

APPCN MATCH POLICIES: 2020 – 2021

- *The following policies will guide the 2021 APPCN Match. Adherence to these policies is a condition of membership in APPCN and of participation in the APPCN Match.*
- *The APPCN Board of Directors, in its sole discretion, may make changes to these policies and/or the published Schedule of Dates in unusual, unforeseen, and/or emergency circumstances.*

For 2020–2021, the Rank Order List Submission deadline is February 10, 2021
Results of the Match will be released on APPCN Match Day: February 17, 2021

- 1. These policies apply to all participants in the APPCN Match, including APPCN member residency programs, non-APPCN member residency programs, and residency applicants.**
 - a. All participants shall abide by their agreements with APPCN for participation in the APPCN Match.
 - b. Residency program directors must ensure that all people involved in recruiting or selecting residents understand and adhere to these policies.
 - c. Directors of residency programs that are participating in the APPCN Match are requested to ensure that residency applicants understand and adhere to these policies.
 - d. Violations of APPCN Match Policies or Match Agreements by applicants or programs may result in sanctions by APPCN (e.g., being barred from future Matches) or legal action by other Match participants. In addition, violations by applicants may result in disciplinary action by the applicants' residency programs.
- 2. All APPCN member residency programs, and non-member programs that participate in the Match, must offer all of their clinical neuropsychology residency positions through the APPCN Match. Programs that are primarily focused on research training but whose training activities are at least 25% clinical may also participate in the Match; any such program that participates in the Match must offer all its eligible positions through the Match.**
- 3. Residency programs that conduct interviews must make a reasonable effort to notify every applicant who submits a complete set of application materials as to his/her interview status.**
 - a. Notification must occur in a timely manner, and no later than any interview notification date that appears in the program's public materials, and may be communicated via e-mail, telephone, regular mail (to be received no later than the interview notification date), or other means.
 - b. Residency programs have their own policies regarding the timing and location of interviews. Some programs conduct interviews at the location of the North American International Neuropsychological Society (INS) meeting, which typically takes place in February, although this is not a requirement. Programs may also offer on-site interviews or interviews via remote technologies (e.g., telephone or video conferencing). Programs seeking applicants must provide their interview policies when registering for the Match. Those policies are posted as part of the listing of participating programs on the Match web site.
 - c. Residency programs that conduct open houses to which all applicants are invited and conduct no other interviews are exempt from this requirement (this exemption should be clearly stated in the sites' public materials).

4. Participants in the APPCN Match, including applicants and programs, must not communicate, solicit, accept, or use any ranking-related information prior to the release of the Match results, except as specifically permitted below.

- a. Residency programs must include the following statement on their web sites and in their brochures: *“This residency site agrees to abide by the APPCN policy that no person at this facility will solicit, accept, or use any ranking-related information from any residency applicant.”*
- b. Residency programs and applicants must never solicit information regarding applicants’ and programs’ rankings, even after the release of the Match results, other than as permitted in Policy 4e below.
- c. Residency programs that offer more than one track (program) in the APPCN Match (i.e., residency sites with more than one program code number) are expected to ask applicants to identify the tracks to which they are applying. However, residency programs must not solicit any information about the applicants’ rankings of these tracks.
- d. Prior to the release of APPCN Match results, residency applicants may be provided with limited information regarding their candidacy. Acceptable statements prior to Match Day are described below:
 - 1) For applicants receiving serious consideration:
“We are very interested in your application. You are competitive with our top applicants.”
 - 2) For applicants not ranked near the top of the list but not ranked so low as to be excluded from consideration:
“Although your application is not in the top group of our applicants, we have a continued interest in your application.”
 - 3) For applicants who definitely will not be accepted into the program, even if all the other applicants are unavailable:
“Because of the large number of excellent applicants for our (number) position(s), we regret to inform you that your application is no longer being considered. We hope this information will be useful to you as you consider other positions.”
 - 4) For applicants who have received an offer from a program not participating in the Match and who will be ranked high enough to be guaranteed a match, as specified in policy 4e below:
“We will rank you high enough to match with our program. You may match with another program if you rank that program higher, but if you rank us first, you will be guaranteed to match with us.”
- e. Response to preemptive offers: Prior to the Rank Order List Deadline, an applicant who receives an offer from a program not participating in the Match (i.e., a “preemptive offer”) may contact a program participating in the Match and inform the program of the offer. The program may then provide additional, limited feedback to the applicant, as follows:
 - 1) First, the following two conditions must be satisfied:
 - i) The program has been informed by the applicant prior to the Rank Order List Deadline that the applicant has received a preemptive offer from a program not participating in the Match,
AND
 - ii) The program will be ranking the applicant high enough to be guaranteed a match (e.g., ranked first if the program has one position to fill, ranked in the top three if the program has three positions to fill).
 - 2) If the two conditions above are satisfied, the program may then provide the following response to the applicant:

“We will rank you high enough to match with our program. You may match with another program if you rank that program higher, but if you rank us first, you will be guaranteed to match with us.”

