



AMERICAN OSTEOPATHIC ASSOCIATION

INTERN/RESIDENT REGISTRATION PROGRAM

To: Applicants Registered for the AOA Intern/Resident Registration Program (the "Match")
for Positions Beginning in 2019

From: National Matching Services Inc. ("NMS")

Re: Instructions for Participating in the AOA Match and Obtaining Match Results

The list of program choices you submit to the AOA Match is referred to as a Rank Order List. **You must enter and certify your Rank Order List of programs using the NMS Match System accessible from the AOA Match web site (natmatch.com/aoairp), as described in this memorandum.**

If you are assigned to a position in a military program, or if you do not wish to submit any rankings of programs for the AOA Match for any other reason, you must **withdraw** yourself from the AOA Match by following the instructions starting on page 3.

Follow the instructions below to submit and certify your Rank Order List of programs, or to withdraw yourself from the AOA Match, no later than **11:59 p.m. Eastern Time on January 18, 2019**.

LIST OF PARTICIPATING PROGRAMS

The list of programs participating in the AOA Match is available on the AOA Match web site (natmatch.com/aoairp) - select the option on the left side of the page to **View Participating Programs**. Each program is assigned a unique 5-digit Code Number that must be used to identify the program on your Rank Order List. The List on the AOA Match web site will be updated when changes occur in program participation; therefore, you are encouraged to consult the online List before finalizing your Rank Order List. Within the NMS Match System, you can also search for participating programs by the institution name, DME name, program description (type) and location of the program.

In the List of Participating Programs on the AOA Match web site, each program is listed under the institution that is accredited to offer the training. For some Option 2 specialty programs, the OGME-1 preliminary year training takes place at a different institution than the specialty residency training that starts in OGME-2. In these cases, the program can be found under the institution that offers the specialty residency training, and the institution that provides the OGME-1 training is identified as part of the description of the program.

Please note that the 5-digit Code Numbers used to identify programs in the AOA Match are **not** the same as the code numbers in the AOA Opportunities database of internship and residency positions or in the ERAS system. **When entering your Rank Order List, use the correct 5-digit Code Numbers obtained from the List of Participating Programs provided by NMS or from a search from within the NMS Match System.**

Only programs that are participating in the AOA Match can be included on your Rank Order List. If you wish to rank a program that does not appear in the List, contact the institution's Director of Medical Education to determine if the program is participating in the AOA Match, and to obtain the 5-digit Code Number for the program.

In many cases, institutions participating in the AOA Match may offer more than one type of program, represented by different 5-digit Code Numbers. In these cases, you must be sure the correct 5-digit Code Number for each program you desire appears on your Rank Order List. If you rank a program at an institution represented by one Code Number but you are ranked by the institution on a list for a different program with a different Code Number,

a match will not be made. If you need clarification regarding the Code Number for any program, contact the institution's Director of Medical Education directly.

OGME-2 DERMATOLOGY AND PREVENTIVE MEDICINE-PUBLIC HEALTH PROGRAMS

Unlike all other programs offered in the AOA Match (which provide OGME-1 training starting in 2019), Preventive Medicine-Public Health programs and some Dermatology programs* provide OGME-2 training starting in 2019. Applicants attempting to match to a Preventive Medicine-Public Health position or an OGME-2 Dermatology position that starts in 2019 must have completed their OGME-1 training prior to the start of the residency in 2019.

Therefore, only applicants who have already completed or are currently in the process of completing their OGME-1 training may rank Preventive Medicine-Public Health programs and/or Dermatology programs offering OGME-2 positions in 2019. For example, an applicant who is graduating in 2019 will not have completed OGME-1 training prior to the start of the OGME-2 Dermatology and/or Preventive Medicine-Public Health program, and therefore may not rank those OGME-2 programs in the AOA Match.

* Note: For Dermatology residencies participating in the AOA Match, some offer OGME-2 positions starting in 2019, some offer OGME-1 positions starting in 2019, and some offer both kinds of positions as separate programs in the AOA Match. The program description for each Dermatology program in the AOA Match indicates whether the positions being offered in 2019 are OGME-1 or OGME-2 positions. The two paragraphs above apply only to those Dermatology programs offering OGME-2 positions in 2019 in the AOA Match.

