



# UNIVERSAL APPLICATION

FOR

CNME- APPROVED

NATUROPATHIC

RESIDENCIES

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2016 – 2017 Application

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**BASTYR**  
UNIVERSITY

**NCNM**  
NATIONAL COLLEGE OF  
NATURAL MEDICINE

SOUTHWEST COLLEGE OF  
**SCNM**  
NATUROPATHIC MEDICINE

## DESCRIPTION OF THE APPLICATION PROCESS

Welcome to the universal residency application process for the Schools of Naturopathic Medicine at Bastyr University, National College of Natural Medicine and Southwest College of Naturopathic Medicine. These schools are recognized by the Council of Naturopathic Medical Education (CNME) as sponsors of postdoctoral naturopathic medical education. **Please read the following pages thoroughly.**

### Applicant Eligibility

To qualify as an applicant for the **2016-2017** CNME-approved Naturopathic Residency Program, the successful applicant shall possess, by the start of the program, the following:

1. A Naturopathic Doctor degree from a college or university that is accredited, or granted accreditation status, by the Council for Naturopathic Medical Education.
2. Successful completion of the NPLEX I & II and the ability to secure a license or its equivalent to practice naturopathic medicine from the appropriate licensing jurisdiction.
3. Ability to present appropriate documents that verify the applicant's legal right to work in the United States. The Immigration and Control Act requires that all new hires must submit verification of their legal right to work in the US within 72 hours of beginning employment. If you are a foreign national, you must have the appropriate visa that will allow you to gain full-time employment to complete the entire term of the residency program.
4. **Applicants must pass appropriate add-on boards for the state they intend to be licensed in.** Failure to pass all board examinations, as required by each state for licensure will effectively disqualify applicants from consideration for this program and will nullify any offers made prior to receipt of examination results.
5. If you are a graduate of the Canadian College of Naturopathic Medicine and Boucher Institute of Naturopathic Medicine, and are applying for a residency position within the United States, please be aware that you are required to be licensed in the USA to participate as a resident. Many states have differing licensure laws and it is recommended that you research the licensure rules and regulations for the state in which you are applying for a residency position.

### Application Process

**This is an applicant-managed process.** It is the applicants' sole responsibility, during all phases of the application process, to know, understand, and comply with all deadlines and ensure that all forms, documentation, and other required elements of the application.

<b>December 1, 2015</b>	Applicants may distribute via email downloadable evaluation form to their choice of 3 faculty evaluators.
<b>December 14, 2015</b>	Faculty may begin electronic submissions of evaluations directly to the school residency administrators.
<b>January 4, 2015</b> (by 5:00 PM PT)	<p>Electronic submission of the following documents (preferably in PDF format):</p> <ul style="list-style-type: none"> <li>• Personal Data form</li> <li>• Residency Site Preference List(s)</li> <li>• Resume, Personal Statement(s), and Individual Site Specific Essays (in Word or PDF format)</li> <li>• Scanned Copy of your NPLEX 1 score, or letter indicating that you have not yet completed NPLEX 1 with anticipated completion date.</li> </ul> <p>Mail in submissions:</p> <ul style="list-style-type: none"> <li>• Mail in Official School Transcripts in sealed envelopes.</li> <li>• Mail in non-refundable Application Fee to each school that you have applied.</li> </ul>
<b>January 15, 2015</b>	Electronic submissions of faculty evaluations due on this date.

The applicant should be aware of the following:

1. The selection committee will not review incomplete applications or documents submitted other than those required in the residency application checklist.
2. Please ensure that your faculty evaluators are aware of the submission deadline of their evaluations. It is the applicant's responsibility to remind and follow-up with their faculty. Please be aware that evaluations shall be submitted from faculty via email this year, not postal mail as in the past.
3. All documents are confidential and used solely by the selection committee. A suspicion of altered, tampered, or falsified documentation is enough basis for the committee to invalidate the application immediately and permanently.
4. The schools will distribute applications to the affiliate site selections in the school Site Preference Form.

## Interviews

The naturopathic medicine residency programs are highly competitive. It is the goal of each of the Resident Selection Committees to select residency applicants who best meet the needs and requirements of the position, and who, in the sole opinion of the respective committee, will not only thrive, but will exceed the expectations of the program. As such, not all applicants are invited for interview. Applicants selected for interview will possess all of the following attributes:

1. Appropriate educational prerequisites as documented through the required official transcripts;
2. Eligibility to obtain, or current possession of an unrestricted license, to practice naturopathic medicine in the appropriate licensing jurisdiction;
3. Ability to demonstrate excellent written communication skills through the personal statement and essay questions;
4. Ability to project a strong ethical and moral character, and to clearly articulate one's expectations, visions, and goals in his/her personal statement;
5. Ability to reason carefully and provide thoughtful, mature, and deliberate responses to the issues presented in the essay questions;
6. Strong background of relevant experiences, research and scholarly activities, teaching, and leadership experiences as documented in a résumé, and;
7. Superior marks in the evaluation forms as attested to and verified by the applicant's chosen clinical supervisors/evaluators.

## Applicant Matching

Upon conclusion of the interview period, the applicants shall submit their site preferences to the NPGA at [www.np-ga.com](http://www.np-ga.com). All applicants are required to read the "Naturopathic Postgraduate Matching Program (NPMP) Packet" which is enclosed with this application packet. Please list only the sites that have interviewed you and to which you are willing to accept a residency position. All applicants must submit their final list of ranked sites to the NPGA Match Administrator in order to participate in the match. After submitting the ranked site list, the NPGA Match Administrator will send each participating applicant confidential Match Identification Number a few days after the deadline. This number is unique to the applicant and used to determine matching results on the NPGA website.

Residency program sites will submit their list of ranked applicants to the Residency Administrator of the CNME Recognized Sponsor School to which they are affiliated. The schools will inform the residency site supervisors the match results via e-mail on the day the results are published on the NPGA website.

On Match Day the NPGA Residency Match Committee will convene and execute the matching process. The committee shall be comprised of the residency administrator of each CNME-recognized residency sponsor schools and one representative of the NPGA. The NPGA representative shall serve as Chair of the committee and the official NPGA Match Administrator. The goal of the committee is to endeavor an unbiased matching process based on the order of preferences in the certified Residency Preference List (RPL). Any applicant wishing for clarification on this process is referred to the school residency administrator to which they applied.

