

# Association of Schools and Colleges of Optometry

## OPTOMETRY RESIDENCY MATCH (ORMatch)

TO: Program Coordinators of Optometry Residency Programs

RE: Optometry Residency Match (ORMatch) for Positions Beginning in 2019

**Complete the online registration process by August 24, 2018**

Optometry residency positions that begin training in 2019 are offered to applicants through the ORMatch Application Service and Match. ORMatch is administered by National Matching Services Inc. (NMS), on behalf of the Association of Schools and Colleges of Optometry (ASCO).

In order to obtain applications through ORMatch and participate in the Match, residencies must first register for ORMatch by completing the online registration process. This memorandum and the accompanying materials provide information about ORMatch and how to register to participate.

### **PROGRAM PARTICIPATION IN ORMATCH**

Only residency programs that are affiliated with a school or college of optometry that is accredited by the Accreditation Council on Optometric Education (ACOE) may participate in ORMatch. Furthermore, all programs must be accredited by the ACOE to register for and participate in ORMatch, except as noted below.

An exception is provided that allows for programs without accreditation to participate in ORMatch provided the program genuinely pursues accreditation during its first year of training. To substantiate this pursuit, unaccredited programs must satisfy one of the following conditions in order to register to participate in ORMatch:

- Unaccredited programs that have never participated in ORMatch must submit to the ACOE a formal letter applying for accreditation from the CEO of the school or college of optometry that is the affiliate or sponsor of the program. In addition, ACOE must receive the program's payment of the application fee.
- Unaccredited programs that previously participated in ORMatch but have not had a resident, must have the Director of Residencies at their affiliated school or college of optometry verify to NMS that no resident is currently in training or has completed training in the program.
- Unaccredited programs that are currently training or have trained their initial resident(s) must have an accreditation site visit scheduled with ACOE or have completed a site visit and are awaiting an accreditation decision from ACOE.

On request from the program, NMS will communicate with the ACOE and/or the program's Director of Residencies to substantiate the fulfillment of these conditions. Notwithstanding the above exceptions, ASCO reserves the right to determine the eligibility of any program to participate in ORMatch.

**Programs must offer through ORMatch all available residency positions that will start training between April 1, 2019 and December 31, 2019.** As an exception, a position may be granted exclusively to a commissioned officer of the Department of Defense outside of ORMatch only if it does not reduce the number of positions otherwise being offered by the program in ORMatch. Requests for such exemptions must be submitted to ASCO before December 31 for positions that start training the following year.

Programs designed exclusively for commissioned officers of the Department of Defense are exempt from participation in ORMatch.

Optometry fellowship positions and programs are not eligible to participate in ORMatch.

### **ORMATCH WEB SITE**

Information about ORMatch can be found at: [natmatch.com/ormatch](http://natmatch.com/ormatch). The information includes an overview of the operation of ORMatch, the 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 ORMatch and submit applications to programs. Only those applicants who register for and participate in ORMatch can apply to and be matched with your program. You should instruct any individuals interested in obtaining a residency position at your program to review the information on the ORMatch web site at [natmatch.com/ormatch](http://natmatch.com/ormatch).

A list of participating programs will be available on the web site by October 3, 2018. This list will be updated as necessary, if and when changes occur in program participation.

### **ORMATCH APPLICATIONS**

Only programs that are registered to participate in ORMatch can receive and access applications from the ORMatch Application Service.

Applications will be accessible online via the NMS Match System. Residencies are able to log in to the NMS Match System to view a list of applications submitted to their programs. They can then download an individual PDF document for each application on the list. Instructions for accessing the ORMatch Application Service will be provided by e-mail to registered residencies before October 3.

Programs will also be notified by e-mail when new applications have been submitted. The email will contain a link that will provide direct access to the list of applications submitted to the residency.

Directors of Residencies at schools and colleges of optometry will also have access to the applications submitted to each of their affiliated residency programs that registers to participate in ORMatch.

