


DPM Clerkships

User Guide

for Students





Welcome to the DPM Clerkship User Guide. DPM clerkships is a service of the American Association of College of Podiatric Medicine (AACPM) and its Office of Graduate Services (OGS).

DPM Clerkships offers a structured process for the efficient selection and scheduling of clerkships for both clerkship programs and students. It is open to all podiatric clerkship programs and students of podiatric colleges.

This guide outlines the steps for using www.DPMclerkships.org throughout the cycle. It is important that you read and understand how the process works. Reading this manual may help you avoid errors that could affect your clerkship schedule.

Included in this guide:

- Overview of the Clerkship Cycle
- Software Requirements
- Websites Used for Clerkship
- How We Communicate with You
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- Your "Home" Page
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- Clerkship Handbook
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- Offer Rounds
- Reports
- Withdrawing from the Clerkship Cycle

OVERVIEW OF THE CLERKSHIP CYCLE

- At the start of the clerkship cycle, clerkship programs offering clerkships for the cycle register and provide information about their program offering. AACPM collects this information on www.dpmclerkships.org. This information is published in the DPM Clerkships Handbook.
- When the DPM Clerkships system opens for applicants, students create applications and begin selecting from programs listed in the Handbook.
- On the scheduled date, applications are distributed to programs on the DPM Clerkships site. After reviewing applications and clerkship requests, programs may offer students a position during one of the months they selected.
- After program review, clerkship offers are made during three rounds.
- By mid-January of the following year, arrangements are finalized between clerkships and students.

SOFTWARE REQUIREMENTS

DPMclerkship.org runs best on internet browsers Firefox and Google Chrome. Many of the forms are in .PDF format, which require Adobe Reader 7.0 or later to view.

DPMclerkship.org does not support mobile devices and we do not guarantee it runs error free on mobile platforms such as smartphones.

WEBSITES USED FOR CLERKSHIP

There are two websites used during the year:

- <http://www.aacpm.org/clerkships> is the *information site*. Look here for documents, timelines, instructions, and the Clerkship Handbook.
- www.DPMclerkships.org is the *software application site*. This is where students complete applications, select and confirm programs, and view their clerkship schedule.

HOW WE COMMUNICATE WITH YOU

All communications to you throughout the cycle are by email. Make sure that you check the Inbox of the email address used for clerkship routinely. "Forgot Password" requests go this email address.



We also recommend adding aacpm.org to your list of trusted domains to assure that our emails are not blocked by your firewall or sent to your spam folder.

HOW TO LOGIN

First Time Use

When using the site for the first time, you must set up your password. Go to www.dpmclerkships.org/Account/ResetPassword. You are prompted for your User ID and Reset Code, which we emailed to you.

Once the reset code is entered, you are asked to create a password. Your password must be at least six characters with at least one Capital letter and one number. Choose a password that you are sure to remember. You are responsible for keeping your User ID and password secure.

After creating your password, go to <http://www.dpmclerkships.org> and select "I am a Podiatry Student." You are directed to the login screen for your credentials. We suggest that you bookmark this page for easy future access. Enter your user ID (your email address) and password. Click "Log In."

Contact the AACPM Office of Graduate Services (OGS) office at clerkship@aacpm.org, if you have problems logging into the website.

Changing Your Password

Your password can be changed at any time during the cycle.

To change your password, login to DPM Clerkships and select the "Edit Profile" tab. Click on the "change password" button. Enter your old password and a new password where requested and click "Update."

Choose a password that you will be sure to remember, keeping the following requirements in mind:

- Passwords must have a minimum of six characters
- Passwords must have at least one Capital letter
- Passwords must include at least one number
- Passwords are case sensitive

Your User Profile

Username: app1@aacpm.org

Password: *****

Changing your Email

To change the email address associated with your DPM Clerkships account, contact the OGS office at clerkship@aacpm.org.

PROGRAM DESIGNATION

Guidelines for Selecting Programs

Choose designation months carefully. If you apply for the same month from all of your top programs, you may find yourself with the difficult choice of picking only one program. Designate carefully so that you spread your requests out over all your clerkship months and hopefully secure all your top programs.



Work with your school's clerkship coordinator to select programs suited for you.

How to Designate Programs

To view available programs, click on the "Program Designation" tab. Go to the "Search for Programs" section where you have several ways to search for programs:

- Name of the program
- City
- State
- Program Status
- Month/Year
- Any combination of the four

After selecting your criteria, choose the "Search" button and programs are listed in the "Program Listing" section. If your search criteria return more than four programs, the additional programs can be viewed by using the arrows in the blue bar at the bottom of the list. Designate the months you wish to attend the program by using the dropdowns next to your 1st, 2nd, and 3rd preferences. After making your selections, be sure you click the "Save Changes" button.

