

Association of Postdoctoral Programs in Clinical Neuropsychology

RESIDENT MATCHING PROGRAM

natmatch.com/appcnmat

Program Checklist for Participating in the 2019 APPCN Match

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for each program offered by your residency site by **11:59 p.m. Eastern Time on February 26, 2019**.

You must accept each applicant matched to your residency site, as stipulated in the Rules and Policies of the APPCN Match.

If a program has no acceptable applicants to rank or is no longer offering any positions, you must use the NMS Match System to indicate that the program will not be ranking applicants for the Match (see item #5 below).

1 Verify your residency site and program information in the NMS Match System.

- The NMS Match System is accessible from the [APPCN Match web site](#). To avoid confusing applicants, you should finalize your residency site and program information before the system opens for rankings on February 13, 2019.

[Log In to the NMS Match System >](#)

- You may change your contact information, the number of positions offered in a program, or withdraw a program using the NMS Match System at any time until the Rank Order List deadline on February 26, 2019.

You can change your residency site display name, program description(s), and/or add a new program to your residency site online only until the system opens for rankings on February 13, 2019. After this date, you must contact NMS to make these types of changes.

[View the User Guide for Updating Residency Site and Program Information >](#)

2 Ensure your applicants can rank your program(s).

- Use the List of Registered Applicants accessible in the NMS Match System to confirm that each applicant you wish to rank is registered for the APPCN Match, and to obtain the applicant's 5-digit Match Code Number. If an applicant is not on the list, encourage the applicant to register for the APPCN Match as soon as possible.

[Access the List of Registered Applicants](#)

- You should provide the 4-digit Code Number of each program offered by your residency site to the applicants under consideration, to ensure they use the correct Code Number to identify the program on their Rank Order Lists. A match can occur only if you rank an applicant on a program's Rank Order List and that applicant ranks that same program with the correct Code Number on their Rank Order List. If an applicant ranks a program represented by one Code Number, but is ranked by a different program with a different Code Number, a match will not be made.

3 Determine your preferences for applicants for each program offered by your residency site.

- For each program, rank applicants according to your true preferences. Rank your most preferred applicant as #1, your next most preferred applicant as #2, and so on. Do not consider how any applicant might rank the program when ordering your choices.

The rank numbers assigned to your most preferred applicants, up to the number of positions to be filled in the program, are not significant, as a position is available for each of those applicants if they want it. However, for less preferred applicants the rank numbers are very significant as they indicate your preference for each of these applicants if the program cannot match with all of its most preferred applicants.

You should rank all applicants who are acceptable for the program. By including more applicants on your Rank Order List, you may increase the likelihood of filling all the positions in the program. The program will be matched with the most preferred applicants on the list that rank the program and do not match with programs that the applicants prefer.

Do not rank any applicant that you consider unacceptable. A program can only be matched with applicants that appear on its Rank Order List.

[Learn More About Ranking Strategy >](#)

- Match participants may not communicate, accept or use any ranking-related information prior to the release of the Match results, and may never solicit such information even after the release of the Match results, except as specifically permitted in the APPCN Match Policies (see APPCN Match Policy #4).

APPCN Match Policy #4d provides a set of permitted statements used by many programs to communicate candidacy status information to applicants. While such communication is voluntary, it can be useful to applicants.

APPCN Match Policy #4e permits the communication of ranking information in response to offers made to applicants prior to the Rank Order List deadline by programs that are not participating in the Match (i.e., “preemptive offers”). An applicant who receives a preemptive offer may inform you of the offer. If your program intends to rank the applicant in a manner that will guarantee a match, you may so inform the applicant.

If your residency site offers more than one program in the Match, you are expected to ask applicants to identify the program(s) where they are applying, but you may not solicit any information about the applicants’ rankings of these programs.

[Review the Rules and Policies of the APPCN Match >](#)

- Residency sites offering more than one program may find it helpful to use the “reversion” mechanism offered in the APPCN Match. A reversion allows you to move (“revert”) one or more positions that are left unfilled during the match processing from one program to another, to increase the likelihood of filling all positions at the residency site.

[View Examples and Instructions for Using Reversions >](#)

- Most programs will submit only one Rank Order List in order to match with the most desirable applicants. However, some programs have special requirements that can only be satisfied by submitting multiple Rank Order Lists for a single program (e.g., a need to match with applicants with a particular mix or distribution of specific characteristics).

