

SF Match

655 Beach Street
San Francisco, CA 94109
415.447.0350
415.561.8535 fax
help@sfmach.org
http://www.sfmach.org

SF MATCH OFFICE USE ONLY:

OMS ID# _____

DATE: _____

PYT DATE: _____

IMAGE#: _____

BATCH#: _____

Program Registration Form Pediatric Otolaryngology Fellowship Match & Central Application Services

Select one:

- Request for registration.
 Request for reinstatement.

1. Program name (maximum 50 characters/spaces): _____

2. Institution name (if applicable): _____

3. Has this program been registered with SF Match before?

 No Yes, former Match ID # is _____

4. Address line 1: _____

5. Address line 2: _____

6. City: _____

7. State: _____

8. Zip: _____

9. Country: _____

10. Website: _____

11. CONTACT INFORMATION:

Main Contact (The main contact person's information is displayed in the online directory listing. This person is usually the coordinator responsible for providing additional information about the training program, application status Central Application Service contact, and scheduling interviews.)

First name:	Last name:	MI	Title:
Phone:	Fax:	Email:	

Does the main contact currently manage other programs in SF Match? Yes No

If yes, please provide program ID number(s): _____

Program Director (Only the name of program director is displayed in the online directory. Other contact information is not made public.)

First name:	Last name:	MI	Credentials:
Phone:	Cell:	Email:	

Department Chair (Only the name of department chair is displayed in the online directory. Other contact information is not made public.)

First name:	Last name:	MI	Credentials:
Phone:	Fax:	Email:	

PROGRAM INFORMATION

12. Number of positions offered	13. Frequency of # of positions offered: <input type="checkbox"/> every year <input type="checkbox"/> every other year <input type="checkbox"/> varies	14. Type of training: <input type="checkbox"/> Clinical <input type="checkbox"/> Clinical + Research <input type="checkbox"/> Clinical + Optional Research
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15. Interview period for current match cycle: _____

16. Application deadline review date: _____

 I have read and agree to abide by the SF Match rules and policies.

Program Director's Signature: _____ Date: _____

PAYMENT INFORMATION

Please find enclosed check # _____ for the amount of \$325 for program registration/reinstatement.

Make checks payable to Pediatric Otolaryngology Fellowship Match

Please charge the amount of \$325 for my program registration/reinstatement fee to the following credit card:



Card holder's name: _____

Billing address: _____

Credit card #: _____ Expiration date: _____ CVS: _____

Card holder's signature: _____ Date: _____

Mail form to:

SF Match
Attention: Dina Wong
c/o Wells Fargo Lockbox Services
SF Matching Program Dept #34059
3440 Walnut Ave., Bldg A, 2nd Floor
Fremont, CA 94538

Please be sure to provide all information requested to avoid delays in the processing of your program's registration. SF Match account login and instructions will be emailed to program's main contact within 5 business days from receipt of your form and payment. **Please do not fax.** Once registration is concluded, you will be able to enter an optional program description to your profile for applicants' review.

Policy Updates

1. Invoice policy

Annual membership fees will be billed in the month of February each year. Payments must be received by SF Match no later than April 1st. Programs that do not pay their fees will be omitted from the online directory and may have their SF Match membership cancelled.

2. Matching Rules

All programs must abide by the SF Match Matching Rules. Each specialty society can maintain its own procedures and additional rules and penalties for violations for their own societies.

3. Match Participation

All Match program members must participate in the Match. Programs that do not participate for 2 consecutive years will be subject to Match membership cancellation, unless a written explanation is sent by the program director to SF Match. Match participation is defined as the attempt to recruit through the Match by submitting a rank list ranking at least one applicant. Former members of the Match wishing to reinstate membership with the Match must fill out a new registration form and pay a set up fee of \$325, which covers the annual membership fee for the current match cycle.

4. Vacancy Listing

Vacancy posting is only available to SF Match program members and it is free of charge. Non-member programs that wish to post a vacancy at www.SF Match.org must first register with the Match. All postings must be vacancies from the registered training program.

5. Online Directory Information

The SF Match is migrating to a new online system. Programs will be able to edit program profiles, view transactions, keep track of interviewees, submit rank list online and view match results. All programs will be required to report the number of positions to be offered for the current match, within a specified time frame. Programs who have failed to report at least one position for the match by the specified deadline will be omitted from the program directory and from public view. Please keep your program information up-to-date to ensure receipt of important information from SF Match.

Matching Rules

The Matching Process was developed to allow applicants to Residency and Fellowship training to visit and evaluate various training programs in a systematic fashion without the pressure of being asked for a commitment before the evaluation process is completed. At the conclusion of their evaluation process, applicants can rank programs in a confidential fashion with the opportunity to match to the best available program.

These rules were prepared to ensure the integrity of the Matching process. Violations may well result in loss of opportunity for both applicants and programs to achieve the best possible match. If one becomes aware of violations of these rules, they should be reported to the SF Match Office. All reports regarding violations will be kept confidential. Violations of these rules by program directors or faculty may result in penalty actions regarding participation in the Matching process.

Rules for Program Directors:

Appointments

The participating programs agree not to make any appointments prior to the match. Positions that remain vacant after the match may be filled by direct negotiation between program directors and applicants. These positions may be listed on the Vacancy Information System.

Confidential Ranking Lists

All ranking lists are confidential. The matching program will not reveal how any applicant ranked any program, nor how any program ranked any applicant.

Statements of Intent

If made, such statements must be unilateral, voluntary, and unconditional. Neither party may ask the other for a commitment. A statement like: "I will rank you first if you rank me first" is against the matching rules. A statement like: "You are among the best programs/applicants I have seen so far; I appreciate meeting you regardless of how you will rank me" is permitted.

Binding Commitment

Both the program and the applicant formally commit to accepting a position with any one of the rank choices listed. Both parties are bound by the results of the match. However, an applicant's actual entry into the training program (and continuation in it) is contingent upon satisfactory completion of the prerequisite training, any special requirements the program may have stated explicitly for all applicants and satisfactory performance during training.

Violations

Observed violations of the matching rules must be reported to the SF Match Director, who will forward information to the sponsoring organization.

Rules for Applicants:

Match participants make the following binding agreement:

- I am solely responsible for the choices on my rank list and for the match outcome resulting for those choices.
- I understand that no participating training program has the right to require that I state how I shall rank that program on my confidential rank list, nor do I have a right to demand that any program inform me how it plans to rank me.
- I understand that I cannot avoid accepting an appointment to which I have been matched without a written release from the applicable program. I also understand that another program cannot offer a position to me unless I have this release. I understand that releases are not automatic and my actions may be challenged.
- By submitting a rank list, both the applicants' choices and the program directors' choices make the match result a binding commitment.
- However; Any offer made is contingent upon satisfactory completion of the prerequisite training as generally required and special requirements if specified by a particular training program;
- If I obtain a position in this match, I will withdraw from all other matches in post-graduate medicine that compete and conflict with this match. I agree that Match results may be sent other formal matching programs as notice of action under their respective rules.
- I declare that I have no obligations (e.g. military) which might prevent me from accepting a position if offered;
- I authorize SF Match the use any information I have provided in any study approved by its SF Match, provided that no information clearly and uniquely identifies me is disclosed in reports resulting from such a study.

**** End of document ***