

Spring 2024 Supervised Practice Application Checklist

| Check off as completed: | Deadlines: |
|--|------------|
| <input type="checkbox"/> Set up a DICAS online account | |
| <input type="checkbox"/> Read through the <i>DICAS Applicant Help Center</i> documents located under the question mark at the top of DICAS | |
| <input type="checkbox"/> Begin completing your application on DICAS <input checked="" type="checkbox"/> Make sure to fill out all sections completely; especially the <i>Supporting Information</i> section (do not expect DI Directors to refer solely to your resume) | |
| <input type="checkbox"/> Take GRE (Graduate Record Exam) over the summer, if needed (refer to individual program websites for requirements) | |
| <input type="checkbox"/> Create a resume listing experiences, memberships, awards/honors, certifications, etc. Ideally one page; two pages maximum. Include <u>all</u> college experiences. High School experiences should not be included. | |
| <input type="checkbox"/> Begin writing your Personal Statement <input checked="" type="checkbox"/> Refer to individual program requirements; PSs should be tailored to each program <input checked="" type="checkbox"/> Here is a link for basic PS requirements <input checked="" type="checkbox"/> Make an appointment with your school's career center to review strong draft of PS | |
| <input type="checkbox"/> Select a minimum of 15 programs you're interested in (you will whittle them down; however, it is recommended to apply to around 5+ programs). Resources: <input checked="" type="checkbox"/> Academy's Accredited Programs Directory <input checked="" type="checkbox"/> Applicant Guide to Supervised Practice – access through your DPD Director (pdf and excel) | |
| <input type="checkbox"/> Develop an application checklist for each program (make note of early application deadlines!) | |
| <input type="checkbox"/> Enter all colleges/universities attended on DICAS under <i>Academic History</i> | |
| <input type="checkbox"/> Request transcripts to be sent to DICAS under <i>Academic History > Colleges Attended</i> (request to include most recent Fall grades) | |
| <input type="checkbox"/> Upload your program's DPD Course List to DICAS under <i>Supporting Information > Documents</i> ; obtain from your DPD program | |
| <input type="checkbox"/> Enter coursework from all colleges/universities attended on DICAS under <i>Academic History</i> . Use the <i>DPD Course List</i> above to designate courses as DPD Professional or DPD Science courses. | |
| <input type="checkbox"/> Select the programs you will be applying to under the <i>Add Program</i> tab. Each program will list important information here. Once you've selected programs, they will show up in <i>My Application</i> and you will be able to add documents under <i>Program Materials</i> . Here you will find each program's instructions for applying and links to each program's website. | |
| <input type="checkbox"/> Request letters of recommendation (typically 2 academic & 1 professional) from your letter writers. Most programs require 3 references. Ask at least 30 days before deadline. UC Davis Letter of Recommendation Request Form A | |
| <input type="checkbox"/> Input the names and contact information of your references for Letters of Recommendation within each program's DICAS page under <i>Program Materials</i> . (ask your letter writers first!) | |
| <input type="checkbox"/> Input your DPD Director's name and email on DICAS under <i>Supporting Information > DPD Documents</i> . If you've already graduated: request the <i>Verification Statement</i> ; if you have not graduated: request the <i>Declaration of Intent to Complete</i> | |
| <input type="checkbox"/> Final drafts of Personal Statements (personalized for each program) | |
| <input type="checkbox"/> Final draft of Resume | |
| <input type="checkbox"/> Final draft of DICAS Application | |
| <input type="checkbox"/> Compare DICAS application to individual program application checklists you created | |
| <input type="checkbox"/> Upload any additional items required by individual programs under <i>Program Materials</i> | |
| <input type="checkbox"/> Upload final Personal Statements to each program's DICAS page under <i>Program Materials</i> | |
| <input type="checkbox"/> Upload final Resume to DICAS under <i>Supporting Information > Documents</i> | |
| <input type="checkbox"/> Submit your applications under the <i>Submit Application</i> tab. <input checked="" type="checkbox"/> Pay DICAS Fees (\$50 for First Application, \$25 for Each Additional Application); click submit! (You may "submit" even though transcripts and letters of recommendation are not yet showing up as received) <input checked="" type="checkbox"/> You can also add additional programs later for \$25 each | |
| <input type="checkbox"/> Mail required documents to individual programs, such as application fees, if required (most are electronic) | |
| <input type="checkbox"/> If the programs you are applying to participate in the computer match: set up a D&D Digital Systems account for computer matching and pay the \$65 match fee. NOTE: the computer match will be eliminated Fall 2024 | |
| <input type="checkbox"/> Last day to submit completed Applications on DICAS for programs in the Match. Closes 11:59 pm (CT) Some programs have early deadlines! | 2/15/24* |
| <input type="checkbox"/> D&D Digital deadline for computer match registration & ranking program preferences. Closes 11:59 pm (CT) | 2/15/24* |
| <input type="checkbox"/> Last day to mail supplemental materials/fees to programs. NOTE: some programs have earlier deadlines! | 2/15/24* |
| <input type="checkbox"/> Deadline to re-order online list of DI rankings, if desired | 4/1/24 |
| <input type="checkbox"/> Deadline to withdraw from the match | 4/1/24 |
| <input type="checkbox"/> Match Applicant Notification Day: Sunday, April 7, 2024 @ 6 pm (CT) | 4/7/24 |

*Dates are last possible date to submit; plan ahead and submit early to avoid the rush. Some programs have earlier application deadlines.

Other types of programs:

Individualized Supervised Practice Pathways ([ISPPs](#))

Coordinated Programs ([CP](#))

Future Education Model Graduate Programs ([FG](#))

This checklist is to help you plan for the Supervised Practice application process and does not include all steps in the application process. It is your responsibility to visit DICAS, D&D, & individual program websites for instructions & deadlines.