

# Association of Psychology Postdoctoral and Internship Centers INTERNSHIP MATCHING PROGRAM

## Internship Instructions for Participating in Phase II of the 2024 APPIC Match

All programs with unfilled positions from Phase I 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 Wednesday, March 13, 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 will not offer the unfilled Phase I position(s) for the coming year, must use the NMS Match System to indicate that it 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 or shifting of funding to other purposes). Removing an unfilled position from Phase II of the Match for any other reason requires APPIC approval.
- Programs and positions for which funding or staffing are not assured should not be offered in the APPIC Match.
- Programs are encouraged to use APPIC's Late-Breaking News service to communicate changes to applicants regarding the programs' available positions or the programs' review process during Phase II. Information should be sent to APPIC on the day that Phase II opens (Friday, February 16), or as soon as possible thereafter, since the application window is short.

[Learn More About APPIC's Late-Breaking News Service ›](#)

- You will be able to view and download your Phase II applications from AAPI beginning at 9:00 a.m. Eastern Time on Friday, February 23, 2024. No applications will be available to sites before that time. Programs may accept applications for Phase II positions only through the AAPI application service.
- If you decide not to offer any positions in Phase II in a program that was made active for Phase II, you should withdraw the program using the NMS Match System before the Phase II Rank Order List deadline.

[Learn More About Withdrawing from the APPIC 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, must be offered in Phase II. 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 Wednesday, March 13, 2024.

[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 Account User Guide for Programs ›](#)

## 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 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.
- 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 Phase II of the 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 ›](#)

- 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 one or more positions available, the program should certify a Rank Order list with no applicants in the NMS Match System by the Rank Order List deadline.

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

## 4 Enter and certify your Rank Order List(s) in the NMS Match System by 11:59 p.m. Eastern Time on Wednesday, March 13, 2024.

- The NMS Match System opens for the entry of rankings for Phase II on Friday, February 23, 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 Wednesday, March 13, 2024 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 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 II after the Phase II 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 23, 2024.

## **5 Phase II Match results will be available on Wednesday, March 20, 2024.**

- Your program's Phase II Match results will be available online in the NMS Match System starting at 9:00 a.m. Eastern Time on March 20.
- 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 March 20, to each training site that participated in Phase II 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 March 20 to acknowledge the Match result. No contact between applicants and training sites should take place on March 20, 2024 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 II 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.

## **6 If your training site has one or more unfilled positions after Phase II of the Match, you may use the Post-Match Vacancy Service in order to fill any remaining positions.**

- APPIC will operate a Post-Match Vacancy Service beginning at 9:00 a.m. Eastern Time on March 21, 2024 to provide information about available positions to applicants who have not obtained a position. 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 ›](#)

- No list of unfilled positions after Phase II of the Match will be provided on the Match website.
- No contact between applicants seeking positions and programs with available positions, or any other action related to filling positions after Phase II of the Match, is to be taken prior to the beginning of the Post-Match Vacancy Service.

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

[APPIC Website \(appic.org\) ›](#)

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

December, 2023