The official results of the NPGA Matching Process shall be published to the NPGA Website by the NPGA Match Administrator on Match Day and formal letters (to both matched and unmatched applicants) will be mailed soon after. Please refer to timelines in this packet. All matches are final and applicants are required to submit a Statement of Intent by the prescribed deadline.

A list of unmatched programs will be disseminated by the individual schools. In addition, newly developed sites after the match shall be announced by the schools as these become available.

Please submit or mail a completed application packet together with the corresponding application fee to the appropriate program at one of the addresses below:

- I. Application for Bastyr University and affiliate residencies, please mail to the following:  
Gary Garcia MD, MHA  
Bastyr Center for Natural Health  
3670 Stone Way N  
Seattle, WA 98103  
**For inquiries, please call: 206-834-4124 or email: [residencyapplication@bastyr.edu](mailto:residencyapplication@bastyr.edu)**
- II. Application for National College of Natural Medicine and affiliate residencies, please mail to the following:  
Leslie Fuller, ND  
National College of Natural Medicine  
3025 SW Corbett Ave, Portland, OR 97201  
**For inquiries, please call: 503-552-1833 or email: [residency@ncnm.edu](mailto:residency@ncnm.edu)**
- III. Application for Southwest College of Naturopathic Medicine and affiliate residencies, please mail to the following:  
Nichole Shiffler, ND  
Southwest Naturopathic Medical Center  
2164 E. Broadway Rd  
Tempe, AZ 85282  
**For inquiries, please call: 480-222-9607 or email [residency@scnm.edu](mailto:residency@scnm.edu)**

## TIMELINE FOR THE APPLICATION PROCESS

The application process for residencies associated with the sponsor institutions involves several steps as outlined below. **Please read this section carefully.**

Key Dates	Description of the Process
11/16/2015	<ul style="list-style-type: none"> <li>Universal Residency Application available to students by participating US CNME Residency Sponsor Institutions. See college websites: <a href="http://www.bastyr.edu">www.bastyr.edu</a>, <a href="http://www.ncnm.edu">www.ncnm.edu</a>, <a href="http://www.scnm.edu">www.scnm.edu</a></li> </ul>
12/01/2015	<ul style="list-style-type: none"> <li>Residency sponsor schools begin accepting applications</li> <li>Applicants may distribute faculty evaluations via email to evaluators.</li> </ul>
12/14/2015	<ul style="list-style-type: none"> <li>Faculty may begin electronic submissions of evaluations directly to the school residency administrators.</li> </ul>
1/04/2016	<ul style="list-style-type: none"> <li>Deadline for Submitting the General Data Sheet, List of Faculty Evaluators, Resume, Personal Statements, Essays, and Site Preference Sheet, Transcripts, NPLEX 1 score, and Application Fee for First Year Residency positions due by 5:00 pm (PST)</li> </ul>
01/15/2016	<ul style="list-style-type: none"> <li>Deadline for Submission of Faculty Evaluations</li> </ul>
01/22/2016	<ul style="list-style-type: none"> <li>Eligible applications are distributed by residency administrators to all participating sites</li> </ul>
02/01/2016 to 04/08/2016	<ul style="list-style-type: none"> <li>Interview period for First Year Residencies positions</li> <li>An applicant should anticipate that a residency site may schedule interviews anytime during this period</li> </ul>
04/15/2016	<ul style="list-style-type: none"> <li>Ranking of residency sites are submitted by applicants through the NPGA match portal by 5:00 pm (PDST)</li> <li>Ranking of applicants are submitted by sites to their corresponding residency administrators by 5:00 pm (PDST)</li> </ul>
04/20/2016	<ul style="list-style-type: none"> <li>Applicants receive their confidential Match Identification Number from the NPGA Match Administrator</li> </ul>
04/29/2016	<ul style="list-style-type: none"> <li>NPGA Match Day!</li> <li>NPGA Residency Matching Committee convenes and match results are published on the NPGA website by 7:30 pm (PDST/AZ Time)</li> <li>Site administrators will be contacted via e-mail by residency administrators</li> </ul>
05/02/2016	<ul style="list-style-type: none"> <li>Formal letters mailed to applicants confirming selection with "statement of intent" or denial</li> </ul>
05/16/2016	<ul style="list-style-type: none"> <li>Signed Statement of Intent acknowledging acceptance of the residency offers must be received 5:00 pm (Pacific Time)</li> </ul>
05/18/2016	<ul style="list-style-type: none"> <li>If applicable- Unmatched applicants are informed of unmatched sites as well as the application procedures for those sites</li> </ul>

## CHECKLIST FOR THE APPLICATION PACKET

(The applicant must submit a complete application to each school sponsoring a residency site the applicant is applying to).

We strongly encourage using this checklist to ensure that you are aware of all the necessary application components.

- Personal Data form
- Program Preference Form, indicating the residency position(s) for which you are applying
- Non-refundable Application Fee in the form of a check or money order (no cash payment will be accepted). Each sponsor institution requires that a based Application Fee of \$100.00 for the first five (5) sites that you have selected on the school's Site Preference List. An add-on fee of \$20 is required for each additional site thereafter.

Please make your check payable to Bastyr University, or NCNM, or SCNM. All checks must be mailed and received by the corresponding school on or before the January 4, 2016 application deadline.

Note: The application fee is waived if the applicant is only applying to the STAIR Integrative Residency Program through Bastyr University.

- Prior to submitting your match list, you will be asked to pay a Match Fee of \$25\* to the NPGA. DO NOT include this payment when you submit your application documents. This is a separate fee and you will only need to pay this before submitting your site preference to NPGA Match Administrator. (*\*Please refer to the NPGA website before submitting your list for payment instructions.*)
- Résumé. Please refer to the enclosed résumé template.
- A photocopy of your NPLEX I passing scores from NABNE.
- Official transcript from your graduating naturopathic college or university. In addition, if you transferred from one ND school to another, kindly submit official transcripts from the other college or university at which credits were earned toward your ND degree. All applicants must submit transcripts in their original sealed envelopes with an authorized signature across the envelope seal. If the selection committee suspects that a transcript has been altered or tampered with in any way, your residency application may be immediately and permanently terminated. Note: If you are a NCNM student, you do not need to supply the NCNM Residency Department with an NCNM transcript. By signing the release below, the department will access your transcript from the registrar's office.
- Three (3) Faculty Evaluators listed in the Personal Data sheet. Ideally, your evaluators should be all clinical faculty who have supervised you on during your clinical shifts. However if this not possible, a clinical faculty (someone who teaches in the clinic and but has not supervised you personally) or clinical preceptor may be selected as your third evaluator.

