



American College of Preventive Medicine  
physicians dedicated to prevention

### **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>

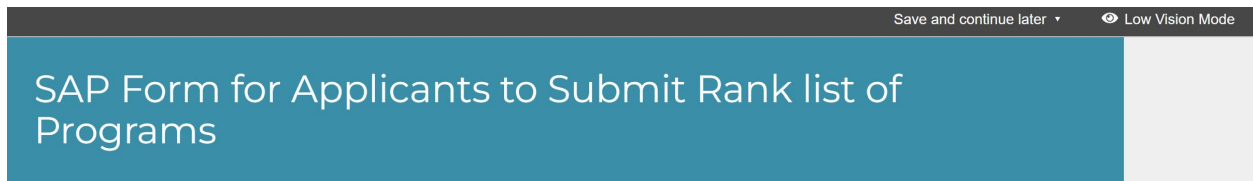
#### **PLEASE NOTE:**

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 Monday January 24, 2022, and Friday January 28, 2022, at 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. 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.
7. 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](#). 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.**

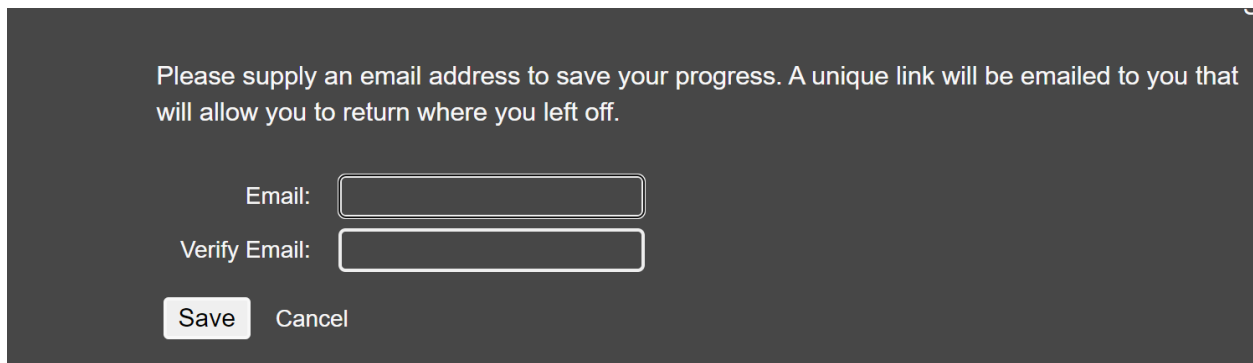
#### **HOW TO SUBMIT A RANK LIST (Monday Jan 24- Friday Jan 28)**

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 on Monday January 24, 2022)
6. 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



7. 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:

8. Enter your email address where you will receive a unique link should you choose to save and continue the rank list submission later
9. Once you submit the rank list, you should receive a confirmation email from **The American College of Preventive Medicine (SAP) ([noreply@alchemer.com](mailto:noreply@alchemer.com))**. **This is your proof of submission**
10. ACPM SAP will also receive a copy of your submission
- 11. If you do not receive a confirmation email, please check your junk/spam folder prior to contacting [sap@acpm.org](mailto:sap@acpm.org)**

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

12. As listed in the [SAP database for Applicants](#),
  - a. The vast majority 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.

- b. 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 an applicant to understand) which track or tracks you may qualify for, and therefore which track or tracks you should (or should not) apply to. These types of tracks include:
- i. Slots for which applicants must have prior MPH or equivalent degree in order to apply (denoted with an \* in the above [database](#)). The tracks with an asterisk do 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.**
  - ii. Slots specifically for HRSA Maternal Health track (applicants are required to complete a prior residency, as specified by the SAP program offering the track). 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 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.**

13. 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 – Applicant has Completed Prior MPH (DOES NOT offer MPH degree, applicant must have prior MPH or equivalent degree to apply)**
  - **NAME OF THE RESIDENCY PROGRAM – Categorical (OFFERS MPH or equivalent degree, applicant may apply with or without prior MPH or equivalent degree)**
  - **NAME OF THE RESIDENCY PROGRAM – HRSA Maternal Health (Require completion of prior residency as specified by program)**
  - **Loma Linda University – PLUS ONE/HRSA Maternal Health (Require completion of prior residency as specified by program)**
14. **Applicants are responsible for choosing the appropriate programs/tracks based on any prior requirements stipulated by the program.**
15. **ACPM will not provide any guidance or clarification on how applicants should rank their preferred programs and/or tracks.**

#### **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 February 1 - 4 and ACPM will conduct the Applicant/Program Pairing between February 7 – 11, 2022
- The detailed timeline for the remaining SAP is listed on top of the [SAP policy](#)

#### **QUESTIONS**

- If you have any additional clarifications, please email [SAP@acpm.org](mailto:SAP@acpm.org).