

# Association of Genetic Counseling Program Directors

## THE GENETIC COUNSELING ADMISSIONS MATCH

TO: Program Directors of Genetic Counseling Programs

RE: Genetic Counseling Admissions Match

NMS has implemented a **NEW online registration** process for programs this year. The Program Director should use the link provided in the registration e-mail to complete the online registration process for your program.

The registration process should be completed by **August 15, 2018**.

The Association of Genetic Counseling Program Directors (AGCPD) has endorsed the Genetic Counseling Admissions Match (GC Admissions Match) to place applicants into masters-level genetic counseling programs. For many years, similar matching programs have been used throughout North America in the annual recruitment of trainees in medicine, psychology, dentistry, optometry, pharmacy and other professions. The administration and conduct of the GC Admissions Match is carried out by National Matching Services Inc. (NMS), on behalf of AGCPD.

This memorandum provides information about the GC Admissions Match and how to register your program to participate in the 2019 Match.

### **GC ADMISSIONS MATCH WEB SITE**

A web site has been established for the GC Admissions Match at the following address: [natmatch.com/gcadmissions](http://natmatch.com/gcadmissions). The information available on the web site includes an overview of the operation of the Match, a detailed schedule of dates, eligibility requirements, rules, description of the matching algorithm, etc.

The web site also provides instructions and an online system for applicants who wish to register for the GC Admissions Match. Only those applicants who register for and participate in the GC Admissions Match can be matched with your program. You should instruct any individuals interested in applying to your program to review the information on the GC Admissions Match web site at [natmatch.com/gcadmissions](http://natmatch.com/gcadmissions).

A list of participating programs will be posted on the web site by September 5, 2018. This list will be updated as necessary, if and when changes occur in program participation.

### **PROGRAM ELIGIBILITY**

To be eligible to participate in the GC Admissions Match a program must be a Full Member or Associate Member of AGCPD in good standing, and either (i) be accredited by the Accreditation Council for Genetic Counseling (ACGC), or (ii) have approved Candidacy status by ACGC by August 1, 2018, and have received permission from AGCPD to participate in the Match.

Programs that are not accredited by March 15, 2019, or are accredited with any contingency that prevents the program from accepting a new class of students, will not be able to participate in the Match. Programs that receive accreditation after March 15, 2019 and want to recruit students for a fall 2019 start date may participate in the Post-Match process.

## **APPLICATIONS TO YOUR PROGRAM**

Participating in the GC Admissions Match does not change your application procedures. Programs are free to accept applications in the same manner as they have done in previous years.

However, programs that participate in the GC Admissions Match can only consider applications from those applicants who are registered to participate in the Match. This ensures that NMS is able to collect information for AGCPD on the entire applicant pool.

## **PROGRAMS AND POSITIONS OFFERED THROUGH THE GC ADMISSIONS MATCH**

Any eligible program offering positions that start training between May 1, 2019 and January 31, 2020 may participate in the 2019 GC Admissions Match. In particular, AGCPD encourages all programs that will start training in or around the fall of 2019 to participate in the GC Admissions Match.

**Participating programs must offer all available positions that start training between May 1, 2019 and January 31, 2020 through the 2019 GC Admissions Match.** Programs are not permitted to offer some positions through the GC Admissions Match and offer other positions outside the Match. If an applicant has already been identified for a position starting training between May 1, 2019 and January 31, 2020, that position must be offered through the GC Admissions Match and the applicant must participate in the GC Admissions Match. If the program and the applicant use the GC Admissions Match correctly, a match will be guaranteed. If a program has new positions that become available after the Rank Order List deadline that it would like to offer to applicants in the Post Match Process, the program must notify the AGCPD Executive Committee prior to adding the position(s).

If your program offers different streams or types of positions (e.g., scholarship and no-scholarship positions, positions with different levels of financial aid, positions that start training at different times of the year, positions based in different locations under the same Program Director, etc.), each type of position should be listed as a separate track in the GC Admissions Match. Each separate track is assigned a unique Track Code Number for the GC Admissions Match; this allows applicants to rank separately each specific track offered by your program, and enables you to rank specific applicants for each separate track. Please refer to the **Tracks Offered** section below for instructions on how to specify different tracks for your program.

