Association of Psychology Postdoctoral and Internship Centers
INTERNSHIP MATCHING PROGRAM

Internship Checklist for Participating in Phase I of the 2019 APPIC Match
natmatch.com/psychint

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for each program offered by your internship by **11:59 p.m. Eastern Time on Wednesday, February 6, 2019**.

You must accept each applicant matched to your internship, as stipulated in the Rules and Policies of the Match.

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

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

- The NMS Match System is accessible from the Match web site (natmatch.com/psychint). To avoid confusion for applicants, training site and program information should be finalized before the system opens for rankings on Monday, January 21, 2019.

  Log In to the NMS Match System ›

- You may 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 training site name, program description(s), and/or add a new program to your training site online only until the system opens for rankings on January 21, 2019. After this date, you must contact NMS to make these types of changes.

  View the User Guide for Updating Training Site and Program Information ›

2 | **Ensure your applicants can rank your program.**

- Confirm that each applicant you wish to rank is registered for the Match. If an application does not include the applicant's Match Code Number, you can check if the applicant appears on the List of Registered Applicants accessible in the NMS Match System. If an applicant does not appear on the list, encourage the applicant to register for the Match as soon as possible.

- You should provide the 6-digit Code Number for each program offered by your training site directly to the program's applicants, to ensure they use the correct Code Number to identify the program on their Rank Order Lists. A match can occur only if you rank an applicant on a program's Rank Order List and that applicant ranks that same program 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.

3 | **Determine your preferences for applicants for each program offered by your training site.**

- For each program, rank applicants according to your true preferences. Rank your most preferred applicant as #1, your next most preferred applicant as #2, and so on. Do not consider how any applicant might rank the program when ordering your choices.

  The rank numbers assigned to your most preferred applicants, up to the number of positions to be filled in the program, are not significant, as a position is available for each of those applicants if they want it. However, for less preferred applicants the rank numbers are very significant as they indicate your 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 ›

- Applicants and programs may not communicate, accept, or use any ranking-related information prior to the release of results for Phase II of the Match, and may never solicit such information. Training sites that offer more than one program are expected to ask applicants to identify which program(s) the applicants are applying to, but may not solicit information about the applicants' ranking of these programs.

Review the Rules and Policies of the Match ›

- Training sites offering more than one program may find it helpful to use the "reversion" mechanism offered in the Match. A reversion allows the program to move ("revert") one or more positions that are left unfilled during the match processing from one program to another, to increase the likelihood of filling all positions at the training site.

View Examples and Instructions for Using Reversions ›

- Most programs will submit only one Rank Order List in order to match with the most desirable applicants. However, some programs may have special requirements that can only be satisfied by submitting multiple Rank Order Lists for a single program (e.g., a need to match with applicants with a particular mix or distribution of specific characteristics).

View Information, Examples and Instructions for Submitting Multiple Lists ›

- It is possible to request that the matching algorithm limit the number of applicants from the same university or school that are matched on a single Rank Order List.

View Information and Instructions for Setting University/School Limits ›

- If you have special requirements that you do not know how to address in the Match, please contact NMS as soon as possible. NMS will attempt to satisfy your requirements. However, special requests that are not discussed with NMS until just before the Rank Order List deadline are more difficult to accommodate.

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4   **You must enter and certify your Rank Order List(s) in the online NMS Match System.**

- The NMS Match System opens for the entry of rankings for Phase I on Monday, January 21, 2019.

- In the Rankings section of the NMS Match System, search and add applicants to each program's Rank Order List in order of true preference. 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 program has a relatively long list of choices (more than 25) that can be provided in a comma-separated text file (.csv), you may find it easier to import the list from the file, rather than searching and adding applicants individually.

    View the User Guide for Entering 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 program's Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on Wednesday, February 6, 2019 in order for it to be used in Phase I of the Match. You should enter and certify your Rank Order List(s) well before the Rank Order List deadline date to avoid potential system access 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 the Match.

- You should print a copy of each program's certified Rank Order List for your records, as this information will only be available until February 25, 2019.

5 **Programs with no applicants to rank and programs that no longer have positions available must also use the NMS Match System to indicate they will not be ranking any applicants for Phase I of the Match.**

- If the program no longer has funded positions available to offer to applicants, you must withdraw the program from the Match by 11:59 p.m. Eastern Time on Wednesday, February 6, 2019.

  Learn More About Withdrawing from the Match ›

- If the program has no acceptable applicants to rank, but has positions available, the program should remain active and certify a Rank Order list with no applicants, so that it can be included in Phase II of the Match.

  Learn More About Having No Applicants to Rank ›

6 **Phase I Match results will be available on Friday, February 22, 2019.**

- Your program's Phase I Match results will be available in the NMS Match System beginning at 10:00 a.m. Eastern Time on February 22. As a secondary delivery method, NMS will make one attempt to send the Match result by e-mail, by 9:00 a.m Eastern Time on February 22, to each training site that participated in Phase I of the Match. Result e-mails that are delayed or not delivered will not be resent.

  Learn More About the Results of the Match ›

- You should contact the applicant(s) matched to your training site after 11:00 a.m. Eastern Time on February 22. No contact between applicants and training sites should take place prior to 11:00 a.m. Eastern Time. You must send a letter of appointment to each applicant matched to your site, with a copy to the applicant's academic training director, no later than 7 days following receipt of the Phase I Match results.

- Results of the APPIC Match constitute binding agreements between applicants, internship programs, and APPIC that may not be reversed without APPIC's consent. If an applicant refuses to accept the Match result, please report this immediately to NMS or APPIC.

7 **If your training site has one or more unfilled positions after Phase I of the Match, you must offer those positions to applicants in Phase II of the Match.**

- Unfilled positions from Phase I of the Match, and any newly funded positions that become available after Phase I, must be offered to unmatched applicants in Phase II of the Match.

  Learn More About Phase II of the Match ›

- No contact between unmatched applicants and programs with available positions, or any other action related to filling positions after Phase I, is to be taken prior to 11:00 a.m. Eastern Time on February 22, 2019.

- Beginning at 11:00 a.m. Eastern Time on February 22, a list of programs participating in Phase II of the Match will be provided on the Match web site, and applicants can begin preparing applications in AAPI to send to programs participating in Phase II. Training sites participating in Phase II will be able to download and view Phase II applications beginning at 11:00 a.m. Eastern Time on February 28, 2019.

8 **Stay informed with other Match resources.**

- You should be subscribed to APPIC Match-News, a free e-mail information service operated by APPIC to provide additional information about participating in the Match.

  Subscribe to APPIC Match-News ›

- More detailed information regarding the procedures for participating in the Match is available from the following sources:

  APPIC Match Web Site (natmatch.com/psychint) ›

  Match Section of the APPIC Web Site ›

If you have any questions about the APPIC Match, please contact NMS directly.

December, 2018