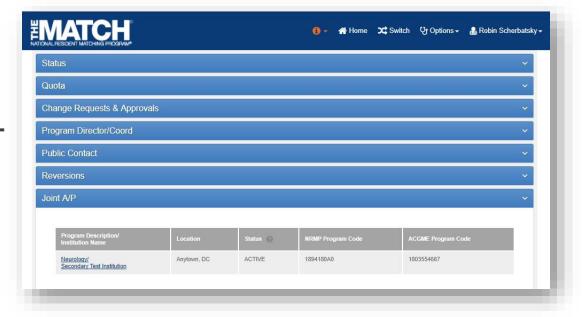# Creating a Joint Advanced/Preliminary (A/P) Arrangement

Main Residency Match

Users:
- Institutional Officials (IOs)
- Program Directors (PDs)

Note: The Creating a Joint Advanced/Preliminary (A/P) Arrangement guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

In the Main Residency Match, an institution can link an advanced (A) program with a preliminary (P) program to create a full course of training for applicants interested in programs that begin training in the PGY-2 year. This arrangement is called Joint Advanced/Preliminary or "Joint A/P".

- This feature limits the ranking of the preliminary program track to only those applicants who also ranked the advanced program.
- Only applicants who match to the advanced program can be matched to the preliminary program track, even though it is possible not all applicants who match to the advanced program will match to the preliminary program.
- Joint A/P arrangements **must** be entered into the Registration, Ranking, and Results (R3®) system prior to the opening of the rank order list function.

Creating a Joint A/P involves two phases:
1. The preliminary program that will be joined to the advanced program is created in the R3 system.
2. The advanced program will be joined to the preliminary program in R3 to create the Joint A/P arrangement. Only the advanced program has the ability to edit the Joint A/P status.
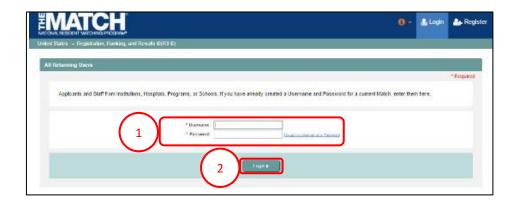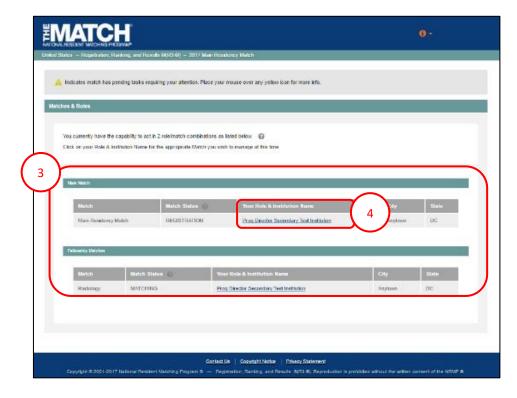
Login:

1. Enter the **Username** and **Password** you created for accessing the R3 system.

2. Click **Login**.

Matches and Roles Page (program directors with programs in more than one Match):

NOTE: If your institution or program participates in only the Main Residency Match, the Match Home Page displays after login.

3. If your institution or program participates in more than one Match, the role and Match combinations for your account are displayed.

4. Click on your **Role & Institution Name** for the appropriate Match.

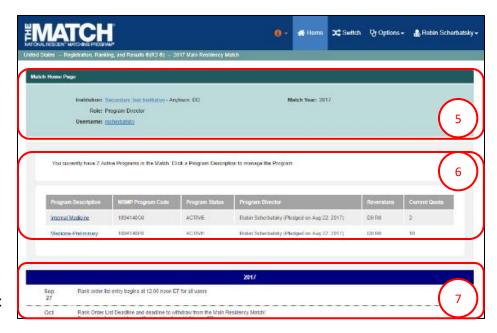The **Match Home Page** displays for the Match you selected.

Match Home Page:

5. Your institution, role, username, and Match year display.

6. The programs for which you are registered will display, along with each program's NRMP program code, status, director, reversions, and quota details.
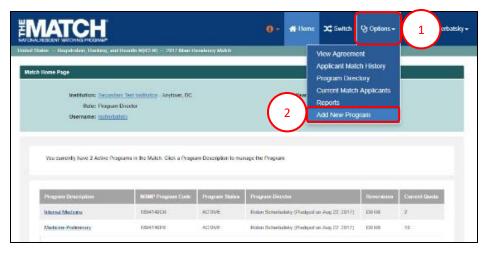
7. Main Residency Match Event dates display.

