



# PROFESSIONAL PRACTICE PROGRAM NEW APPLICANT INSTRUCTIONS



## **1. Submit the Online Professional Practice Student Application**

- A. Go to the Professional Practice website at [www.purdue.edu/propractice](http://www.purdue.edu/propractice), click on 'Co-Op Database Login', then click on 'Students'.
- B. You will be prompted for a Name and Password. Use your 10-digit Purdue ID number for each (no hyphens).
- C. Read the Professional Practice Student Policy Statements.
- D. Verify your information for accuracy and complete the following fields: Current and Permanent Addresses, Phone, and Email. Enter your Citizenship and check that your Current GPA is correct.
- E. Print a copy for your records.
- F. Click on 'Submit'. This will take you to a green Personal Information page and Co-Op Resume Pages (see step 2. for completing the online Co-Op Resume).

## **2. Complete the Online Co-Op Resume + Additional Resume for Employer Online Requests**

- A. To complete the online Co-Op Resume, within the green Personal Information page, click on the gray, Resume Page 1 tab. Complete all fields under Resume Page 1 and Resume Page 2. Keep text within field range - do not type more than field shows.
- B. The online Co-Op Resume is required for participation in any Professional Practice Program. When you apply to the online postings, the Office of Professional Practice in POTR 114 will forward your Co-Op Resume to employers in a PDF version. Note: Some employers require additional information within their own online system. It is recommended that you create an additional resume in Word, for employers whose online systems are not capable of uploading the PDF version of your Co-Op resume. These employers ask you to cut & paste into their system, which cannot be done using the PDF resume.
- C. Once you have completed the Co-Op Resume, you are ready to apply to Co-Op Opportunities through online postings (see step 3.). Note: Your resume must be updated each semester to reflect your most recent courses and grades.

## **3. Apply to Co-Op Opportunities through Online Postings**

- A. Go to the Professional Practice website at [www.purdue.edu/propractice](http://www.purdue.edu/propractice), click on 'Co-Op Database' login then click on 'Employers'.
- B. You will be prompted for a Name and Password. Use your 10-digit Purdue ID number for each (no hyphens).
- C. To view job postings, click on the 'View Job Opportunities' button. Only postings that meet your discipline, GPA, citizenship, and Program eligibility (5-session or 3-session) can be accessed.
- D. To have your Co-Op Resume forwarded for a posting, scroll to bottom of the posting, click on the green 'Resume Request' box. This will generate an email to [coopdata@ecn.purdue.edu](mailto:coopdata@ecn.purdue.edu). Type your full name in the email text (**do not change subject line**). This email goes to the Office of Professional Practice in POTR 114 and your resume will be forwarded from there.
- E. If you do not receive an email confirmation from [coopdata@ecn.purdue.edu](mailto:coopdata@ecn.purdue.edu) within a week of submitting your resume request, contact the Database Administrator the Office of Professional Practice at 765-496-7376.

Please continue to work with your Co-Op Coordinator's Office and inform them of interviews, offers, and rejections.