

Association of Psychology Postdoctoral and Internship Centers INTERNSHIP MATCHING PROGRAM

Internship Site Checklist for the 2021 APPIC Match

natmatch.com/psychint

All APPIC-member internship programs that have positions available to start training in 2021 must register for and participate in the 2021 APPIC Match.

[Overview of APPIC Match >](#)

[Eligibility Criteria >](#)

[Schedule of Dates >](#)

1 Training sites should register for the APPIC Match online by August 31, 2020.

- Match registration must be completed online by the site Training Director, who has been sent a unique link by e-mail in order to complete the following steps:

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

Account information is not carried over from previous years.

Training sites do not pay a fee to register for the Match.

2. Submit Training Site and Program Information

Sites that offer more than one form of training (e.g., tracks with different rotations, special emphasis tracks, full and part-time positions, positions at different locations) should consider registering multiple programs or tracks in the Match.

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

3. Electronically sign the Internship Site Agreement, which incorporates the 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 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 internship can enter into this contractual agreement with APPIC and will meet its financial obligation to fund internship slots.

4. When the registration process is completed, the Training Director will receive a confirmation by e-mail. 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 e-mail information service operated by APPIC. This is an important method of communicating information about the Match. To subscribe to MATCH-NEWS, send a blank e-mail message to subscribe-match-news@lyris.appic.org

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

- The APPIC web site 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.

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

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

- Training sites must be registered for the Match in order to access applications in the AAPI Online Selection Portal. The portal opens for sites around October 1.
[View Information about AAPI Online >](#)
- APPIC and the Match maintain separate directories of internship programs that applicants consult when searching for programs of interest. Training sites should have consistent information in both directories.
[Read More About the Directories >](#)
- You may not require any commitments from applicants or make any offers of appointment prior to the release of the Match results.
- All applicant interviews should be completed before the Rank Order List deadline date for each Phase of the Match.
[Read More About Interviews >](#)

3 Each internship program submits a Rank Order List of applicant choices for Phase I of the Match by the February 5, 2021 deadline.

- All Rank Order Lists are submitted in the NMS Match System. The NMS Match System opens for the entry of rankings for Phase I on Monday, January 18, 2021.
[View the Rankings User Guide >](#)
- If a program will not offer any positions in 2021, 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 Match will be provided on Friday, February 19, 2021.

- Match results will be sent to internship programs and applicants by e-mail and will be available online in the NMS Match System.
[Learn More About the Results of the Match >](#)
- Programs with unfilled positions after Phase I of the Match must offer those position(s) in Phase II of the Match. Rank Order Lists for Phase II of the Match must be submitted in the NMS Match System by Monday, March 15, 2021.
[Learn More About Phase II of the Match >](#)

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