[View Information, Examples and Instructions for Submitting Multiple Lists >](#)

4 Enter and certify a separate Rank Order List in the NMS Match System by 11:59 p.m. ET on February 26, 2019 for each program offered by your residency site.

- The NMS Match System opens for the entry of rankings on February 13, 2019. All Rank Order Lists must be submitted to NMS online using the NMS Match System.
- From the Rankings section of the NMS Match System, search and add applicants to each program’s Rank Order List in order of your true preferences. Ensure that the applicant’s name and 5-digit Code Number shown on the Rank Order List are correct for each applicant you rank.

If your program has a relatively long list of choices (more than 25) that can be provided in a comma-separated text file (.csv), you may find it easier to import the list from the file, rather than searching and adding applicants individually.

[View the User Guide for Entering Rankings >](#)

- If an applicant you intend to rank is currently withdrawn, you should leave the withdrawn applicant on your Rank Order List. If the applicant is reinstated prior to the deadline, that ranking will be used in the Match. If the applicant remains withdrawn, the Rank Order List will be processed as if you had not ranked the withdrawn applicant.
- Each program’s Rank Order List must be entered and certified by 11:59 p.m. ET on February 26, 2019. You should enter and certify your Rank Order List(s) well before the Rank Order List deadline date to avoid potential system access problems near the deadline.

[View the User Guide for Certifying Your Rank Order List\(s\) >](#)

You can make changes to a list even after it is certified, until the Rank Order List deadline. If you change a list after it is certified, you simply have to certify the list again before the deadline in order for it to be used in the Match.

You will not be able to access the NMS Match System to enter ranks, certify a Rank Order List, or withdraw a program after the Rank Order List deadline.

- You should print a copy of each program's certified Rank Order List for your records, as this information is only available until March 8, 2019.

5 Programs with no applicants to rank and programs that no longer have positions available must use the NMS Match System to indicate they will not be ranking any applicants for the Match.

- If the program has no acceptable applicants to rank, but has positions available, the program should remain active and you should certify a Rank Order List with no applicants, so that it can be included in the Post-Match Process.

[Learn More About Having No Applicants to Rank >](#)

- If the program no longer has positions available to offer to applicants, you must withdraw the program from the Match by 11:59 p.m. ET on February 26, 2019. Withdrawn programs are excluded from the Post-Match Process.

[Learn More About Withdrawing from the Match >](#)

6 Match results will be available on March 4, 2019.

- Your residency site's Match results will be available in the NMS Match System beginning at 12:00 p.m. noon ET on March 4, 2019. As a secondary delivery method, NMS will make one attempt to send the Match result to you by e-mail, with the intention of having all e-mails sent by 12:00 p.m. noon ET on March 4, 2019. Result e-mails that are delayed or not delivered will not be resent.

[Learn More About the Results of the Match >](#)

- You should contact the applicant(s) matched to your residency site after 12:00 p.m. noon ET on March 4, 2019 to acknowledge the Match result. On March 4, no contact between applicants and residency sites should take place prior to 12:00 p.m. noon ET. Program Directors must send a letter of appointment within 72 hours of receiving the Match results to each applicant matched with the residency site.

- The Match results constitute a binding commitment between matched applicants and residency sites. If an applicant refuses to accept the Match result, please report this immediately to NMS or APPCN.

7 If your residency site has any unfilled positions after the Match, you are free to contact and negotiate directly with applicants who did not obtain a position in order to fill available positions in the Post-Match Process.

- The Post-Match Process begins at 12:00 p.m. noon ET on March 4, 2019. No action to fill available positions may be taken prior to that time.
- Programs with available positions will have access in the NMS Match System to a list of active applicants who certified a Rank Order List but did not obtain a position in the Match. You may also fill positions in the Post-Match Process with applicants that did not register for the Match.
- A list of programs offering positions in the Post-Match Process will be available to applicants in the NMS Match System. As your positions fill or new ones become available, you should update the information on the list, to provide current information to applicants still seeking positions.

[Learn More About the Post-Match Process >](#)

Review the APPCN Match web site at natmatch.com/appcnmat for more detailed information regarding the procedures for participating in the APPCN Match.

If you have any questions about APPCN Match, please contact NMS directly.