



Main Residency Match

About Rank Order Lists and NRMP Policy



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Welcome to a National Resident Matching Program PowerPoint presentation focusing on rank order lists and NRMP policy.

GETTING STARTED

- **Use your username and password to login to the NRMP's Registration, Ranking, and Results (R3) system**
 - **Review Rank Order List (ROL) section of User Guide**
Under "Help" in the R3 system
 - **Couples must register both partners' NRMP IDs in their NRMP R3 system profiles**
 - **Your AAMC IDs must be the same in both the NRMP and ERAS**



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- 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 RANKING CERTIFIED ROL	Registered ROL started ROL finished
Fee Status:	PAID	No fees due
Credentials:	VERIFIED (US, Osteopathic, Canadian applicants)	By school
ECFMG Status:	VERIFIED (IMGs & 5th Pathway applicants)	By ECFMG



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- 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.

The screenshot shows the NRMP website interface. At the top, there's a dark blue header with the "THE MATCH" logo and "NATIONAL RESIDENT MATCHING PROGRAM". Below the header, a navigation bar includes links for "Match Home Page", "Program Directory", "My Profile" (which is circled in red), "My Rank Order List", and "My Reports". The main content area is titled "2014 Main Residency Match". On the left, a vertical menu bar under "Account Maintenance" has "My Profile" selected. The right side displays match details: "Applicant Type: Senior in a U.S. Allopathic Medical School", "Match Year: 2014", "Username: TomSawyer", "NRMP ID: N01055532", "AAMC ID: 54444444", "USMLE ID: S-555-555-5", "Appointment Year: 2014", "Applicant Status: ACTIVE", and "Fee Status: Paid". Below this, a calendar section for "2014" shows events: "Nov 18" (Rank order list entry begins at 12:00 noon ET for all users), "Dec 31" (Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 9:00 p.m. ET.), and "Mar 21" (Match Day! Match results released in R3® system at 1:00 p.m. ET.). A link "Click here" is provided for the full Main Match Events listing. At the bottom, there are copyright notices ("Copyright © 2001-2013 National Resident Matching Program ® — Registration, Ranking, and Results ®(R3 ®). Reproduction is prohibited without the written consent of the NRMP. ®"), a "Reproduction prohibited without the written permission of the NRMP." notice, and the "THE MATCH" logo.

You can modify your profile information. From the Left Menu Bar, click on “My Profile” under “Account Maintenance” and make the appropriate changes.

The screenshot shows the NRMP website interface for the 2014 Main Residency Match. The left sidebar has a red circle around the 'Couple' link under 'Account Maintenance'. The main content area shows applicant information and a 'Request Couple Partner' section with a red circle around the 'Partner's NRMP ID:' input field and the 'Submit' button.

Left Sidebar (Account Maintenance):

- Match Options
- Account Maintenance (with 'Couple' circled)
- My Profile
- My Security Info
- Couple
- Account History
- Withdraw
- Institution & Program Violations
- My Rank Order List
- My Reports
- SOAP

Main Content Area (2014 Main Residency Match):

Applicant Coupling:

Applicant Type: Senior in a U.S. Allopathic Medical School
 Username: TomSawyer
 NRMP ID: N0185532
 AAMC ID: 5444444
 USMLE ID: 5-555-555-5

Match Year: 2014
 Appointment Year: 2014
 Applicant Status: ACTIVE
 Fee Status: Paid

You can participate in the match as a couple with your partner. Applicants who are members of a couple can link their program choices so that they can be matched into a combination of programs suited to their needs. In creating pairs of program choices on their rank order lists, couples can mix geographic locations and/or specialties. Applying as a couple should not influence the selection decisions made by program directors.

There is a \$15.00 fee per partner to participate in the match. This fee is non-refundable, even if you decide to uncouple at a later date.

Request Couple Partner:

Partner's NRMP ID: _____ **Submit ➤**

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Bottom:

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- 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”.

