

# [GTP] How to Complete the Graduate Training Program (GTP) Online Form

This guide provides essential steps for successfully completing the Graduate Training Program (GTP) online form, ensuring a smooth submission process. It offers clear instructions on navigating the member portal, filling out necessary fields, and understanding the submit/approval process.

- 1 Navigate to <https://portal.siop.org/> and log in using your username and password credentials.

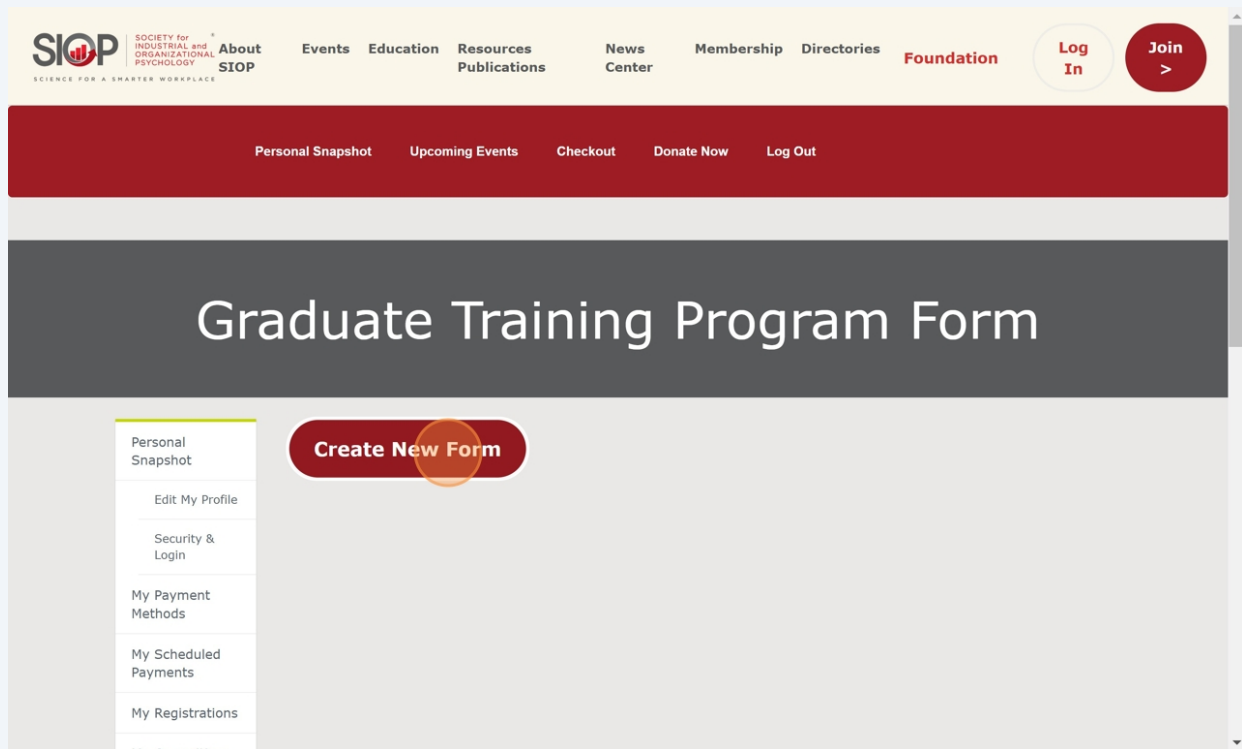
- 2 Scroll to the bottom left of the hyperlink task bar. Click "**Graduate Training Program Online Form**" to begin a new form or to update an existing form.

The screenshot displays the SIOP member portal interface. On the left is a vertical sidebar with a list of links. The link 'Graduate Training Program Online Form' is highlighted with an orange circle. The main content area shows the 'Personal' form, which includes a summary of personal contact information and several input fields.

Personal	
Summary of your personal contact information.	
Full Name	
Job Title	Professor
Account Phone	
Mobile	
Email	
Mailing Street	315 Psychology Building
Mailing City	
Mailing State/Province	
Mailing Zip/Postal Code	
Mailing Country	United States

3

Click this button "Create New Form" to begin a form for your program.



