

**Association of Schools and Colleges of Optometry**  
**OPTOMETRY RESIDENCY MATCH (ORMATCH)**  
**Program Ranking and Results Instructions for ORMatch**

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for each program offered by your residency site in ORMatch by **11:59 p.m. Eastern Time on February 27, 2024**.

You must accept each applicant matched to your residency site, as stipulated in the Program Agreement.

A program that has no acceptable applicants to rank or that is no longer offering any positions must use the NMS Match System to indicate the program will not be ranking any applicants for ORMatch (see item #6 below).

**1 Verify your residency site and program information in the NMS Match System.**

- To avoid confusing applicants, your residency site and program information should be finalized before the system opens for rankings on February 12, 2024.

[Log In to the NMS Match System >](#)

- You can change your contact information, the number of positions offered in a program, or withdraw a program online at any time until the Rank Order List deadline.

You can change your residency site display name, program description(s), and/or add a new program to your residency site online only until the system opens for rankings on February 12, 2024. After this date, you must contact NMS to make these types of changes.

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

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

- Ensure you have provided complete and accurate information to applicants prior to the Rank Order List deadline concerning the position(s) being offered in ORMatch, including all institution and residency program policies related to eligibility requirements for appointment, compensation for residents, and accreditation status of the program.
- You should provide the 5-digit Code Number for each program offered by your residency site directly to your applicants, especially if your residency site offers more than one program in ORMatch. A match can occur only if you rank an applicant on a program's Rank Order List and that applicant ranks that same program with the correct Code Number on their Rank Order List. If an applicant ranks a program represented by one Code Number, but is ranked by a different program with a different Code Number, a match will not be made.
- You may not make any commitments to applicants regarding offers of appointment, or require any commitments from applicants, prior to the release of the ORMatch results. Furthermore, programs and applicants may not solicit any information about rankings or disclose information about numerical ranking preferences on a Rank Order List (e.g. "you are my first choice"). However, it is permissible to voluntarily disclose your intention to rank an applicant (e.g., "I intend to rank you for this program").
- You must accept each applicant matched to your residency site.

[Learn More About the ORMatch Rules >](#)

[Learn About the ORMatch Violations Review Process >](#)

**3 Evaluate your applicants.**

- The ORMatch Application Service provides tools to help you organize and evaluate your applicants.

[Read About Using Tags, Ratings, and Comments to Evaluate Applicants >](#)

- By February 12, 2024, NMS will obtain and provide to you verified NBEO Score Data for all applicants who submitted applications to your residency by January 31, 2024. Applicants can continue to register to participate in ORMatch and submit applications to programs after January 31, but any applicant who submits an application to your residency after January 31 will have to provide you with their verified NBEO Score Data directly.

#### **4 Determine your preferences for applicants for each program offered by your residency site.**

- You must prepare a separate Rank Order List of applicants for each program offered in ORMatch. For each program, rank applicants according to your true preferences. Rank 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 program when ordering your choices.

For programs 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 program 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 program cannot match with all of its most preferred applicants.

You should rank all applicants who are acceptable for the program. By including more applicants on your Rank Order List, you may increase the likelihood of filling all the positions in the program. The program will be matched with the most preferred applicants on the list that rank the program and do not match with programs that the applicants prefer.

Do not rank any applicant that you consider unacceptable. A program can only be matched with applicants that appear on its Rank Order List.

[Learn More About Ranking Strategy >](#)

#### **5 Enter and certify your Rank Order List(s) in the NMS Match System by 11:59 p.m. Eastern Time on February 27, 2024.**

- The NMS Match System opens for the entry of rankings on February 12, 2024.
- In the Rankings section of the NMS Match System, there are several ways to add applicants to a Rank Order List for a program:
  - Import some or all of the applicants that have applied to your residency site into the Rank Order List, then sequence the rankings in order of your true preferences.
  - Search for any registered applicant, and add the applicants individually to your list in rank number sequence.
  - Import rankings from a comma-separated (.csv) file created using other software.

Ensure that the applicant's name and 5-digit Code Number shown on the Rank Order List are correct for each applicant you rank.

[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 processing 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 ORMatch, contact the applicant directly.
- Each program's Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on February 27, 2024. You should enter and certify your Rank Order List(s) well before the Rank Order List deadline 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 is certified, you simply have to certify the list again before the deadline in order for it to be used in ORMatch.

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 residency or program information after the Rank Order List deadline.

- You should print a copy of each program's final certified Rank Order List for your records, as this information will only be available until March 9 2024.

