

## 2018 -2019 BAY AREA PRACTICUM INFORMATION COLLABORATIVE (BAPIC) MATCH POLICY

In the BAPIC electronic match process, students and agencies review materials and conduct interviews, then rank each other in order of preference. A computer algorithm then matches students and agencies based on their respective rank order lists. PracticumFit has been selected by BAPIC to execute the electronic match process. PracticumFit's match system uses the Gale-Shapley matching algorithm, a proven algorithm that is also used for the APPIC and CAPIC internship match processes. This electronic match algorithm provides a process that is fair for students and agencies and more organized and efficient than the phone system previously used by BAPIC.

The following procedures and policies must be adhered to by all participating BAPIC doctoral programs, practicum agencies, and students. Please read the policies and procedure carefully so that the process can run effectively to serve the needs of all involved. Note that these policies and procedures are similar to those used by APPIC and CAPIC.

### **IMPORTANT MATCH DATES**

**Submission of Rank Order Lists:** Rank order lists must be submitted by practicum site administrators and students by 11:59 PM on Wednesday, April 3, 2019. Site administrators must finalize the number of openings for each track by this deadline.

**Match Results:** Match results will be sent out by email to all doctoral programs, practicum site administrators, and students on Wednesday, April 10, 2019.

### **RANKING AND MATCH POLICIES**

#### **1. Communication Between Students and Agencies**

Students and practicum agencies may express interest in working together in practicum during the application and interview process. **For agencies with multiple tracks**, clear communication is vital to ensure successful matches. In these cases, **students and agencies must communicate the track or tracks for which the student wishes to be considered, and the track or tracks for which the agency believes a student would be suitable. But they may not disclose ranking order beyond that.**

Throughout the course of these discussions, neither students nor agencies are allowed to disclose or discuss their intended rank order lists:

- a. Agencies may not communicate their ranking intentions to applicants or request that any applicant state how any agency will be ranked on the applicant's rank order list.
- b. Similarly, applicants may not communicate their ranking intentions to agencies or request information on how any participating agency intends to rank any applicant.

This policy protects the decisions of both students and agencies and ensures the fairness and effectiveness of the matching process. Offers and acceptances rendered prior to Practicum Notification Day are not binding.

#### **2. Notifications for Students No Longer Under Consideration**

Students who are no longer under consideration by an agency (i.e., who will not be included in a rank order list for a given track) should be notified of this decision as soon as possible to give them ample time to reconsider their ranking decisions.

- a. Practicum site administrators should inform applicants who are no longer under consideration by phone, e-mail or letter as early as possible, no later than Wednesday, March 27, 2019. If a site administrator represents multiple sites and/or tracks, this

notification should clearly state the site(s) and/or track(s) for which the applicant is no longer under consideration.

- b. Practicum site administrators may also choose to notify students who remain under consideration by phone, e-mail or letter. If the site administrator represents multiple sites and/or tracks, this notification should clearly state the site(s) and/or track(s) for which the student is under consideration.

### **3. Results of the Electronic Match are Binding for All Parties**

PracticumFit match results constitute binding agreements between doctoral programs, applicants, and practicum sites that may not be reversed without consent from all three parties.

### **4. Clearinghouse Policies**

After Practicum Notification Day, applicants who have not been placed and sites that have openings may participate in the BAPIC Clearinghouse. BAPIC Clearinghouse begins at 11:00 AM on April 15, 2019.

- a. Sites with openings after Practicum Notification Day who do not wish to participate in Clearinghouse will need to notify BAPIC. Instructions for notification will be sent out in advance by email.
- b. Practicum offers may be extended by agencies for openings listed in Clearinghouse when BAPIC Clearinghouse begins.
- c. Students in Clearinghouse must wait until Clearinghouse begins before soliciting or accepting a practicum position.
- d. Clearinghouse is not computerized and no ranking lists or match algorithm are required in order for a match. Lists of open positions will be sent out to students via email by each doctoral program. Students will send out applications by mail or email to agencies with open positions. Agencies will contact students, then conduct interviews and make offers to eligible students.
- e. The Clearinghouse process is ongoing until all positions are filled.
- f. Verbal agreements between agencies and students during Clearinghouse are considered binding agreements.

### **5. PracticumFit Considerations for Practicum Site Administrators**

- a. Site administrators are asked to finalize track information early. Changes made close to the ranking deadline may cause confusion for applicants, which could reduce the chances of a successful match.
- b. Practicum agencies may not list more openings in PracticumFit than there are available training positions. Site administrators must ensure that each track associated with their site reflects an accurate number of openings by no later than 11:59 PM on Wednesday, April 3, 2019. Failure to accurately represent the number of openings could result in an incorrect number of applicants matching with a given practicum site or track.
- c. The practicum agency must be prepared to provide equal support (e.g., training, supervision, or any funding and benefits, as was previously described in BAPIC profile) to every applicant matched to that site on Practicum Notification Day unless otherwise specified by the agency in writing prior to Practicum Notification Day.

### **6. Honoring the BAPIC Match Policies and Resolving Problems**

All applicants, practicum agencies and doctoral programs within BAPIC agree to comply with these policies and to show good faith in honoring these policies for the benefit and fairness of the process.

- a. Students who receive offers that do not comply with these policies or who in other ways become aware of violations of these policies are urged to immediately report the violation to his/her doctoral program director.

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- b. Practicum site administrators who become aware of violations of policies on the part of a student, doctoral program, or other practicum site are urged to immediately request compliance to the policies.
- c. Doctoral program directors who become aware of violations of policies on the part of a student, practicum site, or other doctoral program are urged to immediately request compliance to the policies.
- d. All compliance problems should be resolved through consultation between an applicant, practicum program, and doctoral program director whenever possible. APA guidelines on resolving differences should be fully adhered to. Repeated problems that are not able to be resolved should be reported to the BAPIC Board representatives.

We ask that students, agencies and schools work together to ensure that this BAPIC match process is fair, efficient and professional for everyone involved.