### **REGISTRATION PROCEDURES**

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

- a) Set Up Your Account
- b) Submit Residency and Program 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 the residency to your account. Program Coordinators responsible for more than one residency can set up one account, which will be used for all of their residencies.

1. **Click on the online registration link** in the e-mail sent by NMS to the Program Coordinator. Each residency has a unique link. Program Coordinators responsible for more than one residency will receive separate e-mails from NMS for each residency and must use the unique link provided in each e-mail to connect that residency to their account and register that residency for ORMatch.
2. **Enter the e-mail address of the Program Coordinator.** The e-mail address you enter will uniquely identify your account and will be your username for the NMS Match System. If the e-mail address entered is different from the one pre-populated in the NMS Match System, or if an NMS Match System account already exists with that e-mail address, you will need to follow the onscreen instructions to confirm ownership of the e-mail address before continuing.
3. **Provide a password and complete the security questions for your account.** For Program Coordinators responsible for more than one residency, the same password and security questions will apply to all the residencies associated with their account.

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

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

If you are responsible for more than one residency, you can use the same e-mail address and account for all your residencies. 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 each residency. If communications with the Match should be sent to someone other than the Program Coordinator, the e-mail address for the residency can be changed after the registration has been completed.

#### **b) Submit Residency and Program Information**

The **Residency and Program Information page** is where the Program Coordinator submits information for the residency and its programs that will participate in the Match.

Contact Information: Information on file at NMS will be pre-populated on the page. If any of the contact information is incorrect, or is not pre-populated on the page, please update that information accordingly.

School Affiliation: The school or college of optometry with which your residency is affiliated will be pre-populated on the page. Please update that information if necessary. The Director of Residencies at your affiliated school or college of optometry will have access to the applications submitted to your program and your ORMatch result.

Accreditation Status: Your residency's accreditation status with the Accreditation Council on Optometric Education (ACOE) will be pre-populated on the page, based on information on file at NMS. Please update that information if necessary. If your residency's accreditation status changes after your residency is registered for the Match, it is your responsibility to update that information in the NMS Match System.

Application Deadline Date: You must provide the application deadline date for your residency. This information will be included in the List of Participating Programs on the ORMatch web site. You can update this information if necessary after registration. An application deadline for your residency may also be included in the ASCO Residency Directory managed by ASCO; you should make sure the deadline date provided is consistent in both places.

Type of Residency: For purposes of ORMatch, each residency is assigned an ASCO Residency Affairs Committee (RAC) recommended title that is based on the program type under which it is accredited by ACOE. This is an internal field that is not displayed to applicants (see Program Description below). If the

residency type shown on the page for your residency is incorrect, or if you have any questions concerning the type of your residency, please contact NMS **before** completing the registration process. You **cannot** change the type of residency in the NMS Match System.

**Program(s) Offered:** As part of the registration process, you must provide information about the program(s) and positions offered by your residency. Most residencies provide only one form of training, or “track”. However, some residencies provide more than one track, for example, training at different locations.

If your residency offers more than one track, and applicants must be able to rank the different tracks separately for the Match, then each track must be listed as a separate program offered by your residency in the Match. Each separate program is identified by a unique Code Number and program description in the List of Participating Programs. This will permit applicants to rank specific programs at your residency, and enable you to rank specific applicants for each separate track.

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

Please review the pre-populated program information carefully. You may edit the information if necessary, as described below.

**Positions Available:** You must verify or provide the number of positions to be filled in 2019 for each program you are offering in the Match. You may change the number of positions available, if necessary, at any time up to the Rank Order List deadline for the Match.