The screenshot shows the NRMP Match Profile Update page. The left sidebar has a 'My Profile' link highlighted with a red circle. The main content area shows the '2014 Main Residency Match' header and the 'Update Profile' section. It displays applicant details: Senior in a U.S. Allopathic Medical School, Username: TomSawyer, NSMP ID: N0185532, AAMC ID: 54444444, USMLE ID: S-555-555-5. Below this is the 'Applicant Details' section with fields for Name (First Name: Tom, Middle Name: , Last Name: Sawyer), Previous Last Name, and Suffix (Please Select). The 'Contact Information' section follows, with fields for Country (United States), Street Address Line 1 (306 E 31st Street), Street Address Line 2, Street Address Line 3, City / Town (Atlanta), State / Province (Georgia), Zip / Postal Code (55719-2144), Primary Phone Number (263-854-2682), Alternate Phone Number, Primary Email Address (tom.sawyer@hotmail.com), and Confirm Primary Email Address (tom.sawyer@hotmail.com). A red oval highlights the email address fields. At the bottom are buttons for Couple Partner (None or + Couple) and Update.

- 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.

The screenshot shows the THE MATCH website interface. The top navigation bar includes links for 'Welcome, Ashley Bartle', 'Help', 'Contact Us', and 'Logout'. Below this is a secondary navigation bar with links for 'Match Home Page', 'Program Directory', 'My Profile', 'My Rank Order List', and 'My Reports'. The main content area is titled '2014 Main Residency Match' and 'Institution & Program Violations'. A note at the top states: 'This report displays information about graduate medical education institutions and programs that have violated the terms of the Match Participation Agreement. Institution and program information is displayed permanently on the Institution and Program Violations report. Term limits of any sanction(s) are included to identify the length of time the sanction is in effect.' The left sidebar has a red circle around the 'Institution & Program Violations' link. The main content area displays two entries:

- Prinob Univ**: Statement: 'The Ophthalmology program at Prinob Univ. University discussed and offered a July 2013 position to a 2013 Main Residency Match applicant who had a concurrent year position and had not been granted a waiver from the NRMP. Section 2.6 of the Match Agreement for Institutions prohibits any program sponsored by the institution from discussing, interviewing, or offering a position to an applicant who has matched to a concurrent year position through the NRMP.' Sanction: 'The institution has been marked as a violator for two years, in accordance with the NRMP's Violations Policy.'
- Trans Global Health Med.**: Statement: 'The Orthopaedic Surgery program at Trans Global Health Medical Center interviewed and offered a July 2013 position to a 2013 Main Residency Match applicant who had a concurrent year position and had not been granted a waiver from the NRMP. Section 2.6 of the Match Agreement for Institutions states that none of the programs sponsored by the institution can discuss, interview for, or offer a position to an applicant with a concurrent year match through the Matching Program.' Sanction: 'The institution has been marked as a violator for one year, in accordance with the NRMP's Violations Policy.'

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- 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.

The screenshot shows the THE MATCH National Resident Matching Program website. The top navigation bar includes links for Match Home Page, Program Directory, My Profile, My Rank Order List, and My Reports. The main content area is titled "2014 Main Residency Match" and "Applicant Rank Order List". It displays applicant information: Senior in a U.S. Allopathic Medical School, Username: TomSawyer, NRCM ID: N0185532, AAMC ID: 54444444, USMLE ID: 5-555-555-5. Below this, there are two tables for "Primary Rank Order List" and "Find & Add Programs". The "Find & Add Programs" table has columns for Drag & Drop, Prim ROL Rank, Institution & Program Description, Suppl ROL, Status, NRMP Program Code, ACCME Program Code, and Remove. A note at the bottom of the page states: "Reproduction prohibited without the written permission of the NRMP." The THE MATCH logo is at the bottom left.

- 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.