Schedule Summary

Jun 2012:	confirmed	(view)
Sep 2012:	1 requested	(view)
Jan 2013:	1 requested	(view)
Feb 2013:	1 requested	(view)

[view finalized schedule](#)

Instructions
Use the form to the right to search for Clerkship opportunities.
To view your selections for a month, click on it in the list above.

Search for Programs

Name: State:

Status: Month/Year:

Month/Year filters by your selection date.

Program Listing

You have unsaved changes!

Program Name	State	Requested Dates
Program 12	IN	1st preference: <input type="text" value="Feb 2013"/> 2nd preference: <input type="text" value="Sep 2012"/> requested (change) 3rd preference: <input type="text" value="Jan 2013"/> requested (change)

Showing 1 to 1 of 1 entries

You have unsaved changes!

Designation Limits

There are limits to the number of designations you can make.

- The maximum number of months you can request from a program is four.
 - If you have already requested four months from a program, you must wait until after rounds to arrange a clerkship with the program.
- You may choose the same months for more than one program.
 - **However, you can only designate four programs per month through the first round,**
 - **8 programs per month through the second round (the 8 includes the designations made for that month in the first round), and**
 - **12 programs per month through the third and final round (again the designations are cumulative for all three rounds).**

Delivery

On the application and program designation deadline, your program selections in the system are final. Your application is delivered to the programs you selected on the scheduled application delivery date.

OFFER ROUNDS

To standardize delivery times, clerkship offers are made in rounds.

After applications are delivered, programs have approximately two weeks to review applications and rank students for offers. Programs may offer or decline the months you requested for a clerkship. Programs should review applications and make initial offers by the start of offer rounds.

At the start of a round, the system makes offers based on the program's ranking list and the number of positions available in a month. For example, if a program has three positions for June, then three offers are sent to the top three students on the program's rank order list for that month

There are a total of three rounds. If there are any clerkships left at the end of the rounds, the programs may extend offers directly to the students via the website.

Acting on Clerkship Offers

At the start of a round, you may login to the DPM Clerkships system and view your offers and pending requests by going to the "Program Designation" tab. The status also appears on your "Home" page.

You have 48 hours to accept or decline your offers. If you do not accept or decline an offer, it expires at the end of the round and is marked as declined in the system. The next student on the list receives the offer in the next round.

Accepting/Declining Offers

In the "Program Designation" tab, in the left column, click view to select an offer. A pop-up with the program name and month offered appears. You may then click "Accept" or "Decline" to the month offered. Once you accept the month offered, any other months you requested from that program and any other programs that you requested for the month that you accepted are declined by the system.

The screenshot shows the Clerkship Applicants web interface. At the top, there is a green header with the logo and text "Clerkship :: Applicants". To the right of the logo, it says "Logged in as: mcarmody@hotmail.com" and "Current Time: 06/14/2022 12:25:32 PM Eastern". Further right, it says "Logout" and "Time Remaining: 00:59:39". Below the header is a navigation bar with buttons for "Home", "Application Forms", "Program Designation", "My Programs", "Edit Profile", "Reports", and "Help".

The main content area is titled "Program Designation". On the left, there is a "Schedule Summary" table with columns for month and year, number of offers, and a "(view)" link. The table shows offers for Feb 2015, Mar 2015, Apr 2015, Jul 2015 (1 offer received), Oct 2015 (1 offer received), and Dec 2015 (1 offer received). Below the table is a "view finalized schedule" button and "Instructions" text.

In the center, a "Search for Programs" pop-up is displayed. It has a search bar for "Name:" and a dropdown for "State:" set to "-- Any state --". Below the search bar is a "Accept / Decline Clerkship Position" button. The pop-up text says: "You have been offered the following Clerkship position: Hospital: Program 2 Date: Jul 2015. You may only schedule one Clerkship per month. If you accept this offer, we will automatically withdraw any other Jul 2015 requests that you have made to other programs." At the bottom of the pop-up are "Accept" and "Decline" buttons.

On the right side of the pop-up, there is a "Requested Dates" section with a dropdown menu showing "5-07 July" and a list of dates with their status: Jun 2015 (program declined), Jul 2015 (accept / decline), and Aug 2015 (program declined). There is also a "Showing 1 to 1 of 1 entries" indicator.

Discuss with the program's clerkship director, if you need to make another arrangement before accepting or declining an offer. By Mid-January, the arrangements of the positions that were accepted should be finalized.

Be sure you want to clerk for the program in that month before accepting the offer of a position. Changes to confirmed clerkships must be approved by the clerkship coordinator at your school and some school policies do not allow changes.



Know your school's policy on changing confirmed clerkships.

Between Rounds

You may update your application, make additional program selections, and make new clerkship month requests between rounds 1 and 2 and again between rounds 2 and 3.

- Select the "Application Forms" tab to update your application.
- To make additional clerkship requests, use the "Program Designation" tab. You may search by program name, state, status (whether you have applied to them in a previous round or not), and availability by month/year, or a combination of these.



