

Northeastern Regional Externship Match (Extern Match)

Site Instructions for Participating in the 2026 Extern Matching Process

You must use the Extern Match Portal to enter and certify a Rank Order List of applicant choices for each track offered by your site by **11:59 p.m. Eastern Time on March 24, 2026**.

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

If there are no acceptable applicants to rank for a track, or if a track is no longer offering any positions, you must use the Extern Match Portal to indicate that the track will not be ranking any applicants for the matching process (see item #5 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).

1 Verify your site and track information in the NMS Match System.

- The Extern Match Portal is accessible from the Extern Match website at natmatch.com/extern.
- You can change your site display name, track labels(s), and/or add a new track to your site online only until the system opens for rankings on March 2, 2026. 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 the number of positions offered in the matching process, or withdraw a track if necessary, in the Extern Match Portal until the Rank Order List deadline. Contact and Directory information can also be updated in the Extern Match Portal until the Rank Order List deadline on March 24, 2026.

[Log In to the Extern Match Portal >](#)

[View the User Guide for Updating Site and Track Information >](#)

2 Provide your applicants with information that will help them rank your track(s).

- Ensure you provide complete and accurate information to applicants prior to the Rank Order List deadline concerning the position(s) being offered in the matching process, including all institutional and site requirements related to eligibility and onboarding.
- You should provide the 5-digit Match Code Number for each track directly to your applicants, to ensure they can identify your track correctly on their Rank Order Lists. A match can occur only if you rank an applicant on a track's Rank Order List and that applicant ranks that same track on their Rank Order List. If an applicant ranks a track represented by one Code Number, but is ranked by a different track that has a different Code Number, a match will not be made.

3 Determine your preferences for applicants for each track offered by your site.

- You must prepare a separate Rank Order List for each track offered in the Extern Match. 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 the track when ordering your choices.
- If a 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 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 for a track. By including more applicants on your Rank Order List, you may increase the likelihood of filling all the positions. The track will be matched with the most preferred applicants on the Rank Order List that rank the track and do not match with tracks that the applicants prefer.
- Do not rank any applicant that you consider unacceptable. A track can only be matched with applicants that appear on its Rank Order List.

[Learn More About Ranking Strategy >](#)

4 Enter and certify a separate Rank Order List for each track 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.
- In the Rankings section of the Extern Match Portal, 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 site.
 - Import the applicants who scheduled an interview with your site through the Extern Match Portal.
 - 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 matching process. 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, contact the applicant directly.
- Each track's 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 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 matching process.

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

- You should print a copy of each track's 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.

5 If you have no applicants to rank for a track, or if a track no longer has positions available, you must use the Extern Match Portal to indicate that you will not be submitting a Rank Order List for the track.

- If a track has no acceptable applicants to rank but has one or more positions available that you would like to fill, the 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 a track no longer has any positions available to start training in 2026, you must withdraw the track from the Extern Match by 11:59 p.m. Eastern Time on March 24, 2026. Withdrawn tracks are excluded from the Post-Match Process.

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

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

- Your site's Extern Match results will be available online in the Extern Match Portal starting at 12:00 p.m. noon Eastern Time on March 31, 2026. In addition, NMS will make one attempt to send the matching process results to your site by email by 11:00 a.m. Eastern Time on March 31, 2026. 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 the Extern Match Results >](#)

7 If your site has one or more unfilled positions after the matching process, you may participate in the Post-Match Process in order to fill your available positions.

- 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, participating sites may fill positions only with unmatched applicants from NYNJADOT and PENDELDOT academic programs. After the Post-Match Process concludes on April 30, 2026, sites with unfilled positions may offer their unfilled positions directly to any applicant, including applicants that are not enrolled in NYNJADOT and PENDELDOT academic programs.

- 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 to unmatched applicants 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.

- Sites, applicants and academic programs may contact each other, share information, and conduct interviews. Unmatched applicants who registered for the Extern Match may apply to sites with available positions through the Extern Match Portal. Eligible applicants who did not register must apply directly to sites, not through the Portal. Sites may update their Directory listing, request additional application materials, site-specific forms, or interviews. However, **no offers may be made or accepted before April 14, 2026.**
- 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.