

Ranking Applicants in the 2020 Main Residency Match[®] Webinar - Questions and Answers

On Tuesday, January 7, NRMP Chief of Match Operations Jeanette Calli presented a webinar designed to provide program staff with information about the process for ranking Match applicants and how the matching algorithm works.

To further assist programs as they rank applicants for the 2020 Main Residency Match, below are the questions received during the webinar as well as the answers prepared by NRMP staff.

How do we submit our rank order list?

Please review the webinar content and see the [Ranking Applicants](#) page for details on entering and certifying your program's rank order list.

What is the SOAP registration deadline?

Program Directors (PDs) participating in the Main Residency Match can choose to participate in the Match Week Supplemental Offer and Acceptance Program[®] (SOAP[®]) if they learn on Monday of Match Week they are unfilled. In order to participate in SOAP, program directors must set their SOAP participation status to "YES" in the Registration, Ranking, and Results[®] (R3[®]) system by January 31, 2020 at 11:59 p.m. Eastern Time. View the [Setting SOAP Participation Status](#) support guide.

Is the NRMP program code automatically provided to applicants when they log into ERAS[®]?

NRMP and ERAS are separate organizations and systems. Programs can enter their NRMP program code into ERAS to be viewable by the applicants. Please [contact ERAS](#) at for additional information on providing program information in the ERAS system.

Do reversions affect the match algorithm? Is a reverted position equal to an originally assigned position?

The R3 system offers programs the option to revert, or donate, unfilled positions in one program or program track to another during the matching process. If a donor program does not fill its quota when the matching algorithm is processed, a designated number (equal to, or less than, the quota) of its unfilled positions can be added automatically to the quota of a receiver program and the algorithm will then attempt to fill the reverted positions in the receiver program. Reversions offer a degree of protection against the possibility that positions will not fill when the matching algorithm is processed. Please see the [Creating Reversions for Residency Programs](#) page for additional details.

Can a position revert through multiple programs?

The donor program can revert positions to multiple receiver programs either at the same or at a different institution; however, no circular reversions can be created. Circular reversions in which two programs both donate and receive positions from each other cannot be accommodated in the R3 system.

If we are still waiting on our accreditation, do we participate in the NRMP in the event we do receive and are able to operate in 2020-2021?

If your program receives accreditation before the Quota Change Deadline on January 31, 2020, the program can be added to the Match using the R3 system. See the [Adding a Program](#) support guide for instructions. If accreditation occurs after the Quota Change Deadline but before the Rank Order List Certification Deadline of February 26, 2020, contact NRMP at support@nrmp.org to have your program added to the Match.

I don't have a SOAP Participation tab.

The SOAP Participation tab will become viewable when the functionality becomes available on January 15th at noon, Eastern Time.

Regarding SOAP, do you have to be registered in ERAS to participate in SOAP?

Programs participating in SOAP must accept applications only through ERAS. Program directors cannot contact applicants or their representatives until an ERAS application is received.

Can applicants search programs by both name and NRMP program code, or do they specifically need NRMP program code?

Applicants can search by multiple criteria to find programs including state, specialty, program type, institution name, program description, NRMP program code and ACGME program code. Applicants can use the Program Directory and the Find and Add Programs functionality on the Rank Order List to search for programs. Applicants do not require the NRMP program code in order to rank the program. However, it is a best practice to provide this information to ensure applicants are ranking the correct program track.

When you do the search, can you open applications from the results?

The application process is not managed by the NRMP and you cannot access applications in the NRMP's R3 system. ERAS and NRMP are two completely different systems. ERAS provides the application service for the matching process. Please [contact ERAS](#) for questions about their system.

Does a PD have to register for the Match each year? What does the program director need to do to register for the Match?

Yes, a program director must register each year for the Match. A returning PD can login to the R3 system using their username and password. Once they have logged in and electronically signed the Match Participation Agreement, they are considered registered. A new PD will be sent a token code link via email which will allow them to create an account and register. A PD who shows in the R3 system under the Program Director/Coordinator Tab as "Pledged" has registered an individual user account and electronically signed the Match Participation Agreement.

I am a coordinator. I noticed that the SOAP section was not listed as a tab (while Status, Quota, etc. are). I understand that I cannot change the status myself, but can I at least see the status for SOAP?

There is a SOAP Participation tab that will become visible after ranking opens on January 15 at noon, Eastern Time. Once available, that tab is viewable by both the program director and the program coordinator but only the program director can set the participation status.

Can a PC see if the program director is registered? Just wondering how to be sure if PD has already registered.

Yes, a PD who shows in the R3 system under the Program Director/Coordinator tab as “Pledged” has registered an individual user account and electronically signed the Match Participation Agreement. If it says “Not Registered” next to the PD’s name, the PD is not registered for the Match. If the PD listed is no longer correct, the institutional official or institutional administrator can access the Program Director/Coordinator tab for the program to update the program director information. Please contact your institutional official or support@nrmp.org for assistance updating the program director.

How do you ensure that your program is registered for the match? Where does the PD go for this?

Programs are activated for participation in the Match by the institutional official. The program director can log in to the R3 system, electronically sign the Match Participation Agreement, and can see the status and details for their program(s) in the 2020 Main Residency Match. If a program/track is missing or listed in Initial status, contact your graduate medical education office or the NRMP at support@nrmp.org.

Can you certify the rank order list more than once?

