

# American Society of Health-System Pharmacists

## RESIDENT MATCHING PROGRAM

### Applicant Instructions for Participating in Phase II of the 2024 ASHP Match

Every applicant who registers for the ASHP Match and does not obtain a position in Phase I must use the NMS Match System to enter and certify a Rank Order List of program choices for Phase II of the Match, or to withdraw from Phase II (see point #5 below), by **11:59 p.m. Eastern Time on April 3, 2024**.

If you are matched to a position, you must accept your Match result and attend the program, as stipulated in the ASHP Match Rules and Applicant Agreement.

Applicants who do not obtain a position in either Phase I or Phase II of the Match are permitted to participate in the Post-Match Process after Phase II of the Match.

#### 1 Confirm your eligibility and send applications to programs in Phase II of the ASHP Match.

- All applicants who were not matched to a position in Phase I, including new applicants who registered after Phase I completed, are eligible to participate in Phase II. The ASHP Match registration fee covers participation in Phase I and/or Phase II of the Match; there is no additional fee to participate in Phase II of the Match.
- If you previously withdrew from Phase I only, you are reinstated automatically for Phase II and must either enter and certify a Rank Order List or withdraw for Phase II. If you previously withdrew from both Phase I and Phase II, but now decide that you want to submit a Rank Order List for Phase II, you must reinstate yourself for Phase II using the NMS Match System.
- Beginning at 12:00 p.m. noon Eastern Time on March 13, 2024, the List of Participating Programs on the ASHP Match website will be updated to show the programs that are participating in Phase II of the Match. The List will be updated regularly to reflect additions or other changes to positions being offered in Phase II.  
[View the List of Participating Programs >](#)
- Beginning at 12:00 p.m. noon Eastern Time on March 14, 2024, eligible applicants will be able to use PhORCAS to prepare applications for programs in Phase II.
- Beginning at 9:00 a.m. Eastern Time on March 18, 2024, eligible applicants will be able to use PhORCAS to submit applications to programs participating in Phase II. Programs will also be able to view and download applications at that time.

#### 2 Log in to the NMS Match System and ensure your personal information is up to date.

- Confirm that you can log in to the NMS Match System, which is accessible from the ASHP Match website at [natmatch.com/ashprmp](https://natmatch.com/ashprmp). If you do not know your NMS Match System password, use the Forgot Password link on the login page to update your Match account.  
[Log In to the NMS Match System >](#)
- Your personal information for the ASHP Match (excluding your email address and password) is transferred to NMS from PhORCAS, and can be viewed in the Profile section of the NMS Match System. Updates to your personal information must be made in [PhORCAS](#); the changes will be reflected in the NMS Match System within 24 hours. The last day you can update personal information for Phase II of the Match is April 2, 2024.
- You must use the NMS Match System to submit your rankings of programs or withdraw from the Match, and to access your Match result.  
[View the NMS Match System Guides for Applicants >](#)

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### Determine your preferences for the programs to which you have applied.

- Rank programs in order of your true preferences, with your most preferred program as rank #1, your next most preferred program as rank #2, and so on. Do not consider how any program might rank you when ordering your choices.

Rank all programs at the residencies where you applied that you would find acceptable. By including more programs on your Rank Order List, you may increase the likelihood of being matched. You will be matched to the most preferred program on your list that ranks you and does not fill all its positions with applicants it prefers.

Do not rank any program that you consider unacceptable and would not want to be matched with under any circumstances. You can only be matched to a program that appears on your Rank Order List.

[Learn More About Ranking Strategy >](#)

- Some residencies participating in the ASHP Match offer more than one program, as shown in the List of Participating Programs on the ASHP Match website. Be sure you know which of the residency's programs you want to rank. You may rank some or all of the programs offered by a residency, and each program needs to be ranked separately on your Rank Order List.

[View the List of Participating Programs >](#)

- Programs may voluntarily inform you as to whether or not you remain under consideration for admission, but are not obliged to do so. You must never request ranking information from a program, and programs must never request ranking information from you. Prior to the release of the Phase II Match results, neither you nor any program may disclose to the other party any information regarding the positioning of any applicant or program on a Rank Order List.

If you match to a program in Phase II, you must accept the position where you matched as stipulated in the ASHP Match Rules and Applicant Agreement.

[Review the ASHP Match Rules >](#)

- Two applicants who are participating in Phase II of the Match and who wish to coordinate their matches (e.g., obtain positions in the same geographic location) may participate in the Match as a Couple. If you participated in Phase I of the Match as a couple, your Couple Status is not transferred over to Phase II. You must set your Couple Status again for Phase II.

