Use the link provided in the registration e-mail to start the registration process.

The registration process should be completed by **October 19, 2018.**

Clinical neuropsychology residency positions that begin in 2019 are offered to applicants through the Resident Matching Program implemented by the Association of Postdoctoral Programs in Clinical Neuropsychology (APPCN). The Matching Program is administered by National Matching Services Inc. (NMS) on behalf of APPCN. This memorandum and the accompanying material provide information about the APPCN Resident Matching Program (the “Match”) and how to register to participate.

**ELIGIBLE PROGRAMS**

Residency programs that are members of APPCN are required to participate in the Match if they have positions available that begin training in 2019.

Programs that are not members of APPCN may also participate in the Match, provided they meet certain qualifications and agree to abide by the APPCN Match Policies. Non-members of APPCN must also pay a registration fee to participate in the Match.

Clinical residency programs, as well as programs that are primarily focused on research but whose training activities are at least 25% clinical, are eligible to participate in the Match. Research fellowships whose training activities are less than 25% clinical are not eligible to participate in the Match.

The online residency registration process should be completed by **October 19, 2018.**

**RULES REGARDING APPLICANT PARTICIPATION**

The APPCN Board of Directors is concerned that some applicants are put in difficult situations where they are required to make early commitments to programs for positions that are not being offered through the Match. The APPCN Board of Directors believes these preemptive offers limit the choice of positions available to applicants and force some applicants to exit the recruitment process prematurely.

The APPCN Board of Directors has set rules for the Match to ensure that applicants have the ability to consider all options for their residency training in order to secure their most preferred placement. The rules allow applicants who receive preemptive offers from programs that do not participate in the Match to hold those offers and participate in the Match by submitting a Rank Order List of programs for the Match that the applicant prefers to the preemptive offer. The rules also allow programs to disclose their ranking intentions in advance of the Match to their most favored applicants who receive preemptive offers.

The APPCN Board is continuing to monitor this issue and is investigating other methods that may be implemented in subsequent years to mitigate preemptive offers. While this effort may not be as good as having all programs participate in the Match in the first place, the APPCN Board is striving to create a fairer and more robust recruitment environment, where applicants may pursue their most desired positions, and non-participating programs may be encouraged to join the Match to ensure they are able to fill their positions with desirable applicants.
APPCN MATCH WEB SITE

Information about the APPCN Match is available at natmatch.com/appcnmat. The web site includes an overview of the operation of the Match, the detailed schedule of dates, APPCN Match Policies and Rules of Participation, description of the matching algorithm, etc.

The web site also provides access to an online registration system for applicants who wish to register for the APPCN Match. You should instruct any individuals interested in obtaining a position at your residency to review the information on the APPCN Match web site at natmatch.com/appcnmat.

REGISTRATION PROCEDURES

The online registration process must be completed by the residency Program Director. Use the link provided in the registration e-mail sent to the residency by NMS to start the process for your residency. The steps to be completed in the online registration process are described below.

a) Set Up Your Account
b) Submit Residency Site and Program Information
c) Certify the Statement of Qualification (Non-Members Only)
d) Accept the Residency Site Agreement
e) Pay Registration Fee (Non-Members Only)

a) Set Up Your Account

The first step in the registration process is to set up your NMS Match System account and connect the residency to your account.

1. Click on the online registration link in the e-mail sent by NMS to the residency. If the registration e-mail was sent to someone other than the Program Director, the e-mail should be forwarded to the Program Director, who must complete the registration process. Each residency has a unique link. Program Directors responsible for more than one residency will receive separate e-mails for each residency and must use the unique link provided in each e-mail to register that residency.

2. Enter the e-mail address of the residency Program Director. The e-mail address you enter will uniquely identify your account and will be your username for the NMS Match System. If the e-mail address entered is different from the one pre-populated on the screen, or if an NMS Match System account already exists with that e-mail address, you will need to follow the onscreen prompts to confirm ownership of the e-mail address.

3. Provide a password and complete the security questions for your account.

Please note that account information is not carried over from previous years. Each Program Director will need to set up a new account in the NMS Match System for the 2019 APPCN Match.

Once these steps are completed, your NMS Match System account will be set up and the residency will be connected to your account. If you set up your account but you do not complete the remainder of the registration process, you can Log In to the NMS Match System at another time to complete the registration process.

If you are responsible for more than one site, you can set up one account that will be used for all your residency sites. The same e-mail, password and security questions will apply to all the residency sites associated with your account.