The screenshot shows the NRMP Match interface for the 2014 Main Residency Match. On the left, there's a sidebar with links like 'Match Options', 'Account Maintenance', 'Institution & Program Violations', 'My Rank Order List' (which is selected), 'My Reports', and 'SOAP'. The main area is titled '2014 Main Residency Match' and shows an 'Applicant Rank Order List'. It displays applicant information: Senior in a U.S. Allopathic Medical School, Username: TomSawyer, NRMP ID: N0105532, AAMC ID: 54444444, USMLE ID: 5-555-555-5, Match Year: 2014, Appointment Year: 2014, Applicant Status: ACTIVE, and Fee Status: Paid. Below this is a 'Primary Rank Order List' tab and a 'Find & Add Programs' tab, which is circled in red. A list of instructions for adding programs follows, along with a '✓ Verify List' button. At the bottom of the main window is a search bar and a 'Search' button. A smaller window below it shows the 'Find & Add Programs' form with fields for State / Province, Specialty, Program Type, Program Description, Institution Name, NRMP Program Code, and ACGME Program Code. A red circle highlights the search criteria fields. The NRMP logo is at the bottom left, and a copyright notice at the bottom right states: 'Reproduction prohibited without the written permission of the NRMP.'

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.

Applicant Rank Order List

Applicant Type: Senior in a U.S. Allopathic Medical School		Match Year: 2014													
Username: TomSawyer	NRMP ID: N0185532	Appointment Year: 2014	Applicant Status: ACTIVE												
AAMC ID: 54444444	USMLE ID: 5-555-555-5	Fee Status: Paid													
<input type="button" value="Primary Rank Order List"/> <input type="button" value="Find & Add Programs"/>															
State / Province: <input type="text" value="Please Select..."/> <input type="button" value="▼"/> Specialty: <input type="text" value="040 - Anesthesiology"/> <input type="button" value="▼"/> Program Type: <input type="text" value="Advanced"/> <input type="button" value="▼"/> Program Description: <input type="text"/> Institution Name: <input type="text"/> NRMP Program Code: <input type="text"/> ACGME Program Code: <input type="text"/> <input type="button" value="+ Add Selected Programs to ROL & Save"/> <input type="button" value="Reset"/> <input type="button" value="Search ▶"/>															
There were 94 programs found. Click any column header to sort by that column. <table border="1"> <thead> <tr> <th>Add</th> <th>Institution & Program Description</th> <th>Location</th> <th>Status</th> <th>NRMP Program Code</th> <th>ACGME Program Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>American Medical Center - Anesthesiology</td> <td>New Orleans, LA</td> <td>ACTIVE</td> <td>1691040A0</td> <td>0401111111</td> </tr> </tbody> </table>				Add	Institution & Program Description	Location	Status	NRMP Program Code	ACGME Program Code	<input type="checkbox"/>	American Medical Center - Anesthesiology	New Orleans, LA	ACTIVE	1691040A0	0401111111
Add	Institution & Program Description	Location	Status	NRMP Program Code	ACGME Program Code										
<input type="checkbox"/>	American Medical Center - Anesthesiology	New Orleans, LA	ACTIVE	1691040A0	0401111111										

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Displayed are the search results based on the criteria entered. Check the “Add” box to select programs of interest.

Primary Rank Order List Find & Add Programs

State / Province Specialty
Program Type Program Description
Institution Name
NRMP Program Code
ACGME Program Code

There were 94 programs found. Click any column header to sort by that column.

Add	Institution & Program Description	Location	Status	NRMP Program Code	ACGME Program Code
<input checked="" type="checkbox"/>	American Medical Center - Anesthesiology	New Orleans, LA	ACTIVE	1691040A0	0401111111

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Click on “Add Selected Programs to ROL & Save” to place selected programs on your rank order list.

Primary Rank Order List **Find & Add Programs**

- You may add Programs to the list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" tab.
- Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank.
- Select "Remove" on any Program record below to delete it from the list.

Certify List

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
☰	1	American Medical Center - Anesthesiology	(None)	ACTIVE	1691040A0	0401111111	X

Enter NRMP Program Code to add a Program: Rank: 2 [Add & Save](#)

Cancel Changes Delete All Ranks Save Print List

Search for a Program on my Rank Order List [?](#)

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- 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.

