DPM Clerkships Overview

For Students
You will get the clerkships you need this process.

Interesting Facts from Last Cycle

- Average clerkships required per student = 6
- **10,254** clerkships available = **17.8** per student
- Average clerkships filled per student by end of rounds = **5.8**
- **6,346** offers made and only **52.4%** accepted
- **5.2** designations per month filled
This illustrates the DPM Clerkship cycle.
2 sites for Clerkships

Informational:
www.aacpm.org/clerkships

Application & Program Designation:
www.dpmclerkships.org
This is the information you will find in the informational website, www.aacpm.org/clerkships

The current cycle schedule with important dates and deadlines.

The Clerkship Handbook, note that you can view it as an alphabetical sort of programs or programs sorted by state.

The National Clerkship Calendars which standardize the start and end dates of clerkship rotations.
This is the top portion of a program’s clerkship page from the handbook. The director and contact information are provided at the top. There is a field indicating if a program wants to be contacted by students during offer rounds. We recommend that you respect their wishes.

The program’s initial application requirements are detailed. The photo (optional), transcripts, etc are included in your application. You do not need to prove that you have a car. The information is provided so you are aware of that you’ll need transportation before you apply.

The third section lists additional application requirements that are submitted when you finalize arrangements for your clerkship at the program.
This is the bottom half of the program's handbook page. Information about the program is provided as well as residency information. Programs may also provide you with an overview of their program. Note that if a program also offers a residency, a link to the program's residency information in the CASPR Directory is present at the bottom of the page.

A couple things to notice – most clerkship programs, but not all, are residency programs as well. The check box “CASPR Residency Program” in the Residency Relationship section will be checked if the hospital offers a residency program.

In that same section, look for programs marked as “Clerkship Required.” Some residency programs do not do interviews but select from students that have rotated through the clerkship program. If you want to be a resident at that hospital you must do a clerkship.
You may start creating your application at 11 AM EASTERN on July 10 when we send a Username and reset code to your college email account. Use the link and the reset code in the email to create your password for the DPMClerkships website, www.dpmclerkships.org. If you do not receive this email, contact us at clerkship@aacpm.org. We recommend that you make @aacpm.org a trusted address so that our emails don’t go to your spam folder.

Now we will take a look at DPMClerkship where you create your Clerkship application and designate programs to receive it. This site also contains useful reports and a copy of your Clerkship rotations. We’ll dig into each section or tab in depth.
When you log into the site, you are taken to the “Home” tab. This tab contains important information and dates. Most importantly, there is a “Status” box on the right that tracks the progress of your application completion at a glance. There is also a section on the right with details on your Clerkship Schedule.
Next we will take a look at the “Application Forms” tab. This is where you create your application. There are five forms to the clerkship application. The Application, the Orientation Material Agreement, a Student Agreement, optional uploaded documents, and a Discrimination Notice. As you complete the five forms, the items check off here in “My Application” in your “Status” box on your Home page. Be sure to read the Instructions before you begin.
The application form contains your contact and demographic information and educational history. The Alternate Contact Person is for a contact that programs or AACPM can use, if we are unable to reach you by the contact information you give for yourself.

