



Main Residency Match® Program Checklist

REGISTRATION

Match opens September 15, 2019 at 12:00 p.m. ET

- Register for the Match.** NRMP accounts are assigned to the user, not the institution or program. Users must not share their username and password.
 - **New Program Director/Coordinator:** Create your individual account in the Registration, Ranking, and Results® (R3®) system using the token link sent by email when the Match opens.
 - **Returning Program Director/Coordinator:** When the Match opens, log in to the R3 system by entering your username and password.
- Set a program coordinator.** If desired, program directors can add or update a program coordinator in the R3 system to assist with the matching process. The coordinator must create an individual account. It is a Match violation if the coordinator uses the program director's log in credentials.
- Contact the program's NRMP institutional official (IO) to activate the program for Match participation.** Programs will not be able to update any program or quota information until the program has been activated. During the Match, the IO must approve all quota changes, reversions, and other program changes.
- Watch the "Institution and Program Match Process" video and view program resources** on www.nrmp.org under "Residency".
- Check the program quota in the R3 system.** The quota is the number of residents NRMP will attempt to match to the program for the appointment year. The [quota can be updated](#) at any time prior to the Quota Change Deadline.
- Update the program's public contact information.** This information is made available in the R3 Program Directory and the Match Program Rating and Interview Scheduling Manager, or The Match PRISM®, a free smartphone app that allows applicants to track, organize, and rate programs during their interviews.
- Be sure all staff involved in the interview and matching processes understand and adhere to the terms of the Match Participation Agreement.**
- Consult the Applicant Match History in the R3 system to ensure all applicants who are invited for interviews are eligible for appointment.** Programs do not need to verify the eligibility of senior medical students because they have no prior Match history.
- Remind all interviewees to register for the NRMP Main Residency Match.** During the interview, provide applicants with the correct NRMP program code(s) from the R3 system so they can rank the program.
- Create [Joint Advanced/Preliminary arrangements](#) in the R3 system**, if necessary. Joint A/P arrangements must be created by 11:59 p.m. ET on January 14, 2020.
- Like and follow the NRMP** on Facebook, Twitter, or LinkedIn for reminders and updates. Use #Match2020 in social media posts and follow the conversation on [Tagboard](#).

RANKING

Rank order list entry begins January 15, 2020 at 12:00 p.m. ET

- ❑ **Begin [creating the program rank order list \(ROL\)](#) in the R3 system.** The ROL is the list of applicants, ranked in order of preference, whom the program has interviewed and wishes to train.
- ❑ **Finalize the program quota.** If the program will not participate in the Match, it must be withdrawn by the Quota Change Deadline.
Quota Change/Withdrawal Deadline: January 31, 2020 at 11:59 p.m. ET
- ❑ **[Set the program's Match Week Supplemental Offer and Acceptance Program® \(SOAP®\) participation status.](#)** NRMP encourages programs to participate in SOAP in the event some positions are not filled when the matching algorithm is processed. The SOAP participation status must be verified by the institutional official by the Quota Change Deadline.
SOAP Participation Status Deadline: January 31, 2020, at 11:59 p.m. ET
- ❑ **Set up [reversions](#) in the R3 system,** if necessary. Reversions must be entered and approved by the Rank Order List Certification Deadline.
- ❑ **Finalize and certify the program rank order list by the Rank Order List Certification Deadline.** To participate in the Match, the rank order list must be certified. Do not wait until the last minute to enter and certify the ROL. Program coordinators are prohibited from certifying rank order lists.
Rank Order List Certification Deadline: February 26, 2020, at 9:00 p.m., ET
- ❑ **[Learn about SOAP](#)** and join the Match Week and SOAP Listserv.

RESULTS

Match Week: March 16-20, 2019

- ❑ **Learn if the program filled and participate in SOAP, if necessary,** at 11:00 a.m. ET on Monday, March 16.
- ❑ **Review the program's Match results.** *Confidential Roster of Matched Applicants* report will be available by email and in the R3 system on Thursday, March 19, at 2:00 p.m. ET. The information is confidential and cannot be shared until 1:00 p.m. ET on Friday, March 20.
- ❑ **Celebrate Match Day!** Match Day is Friday, March 20. Results are available to applicants in the R3 system at 1:00 p.m. ET. Matched applicants can be contacted **after** that time.
- ❑ **Print Match reports.** The Match will close in the R3 system on June 30, 2020, at 11:59 p.m. ET, and Match reports will no longer be available.