

# CENTRAL APPLICATION SERVICE FOR PODIATRIC RESIDENCIES (CASPR)

## Program Instructions for the 2023 CASPR

Programs use the NMS Match System online platform to obtain applications, schedule interviews, submit rankings, and obtain results for the 2023 CASPR. Information on how to use the NMS Match System and participate in CASPR is available on the NMS CASPR website.

[NMS CASPR Website >](#)

[Schedule of Dates >](#)

### 1 Set up an account in the NMS Match System for your program.

- Programs must have registered to participate in the 2023 CASPR on AACPM's CASPRweb website prior to setting up their NMS Match System account.
- The Program Director of each registered program is sent an email from NMS with a unique link to initiate creation of an account in the NMS Match System. The setup process includes the following steps:

#### 1. Set up your login credentials for the NMS Match System

Use the Program Director's email address, and provide a password and security questions.

#### 2. Submit Program and Track Information

It is recommended that each program accept the default application deadline date of October 31, 2022 initially. The deadline date can be updated later, if necessary.

Every program will have at least one track (usually related to type of position) set up in the NMS Match System. Programs that offer more than one training stream (e.g., PMSR and PMSR/RRA) will have multiple tracks. Each track is assigned a unique 4-digit code number by the system; the first 3 digits of the track code number is the program number (CASPR ID) and the final digit identifies the track within the program.

[Learn About Setting Up Multiple Tracks >](#)

#### 3. Accept and Acknowledge the Rules

You must electronically acknowledge that you have read and will comply with the rules and Program Agreement for CASPR.

[View CASPR Rules and Program Agreement >](#)

#### 4. The Program Director will receive a confirmation email when the setup process is complete.

Detailed step-by-step instructions for setting up your NMS Match System account are available online:

[View the NMS Match System Setup Guide >](#)

- Once the account has been set up for the program, Program Directors can add secondary users to their NMS Match System account. Secondary users have access to and can manage all information for the program.

[Learn About Adding Users to Your Account >](#)

### 2 Applicants apply to programs, and programs receive applications, through the NMS Match System.

- Prior to Match Day, programs must accept and consider only applications submitted by applicants through the NMS Match System.

[Learn About the Contents of a CASPR Application >](#)

[Learn About the Tools Provided to Help You Organize and Manage Applications >](#)

- The default application deadline for all programs is October 31, 2022, however programs may extend the deadline date to any date up to December 9, 2022.
- The NMS Match System opens for programs to review applications beginning on November 1, 2022.

- You must provide applicants with your institution and program's policies related to eligibility requirements for appointment, including vaccination requirements.

[Read More About Applications >](#)

### 3 COTH member programs schedule interviews using the NMS Match System.

- Beginning December 5, 2022, COTH member programs will use the NMS Match System to setup their interview schedules and begin inviting applicants to interviews.

Programs send interview invitations in real-time to applicants through the NMS Match System. Once invited, applicants schedule themselves into the available interview slots at each program through the NMS Match System.

[View the Interview Scheduling User Guide >](#)

- AACPM organizes a Central Residency Interview Program (CRIP) where applicants and programs meet and interview with each other. The CRIP event is held in Frisco, TX from January 12 - 17, 2023.
- Programs that are not participating in CRIP may not conduct interviews before January 18, 2023.

[Read More About Interviews >](#)

### 4 Programs must submit a separate Rank Order List of applicant choices by February 17, 2023 for each track offered in the Match.

- All Rank Order Lists are submitted through the NMS Match System. The NMS Match System opens for the submission of rankings on January 18, 2023.

[View the Rankings User Guide >](#)

- If a track will not offer any positions in 2023 it must be withdrawn by the Rank Order List deadline.

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

- Rank all acceptable applicants in order of your true preferences, without considering how you expect to be ranked by any applicant.

[Read More About Rankings >](#)

### 5 The results of CASPR will be provided to programs according to the following Release Dates.

- **Match Status Day:** On March 9, 2023, Match Status information will be provided to each program by 11:00 a.m. Eastern Time. Programs will learn how many positions have been filled in each track through the Match. Programs with unfilled positions will offer those positions to unmatched applicants in a second match, MP11.
- **MP11 Status Day:** On March 16, 2023, full result information will be provided to each program by 3:00 p.m. Eastern Time. Programs will be provided with a list of applicants matched to each track in the Match or MP11.
- **Match Day:** On March 17, 2023, applicants will be informed of the positions they obtained in the Match or MP11 by their colleges in Match Day ceremonies. The positions obtained by applicants will also be provided to applicants by email and in the NMS Match System starting at 12:00 p.m. Eastern Time.
- **Post-Match Process:** Starting at 12:00 p.m. Eastern Time on March 17, 2023, a list of programs with positions available in the Post-Match Process will be posted publicly on the NMS website. Programs can use the NMS Match System to update information on the list, and programs with unfilled positions are permitted to seek and fill any positions that remain available, independently of CASPR.

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

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