> ⚠️ **Note: The preliminary program director must create the new preliminary program track to be joined to the advanced program.**

Creating the Preliminary Program Track:

1. Click the **Options** menu.

2. Click **Add New Program.**

Creating the Preliminary Program Track, Continued:

3. The **Add Program to Match** pop-up displays.

4. Using the drop-down menus, select:
   a. **Specialty**: Internal Medicine, Surgery-General, Pediatrics, or Transitional Year.
   b. **Program Type**: Preliminary.

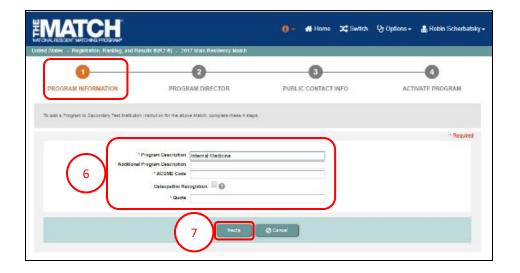5. Click the **Add a New Program for this Institution and Match** button.

Step 1: Program Information

6. Enter the program information, including:

   a. **ACGME Code**
   b. **Additional Program Description**, if needed. NOTE: NRMP staff may edit the program description for consistency and length.
   c. **Quota** number. The quota is the number of positions you want to fill in the Match for this preliminary program track.

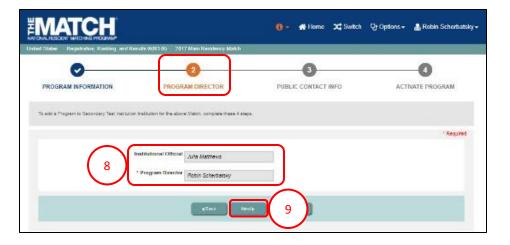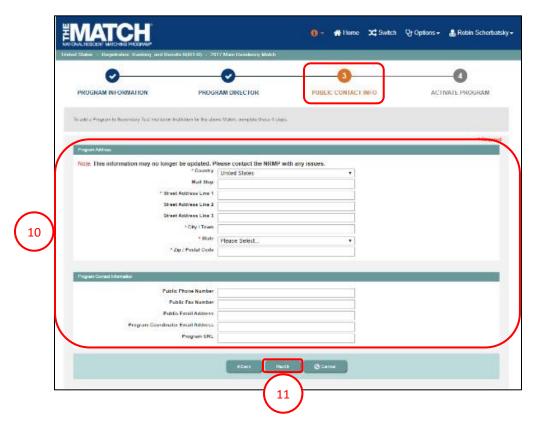   Fields with a * are required.

7. Click **Next**.

Step 2: Program Director

8. Review the names in the **Institutional Official** and **Program Director** fields. The program director listed should be your name.

9. Click **Next**.

Step 3: Public Contact Information

10. Enter the **Program Address** and **Program Contact Information** in the appropriate fields.

11. Click **Next**.

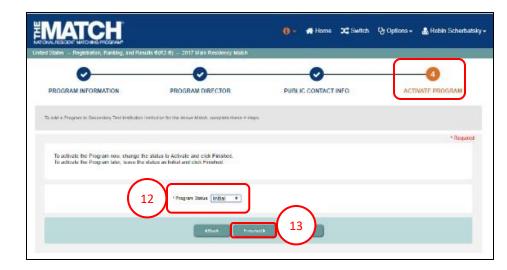## Step 4: Activate Program

12. As a program director, you cannot activate the program. Choose **Initial** from the **Program Status** drop-down menu.

13. Click **Finished**.

14. The **My Programs** screen displays and the green note confirms you have successfully created the new program track. Notify your institutional official to activate the program for Match participation.

