Welcome to a National Resident Matching Program PowerPoint presentation focusing on rank order lists and NRMP policy.
The Applicant User Guide can be found in the R3 system when you log in with your username and password. Once you are logged in, click on Help on the upper-right hand corner.

Make sure your AAMC ID is the same in NRMP and on your ERAS application; if they are not the same, contact the NRMP immediately.
DEFINITIONS

Match Status: ACTIVE Registered
             RANKING ROL started
             CERTIFIED ROL ROL finished

Fee Status: PAID No fees due

Credentials: VERIFIED By school
             (US, Osteopathic, Canadian applicants)

ECFMG Status: VERIFIED By ECFMG
             (IMGs & 5th Pathway applicants)

• An applicant becomes ACTIVE after he/she completes the My Profile page, accepts the Terms and Conditions of the Match, and pays the registration fee.

• Additional fees are incurred if participating as a couple ($15/partner) or submitting a rank order list with more than 20 programs ($30/rank >20). For couples, additional fees are incurred when a partner ranks more than 30 unique programs. These fees must be paid at the time they are incurred or the next time the applicant logs into R3. Fees are not refundable.

• US allopathic, osteopathic, 5th Pathway, and Canadian applicants have their graduation verified by their schools.

• International medical school and 5th Pathway applicants have their credentials verified by ECFMG.
• Go to the NRMP website at www.nrmp.org.

• Select Log In in the top Right Menu Bar

• If you already have registered for the Main Residency Match, go to Option #1 and enter your username and password. If you have not registered for the Main Residency Match, go to Option #2 and complete the applicant registration.
You can modify your profile information. From the Left Menu Bar, click on “My Profile” under “Account Maintenance” and make the appropriate changes.
• On the Left Menu Bar under Account Maintenance, select the “Couple” tab to register to participate in the Match as part of a couple.

• You must add your partner’s NRMP ID when you select “Couple” and enter “Submit”.

• Your partner’s name will appear. Click on “Submit” to confirm your partner.

• The $15 per partner couple’s fee should be paid online at the time you register as a couple by clicking on “Balance Due”.
• E-mail is the primary means of communication from NRMP. **Keep your e-mail address current!**

• NRMP sends bulk e-mail messages to applicants which some internet providers (i.e. Gmail, Hotmail, Yahoo and AOL) may classify as junk mail. Turn **off** any junk mail filters and/or add **support@nrmp.org** to your address book or list of “trusted” or “safe” addresses so you will not miss receiving messages from NRMP.
• To view the list of institutions and programs with confirmed violation of NRMP policy, select Institution and Program Violations from the left menu bar. You may wish to consult this report when considering the programs with which you want to interview and/or rank.

• The **Institution and Program Violations** report provides information to applicants and NRMP school officials about confirmed violations of Match-participating programs and institutions. A brief statement of the nature of the NRMP’s investigation is included, along with a brief description of the sanction levied (if any). Applicants can access this Report at any time to confirm whether a program or institution in which they are interested in applying has had any prior entanglements with the NRMP.
• To create your rank order list, click on “My Rank Order List” from the Left Menu Bar.

• You can add programs at different times.

• You can mix advanced, categorical, and preliminary programs, as well as specialties and geographic locations, on your primary rank order list.

• For Help, click on “Help” in the upper right corner of the screen. You can then search the contents of the User Guide.
You can enter the ranks using the “Find & Add Programs” tab. Enter the specified criteria, click Search, and check the boxes of the programs you wish to add to your rank order list.
Displayed are the search results based on the criteria entered. Check the “Add” box to select programs of interest.
Click on “Add Selected Programs to ROL & Save” to place selected programs on your rank order list.
• When an advanced program is entered on the primary rank order list, a box appears under “Suppl ROL.”

• Applicants may create a supplemental list of preliminary or transitional programs for the PGY-1 year of training.

• Supplemental rank order lists are used in the Match only if the applicant first is matched to an advanced program on the primary list that is linked to that supplemental list. **Supplemental rank order lists are **NOT** linked for applicants participating in the Match as a couple!**

• To create a supplemental list, select “Add New” from the dropdown list under “Suppl ROL” and a new screen will appear automatically.
• Enter the codes for PGY-1 programs for the supplemental list using the “Find and Add Programs” as demonstrated earlier.