Please submit your evaluators email and phone contact. You are responsible for distributing via email the evaluation form to your evaluators. You are also responsible to for reminding your faculty evaluator about the evaluation submission deadline.

- A complete, concise, one (1) page (12 font typed, double-spaced, single-sided with 1 inch margins) Personal Statement indicating your reasons for applying to the residency program. If applying to multiple programs, make sure that you address each statement according to the program to which you are applying. Please refer to the enclosed "Instructions for Writing a Personal Statement and Answering the Essay Questions" section of this application. Type your name and training site in the upper right-hand corner of the page.
- Essay Questions: A complete, concise, one (1) page (12 font typed, double-spaced, single-sided with 1 inch margins) for each essay question addressing the situations referred to in the enclosed "Instructions for Writing a Personal Statement and Answering the Essay Questions" section of this application. Type your name and training site in the upper right-hand corner of the page. At a minimum, you will have three (3) essays for Question 1, Question 2, and Question(s) 3 (depending on the site).

## **NATUROPATHIC POST-GRADUATE ASSOCIATION MATCHING PROGRAM GUIDELINES**

### **Overview**

The Naturopathic Post-Graduate Association Matching Program (NPMP) residency matching process is a systematic way of aligning naturopathic residency candidates and naturopathic residency sites with their preferred match. The NPMP is the result of a collaborative effort between the CNME Recognized Sponsor Institutions (Bastyr University, National College of Natural Medicine, & Southwest College of Natural Medicine) and the Naturopathic Post-Graduate Association.

In the previous system, once selections had been made and offers sent to selected candidates, it was not uncommon for a highly coveted candidate to receive multiple offers from different sites. The candidate was then given a two-week period to make a decision on which site offer to accept. Below is common scenario in the previous system:

Site A offers a position to Candidate 1, and has Candidate 3, 4, and 6 as alternates

Site B offers a position to Candidate 1, and has Candidate 2 and 4 as alternates

Site C offers a position to Candidate 1, and has Candidate 3, 4, 5, and 7 as alternates

While this was advantageous for Candidate 1, other candidates who were placed on the alternate lists were left wondering if they would be offered a position. Wait-listed candidates who were interested in other sites could not approach those sites since they were aware that these sites were waiting for the **selected** candidate to make his/her decision. Because of the uncertainty and protracted process which could take up to 8 weeks, most of the alternates would explore other opportunities, including non-CNME approved programs in order to assure themselves of a either residency position or gainful employment after graduation. The trickledown effect of this system was that some sites ended up having unfilled positions and alternate candidates had already committed to less desirable opportunities even though they would have readily accept an offer from these sites. The goal of the NPMP is to mitigate this problem and the long wait period.

The NPMP Committee will facilitate an unbiased matching process based on the Resident Preference List (RPL). This committee shall be responsible for the implementation of the matching process and shall be comprised of the Residency Administrator of each CNME-recognized residency sponsor schools and a Representative from the NPGA. The NPGA representative shall serve as Chair of the committee and the official NPGA Match Administrator.

### **Candidate Eligibility**

Only eligible candidates can participate in the matching process. It is the responsibility of the CNME-Recognized Residency Sponsor Schools to insure that candidates applying to their program meet all the necessary eligibility requirements for a Naturopathic Residency, as designated by the Council on Naturopathic Medical Education (CNME). The NPGA does not provide applications or process applications for the participating sites. All candidates must complete and submit a Universal Residency Application provided by the CNME Recognized Residency Sponsor Schools.

### **Residency Site Eligibility**

For a residency site to be eligible to offer positions through the matching process, the site must be a CNME-approved program that is affiliated with a CNME-recognized sponsor school.

### **Timelines & Deadlines**

Within the Universal Naturopathic Residency Application, candidates and sites will find the published schedule of deadlines for the upcoming application and matching process. It is the responsibility of the candidates and sites to submit their preference lists to the appropriate member of the matching committee by the published deadline. Candidates or Sites not submitting a RPL by the published deadline will not be included in the matching process.

### **Candidate Withdrawal**

A candidate may withdraw from the matching process at any time by submitting their request in writing to the residency program administrator of the CNME Recognized Sponsor School to which the candidate had applied. Withdrawal from the match program will exclude the candidate from being offered a residency position from the participating sites. Candidates may also withdraw from the process after being matched and therefore surrender their position in the residency matching process.

### **Residency Site Withdrawal**

A residency site may withdraw entirely or may withdraw positions by submitting their request in writing, to the CNME-Recognized Residency Sponsor school to which it is affiliated. Sites are encouraged to do this as early in the application process as possible.

### **Disclaimer**

NPGA is not involved in the formal hiring of a resident to a site. Candidates and sites take sole responsibility for reaching an agreed upon contract of employment. By participating in the match, each candidate and site acknowledges that NPMP Committee will expend effort to insure an ethical, professional, accurate, and fair match; agrees to abide by the results of the match; and agrees that under no circumstance shall the NPMP Committee or the NPGA be held liable for any damages or perceived damages which may result from the matching process.

### **Guidelines for the Matching Process**

The match is based on the candidate and site preference lists. The candidates will submit their RPL to the NPGA Match Administrator and program sites will submit their RPL to the Residency administrators of their sponsor schools. All the information submitted to the NPMP Committee by both the candidates and sites in the form of the RPL will remain confidential.

It is critical that the candidate lists only sites on the RPL that he/she is willing to accept should a residency be offered. The decision of listing sites and submitting a RPL is solely the responsibility of the candidate. A candidate may list as many sites to which s/he is willing to commit. This is strongly encouraged since this improves the likelihood of being matched.