After each round, the month/year search only brings up programs that still have openings during the month and year you specified in your search criteria.

After Rounds

After the three offer rounds are complete, designation limits are lifted and you may use the DPMclerkships system to apply to an unlimited number of programs to fill any open months in your schedule.

However, if a student has made 4 month designations for a program and wants to apply for another month, the student cannot make more month requests from that program using DPMclerkships. They must contact the program directly and determine if a clerkship month can be arranged. If the student and the program come to agreement, the student must request an e-mail from the program stating they accept the student for the new month. The email should be forwarded to clerkship@aacpm.org and the change is made manually.

After rounds:

- Applications and clerkship month requests are delivered to programs immediately.
- Programs are notified by email of new applications and month requests.



We recommend that students contact a program directly to advise them of their application and request.

- You do NOT receive email notification if you receive an offer to your request from a program.

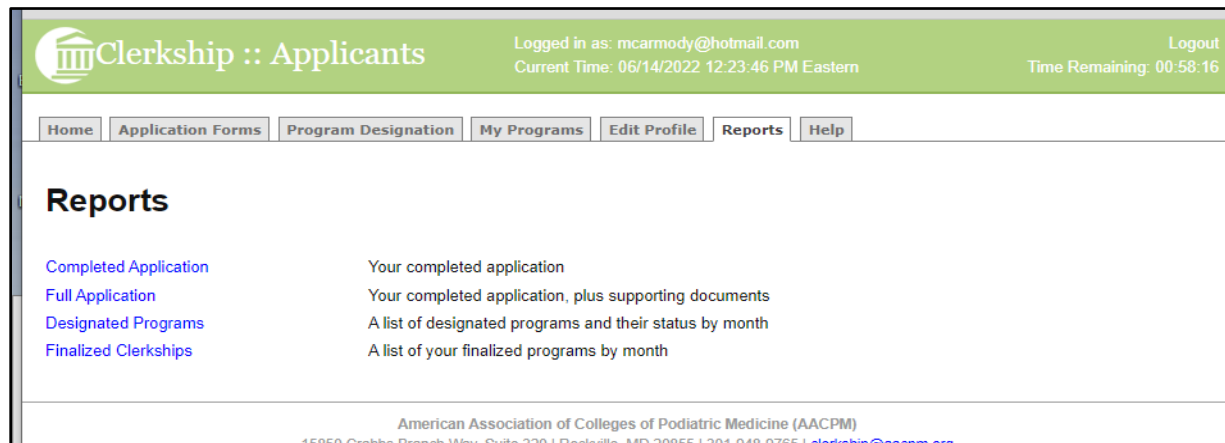


We recommend you check your DMPclerkships account frequently if you apply to programs after rounds.

If you have any questions, please contact your school's clerkship coordinator for help.

REPORTS

There are several reports available in the "Reports" tab of your DPMclerkships account.



The screenshot shows the user interface of the DPMclerkships account. At the top, there is a green header with the logo and text "Clerkship :: Applicants". To the right of the header, it says "Logged in as: mcarmody@hotmail.com", "Current Time: 06/14/2022 12:23:46 PM Eastern", and "Logout Time Remaining: 00:58:16". Below the header is a navigation bar with buttons for "Home", "Application Forms", "Program Designation", "My Programs", "Edit Profile", "Reports", and "Help". The "Reports" tab is selected. The main content area is titled "Reports" and contains a table with four rows of links and descriptions:

Link	Description
Completed Application	Your completed application
Full Application	Your completed application, plus supporting documents
Designated Programs	A list of designated programs and their status by month
Finalized Clerkships	A list of your finalized programs by month


At the bottom of the page, there is a footer with the text "American Association of Colleges of Podiatric Medicine (AACPM)" and "15850 Crabbe Branch Way, Suite 370, L'Annapolis, MD 20855-1301, 949-9766, clerkship@aacpm.org".

- Completed Application - A copy of your completed application form.
- Full Application – A copy of your application form and any supporting documents.
- Designated Programs - A copy of your program selections to show what has been accepted and offered.
- Finalized Clerkships - A report listing the programs that you accepted by month and alphabetical by program name.

WITHDRAWING FROM THE CLERKSHIP CYCLE

If you find that you need to withdraw from the clerkship cycle, inform the clerkship coordinator at your school. The clerkship coordinator will contact us to withdraw you.

If you have confirmed clerkships, the programs need to be notified. Depending on your school's procedure, you may need to contact the programs to advise them of the change.

 A copy of your confirmed schedule from the "Reports" tab of your DPMclerkships account will help you in notifying your programs.

HELP

If you have questions that the User Guide does not answer, contact the OGS office by email to clerkship@aacpm.org. Our contact information is also available in the "Help" tab of your clerkship account.

Our support hours are M-F, 9 am to 5 pm Eastern.