Using DPM Clerkships for Your Clerkship Application & Program Selections
The Clerkship Process

- Program Registration
- Clerkship Handbook Publication
- Student Application and Program & Month Selections
- Programs Review & Rank
- Offer Rounds
- Clerkship Schedule
Where to find help and information

For advice and strategy:
• Your school’s coordinator

For the Clerkship Handbook, important dates and deadlines, and other useful information:
• AACPM Website on the Clerkship page
• https://aacpm.org/clerkships/

Help with the DPMclerkships system:
• clerkship@aacpm.org
The Clerkship page on aacpm.org

On This Page
- Overview
- Clerkship Schedule
- Clerkship Handbook of Programs

Start & Stop Dates for monthly rotations

To contact your coordinator

Useful information

Important dates & deadlines

Info on clerkship programs
Program Information in the Clerkship Handbook

This is a program page from the Handbook. It provides you with information on the program and its clerkship offering:

- Clerkship Director.
- Application Requirements
- Program Information.
- Residency Relationship information.
  - If the “CASPR Residency Program” box is checked, it has a residency program.
  - If “Clerkship Required” is checked, the program only selects residents from its clerks and does not do interviews.
- Program overview.
Logging in to DPM Clerkships

In your browser, enter www.dpmclerkships.org.

Select “I am a Podiatry Student.”
Logging in to DPM Clerkships

Enter the login **credentials we email to you** (see the schedule for the date).

Your Username is your college email address and the input the “Reset Code” we provided as the password.
After log-in, you are in the “Home” tab of your Clerkship account.

- This tab contains links to information on Clerkships and the Handbook.
- Most importantly, there is a “Status” box on the right that monitors the progress of your application.
- There is also a section on the right that lets you quickly view your Clerkship Schedule and make edits.
Applications
Forms Tab

This is where you create your application. There are five forms to the clerkship application:

- Application,
- Orientation Material Agreement,
- Student Agreement Form,
- (Optional) Uploaded Documents,
- Discrimination Notice.

As each form is completed, it checks off.

Be sure to read the Instructions before you begin.
Program Designation Limits

As you select programs for clerkships, keep in mind:

• there are limits to the number of programs you can select for a specific month and year in each round,
• AND, designations are cumulative.

Prior to Round 1, for a specific month and year, the maximum is 4 programs.

For Round 2, the maximum is 8 (Round 1 + Round 2 selections).

Round 3 is the final round and the maximum is 12 (Rounds 1 + 2 + 3 selections).

Each month in a year has these same program designation limits. The limits do not apply after rounds end, if you still have clerkships to schedule.

• **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
This is where you select the programs to which you wish to apply. You may perform different types of searches such as 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.

The month/year search brings up programs that still have openings during the month and year you specify.

You must complete this step or the system will not know where to send your application.
Program Designation

You may select any clerkship program to receive your application: up to the maximum program designation limits for that month and year in each particular round.

To designate a program: in the “Requested Dates” column, select your preferred month/s for a clerkship at the program. You may, but are not required, to choose up to 3 months per program. After Round 1, you can designate up to 4 months per program. You may choose the same months for more than one program.

Your search may return more than one page of programs.
You must save your selections before exiting.

Make your designations carefully as they are limited.
- You may make changes to your selections until application delivery for a round.
- You may make additional applications and program selections between each round.

Make sure you are selecting the right month and year when making your designations.
Program Designation

After saving your selections, we recommend that you review them in the “Schedule Summary” box on the Program Designation page.
My Programs

The “My Programs” tab details your accepted and confirmed clerkships.
Choose the Edit Profile tab, if you want, or need, to change your password.
Reports

The Reports page is where you find copies of your application and reports for your designated programs and confirmed clerkships.
Help

Choose the “Help” tab when you need to contact someone about completing your clerkship application, program selections, or help with using the DPMClerkships website.
Familiarize yourself with the Clerkship Schedule on the AACPM website so you are aware of important dates, times, and your deadlines.

Know your Designation Limits for each offer round.

Be sure you are inputting the right month and year for a clerkship request with a program. Mistakes costs you valuable designations.

For assistance with strategy and selecting Clerkship programs, consult with your school coordinator.

For help with using the DPMClerkships website for your Clerkship application, making rotation requests on the site, and offer rounds, contact clerkship@aacpm.org.