Guidance for Applicants to Submit Rank List

This guidance will be available on the SAP Applicant's webpage:
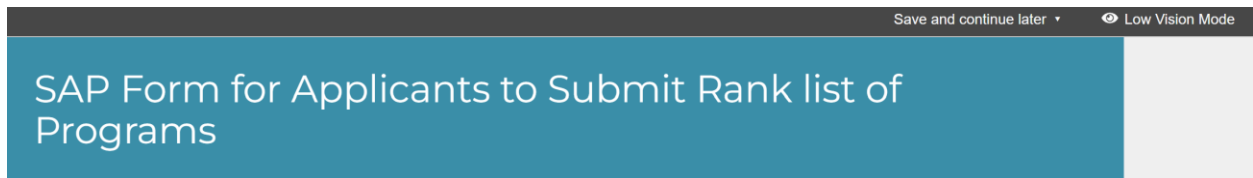**https://www.acpm.org/SAP/SAP-Applicants**
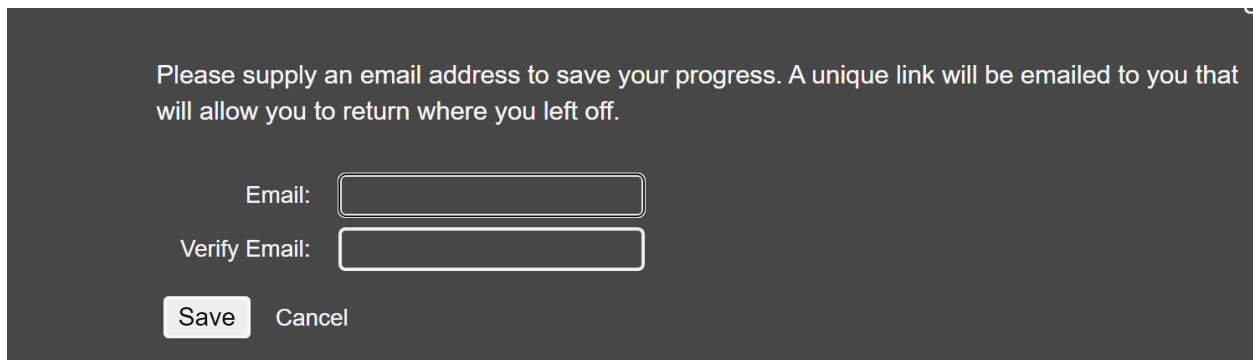
2023-2024 SAP Policy

PLEASE NOTE:

1. **SAP registration and submission of rank list are two separate steps.**
   a. **Even if you are registered for the SAP, you must follow the steps below to submit your rank list.**
2. **Applicants are required to submit their rank list between January 17 at 11:00 AM ET and January 23, 11:59 PM ET.**
3. **Each applicant can have only one rank list.**
   a. If you submit a rank list more than once, **ACPM will consider your latest rank list submission as the final rank list.**
   b. **Your rank list will not be shared with the programs. Only the ACPM staff and the Program/Applicant Pairing Team will have access to your rank list.**
4. There is no payment required to submit the rank list.
5. Applicants should submit the rank list by following the steps outlined below. **Do not email the rank list to ACPM.**
   a. If the rank list is not submitted through the SAP webpage, it will not be considered.
6. **WITHDDRAWAL FROM THE SAP**: If you wish to withdraw from the SAP, **the deadline is January 23, 11:59 PM ET**. Please send an email by this deadline to sap@acpm.org to withdraw from the SAP.
7. The SAP is an internal pairing/matching service.
   a. This process is NOT connected to ERAS.
   b. ERAS is a residency application service that all candidates still must complete for programs that require it in addition to any other application service that the programs may require.
8. The rank list form (please follow the steps below to access it) will include a dropdown menu of all the Public Health/General Preventive Medicine (PH/GPM) programs that have agreed to participate in the Standardized Acceptance Process. A list of programs participating in the SAP is available here. **This list will be final as of January 12, 2023, 11:59 PM ET.** You will only be able to choose among the programs that are participating in the SAP. You will not be able to enter any program's name that is not participating in the SAP.

