Internship positions in psychology that begin training in 2019 are offered through the APPIC Internship Matching Program (the “Match”). The APPIC Match is implemented by the Association of Psychology Postdoctoral and Internship Centers (APPIC), and is administered by National Matching Services Inc. (NMS) on behalf of APPIC. This memorandum and the accompanying material provide information about the APPIC Match and how to register to participate.

**ELIGIBILITY**

**All APPIC-member internship programs must participate in the Match.** Non-APPIC member sites that have participated in the APPIC Match and/or Post-Match Vacancy Service for less than two years, or that are members of the Canadian Council of Professional Psychology Programs (CCPPP), are welcome and encouraged to participate. Non-APPIC member sites that have participated for two years will be granted a one-time exception to the two-year limitation if they apply for APPIC membership during the 2018 Fall membership cycle (i.e., by September 1, 2018). Internship sites that apply for APPIC membership during the Fall membership cycle, and that have not exceeded their limit for non-member participation, must register to participate in the Match before their membership applications will be processed by APPIC. Non-APPIC members must certify that they meet the criteria specified in a Statement of Qualification for Non-APPIC Members, and will be charged a Match registration fee.

Applicants must be enrolled in an eligible doctoral program in Health Service Psychology or Professional Psychology that is an APPIC Doctoral Program Associate (DPA) in order to register for the Match. Applicants who are from non-DPA doctoral programs may not register for the Match, and may not apply to any APPIC-member internship programs, or to any non-APPIC member programs that participate in the Match, prior to the release of the Phase II Match results.

Applicants must register for the Match in order to participate and be eligible to match to your program(s). Only those applicants who register for the Match prior to the Rank Order List deadline for Phase I of the Match, and who do not obtain a position in Phase I (e.g., applicants who withdraw or remain unmatched in Phase I), will be eligible to participate in Phase II of the Match.

**REGISTRATION INSTRUCTIONS**

The online registration process **must be completed by the internship Training Director** (i.e., the person who oversees all training activities, programs, rotations and/or tracks at this internship site). Use the link provided in the registration e-mail sent to the training site by NMS to start the online registration process for your training site. The steps to be completed in the online registration process are described below.
Memorandum to Training Director (continued)

a) Set Up Your Account

The first step in the registration process is to set up your NMS Match System account and connect the training site to your account.

1. **Click on the online registration link** in the e-mail sent by NMS to the training site. If the registration e-mail was sent to someone other than the Training Director, the e-mail should be forwarded to the Training Director, who must complete the registration process. Each training site has a unique link. Training Directors responsible for more than one site will receive separate e-mails for each training site and must use the unique link provided in each e-mail to register that training site.

2. **Enter the e-mail address of the internship Training Director**. 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 on the screen, or if an NMS Match System account already exists with that e-mail address, you will need to follow the onscreen prompts to confirm ownership of the e-mail address.

3. **Provide a password and complete the security questions for your account.**

Please note that account information is not carried over from previous years. Each Training Director 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 training site will be connected to your account. If you finish setting up your account but you don’t complete the remainder of the registration process, you can **Log In** to the NMS Match System at another time to complete the registration process for the training site.

If you are responsible for more than one training site, you can set up one account that will be used for all your training sites. The same e-mail, password and security questions will apply to all the training sites associated with your account.

All communication related to the Match, including Match results, will be sent to the one e-mail address in the NMS Match System connected to each training site. If communications with the Match should be sent to someone other than the Training Director, the e-mail address for the site can be changed after the registration has been completed.

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 psychint@natmatch.com, support@natmatch.com, matchinfo@natmatch.com and/or any other address with the domain @natmatch.com. The [Match web site](https://www.natmatch.com) provides specific information on the IPs and e-mail addresses that should be whitelisted in your e-mail system.

b) Submit Training Site and Program Information

The **Training Site and Program Information page** is where you provide information about your training site and the programs or tracks that will participate in the Match.

**Contact Information**: Information on file at NMS will be pre-populated on the page. If any of the information is incorrect, or is not pre-populated on the page, please update that information accordingly. **If your site is an APPIC member, please ensure that the ‘Site Name’ listed in the NMS Match System corresponds to the site name used in the APPIC Online Directory, to avoid confusing applicants.**
Accreditation Status: Your site’s accreditation status with either the American Psychological Association (APA) or the Canadian Psychological Association (CPA) will be pre-populated on the page, based on information on file at NMS. Please update that information if necessary. The accreditation status of your site will be displayed to applicants. If your site’s accreditation status changes after your site is registered for the Match, it is your responsibility to update that information in the NMS Match System.