- 3) If a residency site offers more than one track in the APPCN Match for which it submits separate Rank Order Lists, the site must specify in the response the track(s) to which the response applies.
- 4) Responses to applicants provided pursuant to this Policy 4e should be provided to the applicant in writing (e.g., by e-mail).
- 5) Programs that choose to provide this feedback in response to preemptive offers must submit Rank Order Lists for the Match that are consistent with any and all feedback provided to applicants in response to preemptive offers.
- f. Any ranking information that is communicated between applicants and residency programs, other than as specified in Policy 4e, is a violation of these policies, is non-binding for purposes of the Match and may be changed at any time prior to the Rank Order List submission deadline. The matching of applicants to programs will be based solely on the confidential Rank Order Lists that are submitted to the APPCN Match.
- g. Residency programs may choose to provide applicants with information about the size of the applicant pool.

5. Applicants holding preemptive offers may participate in the Match for preferred positions only.

- a. Applicants holding preemptive offers may submit Rank Order Lists for the Match that include only programs that are preferred to the preemptive offer. If the preemptive offer is for a position that is preferred to all positions offered through the Match, the applicant must withdraw from the Match and not submit a Rank Order List.
- b. Applicants are expected to conduct themselves at all times in a professional manner and should not make commitments to programs unless they intend to honor them.
- c. Applicants who receive preemptive offers from non-Match programs that are not their preferred choice should be honest and tell the program director that they will be honored to accept the offer the day after the Match results are released provided that they do not match with another program.

6. Results of the APPCN Match constitute binding agreements between applicants and residency programs that may not be reversed unilaterally by either party.

- a. Applicants who participate in the Match while holding preemptive offers must honor the Match result. If the applicant is matched, the preemptive offer must be declined, and the Match result must be accepted. If the applicant is left unmatched, the preemptive offer may be accepted after the release of the Match results.
- b. Appointments of applicants to residency positions may be contingent upon the applicants satisfying certain eligibility requirements. Such eligibility requirements must be clearly specified in the residency programs' written materials and provided to applicants in advance of the Rank Order List deadline for the APPCN Match.
- c. Residency program directors are encouraged to contact matched applicants by telephone as soon as possible after 12:00 p.m. noon Eastern Time on APPCN Match Day.
- d. It is not necessary for residency program directors to contact applicants with whom they have not been matched.

- 7. Residency program directors must put in writing their appointment agreements with matched applicants in letters postmarked no later than 72 hours following receipt of the APPCN Match results.**
- a. Letters must be addressed to the applicants and must include confirmation of conditions of the appointment, such as stipend, fringe benefits, and the dates on which the residency begins and ends.
- 8. Residency programs that receive their APPCN Match results and have one or more positions left unfilled may then make other direct offers of admission (verbal or written) to applicants who remain unmatched or to applicants who did not participate in the Match. Applicants who receive their APPCN Match results and who remain unmatched may then receive other direct offers of admission.**
- a. Failure to receive timely notification of the APPCN Match results, for any reason, does **not** constitute a release from the Match.
 - b. Residency programs may not take any actions to publicize or fill open positions prior to 12:00 p.m. noon Eastern Time on APPCN Match Day. Applicants who remain unmatched may not contact residency programs about unfilled positions prior to 12:00 p.m. noon Eastern Time on APPCN Match Day.
 - c. Prior to making offers to fill open positions, residency program directors must verify with applicants, to the best of their abilities, that the applicants have not previously been matched to other residency programs nor accepted other offers.
 - d. Applicants may not accept an offer if they have been matched or have already accepted an offer from another residency program.
 - e. An offer (verbal or written) that has been tendered by a residency program and accepted by an applicant constitutes a binding agreement between the program and the applicant that may not be reversed unilaterally by either party.
 - f. The residency program director must put in writing the appointment agreement with the applicant in a letter postmarked no later than 72 hours following acceptance of the offer by the applicant, as described in paragraph 7a above.
- 9. Individuals who perceive violations of these policies are urged to request compliance with APPCN policies from the appropriate party (parties).**
- a. Unresolved compliance problems should be resolved informally, whenever possible, through consultation among applicants, residency program directors, and/or APPCN, or by other informal means.
 - b. Residency program directors who become aware of violations of these policies by other program directors should urge the applicants involved to follow the informal resolution procedures described above, and/or should directly contact the other residency program directors.
 - c. Perceived violations of APPCN Policies and/or the Match Agreements that are not resolved through informal consultation should be reported as soon as possible to the APPCN Board of Directors at the address listed at the end of this document.

- 10. All reported violations of these policies will be considered by the APPCN Board of Directors. Violation of APPCN policies should be reported to:**

**Robert Collins, PhD, ABPP-CN
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- Notes:** 1. APPCN members, and non-APPCN members who participate in the Match, may reprint the APPCN Match Policies in their program materials and brochures by stating *“Reprinted with permission of APPCN and APPIC.”*
2. Non-member programs that participate in the Match may indicate their Match participation in any program brochures, advertisements, or other materials provided to potential applicants by stating that the program is an “APPCN Match participant”. Non-member programs should not state that they are APPCN members, affiliates, associates, or have any other relationship with or are sanctioned by APPCN, beyond participation in the APPCN Match.