PROGRAM PREFERENCE LIST:
ISSUING OFFERS TO APPLICANTS AND OTHER CONSIDERATIONS

Other Preference List Considerations:

- Applicants do not submit preference lists.
- A preference list **MUST** be certified prior to start of each SOAP round. If the preference list is not certified, no offers will be sent during that round.
- A preference list updates real-time as offers are sent, accepted, or rejected.
- A preference list updates real-time as applicants become “unavailable” as a result of accepting the same type of position (PGY-1 or PGY-2) in another program.
  - **Note:** Applicants who have accepted a PGY-2 offer but still need a PGY-1 position will show as “available” on a PGY-1 preliminary program preference list but “unavailable” on a PGY-1 categorical program preference list.
- Program directors receive email notification when an offer is accepted.
- Offers rejected by applicants are **NOT** immediate issued to the next available applicant on the programs’ preference list. Offers are issued **ONLY** at the start of each SOAP round.

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**Program Offers a Position to an Applicant During SOAP**

- **Offer Sent**
  - Applicant has received the offer but has not accepted or rejected it. If the applicant takes no action, the offer will "expire" at the end of the round. Expired offers will not be extended again to the applicant during SOAP.

- **Accepted**
  - Applicant has accepted the offer of a position. The applicant will show as "unavailable" on other program preference lists for the same type of position (PGY-1, PGY-2). Any other offers extended to the applicant for the same type of position automatically are "rejected" in the R3 system.

- **Rejected**
  - Applicant has rejected the offer of a position. The offer will not be extended again to the applicant during SOAP.