



## Main Residency Match Program Checklist

### REGISTRATION

- New Program Director/Coordinator:** Create your individual account in the [Registration, Ranking, and Results® \(R3®\) system](#) using the token sent via 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.

Do not share your user name and password.

### Match Opens: September 15, 2016 at 12:00 p.m. ET

- Program Director:** If desired, set 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 your NRMP institutional official (IO) to activate your program for Match participation.** You will not be able to update any program information until your program has been activated. Your IO must approve all quota changes, reversions, and other substantial program changes.
- Once your program has been activated, **check your program quota in the R3 system.** The quota is the number of residents NRMP will attempt to match to your program for the appointment year. The quota can be updated at any time prior to the Quota Change Deadline.
- Update your program's public contact information.** This information will be updated periodically in the Match Program Rating and Interview Scheduling Manager, *The Match PRISM®*, a free smartphone app that allows applicants to track, organize, and rate programs during the interview process.
- Be sure all staff involved in the interview and matching processes understand and adhere to the terms of the Match Participation Agreement, particularly the new policy prohibiting program staff from asking applicants to reveal the names, specialties, geographic locations, or other identifying information about programs to which they have or may apply.**
- Consult the Applicant Match History feature in the R3 system to ensure that all applicants who are invited for interviews are eligible for appointment.** You do not need to verify the eligibility of senior medical students because they have no prior Match history.
- Remind all applicants your program is participating in the NRMP Main Residency Match and to register for the Match.** During the interview, provide applicants with your NRMP program code so they can rank your program.
- Create Joint Advanced/Preliminary arrangements in the R3 system,** if necessary. [View Instructions](#)
- Like and follow the NRMP** on Facebook, Twitter, or LinkedIn for reminders and updates.

### RANKING

- Begin [creating your rank order list \(ROL\)](#) in the R3 system.** Your ROL is the list of applicants, ranked in order of preference, whom you have interviewed and wish to train.

**Rank Order List Opens: January 15, 2017 at 12:00 p.m. ET**

- Program Director:** Finalize your program quota. If your program will not participate in the Match, it must be withdrawn by the Quota Change Deadline.

**Quota Change/Withdrawal Deadline: January 31, 2017 at 11:59 p.m. ET**

- Set up reversions in the R3 system**, if necessary. [View Instructions](#)
- Set your Match Week Supplemental Offer and Acceptance Program® (SOAP®) participation status.** NRMP encourages programs to participate in **SOAP** in the event all positions are not filled when the matching algorithm is processed. **SOAP** participation status must be verified by the NRMP institutional official by the Quota Change Deadline. [View Instructions](#)

**SOAP Participation Status Set/Verification Deadline: January 31, 2017 at 11:59 p.m. ET**

- Program Director: Finalize and certify your rank order list by the Rank Order List Deadline.** To participate in the Match, your rank order list must be certified. Do not wait until the last minute to enter and certify your ROL! Program coordinators are prohibited from certifying rank order lists.

**Rank Order List Deadline: February 22, 2017 at 9:00 p.m., ET**

**RESULTS**

- [Learn about SOAP](#) and join the Match Week and SOAP Listserv.
- Learn if your program filled and participate in SOAP, if necessary.**
- Review your program's Match results.** *Confidential Roster of Matched Applicants* report available on Thursday, March 16 at 2:00 p.m. ET. Report cannot be shared.
- Celebrate Match Day!** Match Day is Friday, March 17. 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 at 11:59 p.m. ET, and Match reports will no longer be available.

[View Institution/Program Toolkit](#)