9. **HOW TO SUBMIT A RANK LIST (**between January 17 at 11:00 AM ET and January 23, 11:59 PM ET.**)**
1. Visit: https://www.acpm.org/SAP/sap-applicants
2. Take a few minutes to review the page
3. Scroll to the bottom of the page
4. Click on 'Terms of Agreement'
   a. Review the entire page. (This is the Terms of Agreement that you reviewed and agreed to when you registered for the SAP)
      i. Scroll to the bottom of the page and click 'I agree and would like to proceed'
5. You will be brought to the rank list submission page (Note: This is the same page as the SAP registration. The rank list submission form will be available ONLY FROM 11:00 AM ET on Wednesday January 17 until 11:59 PM ET on January 23).
6. **You do not have to login into ACPM or set up any password to access the rank list submission form. The form should be visible to you without any login.**
7. Once you begin the submission form and move to page 2, you will have the ability to save and continue, as indicated below in the screen shot

Save and continue later ▾   👁 Low Vision Mode

SAP Form for Applicants to Submit Rank list of Programs

8. Once you click on 'Save & continue later,' you will see the screenshot below:

Please supply an email address to save your progress. A unique link will be emailed to you that will allow you to return where you left off.

Email: [   ]
Verify Email: [   ]
Save   Cancel

9. Enter your email address where you will receive a unique link should you choose to save and continue the rank list submission later
10. Once you submit the rank list, you should receive a confirmation email from **The American College of Preventive Medicine (SAP) (noreply@alchemer.com)**. **This is your proof of submission**
11. ACPM SAP will also receive a copy of your submission

12. If you do not receive a confirmation email, please check your junk/spam folder prior to contacting sap@acpm.org

CHOOSING THE PROPER TRACK/CHOOSING MORE THAN ONE TRACK WITHIN EACH PROGRAM

Definition of tracks:

- **Categorical 2-year, OFFERING an MPH (Residency program includes MPH) (Available for applicants who do or do not already have an MPH or equivalent degree. For those who do not have the degree, this program will provide the degree)**
- **Categorical 2-year, NOT offering an MPH (Residency program will not include MPH) (Applicants must already have MPH or equivalent degree, and will NOT have the opportunity to pursue one as part of this training track.)**
- **Advanced Standing ONE YEAR program**
  Applicant meets ACGME criteria for advanced placement into a one-year training track; at invitation of program director for the 2024 appointment year
- **HRSA Maternal Health**
  Applicant meets HRSA Maternal Health criteria; at invitation of program director

13. As listed in the SAP database for Applicants,

a. **Categorical 2-year, OFFERING an MPH (Residency program includes MPH) (Available for applicants who do or do not already have an MPH or equivalent degree. For those who do not have the degree, this program will provide the degree)**
   i. Most of the participating programs have "categorical" training slots that offer their residents MPH (or equivalent) training during residency, and where applicants may apply whether or not they possess a prior MPH (or equivalent) degree.

A few programs have training slots with specific, additional prerequisite requirements, and as such, these programs have a separate 'track' for each set of such training slots. Only applicants that meet these additional prerequisite requirements should apply for these tracks. **IT IS UP TO THE PROGRAMS TO EXPLAIN (AND CRITICAL FOR YOU AS THE APPLICANT TO UNDERSTAND) WHICH TRACK OR TRACKS YOU MAY QUALIFY FOR, AND THEREFORE WHICH TRACK OR TRACKS TO WHICH YOU SHOULD (OR SHOULD NOT) APPLY. THE SUBMISSION OF AN INCORRECT RANK LIST BY AN APPLICANT (OR A PROGRAM) WILL NOT BE A VALID BASIS FOR CHALLENGING THE ACPM-SAP FINAL PAIRING RESULTS.** These types of tracks include:

b. **Categorical 2-year, NOT offering an MPH (Residency program will not include MPH) (Applicants must already have MPH or equivalent degree and will NOT have the opportunity to pursue one as part of this training track.)**
   i. Slots for which applicants must have prior MPH or equivalent degree in order to apply - denoted as a **Categorical 2-year, NOT offering an MPH** in the database. This track does NOT have funding for MPH tuition, and

therefore are only open to applicants who already have an MPH (or equivalent) degree. If you do not have an MPH (or equivalent) degree, the program is not likely to rank you in this track. Therefore, **if you do not have an MPH (or equivalent) degree, and you inadvertently rank this track instead of the "categorical" track (which has MPH funding, and offers the MPH or equivalent degree as part of its training), this mistake could cause you to not match into this program, even if the program has ranked you in their (separate) rank list for their "categorical" slot(s). The ACPM-SAP is not able to monitor (and will not correct for) applicants applying for tracks for which they do not qualify**, because the SAP algorithm treats the various tracks of a program as if they are completely distinct and does not "cross-reference" your incorrect ranking of a track that you do not qualify for into one that you do. Therefore, **if you are ranking a program with multiple tracks, it is critical that you understand what the tracks mean, and rank the correct track or tracks, and only tracks for which you qualify.**

c. **Advanced Standing ONE YEAR program**
   Applicant meets ACGME criteria for advanced placement into a one-year training track; at invitation of program director for the 2024 appointment year.

