

Association of Psychology Postdoctoral and Internship Centers

INTERNSHIP MATCHING PROGRAM

Internship Site Instructions for the 2024 APPIC Match

All eligible APPIC-member internship sites that have positions available to start training in 2024 must register for and participate in the 2024 APPIC Match.

[Overview of APPIC Match >](#)

[Eligibility Criteria >](#)

[Schedule of Dates >](#)

1 Your training site should register for the APPIC Match by August 31, 2023.

- The Training Director (i.e., the person who oversees all training activities, programs and/or tracks at this internship site) is sent an email with a unique link to start the online registration process. The registration process must be completed by the Training Director, and includes the following steps:

1. Set up a new account in the NMS Match System

Account information is not carried over from previous years.

Your training site does not pay a fee to register for the APPIC Match.

2. Confirm Training Site and Program Information

Your site must register at least one program in the APPIC Match. If your site offers more than one form of training (e.g., tracks with different rotations, special emphasis tracks, full and part-time positions, positions at different locations, etc.) you should consider registering multiple programs or tracks in the APPIC Match.

[Learn About Registering Multiple Programs at a Training Site >](#)

3. Electronically sign the Internship Site Agreement, which incorporates the APPIC Match Policies

[View Internship Site Agreement >](#)

[View APPIC Match Policies >](#)

The Internship Site Agreement establishes significant obligations for your agency. Before electronically signing the Agreement, it is important that you inform your agency administration of these obligations and that you receive approval to register your site for the APPIC Match.

As part of the registration process, the Training Director must identify and provide contact information for a senior official (e.g., CEO, Hospital Director, Chief Psychologist, etc.), other than the Training Director, who is responsible for ensuring the training site can enter into this contractual agreement with APPIC and will meet its financial obligation to fund internship slots.

4. The Training Director will receive a confirmation email when the registration process is complete. The senior official at the site will also receive a notification of the site's registration.

Detailed step-by-step registration instructions are available online:

[View the Registration User Guide >](#)

- You should subscribe to MATCH-NEWS, a free, automated email information service operated by APPIC. This is an important method of communicating information about the APPIC Match. To subscribe to MATCH-NEWS, send a blank email message to subscribe-match-news@lyris.appic.org

[Learn More About APPIC's MATCH-NEWS Service >](#)

- The APPIC website has a section on the APPIC Match that provides additional useful information, such as frequently asked questions about the APPIC Match, APPIC Match Policies, and statistics and survey results from previous years.

[View Information About the APPIC Match on APPIC's Website >](#)

2 Applicants apply to internship programs using the AAPI application service.

- Applicants are required to provide their Match Code Number in AAPI in order to submit their applications, therefore applicants must register for the Match before they can send applications.
- Applicants can only apply to training sites that are registered for the APPIC Match. Training sites access applications using the AAPI Selection Portal.

[View Information about AAPI >](#)

- When searching for programs of interest, applicants may consult two sources of information that are maintained separately - the APPIC Directory of APPIC-member internships and the Match List of Participating Internships. Training sites should ensure they have consistent information in both places.

[Read More About the APPIC Directory and Match List >](#)

- ***NEW*** NMS Interview is a module in the NMS Match System that enables sites and applicants to automate interview scheduling. This module is being made available by APPIC this year at no cost to all sites registered for the Match. APPIC strongly encourages all sites to use NMS Interview, even if they previously used a different interview scheduling system.

[Learn More About NMS Interview >](#)

- All applicant interviews should be completed before the Rank Order List deadline date for each Phase of the APPIC Match.

[Read More About Interviews >](#)

- You may not require a commitment from or make an offer of appointment to any applicant prior to the release of the APPIC Match results.

3 Each internship program must submit a Rank Order List of applicant choices for Phase I of the APPIC Match by February 2, 2024.

- All Rank Order Lists are submitted in the NMS Match System. The NMS Match System opens for Phase I rankings on Monday, January 15, 2024.

[View the Rankings User Guide >](#)

- If a program will not offer any positions in 2024 it must be withdrawn by the Rank Order List deadline.

[Read More About Withdrawing a Program >](#)

- Rank all acceptable applicants in order of your true preferences, without considering how you expect to be ranked by any applicant.

[Read More About Rankings >](#)

4 The results of Phase I of the APPIC Match will be provided on Friday, February 16, 2024.

- APPIC Match results will be sent to internship programs and applicants by email and will be available online in the NMS Match System.

[Learn More About the Results of the APPIC Match >](#)

- Programs with unfilled positions after Phase I of the APPIC Match must offer those positions in Phase II of the APPIC Match. Rank Order Lists for Phase II of the APPIC Match must be submitted in the NMS Match System by Wednesday, March 13, 2024.

[Learn More About Phase II of the APPIC Match >](#)

Consult the [Match website](#) or [contact NMS](#) if you have questions about the APPIC Match