Postdoctoral Training Programs in Laboratory Animal Medicine  
Uniform Application Program

2012-2013 Application Cycle

Application Process and Instructions for Applicants

The Laboratory Animal Medicine Uniform Application Process (UAP) coordinates application submission and offer notification dates for several Laboratory Animal Medicine Training Programs. The goals of the UAP are to:

- streamline the application process for all concerned
- maximize opportunities for applicants to visit and enroll in their preferred program
- maximize opportunities for programs to interview and enroll their preferred candidates

STEP 1. Determine which programs you wish to pursue

1) Review the list of participating programs that can be accessed on the ASLAP and ACLAM shared web page (www.aslap.org/search/residencies). Participating training programs may include those recognized by the American College of Laboratory Animal Medicine (ACLAM) (www.aclam.org/education-and-training/training-programs) as well as those not recognized by ACLAM.

2) Determine your career goals and assess which programs best meet your goals. To do this:
   a. Review program information on the ASLAP/ACLAM page - www.aslap.org/search/residencies
   b. Review program specific web pages (links provided on the ASLAP/ACLAM page)
   c. Contact the training program directly to discuss career goals (highly recommended)

STEP 2. Prepare materials

1) Prepare supporting information listed on the 2013 UAP Application Form that can be downloaded here: http://www.aslap.org/careers.

2) Complete the 2013 UAP Application Form.

3) Determine if there are training program specific requirements such as institution-specific applications and complete those.

4) Contact prospective references and ask whether they can provide a reference in the time frame required.

STEP 3. Submit application materials

1) Provide to EACH participating program the 2013 Uniform Application Form along with supporting information. Note: you are encouraged to submit materials by email, but are not required to do so.
2) Participating programs will initiate review of applications on **October 15, 2012**, so it is highly recommended that you submit applications prior to this time. Applications submitted after this time may still be considered, but there is no guarantee that interview times will be available.

3) Contact programs after submission of application materials to ensure all components have been received.

**STEP 4. Interview**

1) Training programs will begin review of applications upon receipt and will begin to conduct interviews as early as October 15, 2012.
2) Training programs will conduct interviews and extend offers between October 15, 2012 and February 1, 2013.
3) Training programs will contact you for phone or onsite interviews.
4) Give programs time (Oct/Nov) to review applications, but do not be shy about checking on your status which may include invitation to interview, placement on an alternate list, or non-match.

**STEP 5. Accept and decline offers**

1) Training programs may extend offers any time between October 15, 2012 and February 1, 2013.
2) You may accept an offer at any time, but will not be required to do so until February 1, 2013.
3) Upon acceptance of an offer, work with the specific training program to complete necessary forms, etc.
4) Should you accept an offer prior to February 1, 2013, immediately notify other programs to which you applied. This includes programs that made you an offer, put you on an alternate list, or have yet to contact you regarding your application status.

**STEP 6. If you do not receive an offer**

1) On the UAP form, you may elect to have your contact information distributed to training programs that have available positions after completion of the UAP cycle. To this end, a list of applicants who have not accepted a training position by February 11, 2013, will be made available to these training programs.
2) Subsequent applicant review and selection process is not coordinated by the UAP and will be conducted on a schedule dictated by individual training programs and applicants.

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**Summary UAP Applicant Review and Selection Timeline**

*Prior to October 2012*
Potential applicants should….

- identify and review training programs of interest
- contact training programs and/or consult training program websites to determine required
application materials
• submit completed applications
• contact programs to ensure receipt of complete application

Note: applications submitted after October 15, 2012 may still be accepted at each training program’s discretion, but it is highly advantageous to submit applications before this date.

October 15, 2012 – February 1, 2013
• Participating programs conduct interviews with selected applicants.
• Successful applicants may be extended offers during this period but will not be required to accept offers until February 1, 2013.
• Applicants accepting offers should immediately notify other programs to which they have applied about their decision to go elsewhere.

February 1, 2013
• First day applicants can be required by training programs to accept or reject an offer of a training position. Prior to this time, applicants can defer notifying training programs of their decision thereby giving them adequate time to evaluate all training programs in which they have an interest.

February 11, 2013
• A list of applicants who have not accepted a training position by February 1, 2013 will be made available to all interested training programs. Note: Applicant information will only be shared if the applicant has given prior permission for the UAP Coordinator to do so.
• Subsequent applicant review and selection process is not coordinated by the UAP and will be conducted on a schedule dictated by individual training programs and applicants.