   i. Slots for which applicants must meet the ACGME (not ABPM) criteria for placement with advanced standing into the second year of residency training in Public Health & General Preventive Medicine. Slots for this track which are specifically denoted as **Advanced Standing ONE YEAR Program** require residents to have completed enough requirements prior to enrolling in the residency program, such that only ONE (1) year of training would be required for them to complete the residency program (as outlined by the ACGME, not the ABPM). The residency program(s) that you applied to or interviewed with should have explained the prerequisites for this track. Therefore, **if you do not have the required prerequisites and you inadvertently rank this track (for which you do not qualify) instead of the "categorical" track (which does not have the same prerequisite training requirements), this mistake could cause you to not match into this program, even if the program has ranked you in their (separate) rank list for their "categorical" slot(s), for which you might have qualified. The ACPM-SAP is not able to monitor (and will not correct for) applicants applying for tracks for which they do not qualify**, because the SAP algorithm treats the various tracks of a program as if they are completely distinct and does not "cross-reference" your incorrect ranking of a track that you do not qualify for into one that you do. Therefore, **if you are ranking a program with multiple tracks, it is**

critical that you understand what the tracks mean, and rank the correct track or tracks, and only tracks for which you qualify.

    d. **HRSA Maternal Health**
    Applicant meets HRSA Maternal Health criteria; at invitation of program director

        i. Slots specifically for this track denoted as **HRSA Maternal Health in the database**. The requirements for these tracks are dictated by a specific HRSA (U.S. Health Resources and Services Administration) funding grant, which typically includes completion of a residency program prior to matriculation into the Preventive Medicine program, the specific details of which should be explained to you by the SAP-participating residency program to which you have applied. Therefore, **if you do not have the prerequisite training required by the HRSA grant funding (which should be explained to you by the PM program), and you inadvertently rank this track instead of the "categorical" track (which does not have the same prerequisite training requirements), this mistake could cause you to not match into this program, even if the program has ranked you in their (separate) rank list for their "categorical" slot(s). The ACPM-SAP is not able to monitor (and will not correct for) applicants applying for tracks for which they do not qualify**, because the SAP algorithm treats the various tracks of a program as if they are completely distinct and does not "cross-reference" your incorrect ranking of a track that you do not qualify for into one that you do. Therefore, **if you are ranking a program with multiple tracks, it is critical that you understand what the tracks mean, and rank the correct track or tracks, and only tracks for which you qualify.**

14. All programs will be listed in the following format within the drop-down menu of the rank list submission form. If any of the programs has more than one track, they will be listed more than once with the appropriate track name and an explanation as follows:
    - **NAME OF THE RESIDENCY PROGRAM – Categorical 2-Year OFFERING AN MPH (Residency Program will include MPH or equivalent degree)**
    - **NAME OF THE RESIDENCY PROGRAM – Categorical 2-Year NOT OFFERING AN MPH (Applicants MUST already have MPH or equivalent degree)**
    - **NAME OF THE RESIDENCY PROGRAM – Advanced Standing ONE YEAR PROGRAM**
    - **NAME OF THE RESIDENCY PROGRAM – HRSA Maternal Health**

15. **Applicants are responsible for choosing the appropriate programs/tracks based on any prior requirements stipulated by the program.**

16. **ACPM will NOT provide any guidance or clarification on how applicants should rank their preferred programs and/or tracks.**

      a. Please note that you are free to rank programs where you have not interviewed but it is unlikely for you to be paired/matched with a program where you have not had an interview

RELEASING UNPAIRED APPLICANTS
- Within the rank list submission form, we will seek your permission to release your name and contact information to all those programs who have slots available after the Program/Applicant Pairing has been completed, if you go unpaired/unmatched.
- Similarly, we will also be seeking the program's permission to release the list of unfilled slots to all the applicants who remain unpaired after the Program/Application Pairing has been completed, if the program goes unfilled.

NEXT STEPS

- After the applicants submit their rank list, programs will submit their rank list between January 24 -25. and ACPM will conduct the Applicant/Program Pairing between January 29 and February 2.
- The detailed timeline for the remaining SAP is available here and within the **SAP Policy**

QUESTIONS

- If you have any additional clarifications, please email SAP@acpm.org.