Primary Rank Order List Supplemental ROLs Find & Add Programs

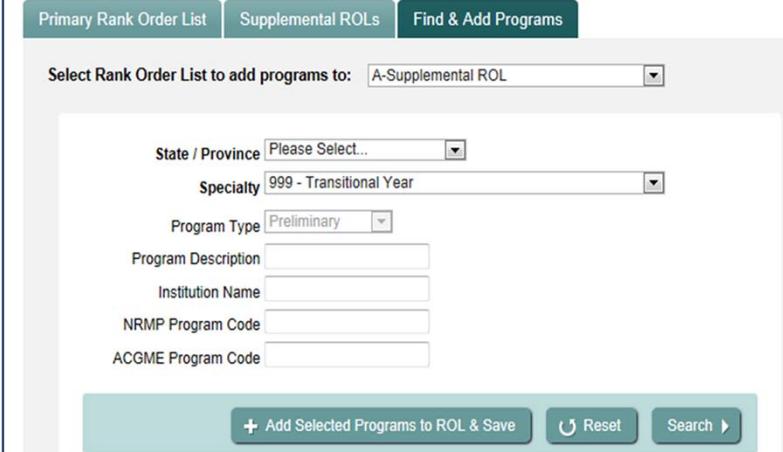
Select Rank Order List to add programs to: A-Supplemental ROL

State / Province Please Select... **Specialty** 999 - Transitional Year
Program Type Preliminary
Program Description
Institution Name
NRMP Program Code
ACGME Program Code

+ Add Selected Programs to ROL & Save **Reset** **Search ▶**

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- 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.

Primary Rank Order List							Supplemental ROLs		Find & Add Programs																						
Rank Order List shown below: A-Supplemental ROL																															
<ul style="list-style-type: none"> You may add Preliminary Programs to this list by entering their NRMP Program Code below, or by ensuring this Supplemental ROL is selected on the "Find & Add Programs" tab and searching for programs. Click, drag and drop the icons in the "Drag & Drop" column to move a Preliminary Program's rank. Select "Remove" on any Preliminary Program record below to delete it from this list. Please return to the "Primary Rank Order List" tab and click <Certify List> in order to Certify your ROL. 																															
<p>If desired, you may edit the suffix name of the Supplemental ROL name here.</p> <p style="text-align: right;">A- Supplemental ROL <input type="button" value="Update"/></p> <p style="text-align: center;"> <input type="button" value="Cancel Changes"/> <input type="button" value="Delete All Ranks"/> <input type="button" value="Save"/> <input type="button" value="Print List"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Drag & Drop</th> <th style="width: 10%;">Rank</th> <th style="width: 40%;">Institution & Program Description</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">NRMP Program Code</th> <th style="width: 10%;">ACGME Program Code</th> <th style="width: 10%;">Remove</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">1</td> <td>American Medical Center - Transitional Year</td> <td>ACTIVE</td> <td>1691999P0</td> <td>9995555555</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">2</td> <td>National Test Institute - Transitional Year</td> <td>ACTIVE</td> <td>1690999P0</td> <td>9993333333</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p style="text-align: center;">Enter NRMP Program Code to add a Program: <input type="text"/> Rank: 3 <input type="button" value="Add & Save"/></p> <p style="text-align: center;"> <input type="button" value="Cancel Changes"/> <input type="button" value="Delete All Ranks"/> <input type="button" value="Save"/> <input type="button" value="Print List"/> </p>											Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove		1	American Medical Center - Transitional Year	ACTIVE	1691999P0	9995555555			2	National Test Institute - Transitional Year	ACTIVE	1690999P0	9993333333	
Drag & Drop	Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code	Remove																									
	1	American Medical Center - Transitional Year	ACTIVE	1691999P0	9995555555																										
	2	National Test Institute - Transitional Year	ACTIVE	1690999P0	9993333333																										



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Add PGY-1 programs to your supplemental ROL(s) in the same manner as demonstrated with the primary rank order list.