PREPARATION OF RANKINGS

After you have evaluated all the programs to which you have applied that are participating in the AOA Match, you must determine your order of preference for these programs. On your Rank Order List, you should rank your most preferred program first, your next most preferred program second, and so on.

Prior to the Rank Order List deadline, you and the program(s) to which you have applied may express your interest in each other. While voluntary communication of expected rankings is permitted, statements implying or requesting a commitment are prohibited. You must not request information regarding how any program intends to rank you or any other applicant. Similarly a program must not request that you divulge information regarding how you intend to rank any program. Please review the 2019 [AOA Match Interview Policy](#) on the AOA web site.

Your Rank Order List should accurately reflect the true desirability of each program to you, regardless of how you think the programs will rank you. Applicants need not make prior commitments to programs or submit to inappropriate pressures in constructing their Rank Order Lists (e.g., "I'll rank you high only if you rank me high"). Because of the way the matching algorithm works, **your best strategy is to rank your choices in order of your true preferences, without consideration for how you expect to be ranked by any program.** For a complete description of the matching algorithm and how to organize your rankings, please consult the AOA Match web site (natmatch.com/aoairp).

You may rank as many programs as you wish. By submitting a longer list of programs, you may reduce the likelihood of being left unmatched.

You will be matched to the **most preferred** program on your list that ranks you and does not fill all its positions with applicants it prefers.

Do **not** rank any program that you consider unacceptable (i.e., you would not want to be matched to the program, even if it was the only position available to you in the AOA Match). As noted in the Applicant Agreement, the results of the AOA Match are binding. If you are matched to a program you have ranked on your list, you must accept your Match result or face being in breach of contract with the AOA.

In order to facilitate the entry of your rankings into the NMS Match System, consider preparing a written list containing the institution name, program description, and 5-digit Code Number for each of your desired programs, listed in order of true preference, before accessing the system to enter your rankings.

WITHDRAWING FROM THE AOA MATCH

If you decide not to submit any rankings of programs for the AOA Match, **you must withdraw yourself from the AOA Match through the NMS Match System by 11:59 p.m. ET on January 18, 2019.** Note: Applicants who withdraw from the AOA Match will not be matched to a position. However, withdrawn applicants are permitted to seek positions after the AOA Match. They will be able to access information on positions that remain available after the Match.

To withdraw from the AOA Match using the NMS Match System:

- From the AOA Match web site (natmatch.com/aoairp), select the **Log In** button at the top of the page. You will need the e-mail and password you have previously provided in order to log in.
- Select **Edit** in the **Status** section of the Dashboard
- Select a reason for withdrawing, enter your password and press **Submit** to confirm your withdrawal.

If you withdraw but subsequently decide to submit rankings of programs for the AOA Match, you can reinstate yourself prior to the Rank Order List deadline through the NMS Match System.

If you withdraw, any rankings of programs you may have submitted will not be used in the AOA Match. If you enter and certify a Rank Order List of participating programs and you do not withdraw prior to the Rank Order List deadline, your rankings will be used in the AOA Match, and you must abide by the results of the AOA Match as described in the Applicant Agreement.

APPLICANTS WITH MILITARY OBLIGATIONS

If you have been assigned to a military program, you must **not** submit a Rank Order List for the AOA Match. However, **you must inform NMS of your military position by January 18, 2019 by withdrawing yourself from the AOA Match through the NMS Match System,** as described in the previous section. When you withdraw, you will be asked to provide a reason for withdrawing by selecting from a pre-defined set of choices, which will include a list of military training sites. You must indicate the military training site to which you have been assigned by selecting that site as your reason for withdrawing.

COUPLES

Two applicants who are registered and who wish to coordinate their matches (e.g., obtain positions in the same geographic location) may participate in the AOA Match as a "Couple". Applicants who participate in the AOA Match as a couple link their choices together to form "pairs" of program choices, which gives the couple greater control over their joint placements than if they were matched independently as individual applicants.

In order to participate as a couple, you must identify your partner by entering his or her Match Code Number into the NMS Match System. Your partner must also identify you as his or her partner in the system. Further instructions for participating in the AOA Match as a couple are provided on the AOA Match web site (natmatch.com/aoairp) - select the tab **For Applicants** at the top of the page, then select the option for **Participate as a Couple** from the menu on the left side of the page.

