

CENTRAL APPLICATION SERVICE FOR PODIATRIC RESIDENCIES (CASPR)

Program Ranking and Results Instructions for the 2024 CASPR

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for the Match for each track offered by your program in CASPR by **11:59 p.m. Eastern Time on February 16, 2024**.

If your program has unfilled positions after the Match, those positions must be offered to unmatched applicants in MPII. MPII is a second matching process used to place unmatched applicants into programs with unfilled positions. Rank Order Lists for MPII must be entered and certified in the NMS Match System by **3:00 p.m. Eastern Time on March 11, 2024**.

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

You must accept each applicant matched to your program, as stipulated in the Program Agreement and CASPR Rules.

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

- To avoid confusing applicants, your program and track information should be finalized before the system opens for rankings on January 17, 2024.

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

- You can change your track description(s) and/or add a new track to your program online only until the system opens for rankings on January 17, 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 can change your contact information, the number of positions offered in a track, or withdraw a track online at any time until the Rank Order List deadline.

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

2 Provide your applicants with information that will help them rank your track(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 CASPR, including all institution and residency program policies related to eligibility requirements for appointment, compensation for residents, and accreditation status of the program.
- You should provide the 4-digit Code Number for each track offered by your program directly to your applicants, especially if your program offers more than one track in CASPR. A match can occur only if you rank an applicant on a track's Rank Order List and that applicant ranks that same track with the correct Code Number on their Rank Order List. If an applicant ranks a track represented by one Code Number, but is ranked by a different track with a different Code Number, a match will not be made.
- You may not make any commitments to applicants regarding offers of appointment, or require any commitments from applicants, prior to the release of the CASPR Match results. Furthermore, programs and applicants may not solicit any information about rankings or disclose information about numerical ranking preferences on a Rank Order List (e.g. "you are my first choice"). However, it is permissible to voluntarily disclose your intention to rank an applicant (e.g., "I intend to rank you for this program").
- You must accept each applicant matched to your program.

[Learn More About the CASPR Rules >](#)

3 Determine your preferences for applicants for each track offered by your program.

- You must prepare a separate Rank Order List of applicants for each track offered in the CASPR Match. For each track, rank applicants according to your true preferences. Rank your most preferred applicant as rank #1, your next

most preferred applicant as rank #2, and so on. Do not consider how any applicant might rank the track when ordering your choices.

For tracks 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 track 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 track cannot match with all of its most preferred applicants.

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

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

[Learn More About Ranking Strategy ›](#)

- Programs offering more than one track in CASPR may find it helpful to use the Reversion feature offered in the Match. A reversion allows a track to move (revert) one or more positions that are left unfilled during the match processing from one track to another, to increase the likelihood of filling all positions at the program. (Reversions are permitted only in the Match, not in MPII.)

[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 using the Multiple List feature offered in the Match. (Multiple Lists for a single track are permitted only in the Match, not in MPII.)

[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 Match, please contact NMS as soon as possible before the Rank Order List deadline.

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Enter and certify your Rank Order List(s) for the Match in the NMS Match System by 11:59 p.m. Eastern Time on February 16, 2024.

- The NMS Match System opens for rankings for the Match on January 17, 2024.
- In the Rankings section of the NMS Match System, there are several ways to add applicants to a Rank Order List for a track:
 - Import some or all of the applicants that have submitted applications to your program.
 - Import the applicants who scheduled an interview with your program through the NMS Match System.
 - Search and add any registered applicant to your list.
 - Import rankings from a comma-separated (.csv) file created using other software.

Ensure that the applicant's name and 5-digit Code Number shown on the Rank Order List are correct for each applicant you rank, and that the applicants are sequenced in true preference order on the Rank Order List.

[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 processing 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 CASPR, contact the applicant directly.
- Each track's Rank Order List must be entered and certified for the Match by 11:59 p.m. Eastern Time on February 16, 2024. You should enter and certify your Rank Order List(s) well before the Rank Order List deadline 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 processing.

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

- You should print a copy of each track's final certified Rank Order List for your records.

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

- If a track has no acceptable applicants to rank, but has one or more positions available that it would like to fill, the track should remain active and you should certify a Rank Order List with no applicants so that the position(s) will be offered in MPII.

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

- If a track no longer has any positions available to start training in 2024, it must be withdrawn by the Rank Order List deadline. If a track is withdrawn from the Match, the position(s) will not be offered in MPII.