Similarly, each program site must list only candidates that the site would genuinely wish to hire on the RPL. A site should not list a candidate that it would not seriously offer a position to. Doing so will increase the site's chances of being matched with a lesser desired candidate. On the other hand, each site is strongly encouraged to list as many preferred candidates to whom it is willing to commit as this will improve chances of having its offered position(s) filled.

**Please note that a match will never occur unless both parties list each other on their RPL. It is not possible to match with a site or candidate that was not chosen by either.**

In order for the matching process to be successful both the candidate and site acknowledges that a match constitutes a formal offer from the site and a presumed acceptance from the candidate. Once the matching process is complete it is not acceptable for a site with an unfilled position to contact a resident matched to another site with the intent of making them a "better offer".

### **Matching Process Schematic**

The process works through the systematic matching of candidate and site preference lists. The NPMP is only the facilitator of the process and relies on the RPL to create a match. From a candidate's perspective, you can think of the RPL as the order a site would generate offer and alternate list letters.

The matching process lessens the anxiety and uncertainty to wait-listed alternate candidates hoping that they get an offer. NPMP markedly reduces the residency decision making timeline and uses the RPL to make the match. The current size and number of candidates/ sites involved in Naturopathic Residency Programs makes this process straightforward and it can be easily demonstrated below.

SITE	Selection based on Site RPL (In descending order of preference)	CANDIDATE	Selection based on Candidate RPL (In descending order of preference)
Site A	Candidates 1, 3, 2, 6	Candidate 1	Sites A, C, D, B
Site B	Candidates 1, 2, 4, 3, 5	Candidate 2	Sites A, B, C
Site C	Candidates 2, 4, 6, 1	Candidate 3	Sites C, D, B
Site D	Candidates 3, 2, 1, 6, 4	Candidate 4	Sites B, A, C, D
Site E	Candidates 6, 5, 1	Candidate 5	Sites E, A
		Candidate 6	Sites A, E, D, C, B

In an ideal setting, both the site and candidate will list each other as their first choice. In that situation, the match is complete and automatic. In the above example, we will first look at **Site A** which selects **Candidate 1** as their first choice. Candidate 1 also selects site A as their first choice. **Site A and Candidate 1 are now matched.** Site A is crossed off, all other candidate lists and Candidate 1 is crossed off all other Site lists. Since we know that Candidate 1 has chosen site A, Site B's selection automatically moves to their next available option – Candidate 2.

The available matches & opportunities now look like the following:

Site A	Candidates: <del>1, 3, 2, 6</del>	Candidate 1	Sites: <del>A, C, D, B</del>
Site B	Candidates: <del>1</del> , 2, 4, 3, 5	Candidate 2	Sites: <del>A</del> , B, C
Site C	Candidates: 2, 4, 6, <del>1</del>	Candidate 3	Sites: C, D, B
Site D	Candidates: 3, 2, <del>1</del> , 6, 4	Candidate 4	Sites: B, <del>A</del> , C, D
Site E	Candidates: 6, 5, <del>1</del>	Candidate 5	Sites: E, <del>A</del>
		Candidate 6	Sites: <del>A</del> , E, D, C, B

For **Site B**, since **Candidate 1** is off the table, it must move on to **Candidate 2** who is the site's second choice. In the old system **Candidate 2** would have received an initial offer from **Site C** but would tend to wait at the last minute hoping that either **Site A or B** would eventually send an offer. By waiting, s/he would also be blocking the chances of the alternate candidates to this site. In our match scenario, the NPMP knows based on Candidate 2's RPL that if offered a position by both Site B & C, Candidate 2 would prefer and select Site B. **Given this instance, Site B and Candidate 2 are now matched.** At this point Site B and Candidate 2 are off the table for all other contenders.

The available matches & opportunities now look like the following:

Site A	Candidates: <del>1, 3, 2, 6</del>	Candidate 1	Sites: <del>A, C, D, B</del>
Site B	Candidates: <del>1, 2, 4, 3, 5</del>	Candidate 2	Sites: <del>A, B, C</del>
Site C	Candidates: <del>2</del> , 4, 6, 4	Candidate 3	Sites: C, D, B
Site D	Candidates: 3, <del>2, 1</del> , 6, 4	Candidate 4	Sites: <del>B, A</del> , C, D
Site E	Candidates: 6, 5, <del>1</del>	Candidate 5	Sites: E, <del>A</del>
		Candidate 6	Sites: <del>A</del> , E, D, C, B

After the above mentioned steps, for **Site C** its top choice **Candidate 2** is no longer available and must move on to its next choice. – **Candidate 4**. In the meantime, **Candidate 4** is hoping for an offer from **Site B & A** which s/he will not receive (Since Site A & Site B were matched to candidates higher on their preference list). While lower on his/her RPL than Site A or B, Candidate 4 has indicated s/he would accept an offer from Site C. **Based on this example Site C and Candidate 4 is now matched.**



The available matches & opportunities now look like the following:

<b>Site A</b>	Candidates: <del>1</del> , <del>3</del> , <del>2</del> , <del>6</del>	<b>Candidate 1</b>	Sites: <del>A</del> , <del>C</del> , <del>D</del> , <del>B</del>
<b>Site B</b>	Candidates: <del>4</del> , <b>2</b> , <del>4</del> , <del>3</del> , <del>5</del>	<b>Candidate 2</b>	Sites: <del>A</del> , <b>B</b> , <del>C</del>
<b>Site C</b>	Candidates: <del>2</del> , <b>4</b> , <del>6</del> , <del>4</del>	<b>Candidate 3</b>	Sites: <del>C</del> , <b>D</b> , <del>B</del>
<b>Site D</b>	Candidates: <b>3</b> , <del>2</del> , <del>1</del> , <del>6</del> , <del>4</del>	<b>Candidate 4</b>	Sites: <del>B</del> , <del>A</del> , <b>C</b> , <del>D</del>
<b>Site E</b>	Candidates: 6, 5, 4	<b>Candidate 5</b>	Sites: E, <b>A</b>
		<b>Candidate 6</b>	Sites: <del>A</del> , E, D, <del>C</del> , <del>B</del>

For **Site D**, its first choice **Candidate 3** is unmatched. **Candidate 3** also indicated that s/he is interested in **Site D** even though Candidate 3 had listed Site C as his/her first choice. Since Site C did not even consider Candidate 3, the candidate never received an offer or letter. **Based on this scenario, Site D and Candidate 3 are now matched.**