**Program Description:** Each program offered by your residency in the Match must have a program description that includes the ASCO RAC recommended title(s) for the residency. Program Descriptions will be displayed to applicants. Programs with multiple areas of emphasis should separate titles with a forward slash (e.g., Primary Eye Care/Ocular Disease). You may list no more than two of the following titles in the program description for any track:

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| • Brain Injury Vision Rehabilitation | • Ocular Disease                    |
| • Community Health Optometry         | • Pediatric Optometry               |
| • Cornea and Contact Lenses          | • Primary Eye Care                  |
| • Family Practice Optometry          | • Refractive and Ocular Surgery     |
| • Geriatric Optometry                | • Vision Therapy and Rehabilitation |
| • Low Vision Rehabilitation          |                                     |

Program descriptions can be a maximum of 50 characters including spaces between words. You can abbreviate the titles, if necessary.

The program description that you provide has important implications for how your program can be found by applicants when searching for programs they wish to apply to or rank. Applicants search for programs using a text-based search that will scan the program description along with other fields (e.g., residency site name, Program Coordinator name, program code number, etc). Programs with more than one area of emphasis should include both titles that apply (e.g., Primary Eye Care/Ocular Disease) so that the program will be listed to applicants searching for “Primary Eye Care” as well as those searching for “Ocular Disease”. The description you enter will be displayed in the same way in each search result where your program appears.

If your residency offers more than one program with the same program title(s), you must add information following the program title(s) to distinguish the programs (e.g., location). The program description of each

program must uniquely and clearly distinguish that program from any other program offered by your residency.

Deleting a program: If a program that is pre-populated on the page will not be offering positions beginning in 2019, you should delete the program. Note that every residency registered for the Match must have at least one program. You will not be able to delete a program if it is the only one listed for the residency.

Adding a program: If you wish to add a program that was not offered in the Match last year, select the **Add New Program** link at the bottom of the program information section of the page. Each program you add will be assigned a unique Code Number which you cannot change, and a standard program description based on the type of residency. Enter the number of positions to be filled in 2019, edit the description of the program if necessary as described above, and press the **Add** button. All programs listed for the residency must be under the same accreditation; to add a program that is accredited separately, please contact NMS.

Once all the information on the Residency and Program information page has been entered correctly, select the button to **Continue**.

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

The final step in the registration process is to accept the Program Agreement. Read the Agreement page carefully. After you have accepted the Agreement, the residency will be registered for the Match.

## **REGISTRATION CONFIRMATION**

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

PLEASE NOTE: To ensure e-mails from NMS are not inadvertently directed to your "Spam" or "Junk Mail" folder, please whitelist all e-mail from [ormatch@natmatch.com](mailto:ormatch@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.

## **ADDITIONAL INFORMATION**

Additional information regarding participation in ORMatch, such as procedures for obtaining applications from the ORMatch Application Service, instructions for submitting Rank Order Lists and obtaining results, will be provided to you as outlined in the Schedule of Dates.

NMS can be reached at the contact information below:

E-mail: [ormatch@natmatch.com](mailto:ormatch@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 your participation in ORMatch.

July, 2018

**Association of Schools and Colleges of Optometry**  
**OPTOMETRY RESIDENCY MATCH (ORMatch)**

**PROGRAM REGISTRATION PROCEDURES**

**CHECKLIST**

Review all accompanying materials:

- Memorandum of Instructions
- Program Agreement
- Schedule of Dates

Complete the online residency registration process.

- Set up your account in the NMS Match System.
- Verify the contact, school affiliation, and accreditation information for your residency and make corrections if necessary.
- Provide the Application Deadline Date for your residency.
- Provide information about each program to be offered in the Match, including the number of positions to be filled in each program and an appropriate program description. All residency positions must be offered in the Match.
- Accept the Program Agreement

Following completion of the residency registration process, NMS will send to you by e-mail a confirmation of the information on file for your program(s). The confirmation will include the 5-digit Program Code Number and program description for each program offered in the Match. You should provide the Program Code Number for each program to your applicants.

Procedures for obtaining applications submitted to your program(s) through the ORMatch Application Service will be provided to you by October 3, 2018.

Instructions for submitting Rank Order Lists and obtaining ORMatch results will be provided to you by January 23, 2019. You must submit your Rank Order List information by March 8, 2019.

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