## **6 Programs with no applicants to rank and programs that no longer have positions available must use the NMS Match System to indicate they will not be ranking any applicants.**

- If a program has no acceptable applicants to rank but has one or more positions available that you would like to fill, the program 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 program no longer has any positions available to start training in 2024, you must withdraw the program by 11:59 p.m. Eastern Time on February 27, 2024. Withdrawn programs are excluded from the Post-Match Process.

[Learn More About Withdrawing from ORMatch >](#)

## **7 ORMatch results will be available on March 5, 2024.**

- Your residency site's ORMatch results will be available online in the NMS Match System starting at 12:00 p.m. noon Eastern Time on March 5, 2024. In addition, NMS will make one attempt to send the ORMatch results to your residency by email, with the intention of having all emails sent by 12:00 p.m. noon Eastern Time on March 5, 2024. 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 the ORMatch Results >](#)

- You should contact the applicant(s) matched to your residency site after 12:00 p.m. noon Eastern Time on March 5, 2024 to acknowledge the ORMatch result. You must send a letter of confirmation to each applicant matched to your site within 10 working days of the release of the results. Matched applicants must sign and return the letters of confirmation within 30 days of the release of the ORMatch results.
- Your residency site's result will also be available to the Director of Residencies at your affiliated school or college of optometry.
- The ORMatch results constitute a binding commitment between matched applicants and residency sites. Release from the ORMatch result can only be achieved by written approval of ASCO. If an applicant refuses to accept the ORMatch result, please report this immediately to NMS or ASCO.
- In June, NMS will send to you updated official NBEO Score Report Data for each of your matched applicants.

## **8 If your residency site has one or more unfilled positions after ORMatch, you may participate in the Post-Match Process to fill your available position(s).**

- In order to give all Post-Match participants time to consider their options, the Post-Match Process will operate according to the schedule described below. No offers of appointment in the Post-Match Process may be made or accepted prior to March 7, 2024 at 12:00 p.m. noon Eastern Time.

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

- March 5, 2024, 12:00 p.m. noon Eastern Time: Post-Match Opens

A list of programs with available positions is provided to unmatched applicants in the NMS Match System. You can update the information on this list as positions fill or new positions become available.

Information on applicants who submitted an application or certified a Rank Order List but were not matched, or who withdrew but indicated they are still seeking a position, is provided to residency sites and Directors of Residencies in the NMS Match System.

You are able to obtain applications from applicants in any manner you desire, including directly from applicants. Applicants who registered for ORMatch but did not obtain a position can send applications to programs in the Post-Match Process using the NMS Match System, or they may send applications to programs directly. Individuals

who did not register for ORMatch prior to the Rank Order List deadline but are seeking positions during the Post-Match Process must send applications to programs directly.

Programs and applicants are free to contact each other, share information, and conduct interviews. However, no offers of appointment may be made or accepted until March 7 at 12:00 p.m. noon Eastern Time.

- March 7, 2024, 12:00 p.m. noon Eastern Time: [Post-Match Offers Begin](#)

Programs may offer Post-Match positions to applicants, and applicants may accept the positions. Applicants who receive an offer for a Post-Match position may hold the offer for up to 24 hours, after which the program can rescind the offer.

As your positions fill or new ones become available, you must update the information on available positions in the NMS Match System. This will provide current information to applicants seeking positions and help ASCO better understand the dynamics in the Post-Match Process.

[Learn About Adding and Removing Positions in the Post-Match Process](#)

If you fill a Post-Match position with an applicant who registered for ORMatch, you should send an email to [ormatch@natmatch.com](mailto:ormatch@natmatch.com) to request that NMS include the newly appointed applicant in the distribution of NBEO Score Data sent to you in June. The newly appointed applicant must confirm their acceptance of the position with NMS. The deadline to complete this request and confirmation process is May 31, 2024.

- March 12, 2024: [Post-Match List of Programs Publicly Available](#)

The list of programs with available positions will be posted publicly on the ORMatch website.

**If you have any questions about ORMatch, please contact NMS.**

### **Key Dates**

NMS Match System Opens for Rankings	February 12, 2024
Rank Order List Deadline	February 27, 2024 (11:59 p.m. ET)
Match Results Day	March 5, 2024
Post-Match Opens	March 5, 2024 (12:00 p.m. ET)
Post-Match Offers Begin	March 7, 2024 (12:00 p.m. ET)
NMS Match System Closes	June 30, 2024