   a. Note: If you choose **Activate** from the drop-down menu, you will receive an error message. Return to step 12 above to finish adding the program to the Match.
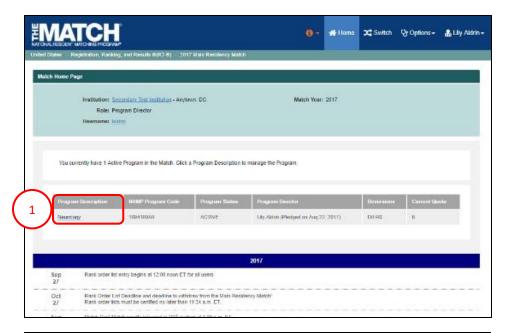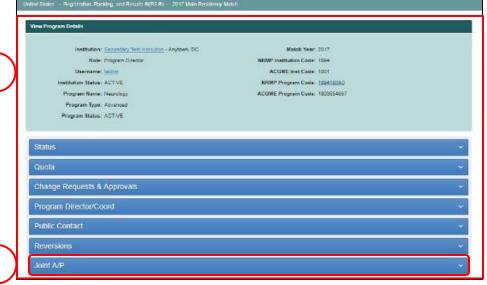
⚠ Note: The advanced program director must join the preliminary program track to the advanced program.

Joining the Preliminary Program Track to the Advanced Program:

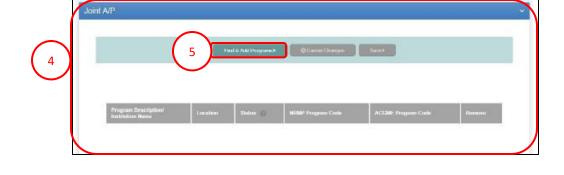1. From the **Match Home Page**, click the advanced **Program** link.

2. The **View Program Details** page displays.

3. Click the **Joint A/P** tab.

Joint A/P tab:

4. The **Joint A/P** tab opens.
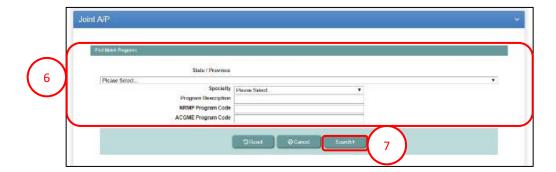
5. Click **Find & Add Programs**.

6. The **Find Match Programs** page displays. Enter applicable search criteria.
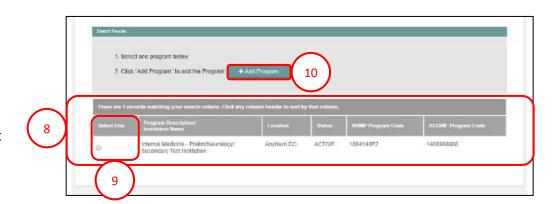
    NOTE: State and/or Specialty must be selected before you execute your search.

7. Click **Search**.

8. Search results display.

    NOTE: If many programs display in the results, scroll to find the program.

9. Click the radio button in the **Select One** column next to the preliminary program you want to add to a Joint A/P arrangement.
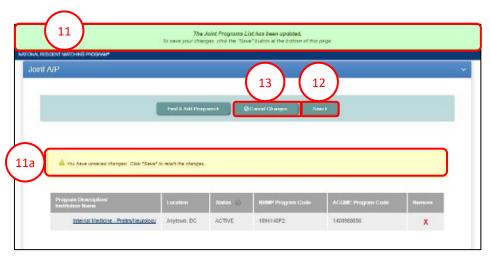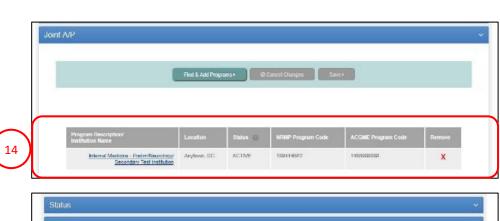
10. Click **+Add Program** above the search results.

11. A green note displays indicating the Joint Program has been updated.
    a. The yellow note is a reminder to save the changes.

12. Click the **Save** button to save the Joint A/P arrangement.

13. Click **Cancel Changes** to remove the Joint A/P arrangement.

Joint A/P Finalized

14. The Joint A/P tab for the advanced program displays the joined preliminary program details.

15. The Joint A/P tab for the preliminary program track displays the joined advanced program details.

Remove a Joint A/P Arrangement:

1. To remove the Joint A/P arrangement, the program director for the advanced program must click the **red X** in the **Remove** column.

2. The **Please Confirm** pop-up displays.
   a. Click **No** to maintain the Joint A/P arrangement.
   b. Click **Yes** to remove the Joint A/P arrangement.

3. If you removed the Joint A/P arrangement, a green note displays indicating the Joint Program has been updated.
   a. The yellow note provides a reminder to save the changes.

4. Click the **Save** button to remove the Joint A/P arrangement.

5. Click **Cancel Changes** to maintain the Joint A/P arrangement.