AACPM does not use APMLE Part I scores for Clerkship. Programs may request this information but it is up to you to decide if you will provide it to them. The colleges believe that these scores have no bearing on an educational experience like a clerkship.
The Orientation Materials Agreement Form that you electronically sign to indicate that you reviewed all the information in this section. The information consists of the Clerkship Student User Guide, this Overview presentation, and Clerkship Student FAQs. Once you have completed the review, check the “Applicant Signature” box to the left of “I have review the Orientation and Help materials provided by AACPM and clicking the “I agree button on the bottom right. Signing this document is required.
The third form that makes up your application is the Student Agreement Form and it is required too. You need to review the agreement carefully. If you have any questions after reading the agreement, contact us at clerkship@aacpm.org. Once you have completed the review, electronically sign it by checking the “Applicant Signature” box to the left of “I have read and agree to the statements...” and clicking the “I agree button on the bottom right. This indicates that you agree to its terms and conditions, such as attending confirmed rotations.
The next section of your application is the Upload Supporting Documents form. Here is where you may upload an optional photo, your CV, and a letter of recommendation, for example. As always, start by reading the instructions as they tell you size limits for files and photo requirements that the system will take. You may upload a total of five items. Maximum file size is 1 MB. A CV and letters of recommendation are not required for all programs. It is YOUR responsibility to know if they are required by any programs you designate to receive your application. Program requirements are found in the Clerkship Handbook. If you upload anything to your application, those files are delivered to ALL programs you designate.
The final form to complete your application is the Discrimination Notice. Read the notice carefully and indicate your review by checking the box in the “Applicant Signature” section AND clicking on “I Agree” on the right. If you have any questions after reading the notice, contact us at clerkship@aacpm.org.
When you have finished your application, return to the Application Forms tab and there should be a green bar appears indicating your application is complete. The “Application Complete” box is also checked in your Home page “Status” box. **It is important to verify that your application opens by clicking on the “View PDF of Complete Application” link. If your application doesn’t open and it is not fixed before rounds begin, it is considered late.** This step also allows you to check that your application is the way you want programs to see it and that supporting documents uploaded properly. If you uploaded a photo, check to be sure it is not distorted. If your application does not open, try deleting and re-uploading all the files you added. If you cannot fix the issue, email clerkship@aacpm.org or call 301-948-9765.
Now to designate the programs to which you wish to apply. You must complete this step or your application will NOT be sent to any programs. Choose the “Program Designation” tab to select programs. In this section, you are able to run different types of searches such as by program name, state, status (whether you have applied to them or not) availability by month/year, or a combination of these. The month/year search brings up programs that still have openings during the month and year you specify.
DESIGNATION LIMITS

- **ROUND 1**: Maximum of 4 programs per month/year
- **ROUND 2**: Maximum of 8 programs per month/year (round 1 designations count toward your total of 8 maximum)
- **ROUND 3**: Maximum of 12 programs per month/year (your round 1 and 2 designations count toward your total of 12 maximum)
- No limits after rounds end

A bit about designating programs and months for each round. There are limits to the number of programs you can select for a month in each round. AND, designations are cumulative. Prior to Round 1, you may designate a maximum of 4 programs for any particular month and year. Those carry it between Round 1 and Round 2 for that month and year and prior to Round 2, the maximum is 8 (Round 1 + Round 2). The Round 1 and 2 designations carry into between Round 2 and the final Round 3 where the maximum is 12 (Rounds 1 + 2 + 3). Each different month per year has these same program designation limits.

