

# Northeastern Regional Externship Match (Extern Match)

## Applicant Instructions for Participating in the 2026 Extern Matching Process

Every applicant who registers for the Extern Match must use the Extern Match Portal to enter and certify a Rank Order List of externship site choices, or withdraw from the Extern Match, by **11:59 p.m. Eastern Time on March 24, 2026**.

If you certify a Rank Order List of sites and do not withdraw prior to the Rank Order List deadline, your rankings will be used in the matching process.

Applicants who withdraw from the Extern Match are permitted to access information on positions that remain available and participate in the Post-Match Process (see point #3 below).

Each site offers one or more tracks in the Extern Match. A track refers to a specific stream or type of training offered by a site (e.g., positions offered at different locations, or different types of training, or different scheduling requirements, may be offered as separate tracks). You must rank, and will be matched to, a specific track offered by a site.

### 1 Determine your preferences for the sites and tracks to which you have applied.

- Rank all tracks where you applied that you find acceptable. By including more choices on your Rank Order List, you may increase the likelihood of being matched.

Rank the tracks in order of your true preferences, with your most preferred choice as rank #1, your next most preferred choice as rank #2, and so on. Do not consider how any track might rank you when ordering your choices. You will be matched to the most preferred track on your list that ranks you and does not fill all its positions with applicants it prefers.

Do not rank any track that you consider unacceptable and would not want to be matched with under any circumstances. You can only be matched to a track that you include on your Rank Order List.

[Learn More About Ranking Strategy >](#)

- If you will not be submitting a Rank Order List, you must withdraw yourself from the Extern Match by the Rank Order List deadline. You should consult with your DCT before withdrawing. See point #3 below.
- Applicants who want to be placed into two part-time PENDELDOT positions (typically 8 or fewer hours per week) must follow special ranking procedures. These applicants participate in the matching process as Dual-Position applicants. They will submit two Rank Order Lists that define the combinations of positions they can be placed into through the matching process.

[View Instructions for Dual Position Applicants >](#)

### 2 Enter and certify your Rank Order List in the Extern Match Portal by 11:59 p.m. Eastern Time on March 24, 2026.

- The Extern Match Portal opens for the entry of rankings on March 2, 2026. All Rank Order Lists must be submitted using the Extern Match Portal. Your DCT can view the rankings you submit in the Portal.
- The Extern Site Directory on the Extern Match website provides the unique 5-digit Match Code Number for each track. As the match processing is done using the track Code Numbers, make sure the correct Code Number for each track is shown on your Rank Order List. If you rank a track represented by one Code Number but are ranked by the site for a different track with a different Code Number, a match will not be made. If you need clarification regarding the Code Number to be used for any track, contact the site directly.

[View the Extern Site Directory >](#)

- In the Rankings section of the Extern Match Portal, there are several ways to add tracks to your Rank Order List:
  - Search and add any participating track to your list individually.
  - Import the tracks to which you submitted applications using the Extern Match Portal.
  - Import the tracks with which you scheduled interviews using the Extern Match Portal.

Ensure that the site name, track description and 5-digit Code Number shown on your Rank Order List are correct for each track you rank, and that the tracks are sequenced in true preference order on the Rank Order List.

[View the User Guide for Entering Your Rankings >](#)

- Your Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on March 24, 2026. You should enter and certify your Rank Order List well before the deadline to avoid potential problems near the deadline.

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

You can make changes to your list even after it is certified, until the Rank Order List deadline. If you make changes to a list that has been certified, you simply have to certify the list again before the deadline in order for it to be used in the matching process.

You will not be able to use the Extern Match Portal to enter or certify rankings, withdraw, or change any of your 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 April 4, 2026.

**3 If you will not submit a Rank Order List for any reason, you must withdraw from the Extern Match using the Extern Match Portal by 11:59 p.m. Eastern Time on March 24, 2026.**

- If you withdraw, you will not be matched to a position. However, you will still have access to information on positions that remain available and can seek a position in the Post-Match Process.

Withdrawing from the Extern Match simply informs NMS that you will not participate in the matching process. It does not affect your status with your Academic Program and has no impact on your ability to participate in the Post-Match Process or in the Extern Match in a future year.

If you withdraw from the Extern Match, but then decide you want to participate, you can reinstate yourself at any time prior to the Rank Order List deadline.

If you have no tracks to rank but want to be included on the List of Unmatched Applicants that is provided to sites for the Post-Match Process, you should withdraw in the Extern Match Portal and select the withdraw reason that indicates you are still seeking a position.

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

**4 Extern Match results will be available on March 31, 2026.**

- Your result will be available in the Extern Match Portal beginning at 12:00 p.m. noon Eastern Time on March 31, 2026. In addition, NMS will make one attempt to send the Match result by 11:00 a.m. Eastern Time on March 31, 2026 by email to each applicant who certified a Rank Order List and did not withdraw. Result emails that are delayed or not delivered will not be resent, as the same information will be available in the Extern Match Portal.

[Learn More About Extern Match Results >](#)

**5 If you do not match, you may seek and accept an available position in the Post-Match Process.**

- The Post-Match Process begins at 12:00 p.m. noon Eastern Time on March 31, 2026. No action to fill positions available after the matching process may be taken prior to that time.

During the Post-Match Process, applicants may accept positions only at NYNJADOT or PENDELDOT sites registered in the Extern Match. After the Post-Match Process concludes on April 30, 2026, unmatched applicants may accept positions at sites that did not register in the Extern Match.

- Beginning at 12:00 p.m. noon Eastern Time on March 31, 2026, a list of sites offering positions in the Post-Match Process will be available in the Extern Match Portal. Sites may remove or add themselves to this list as positions are filled or as new positions become available.

Sites will have access to contact information of 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, academic programs and sites may contact each other, share information, and conduct interviews. Applicants may submit applications to sites with available positions, and sites may request additional application materials, site-specific forms, or interviews. However, **no offers may be made or accepted before April 14, 2026.**
- Unmatched applicants may apply to sites with available positions through the Extern Match Portal. If you are interested in a site you applied to before the Rank Order List deadline, you do not need to submit a new application, the site will continue to have access to your original materials. However, you should contact the site directly to indicate your interest in being reconsidered.
- There is no additional ranking or matching process conducted during the Post-Match Process. If a site wishes to offer a position to an applicant, the site must communicate the offer directly to the applicant by email and include the applicant's DCT as a copied recipient.

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

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

February, 2026