Yes, changes can be made to a ROL after it has been certified. The PD can click on the Edit List button and enter their password to return the list to Ranking status so changes can be made. However, if a certified ROL is changed in any way, the new version MUST be re-certified in order to be used in the Match. The R3 system does NOT retain previous versions of a ROL, regardless of whether it was certified.

If a candidate is "not rankable" do we not add them to the list or is there a NR indicator?

Programs submit to the NRMP a list of applicants, ranked in order of preference, whom they wish to train. The NRMP does not know which applicants have applied to or interviewed with your program, so the rank order list should contain only those applicants deemed acceptable to train.

Is there any advantage to using the rank list feature in ERAS and then importing it into the NRMP? We are a large program.

ERAS is a separate organization and system. NRMP cannot speak to how their system and features work. If the ERAS rank list feature is used to import a list into the NRMP’s R3 system, programs are responsible for ensuring the rank order list that is imported is correct and the list is then certified to be used in the Match.

We have requested an increase in complement through the ACGME. If they approve the increase, can we change our quota if it is after the deadline?

Yes, quotas will be changed after the January 31 deadline if the ACGME approves an increase in resident complement or in cases of extreme emergency, such as loss of funding or loss of accreditation. Requests for those exceptions must be made in writing by the institutional official and sent to the attention of the NRMP President and CEO by email at support@nrmp.org.

How do we know who is the other person (not the PD) at our institution that can certify the ROL?

Both the Institutional Official (IO) and the Institutional Administrator (IA) can certify a rank order list if the program director has registered for the Match. Rank order lists cannot be certified for programs if the program director has not registered and electronically signed the Match

Participation Agreement. The IO for your institution is shown in the R3 system under the Program Director/Coordinator Tab.

Is there a maximum number of applicants that a program can rank based on how many positions the program has available?

An unlimited number of applicants can be listed. If you are creating a lengthy ROL, consider creating an electronic file containing applicants' rank numbers and NRMP or AAMC ID that can be imported into the R3 system.

After you participate in the three SOAP rounds, if you are still unfilled, then can you offer other applicants that are still unmatched a spot outside of using the NRMP system?

At the conclusion of SOAP, the *List of Unfilled Programs* posted in the R3 system is updated, and programs are free to fill their remaining unfilled positions however they choose.

Is there a policy on second visits?

There is not a policy in the Match Participation Agreement restricting second visits; however, the NRMP and the Council of Medical Specialty Societies Organization of Program Director Associations have partnered to create a [Match Communication Code of Conduct](#) which serves as a guide for all residency program staff involved in the interviewing and matching processes. The Code states "Program directors shall respect the logistical and financial burden many applicants face in pursuing multiple interactions with programs and shall not require them or imply that second interviews or visits are used in determining applicant placement on a rank order list."

How many can I rank per number? For instance, how many applicants can I rank #1?

A rank order list can contain only one applicant per rank. You can rank only one applicant as first on the rank order list.

What is a good number of ranks to enter for the list?

The number of ranks a program will need to fill all positions varies based on the number of positions and the desirability of the specialty and program. NRMP recommends ranking all applicants who meet qualifications and are considered acceptable to your program. Check your *Match Results by Ranked Applicant* report from prior-year Matches to gauge how many applicants to rank.

Have steps been taken to prevent a system crash during SOAP as occurred last year?

The system issues that occurred in the 2019 Match Week SOAP process occurred in the ERAS application system. ERAS is a separate system operated by the Association of American Medical Colleges (AAMC). The NRMP has met multiple times with our AAMC/ERAS partners and have been assured that a thorough root cause analysis and external review were conducted and that steps have been taken to minimize future risk.

Is the password used to certify the rank order list the same one used to login?

Yes.

Should we/are we allowed to email the applicants we have interviewed with information about our NRMP code to make sure they have that handy?

Yes, programs can and should provide the NRMP program code(s) to all applicants to assist them in ranking the program.

A PGY2 resident is applying to transfer to another specialty through the corresponding specialty match. When can we list the position? Do we have to replace the resident with another PGY2 physician?

It depends on the specialty of your program whether the position must be filled through the Match. Please contact NRMP at 866-653-6767 to discuss your situation.

Are program coordinators able to input the list without rank numbers so the PD can then add the rank number on the list?

No, each applicant entered on the list will have a rank number as they are entered but applicants can be moved around on the list before certifying. Please remember to save your work as you edit your rank order list.

What do you recommend is the first step right now for program coordinators for the initial process?

Log into the R3 system and confirm all your program contact details and quota are correct before ranking opens on January 15th at noon, Eastern Time. Confirm your program director is correct and registered by selecting the Program Director/Coordinator Tab. A PD with “Pledged” next to their name has registered an individual user account and electronically signed the Match Participation Agreement. If the system says “Not Registered” next to the PD’s name, the PD is not registered for the Match. If the PD listed is no longer correct, the institutional official or institutional administrator can access the Program Director/Coordinator tab for the program to update the program director information. Please contact your institutional official or support@nrmp.org for assistance updating the program director.

We have two program coordinators, but we can only chose one for NRMP. Will that change?

The NRMP’s R3 system allows only one program coordinator role for each program. NRMP does not plan to change the number of roles available for programs and institutions.

I am a new coordinator; how do I register in NRMP?

Your institutional official, institutional administrator, or program director can access the “Program Director/Coordinator” tab for the program to update the coordinator information if it is not correct. Please see the [Adding & Maintaining Program Coordinators](#) Support Guide for instructions or contact support@nrmp.org.