Example: You want to fill a clerkship in March of next year. In Round 1, you designate 3 programs for next March. None of the programs you selected offer you that month so you need to participate in Round 2 for that month. You carry 3 designations for that month and year into Round 2 from Round 1 and you may now designate up to 5 programs in Round 2 without exceeding you maximum of 8. You select 4 (Total 7) programs for next March for Round 2. Again, no programs offer you a clerkship for next March so you must go into Round 3 to fill it if you still want a clerkship March next year. In Round 3, you have a maximum of 12 but you have only used 7 so you may designate up to 5 programs for March next year in Round 3.
Back to Program Designation in DPM Clerkship. Once you do a search and the results are displayed, you have the option of selecting any of these programs to receive your application: up to your maximum available for that Round and the Month and Year you searched for. If you still have clerkships to schedule after the completion of the three offer rounds, you may select an unlimited number of programs for that month and year you are trying to schedule.
When selecting programs, you must save your changes before exiting. **HOW TO GET INTO THERequested DATE????????????????** You may come back and make changes to your designations until the initial delivery date. Once applications are delivered for that Round, your designations cannot be changed. Once you have applied to a program your application remains with that program. **Remember, make your designations carefully as they are limited.** Once a program and month are designated this cannot be changed even if you reach the maximum number of designations for that program. Please note if you select the wrong date, for example November 2014 instead of November 2015, the application will deliver immediately and you will have to contact the Clerkship Office to remove the wrong date selection. This is a difficult change to make. Please make sure you are selecting the right month and year when making your designations.
This is what the program sees in DPMClerkship when they receive applications. Applicants are listed in alphabetical order with the months listed in order of the applicant’s preference. For each applicant, the program has the option to “Not Rank,” “Decline,” or offer the applicant one of the months they specified. If an applicant fills a month with another program or declines a month offered by THIS program, the month is crossed off though the other months remain available for the program to select for an offer.
Your requested clerkships have one of five statuses. Those statuses are “Requested,” “Offered,” “Accepted,” “Declined by AP,” or “Declined by RP.” If your application is “Requested” it means the program has not acted on your request for a clerkship either way (Accept or Decline) though you could be ranked for an offer in a latter round. If you see “program declined” next to a month, either the program manually declined your application for that month or that program filled up for that month and all other applications were automatically declined.

If you accept a month for a program, all other programs for that month and all other months for the accepted programs are marked as “you declined.”
You may view the status of your offers in the Program Designation tab under the Schedule Summary.
When an offer round is underway, the program designation function is disabled and you can only accept or decline offers from programs that you requested a clerkship.

All offers for a particular round are delivered at the beginning of the round and you will not receive any additional offers during that round.
To accept or decline an offer, click on the “Accept/Decline” button next to the program name. A popup window appears and you must confirm your choice.

Once you accept a month, all of the other offers for that month are automatically declined. Any applications for that month will be marked as declined, as well. Make sure you are accepting a rotation you intend to fulfill. Changing accepted clerkships must go through your school and takes 2 business days to be cancelled by AACPM.
A second pop-up appears and you must again confirm your decision to accept or decline the offer.
Once you accept a program’s offer, it is marked “Confirmed” in the “Schedule Summary” in your Program Designation tab.
Select the “My Programs” Tab to view your accepted and confirmed clerkships. After all three rounds are complete, all your clerkships should be scheduled. If you still have a one or more to be filled, you may continue to request clerkships from programs and they can continue to make offers after rounds are over.
You will find your completed Clerkship Schedule in the “Reports’ tab. This tab is available for you to access all year.
Be sure you are designating the right month and year. If you want January 2021 don’t select January 2020. This is a mistake that will cost you valuable time and designations.

You sign a document that you agree to attend the clerkships that you accept. BE SURE you want the clerkship before you accept it. Changes to a confirmed clerkship must be approved by your college and its policies. Changes to confirmed clerkships are done by AACPM staff and may take several days to complete.

Also, be sure to respond within the 48 hour offer window or you will lose the rotation.

• To double check the month and year for which you request a clerkship.
• To be sure before accepting an offer.
• To respond to your offers within the 48 hour window or lose the offer.

REMEmBR TO
Here are some important dates to keep in mind. Clerkship programs began registration in May. The initial handbook of programs published July 8. You may begin completing your application and designating programs to receive it on July 10 as well. Initial deadline to complete your application and program designations is August 30. Applications are delivered to programs on September 4. Offer rounds begin September 23. Have your clerkship arrangements completed by mid-January.
Application delivery in September will be followed by three rounds starting on Monday, September 23. Each round is 48 hours with 2 business days in between except for Round 3 which is Tuesday to Thursday as no round deadlines are on weekends or holidays.
Clerkship Student User Guide

– Linked from the following:
  • aacpm.org/clerkships
  • dpmclerkships.org

– Update on July 10
You will get what you need from your Clerkship experience.
Contact Us

AACPM Office of Graduate Services

📞 (301) 948-9765
✉️ clerkship@aacpm.org