Primary Rank Order List
Supplemental ROLs
Find & Add Programs

• You may add Programs to the list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" tab.

• Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank.

• Select "Remove" on any Program record below to delete it from the list.

✓ Certify List

Cancel Changes
Delete All Ranks
Save
Print List

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	American Medical Center - Anesthesiology	A-Suppl <input type="button" value="▼"/>	ACTIVE	1691040A0	0401111111	
	2	American Medical Center - Family Medicine		ACTIVE	1691120C0	1201111111	

Enter NRMP Program Code to add a Program:
Rank: 3
Add & Save

Cancel Changes
Delete All Ranks
Save
Print List

Search for a Program on my Rank Order List:

Find

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- 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.

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Primary Rank Order List **Supplemental ROLs** **Find & Add Programs**

• You may add Programs to the list by entering their NRMP Program Code below, or by Searching for them on the "Find & Add Programs" tab
• Click, drag and drop the icons in the "Drag & Drop" column to move a Program's rank.
• Select "Remove" on any Program record below to delete it from the list.

Certify List

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	American Medical Center - Anesthesiology	A-Suppl	ACTIVE	1691040A0	0401111111	X
	2	American Medical Center - Family Medicine		ACTIVE	1691120C0	1201111111	X

Enter NRMP Program Code to add a Program: _____ Rank: 3

Cancel Changes Delete All Ranks

Search for a Program on my Rank Order List

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The order of programs on the ROL can be changed by using the Drag and Drop feature.

The screenshot shows the '2014 Main Residency Match' application interface. At the top left is a sidebar with links: Match Options, Account Maintenance, Institution & Program Violations, My Rank Order List, My Reports, and SOAP. The main content area is titled 'Applicant Rank Order List'. It shows the following details:

- Applicant Type: Senior in a U.S. Allopathic Medical School
- Match Year: 2014
- Username: TomSwaver
- NRMP ID: N0165532
- AAMC ID: 54444444
- USMLE ID: 5-555-555-5
- Appointment Year: 2014
- Applicant Status: RANKING
- Fee Status: Paid

Below this are tabs for Primary Rank Order List, Supplemental ROLs, and Find & Add Programs. A note provides instructions for adding programs via NRMP Program Code or search, and for dragging and dropping them. The 'Certify List' button is highlighted with a red circle.

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	American Medical Center -Anesthesiology	A-Suppl	ACTIVE	1691040A0	0401111111	X
	2	American Medical Center -Family Medicine		ACTIVE	1691120C0	1201111111	X

At the bottom, there's a text field to enter NRMP Program Code, a rank entry field (Rank: 3), an 'Add & Save' button, and standard navigation buttons: Cancel Changes, Delete All Ranks, Save, Print List, and a search bar.

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- 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”.

The screenshot shows the NRMP Match interface. A modal dialog box titled "Please Enter Your Authentication Information" is displayed in the center. The dialog contains the following text:

You have 2 program(s) ranked on your Primary Rank Order List. You also have 1 associated supplemental list(s) containing a total of 2 unique programs ranked.

The Match Participation Agreement to which you affixed your password during registration states that the listing of a program on your certified Rank Order List establishes a binding commitment to accept the position if a match results. Failure to honor the commitment may result in penalties as described in the NRMP's Violations Policy.

To have your Rank Order List included in the Match, you must complete the certification process by entering your password below and clicking the Submit button.

* Password

Buttons: Cancel, Submit, Certify List

Below the dialog, the main page shows the following table for the Rank Order List:

Drag & Drop	Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code	Remove
	1	American Medical Center - Anesthesiology	A-Suppl [▼]	ACTIVE	1691040A0	0401111111	X
	2	American Medical Center - Family Medicine		ACTIVE	1691120C0	1201111111	X

Buttons: Cancel Changes, Delete All Ranks, Save, Print List

Text: Enter NRMP Program Code to add a Program: Rank: 3 Add & Save

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- 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.**

The screenshot shows the NRMP Match System interface. At the top, a green banner indicates "ROL certified successfully." Below this, the title "2014 Main Residency Match" is displayed. The main content area is titled "Applicant Rank Order List". It shows the following information:

- Applicant Type: Senior in a U.S. Allopathic Medical School
- Username: TomSawyer
- NRMP ID: N0185532
- AAMC ID: 54444444
- USMLE ID: 5-555-555-5
- Match Year: 2014
- Appointment Year: 2014
- Applicant Status: **CERTIFIED** (circled in red)
- Fee Status: Paid

The "My Rank Order List" section contains two tables:

Prim ROL Rank	Institution & Program Description	Suppl ROL	Status	NRMP Program Code	ACGME Program Code
1	American Medical Center - Anesthesiology	A-Supplemental ROL	ACTIVE	1691040A0	0401111111
2	American Medical Center - Family Medicine		ACTIVE	1691120C0	1201111111

Rank	Institution & Program Description	Status	NRMP Program Code	ACGME Program Code
1	American Medical Center - Transitional Year	ACTIVE	1691999P0	9995555555
2	National Test Institute - Transitional Year	ACTIVE	1690999P0	9993333333

At the bottom of the page, there are "Print List" and "Edit List" buttons. The NRMP logo and the copyright notice "Reproduction prohibited without the written permission of the NRMP." are also present.

- 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 INFORMATION

- Any two applicants can couple. A non-refundable \$15 per partner couples fee must be paid.
- 30 unique programs can be ranked by each partner before extra rank fees apply.
- Each partner enters his/her own list. Lists MUST have same number of ranks.
- Applicants participating as a couple can rank the same program more than once.
- Applicants decide what constitutes an acceptable pair of programs. NRMP does not verify that information.
- Use special code (999999999) to indicate when one partner is willing to go unmatched if the other partner matches. Code should be used at bottom of lists when all other acceptable program pairs exhausted.
- NRMP links ONLY the couple's PRIMARY rank order lists; supplemental rank order lists are NOT linked.



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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 999999999 ('No Match') code is used.

COUPLES VERIFICATION

The screenshot shows the 'Couples Verification' section of the NRMP website. On the left, a vertical menu bar lists options: Match Options, Account Maintenance (with 'Couple' selected), My Profile, My Security Info, Account History, Withdraw, Institution & Program Violations, My Rank Order List, My Reports, and SOAP.

The main content area is titled '2014 Main Residency Match'. It displays 'Applicant Coupling' information:

Applicant Type: Senior in a U.S. Allopathic Medical School	Match Year: 2014
Username: TomSawyer	Appointment Year: 2014
NRMP ID: N0185532	Applicant Status: CERTIFIED
AAMC ID: 54444444	Fee Status: Paid
USMLE ID: 5-555-555-5	

A note below states: "You can participate in the match as a couple with your partner. Applicants who are members of a couple can link their program choices so that they can be matched into a combination of programs suited to their needs. In creating pairs of program choices on their rank order lists, couples can mix geographic locations and/or specialties. Applying as a couple should not influence the selection decisions made by program directors."

Below this, a message says: "There is a \$15.00 fee per partner to participate in the match. This fee is non-refundable, even if you decide to uncouple at a later date."

A 'Request Couple Partner' section contains a text input field with "Partner's NRMP ID: N0185526" and a green 'Submit' button. A red oval highlights the input field and the button.

At the bottom left is the 'THE MATCH' logo. At the bottom right is the text: "Reproduction prohibited without the written permission of the NRMP."

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”.

