

# Association of Postdoctoral Programs in Clinical Neuropsychology

## RESIDENT MATCHING PROGRAM

### Program Instructions for Participating in the 2024 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 14, 2024**.

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

A program that has no acceptable applicants to rank or is no longer offering any positions must use the NMS Match System to indicate that the program will not be ranking any applicants for the Match (see point #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 website at [natmatch.com/appcnmat](https://natmatch.com/appcnmat).

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

- 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 January 24, 2024. After this date, you must contact NMS to make these types of changes. You should also communicate such changes directly to your applicants as soon as possible, to minimize confusion.

You may change your contact information, the number of positions offered in a program, or withdraw a program online at any time until the Rank Order List deadline.

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

#### 2 Provide your applicants with information that will help them rank your program(s).

- Ensure you have provided complete and accurate information to applicants prior to the Rank Order List deadline concerning the position(s) being offered in the APPCN Match, including all institutional and program policies related to eligibility requirements and terms of appointment.
- You should provide the 4-digit Code Number for each program offered by your residency site directly to the program's applicants to ensure they use the correct Code Number to identify the program(s) 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 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.
- 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).

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

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.

- 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 >](#)

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

- You must prepare a separate Rank Order List of applicants for each program offered in the APPCN Match. 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.

For programs offering more than one position, you can rank your most preferred applicants, up to the number of positions to be filled, in any order as each of these applicants is effectively considered to be a first choice. For example, if a program has 3 positions, the specific order in which the top 3 applicants are ranked will not matter, as positions are available for all 3 of those applicants. However, the rank numbers you assign to your less preferred applicants (e.g., ranks 4 and onwards) are very significant as they indicate your order of 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 >](#)

- Residency sites offering more than one program in the Match may find it helpful to use the Reversion feature offered in the Match. A reversion allows the program 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 Information, 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, if a program has special requirements (e.g., a need to match with a particular mix or distribution of applicants with specific characteristics), those requirements may be satisfied by submitting multiple Rank Order Lists for a single program.

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

- If your program has special requirements that you do not know how to address in the APPCN Match, please contact NMS to discuss your situation as soon as possible before the Rank Order List deadline. Special requests that are not discussed with NMS until just before the Rank Order List deadline are more difficult to accommodate.

### **4 Enter and certify your Rank Order List(s) in the NMS Match System by 11:59 p.m. Eastern Time on February 14, 2024.**

- The NMS Match System opens for the entry of rankings on January 24, 2024.
- In the Rankings section of the NMS Match System, search for and add applicants to each program's Rank Order List in rank number sequence. 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 uses NMS Interview or has a list of choices that can be provided in a comma-separated file (.csv), you may find it easier to import a file of rankings, rather than adding applicants individually.

[View the User Guide for Entering Your 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. If you need clarification regarding the status of any applicant in the Match, contact the applicant directly.

- Each program's Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on February 14, 2024. You should enter and certify your Rank Order List(s) well before the Rank Order List deadline date to avoid potential 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, withdraw a program, or update any residency or program information after the Rank Order List deadline.

- You should print a copy of each program's final certified Rank Order List for your records, as this information will only be available until February 25, 2024.

#### **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 a program has no acceptable applicants to rank but has one or more positions available that you would like to fill, the program should remain active and you should certify a Rank Order List with no applicants so the position(s) can be offered in the Post-Match Process.

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

- If a program no longer has any positions available to offer to applicants, you must withdraw the program from the Match by 11:59 p.m. ET on February 14, 2024. Withdrawn programs are excluded from the Post-Match Process.

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

#### **6 Match results will be available on February 21, 2024.**

- Your residency site's Match results will be available online in the NMS Match System starting at 12:00 p.m. noon Eastern Time on February 21, 2024. In addition, NMS will make one attempt to send the Match result to you by email, with the intention of having all emails sent by 11:00 a.m. ET on February 21, 2024. Result emails that are delayed or not delivered will not be resent as the same information will be available in the NMS Match System.

[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 Eastern Time on February 21, 2024 to acknowledge the Match result. No contact between applicants and residency sites should take place on February 21 prior to 12:00 p.m. noon Eastern Time. You must send a letter of appointment to each applicant matched with your residency site within 72 hours of receiving the Match results, according to APPCN Match Policies.

- The results of the APPCN Match 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 one or more 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 your available positions in the Post-Match Process.**

- The Post-Match Process begins at 12:00 p.m. noon Eastern Time on February 21, 2024. 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 applicants who certified a Rank Order List but did not obtain a position in the Match, or who withdrew but indicated they are still seeking a position. You may also fill positions in the Post-Match Process with applicants who 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 >](#)

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