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.

MARCH

Site Review Part 1 – NPTC begins collecting general information about your site in order to assist us in updating the NPTC website prior to Match each year. This request is sent at the beginning of March and is due at the end of March. This information is updated via Kintone – Internship Site Management .

Brochure Statement – A request for brochure language will also be sent via email.

APRIL

Site Review Part 2 – NPTC begins collecting rotation specific information for your site. This information is updated via Kintone – Internship Site Management.
- Cascades Region: This request is sent at the beginning of April. You have three weeks to review and update the information.
- Central, Great Lakes, and Cy-Hawk Regions: This request is sent in the middle of May. You have three weeks to review and update the information.

Training Manual Addendum – A request for the updated Training Manual Addendum is sent at the same time.

Virtual Open House – Begin discussions about the Virtual Open House and when it will be (typically scheduled towards the end of September).

JULY

APPIC Match Registration Survey – The APPIC Match Registration Survey is sent to all sites to verify member status for the upcoming training year. This is sent near the beginning of July and is due by the beginning of August.

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

AUGUST

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 – The NPTC Virtual Open House occurs.

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. This request will ask you to confirm the list of reviewers for the Outcomes portal and see if you need to make any changes. This information is needed by the beginning of October. This request will also ask you to start preparing for interviews by letting us know what interviews will look like for your site. This information is needed by the beginning of November.

OCTOBER

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

Phase I Starts
Reviewers – Confirmation of reviewers and/or changes due at beginning of October.

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.

NOVEMBER

Interview Information – Interview information due at the beginning of November. This helps NPTC get NMS Interview Portal set up prior to the application deadline so that interview notifications and requests can be sent out.

NPTC will start to follow up with schools if there is any information on the application that needs to be clarified or confirmed.

Application Deadline
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.

DECEMBER

Interview notifications are sent out no later than December 15th. NPTC asks for them to be sent out a week before that date.

Interviews start to occur.

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

NPTC will start to follow up with schools if there is any information on the application that needs to be clarified or confirmed.

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.