COUPLES VERIFICATION

The screenshot shows the NRMP website interface for the 2014 Main Residency Match. On the left, a vertical menu bar lists options such as Match Options, Account Maintenance, My Profile, My Security Info, Couple, Account History, Withdraw, Institution & Program Violations, My Rank Order List, My Reports, and SOAP. The 'Couple' option is selected. The main content area is titled '2014 Main Residency Match' and 'Applicant Coupling'. It displays applicant information: Type: Senior in a U.S. Allopathic Medical School, Username: TomSawyer, NRMP ID: N0185532, AAMC ID: 54444444, USMLE ID: 5555555555, Match Year: 2014, Appointment Year: 2014, Applicant Status: RANKING, and Fee Status: Amount Due. The 'Couple Status' is listed as 'Pending' and is circled in red. Below this, a note explains that applicants can link their program choices to be matched into a combination of programs suited to their needs, and that applying as a couple should not influence selection decisions. It also states that there is a \$15.00 fee per partner to participate in the match, which is non-refundable. A 'Pay Now' button is available to complete the process. At the bottom of the page, the 'THE MATCH' logo and 'NATIONAL RESIDENT MATCHING PROGRAM®' are displayed, along with a copyright notice: 'Reproduction prohibited without the written permission of the NRMP.'

- 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



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- 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

- | | |
|--|--|
| <ul style="list-style-type: none">• January 15, 2014• January 31, 2014• February 26, 2014
9:00 p.m. eastern• March 17, 2014
12:00 p.m. eastern• March 17, 2014
12:00 p.m. eastern• March 21, 2014
1:00 p.m. eastern | <p>Ranking opens in R3</p> <p>Final program quotas</p> <p>Ranking closes in R3</p> <p>Did I Match?</p> <p>List of Unfilled Programs
(SOAP begins)</p> <p>Match Day
Where Did I Match?</p> |
|--|--|



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- 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.

STRATEGIES

- Utilize Match data resources
- Assess competitiveness
 - Specialty
 - Program
 - Yourself
- Assess the program
- Make your ROL long enough
- Go for the “reach” program
- Include a “safety” program or specialty



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- 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



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For a detailed explanation of the algorithm, see <http://www.nrmp.org/match-process/match-algorithm/>

HOW THE MATCHING ALGORITHM WORKS

- There is no match if:
 - the program did not rank the applicant
 - the program ranked the applicant but is filled with other applicants more preferred by the program
- Matches are final when the algorithm completes its cycles
- Couples match when:
 - the algorithm places a couple in their highest ranked pair of programs on the PRIMARY list where BOTH matched



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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.

Match Participation Agreement

Match Participation Agreement
For
Applicants and Programs

For the 2014 Main Residency Match®

**Terms and Conditions of the Match Participation Agreement Among
Applicants, the NRMP, and Participating Programs**

These are the terms and conditions of the Match Participation Agreement that each applicant and program desiring to participate in the **Main Residency Match** enters into by indicating acceptance of these terms and conditions through clicking on the I Accept button on the Registration screen of the **Registration, Ranking, and Results[®] (R3[®])** system. Upon the NRMP's acceptance of such party's registration, these terms and conditions will be a binding agreement between such party and the NRMP, as well as between such party and any other party who executes this Match Participation Agreement and whose registration is accepted by the NRMP.

If the NRMP accepts the registration of the applicant or program in question, the NRMP will register the applicant or program, as the case may be, in the **Main Section 1.0** below. In consideration of this registration, each party shall comply with all of the terms and conditions of this Match Participation Agreement as "this Agreement".

This Agreement is governed by the laws of the District of Columbia, excluding its choice of laws provisions. The headings of the Sections of this Agreement have been inserted for convenience of reference only and shall in no way restrict or otherwise affect the construction of the terms or provisions of this Agreement. Unless indicated otherwise, references in this Agreement to Sections are to Sections of this Agreement.

If any provision of this Agreement is found in any arbitration proceeding or by any court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be modified to the minimum extent necessary to achieve the purpose originally intended. If possible, and the validity, legality, and enforceability of the remaining provisions will not be affected or impaired and are to be enforced to the maximum extent permitted by applicable law. If any remedy set forth in this Agreement is determined to have failed of its essential purpose, then all other remedies contained herein shall remain available.

Failure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party is not to be construed as a waiver of such a breach or prevent such party from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respect to the **Main Residency Match** and its results. Any representations, warranties, or covenants made by the parties to this Agreement will not be binding upon any of the parties. No modification of this Agreement shall be effective unless in writing and executed by the party against whom it is to be enforced.

