

## **CAPIC 2018 Match: Process Opens Oct 10th + New Profile and Match Vendors**

execdirector@capic.net

**Sent:** Thursday, October 05, 2017 5:27 PM

**To:** capicadmin@capic.net

**Attachments:** New CAPIC Directory - Home~1.pdf (306 KB) ; CAPIC 2018 Online Match Sc~1.pdf (104 KB)

### **CAPIC Internship Programs,**

#### **How time flies! Here are the key updates for the 2018 CAPIC match.**

Student registration opens next week. Application submission won't start until Feb 5<sup>th</sup>.

There are some important changes here, so please review it carefully. Thanks!

It is not as complicated as it sounds, and we are here to help.

**I will also be sending out a separate email next week to you on other CAPIC matters** (e.g. 2017-18 Internships, board meetings, future projects).

### **2018 CAPIC Online Match**

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- **Next Tuesday, October 10<sup>th</sup>, your program contact will receive two email invitations:**
  - An email from InternFit inviting you to log on for the 2018 CAPIC Match.
    - If you are an Active CAPIC internship, it is presumed that you are participating in the 2018 CAPIC match
      - You can decide later whether or not you actually will participate. We hope you will.
  - A separate email inviting you to log on to the new CAPIC program directory.
    - Regardless if you are participating in the 2018 Match, Active CAPIC internships you are responsible for keeping their profiles up-to-date and accurate.

More details are given below.

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- **We are also opening Student Registration on this Tuesday, October 10<sup>th</sup>.**
  - This is just the date that we are opening it. Open registration will continue throughout the match process.
  - This marks the point when students begin to review CAPIC internship profiles in earnest for the 2018 Match.
    - Still, your online profile should be reviewed well before the CAPIC Internship Fairs at the end of January.

○ **We are using a new vendor for Student Application Materials (InternFit):**

<https://capic.internfit.com/>

- InternFit are the ones who managed our Ranking and Match processes last year.
  - InternFit is where you will update your specific track details (name, type, # of open positions) for the 2018 match, just like last year.
- Student Application Materials, Ranking and Matching will now all occur on InternFit.
- You should still be able to use the same Ranking login password used in last year's match.
  - If you cannot remember that Ranking password, you will need to click "Forgot Password" and follow the "Reset Password" email instructions. These reset procedures improve our online security and match process integrity.
- If you didn't participate in last year's ranking and matching, you should use your regular CAPIC EAP login password.
  - If that doesn't work, you will need to click "Forgot Password" and follow the "Reset Password" email instructions. These reset procedures improve our online security and match process integrity.

○ **We are also using a new vendor for our online profiles/directory (Therasoft):**

<https://programs.capic.net/>

- Starting October 10<sup>th</sup>, all CAPIC profiles will be viewable and searchable here.
  - You will also login here to update/edit your program's profile.
- All data and docs from your existing CAPIC profile are being imported into this new profile format.
  - The format should be more user-friendly, for you and for students.
  - We are also hiding all email addresses behind a form, to prevent phishing by internet bots.
- **As we make this transfer from our old profile system to the new, we have had to prevent any changes to your profile on the existing CAPIC system as of yesterday.** My apologies for any inconvenience.
  - You can still view your profile, but you cannot make changes at this time.
  - When the new system goes online on October 10<sup>th</sup>, you will make profile changes/updates there.
- **After October 10<sup>th</sup>, you should review your profile for accuracy and completeness:**
  - A) To ensure it is accurate for the CAPIC 2018 Online Match. Students dislike out-of-date profiles.

B) To attest, as required annually, that it is accurate, in compliance with CAPIC criteria, and that you will abide by CAPIC policies and procedures.

