TO: Program Directors of Dental Residency Programs

FROM: National Matching Services Inc. (NMS)

RE: Registration for the Dental Match for Positions Beginning in 2018

NMS has implemented a **NEW online registration** process for residencies this year. Use the link provided in the registration e-mail to complete the registration process for your residency.

The registration process should be completed by **May 31, 2017**.

A Matching Program will be implemented to fill positions beginning in 2018 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).

This memorandum and the accompanying materials provide information about the Postdoctoral Dental Matching Program (the “Match”) and instructions for how to register for the Match.

**BACKGROUND**

The Match to fill postdoctoral positions in dentistry has operated successfully 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 Match has expanded since that time, and now includes AEGD, US and Canadian GPR, OMS, ORTHO, PED, PERIO, PROS and ANES programs.

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

**PROGRAMS WITH SPECIAL REQUIREMENTS**

Many programs and applicants have different needs and requirements that require special handling in the Match. 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 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, we urge you to contact NMS to discuss your particular situation. There are tools and processes within the matching process to accommodate unique requirements. The sponsoring organizations and NMS will do their utmost to accommodate the particular needs of as many programs and applicants as possible to facilitate their participation in the Match.
MATCH WEB SITE

Information about the Match is available online at natmatch.com/dentres. The web site includes an overview of the purpose and operation of the Match, the detailed schedule of dates, rules of participation for applicants and programs, description of the matching algorithm, etc. The web site also provides instructions for applicants who wish to register for the Match.

Additional information will be added to the web site in the future as this information becomes available, such as lists of participating programs and applicants, and instructions for preparing and submitting Rank Order Lists and obtaining Match results.

A preliminary list of participating programs will be available on the web site by August 1, 2017 for access by applicants and programs. The list will be updated as changes occur in program participation.

REGISTRATION INSTRUCTIONS

The residency registration process must be completed by the residency program director. Use the link provided in the registration e-mail sent to the residency by NMS to start the online registration process for your residency. The online registration process has 4 steps:

a) Account Set Up
b) Residency and Program Information
c) Residency Agreement
d) Registration Fees and Payment Options

a) Account Set Up

The first step in the registration process is to set up your NMS Match System account and connect the residency to your account. Program directors responsible for more than one residency can set up one account, which will be used for all their residencies.

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. If the e-mail address entered is different from the one pre-populated on the screen, or if an NMS Match System account already exists with that e-mail address, you will need to follow the onscreen prompts to confirm ownership of the e-mail address before continuing.

3. Provide a password and complete the security questions for your account. For program directors responsible for more than one residency, the same password and security questions will apply to all the residencies associated with their account.

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 quit the registration process for the residency before it is completed, you can return to the NMS Match System at another time and Log In to your account to complete the registration process for the residency.

Individuals responsible for more than one residency can use the same e-mail address and account for all their residencies. The e-mail address you enter is for NMS use only, and will not be published or distributed to applicants. All communication related to the Match, including Match results, will be sent to the one e-mail address
in the NMS Match System connected to each residency. If communications with the Match should be sent to someone other than the program director, the e-mail address for the residency can be changed after the registration has been completed.

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 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.

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; 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 must be able to rank the different tracks separately for the Match, then each track must be listed as a separate program in the 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 2017 Match, program information is pre-populated based on the information on file at NMS from the 2017 Match.

• If your residency did not participate in the 2017 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 2018 for each program you are offering in the 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 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 2018, you should delete the program. Note that every residency registered for the 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.

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 2018 and provide a program description. Any program description you enter or modify must still 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.
Once all the information on the Residency and Program information page has been entered correctly, select the button to **Continue**.

c) **Residency Agreement**

Terms: You must accept the Terms of the Residency Agreement for the 2018 Dental Match. Read the Agreement page carefully, as your institution, residency and program(s) will be committed to abide by the terms once the program is registered to participate in the Match. After the registration is completed, a copy of the Terms 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) **Registration Fees and Payment Options**

The fees for participating in the Match are:

- $75 USD registration fee for each program registered for the Match
- $60 USD for the first position offered in each program
- $45 USD per position for the second through sixth positions offered in each program
- $35 USD per position for the seventh and subsequent positions offered in each program

For example, if a residency offers two programs in the Match, one with 8 positions and one with 1 position, the fee payable would be: ($75 + $60 + 5 X $45 + 2 X $35) = $430 for the first program, plus ($75 + $60) = $135 for the second program. The total residency registration fee would be $565.

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 2018 Match.

**Continue, and Pay Later:** This option allows you to print an invoice and complete the residency’s registration for the 2018 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.

Once 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 Match. You should provide the program Code Number(s) to each of your applicants.

**ADDITIONAL INFORMATION**

Additional information regarding participation in the Match is available on the Match web site at [natmatch.com/dentres](http://natmatch.com/dentres). If you have any questions regarding the Match, please contact NMS.

<table>
<thead>
<tr>
<th>E-Mail: <a href="mailto:dentres@natmatch.com">dentres@natmatch.com</a></th>
<th>National Matching Services Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: (800) 461-6322</td>
<td>20 Holly Street, Suite 301</td>
</tr>
<tr>
<td>Fax: (844) 977-0555</td>
<td>Toronto, Ontario  Canada  M4S 3B1</td>
</tr>
</tbody>
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April, 2017
REGISTRATION PROCEDURES
CHECKLIST

☐ Complete the online Residency Registration process.
  • Click on the link provided in the e-mail sent by NMS to access the NMS Match System for this residency. A separate e-mail with a unique link is provided for each residency.
  • Set up your account in the NMS Match System.
  • Verify your residency and program information, including the number of positions to be filled in each program, and make corrections if necessary. All positions to be filled in 2018 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.

☐ Following completion of the online registration process, you will receive a confirmation of your registration by e-mail. The confirmation will include the program Code Number and program description for each program offered in the Match. You should provide the Code Number for each program to your applicants.

☐ Instructions for submitting Rank Order Lists and obtaining Match results will be provided to you by October 20, 2017. You must submit your Rank Order List information by the appropriate deadline date:
  • For ORTHO, PERIO, PROS, ANES, and Canadian GPR programs - Nov. 17, 2017
  • For AEGD, US GPR, OMS and PED programs - Jan. 12, 2018

Note: You should read carefully all materials received from National Matching Services Inc. to ensure you understand all procedures and deadlines. If you have any questions, please contact National Matching Services Inc. directly.