Updated September 2013

By entering your password and clicking I Accept, you agree that you have read, understand, and agree to the Terms and Conditions of the Match Participation Agreement.

* Password:

I Accept Save and Finish Later Cancel Registration

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- 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 MATCH COMMITMENT

SECTION 5.1:

*“ The listing of an applicant by a program on its certified rank order list or of a program by an applicant on the applicant's certified rank order list establishes a binding commitment to offer or to accept an appointment if a match results and to start training in good faith (i.e., with the intent to complete the program) on the date specified in the appointment contract. The same binding commitment is established during the Match Week **Supplemental Offer and Acceptance Program (SOAP)** if a program offers a position by listing an applicant on its preference list and the applicant accepts that offer.*

Failure to honor this commitment by either party participating in a match will be a breach of this Agreement and may result in penalties to the breaching program or applicant.....”



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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.

MATCH WAIVERS

In limited circumstances, the NRMP may grant a waiver of the Match commitment.

Applicants:

- Hardship
- Change of specialty: must be requested by January 15
- Completion of residency postponed

Waivers must be requested from, and can be granted only by, the NRMP.



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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.



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COMMUNICATION BETWEEN APPLICANTS AND PROGRAMS

6.0 Restrictions on Persuasion

"One of the purposes of the Matching Program is to allow both applicants and programs to make selection decisions on a uniform schedule and without coercion or undue or unwarranted pressure. Both applicants and programs may express their interest in each other; however, they shall not solicit verbal or written statements implying a commitment. Applicants shall at all times be free to keep confidential the names or identities of programs to which they have or may apply....."



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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/>.

COMMUNICATION BETWEEN APPLICANTS AND PROGRAMS

Section 6.0:

It is a breach of the Match Participation Agreement for:

- (a) *a program to request applicants to reveal ranking preferences; or*
- (b) *an applicant to suggest or inform a program that placement on a rank order list or acceptance of an offer during SOAP is contingent upon submission of a verbal or written statement indicating the program's preference; or*
- (c) *a program to suggest or inform an applicant that placement on a rank order list or a SOAP preference list is contingent upon submission of a verbal or written statement indicating the applicant's preference; or*
- (d) *a program to require applicants to reveal the names or identities of programs to which they have or may apply; or*
- (e) *a program and an applicant in the Main Residency Match to make any verbal or written contract for appointment to a concurrent year residency or fellowship position prior to the release of the List of Unfilled Programs.*



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- 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.



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FAMOUS EASTERN MEDICAL SCHOOL GENERAL HOSPITAL

Dear Applicant:

We have thoroughly enjoyed your visit with us and it is clear that you will excel wherever you choose to go.

You represent the kind of candidate that has traditionally done well in our program and we hope to have the opportunity to work with you in the coming year.

**Yours sincerely,
Program Director**



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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



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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.



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FSMB – Federation of State Medical Boards

The screenshot shows the 'System Administrator Options' menu on the left, with the 'Applicant Match History' item circled in red. The main panel displays the '2014 Main Residency Match' page under 'Applicant Match History'. It includes a note about programmatic discussions, a search bar for multiple applicants via bulk upload, and a search form for individual applicants with fields for NRMP ID, AAMC ID, First Name, Last Name, and School Name, along with 'Click to Find School', 'Reset', and 'Search' buttons. The NRMP logo and copyright notice are at the bottom.

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.



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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**.

FINAL CONSIDERATIONS

- **Do not wait until the last minute to enter your rank order list. The servers may be overloaded and very slow.**
- **Do not make last minute changes to your rank order list. Most such changes are not well thought out and applicants frequently regret the changes.**
- **No changes can be made to ROLs after 9:00 p.m. EASTERN time February 26, and only certified lists will be used in the Match.**
- **The NRMP will NOT enter a list, add, delete, or move programs or in any way modify a rank order list.**



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Once you have certified your rank order list forget about it for a few days.



www.nrmp.org

support@nrmp.org

866-653-NRMP

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THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM™

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.