Program(s) Offered: You must provide information about the program(s) and positions offered by your training site.

Many sites offer only one form of training, and do not separate their positions into different rotations or training tracks. Other sites may offer more than one form of training to applicants (e.g., tracks with different rotations, special emphasis tracks, full and part-time positions, positions at different locations). In most cases, sites that offer more than one such track should differentiate these tracks for purposes of the Match. This will permit applicants to rank the various tracks offered by the site separately in the Match, and enable you to rank specific applicants for each separate track offered in the Match. Each separate training track you specify will be referred to, for purposes of the Match, as a separate program offered in the Match by your site.

If your site offers only one form of training, or if it is not desirable for applicants to be able to rank your site’s tracks separately in the Match, then your site should offer only one program in the Match.

On the other hand, if your applicants should be able to rank each of your site’s tracks separately in the Match, then each track should be registered in the Match as a separate program offered by your site. Each registered program will be identified by a unique 6-digit Code Number and program description in the NMS Match System.

- If your training site participated in the 2018 Match, program information is pre-populated based on the information on file at NMS from the 2018 Match.
- If your training site did not participate in the 2018 Match, a single program has been pre-populated with a 6-digit program Code Number and a default program description of “Psychology Internship”.

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 offered in the Match. All internship positions to be filled at your training site in 2019 for which funding is assured must be offered in the Match. You may change the number of positions offered, if necessary, at any time up to Rank Order List Deadline for Phase I of the Match.

Program Description: Each program offered by your training site in the Match must have a unique program description. Program descriptions can be a maximum of 50 characters including spaces between words.

- If your site offers only one program in the Match, the default description of “Psychology Internship” is sufficient, although you may change it if you wish.
- If your site offers more than one program, the program description of each program must uniquely and clearly distinguish that program from any other program offered by your training site (e.g., General Internship, Neuropsychology, Child Psychology). Do not use the default description of “Psychology Internship” for any of the programs.

Deleting a program: If a program that is pre-populated on the page will not be offering positions in 2019, you should delete the program. Note that every training site 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 training site. If your training site will not be offering any programs or positions in the 2019 APPIC Match, do not complete the registration process; instead, use the link provided in the registration e-mail sent to your training site to indicate the site will not be participating in the 2019 Match.

Adding a program: If you wish to add a program, select the Add New Program link at the bottom of the program information section of the page. You must enter the number of positions to be filled in 2019 and provide a program description. The program description of the new program must uniquely and clearly distinguish that program from
any other program offered by your training site (e.g., General Internship, Neuropsychology, Child Psychology). Do not use the default description of “Psychology Internship” for any of the programs. After the positions and description have been entered, press the “Add” button. A unique 6-digit program Code Number will be assigned to the program automatically by the system.

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

c) **Certify the Statement of Qualification (Non-Members Only)**

This step applies only to sites that are not APPIC members (including sites that have applied for membership); the step is skipped automatically for APPIC member sites. If your site is not an APPIC member, you must certify that the training site and internship program(s) meet the criteria established by APPIC for non-member sites to qualify to participate in the APPIC Match.

d) **Accept the Internship Site Agreement**

**Agreement:** You must accept the Internship Site Agreement for the 2019 APPIC Match. Read the Agreement page carefully, as your training site and internship program(s) will be committed to abide by the terms of the Agreement once the site is registered to participate in the Match. After the registration is completed, a copy of the Agreement will be sent to you by e-mail.

**Notification to Senior Official:** You must provide the name, title and e-mail address of a senior official (e.g. Chief Psychologist, CEO, Hospital Director, etc.) at your site who will receive notification of your registration and a copy of the Internship Site Agreement once the registration process is complete. The official should be someone other than the Training Director, who is responsible for ensuring the internship will meet its financial obligation to fund internship slots.

e) **Pay Registration Fee (Non-Members Only)**

This step applies only to sites that are not APPIC members (including sites that have applied for membership); the step is skipped automatically for APPIC member sites, as members do not pay a separate fee to NMS to participate in the Match.

Non-member training sites must pay an annual fee of $295 USD to register for the APPIC Match (regardless of the number of programs and positions offered at the site). This fee is non-refundable and non-transferrable, even if the site subsequently withdraws from the 2019 Match. The fee covers participation in Phase I of the Match, as well as Phase II and the Post-Match Vacancy Service if necessary.

You have two options to pay the registration fees:

- **Pay Online By Credit Card:** This option allows you to print an invoice and pay the fees online using a credit card (VISA or MasterCard). Once payment is complete, your training site will be registered to participate in the 2019 Match.

