

# POSTDOCTORAL DENTAL MATCHING PROGRAM

## Sponsors

American Academy of Pediatric Dentistry  
American Academy of Periodontology  
Special Care Dentistry Association

American Association of Oral & Maxillofacial Surgeons  
American Society of Dentist Anesthesiologists

American Association of Orthodontists  
American Student Dental Association  
American College of Prosthodontists

## REGISTRATION PROCEDURES CHECKLIST

### **Review all accompanying materials**

- Memorandum of Instructions
- Residency Agreement
- Schedule of Dates

### **The Program Director of the residency 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 to each residency.
- Set up your account in the NMS Match System.
- Verify the residency and program information, and make corrections if necessary.
- Provide the number of positions to be filled for each program offered in the Match. All positions to be filled in 2020 for the first year of training in the residency must be offered through the Match.
- Accept the Residency Agreement and provide contact details for an institutional official.
- Pay your residency's registration fees online using a credit card, or choose to complete the registration process and provide payment of the fees at a later date. Be sure to print an invoice of your residency's registration fees for your records.

### **Provide the Match Code Number of each program to your applicants**

- Once registered, you will receive a confirmation by e-mail. The confirmation will include the 6-digit Code Number and program description for each program offered in the Match.

### **Submit your Rank Order List information by the appropriate deadline date**

- For ORTHO, PERIO, PROS, ANES, and Canadian GPR programs - Nov. 15, 2019
- For AEGD, US GPR, OMS and PED programs - Jan. 10, 2020

**Contact NMS if you have any questions about the Dental Match**

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TO: Program Directors of Dental Residency Programs  
FROM: National Matching Services Inc. (NMS)  
RE: Registration for the Dental Match for Positions Beginning in 2020

Use the link provided in the registration e-mail to complete the online registration process for your residency. The registration process should be completed by **May 31, 2019**.

The Dental Match is used to fill positions beginning in 2020 for the first year of training in the following types of postdoctoral dental education programs: Advanced Education in General Dentistry (AEGD), US and Canadian General Practice Residency (GPR), Oral and Maxillofacial Surgery (OMS), Orthodontics (ORTHO), Pediatric Dentistry (PED), Periodontics (PERIO), Prosthodontics (PROS), and Dental Anesthesiology (ANES).

The Dental Match provides an orderly process to help applicants obtain positions in postdoctoral dental education programs of their choice, and to help programs obtain applicants of their choice.

This memorandum and the accompanying materials provide information about the Dental Match and how to register to participate.

## **BACKGROUND**

The Dental Match to fill postdoctoral positions in dentistry has been used since 1985, when it was initially developed and organized by the Committee on Residency Education and Training of the American Association of Oral and Maxillofacial Surgeons. The Dental Match has expanded since that time, and now includes AEGD, US and Canadian GPR, OMS, ORTHO, PED, PERIO, PROS and ANES programs.

The Dental Match is sponsored jointly by the American Association of Oral and Maxillofacial Surgeons, the Special Care Dentistry Association, the American Academy of Pediatric Dentistry, the American Association of Orthodontists, the American Society of Dentist Anesthesiologists, the American Academy of Periodontology, the American College of Prosthodontists, and the American Student Dental Association. In addition, the Dental Match has been endorsed by the American Dental Association Council on Dental Education and Licensure, the American Dental Education Association, and the Veterans Administration.

The Dental Match is governed by a Steering Committee composed of representatives from each of the sponsoring organizations, and the administration is carried out by National Matching Services Inc. (NMS) on behalf of the sponsoring organizations.

## **PROGRAMS WITH SPECIAL REQUIREMENTS**

It is the intention of the sponsoring organizations, and of NMS, to be as flexible as possible in accommodating any special requirements that any program or applicant may have for participating in the Dental Match.

If your program has special concerns or requirements, such as a need to recruit a particular distribution of applicants based on specified applicant characteristics (e.g., dental school attended), anticipated problems in meeting the specified deadline dates, or any other special concerns or requirements, please contact NMS to discuss your particular situation. The matching process can accommodate most special requirements. The sponsoring organizations and NMS will do their utmost to satisfy the particular needs of as many programs and applicants as possible to facilitate their participation in the Dental Match.

## **MATCH WEB SITE**

Information about the Dental Match is available online at [natmatch.com/dentres](http://natmatch.com/dentres).

The web site includes an overview of the Dental Match, the schedule of dates which governs the key recruiting activities, rules of participation for applicants and programs, description of the matching algorithm, instructions on how to participate, and other useful information.

Applicants who want to participate in the Dental Match must register on the Dental Match web site. A list of participating programs will be available on the web site by August 1, 2019.

## **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 program director by NMS to start the process for your residency. The online registration process has 4 steps:

- a) Set Up Your Account
- b) Submit Residency and Program Information
- c) Accept the Residency Agreement
- d) Pay the Registration Fees

### **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.
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 2020 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 residency, you can use the same account (e-mail and password) for all your residencies.

