

Association of Psychology Postdoctoral and Internship Centers

INTERNSHIP MATCHING PROGRAM

Reverting Unfilled Positions from One Program to Another

Training Site: _____ City: _____ State or Province: _____

Training Director: _____ Site Code Number (first 4 digits of a program Code Number): _____

Please provide below information on each reversion of unfilled positions you wish to set up for programs at your site. Instructions for completing the table below:

- **Donor Program** is the program that wishes to transfer its unfilled positions **to** another program.
- **Receiver Program** is the program that will receive unfilled positions **from** another program.
- **Max. Positions to Revert** is the maximum number of unfilled positions that may revert from the Donor program to the Receiver program. For example, a Donor program may have 5 positions initially that may remain unfilled, but it may be that no more than 2 unfilled positions should revert to the Receiver program; in this case, the Max. Positions to Revert should be set to 2. **If the Donor program should revert all unfilled positions to the Receiver program, then enter the word “ALL” for the Max. Positions to Revert.**
- **Instruction for Phase II** - indicate which program will offer any unfilled position(s) in Phase II of the Match if the reverted position(s) are not filled in Phase I
- Reversions can be “chained”. If Program A is to donate unfilled positions to Program B, and Program B is to donate unfilled positions to Program C, then Program B will appear below as part of two separate reversions; in the first (A to B), Program B is the Receiver program and in the second (B to C) Program B is the Donor program. When setting the Max. Positions to Revert for the reversion from B to C, consideration should be given to the positions that Program B may receive from Program A. For example, if Program B starts with 5 positions, but may receive 2 more positions from Program A, then Program B may have up to 7 unfilled positions to donate to Program C.
- It is possible for a Donor program to donate positions to more than one Receiver program. If Program A is to donate its first unfilled position to Program B and its second unfilled position to Program C, then both of these reversions should be entered separately in the table below. For multiple reversions from the same Donor program, **the reversions must be entered in the table below in the exact sequence in which these reversions are to occur.**

Please sign and date this form, and return it by fax or e-mail to NMS by **Wednesday, February 8, 2012**. After sending the form, wait at least one business hour and then contact NMS by telephone to confirm the form has been received and is legible.

Donor Program		Max. Positions to Revert	Receiver Program		Instruction for Phase II Indicate which program will offer position(s) not filled in Phase I
6-digit Program Code Number	Program Description		6-digit Program Code Number	Program Description	
					<input type="checkbox"/> Donor <input type="checkbox"/> Receiver
					<input type="checkbox"/> Donor <input type="checkbox"/> Receiver
					<input type="checkbox"/> Donor <input type="checkbox"/> Receiver
					<input type="checkbox"/> Donor <input type="checkbox"/> Receiver
					<input type="checkbox"/> Donor <input type="checkbox"/> Receiver
					<input type="checkbox"/> Donor <input type="checkbox"/> Receiver

Signature of Training Director: _____

Date: _____

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Reverting Unfilled Positions

It is possible, within the matching process, to move one or more positions that remain unfilled from one Rank Order List to a second list, so that an attempt can be made to fill the available positions on the second list. This is referred to as "reverting" unfilled positions from one list (the "Donor") to another (the "Receiver").

Please Note: The reversion of positions from one Rank Order List to another is permitted **only in Phase I of the Match**. This option will not be available in Phase II of the Match.

This process can be used to move unfilled positions from one program to another program, in order to fill the available positions with applicants to the second program. For example, a training site offering both a general internship program and a neuropsychology program could specify that if any positions remain unfilled in the neuropsychology program, then those unfilled positions should revert to the general internship, and an attempt should be made to fill the positions with additional applicants from the Rank Order List for the general internship. In this case, the neuropsychology program is the Donor program (because it is donating unfilled positions) and the general internship is the Receiver program (because it is receiving unfilled positions from the Donor program).

Similarly, reverting unfilled positions from one list to another can be used by a program that is submitting multiple Rank Order Lists for a single program, in an attempt to fill all available positions in the program. Instructions for submitting multiple lists for a single program are provided on the Match web site (www.natmatch.com/psychint), including special instructions that apply to the reversion of positions between multiple lists for the same program.