- **Pay By Check (or By Credit Card by Phone):** This option allows you to print an invoice and send payment by check. Checks must be made payable to National Matching Services Inc. and sent to NMS at the address shown at the end of this memorandum. If payment is sent to NMS by mail be sure to affix sufficient postage to Canada. Alternatively, you can phone NMS at 800-461-6322 during normal business hours (9 a.m. - 5 p.m. ET, Mon-Fri) to provide credit card payment details over the phone. Once payment is received, NMS will then complete the registration process for your training site. Your site will not be registered for the Match until payment has been received by NMS.
REGISTRATION CONFIRMATION

After the registration process is complete for your training 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.

ADDITIONAL INFORMATION ABOUT THE MATCH

NMS Match Web Site

Information about the Match can be found at: natmatch.com/psychint. The information includes an overview of the operation of the Match, eligibility criteria, rules for participation, an explanation and example of how the matching algorithm works, and other relevant information. The web site also provides access to an online registration system for applicants to register for the Match.

APPIC Web Site

The APPIC web site at appic.org has a section on the Match that provides additional useful information, such as frequently asked questions about the Match, APPIC Match Policies, and statistics and survey results from previous years. The APPIC Online Directory and AAPI Online application service are also accessible from the APPIC web site.

MATCH-NEWS E-mail Service

APPIC operates an automated e-mail information service, called MATCH-NEWS, to provide additional information about the Match. Messages will be sent periodically (perhaps a few times a month) by e-mail to all those who subscribe to this service. This is an important method of communicating information about the Match, as well as ideas about how to make the most of this process. There is no cost for subscribing to MATCH-NEWS. It is recommended that all Match participants subscribe to this service.

If you are not already a subscriber to MATCH-NEWS, you may subscribe by sending a blank e-mail message (from the address where you want to receive e-mailed information) to the following address:

subscribe-match-news@lyris.appic.org

You don’t need to put anything in the subject line or body of the message. You will subsequently receive an e-mail message (with the subject line “Your confirmation is needed”) that contains instructions for you to follow in order to confirm your subscription. Simply follow those instructions and you will soon receive a “Welcome” e-mail in response. This “Welcome” e-mail confirms that you are successfully subscribed to the list (you are NOT subscribed to the list until you have received the “Welcome” e-mail). PLEASE NOTE: If your e-mail program uses “Spam” or “Junk Mail” filtering, you should instruct it to accept all e-mail from APPIC’s e-mail list server in order to receive the confirmation e-mail and the messages sent from MATCH-NEWS.

Contacting NMS

NMS can be reached at the contact information below:

E-mail: psychint@natmatch.com
Telephone: (800) 461-6322
Fax: (844) 977-0555

National Matching Services Inc.
20 Holly Street, Suite 301
Toronto, Ontario Canada M4S 3B1

Note: If you intend to mail materials to NMS, be sure to affix sufficient postage to Canada.

July, 2018
Review all accompanying materials:

- Memorandum of Instructions
- Internship Site Agreement
- APPIC Match Policies
- Schedule of Dates
- Letter to Non-Members from APPIC (provided to non-members only)

The Training Director of the training site must complete the online registration process:

- Click on the link provided in the registration e-mail sent by NMS to start the registration process. A separate e-mail with a unique link is provided to each training site.
- Set up your account in the NMS Match System.
- Verify the training site information and make corrections if necessary.
- Provide the number of positions and program description for each program to be offered in the Match. All internship positions to be filled in 2019 at your training site must be offered through the Match.
- Certify the Statement of Qualification (non-members only).
- Accept the Internship Site Agreement and provide contact details for a senior official at your training site.
- Pay the registration fee (non-members only).

When the registration is complete, you will receive a confirmation by e-mail. The confirmation will include the 6-digit program Code Number for each program offered in the Match. You should provide the Code Number for each program to your applicants.

You should subscribe to MATCH-NEWS, a free, automated e-mail information service operated by APPIC. To subscribe to MATCH-NEWS, send a blank e-mail message to: subscribe-match-news@lyris.appic.org

By the end of December, you will receive instructions for preparing and submitting Rank Order Lists and for obtaining Match results.

- You must submit your Rank Order List information for Phase I of the Match by February 6, 2019.
- Match results for Phase I of the Match will be available on February 22, 2019.
- If you have one or more unfilled positions after Phase I of the Match, these position(s) must be offered in Phase II of the Match. You must submit your Program Rank Order List information for Phase II of the Match by March 18, 2019.
- Match results for Phase II of the Match will be available on March 25, 2019.

Note: You should read all materials received from NMS to ensure you understand all procedures and deadlines. If you have any questions, please contact NMS directly.