

CENTRAL APPLICATION SERVICE FOR PODIATRIC RESIDENCIES (CASPR)

Program Instructions for the 2024 CASPR

Programs use the NMS Match System online platform to obtain applications, schedule interviews, submit rankings, and obtain results for the 2024 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 2024 CASPR on the AACPM 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 a new account in the NMS Match System

Use the Program Director's email address, and provide a password and security questions. Account information in the NMS Match System is not carried over from the previous year.

2. Submit Program and Track Information

The default application deadline date for all programs is October 31, 2023. The deadline date can be extended later on, 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, 2023, however programs may extend the deadline date to any date up to February 15, 2024.
- The NMS Match System opens for programs to review applications beginning on November 1, 2023.

- You must provide applicants with your institution and program 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 4, 2023, 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 11 to January 16, 2024.
- Programs that are not participating in CRIP may not conduct interviews before January 17, 2024.

[Read More About Interviews >](#)

4 Programs must submit a separate Rank Order List of applicant choices by February 16, 2024 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 17, 2024.

[View the Rankings User Guide >](#)

- If a track will not offer any positions in 2024 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 4, 2024, Match Status information will be provided to each program by 12:00 p.m. noon 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 14, 2024, full result information will be provided to each program by 12:00 p.m. noon Eastern Time. Programs will be provided with a list of applicants matched to each track in the Match or MP11.

By 12:00 p.m. Eastern Time on March 14, 2024, applicants participating in MP11 will learn whether or not they matched. Colleges will be provided with information on positions that remain available and will work with unmatched applicants to obtain a position.

- **Match Day:** On March 15, 2024, 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.

Starting at 12:00 p.m. Eastern Time on March 15, 2024, a list of programs with positions available in the Post-Match Process will be posted publicly. Programs with unfilled positions are permitted to fill any positions that remain available, independently of CASPR.

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

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