## **REGISTRATION INSTRUCTIONS**

The online registration process **must be completed by the Program Director**. Use the link provided in the registration e-mail sent to the Program Director to start the registration process for your program. The online registration process has 3 steps:

- a) Set Up Your Account
- b) Submit Program and Track Information
- c) Accept the Program Agreement

### **a) Set Up Your Account**

The first step in the registration process is to set up your NMS Match System account and connect your program to your account.

1. **Click on the online registration link** in the e-mail sent to the Program Director. 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.
2. **Enter the e-mail address of the Program Director.** The e-mail address you enter will uniquely identify your account and will be your username in the NMS Match System. If the e-mail address you enter 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.

### 3. Provide a password and complete the security questions for your account.

Please note that account information is not carried over from previous years. Each Program Director will need to set up a new account when registering their program for the 2019 Match.

Once these steps are completed, your NMS Match System account will be set up and the program will be connected to your account. If you quit the registration process for the program before it is completed, you can **Log In** to the NMS Match System at another time to complete the registration process.

The e-mail address you enter is for NMS use only, and will not be published or distributed to applicants. All communications related to the Match, including Match results, will be sent to the one e-mail address in the NMS Match System connected to the program. If communications with the Match should be sent to someone other than the Program Director, the e-mail address for the program can be changed after the registration has been completed.

PLEASE NOTE: To ensure e-mails from NMS are not inadvertently redirected to your "Spam" or "Junk Mail" folders, you should whitelist all e-mail from [gcadmissions@natmatch.com](mailto:gcadmissions@natmatch.com), [support@natmatch.com](mailto:support@natmatch.com), [matchinfo@natmatch.com](mailto:matchinfo@natmatch.com) and/or any other address with the domain @natmatch.com. The [Match web site](#) provides specific information on the IPs and e-mail addresses that should be whitelisted in your e-mail system.

#### b) Submit Program and Track Information

The **Program and Track Information page** is where you provide information about your program and the tracks that will be offered 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.

Accreditation Status: Your program's ACGC accreditation status will be pre-populated on the page, based on information on file at NMS. Please update that information if necessary. If your program's accreditation status changes after you register for the Match, it is your responsibility to update that information in the NMS Match System.

Program URL: If your program has a web site with information for applicants, please provide the full web site URL (e.g., <https://your-school.edu/your-program>). The URL will be included on the List of Participating Programs that is posted publicly on the Match web site. Program URLs can be a maximum of 250 characters.

Track(s) Offered: You must provide information about the track(s) and positions offered by your program.

- If your program **participated** in the 2018 Match, track information is pre-populated based on the information on file at NMS from the 2018 Match.
- If your program **did not participate** in the 2018 Match, a single track has been pre-populated with a 5-digit track Code Number, and with a default track description.

Please review the pre-populated track information carefully as you may want to make changes.

Many programs offer only one track in the GC Admissions Match. However, if your program has multiple streams or types of positions available to students, you should set up multiple tracks for your program. This is particularly relevant to programs offering a subset of positions with financial aid or employment opportunities that would be granted to applicants upon admission. You can set up as many tracks as are necessary to meet your requirements. Please review the following cases to help determine the best track setup for your program.

### Case 1: Uniform Training and Funding Provided to All Students

If all students admitted to your program receive the same scholarship (or no scholarship), and receive the same form of training at the same location, then your program should register for the GC Admissions Match with one track.

For example, if your program has 5 positions available, you should fill out the **Track(s) Offered** section as follows:

Number of Positions to Fill	Track Description
5	2-Yr - MS Program

### Case 2: Multiple Training Streams (e.g., Different Locations, Start Dates, etc.)

If your program offers training in multiple streams under the same program, such as in different locations or with different start dates, then you should divide your available positions into separate tracks for each stream. Doing so will enable applicants to rank the tracks separately on their Rank Order Lists, based on the applicant's preferences for the various streams.

For example, if your program has 7 positions available, 4 in City A and 3 in City B, you should fill out the **Track(s) Offered** section as follows:

Number of Positions to Fill	Track Description
4	21 Months - MSc Program - City A
3	21 Months - MSc Program - City B

### Case 3: Different Levels or Types of Funding

If your program offers different levels or types of funding to students, then you should divide your available positions into separate tracks based on the level or type of funding available.

For example, if your program has 10 positions available, with full scholarships available for 2 students, TAships available for 3 students, and the remaining students receiving no funding or assistance, you should fill out the **Track(s) Offered** section as follows:

Number of Positions to Fill	Track Description
2	2-Yr - MS Program - Scholarship
3	2-Yr - MS Program - TAship
5	2-Yr - MS Program - No Financial Assistance

You may edit, delete or add the information for any track if necessary, as described below.