The available matches & opportunities now look like the following:

<b>Site A</b>	Candidates: <del>1</del> , <del>3</del> , <del>2</del> , <del>6</del>	<b>Candidate 1</b>	Sites: <del>A</del> , <del>C</del> , <del>D</del> , <del>B</del>
<b>Site B</b>	Candidates: <del>4</del> , <b>2</b> , <del>4</del> , <del>3</del> , <del>5</del>	<b>Candidate 2</b>	Sites: <del>A</del> , <b>B</b> , <del>C</del>
<b>Site C</b>	Candidates: <del>2</del> , <b>4</b> , <del>6</del> , <del>4</del>	<b>Candidate 3</b>	Sites: <del>C</del> , <b>D</b> , <del>B</del>
<b>Site D</b>	Candidates: <b>3</b> , <del>2</del> , <del>1</del> , <del>6</del> , <del>4</del>	<b>Candidate 4</b>	Sites: <del>B</del> , <del>A</del> , <b>C</b> , <del>D</del>
<b>Site E</b>	Candidates: 6, 5, 4	<b>Candidate 5</b>	Sites: E, <b>A</b>
		<b>Candidate 6</b>	Sites: <del>A</del> , <b>E</b> , D, <del>C</del> , <del>B</del>

Lastly, **Site E** has selected **Candidate 6** as their first choice. While **Candidate 6** was hoping for an offer from Site A, but it is now unavailable since it was matched with another candidate. Based on the RPL of **Candidate 6**, s/he has indicated that s/he would accept an offer from **Site E** by listing the site high on the list. Candidate 5 had Site E as his/her first choice based on the RPL, but as Site E listed Candidate 6 ahead for Candidate 5 on its RPL. **Therefore, Site E and Candidate 6 are now matched.** The final match looks like the following:

<b>Site A</b>	Candidates: <del>1</del> , <del>3</del> , <del>2</del> , <del>6</del>	<b>Candidate 1</b>	Sites: <del>A</del> , <del>C</del> , <del>D</del> , <del>B</del>
<b>Site B</b>	Candidates: <del>4</del> , <b>2</b> , <del>4</del> , <del>3</del> , <del>5</del>	<b>Candidate 2</b>	Sites: <del>A</del> , <b>B</b> , <del>C</del>
<b>Site C</b>	Candidates: <del>2</del> , <b>4</b> , <del>6</del> , <del>4</del>	<b>Candidate 3</b>	Sites: <del>C</del> , <b>D</b> , <del>B</del>
<b>Site D</b>	Candidates: <b>3</b> , <del>2</del> , <del>1</del> , <del>6</del> , <del>4</del>	<b>Candidate 4</b>	Sites: <del>B</del> , <del>A</del> , <b>C</b> , <del>D</del>
<b>Site E</b>	Candidates: <b>6</b> , <del>5</del> , <del>4</del>	<b>Candidate 5</b>	Sites: E, <b>A</b>
		<b>Candidate 6</b>	Sites: <del>A</del> , <b>E</b> , D, <del>C</del> , <del>B</del>

In this scenario Candidate 5 does not have a match. Moreover while not included in this example, it is also possible that some sites may have unfilled positions after the match. During this post-match period, unmatched candidates and sites with unfilled positions can contact each other to make arrangements to possibly fill these open positions.

# NATUROPATHIC POST-GRADUATE ASSOCIATION

## STEPS ON SUBMITTING YOUR RESIDENT PREFERENCE LIST

### Step 1

Before you start, make sure you have your actual list of preferred sites in hand. Your sites should have been ranked with your top choice as Site No 1, the second preferred site as Site No. 2, and so on.

Please list the sites to which you wish to be matched based on your order of preference. Please list only sites where you have been interviewed and to which you are willing to accept a residency position if matched, regardless of the listed rank. A site entered as Site Preference No. 1 indicates that this site is your top choice. The order of your preference shall decrease from site preference no.1 to next one you entered as site no. 2 and so on. You may enter as many sites as deemed appropriate and applicable.

Be aware that there is no "Save" option in this process. Given this, once you begin you will need to complete it to the end. This is why you **MUST** have your actual list of preferred sites in hand before you start.

### Step 2

You will need to have a credit card or PayPal account to pay for the non-refundable Match fee. Without either, you will not be able to complete the process.

### Step 3

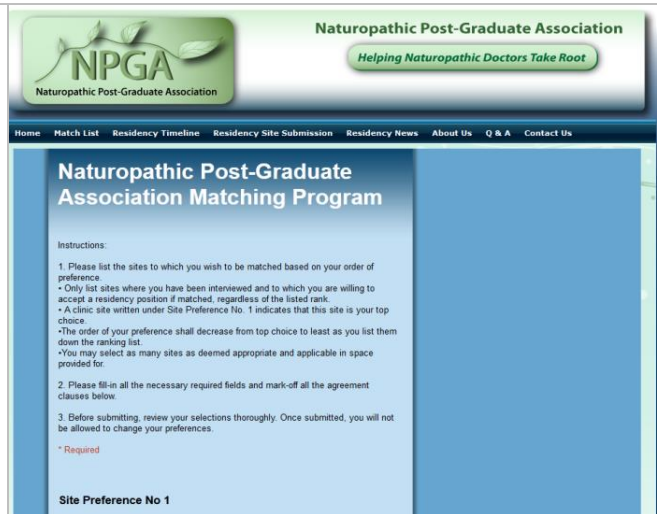
On your web browser, type the following web address - [www.np-ga.com](http://www.np-ga.com)

### Step 4

Upon entering the NPGA home page, find, select, and click on "Residency Site Submission" tab

### Step 5

**Read the instructions very carefully.** It is on this page that you will enter the name(s) of site(s) that you will be matched to based on the preference listed. Scroll down the page and begin to fill in the required site information.



### Step 6

Be as specific as possible when writing the clinic name.

