

## Spring 2023 Supervised Practice Application Checklist

Check off as completed:	Deadlines:
<input type="checkbox"/> Set up a <a href="#">DICAS online account</a>	
<input type="checkbox"/> Read through the <i>DICAS Applicant Help Center</i> documents located under the question mark at the top of <a href="#">DICAS</a>	
<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 <a href="#">PS requirements</a> <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 <a href="#">Accredited Programs Directory</a> <input checked="" type="checkbox"/> <a href="#">Applicant Guide to Supervised Practice</a> – 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 &gt; Colleges Attended</i> (request to include most recent Fall grades)	
<input type="checkbox"/> Upload your program's <a href="#">DPD Course List</a> to DICAS under <i>Supporting Information &gt; Documents</i> ; obtain from your DPD Director	
<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.	Beginning 12/1/22
<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!)	Beginning 12/1/22
<input type="checkbox"/> Input your DPD Director's name and email on DICAS under <i>Supporting Information &gt; 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>	Beginning 12/1/22
<input type="checkbox"/> If the programs you are applying to participate in the computer match: set up a <a href="#">D&amp;D Digital Systems</a> account for computer matching and pay the \$65 match fee.	Beginning 12/1/22
<input type="checkbox"/> Final drafts of Personal Statements	
<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 &gt; 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	
<input type="checkbox"/> Last day to submit completed Applications on DICAS. Some programs have early deadlines! Closes at 11:59pm (CT)	2/15/23*
<input type="checkbox"/> D&D Digital deadline for computer match registration & ranking program preferences. Closes 11:59 pm (CT)	2/15/23*
<input type="checkbox"/> Last day to mail supplemental materials/fees to programs. NOTE: some programs have earlier deadlines!	2/15/23*
<input type="checkbox"/> Deadline to re-order online list of DI rankings, if desired, March 20-March 27, 2023; by 11:59 pm (CT)	3/27/23
<input type="checkbox"/> Deadline to withdraw from the match	3/27/23

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

### IMPORTANT DATES:

- Applicant Notification Day: Sunday, April 2, 2023 @ 6 pm (CT)
- Applicant Appointment Day: Monday, April 3, 2023 – Applicants must notify the Program Director if they accept/reject the computer match by 6:00 pm of the program's time zone.
- DIs with openings may contact and offer an appointment to **applicants on their original list who did not match**: Wednesday, April 5, 2023 beginning at 11:00am (CT).
- Posting date of programs with open positions on D&D Digital site (2<sup>nd</sup> Round & ISPPs): Wednesday, April 5, 2023 @ 11:00am (CT) & DICAS re-opens for non-matched applicants to update and submit their application. Deadlines vary.
- ISPPs open for receiving 2<sup>nd</sup> round applications: Wednesday, April 5, 2023 at 11:00 am (CT)
- Information on [ISPPs](#)
- Additional options include Coordinated Programs (CP) and Future Education Model Graduate Programs (FG). Information on these programs can be found [here](#)
- Deadlines for 2<sup>nd</sup> Round DIs, ISPP, CP, and FP applications: vary

**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.**