obligated to refuse the second offer and inform the agency that s/he is already committed elsewhere.
 - e. Any offer accepted subsequent to a prior commitment is automatically null and void, even if the offering party is unaware of the prior acceptance and commitment.
10. When an applicant accepts an offer of admission, s/he is urged to immediately inform all other internship programs at which s/he is still under consideration that s/he is no longer available.
11. Applicants who have not accepted a position prior to the end of Uniform Notification Day may receive offers of admission after that deadline.
 - a. Applicants should be prepared to accept or reject such late offers quickly, since most other deliberations should have already taken place.
 - b. Programs may legitimately place short but reasonable deadlines for responses to such late offers.
12. Once a program has filled all available positions, all candidates remaining in their applicant pool must be notified that they are no longer under consideration.
 - a. Applicants who have not notified the agency that they have accepted a position elsewhere and who have not been selected by the agency should be notified by phone as soon as all positions are filled.
 - b. If an applicant cannot be reached by phone, s/he should be notified by letter postmarked no later than 72 hours after the end of Uniform Notification Day.
13. Internship training directors should document their verbal agreement regarding acceptances with each applicant in a letter which should be available at the agency no later than one week following the end of Uniform Notification Day.
14. Applicants who receive offers which do not comply with these policies or who in other ways detect violations of these policies by a CAPIC member program are urged to request compliance with CAPIC policies from the program representative.
 - a. An applicant should immediately report any problems unresolved after such request to his/her academic program director.
 - b. Academic program directors who learn of such violations are urged to request compliance. If a request for compliance has been made and problems are unresolved, the academic program director is urged to contact the Executive Director of CAPIC.
 - c. Such compliance problems should be resolved through consultation among applicant, internship program, and academic training director whenever possible.
15. Internship directors who become aware of violations of policies on the part of students, academic training directors, or other internship directors are urged to immediately request compliance to the policies.

- a. Internship directors are urged to contact the Executive Director of CAPIC immediately regarding problems that remain unresolved after such a request for compliance.
- b. Internship program directors who become aware of violations of these policies by other internship programs should urge the applicant and academic training directors involved to follow the procedures outlined above, and/or to directly contact the other internship director. If a request for compliance has been made and problems are unresolved, the internship program director is urged to contact the Executive Director of CAPIC.
- c. Such compliance problems should be resolved through consultation among applicant, internship programs, and academic training director whenever possible.