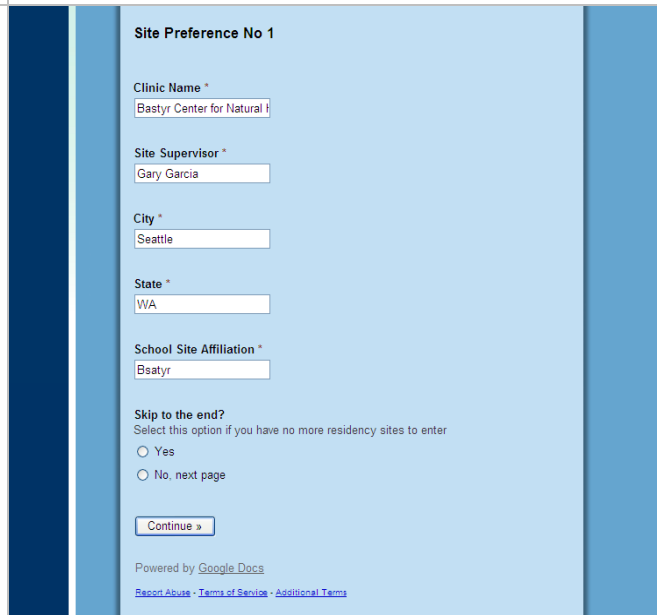
### Step 7

Write the full name of the site director or supervisor whenever possible.

### Step 8

Write the city & state of the site.

Write the school (Bastyr, NCNM, or SCNM) that the site is affiliated.



### Step 9

Verify that all the information you typed is correct.

### Step 10a

If you have completed filling in the form, click on “Yes” to “Skip to the end”, then click the “Continue” tab below to proceed to Step 11

### Step 11

Note: Always use the “Continue” or “Back” buttons to navigate through the process NOT your web browser.

OR

Site Preference No 1

Clinic Name \*  
Bastyr Center for Natural Health

Site Supervisor \*  
Gary Garcia

City \*  
Seattle

State \*  
WA

School Site Affiliation \*  
Bastyr

Skip to the end?  
Select this option if you have no more residency sites to enter  
 Yes  
 No, next page

Continue »

Powered by Google Docs

### Step 10b

Click on “No”, then click “Continue” to go to the next page to be able to add another site to your Preference list.

Repeat Steps 6 to 10 until you have completed listing all your sites.

Note: It is recommended that you list sites that you believe you have a chance of being matched. In addition, only list sites that you are willing to commit to regardless of the site’s ranking.

Site Preference No 1

Clinic Name \*  
Bastyr Center for Natural Health

Site Supervisor \*  
Gary Garcia

City \*  
Seattle

State \*  
WA

School Site Affiliation \*  
Bastyr

Skip to the end?  
Select this option if you have no more residency sites to enter  
 Yes  
 No, next page

Continue »

Powered by Google Docs

### Step 11

Read the Agreement Clauses very carefully and click to check the appropriate boxes, then “Continue”.

## Naturopathic Post-Graduate Association Matching Program

\* Required

### Agreement

I AGREE that by clicking and marking this box that my decision on sites listed above is final. I also agree that failure to mark the box will disqualify me automatically from the match. By sending this document electronically I hereby certify that I have read and understand the “Naturopathic Post-Graduate Association Matching Program (NPMP)” document. I understand that not following the matching process guidelines may result in the rejection of my application and/or dismissal from any position held or obtained through the NPMP matching process. \*

I Agree

I AGREE that by clicking and marking this box that by participating in the match, I agree to abide by the results of the match. I agree that under no circumstance shall the NPMP Committee or the NPGA be held legally liable for any damages or perceived damages which may result from the matching process. Furthermore, I agree that submission of this form is evidence of my agreement with all parts, description, guidelines, and processes as described in “Naturopathic Post-Graduate Association Matching Program (NPMP)” document. \*

I Agree

« Back Continue »

### Step 12

Fill out the required information and review if the information is accurate, then click "Submit".

**Naturopathic Post-Graduate Association Matching Program**

\* Required  
**Submit**

First Name \*

Middle Initial \*

Last Name \*

E-mail \*

Date \*

Comments

### Step 13

This page will acknowledge that your list has been received and will prompt you to pay the Match Fee.

**Naturopathic Post-Graduate Association**  
Helping Naturopathic Doctors Take Root

Home Match List Residency Timeline Residency Site Submission Residency News About Us Q & A Contact Us

**Naturopathic Post-Graduate Association Matching Program**

Your submission has been received.  
Please note that your NPGA submission requires a  in order to be entered into the match process.  
You're almost done!  
[www.np-ga.com/registrationfee.html](http://www.np-ga.com/registrationfee.html)

### Step 14

You will need a credit card or a PayPal account to proceed to payment.

**Naturopathic Post-Graduate Association**  
Helping Naturopathic Doctors Take Root

Home Match List Residency Timeline Residency Site Submission Residency News About Us Q & A Contact Us

**Registration Fee**

Select the PayPal button below to submit your \$25 registration fee.  
You will be directed to a HTTPS encrypted site.  
[www.paypal.com/cgi-bin/webscr?cmd=\\_xclick&item\\_name=Registration%20Fee](http://www.paypal.com/cgi-bin/webscr?cmd=_xclick&item_name=Registration%20Fee)

Please note that your NPGA submission requires this \$25 fee in order to be entered into the match process. You will receive your confidential match identification number from npga\_web@gmail.com no later than April 18, 2012, 6:00pm PST.

If you do not receive your match identification number by that time please contact NPGA via this website under the "Contact Us" tab.

Click here to buy

### Step 15

Fill out all of the required information. Please review to ensure that the information is accurate. Also make sure that you have provided an email address. Once complete, click "Submit".

**NaturopathicPostgraduate Association, Inc**

**Your order summary**

Description	Amount
Registration fee	\$25.00
Item number: 100000	
Item name: \$25.00	
Quantity: 1	
Subtotal	\$25.00
Item total	Total \$25.00 USD

**Choose a way to pay**  
PayPal securely processes payments for NaturopathicPostgraduate Association, Inc.

**Have a PayPal account?**

**Don't have a PayPal account?**  
Pay with your debit or credit card, or with Bill Me Later.\*

Country: United States

Bill Me Later™, a PayPal service  
 Sign up for a new account to pay.  
 Credit Card

Card number: 4444555566666666  
Payment Type: VISA

Expiration date: MM / YY: 00 / 00  
CVC: 999  
What is CVC?