SUBMITTING RANK ORDER LISTS AND WITHDRAWALS

All Rank Order Lists or withdrawals must be submitted to NMS using the online NMS Match System accessible from the AOA Match web site at natmatch.com/aoairp.

On the AOA Match web site select the tab **For Applicants** at the top of the page, then select the option for **Enter Your Rankings** from the menu on the left side of the page. That section of the web site provides information and instructions for submitting your Rank Order List. You should review the information on the web site before entering your Rank Order List in the NMS Match System.

The steps involved in using the NMS Match System are described below. You will note that one of the steps involves **certifying** the Rank Order List you have entered. This is a critical step, as **Rank Order Lists that are not certified will NOT be used in the Match.**

a) Access the NMS Match System

The NMS Match System will be available for applicants and programs to enter their Rank Order Lists according to the following schedule:

- NMS Match System Opens For Rankings: January 8, 2019
- Rank Order List Deadline: January 18, 2019 at 11:59 p.m. ET

You are strongly advised to enter and certify your Rank Order List in the NMS Match System well before the Rank Order List deadline to avoid potential system access problems near the deadline. To access the NMS Match System:

- Go to the AOA Match web site (natmatch.com/aoairp).
- Select the **Log In** button at the top of the page. You will need the e-mail and password you have previously provided in order to log in.
- After you log in you will see the **Dashboard** which shows your participation status, couple status and information about your rankings. You can update your status (withdraw, reinstate) and couple status by selecting the appropriate Edit buttons on the Dashboard.

b) Account and/or Profile Information

After you log in to the NMS Match System, you can view your **Account** and **Profile** information by selecting the appropriate option from the menu. Your Account and Profile information includes your name, mailing address, phone number(s), NRMP® ID, last 4-digits of SSN, school, graduation date, e-mail address and security information. You can edit this information if necessary in the NMS Match System.

Ensure the e-mail address used for your account is valid, as your Match result will be sent to that e-mail address. You should also ensure that phone number(s) are on file where you can be reached during the period from submission of your Rank Order List until release of the AOA Match results, in case questions arise regarding your Rank Order List.

c) Enter Your Rank Order List

- Select **Rankings** (option in menu), or select **Edit** in the **Rankings** section of the **Dashboard**.
- **Start typing** in the search box to find the program you want to rank. Programs can be searched by Code Number, institution name, DME name, location of program, or program description (type). Options are provided to restrict your search to a specific state and/or program type by setting a **Filter** on the search results.
- **Select the Program** you want to rank from the search results.
- Press **Add to List**. Programs should be entered in rank number sequence, with your most preferred program as rank 1, your next most preferred program as rank 2, and so on. You may add as many programs as you wish to your list.
- You can reorder programs on your Rank Order List using the drop-down menu attached to the rank number. You can delete a program by clicking the “x” to the right of the program name.

d) Certify Your Rank Order List

Only Rank Order Lists that have been certified will be used in the AOA Match.

- Press **Submit for Certification** (at the bottom of your Rank Order List) once you have added all your programs and they are in your desired order of preference.
- The NMS Match System will alert you if any issues or problems exist in your Rank Order List, and prompt you to certify your list by **re-entering your password** and pressing **Submit**.

You can return any time until the Rank Order List deadline to make changes to your list, even after it has been certified. Whenever you change your rankings, you will have to re-certify your list in order for the list to be used as your Rank Order List in the AOA Match.

Your Rank Order List can be entered in one or more sessions. However, you are advised to certify your Rank Order List at the end of each session in which you have entered or modified your rankings, rather than returning at a later date to certify your list.

Your Rank Order List must be **certified by 11:59 p.m. ET on January 18, 2019**. You will not be able to access the NMS Match System to enter rankings, certify your list or withdraw after this time. You are strongly encouraged to enter and certify your Rank Order List, or withdraw from the AOA Match, well before the deadline date to avoid potential system access problems near the deadline.

For reasons of security and confidentiality, NMS will **not** accept Rank Order Lists submitted by e-mail.

e) Printing a Copy of Your Rank Order List

Print a copy of your final certified Rank Order List for your records. Click on the **Printer-Friendly** link (provided at the top or bottom of your Rank Order List) and then use the print function of your browser.

You will also be able to view and print your Rank Order List in the NMS Match System until four days after the release of the AOA Match results (until 11:59 p.m. ET on February 8, 2019). **However, you will not be able to change any information or certify a Rank Order List in the NMS Match System after the Rank Order List deadline.**

f) Log Out

You should end each session on the NMS Match System by selecting **Log Out**.

