

Association of Psychology Postdoctoral and Internship Centers INTERNSHIP MATCHING PROGRAM

Internship Instructions for Participating in Phase I of the 2024 APPIC Match

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 Friday, February 2, 2024**.

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

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

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

- The NMS Match System is accessible from the Match website at natmatch.com/psychint.
[Log In to the NMS Match System >](#)
- 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 15, 2024. After this date, you must contact NMS to make these types of changes. You should also communicate such changes directly to your applicants as soon as possible, to minimize confusion.

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.

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

- Programs and positions for which funding or staffing are not assured should not be offered in the APPIC Match.

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

- Ensure you have provided complete and accurate information to applicants concerning the position(s) offered in the APPIC Match, including all institutional and program policies related to eligibility requirements and terms of appointment.
- 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.
- Programs and applicants may communicate about matters that do not involve the sharing of ranking information. Programs must never request ranking information from any applicant, and applicants must never request ranking information from any program. Programs may voluntarily choose to inform an applicant as to whether or not the applicant will be ranked, but are not obliged to do so. Prior to the release of the Phase II Match results, programs must not disclose to any applicant the position of any applicant on their Rank Order List(s), and applicants must not disclose to any program any information about their rankings.

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 APPIC Match >](#)

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

- You must prepare a separate Rank Order List of applicants for each program offered in the APPIC Match. 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.

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 >](#)

- Training sites offering more than one program in the APPIC Match may find it helpful to use the Reversion feature 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 Information, Examples, and Instructions for Submitting Reversions >](#)

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

[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 APPIC Match, please contact NMS to discuss your situation as soon as possible. Special requests that are not discussed with NMS until just before the Rank Order List deadline are more difficult to accommodate.

4 Enter and certify your Rank Order List(s) in the NMS Match System by 11:59 p.m. Eastern Time on Friday, February 2, 2024.

- The NMS Match System opens for the entry of rankings for Phase I on Monday, January 15, 2024.
- In the Rankings section of the NMS Match System, you can search for and add applicants to each program's Rank Order List in rank number sequence. 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 used NMS interview or has a list of choices that can be provided in a comma-separated file (.csv), you may find it easier to import a file of rankings rather than searching for and adding applicants individually.

[View the User Guide for Entering Your Rankings >](#)

- If an applicant you intend to rank is currently withdrawn, you may wish to clarify the applicant's status directly with the applicant or the applicant's DCT. You can 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.
- Each program's Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on Friday, February 2, 2024 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 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 the Match.

You will not be able to access the NMS Match System to enter ranks, certify a Rank Order List, or withdraw a program for Phase I after the Phase I 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 online until 11:59 p.m. Eastern Time on February 19, 2024.

5 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 for Phase I of the Match.

- If a program has no acceptable applicants to rank for Phase I 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 Phase II of the Match.

[Learn More About Having No Applicants to Rank ›](#)

- If a program no longer has any positions available to offer to applicants, you must withdraw the program from the APPIC Match by 11:59 p.m. Eastern Time on Friday, February 2, 2024.

[Learn More About Withdrawing from the APPIC Match ›](#)

6 Phase I Match results will be available on Friday, February 16, 2024.

- Your program's Phase I Match results will be available online in the NMS Match System starting at 9:00 a.m. Eastern Time on February 16.
- In addition, NMS will make one attempt to send the Match result by email, between 8:00 a.m. and 9:00 a.m. Eastern Time on February 16, to each training site that participated in Phase I of the Match. 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 Obtaining Your Match Results ›](#)

- You should contact the applicant(s) matched to your training site after 9:00 a.m. Eastern Time on February 16 to acknowledge the Match result. No contact between applicants and training sites should take place on February 16 prior to 9:00 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 Director of Clinical Training, no later than 7 days following receipt of the Phase I Match results.
- The results of the APPIC Match constitute binding agreements between matched 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 ›](#)

- For positions to be offered in Phase II, programs must not discuss or disclose the availability of such positions with applicants or doctoral programs, or take any other action related to filling such positions, until Phase II begins at 9:00 a.m. Eastern Time on February 16.
- When Phase II begins, a list of programs participating in Phase II of the Match will be provided on the Match website, and applicants can begin preparing applications in AAPI to send to programs participating in Phase II of the Match. Training sites participating in Phase II will be able to download and view Phase II applications beginning at 9:00 a.m. Eastern Time on February 23, 2024.

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[Match Website \(natmatch.com/psychint\) ›](http://natmatch.com/psychint)

[APPIC Website \(appic.org\) ›](http://appic.org)

If you have any questions about the APPIC Match, please [contact NMS](#) directly.

December, 2023