Rules For Reverting Unfilled Positions Between Lists

- A Donor can revert some or all of its unfilled positions. It can also revert unfilled positions to more than one Receiver. For example, if Program A has 3 unfilled positions it can revert its first unfilled position to Program B, its second unfilled position to Program C, but not revert the third unfilled position to any other program.
- Reversions of unfilled positions can be "chained". For example, List A can revert unfilled positions to List B, and if some positions remain unfilled on List B, then these positions can revert to List C, and so on.
- The only restriction in reverting unfilled positions is that the chain of reversions cannot "loop back" to the beginning. For example, if you request that List A revert unfilled positions to List B, then you cannot also request that List B revert unfilled positions to List A. Similarly you cannot request a chain of reversions that moves unfilled positions from List A to List B, then from List B to List C, and then from List C back to List A.

Phase II Eligibility of Positions that are Reverted But Not Filled In Phase I

Programs with positions that remain unfilled in Phase I of the Match must offer those positions to applicants in Phase II of the Match. When requesting the reversion of unfilled positions from one program to another, you need to consider the implications for Phase II of the Match if the reverted position(s) do not fill in the Receiver program.

For example, suppose Program A reverts all its unfilled positions to Program B, but one or more of the reverted positions does not fill in Program B. There are two options for offering the unfilled position(s) in Phase II:

- the unfilled position(s) can remain in Program B (the Receiver program) for Phase II, and Program B will participate in Phase II of the Match in order to fill the position(s) in Program B.
- the unfilled position(s) can be moved back to Program A (the original Donor program) for Phase II, and Program A will participate in Phase II of the Match in order to fill the position(s) in Program A.

When requesting the reversion of position(s) within Phase I of the Match, you must specify which program (the Donor program or the Receiver program) should offer the position(s) in Phase II of the Match if any of the reverted position(s) remain unfilled in Phase I. This specification must be provided to NMS when submitting the request for a reversion in Phase I.

Requesting the Reversion of Unfilled Positions

To request the reversion of unfilled positions, training sites must provide **written instructions to NMS**. These instructions must be received by NMS by the Rank Order List deadline, **Wednesday, February 8, 2012**.

The information you must provide to NMS consists of: the Rank Order List from which unfilled positions should be moved (the Donor list), the Rank Order List to which the positions should be moved (the Receiver list), and the maximum number of positions that should be moved from one list to the other (e.g., all unfilled positions, no more than 2 unfilled positions, etc.). If a single Donor program wishes to revert unfilled positions to more than one Receiver, then the sequence in which these reversions should occur must also be specified. Finally, you must indicate whether the reverted position(s) should remain in the Receiver program or moved back to the Donor program if the position(s) remain unfilled in the Receiver program.

You should use the accompanying form entitled *Reverting Unfilled Positions from One Program to Another* to facilitate providing the necessary information to NMS on the reversion of unfilled positions between different programs. This form should be completed, signed and submitted to NMS by Wednesday, February 8, 2012, either as a scanned e-mail attachment sent to kparkinson@natmatch.com, or by fax sent to 416-977-5020 or 716-282-0611. (Please note: the confidentiality of information sent by e-mail could be compromised.) After sending the form to NMS, please wait at least one business hour (9:00 a.m. to 5:00 p.m. ET Monday to Friday) and then **contact NMS by telephone** to confirm that the form has been received and is legible.

To provide information to NMS on the reversion of unfilled positions between multiple lists submitted for a single program, use the form provided with the instructions for submitting multiple lists for a single program, available from the Match web site.

Confirming the Request for Reverting Unfilled Positions

Since a request to revert unfilled positions cannot be confirmed through the ROLIC system, an alternative procedure is provided for sites to confirm reversion information.

For a training site that requests the reversion of unfilled positions between programs, the site's complete Rank Order List and reversion information will be available for display in a confidential manner on the Match web site (www.natmatch.com/psychint) beginning at 10:00 a.m. ET on Wednesday, February 15, 2012. **You must confirm the information for your site by 4:00 p.m. ET on February 15, 2012.** To access the confirmation on the Match web site, you will need to enter **both** the 6-digit Code Number of a program at your site **and** your password/PIN (i.e., the same codes that are required to access your site's Match results, as described in the information provided to you by NMS).

It is your responsibility to ensure that the reversion information submitted by your training site is correct on the confirmation available on the web site. If there are any errors on the confirmation, you must contact NMS by phone at (416) 977-3431 or (716) 282-4013 **no later than 4:00 p.m. ET on Wednesday, February 15, 2012** to notify NMS of the error, so that it can be corrected for the Match.

December, 2011