All communication related to the Dental Match, including Match results, will be sent to the one e-mail address in the NMS Match System connected to each residency. If you want Match communications sent to a different person instead of the program director, you can change the e-mail address after the registration of the residency is complete.

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 [dentres@natmatch.com](mailto:dentres@natmatch.com), [support@natmatch.com](mailto:support@natmatch.com), [matchinfo@natmatch.com](mailto:matchinfo@natmatch.com) and/or any other address with the domain [@natmatch.com](http://natmatch.com). The [Dental Match web site](http://natmatch.com/dentres) provides specific information on the IPs and e-mail addresses that can be whitelisted in your e-mail system.

## b) Submit Residency and Program Information

The **Residency and Program Information page** is where you submit information for your residency and the programs that will participate in the Dental 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.

Type of Residency: You cannot change the type of residency in the NMS Match System. All programs or tracks offered by the residency must be for the same type of residency.

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 Dental Match web site. Program 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. Most residencies provide only one form of training, or “track”. However, some residencies provide more than one track, for example: one track for US and Canadian applicants and a separate one for international applicants; or, a separate track for positions where an M.D. degree is offered for OMS residencies, etc.

If your residency offers more than one track, and applicants should be able to rank the different tracks separately for the Match, then each track must be listed as a separate program in the Dental Match. Each separate program is identified by a unique Code Number and program description in the List of Participating Programs. This will permit applicants to rank specific programs at your residency, and enable you to rank specific applicants for each separate program.

- If your residency **participated** in the 2019 Match, program information is pre-populated based on the information on file at NMS from the 2019 Match.
- If your residency **did not participate** in the 2019 Match, a single program has been pre-populated with a 6-digit program Code Number and a default program description based on the type of your residency.

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 2020 for each program you are offering in the Dental Match.** You may change the number of positions available, if necessary, at any time up to the deadline for submitting the Rank Order Lists for each Phase of the Match.

Program Description: Each program offered by your residency in the Dental Match must have a program description that includes an abbreviation of the type of residency (i.e., AEGD, GPR, OMS, ORTHO, PED, PERIO, PROS, ANES, GPR-CAN) and the duration of the program (e.g., 1-YR or 2-YR). In most cases, no additional information will be required in the program description. However, program descriptions can be a maximum of 50 characters including spaces between words. If your residency offers more than one program, the program description of each program must uniquely and clearly distinguish that program from any other program offered by your residency.

Deleting a program: If a program that is pre-populated on the page will not be offering positions in 2020, you should delete the program. Note that every residency registered for the Dental 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 beginning in 2020, 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 2020 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 2020, provide a program

description, and press the **Add** button. The program description must indicate the abbreviated type of residency and duration as the first part of the program description; additional information to uniquely identify each program should be added at the end of the program description. A unique 6-digit program Code Number will be assigned to the program automatically by the system when it is added.

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

### **c) Accept the Residency Agreement**

You must accept the Residency Agreement for the 2020 Dental Match. Read the Agreement page carefully, as your institution, residency, and program(s) will be committed to abide by the Agreement once the program is registered. After the registration is completed, a copy of the Agreement will be sent to you by e-mail.

Institution Notification: You must provide the name, title and e-mail address of an institutional official (e.g. Dean, CEO, Hospital Director, etc.) at your institution who will receive notification of your registration and a copy of the Residency Agreement once the registration process is complete. The institutional official should be someone, other than the program director, who has signing authority for the institution.

### **d) Pay the Registration Fees**

The fees for participating in the Dental Match are:

- \$90 USD registration fee for each program
- \$65 USD for the first position offered in each program
- \$50 USD per position for the second through sixth positions offered in each program
- \$40 USD per position for the seventh and subsequent positions offered in each program

For example, if a residency offers two programs in the Dental Match, one with 8 positions and one with 1 position, the fee payable would be:  $(\$90 + \$65 + 5 \times \$50 + 2 \times \$40) = \$485$  for the first program, plus  $(\$90 + \$65) = \$155$  for the second program. The total residency registration fee would be \$640.

You have two options to pay the registration fees:

**Pay Now By Credit Card**: This option allows you to print an invoice and pay the residency's fees online using a credit card (VISA or MasterCard). Once payment is complete, your residency will be registered to participate in the 2020 Match.

**Continue, and Pay Later**: This option allows you to print an invoice and complete the residency's registration for the 2020 Match without payment. If you choose this option, your registration fees must be paid at a later date, either by calling NMS during business hours (9 am to 5 pm, Monday - Friday) to provide credit card information or by check made payable to National Matching Services Inc. and mailed to NMS, preferably with a copy of the residency's invoice. If you intend to mail a check to NMS, be sure to affix sufficient postage to Canada.

## **REGISTRATION CONFIRMATION**

After the online registration process is complete, 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 Dental Match. You should provide the program Code Number(s) to each of your applicants.

## **QUESTIONS**

Information about the Dental Match can be found at [natmatch.com/dentres](http://natmatch.com/dentres). Please contact NMS if you have any questions.

E-Mail: [dentres@natmatch.com](mailto:dentres@natmatch.com)  
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