

SCAPTP Practicum Match

General Student Instructions for Participation

The Basics:

1. Use the SCAPTP Directory to select Sites to apply to
2. Register for the SCAPTP Match after you receive your invitation
3. Build your site list
4. Add tracks to your Rank List
5. Finalize your Rank List order before the SCAPTP Ranking Deadline
6. Wait for SCAPTP Match Day

Full details:

1. Use the SCAPTP Directory to select sites to apply to

- **Your DCT can provide you with a login** to browse the SCAPTP Directory
 - ◆ This gives you access before you have a personal PracticumFit Account.
 - ◆ Your directory view will be filtered to sites your school has approved for you.
- **Apply to sites** using the information provided in the directory.
 - ◆ Coordinate with your DCT about any specific procedures or requirements you need to follow in choosing sites to apply for.
 - ◆ Most sites use the standard SCAPTP application deadline, but there are some exceptions! Check each site's directory profile to be sure.
- **Interview with sites you applied to.** Please note:
 - ◆ **You are NOT PERMITTED TO DISCUSS RANKING INTENTIONS with any sites before the match.**
 - ◆ **Sites should not be discussing their ranking intentions with you,** or asking you for information about how you plan to rank them.

2. Register for the SCAPTP Match

- **Your Director of Clinical Training will send you an emailed invitation** to register for the SCAPTP Match on PracticumFit.com.
 - ◆ This will happen in January or February, depending on your school.
- **Follow the instructions in the email** sent to you from PracticumFit.
 - ◆ Invitation emails come from welcome@practicumfit.com.
- **Use the same email address** on your application materials and for match registration.
 - ◆ Agencies often look up students in the system by email address.
 - ◆ Agencies may not be able to find unregistered students on PracticumFit.
 - Many sites use PracticumFit to keep track of their applicants.
 - Waiting a long time to register means it can be hard for sites to keep track of unregistered applicants.
- **Cost is \$50** to participate in this year's SCAPTP match cycle.
 - ◆ Note that this fee is non-refundable once paid.
- **For more detailed instructions, click here:** [Instructions for Registering Your PracticumFit Account](#)

3. Build your Site List

- **For detailed instructions, click here:** [Instructions for Building Site List](#)
- **You can apply to as many sites as you wish** in this year's match.
 - ◆ Please note that this may change in future years.
 - ◆ SCAPTP does not mandate a minimum number of sites, but be aware that students who apply to very few sites may seriously impact their chances of matching.

3. Add Tracks to your Rank List

- **For detailed instructions, click here:** [Instructions for Selecting Tracks](#)
- **Make sure you and the site are in agreement about the tracks you are applying to.**
 - ◆ If a site has more than one track, and you rank one of its tracks, but it only ranks you in a different track, then *there will be no possible way for you to match to the site!*

4. Rank your selected tracks:

- For detailed instructions, click here: [Instructions for Ranking Tracks](#)
- **Once you rank your tracks, print a copy, or save a screenshot**, and if you have completed your rankings early, double check them before the final deadline.
- **You can update your rank list as many times as you wish, until the ranking deadline**
 - ◆ The ranking deadline is posted on SCAPTP.org and on PracticumFit.
 - ◆ Once the ranking deadline has passed, you will not be able to make any more changes to your rank list.
- **Inform your DCT and PracticumFit if you need to withdraw from the Match!**
 - ◆ If after the application and interview process you do not have any tracks that you can rank, please contact your Field Placement Office.
 - ◆ **If for any reason you do not wish to participate in the SCAPTP Match after registering, you must formally Withdraw from the Match.**

Frequently Asked Questions about Ranking

- **Q: Which sites should I rank?**
 - ◆ A: Rank every single site you would be willing to work at, in the order of your honest preference.
 - If, after interviewing at a site, you know that in no way would you ever consider going to that site, do not rank it.
 - Otherwise, you should rank all sites where you interviewed in order to give yourself the best chance to match.
- **Q: Can I tell the site how I plan to rank them? Can I ask how they plan to rank me?**
 - ◆ A: No! Sites and students are not permitted to discuss ranking intentions, unless it is to inform the other that they will not be ranked at all.
 - ◆ **Do not tell a site how you plan to rank them.**
 - If a site asks you for this information, please let your DCT know.
 - It is ok to tell the site...
 - ...you'd be very excited to work for them or you plan to rank them.
 - ...you will not be ranking them.
 - ◆ **Sites should not be discussing their ranking intentions with you.**
 - If a site tells you they plan to rank you #1, they are violating match policy.

- It is ok for the site to say...
 - ◆ ...they would be very excited to work with you and that they plan to rank you.
 - ◆ ...they will not be ranking you.
- **Discussing ranking intentions before the match is a violation of SCAPTP Match Policy.**

5. Match Day!!

- Match Day for each year is posted on SCAPTP's website and in PracticumFit.
- Match results will be emailed around 8am on the SCAPTP match day.
- You can also log in to PracticumFit to see your results starting at 8am.

Please note: The Match results are Final and students must abide by them. When you rank a track, you are agreeing to go to that site if you match. It is recommended to only rank a site if you are willing to go there.

More info:

- Some helpful SCAPTP documents:
<https://scaptp.org/resources/helpful-scaptp-documents/>
- SCAPTP Match Policy:
<https://scaptp.files.wordpress.com/2020/10/scaptp-bylaws-12-1-14.pdf>
- A little video about how the match algorithm works; this was made for the National Matching Services, who works with APPIC, but the logic is the same as for the algorithm used by PracticumFit: <https://youtu.be/ywzYRo1Ylv4>
- Wiki article on how the match algorithm works:
https://en.wikipedia.org/wiki/National_Resident_Matching_Program#Matching_algorithm
- A very mathematical description of how the match algorithm works:
<http://www.eecs.harvard.edu/cs286r/courses/fall09/papers/roth.pdf>