[Learn More About Participating as a Couple >](#)

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### Enter and certify your Phase II Rank Order List in the NMS Match System by 11:59 p.m. Eastern Time on April 3, 2024.

- The NMS Match System opens for the entry of rankings on March 25, 2024. All Rank Order Lists must be submitted to NMS online using the NMS Match System.
- Each program offered in the Match is represented by a unique 6-digit Match Code Number as shown in the [List of Participating Programs](#) on the Match website. Note that the 6-digit Match Code Number assigned to each program by NMS is different from the 5-digit ASHP Code assigned to each residency by the ASHP.

As the match is processed using the Match Code Numbers, make sure the correct Match Code Number for each program you want to rank appears on your Rank Order List. If you rank a program represented by one Code Number, but are ranked by the residency for a different program with a different Code Number, a match will not be made. If you need clarification regarding the Code Number to be used for any program, contact the residency's Program Director directly.

- In the Rankings section of the NMS Match System, search for and add programs to your Rank Order List in rank number sequence. You can search for programs by Code Number, residency name, Program Director name, location or program description.

[View the User Guide for Entering Your Rankings >](#)

- Your Rank Order List for Phase II of the Match must be entered and certified by 11:59 p.m. Eastern Time on April 3, 2024. You should enter and certify your Rank Order List well before the deadline date to avoid potential problems near the deadline.

[View the User Guide for Certifying Your Rank Order List >](#)

You can make changes to your list even after it is certified, until the Rank Order List deadline. If you make changes to a list that has been certified, you simply have to certify the list again before the deadline in order for it to be used in the Match.

You will not be able to use the NMS Match System to enter or certify rankings, withdraw, or change any of your information for Phase II after the Phase II Rank Order List deadline.

- You should print a copy of your final certified Phase II Rank Order List for your records, as this information will only be available until 11:59 p.m. Eastern Time on April 11, 2024.

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**If you decide not to submit a Rank Order List for Phase II of the ASHP Match for any reason, you must withdraw from Phase II using the NMS Match System by 11:59 p.m. Eastern Time on April 3, 2024.**

- Applicants who are withdrawn in Phase II are permitted to participate in the Post-Match Process to obtain positions that remain available after Phase II.

[Learn More About Withdrawing from the Match >](#)

- If you withdrew from both Phase I and Phase II prior to the Phase I deadline, and do not reinstate yourself in Phase II, you will remain withdrawn in Phase II and no further action is required.

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**Phase II Match results will be available on April 10, 2024.**

- Your Phase II Match result will be available in the NMS Match System beginning at 12:00 p.m. noon Eastern Time on April 10, 2024. In addition, NMS will make one attempt to send the Match result by email, by 12:00 p.m. noon Eastern Time on April 10, to each applicant who certified a Rank Order List for Phase II of the Match and did not withdraw from Phase II. Result emails that are delayed or not delivered will not be resent, as the same information will be available in the NMS Match System.

[Learn More About Obtaining Your Match Result >](#)

- If you match, you and the residency where you matched are encouraged to contact each other to acknowledge the Match result after 12:00 p.m. noon Eastern Time on April 10, 2024. No contact between applicants and residencies should take place on April 10 prior to 12:00 p.m. noon Eastern Time.
- Results of the ASHP Match constitute binding commitments between applicants and residency programs. If a program fails to honor its Match obligation, please report this immediately to NMS or ASHP.

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**If you do not match, you may seek an available position in the Post-Match Process.**

- Unfilled positions and new positions added after Phase II of the ASHP Match will be offered in the Post-Match Process. Applicants who matched in Phase I or Phase II of the Match are not permitted to participate in the Post-Match Process.
- No action to fill positions in the Post-Match Process, such as contacts or interviews between applicants and programs, is permitted prior to 12:00 p.m. noon Eastern Time on April 10.
- Beginning at 12:00 p.m. noon Eastern Time on April 10, 2024, a list of programs offering positions in the Post-Match Process will be provided on the ASHP Match website. Programs will be able to update information on Post-Match positions in the NMS Match system until May 31.
- Applicants who did not match to a position will be able to use PhORCAS to prepare applications for the Post-Match Process beginning at 12:00 p.m. noon Eastern Time on April 10, and to submit applications to programs beginning at 12:00 p.m. noon Eastern Time on April 11, 2024.

[Learn More About the Post-Match Process >](#)

**If you have any questions about the ASHP Match, please [contact NMS](#) directly.**