- **Positions Available:** You must verify or provide the number of positions to be filled in the 2019 Match for each track offered in the Match. You may change the number of positions offered, if necessary, at any time up to the Rank Order List deadline for the Match.
- **Track Description:** Each track description should include the duration of the program and degree offered. If your program offers more than one track, the description of each track must uniquely and clearly distinguish that track from any other track being offered by your program. Track descriptions can be a maximum of 50 characters including spaces between words.
- **Deleting a track:** If a track that is pre-populated in the system will not be offering positions in the 2019 Match, you should delete the track. Note that every program registered for the Match must have at least

one track. You will not be able to delete a track if it is the only one listed for the program. If your program will not be offering any positions in the 2019 Match, do not complete the registration process; instead, use the 'Not Participating' link provided in the registration e-mail sent to your program to indicate the program will not be participating in the 2019 Match.

- **Adding a track:** If you wish to add a track, select the **Add New Track** link at the bottom of the **Track(s) Offered** section of the page. You must enter the number of positions to be filled in the 2019 Match and provide a track description. The track description should start with the duration of the program and degree offered. You should add information at the end of the track description to uniquely and clearly distinguish that track from any other track offered by your program. Press the **Add** button and the track will be added to the system and assigned a unique 5-digit track Code Number for purposes of the Match.

Once all the information on the Program and Track information is correct, select the button to **Continue**.

### **Programs with Special Requirements**

If you have special requirements that are not covered sufficiently in the instructions above, or if you would like to consult with NMS staff before completing the online registration process, please contact NMS by e-mail at [gcadmissions@natmatch.com](mailto:gcadmissions@natmatch.com) or by phone at 800-461-6322. There are tools and processes within the matching process to accommodate unique requirements. It is the intention of AGCPD and NMS to be as flexible as possible in accommodating any special requirements that a program may have for participating in the Match.

### **c) Accept the Program Agreement**

You must accept the Program Agreement for the 2019 GC Admissions Match. Read the Agreement carefully, as your program will be committed to abide by the Agreement once it is registered to participate in the Match. After the registration is completed, a copy of the Agreement will be sent to you by e-mail.

Institutional Official Notification: You must provide the name, title and e-mail address of an institutional official (e.g. Dean, CEO, Registrar, etc.) at your institution who will receive notification of your registration and a copy of the Program Agreement once the registration process is complete. The institutional official should be someone, other than the Program Director, who has signing authority for the program.

### **REGISTRATION CONFIRMATION**

After the registration process is complete, you will receive a confirmation by e-mail. The confirmation will include the Code Number(s) and track description(s) for each of your track(s) registered for the Match. You should provide the track Code Number(s) to each of your applicants.

### **QUESTIONS**

If you have any questions regarding the GC Admissions Match, please contact NMS as indicated below:

E-mail: [gcadmissions@natmatch.com](mailto:gcadmissions@natmatch.com)  
Telephone: (800) 461-6322  
Fax: (844) 977-0555

National Matching Services Inc.  
20 Holly Street, Suite 301  
Toronto, Ontario Canada M4S 3B1

We look forward to the participation of your program in the GC Admissions Match.

# Association of Genetic Counseling Program Directors

## THE GENETIC COUNSELING ADMISSIONS MATCH

### PROGRAM REGISTRATION PROCEDURES

## CHECKLIST

Review all accompanying materials:

- Memorandum of Instructions
- Program Agreement
- Schedule of Dates

The Program Director must complete the online registration process:

- Click on the link in the registration e-mail sent by NMS to start the registration process.
- Set up your account in the NMS Match System.
- Verify the program information and make corrections if necessary.
- Provide the number of positions and track description for each track to be offered in the Match. All positions to be filled at your program that start training between June 1, 2019 and January 31, 2020 must be offered through the Match.
- Accept the Program Agreement and provide contact details for an institutional official.

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

Applicants must be registered for the Match in order for their application to be considered by participating programs. An online list of registered applicants will be available to Program Directors in the NMS Match System by December 14, 2018 to verify that their applicants are registered for the Match.

Information about submitting Rank Order Lists and obtaining the GC Admissions Match results are available on the Match web site. Written instructions will be e-mailed to participating applicants and programs by March 21, 2019. You must submit your Rank Order List(s) by April 16, 2019.

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