[Learn More About Withdrawing from CASPR >](#)

6 **Match Status results will be provided to programs, applicants, and colleges on Match Status Day, March 4, 2024.**

- Your program's Match Status result will indicate how many positions were filled in the Match for each track offered by your program. Applicants will be told whether or not they obtained a position in the Match. Colleges will be told whether or not each of their students obtained a position in the Match.
- Match Status information will be sent by email to participating programs, applicants and colleges by 12:00 p.m. noon Eastern Time, and will also be available in the NMS Match System beginning at 12:00 p.m. noon Eastern Time. NMS will make one attempt to send the results to you by email; 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 Match Status Results >](#)

7 **Any track with unfilled positions after the Match must offer those positions to unmatched applicants in MPII. MPII is a second matching process used to place unmatched applicants into programs with unfilled positions.**

- Beginning at 12:00 p.m. noon Eastern Time on March 4, 2024 a list of programs and tracks with positions available in MPII will be posted on the NMS CASPR website. Applicants who were not matched will be able to submit applications to programs. You can make changes in the NMS Match System to your contact information, application deadline date, the number of positions offered in a track, or withdraw a track for MPII at this time.
- The default application deadline for all programs in MPII is 12:00 p.m. noon Eastern Time on March 6, 2024. You may extend the application deadline for your program if you wish; your application cutoff for MPII will be 12:00 p.m. noon Eastern Time on the deadline date you specify in the NMS Match System.
- Starting at 12:00 p.m. noon Eastern Time on March 6, 2024, you can log in to the NMS Match System to access the applications submitted to your program for MPII. You will also be able to download a file of information on all unmatched applicants, and the NMS Match System will open for MPII rankings at this time.
- If a track has no acceptable applicants to rank for MPII, but has one or more positions available that it would like to fill, the track should remain active and you should certify a Rank Order List with no applicants so that the position(s) will be offered in the Post-Match Process. If a track no longer has any positions available, it must be withdrawn by the MPII Rank Order List deadline in order to be excluded from the Post-Match Process.
- The MPII Rank Order List deadline is **3:00 p.m. Eastern Time on March 11, 2024**. You must enter and certify your Rank Order List for each track participating in MPII by the MPII Rank Order List deadline. You will not be able to

certify a Rank Order List, withdraw a track, receive new applications, or update any program or track information, after the MPII Rank Order List deadline.

[Learn More About MPII >](#)

8 The list of all applicants matched to your program in the Match and MPII will be provided to you on MPII Status Day, March 14, 2024.

- The results will be sent to you by email by 12:00 p.m. noon Eastern Time, and will also be available in the NMS Match System beginning at 12:00 p.m. noon Eastern Time. NMS will make one attempt to send the results to you by email; result emails that are delayed or not delivered will not be resent as the same information will be available in the NMS Match System.
- Colleges will receive information on where each of their students were placed in the Match and MPII, as well as information on positions that remain available after MPII, at 12:00 p.m. noon Eastern Time on March 14. At the same time, applicants who participated in MPII will be told whether or not they matched.
- Your list of matched applicants is embargoed, and you must not contact any of your matched applicants until 12:00 p.m. noon Eastern Time on March 15, as noted below.
- On March 15, 2024, full result information will be provided to applicants by their colleges in Match Day ceremonies. The full result indicates the specific program and track to which each applicant matched. Full results will be released to applicants in the NMS Match System at 12:00 p.m. noon Eastern Time and will also be emailed to participating applicants starting at 12:00 p.m. noon Eastern Time.

[Learn More About the CASPR Results >](#)

9 Programs with positions available after MPII may fill those positions in the Post-Match Process.

- Starting at 12:00 p.m. noon Eastern Time on March 14, 2024, colleges will have information on positions that remain available after MPII, and unmatched applicants will be instructed to contact their college for assistance in obtaining available positions. Applicants and colleges may contact programs with positions available at this time.
- Beginning on March 15, 2024, a list of programs with positions available in the Post-Match Process will be available publicly on the AACPM website.
- Programs with unfilled positions are permitted to fill any positions that remain available, independently of CASPR, with any qualified candidates who did not obtain positions in the Match or MPII. Programs obtain applications in the Post-Match Process directly from applicants (i.e., not through the NMS Match System).

Consult the [NMS CASPR website](#) or [contact NMS](#) if you have questions.