First name: JESSICA  
Last name: SMITH  
Address line 1: 5555 Smith Ln  
Address line 2: (Optional)  
City/State: Tampa

ZIP code: 85282  
Telephone: (Optional)  
Email: j.smith@gmail.com

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## **INSTRUCTIONS FOR WRITING A PERSONAL STATEMENT AND ANSWERING THE ESSAY QUESTIONS**

### **I. Instructions for writing a Personal Statement. Please submit preferably in PDF format.**

Write a concise one page (12 font typed, **DOUBLE-SPACED**, single-sided with 1 inch margins) personal statement for each program to which you are applying, then write your name and residency site (i.e. BCNH, NCNM, SCNM, CTCA, etc.) in the upper right hand corner of the page. In this statement, describe the following:

- a. Your reasons for applying to that particular program;
- b. Your expectations from the program;
- c. Why you think your application should be strongly considered;
- d. Your future plans upon completion of the residency program, and;
- e. For oncology based programs, be very specific about your interest in oncology and why you have chosen to apply this program.

### **II. Instructions for answering the Essay Questions for the First Year Residency Program. Please submit preferable in PDF.**

Please answer all three essay questions. These questions are required as part of your residency application. For each essay question below, write a complete, concise, one page (12 font typed, **DOUBLE-SPACED**, single sided with 1 inch margins) answer. Type your name in the upper right hand corner of the page.

1. **Essay Question 1:** Undergoing a residency is very demanding and may require tasks that go beyond the usual expectations of the program.
  - a) Describe a past experience that would highlight your adaptability and flexibility in meeting your work/school related responsibilities.
  - b) Identify a quality or expectation in a residency work environment that you believe is essential in your success in the program. Explain in detail why this is important to you and how you plan to achieve it.
2. **Essay Question 2:** Part of the experience of working in a clinical setting involves interactions with a diverse environment of patients, office staff, students, and other physicians. Situations sometimes arise that involve ethical dilemmas or various types of conflict.
  - a) Discuss how you approach conflict resolution and ethical dilemmas.
  - b) Please cite an example from your own experience wherein you applied this approach.
3. **Essay Question 3 (Site Specific Essay Questions):**
  - a. **If applying to BCNH through Bastyr, OR NCNM Teaching Clinic through NCNM, OR SCNM**, please respond to this question:

\*An important component of being a resident is the ability to use one's teaching skills in the clinical setting.

    - i. What is your philosophy of teaching?
    - ii. By what standard would you measure your effectiveness as an instructor?
    - iii. Please cite an example from your own experience wherein you applied this philosophy.
  - b. **If applying to an affiliate private clinic program through Bastyr or NCNM or SCNM** please answer this question: An important component of being a resident in private clinic is developing your patient base. Please provide at least two specific ways on how you plan to approach this challenge.
  - d. **If applying to a Naturopathic Oncology program through Bastyr**, please respond to this question:

When managing patients with advanced stages of cancer, death and dying is an issue for these patients, their loved ones and their caregivers. In what ways would you attempt to support these patients and their families? How will you support yourself when working with these patients?
  - e. **If applying to the ITI – STAIR program through Bastyr**, please respond to this question:

An important aspect of being a resident in an integrative setting clinic is developing your ability to work well with practitioners of different professions, both naturopathic and non-naturopathic. Please identify a specific challenge that you may likely encounter and tell us how you intend to approach the situation. Please be as specific as possible.

### III. Instructions for answering the Essay Questions for the Second Year NCNM or Bastyr Residency Program

Please answer all three essay questions. These questions are required as part of your residency application. For each essay question below, write a complete, concise, one page (12 font typed, **DOUBLE-SPACED**, single sided with 1 inch margins) answer. Type your name in the upper right hand corner of the page.

1. **Essay Question 1 (For Bastyr and NCNM applicants):** Provide an outline of your goals for your second year residency. Please indicate your vision for the year and how you might help facilitate the growth of the residency program.
2. **Essay Question 2 (For Bastyr and NCNM applicants):** Comment on some of the challenges that you faced as a first year resident and how you overcame those challenges.
3. **Essay Question 3**
  - a. **For Bastyr applicants:** Provide an example of a work situation that had frequent rule changes, describe the specific steps you did at that time to address the issue, and now based on hindsight describe if and why you would make any changes to the initial measures you took .
  - b. **For NCNM applicants:** As a second Year Resident, you will transition from solely working with attending physicians to managing your own teaching shifts. How do you plan to use this experience to incorporate both academic and clinical learning into the experience of the students?

### IV. Instructions for answering the Essay Question for the SCNM Second Year Homeopathic Residency Program

Please answer the following question. This question is required as part of your residency application. For the essay question below, write a complete, concise, one page (12 font typed, **DOUBLE-SPACED**, single sided with 1 inch margins) answer. Type your name in the upper right hand corner of the page.

1. **Essay Question:** Please describe a case that you followed and treated using homeopathy.

### V. Instructions for answering the Essay Questions for the Third Year NCNM or the Bastyr Chief Residency Program

Please answer all three essay questions. These questions are required as part of your residency application. For each essay question below, write a complete, concise, one page (12 font typed, **DOUBLE-SPACED**, single sided with 1 inch margins) answer. Type your name in the upper right hand corner of the page.

1. **Essay Question 1:** As a third year resident of the department you will be expected to provide leadership among your fellow residents. Based your background experience, provide example of a situation in which your leadership was questioned by the persons you were tasked to oversee, and describe specific measures you utilized to gain their support.
2. **Essay Question 2:**
  - a. **For applicants to the Bastyr Chief Residency:** Identify potential challenges that you expect to encounter in implementing an evidence-based medicine shift and provide specific steps on how you would address these issues.
  - b. **For applicants to the NCNM Third Year Residency:** Please summarize your professional accomplishments from the last 1.5 years of residency and discuss your goals for a third year residency position.

## INSTRUCTIONS FOR WRITING A RÉSUMÉ

### Instructions for writing your Résumé

Please write your résumé in one (1) to a maximum of three (3) single-sided pages. Use **10 font typed and single-spaced with 1 inch margins**. Other than your title page, your résumé should have your name in the upper right hand corner of the page. **Please refer to the sample enclosed. It is important that you adhere to this format.** Please submit preferably in PDF format.