RESULTS OF THE AOA MATCH

AOA Match results will be made available to applicants and programs on February 4, 2019 using a variety of methods.

- **Web:** Beginning at 12:00 p.m. noon ET on February 4, 2019, applicants can log in to the NMS Match System to access their individual result in a confidential manner.
- **E-Mail:** For each applicant who certified a Rank Order List and did not withdraw, NMS will make **one** attempt to send the AOA Match result to the applicant by e-mail, to the **one** e-mail address on file. E-mails will be sent in the morning of February 4, 2019, with the intention of having all e-mails sent before 12:00 p.m. noon ET. If the e-mail containing an applicant's Match result is delayed or not delivered for any reason, NMS will **not** resend the result by e-mail.

PLEASE NOTE: To ensure that e-mails from NMS, including your AOA Match result e-mail, are not inadvertently directed to your "Spam" or "Junk Mail" folder, please whitelist all e-mail sent from

aoairp@natmatch.com, support@natmatch.com, matchinfo@natmatch.com, and/or any other address with the domain @natmatch.com. The contact page on the AOA Match web site (natmatch.com/aoairp) provides specific information on the IPs and e-mail addresses that should be whitelisted in your e-mail system.

Unfortunately, e-mail is not completely reliable because of errors or changes in e-mail addresses, problems or delays caused by unreliable e-mail servers, etc. Experience indicates that e-mail messages are not always delivered in a timely fashion. Therefore, sending the AOA Match result by e-mail is considered a secondary delivery method for the convenience of Match participants. **Applicants who do not receive their Match result by e-mail should not request that NMS resend the result by e-mail.** These applicants must use one of the other available methods to obtain their Match result.

- **Osteopathic Schools:** On February 4, 2019, all colleges of osteopathic medicine will also be provided with information on the AOA Match result obtained by each of their current senior students who participated in the AOA Match. Applicants may be able to obtain their AOA Match result from their school.
- **Phone:** **Applicants who cannot obtain their AOA Match result by any of the methods described above** may obtain their AOA Match result by telephoning NMS at (800) 461-6322 **after** 12:00 p.m. noon ET on February 4, 2019. You will be required to provide your Match Code Number and password in order to obtain your Match result by phone. Please note that you may not obtain your result by phone from NMS prior to 12:00 p.m. noon ET on February 4, 2019. Since it is likely that the NMS phones will be quite busy on February 4, you may have difficulty getting through at that time. Applicants are encouraged to obtain their Match result by one of the other available methods, if possible.

Although NMS makes every effort to provide you with your AOA Match result on February 4, 2019, failure to receive your result on that day does not affect your obligation to the program to which you are matched.

If you match, you will be told to which program you have been matched. You should contact the program to acknowledge the AOA Match result as soon as possible after 12:00 p.m. noon ET on February 4, 2019. The AOA Match result constitutes a binding agreement to contract with the program with which you are matched. Within 10 working days after receipt of the AOA Match results, the institution with which you are matched will send you an institutional contract; you must sign and return the contract to the institution within 30 days after receiving it from the institution. If you match to an Option 2 specialty residency program, the contract you sign at this time will be for OGME-1 training; a separate contract for OGME-2 training must then be offered to you and signed by you no later than March 1 of your OGME-1 training year.

APPLICANTS MATCHED IN THE AOA MATCH AND REGISTERED IN THE NRMP® MAIN MATCH

Applicants who are matched through the AOA Match and who also are registered to participate in the NRMP® Main Match will have their AOA Match status communicated to the NRMP®. These matched applicants will not be permitted to participate in the NRMP® Main Match for concurrent programs. Specifically:

- If you match in the 2019 AOA Match to a traditional rotating internship (OGME-1 only), you will not be permitted to participate in the 2019 NRMP® Main Match for a PGY-1 position. You must review your list of choices for the NRMP® Match prior to the NRMP® Rank Order List deadline. If you had intended to rank only NRMP® programs that begin in PGY-1, you must withdraw from the NRMP® Match. If you had intended to rank NRMP® programs that begin in PGY-2 ("A" programs), then you must remove any NRMP® programs that begin in PGY-1 from your NRMP® primary Rank Order List, and you must not submit any supplemental Rank Order Lists for PGY-1 positions.
- If you match in the 2019 AOA Match to a residency program (that starts in OGME-1 or OGME-2), you will not be permitted to participate in the 2019 NRMP® Main Match for a PGY-1 or PGY-2 position. You must withdraw from the NRMP® Match prior to the NRMP® Rank Order List deadline.

