Association of Psychology Postdoctoral and Internship Centers
INTERNSHIP MATCHING PROGRAM

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

All programs with unfilled positions from Phase I and/or new positions that become available after Phase I must offer their available positions to applicants in Phase II of the Match.

Training sites participating in Phase II must use the NMS Match System to enter and certify a Rank Order List of applicant choices for each program offered in Phase II by **11:59 p.m. Eastern Time on Monday, March 18, 2019**.

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

Programs that have no acceptable applicants to rank, or that will not offer the unfilled Phase I position(s) for the coming year, must use the NMS Match System to indicate that they will not be ranking applicants for Phase II of the Match.

1 **Verify your training site and program information for Phase II in the NMS Match System.**

- Training sites and programs that were active in Phase I of the Match and were left with unfilled positions will be made active initially for Phase II of the Match. All positions that remain unfilled after Phase I of the Match must be offered to applicants in Phase II. A site can decide not to offer an unfilled position in Phase II only if it will not fill the position for the coming year (e.g., anticipated loss of funding, shifting of funding to other purposes). Removing an unfilled position from Phase II of the Match for any other reason requires APPIC approval.

- Programs are encouraged to use APPIC's Late-Breaking News service to communicate changes to applicants regarding the programs' available positions or the program's review process during Phase II. Information should be sent to APPIC as soon as possible, since the application window is short.

  Learn More About APPIC's Late-Breaking News Service ›

- If you decide not to fill any positions for the coming year in a program that is active for Phase II, you can withdraw the program using the NMS Match System before the Phase II Rank Order List deadline.

  Learn More About Withdrawing from the Match ›

- Additional positions that become available after Phase I of the Match, such as positions for which funding becomes assured after the Phase I Rank Order List deadline or newly created positions, may also be offered in Phase II. If you need to change the number of positions offered in a program in Phase II, or add a program into Phase II, you must submit a request to NMS in writing indicating the reason for the change as soon as possible, and no later than Monday, March 18, 2019.

  Learn More About Changing the Number of Positions Offered in Phase II ›

- You may change your contact information in the NMS Match System until the Phase II Rank Order List deadline.

  View the User Guide for Updating Account and Profile Information ›

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

- Programs may accept applications for Phase II positions only through the AAPI Online application service. You will be able to view and download your Phase II applications from AAPI beginning at 11:00 a.m. Eastern Time on Thursday, February 28, 2019. No applications will be available to sites before that time.

- Confirm that each applicant you wish to rank is registered and eligible for Phase II of 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. Applicants who were matched in Phase I are ineligible for Phase II and are removed from the list. To participate in Phase II, applicants must have registered before the Phase I Rank Order List deadline.

- You should provide the 6-digit Code Number for each program offered by your training site in Phase II 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 Phase II Match results, 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 ›

- 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. Please note that any school limits set for a program in Phase I of the Match are not carried over to Phase II.

  View Information and Instructions for Setting University/School Limits ›

- The options to submit reversions and multiple lists are not available in Phase II of the Match.

- If a program has no acceptable applicants to rank for Phase II, but has positions available, the program should certify a Rank Order list with no applicants in the NMS Match System.

  Learn More About Having No Applicants to Rank ›

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 II on Thursday, February 28, 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 Monday, March 18, 2019 in order for it to be used in Phase II 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 March 28, 2019.

5   **Phase II Match results will be available on Monday, March 25, 2019.**

- Your program's Phase II Match result will be available in the NMS Match System beginning at 10:00 a.m. Eastern Time on March 25. 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 March 25 to each training site that participated in Phase II 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 March 25. 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 II 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.

6   **If your training site has one or more unfilled positions after Phase II of the Match, you are free to contact and negotiate directly with applicants who did not obtain a position in the Match in order to fill any remaining positions.**

- No contact between applicants seeking positions and programs with available positions, or any other action related to filling positions after Phase II, is to be taken prior to 11:00 a.m. Eastern Time on March 25, 2019.

- No list of unfilled positions after Phase II of the Match will be posted on the Match web site.

- Beginning at 11:00 a.m. Eastern Time on March 25, 2019, APPIC will operate a Post-Match Vacancy Service to provide information to applicants about positions that are available after Phase II of the Match. You must take steps to include your available positions in the Post-Match Vacancy Service, as they will not be transferred automatically.

  Learn More About APPIC's Post-Match Vacancy Service ›

7   **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 Phase II of the Match is available from the following sources:

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

  Phase II Match Section of the APPIC Web Site ›

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

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