

Guide for Clinical Preceptors: Admissions Process

September	Early September (after Labor Day): applications open Before late September: those applicants seeking a NEW affiliation agreement must apply before September 30.
October/November	Anne Marie will send out an email to all internship sites asking if they intend to participate in the upcoming admissions cycle.
January	Early January: application deadline Late January: Program Officials review applications for selection of those eligible to interview (Phase I). <ul style="list-style-type: none"> Anne Marie will notify internship sites of the timeline for applicants to schedule interviews with their site.
Late January/Early February	Pete will notify the eligible applicants to schedule interviews. Eligible applicants are given the list of clinical sites with the contact information. <ul style="list-style-type: none"> Sites must contact Pete prior to an interview to obtain the application materials from a secured folder for each interviewee.¹ Scheduling of interviews will take place over a 5-day window. This ensures the internship sites can efficiently schedule after <u>all</u> applicants have contacted them and sites have selected specific dates/times when their committee is available.
February	<ul style="list-style-type: none"> Interviews will take place during the month of February – IN PERSON (Phase II).² A deadline for final interview completion will be conveyed to applicants and internship sites.
Early March	Program officials will receive all rankings from applicants and internship sites, complete the matches, and notify sites/students. <ul style="list-style-type: none"> Final decisions will be communicated to internship sites first and then followed with letters to the applicants thereafter.³

- We will use a secured system to exchange admissions documents with the internship sites. This means the preceptor will be invited to the secured storage location to collect and/or send the following documents: List of applicants & applications for those interviewing at your site; Final individual ranking documents and comprehensive ranking spreadsheet for the site.
- Due to the nature of our distant learning program, students may choose to interview at various locations throughout the U.S. The month of February is designated for interviewing as some interviewees will need to make travel arrangements.
- Do not communicate with applicants specifically about acceptance and/or rejection. Direct those requests to Pete in admissions. Why? Because we have feedback from ALL SITES about how an applicant did during interviews. We also have program officials notes about the strength/weakness of their application as well as comments and rankings from ALL SITES. Therefore, if someone was rejected, we are the ones who need to provide a comprehensive summary on what they can do to improve their application next admissions cycle.
 - This is why it is so important to include notes on the interview rankings or final summary for program officials.
 - Do not include notes such as '*does not have a RTT background*' as we accept both types of students and there should no bias during interviews. If you don't feel they know enough about medical dosimetry, simply state that and provide a suggestion on how they could improve next admissions cycle.