### Definition of Terms

#### **Profile**

The selection committee is interested in a short paragraph that summarizes and highlights all your special interests, skills, and strengths. Limit your description to a maximum of five (5) lines.

#### **Education**

1. Identify the institution from which you will receive the ND degree. Include the city, state, years attended, and expected date of graduation. Provide a short description of the program (to a maximum of 5 lines). Other than those required by the courses attended, provide a short description (to a maximum of 5 lines for each) of the research projects in which you participated as a primary investigator, co-investigator, or research assistant. Please list your clinical supervisors and the focus of each shift during your ND education. List all your preceptorships – preceptor name, specialty or scope of practice, and hours attended.

2. If you are student who transferred from one ND school to another, kindly identify all institutions for credits earned towards the ND degree. Include the city, state, and years attended. Provide a short description of the program (to a maximum of 5 lines). Other than those required by the courses attended, provide a short description (to a maximum of 5 lines for each) of the research projects in which you participated as a primary investigator, co-investigator, or research assistant. Please list your clinical supervisors and the focus of each shift during your ND education. List all your preceptorships – preceptor name, scope of practice or specialty, and hours attended.

3. Identify all the institutions that you received your undergraduate and post-graduate degree(s). Include city, state, and years attended. Provide a short description of the program (to a maximum of 5 lines). Other than those required by the courses attended, provide a short description (to a maximum of 5 lines for each) of the campus or research projects in which you participated.

#### **Related Experience**

Identify the institution(s) or program(s) wherein you were able to demonstrate your **clinical / patient care, research, teaching, or leadership skills**. Include the city, state, and years worked or attended. Provide in bullet format (up to a max for 5 lines for each position) descriptions that will highlight you role and skills in the institution or program.

#### **Additional Relevant Information**

When applicable, kindly list all items in the categories of publication, scholarly work, licenses, awards professional memberships, and languages other than English. Provide as much information requested for each category.

**First Name MI Last Name**

Current Home Address

City, State, Zip Code

Phone Number

Email

**Profile**

Desires a first year resident position in the ABC University Naturopathic Medicine Residency Program. Able to be effective in a practice of any size. Draw on experience with a range of patient issues, including additional work in women and children's care. Interested in health education for homeless. Strong desire to contribute to the success of a program through an ability to initiate and maintain relationships. Creative developer and presenter of educational information.

**Education**

**Doctor of Naturopathic Medicine, Graduating June 2004**

Bastyr University, Kenmore, WA 1999 – 2004

Completing an accredited program of coursework and supervised practice in Botanical, Homeopathic, and Physical Medicine. Extensive exposure to issues involving women and children. Additional work in nutrition.

Research Project

- Assisted the primary investigator in a double blind, randomized controlled trail conducted at the Bastyr Center for Natural Health that evaluated the effectiveness of herbal supplements towards the control of Diabetes Mellitus in post-menopausal women. Co-authored the research report that has been submitted for publication to the Journal of Alternative Medicine.

Clinical Rotations:

- Mary Jane, ND, General Practice – 2 terms
- Bob Smith, ND, Minor Surgery- 2 terms
- Jane Doe, ND, Women's Health- 4 terms
- David Jones, ND, Community Health- 3 terms

Preceptorships:

- James Smith, ND, General Practice, 20 hours
- Agnes Carter, ND, Woman's Practice, 20 hours
- John Doe, MD, Internal Medicine, on-going
- Donna Jones, DO, Physical Medicine, on-going

**Bachelor of Science, Zoology**

Miami University, Oxford, OH 1991 - 1995

- Participated in a community service project to increase citizen participation in a cleanup campaign.
- Served as project leader in a fund raising project sponsored by the University Student Council towards helping homeless youths' return back to school.

**Related Experience**

Bastyr University, Kenmore, WA 2000-present

**Teaching Assistant**

- Assists professor in the Anatomy class.
- Guides students during cadaver dissections.
- Answers questions and demonstrate as needed

Bastyr University, Kenmore, WA 2003

**Secretary, Student Council**

- Organized fund raising activities
- Coordinated student groups for DC Fly
- Maintained student council newsletter



Bastyr University, Kenmore, WA, 2000- 2001

**Research Assistant, Department of Exercise Science**

- Participated in comprehensive thesis development, data analysis and interpretation
- Submitted the research proposal for IRB approval
- Coordinated the schedule of research study subjects

Blue Moon Natural Clinic, Seattle, WA 1999-2001

**Assistant to the Clinic Manager**

- Assists in the inventory of clinic dispensary and clinic supplies
- Participates as front desk receptionist as needed
- Updates information on the clinic website

Kenmore Youth Ministry, Kenmore, WA 1999-2001

**Camp Group Leader**

- Participated in community youth group activities.
- Developed activity programs now utilized by the youth ministry in helping children improve reading skills.

Franciscan Care Center Nursing Home, Seattle, WA 1998 - 1999

**Volunteer Recreation Worker**

- Provided social support to patients by reading to them, writing letters, and visiting with them.
- Formed friendships which enriched lives of patients

Morgan Mountain Sports, Oxford, OH 1995-1997

**Owner and Operator**

- Started and managed this recreation business which served enthusiasts and tourists in State park.
- Created radio promotions, flyers and interesting events which increased participation in mountain biking

TEMPLATE

**Additional Relevant Information**

When applicable, list down items under the following categories:

- Publications:** Name of author(s), article title, name of scholarly journal (underlined), volume number, issue number, year of publication (in parentheses), and page number.  
**Unpublished dissertation, thesis, or research work:** Name of author(s), title of unpublished dissertation or thesis in quotes ("title"), label Diss. or MA thesis, name of university, and year
- Professional Conferences (Attended):** Topic, speaker, date, time, venue, and sponsoring organization
- Professional Conferences (Presented):** Topic, date, time, venue, and sponsoring organization
- Professional licenses:** Credential/License type, license number, status, year initially issued, year expires
- Awards:** Name of award, issuing institution, year awarded
- Professional memberships:** Name of association, year membership started, status
- List language(s) other than English and rate your proficiency:** Level of verbal proficiency, reading proficiency, and writing proficiency (Use a 5-point scale wherein "1" indicates the highest level of proficiency and "5" indicates the least.)