TO: Program Directors of Genetic Counseling Programs

RE: Matching Program for Genetic Counseling Admissions

Return the Program Agreement by August 15, 2017

The Association of Genetic Counseling Program Directors (AGCPD) is initiating the Genetic Counseling Admissions Match (GC Admissions Match) to place applicants into masters-level genetic counseling programs. For many years, similar matching programs have been used throughout North America in the annual recruitment of trainees in medicine, psychology, dentistry, optometry, pharmacy and other professions. The administration and conduct of the GC Admissions Match will be carried out by National Matching Services Inc. (NMS), on behalf of AGCPD.

This memorandum provides information about the GC Admissions Match and how to register your program to participate in the GC Admissions Match.

GC ADMISSIONS MATCH WEB SITE

A web site has been established for the GC Admissions Match at the following address: natmatch.com/gcadmissions. The information available on the web site includes an overview of the operation of the matching program, a detailed schedule of dates, eligibility requirements, rules, description of the matching algorithm, etc.

The web site also provides instructions and an online system for applicants who wish to register for the GC Admissions Match. Only those applicants who register for and participate in the GC Admissions Match can be matched with your program. You should instruct any individuals interested in applying to your program to review the information on the GC Admissions Match web site at natmatch.com/gcadmissions.

A list of participating programs will be posted on the web site by September 5, 2017. This list will be updated as necessary, if and when changes occur in program participation.

PROGRAM ELIGIBILITY

To be eligible to participate in the GC Admissions Match a program must be a Full Member or Associate Member of AGCPD in good standing, and either (i) be accredited by the Accreditation Council for Genetic Counseling (ACGC), or (ii) have a Letter of Intent accepted by ACGC by December 1, 2017, expect to receive ACGC accreditation by March 15, 2018, and have received permission from AGCPD to participate in the Match.

Programs that are not accredited by March 15, 2018 will not be able to participate in the Match. Programs that receive accreditation after March 15, 2018 and want to recruit students for a fall 2018 start date may participate in the Post-Match process.

APPLICATIONS TO YOUR PROGRAM

Participating in the GC Admissions Match does not change your application procedures. Programs are free to accept applications in the same manner as they have done in previous years.
However, programs that participate in the GC Admissions Match can only consider applications from those applicants who are registered to participate in the Match. This ensures that NMS is able to collect information for AGCPD on the entire applicant pool.

**REGISTRATION PROCEDURES**

**a) Programs and Positions Offered Through the GC Admissions Match**

Any program offering positions that start training between May 1, 2018 and January 31, 2019 may participate in the 2018 GC Admissions Match. In particular, AGCPD encourages all programs that will start training in or around the fall of 2018 to participate in the GC Admissions Match.

**Participating programs must offer all available positions that start training between May 1, 2018 and January 31, 2019 through the 2018 GC Admissions Match.** Positions with different starting dates can be offered as separate tracks in the GC Admissions Match, as described later in this memorandum. Programs are not permitted to offer some positions through the GC Admissions Match and offer other positions outside the Match. If an applicant has already been identified for a position starting training between May 1, 2018 and January 31, 2019, that position must be offered through the GC Admissions Match and the applicant must participate in the GC Admissions Match. If the program and the applicant use the GC Admissions Match correctly, a match will be guaranteed.

If your program offers different streams or types of positions (e.g., scholarship and full tuition positions, positions that start training at different times of the year, different locations under the same program director, etc.), each type of position should be listed as a separate track in the GC Admissions Match. Each separate track listed on your Program Agreement form will be assigned a unique Match Code Number by NMS. This will enable applicants to rank separately each specific track offered by your program, based on their preferences for each track. Similarly, your program will be able to rank specific applicants that reflect your preferences for each track. Please refer to the **Tracks Offered** section below (b-ii) for instructions on how to specify different tracks for your program.

**b) Instructions for Completing the Program Agreement**

Information is pre-printed on your Program Agreement based on information provided to NMS by AGCPD. If any of the pre-printed information is incorrect or incomplete, clearly mark the required changes directly on the Agreement before sending it to NMS. If any information for your program is not pre-printed, you will need to provide the missing information by entering it directly on the Agreement.

**i) Institution and Program Information**

The information required for the Program Agreement includes the institution name and mailing address of your program, the name of the program director, phone number, fax number (if available), e-mail address and ACGC accreditation status. Please print the e-mail address very carefully, clearly distinguishing between the letter “L” and the number “1”, the letter “O” and the number “0”, etc. Only one e-mail address will be used to contact your program. **Please note that the e-mail address you provide will be used for all correspondence with your program, including notifying you of the GC Admissions Match results; it will not be shared with applicants.**

**ii) Tracks Offered**

To complete the **Tracks Offered** section of the Program Agreement you must provide the number of positions to be filled and the program description for each track offering positions in the GC Admissions Match. **The number of positions to be filled by each track may be updated at any time before the Rank Order List deadline of April 13, 2018.** The program description should include the duration of the program and degree offered.
Most programs will likely offer only one track in the GC Admissions Match. However, if your program has multiple streams or types of positions available to students, you should set up multiple tracks for your program. This may be particularly pertinent to programs offering financial aid or employment opportunities that would be granted to applicants upon admission. You can set up as many tracks as are necessary to meet your requirements. Please review the following cases to help determine the best track setup for your program.