• The first supplemental ROL created automatically is labeled as A, but a customized name for the supplemental list can be created, if desired.
Add PGY-1 programs to your supplemental ROL(s) in the same manner as demonstrated with the primary rank order list.
• Attach a supplemental list to each advanced program on the primary rank order list or select “NONE” if one is not needed. In this example, Tom has one supplemental ROL for his advanced Anesthesiology program at American Medical Center. If Tom ranks other advanced programs on his list, he can either use the same supplemental list A for all of those advanced programs or he can create a distinct supplemental list for each advanced program. Subsequent supplemental lists created will automatically be labeled as List B, List C, and so on.

• You can delete programs by clicking on the “Remove” link next to the program you wish to remove.
The order of programs on the ROL can be changed by using the Drag and Drop feature.
• A ROL **MUST** be certified once it’s complete – that tells the NRMP that the ROL is ready to be used in the Match.

• Click on “Certify List”.
• To certify your ROL, enter your password and click on “Submit”.

• The “Certify Rank Order List” page will state how many programs you have listed on your primary list, how many, if any, supplemental lists are associated with the primary list, and how many programs you have listed on your supplemental list(s).

• Remember, when you certify your ROL you enter into a binding commitment to accept a position should a match occur and to begin training on the date specified in the appointment contract. Failure to honor the commitment is a violation of the Match Participation Agreement you signed when you registered for the Match. Information on NRMP policy is discussed later in this presentation.
• Your complete ROL will be displayed on the “My Rank Order List” page. Note that your Match Status has changed from “Ranking” to “Certified” which is displayed in green at the top right of the page.

• NRMP recommends that you print a copy of your list using the print function on your browser or the “Print List” link on the “My Rank Order List” page.

• You can make changes to your list after it is certified, up until the rank order list deadline, but you must re-certify it after each change.

• Please note that the System does NOT save any version(s) of previously certified ROLs. It saves only the version you see on the “My Rank Order List” page.

• When ANY change is made, your list returns to ranking status and there is NO record of that earlier certified list. You MUST re-certify your list before the deadline for it to be used in the Match.

• The ranking deadline is 9:00 p.m. eastern time on Wednesday, February 26. Your list must be certified at that time.

• Remember: THE NRMP WILL NOT ADD, DELETE, OR MOVE PROGRAMS OR IN ANY WAY MODIFY A RANK ORDER LIST AFTER THE DEADLINE HAS PASSED.
Couples in the Algorithm:

• Lists considered together as a unit.

• **BOTH** partners must match at same rank or algorithm continues.

• Couples can “half-match” when code 99999999 (‘No Match’) code is used.
To participate in the Match as a couple, click on “Couple” under “Account Maintenance” on the Left Menu Bar. Enter your partner’s NRMP ID and click “Submit”.
• Couple status reads “Pending” when only one partner has coupled with another person. Couple status will read “Accepted” when both partners have coupled with each other.

• If you decide to uncouple, return to “Account Maintenance” on the Left Menu Bar and select “Uncouple”. The deadline to uncouple is the Rank Order List Deadline in late February. Remember, the couples fee is non-refundable, so you will not be reimbursed if you decided to uncouple.
**NRMP FEES**

- **Registration fee** $60
- **Late registration** $50 additional (after Nov 30)

- **Couples** $15 per partner
- **Primary ROL**
  - 1-20 programs: No extra charge
  - Additional programs $30 per program ranked

- **Supplemental ROL(s)**
  - 1-20 programs: No extra charge
  - Additional programs $30 per program ranked on all supplemental lists combined

- **Couples ROL**
  - 30 programs before extra rank fees are charged

• Applicants pay a $60 registration fee; there is a $50 late fee after November 30.

• Couples pay an additional $15 per partner.

• 1-20 programs may be ranked on your primary rank order list at no additional charge; each additional ranked program costs $30 per program.