- Even if you previously reviewed your profile for the 2018 match and/or the annual attestation, please do so again in this new profile system, after October 10th.  
<https://programs.capic.net/>

▪ **Important:**

- These logins are not the normal CAPIC website login. That is now obsolete and is being deactivated.
  - Your email address now serves as your username on both sites.
    - For the new online profile/directory website (Therasoft <https://programs.capic.net/>), new passwords are needed.
    - You will have to select “Forgot Password” to generate a temporary password, and then login with it and select a new password.
    - **NOTE: These two systems (InternFit and Therasoft) are NOT synched, so you have to log in separately to each.**
      - **We strongly suggest you use the same password for InternFit and Therasoft logins.**
      - If you change/reset a password, be certain to change/reset it on both sites.
        - You can always reset a password, but that would also have to be done on both sites.
  - For those internships with CAPIC postdocs, your email address will work for both programs.
    - You will be asked to select “Internship” or “Postdoc” when logging in (with Internship as the default).
      - Based on your selection, you will be taken to your desired profile for editing/updating.
    - See my separate email to CAPIC postdocs on the simpler process for these programs.
- **Again, next Tuesday, October 10<sup>th</sup>, your program contact will receive two email invitations:**
- An email from InternFit inviting you to log on for the 2018 CAPIC Match.
  - A separate email inviting you to log on to the new CAPIC program directory.

## Online Match Schedule

### ○ **Our 2018 online match schedule follows the pattern of previous years:**

- We will again hold only one online match round, which will occur after the second APPIC Match results.
- Students may participate in both APPIC matches and then (if unmatched) in the CAPIC match.
- As always, students remain responsible for ensuring double matches (APPIC/CAPIC) do not occur.

### ○ **The key CAPIC match dates are:**

- Tuesday, October 10, 2017      Registration of Students by Doctoral Academic Program Reps  
Opens for the 2018 CAPIC Match.
- Wednesday, Nov 30, 2017      Creation of Student Application Materials Is Enabled.
- Friday, January 26, 2018      CAPIC SoCA Member Meeting and Internship Fair. @  
TCSPP-LA (617 West 7th St, Los Angeles).
- Friday, February 2, 2018      CAPIC NoCA Member Meeting and Internship Fair.  
Tentative Location: @ JFKU (100 Ellinwood Way, Pleasant Hill).
- Monday, February 5, 2018      Submission of Student Application Materials to Specific  
Internship Programs/Tracks Is Enabled.
- Friday, March 2, 2018      CAPIC Match Student Application Deadline
- Thursday, March 29, 2018      CAPIC Match Ranking Deadline
- Tuesday, April 3, 2018      CAPIC Match Notification Day. CAPIC Clearinghouse  
opens at 12 Noon.

*This schedule is summarized on the attached one-page Schedule Summary and is posted on our website.*

### - **Again, CAPIC Online Match Vendor Changes**

- InterFit, who managed our online ranking last year will now also be managing Student Registration, and Application Creation and Submissions.
  - InternFit will also continue to manage our online ranking and matching.
  - This change should improve the experience for students, programs and internship sites.

- You should still be able to use the same Ranking login as last year. You can also reset/retrieve your password as needed.
  
- **Again, CAPIC Online Profile/Directory Changes**
  - Our full online profiles are also being managed by a new vendor, Therasoft.
    - The internship and postdoc profiles will have all the same info but will have a different look.
  - Profiles will be accessible for Viewing and Searching without logging in.
    - See attached screen shot of the new profile home page and sample internship profile.
    - The first page of a profile will contain essentially all the info from the old Brief Agency Profile.
      - Other profile info will be on separate tabs/pages.
  - Programs will need to login after October 10<sup>th</sup> to review/update/edit their profiles and sign the annual attestation.
    - Even if done prior to now, this needs to be done again in this new system.
  
- **Again, starting October 10<sup>th</sup>, CAPIC is using separate vendors (and websites) for different aspects of the match process:**
  - **InternFit** (<https://capic.internfit.com>) is now managing all online match operations (Student Registration, Application Creation and Submission, Application Materials, Ranking and Matching). Last year, InternFit managed only the last two aspects (Online Ranking and Matching).
  - **Therasoft** (<https://programs.capic.net>) is now managing CAPIC program profiles and Clearinghouse operations. Login is not required for viewing or searching program profiles. Login is still required for editing profiles by the authorized representatives from each program.

Thanks for your understanding as we make this online system transition.

It is not as complicated as it sounds, so don't forget to breathe.

Mainly remember that there are two sites with separate logins, and both will be emailing you next Tuesday.

And also expect a separate email next week from me on updates on other CAPIC matters.

And thanks for your continued partnership with CAPIC.

Many thanks!

René

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