

AAPI Online Enhancements 2017-2018

Applicant Portal

Confirmation Emails

- Applicants will receive an individual confirmation email for each submission, including during Phase II of the AAPI

Transcript Request Form

- The transcript request form has been updated and condensed for clarification purposes

Current Graduate Program

- Applicants found the Current Graduate Program section confusing. For consistency purposes, we have updated this section to mimic the Colleges Attended section

Preferred Pronoun

- To be more inclusive to a broader range of gender identities, an optional Preferred Pronoun question has been added to the Account Information section

Payment Process

- The process for submitting has been updated so that the Pay Now button is always visible on the Designations Page

File Size

- Previously the file size limit for CV's was 250KB. This has been updated to 2MB

List of Assessments

- Under the instructions for the Adult and Child & Adolescent Assessment sections, a printable list of all available assessments has been added

Pop-Up Box

- When an applicant clicks on "Send to DCT/Training Director" to submit their application for verification, a pop-up box will appear stating what sections of the application will become locked after submitting to their DCT

Resend Request

- Applicants have the ability to resend their request for a letter of reference. These requests can only be submitted once every 24 hours

Change Reference Title

- The “Title” field under the request for letters of reference was being mistakenly misused by applicants. The text has been changed to “Reference File Name”

Visa Information

- Some applicants have visa situations which require further information than the current questions allow them to report. The following question has been added “Does this visa permit you to work?” The applicant can enter up to 1,000 characters

DCT Status

- The color scheme for the various DCT statuses has been updated. If no further action is required, the status will be printed in green. If further action needs to be taken, the status will appear in red

Reference Portal

Reference Preview

- Many reference providers do not preview their Standardized Reference Forms before submitting, resulting in errors that go unnoticed. To combat this, the Preview option is now required in order to submit