All communication related to the Match, including Match results, will be sent to the one e-mail address in the NMS Match System connected to each residency. If communications with the Match should be sent to someone other than the Program Director, the e-mail address for the residency can be changed after the registration has been completed.
PLEASE NOTE: To ensure e-mails from NMS are not inadvertently directed to your “Spam” or “Junk Mail” folder, please whitelist all e-mail from appcnmat@natmatch.com, support@natmatch.com, matchinfo@natmatch.com and/or any other address with the domain @natmatch.com. The [APPCN Match website](https://www.natmatch.com) provides specific information on the IPs and e-mail addresses that should be whitelisted in your e-mail system.

b) Submit Residency Site and Program Information

The **Residency Site and Program Information page** is where you provide information about your residency site and the programs or tracks that will participate in the 2019 Match.

**Contact Information:** Information on file at NMS will be pre-populated on the page. If any of the information is incorrect, or is not pre-populated on the page, please update that information accordingly.

**Interview Policies:** APPCN strongly encourages sites to conduct applicant interviews at the INS meeting in February 2019, and it is expected that most sites will do so. However, sites are not required to interview at INS. As part of the registration process, you must indicate your residency site’s policies with respect to the timing and location of personal interviews (at INS and/or at your site) and the acceptability of using alternative technologies (e.g., telephone interviews, video conferencing) to conduct interviews remotely. The interview policies you indicate will be included in the List of Participating Programs posted on the APPCN Match web site for the benefit of applicants.

**Residency URL:** If your residency has a web site with information for applicants, please provide the full web site URL (e.g., https://your-institution.com/your-residency). The URL will be included on the List of Participating Programs that is posted on the APPCN Match web site. URLs can be a maximum of 250 characters.

**Program(s) Offered:** You must provide information about the program(s) and positions offered by your residency site.

Most residency sites provide only one type of training; however, some residency sites offer more than one type of training (e.g., pediatric, adult). If your residency site provides more than one type of training and applicants must be able to rank the different types of training separately for the Match, then each type of training must be listed as a separate program or track offered by your residency site in the Match. Each program will be identified by a unique 4-digit program Code Number and program description in the List of Participating Programs. This will permit applicants to rank specific programs at your residency site, and you will be able to rank specific applicants for each separate type of training.

- If your residency **participated** in the 2018 Match, program information is pre-populated based on the information on file at NMS from the 2018 Match.

- If your residency **did not participate** in the 2018 Match, a single program has been pre-populated with a 4-digit Code Number and a default program description of “Clinical Neuropsychology”.

Please review the pre-populated program information carefully. You may edit the information if necessary, as described below.

**Positions Available:** You must **verify or provide the number of positions to be filled in 2019 for each program offered in the APPCN Match.** All clinical neuropsychology residency positions to be filled in 2019 at your residency must be offered in the Match. You may change the number of positions offered, if necessary, at any time up to Rank Order List Deadline for the Match.

**Program Description:** Each program offered by your residency in the APPCN Match must have a unique program description (e.g., Adult Neuropsychology, Pediatric Neuropsychology, etc.). Program descriptions may be a maximum of 50 characters, including spaces between words. Programs that are primarily focused on research should provide a description that indicates “Primarily Research”. If your residency site offers more than one program in the Match, the description must clearly distinguish each program from any other program offered by your site.
Deleting a program: If a program that is pre-populated on the page will not be offering positions in 2019, you should delete the program. Note that every residency registered for the Match must have at least one program. You will not be able to delete a program if it is the only one listed for the residency. If your residency will not be offering any programs or positions in the 2019 APPCN Match, do not complete the registration process; instead, use the link provided in the registration e-mail to indicate the residency will not be participating in the 2019 Match.

Adding a program: If you wish to add a program, select the **Add New Program** link at the bottom of the program information section of the page. You must enter the number of positions to be filled in 2019 and provide a program description. The program description of the new program must uniquely and clearly distinguish that program from any other program offered by your residency site. Do not use the default description of “Clinical Neuropsychology” for any of the programs. A unique 4-digit Code Number will be assigned to the program automatically by the system when it is added.