THE POST-MATCH PROCESS FOR UNMATCHED APPLICANTS AND AVAILABLE POSITIONS

The procedures to be followed by unmatched applicants and institutions in order to fill available positions will be available on the AOA Match web site by February 4, 2019. **No action to fill available positions may be taken prior to 12:00 p.m. noon ET on February 4, 2019.**

Starting on February 4, 2019, a list of programs that have positions remaining available after the Match will be provided on the AOA Post-Match web site at svc01.osteopathic.org/aoapostmatch. This list will include only those programs that elect to list their available positions on the AOA Post-Match web site.

For programs that still have positions available, a list of applicants who certified a Rank Order List but did not match will be available in the NMS Match System beginning at 12:00 p.m. noon ET on February 4, 2019. Information on applicants who did not participate in the AOA Match is also provided to programs at the same time.

ADDITIONAL INFORMATION

Additional information regarding the procedures for participating in the AOA Match, for entering and certifying your Rank Order List or withdrawing from the AOA Match, and for obtaining Match results is available on the AOA Match web site (natmatch.com/aoairp).

If you require clarification of these instructions or further information on any aspect of the AOA Match please contact NMS at:

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

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

Telephone support, including questions regarding the use of the NMS Match System, is available Monday through Friday, 10:00 a.m. to 4:00 p.m. ET.



AMERICAN OSTEOPATHIC ASSOCIATION

INTERN/RESIDENT REGISTRATION PROGRAM

AOA MATCH PARTICIPATION - CHECKLIST OF PROCEDURES

- Prepare your Rank Order List of programs.
- Rank as many programs as you wish, according to your true preferences. Do **not** rank any programs to which you would **not** want to be matched.
 - Verify all program Code Numbers with those in the List of Participating Programs on the AOA Match web site.
- Enter and certify your Rank Order List in the NMS Match System (see accompanying instructions).
- Only Rank Order Lists that have been entered and **certified by 11:59 p.m. ET on January 18, 2019** will be used in the Match. In order to avoid potential system access problems near the deadline, do not wait until the deadline date to enter and certify your Rank Order List.
 - If you enter and certify any rankings of programs and you are matched to a position, you **MUST** accept the matched position as stipulated in the Applicant Agreement.
- If you have been assigned to a position in a military program, or if you do not wish to submit any rankings of programs for any other reason, you must withdraw yourself from the Match by **11:59 p.m. ET on January 18, 2019** using the NMS Match System.
- If you have been assigned to a military position, indicate the military program to which you are committed as your reason for withdrawing.
 - Withdrawn applicants are permitted to seek positions after the AOA Match. They will be able to access information on positions that remain available in the Post-Match Process.
- AOA Match results will be available beginning at 12:00 p.m. noon ET on **February 4, 2019**.
- Your AOA Match result will be available in the NMS Match System as described in the accompanying instructions. Your result will also be sent to you by e-mail and will also be provided to your school.
 - If you do not receive notification of your result on this date by e-mail, from your school, or via the NMS Match System, you may contact NMS by telephone to obtain your result after 12:00 p.m. noon ET. You will need both your Match Code Number and password in order to obtain your Match result by phone.
 - The results of the AOA Match constitute a binding commitment for both programs and applicants.
- If you are matched, you should contact the matched program to acknowledge the AOA Match result **after** 12:00 p.m. noon ET on February 4, 2019.
- Within 10 working days of the release of the AOA Match results, the institution with which you are matched will send you a contract which you must sign and return within 30 days after it is presented to you by the institution.
- If you are not matched, the Post-Match procedures to be followed by unmatched applicants and institutions in order to fill available positions will be provided on the AOA Match web site beginning at 12:00 p.m. noon ET on February 4, 2019.
- Information on positions available after the Match will be provided on the AOA Post-Match web site at svc01.osteopathic.org/oaapostmatch.

Note: You should read all the materials provided by National Matching Services to ensure you understand the procedures. If you have any questions, please contact National Matching Services.