• 1-20 programs may be ranked on your supplemental rank order list(s) at no additional charge; each additional ranked program on all supplemental lists combined costs $30 per program.

• Couples may rank 1-30 programs at no additional charge. Remember couples can list the same program more than once on their list depending upon the corresponding program on their partner’s list.

• Extra fees will be due at the time of certification. Those fees are NOT refundable if you certify a shorter list at a later time.
### DEADLINES AND DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 15, 2014</td>
<td>Ranking opens in R3</td>
</tr>
<tr>
<td>January 31, 2014</td>
<td>Final program quotas</td>
</tr>
<tr>
<td>February 26, 2014</td>
<td>Ranking closes in R3</td>
</tr>
<tr>
<td></td>
<td>9:00 p.m. eastern</td>
</tr>
<tr>
<td>March 17, 2014</td>
<td>Did I Match?</td>
</tr>
<tr>
<td></td>
<td>12:00 p.m. eastern</td>
</tr>
<tr>
<td>March 17, 2014</td>
<td>List of Unfilled Programs</td>
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<tr>
<td></td>
<td>(SOAP begins)</td>
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<tr>
<td></td>
<td>12:00 p.m. eastern</td>
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<tr>
<td>March 21, 2014</td>
<td>Match Day</td>
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<tr>
<td></td>
<td>Where Did I Match?</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. eastern</td>
</tr>
</tbody>
</table>

- On January 15, you can begin creating your ROL.

- On January 31, programs must notify the NRMP of the final number of positions (quota) that will be in the Match.

- On February 26, the R3 system closes at 9:00 p.m. eastern time. You will not be able to create, change, or certify a ROL after that time.

- On March 17 at 12:00 p.m. eastern time you will receive an email from the NRMP to let you know whether you matched, but not to which program you matched.

- On March 17 at 12:00 p.m. eastern time, the list of unfilled programs will be available. Only SOAP eligible unmatched applicants, unfilled programs, and medical schools will have access to that information.

- On March 21 at 1:00 p.m. eastern time, after the medical school’s Match Day ceremony, the program(s) to which you matched will be posted on the NRMP web site.
• NRMP data reports provide a wealth of information about the Match, including information on characteristics of applicants who matched to their preferred specialties and factors considered important by programs when interviewing and ranking applicants. Take advantage of those resources to better prepare for Match participation.

• Data show that unmatched applicants have shorter rank order lists on the average than matched applicants. Go to http://www.nrmp.org/match-process/impact-of-rol-length/ for more information.

• There is NO risk to an applicant who ranks a “reach” program at the top of his/her rank order list. Doing so will NOT negatively affect the applicant’s chances for being matched to programs lower (and safer) on the list.
HOW THE MATCHING ALGORITHM WORKS

• Applicant proposing
• Starts with an attempt to place an applicant in the program ranked #1 by the applicant
• A tentative match occurs:
  • if the program also ranked the applicant and the program has unfilled positions
  • if the program is filled but the applicant is ranked higher than another applicant tentatively matched to that program

For a detailed explanation of the algorithm, see http://www.nrmp.org/match-process/match-algorithm/
If a match does not occur at rank #1, the algorithm proceeds down the applicant’s list rank by rank until it finds a match or it runs out of ranks, in which case the applicant remains unmatched.
• As part of registration, Match participants are required to agree to the terms and conditions of the Match Participation Agreement.

• The Match Participation Agreement contains the policies that govern the matching program, including applicant and program eligibility, and specifies consequences for those who violate those policies.

• If a violation is confirmed, the applicant may be subject to penalties as described in the NRMP's Violations Policy on www.nrmp.org.
The NRMP recommends applicants consider carefully the programs they include on their ROL. In certifying a ROL, the applicant is entering into a binding contract with the NRMP to accept a position at ANY program should a match occur and to begin training on the date specified in the appointment contract. Failure to accept the position will subject the applicant to a violation investigation and could result in the levying of sanctions.
The NRMP allows for Match commitments to be waived under special circumstances.

- Hardship waivers may be granted to applicants facing unexpected, life-changing circumstances that would impede their ability to perform in a residency training program.

