

# Association of Chiropractic Colleges

## CHIROPRACTIC RESIDENCY MATCH (Chiro Match)

### Program Instructions for Participating in the 2024 Chiro Match

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for your program by **11:59 p.m. Eastern Time on February 21, 2024**.

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

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 that the program will not be ranking any applicants for the Chiro Match (see item #6 below).

Note: While the Chiro Match allows programs to offer multiple tracks (i.e., different streams or types of training within a single program), **each program participating in the 2024 Chiro Match is offering only one track**. Therefore, references to “program” or “track” effectively mean the same thing throughout these instructions, the Chiro Match website, and the NMS Match System.

#### 1 Verify your program information in the NMS Match System.

- The NMS Match System is accessible from the Chiro Match website at [natmatch.com/chiro](https://natmatch.com/chiro).  
[Log In to the NMS Match System >](#)
- You must offer all positions in your program available in 2024 through the Chiro Match. You may change the number of positions offered in the Match, or withdraw a program/track if necessary, in the NMS Match System until the Rank Order List deadline. Contact information can also be updated in the NMS Match System until the Rank Order List deadline.  
[View the User Guide for Updating Program/Track Information >](#)

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

- Ensure you provide complete and accurate information to applicants prior to the Rank Order List deadline concerning the position(s) being offered in the Chiro Match, including all institutional and program policies related to eligibility requirements for appointment.
- You should provide the 5-digit Match Code Number directly to your applicants, to ensure they can identify your program/track correctly on their Rank Order Lists.
- You may not make any commitments to applicants regarding offers of appointment, or require any commitments from applicants, prior to the release of the Chiro Match results. You are permitted to voluntarily disclose your intention to rank an applicant (e.g., “I intend to rank you”), and applicants are permitted to voluntarily disclose their intention to rank your program. However, both you and the applicants are prohibited from soliciting such information. Furthermore, both you and the applicants may not solicit or disclose any information about numerical rankings or positioning on a Rank Order List (e.g., “you are my first choice”).
- You must accept each applicant matched to your program.  
[Learn More About the Chiro Match Rules >](#)

#### 3 Evaluate your applicants.

- The Chiro Match Application Service provides tools to help you organize and evaluate your applicants.  
[Read About Using Tags, Ratings, and Comments to Evaluate Applicants >](#)

#### 4 Determine your preferences for applicants.

- When preparing a Rank Order List, rank applicants according to your true preferences, with 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 your program when ordering your choices.
- If your program/track is 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 your program/track has 2 positions, the specific order in which the top 2 applicants are ranked will not matter, as positions are available for both of those applicants. However, the rank numbers you assign to your less preferred applicants (e.g., ranks 3 and onwards) are very significant as they indicate your order of preference for each of these applicants if you cannot match with all of the most preferred applicants.
- You should rank all applicants who are acceptable. By including more applicants on your Rank Order List, you may increase the likelihood of filling all the positions. You will be matched with the most preferred applicants on the Rank Order List that rank your 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 >](#)

#### 5 Enter and certify your Rank Order List in the NMS Match System by 11:59 p.m. Eastern Time on February 21, 2024.

- The NMS Match System opens for the entry of rankings on February 7, 2024.
- In the Rankings section of the NMS Match System, there are several ways to add applicants to a Rank Order List:
  - 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 Match Code Number are correct for each applicant on the Rank Order List, 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 shown as 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.
- Your Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on February 21, 2024. You should enter and certify your Rank Order List well before the Rank Order List deadline to avoid potential problems near the deadline.

[View the User Guide for Certifying Your Rank Order List >](#)

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 Chiro Match.

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

- You should print a copy of your final certified Rank Order List for your records, as this information will only be available online until 11:59 p.m. Eastern Time on March 3, 2024.

#### 6 If your program has no applicants to rank, or if your program no longer has positions available, you must use the NMS Match System to indicate that you will not be submitting a Rank Order List.

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

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

- If your program/track no longer has any positions available to start training in 2024, you must withdraw the program/track from the Chiro Match by 11:59 p.m. Eastern Time on February 21, 2024. Withdrawn programs/tracks are excluded from the Post-Match Process.

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

## 7 Chiro Match results will be available on February 28, 2024.

- Your program's Chiro Match results will be available online in the NMS Match System starting at 12:00 p.m. noon Eastern Time on February 28, 2024. In addition, NMS will make one attempt to send the Chiro Match results to your program by email by 11:00 a.m. Eastern Time on February 28, 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 Chiro Match Results >](#)

- You should contact the applicant(s) matched to your program after 12:00 p.m. noon Eastern Time on February 28, 2024 to acknowledge the Chiro Match result. No contact between applicants and programs should take place on February 28 prior to 12:00 p.m. noon Eastern Time.

You must send a letter of confirmation to each applicant matched to your program within 10 working days of the release of the results. Matched applicants must sign and return the letters of confirmation in accordance with program instructions within 30 days of the release of the Chiro Match results.

- The Chiro Match results constitute a binding commitment between matched applicants and programs. Release from the Chiro Match result requires written approval from both the matched applicant and the program to which the applicant matched. If an applicant refuses to accept the Chiro Match result, please report this immediately to NMS or ACC.

## 8 If your program has one or more unfilled positions after the Chiro Match, you may participate in the Post-Match Process in order to fill your available position(s).

- The Post-Match Process begins at 12:00 p.m. noon Eastern Time on February 28, 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 information on applicants who submitted an application or certified a Rank Order List but did not obtain a position, or who withdrew but indicated they are still seeking a position.
- Applicants who did not obtain a position in the Match will have access in the NMS Match System to a list of programs offering positions in the Post-Match Process. Programs can log in to the NMS Match System to update their information or remove themselves from the list at any time.
- Programs requiring applications from applicants who did not previously apply to their program should request that applicants send application materials to the program directly (e.g., via email). No new applications can be sent to programs in the Post-Match Process using the online Chiro Match application service.

[Learn More About the Post-Match Process >](#)

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