**Case 1: Uniform Training and Funding Provided to All Students**
If all students admitted to your program receive the same scholarship (or no scholarship), and receive the same form of training at the same location, then your program should register for the GC Admissions Match with one track.

For example, if your program has 5 positions available, you should fill out the TRACKS OFFERED section of the Program Agreement as follows:

<table>
<thead>
<tr>
<th>Number of Positions to be filled this cycle</th>
<th>Program Description - max. 50 characters, including spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>2-Yr - MS Program</td>
</tr>
</tbody>
</table>

**Case 2: Multiple Training Streams (e.g., Different Locations, Start Dates, etc.)**
If your program offers training in multiple streams under the same program, such as different locations or different start dates, then you should divide your available positions into separate tracks for each stream. Doing so will enable applicants to rank the tracks separately on their Rank Order Lists, based on the applicant’s preferences for the various streams.

For example, if your program has 7 positions available, 4 in City A and 3 in City B, you should fill out the TRACKS OFFERED section of the Program Agreement as follows:

<table>
<thead>
<tr>
<th>Number of Positions to be filled this cycle</th>
<th>Program Description - max. 50 characters, including spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>21 Months - MSc Program - City A</td>
</tr>
<tr>
<td>3</td>
<td>21 Months - MSc Program - City B</td>
</tr>
</tbody>
</table>

**Case 3: Funding Available for Some, But Not All Students**
If your program has funding available to support some, but not all, of your students, then you should divide your available positions into separate tracks based on the level of funding available.

For example, if your program has 10 positions available, with full scholarships available for 2 students, TAships available for 3 students, and the remaining students paying full tuition with no funding, you should fill out the TRACKS OFFERED section of the Program Agreement as follows:

<table>
<thead>
<tr>
<th>Number of Positions to be filled this cycle</th>
<th>Program Description - max. 50 characters, including spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2-Yr - MS Program - Scholarship</td>
</tr>
<tr>
<td>3</td>
<td>2-Yr - MS Program - TAship</td>
</tr>
<tr>
<td>5</td>
<td>2-Yr - MS Program- No Funding-Pay Full Tuition</td>
</tr>
</tbody>
</table>

**Programs with Special Requirements**
If you have special requirements that are not sufficiently described above, or if you would like to consult with NMS staff before completing the form, please contact NMS by e-mail at gcadmissions@natmatch.com or by
phone at 800-461-6322. There are tools and processes within the matching process to accommodate unique requirements. It is the intention of AGCPD and NMS to be as flexible as possible in accommodating any special requirements that a program may have for participating in the Match.

c) Submitting the Program Agreement

The Program Agreement must be signed by the program director or an appropriate institutional officer. There is no fee for your program to participate in the GC admissions Match. You must send to NMS one signed copy of the one-page Program Agreement. Completed and signed Agreements may be sent to NMS as a scanned e-mail attachment to gcadmissions@natmatch.com or by fax to 844-977-0555, and should be returned to NMS by August 15, 2017.

Agreements returned to NMS after August 15 will still be accepted to participate in the Match, but may not be included initially on the List of Participating Programs on the GC Admissions Match web site. Programs that return Agreements after August 15 will be added to the list within 1 week of receipt by NMS.

NMS will process your Program Agreement when it is received and send you a confirmation by e-mail, showing the information on file for your program as well as the Code Number(s) assigned to each track registered for the GC Admissions Match. You should provide the Code Number(s) to each of your applicants.

ADDITIONAL INFORMATION

Additional information regarding participation in the GC Admissions Match, such as instructions for submitting Rank Order Lists and obtaining Match results, will be provided as outlined in the Schedule of Dates.

If you have any questions regarding the GC Admissions Match, please contact NMS as indicated below:

E-mail: gcadmissions@natmatch.com
Telephone: (800) 461-6322
Fax: (844) 977-0555
National Matching Services Inc.
20 Holly Street, Suite 301
Toronto, Ontario Canada M4S 3B1

Note: If mailing materials to NMS, be sure to affix sufficient postage to Canada.

We look forward to the participation of your program in the GC Admissions Match.

April, 2017
Complete the Program Agreement.

- Verify the pre-printed information and make corrections if necessary.
- Provide a program description and the number of positions to be filled for each track offered by your program.
- All positions that start training between May 1, 2018 and January 31, 2019 must be offered through the GC Admissions Match.
- Make sure the Program Agreement is signed by the program director or the appropriate institutional official.

Submit one (1) completed and signed copy of the Program Agreement to National Matching Services by August 15, 2017 preferably by e-mail to gcadmissions@natmatch.com or by fax to 844-977-0555.

Following receipt of your Program Agreement, NMS will send you a confirmation of the information on file for your program. The confirmation will be sent by e-mail and will include the Code Number for each track offered by your program in the GC Admissions Match. You should provide the Code Number for each track to the applicants to your program.

Applicants must be registered for the Match in order for their application to be considered by participating programs. A list of registered applicants will be available to program directors to verify the Match Code Numbers assigned to their applicants. Instructions for accessing the list will be provided to you by e-mail by December 15, 2017.

Instructions for submitting Rank Order Lists and obtaining the GC Admissions Match results will be provided to you by March 22, 2018. You must submit your Rank Order List information by April 13, 2018.

Note: You should read carefully all materials received from National Matching Services to ensure you understand all procedures and deadlines. If you have any questions, please contact National Matching Services Inc. directly.