

Association of Genetic Counseling Program Directors

THE GENETIC COUNSELING ADMISSIONS MATCH

Program Instructions for Participating in the 2024 GC Admissions Match

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for each track offered by your program by **11:59 p.m. Eastern Time on April 9, 2024**.

You must accept each applicant matched to your program as stipulated in the Program Agreement and Rules of the GC Admissions Match.

If there are no acceptable applicants to rank for a track, or if a track no longer has any positions to offer, you must use the NMS Match System to indicate that you will not be ranking any applicants for the track (see point #5 below).

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

- The NMS Match System is accessible from the GC Admissions Match website at natmatch.com/gcadmissions.
[Log In to the NMS Match System >](#)
- You must offer through the GC Admissions Match all positions that start training between May 1, 2024 and January 31, 2025.
- You can change your program display name, track description(s), and/or add a new track to your program online only until the system opens for rankings on March 27, 2024. 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 track, or withdraw a track online at any time until the Rank Order List deadline on April 9, 2024.

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

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

- Ensure you have provided complete and accurate information to applicants prior to the Rank Order List deadline concerning the position(s) you are offering in the GC Admissions Match, including all institutional and program policies related to eligibility requirements, and the full details and specifics of any financial aid or employment opportunities that would be granted to an applicant upon admission.
- You should provide the 5-digit Match Code Number for each track offered by your program directly to your applicants, to ensure they use the correct Code Number(s) to identify the track(s) 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.
- Programs and applicants may not disclose or solicit any information regarding the positioning of any applicant or program on a Rank Order List. Voluntary disclosure by one party of the intention to rank the other party is permitted, but neither party may solicit such information. Programs and applicants may not make any commitments regarding offers of appointment prior to the release of the Match results.

[Review the Rules of the GC Admissions Match >](#)

- Prior to the release of the Match results, your program may consider applications only from applicants who are registered for the Match.

Use the List of Registered Applicants accessible in the NMS Match System to confirm that each applicant you wish to rank is registered for the GC Admissions Match. If an applicant you are considering is not on the list, encourage the applicant to register for the Match as soon as possible.

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

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Determine your preferences for applicants for each track offered by your program.

- You must prepare a separate Rank Order List for each track offered in the GC Admissions Match. For each track, rank applicants according to your true preferences. Rank your most preferred applicant as #1, your next most preferred applicant as #2, and so on. Because of the way the matching algorithm works, you should not consider how any applicant might rank the track when ordering your choices.

For tracks 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 track 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 track cannot match with all of its most preferred applicants.

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

- Programs offering more than one track in the Match may find it helpful to use the Reversion feature offered in the Match. A reversion allows a track to move (revert) one or more positions that are left unfilled during the match processing to another track, to increase the likelihood of filling all positions at the program. Reversions must be submitted online in the NMS Match System by 11:59 p.m. Eastern Time on April 9, 2024.

[View Information, Examples, and Instructions for Using Reversions >](#)

- Most tracks will submit only one Rank Order List in order to match with the most desirable applicants. However, if a track has special requirements (e.g., a need to match with applicants with a particular mix or distribution of specific characteristics), those requirements may be satisfied by submitting multiple Rank Order Lists for a single track. Multiple Lists for a single track must be submitted online using the NMS Match System by 11:59 p.m. Eastern Time on April 9, 2024.

[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 GC Admissions 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 deadline are more difficult to accommodate.

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Enter and certify a separate Rank Order List for each track in the NMS Match System by 11:59 p.m. Eastern Time on April 9, 2024.

- The NMS Match System opens for the entry of rankings on March 27, 2024.
- In the Rankings section of the NMS Match System, search for and add applicants to each track's Rank Order List in rank number sequence. 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 track has a list of choices that can be provided in a comma-separated file (.csv), you may find it easier to import a file of rankings, rather than 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 track's Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on April 9, 2024. 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 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 access the NMS Match System to enter ranks, certify a Rank Order List, withdraw a program, or update any program or track 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 21, 2024.

5 For a track with no applicants to rank, or a track that no longer has any positions available, you must use the NMS Match System to indicate you will not be ranking any applicants 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 (Unmatched Applicant Program).

[Learn More About Having No Applicants to Rank >](#)

- If a track no longer has any positions available to start between May 1, 2024 and January 31, 2025, you must withdraw the track from the GC Admissions Match by 11:59 p.m. Eastern Time on April 9, 2024. Withdrawn programs are excluded from the Match and the Post-Match Process.

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

6 Match results will be available on April 17, 2024.

- Your program's Match results will be available online in the NMS Match System starting at 12:00 p.m. noon Eastern Time on April 17, 2024. In addition, NMS will make one attempt to send the Match result to you by email. The emails will be sent on April 17, 2024 with the intention of having all emails sent between 10:00 a.m. and 12:00 p.m. noon Eastern Time. 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 Obtaining Your Match Result >](#)

- You should contact the applicant(s) matched to your program after 12:00 p.m. noon Eastern Time on April 17, 2024 to acknowledge the Match result. You must send a letter of confirmation to each of your matched applicants within 10 working days of the release of the Match results. Matched applicants must return the letters in accordance with the program's instructions within 17 working days of the release of the results, not later than May 10, 2024.
- The results of the GC Admissions Match constitute binding commitments between matched applicants and programs. If an applicant refuses to accept the Match result, please report this immediately to AGCPD/GCEA.

7 If your program has any unfilled positions after the Match, you may seek applicants and fill available positions in the Post-Match Process (Unmatched Applicant Program).

- The Post-Match Process (Unmatched Applicant Program) begins at 12:00 p.m. noon Eastern Time on April 17, 2024. No action to fill available positions may be taken prior to that time.
- Programs with available positions are permitted to fill those positions, independently of the Match, with applicants that did not obtain a position in the Match. NMS is not involved in the filling of positions during the Post-Match Process.
- Beginning at 12:00 p.m. noon Eastern Time on April 17, a list of programs with positions available in the Post-Match Process will be available to unmatched applicants in the NMS Match System. Programs can update the information on the list as positions are filled or new ones become available. Programs that have a new position become available for the Post-Match Process should notify AGCPD/GCEA prior to adding the position to the list.
- Beginning at 12:00 p.m. noon Eastern Time on April 17, programs will have access in the NMS Match System to a list of unmatched applicants. Programs may also fill available positions in the Post-Match Process with applicants who did not register for the Match.

[Learn More About the Post-Match Process \(Unmatched Applicant Program\) >](#)

Contact NMS with any questions you have about the GC Admissions Match.