

POSTDOCTORAL DENTAL MATCHING PROGRAM

Sponsoring Organizations

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

Residency Ranking and Results Instructions for the 2022 Dental Match

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices by the Rank Order List Deadline for each program offered by your residency. You must accept each applicant matched to your residency, as stipulated in the Dental Match Rules and Residency Agreement.

	Phase I of the Match	Phase II of the Match
Program Types	ORTHO, PERIO, PROS, ANES, Canadian GPR	US GPR, AEGD, OMS, PED
NMS Match System Opens For Rankings	October 25, 2021	December 13, 2021
Rank Order List Deadline	November 12, 2021 (11:59 p.m. Eastern Time)	January 14, 2022 (11:59 p.m. Eastern Time)
Match Results Day	November 19, 2021	January 24, 2022

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

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

- The NMS Match System is accessible from the Dental Match website at natmatch.com/dentres.

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

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

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

- Listing Unfilled Positions: By default, any program left with unfilled positions after the Match will be included on the list of programs with positions available for the Post-Match Process. However, if necessary, you can indicate before the Rank Order List deadline that you wish to exclude a program from the Post-Match List of Available Positions if any positions are left unfilled.

[View Instructions for Excluding Your Program From the Post-Match List >](#)

2 Provide your applicants with information that will help them rank your program(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 the Match, including all relevant institutional, residency, and program policies related to eligibility requirements and terms of appointment.
- You should provide the 6-digit Match Code Number of each program offered by your residency directly to your applicants to ensure they use the correct Code Number to identify the program on their Rank Order Lists. A match can occur only if you rank an applicant on a program's Rank Order List and that applicant ranks that same program on their Rank Order List. If an applicant ranks a program represented by one Code Number, but is ranked by a different program with a different Code Number, a match will not be made.
- Programs may not require any commitments from applicants or make any commitments to applicants regarding offers of appointment prior to the release of the Match results. You may voluntarily inform an applicant that your program intends to rank the applicant, and an applicant may voluntarily inform you that they intend to rank your program. However, neither

applicants nor programs may solicit ranking information or disclose any information regarding the order or position of any program or applicant on a Rank Order List.

[Review the Dental Match Rules >](#)

- Confirm that each applicant you wish to rank appears on the List of Registered Applicants accessible in the NMS Match System. You can only rank and match with applicants who have registered to participate in the Match. If an applicant does not appear in the list, encourage the applicant to register for the Dental Match as soon as possible.

[Access the List of Registered Applicants >](#)

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

- You must prepare a separate Rank Order List of applicants for each program offered in the Match. For each program, rank applicants according to your true preferences. Rank your most preferred applicant as #1, your next most preferred applicant as #2, and so on. Do not consider how any applicant might rank the program when ordering your choices.

For programs 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 program 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 program cannot match with all of its most preferred applicants.

You should rank all applicants who are acceptable for the program. By including more applicants on your Rank Order List, you may increase the likelihood of filling all positions in the program. The program will be matched with the most preferred applicants on the list that rank the 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 >](#)

- Residencies offering more than one program in the Match may find it helpful to use the Reversion feature offered in the Match. A reversion allows a program to move (revert) one or more positions that are left unfilled during the match processing from one program to another, to increase the likelihood of filling all positions at the residency.

[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 submitting multiple Rank Order Lists for a single program.

[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 Dental Match, please contact NMS to discuss your situation as soon as possible before the Rank Order List deadline. Special requests that are not discussed with NMS until just before the Rank Order List deadline are more difficult to accommodate.

4 Enter and certify your Rank Order List(s) in the NMS Match System by the Rank Order List Deadline.

- In the Rankings section of the NMS Match System, search for and add applicants to each program's Rank Order List in order of your true preferences. Ensure that the applicant's name and 5-digit Code Number shown on the Rank Order List are correct for each applicant you rank.

If a program has a relatively long list of choices (more than 25) that can be provided in a comma-separated file (.csv), you may find it easier to import a file of rankings rather than searching for and adding applicants individually.

[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 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.

- Each program's Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on the Rank Order List Deadline date. You should enter and certify your Rank Order List(s) well before the deadline date 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.

You will not be able to use the NMS Match System to enter or certify rankings, change the number of positions offered, or withdraw a program after the Rank Order List Deadline.

- You should print a copy of each program's final certified Rank Order List for your records, as this information will only be available online for a limited period of time after the release of the Match results.

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

- If the program has no acceptable applicants to rank but has one or more positions available that you would like to fill, the program 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 a program no longer has any positions available to start training in 2022, you must withdraw the program from the Match by the Rank Order List Deadline. Withdrawn programs are excluded from the Post-Match Process.

[Learn More About Withdrawing a Program from the Match ›](#)

6 Match results will be available on the Match Results Day for each Phase of the Match.

- Your residency's Match results will be available online in the NMS Match System starting at 12:00 p.m. noon Eastern Time on the Match Results Day. In addition, NMS will make one attempt to send the Match results by email, by 11:00 a.m. Eastern Time, to each residency that participated in that Phase of the Match. 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 Results of the Match ›](#)

- You should contact the applicant(s) matched to your residency after 12:00 p.m. noon Eastern Time on the Match Results Day to acknowledge the Match result. You must send a letter of confirmation of the Match results within 10 days of the Match Results Day to each applicant matched to your residency. Applicants must sign and return the letters within 30 days of the Match Results Day.
- The results of the Match constitute a binding commitment between matched applicants and residency programs. If an applicant refuses to accept the Match result, please report this immediately to NMS or the appropriate sponsoring organization. Penalties may be instituted by the sponsoring organization against any applicant or program that violates the rules of the Match, as stipulated in the Applicant and Residency Match Agreements.

7 If your residency has one or more unfilled positions after the Match, you are free to contact and negotiate directly with applicants who did not obtain a position in the Match in order to fill your available positions in the Post-Match Process.

- The Post-Match Process begins at 12:00 p.m. noon Eastern Time on the Match Results Day. No action to fill available positions may be taken prior to that time.
- Programs with available positions will be able to download from the NMS Match System a file of contact information for applicants who either certified a Rank Order List but were not matched or withdrew but indicated they were interested in seeking a position in the Post-Match Process. Applicants who do not obtain a position in the Match will have access to a list of programs with positions available in the Post-Match Process. As positions are filled or new positions become available, programs can update the information shown on the list by updating their information in the NMS Match System.

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

If you have any questions about the Dental Match, please [contact NMS](#) directly.