Once all the information on the Residency Site and Program information page has been entered correctly, select the button to **Continue**.

c) **Certify the Statement of Qualification (Non-Members Only)**

This step applies only to residency sites that are not APPCN members; the step is skipped automatically for APPCN member residency sites. If your site is not an APPCN member, you must certify that the residency site and program(s) meet the criteria established by APPCN for non-member sites to qualify to participate in the APPCN Match.

d) **Accept the Residency Site Agreement**

You must accept the Residency Site Agreement for the 2019 APPCN Match. Read the Agreement page carefully, as your residency site and program(s) will be committed to abide by the terms of the Agreement once the site is registered to participate in the Match. After the registration is completed, a copy of the Agreement will be sent to you by e-mail.

e) **Pay Registration Fee (Non-Members Only)**

This step applies only to residency sites that are not APPCN members; the step is skipped automatically for APPCN member residency sites, as members do not pay a separate fee to NMS to participate in the Match.

Non-member residency sites must pay an annual fee of $350 USD to register for the APPCN Match (regardless of the number of programs and positions offered at the residency site). This fee is non-refundable and non-transferrable, even if the site subsequently withdraws from the 2019 Match.

You have two options to pay the registration fee:

- **Pay Online By Credit Card:** This option allows you to print an invoice and pay the fees online using a credit card (VISA or MasterCard). Once payment is complete, your residency site will be registered to participate in the 2019 Match.

- **Pay By Check (or By Credit Card by Phone):** This option allows you to print an invoice and send payment by check. Checks must be made payable to National Matching Services Inc. and sent to NMS at the address shown at the end of this memorandum. If payment is sent to NMS by mail be sure to affix sufficient postage to Canada. Alternatively, you can phone NMS at 800-461-6322 during normal business hours (9 a.m. - 5 p.m. ET, Mon-Fri) to provide credit card payment details over the phone. Once payment is received, NMS will then complete the registration process for your residency site. Your residency site will not be registered for the Match until payment has been received by NMS.

Non-member residency sites 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 residency is an “APPCN Match participant”. Non-member residency sites 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.

**REGISTRATION CONFIRMATION**

After the registration process is complete for your residency site, you will receive a confirmation by e-mail. The confirmation will include the Code Number(s) and program description(s) for each of your program(s) registered for the Match. You should provide the program Code Number(s) to each of your applicants.

**INTERVIEW NOTIFICATIONS**

Residency programs that conduct interviews may decide which applicants they wish to interview. However, the site must make a reasonable effort to notify every applicant who submits a complete set of application materials as to his/her interview status. Such 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.

Sites 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).

**QUESTIONS**

If you have any questions regarding the Match, please contact NMS:

- E-mail: appcnmat@natmatch.com
- Phone: (800) 461-6322
- Fax: (844) 977-0555

National Matching Services Inc.
20 Holly Street, Suite 301
Toronto, Ontario Canada M4S 3B1

Paper correspondence sent to NMS by regular mail must include sufficient postage for Canada.
Review all accompanying materials:

- Memorandum of Instructions
- Residency Site Agreement
- APPCN Match Policies
- Schedule of Dates
- Letter to Non-Members from APPCN (provided to non-members only)
- Statement of Qualification for Non-Members of APPCN (provided to non-members only)

The Program Director of the residency site must complete the online registration process:

- Click on the link provided in the registration e-mail sent by NMS to start the registration process. A separate e-mail with a unique link is provided for each residency site.
- Set up your account in the NMS Match System.
- Verify the residency site contact information and make corrections if necessary.
- Provide your residency site’s policies for interviewing applicants.
- Provide the number of positions and program description for each program to be offered in the Match. All clinical neuropsychology positions to be filled in 2019 at your residency site must be offered through the Match.
- Certify the Statement of Qualification (non-members only).
- Accept the Residency Site Agreement
- Pay the registration fee (non-members only). Payment can be made either: (a) online by credit card; (b) by calling NMS at 800-461-6322 to provide your credit card details; or, (c) by check payable to National Matching Services Inc. and sent to NMS at 20 Holly Street, Suite 301, Toronto, ON Canada M4S 3B1.

When the registration is complete, you will receive a confirmation of the registration by e-mail. The confirmation will include the 4-digit Code Number and description for each program offered by your residency site in the Match. You should provide the Code Number for each program to your applicants.

Instructions for submitting Rank Order List(s) and obtaining Match results will be sent to you by February 8, 2019.

- You must submit your Rank Order List information for the Match by February 26, 2019.
- Match results will be available March 4, 2019

Note: You should read all materials received from National Matching Services to ensure you understand all procedures and deadlines. If you have any questions, please contact NMS directly.