- Change of specialty waivers may be granted to applicants who match to advanced (PGY-2) specialty positions and who wish to pursue a different specialty. Waiver requests MUST be submitted by January 15 prior to the start of training in order to be considered. Change of specialty waivers will NOT be granted to applicants who match to preliminary or categorical (PGY-1) positions that commence July 1 after the Match.

- Waiver requests MUST be submitted in writing to the NRMP. Applicants and programs are NOT authorized to release each other from a Match commitment.
MATCH WAIVERS

If a waiver is approved:
• The applicant may obtain another position or participate in future Match and the program may begin to recruit for the position.

If a waiver is not approved:
• Both the applicant and program are expected to honor the Match commitment.
• Failure of either party to honor the Match commitment is grounds for a violation investigation and the levying of sanctions.
NRMP policy also dictates how applicants and programs may communicate during the Match process.

- Applicants and programs are free to express their interest in each other, but parties may NOT request that the other reveal, verbally or in writing, ranking preferences or intentions.

- The NRMP recommends applicants read carefully the Match Communication Code of Conduct for information on acceptable methods of interaction during the interview and matching processes. The Code can be found online at http://www.nrmp.org/code-of-conduct/.
Applicants can express their interest in a program and vice versa, but it is a Match violation to solicit verbal or written statements from the other party about intentions for ranking.

In addition, programs cannot require applicants to reveal the programs to which they have or may apply.

Report Match violations to the NRMP.
EXAMPLES OF PROHIBITED COMMUNICATION

In the 2013 Main Residency Match, Dr. Holly Golightly interviewed with the Radiation-Oncology program at American Hospital Center. She was encouraged at the end of her interview to send the program director a note indicating her level of interest in the program so that the director would know how or whether to rank her.

In the 2013 Main Residency Match, Dr. Harry Potter interviewed with the General Surgery program at Hogwarts Medical Center. Dr. Potter was unsure how to respond when the program director asked where else he planned to interview and if he planned to rank the Hogwarts program as his first choice.
Did the applicant who received this letter match to this program?

• **No. And this is taken from a real letter.**

• Be wary of such comments or letters. They are not binding. Applicants should not put too much weight on them when preparing the ROL.
VIOLATION INVESTIGATIONS

- Report potential violation to Executive Director
- Information gathered by NRMP
- Preliminary Report reviewed by all parties
- Case reviewed by Violations Committee
- Review Panel Report to violator
- Violator can arbitrate
- Final Report distributed

Violation policy is at www.nrmp.org
VIOLATION BY AN APPLICANT

Final Report sent to:

• Applicant’s medical school
• Directors of residency programs
• American Board of Medical Specialties
• FSMB* (if applicant is to be permanently barred)
• Interested parties

*Applicant may be identified as a Match violator in R3 System or barred from future Matches for one to three years, or permanently.*

*Applicant may be barred for one year from accepting or starting a position in any program sponsored by a Match-participating institution.*

FSMB – Federation of State Medical Boards
The Applicant Match History provides information to program directors and institutional officials about applicant Match history and eligibility for appointment. The applicant record also identifies any prior waiver and violation investigation activity. Applicant information is displayed in the Applicant Match History for the duration of the applicant’s sanction.
NRMP RULE FOR U.S. ALLOPATHIC SENIORS

Sponsoring institutions that register any programs in the Main Residency Match agree to select senior students of U.S. allopathic medical schools for all of their programs only through the Match or another national matching plan. In addition, programs participating in the Main Residency Match agree to select senior students of U.S. allopathic medical schools only through the Match or another national matching plan.

If any program at a sponsoring institution offers a position outside of the match to a US senior in an allopathic medical school, the program is in violation of the Match Participation Agreement, regardless of whether the program participates in the Match.
Once you have certified your rank order list forget about it for a few days.
NRMP is here to help you! Reach us by email at support@nrmp.org or by phone at 1-866-653-NRMP (6767) with questions or concerns. Also, follow our social media accounts on Facebook, Twitter, and LinkedIn for useful Match tips and reminders.

We hope you found this PowerPoint informative and helpful. Our best wishes for a successful Match.