

What to Expect During Match: Timeline of Events



The APPIC Match is an orderly process to help applicants obtain positions in doctoral internships of their choice, and to help internship programs obtain applicants of their choice. The APPIC Match has two phases, Phase I and Phase II. At the conclusion of Phase II, the Post-Match Vacancy Service opens and allows programs to announce unfilled positions and/or newly added positions.

Please note some of the items included on this list may shift to another month depending on the calendar year. All correct dates will be added to the NPTC calendar on the website and sites will be notified of dates via the emails sent out.

FEBRUARY

Site Review Word Document and Brochure Language Email - An email will be sent to begin the review of the language used for the website and brochure.

MARCH

APPIC Match Registration Confirmation Survey – The APPIC Match Registration Survey is sent to all sites to verify member status for the upcoming training year and confirm rotation information for the next Match season. This will be sent via email after Phase II (end of March) and is due by end of April.

APRIL

Virtual Open House Events – NPTC will begin discussions and scheduling of the Virtual Open House events (typically scheduled in September).

MAY

Site Review (CASCADES AND PACIFIC ONLY) – NPTC begins collecting information about your site and/or rotations in order to assist us in updating the NPTC website prior to Match each year. This information is updated via Kintone – Internship Site Management (<https://nptc.kintone.com/k/#/space/9>).

- This request is sent at the beginning of May. You have three weeks to review and update the information.

JUNE

Site Review (CENTRAL/GREAT LAKES/CY-HAWK) – NPTC begins collecting information about your site and/or rotations in order to assist us in updating the NPTC website prior to Match each year. This information is updated via Kintone – Internship Site Management (<https://nptc.kintone.com/k/#/space/9>).

- This request is sent at the beginning of June. You have three weeks to review and update the information.

JULY

APPIC Directory – NPTC updates the APPIC Directory for the upcoming Match season.

AUGUST

APPIC Match Registration – NPTC registers for the APPIC Match prior to the end of the month. Applicants are also required to register for Match at this time. (ALL potential applicants must register prior to submitting their application.)

SEPTEMBER

Virtual Open House Events – The NPTC Virtual Open House events occur.

School Visits – Sites can visit schools to promote the region. NPTC has digital marketing resources that can be sent as requested.

Email – NPTC will send the **Match Preparation** email to all Site Training Directors that are participating in match around mid-September.

- This request will ask you to confirm the list of reviewers and/or submit changes for the **Outcomes** portal. This information is needed by the end of September.
- This request will also ask you to start planning and preparing for interviews by completing the **NMS Interview Schedules template** for your site. This information is needed by the end of October.

OCTOBER

PHASE I STARTS

Outcomes Portal – The application portal opens to applicants. As applications are received, NPTC will review them via the **Outcomes** portal and add them to Kintone.

Email – NPTC will send the **Phase I Applications** email out to all reviewers once the **Outcomes** portal is open and accepting applications.

- This email contains links to the appropriate websites and some **How-To Guides** for the **Outcomes** portal.
- The Interview & AAPI Preferences survey link will be included in this email. Responses to the survey are due by the end of October.

NMS Interview Schedule template – Due by the end of October.

NOVEMBER

Applications – NPTC will follow up with schools if there is any information on the application that needs to be clarified or confirmed. (This will continue through the end of Match.)

Email – NPTC will send IMPORTANT: Match Interview Lists out to all sites one week prior to the deadline. This email also includes the due date for your interview lists.

APPLICATION DEADLINE

DECEMBER

Interview Notifications – NPTC will send notifications out no later than December 5th. Interviews start to occur.

- If the application deadline is extended, NPTC and sites will continue to review applications and notify applicants as applicable.

JANUARY

HR Requests – NPTC begins to reach out to the sites HR departments to confirm the holidays for the upcoming training year and request the sites benefit packet. NPTC will provide information on the remaining Match process and send the **HR Instructions** document.

FEBRUARY

Phase I Rankings Due – Phase I Rank Order list is due.

Phase I Match Day – Results of the Match are released.

PHASE II STARTS – Application portal opens back up and Phase II begins. Phase II is much shorter than Phase I. It is roughly only two weeks long.

MARCH

Phase II Rankings Due – Phase II Rank order list is due.

Phase II Match Day – Results of the Match are released.

Post-Match Vacancy Service opens