4

Begin filling in the form starting with Page 1, which encompasses a broad Program Overview. This page should be filled in completely. To move to the next page, click the blue **"Next"** button at the bottom of the page.

Organizational Affiliate of the Association for Psychological Science

**Program Overview:**

Photo – Institution/program logo

Upload a file

[Upload Files](#) Or drop files

[Next](#)

Program Name

Please include the full title of your program.

For example, Industrial-Organizational Psychology; Organizational Behavior; Organizational Development

Degree Awarded

--None--

Select one – if you offer more than 1 program, complete this form for each program.

**Program Website**

Please include the URL that most directly connects applicants to your program information. **DO NOT** provide a general department or university website.

Science-Practice Emphasis

--None--

Topic Emphasis

--None--

Program Director Name

**Program Director Email**

you@example.com

**Program/Department Faculty Listing Website**

If you have a website specific to the faculty in the I-O program, please include that; otherwise the department faculty website can work instead.

Number of full-time faculty with degrees (Master's and/or Doctorate) in I-O Psychology

5

Page 2 will provide questions detailing the Curriculum Overview section of the form. This should be filled out as comprehensively as possible to provide the most informative search within the directory. When complete, click the blue **"Next"** button at the bottom of the page.

**Curriculum Overview:**

Modality

Time Towards Degree Completion, Average (in months)

Graduation Rate (percentage of students who have, over the last 5 years, completed the program within %150 of the average time towards degree completion)

Total Number of Credit Hours Required for Degree Completion

Part-Time Enrollment Option

**Additional Completion Requirements**☐ **Thesis**☐ **Dissertation**☐ **Comprehensive Written Exam**☐ **Comprehensive Oral Exam**☐ **Internship**☐ **Practicum**☐ **Choice between Thesis or Comprehensive Exam**☐ **Other**

Average number of students admitted each year

Average number of degrees completed each year

[Save & Exit](#)[Next →](#)

6

Page 3 will include the Admissions, Acceptance and Outcome information in relation to your graduate program. Please fill this out as comprehensively as possible.

Admissions, Acceptance, & Outcomes :  
Indicate the admissions criteria for student applications (check all that apply)

☐ GRE not required

☐ GRE required, Minimum total score

☐ GRE not required but recommended, Minimum total score

☐ Overall GPA, Minimum score required

☐ Major GPA, Minimum score required

☐ Personal statement

☐ Interview

☐ Resume/CV

☐ Letters of Recommendation

☐ Other

Application Deadline(s) (month/day or "rolling admissions")

Please provide typical month and day, if possible. If you have rolling admissions, please enter "rolling admissions." If you review applications more than once a year, enter all deadlines.

Program Acceptance Rate (# of admits divided by # of applicants) ●

Please use the provided formula to determine your program's typical acceptance rate, utilizing the most up-to-date annual data available.

Financial Support Available (including stipends, assistantships, fellowships, etc.) ●

--None--

While there may be a number of factors that influence funding availability, if typically you can guarantee funding and have done so consistently in your program over the past years, please check one of the "funding is available" options.

Average yearly compensation from financial support indicated above (in dollars, not including tuition) ●

Tuition Support Available (including scholarships, tuition waivers/remission, etc.)

--None--

Average total cost of tuition paid by students over entire degree (in dollars) ●

Provide a few sentences briefly describing the typical next steps for your alumni after graduating the program ●

Job Placement Rate (percentage of graduates within the last 5 years who obtained gainful employment in a role directly related to I-O Psychology within 180 days of program completion) ●

Average Starting Salary of Program Graduates in the Last 5 Years (in US Dollars) ●

Save without Submitting Submit

7

At the end, please click the blue "**Submit**" button at the bottom of the page. The SIOP Staff will review your submission with in 2-3 business days and "approve" the form. At this time the form will be searchable within the Directory.

*Programs are added to the list in the order they were submitted/approved. This list may not necessarily be in alphabetical order.*

**NOTE: If you cannot search your program using the country/state search feature, contact SIOP to update the address details in your program's institution record.**

8

Need assistance? If you have additional questions or during completing these steps your university/program is still not showing on your portal or in the GTP directory, please email SIOP Staff liaison Jenny Baker at [jbaker@siop.org](mailto:jbaker@siop.org) for assistance.