



UNIVERSAL APPLICATION

FOR

CNME- APPROVED

NATUROPATHIC

RESIDENCIES

2017 – 2018 Application

BASTYR
UNIVERSITY

 **nunm**
NATIONAL UNIVERSITY 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 University 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 2017-2018 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 are completed in full.

12/2/2016	Applicants may distribute via email downloadable evaluation form to their choice of 3 faculty evaluators. Faculty may begin electronic submissions of evaluations directly to the school residency administrators. At any time following this date.
1/13/2017	<p>Electronic submission: For each site, created and submit one PDF document (or Word file saved as a PDF) containing the data form and documents in the stated order below. Please title each document: "Last Name-First Name-Site-Date" for each site.</p> <ul style="list-style-type: none"> • Personal Data form • Resume • Personal Statement • Essay 1, Essay 2 and Site-specific Essay 3 • Scanned Copy of your NPLEX 1 score, or letter indicating that you have not yet completed NPLEX 1 with anticipated completion date. • Residency Site Preference List <p>Mail in submissions:</p> <ul style="list-style-type: none"> • Mail in Official School Transcripts in sealed envelopes. • Mail in non-refundable Application Fee to each school that you have applied.
1/13/2017	Electronic submissions of faculty evaluations due.

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 from faculty are submitted directly via email.
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, each applicant will submit a list of sites to the AANMC. 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 sites to the AANMC in order to participate in the match. After submitting the site list, your receipt will contain the Match Identification Number. This number is unique to the applicant and used to determine matching results on the AANMC website.

On Match Day, the Match Committee will convene and execute the matching process. The committee is comprised of the residency administrator of each CNME-recognized residency sponsor schools and one representative of the AANMC. The AANMC representative shall serve as Chair of the committee. The goal of the committee is to endeavor an unbiased matching process based ranked sites in the submitted lists by the applicants and the clinics. The AANMC will publish the official results on Match Day. Schools will send formal letters to matched applicants soon after (please refer to timelines in this packet). All matches are final. Each matched applicant is required to submit a Statement of Intent by the prescribed deadline.

An applicant who is not matched may contact the individual residency school administrators after match day regarding a clinic that was not matched or for newly developed sites after the match.

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: ggarcia@bastyr.edu
- II. Application for National University of Natural Medicine and affiliate residencies, please mail to the following:
Leslie Fuller, ND
National University of Natural Medicine
049 SW Porter St.
Portland, OR 97201
For inquiries, please call: 503-552-1833 or email: residency@nunm.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 n.shiffler@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
11/18/2016	<ul style="list-style-type: none"> Universal Residency Application available to students by participating US CNME Residency Sponsor Institutions. See college websites: www.bastyr.edu, www.nunm.edu, www.scnm.edu
12/2/2016	<ul style="list-style-type: none"> Residency sponsor schools begin accepting applications Applicants may distribute faculty evaluations via email to evaluators.
1/13/17	<ul style="list-style-type: none"> Deadline for Submitting the General Data Sheet, List of Faculty Evaluators, Resume, Personal Statements, Essays, and Site Preference Sheet, Transcripts, and Application Fee for First Year Residency positions due by 5:00 pm (PST) Deadline for Submission of Faculty Evaluations due by 5:00 pm (PST)
1/27/2017	<ul style="list-style-type: none"> Eligible applications are sent by residency administrators to all participating sites
02/06/2017 to 04/07/2017	<ul style="list-style-type: none"> Interview period for First Year Residencies positions An applicant should anticipate that a residency site may schedule interviews anytime during this period
04/14/2017	<ul style="list-style-type: none"> Ranking of residency sites are submitted by applicants through the AANMC match portal by 5:00 pm (PDST) Ranking of applicants are submitted by sites to their corresponding residency administrators by 5:00 pm (PTSD)
04/21/2017	<ul style="list-style-type: none"> Applicants receive their confidential Match Identification Number from the NPGA Match Administrator
04/28/2017	<ul style="list-style-type: none"> AANMC Match Day! AANMC Residency Matching Committee convenes and match results are published on the AANMC website by 7:30 pm (PDST) Site administrators will be contacted via e-mail by residency administrators
05/01/2017	<ul style="list-style-type: none"> Formal letters mailed to applicants confirming selection with "statement of intent" or denial
05/12/2017	<ul style="list-style-type: none"> Signed Statement of Intent acknowledging acceptance of the residency offers must be received 5:00 pm (PDST)
05/15/2017	<ul style="list-style-type: none"> If applicable- Unmatched applicants are informed of unmatched sites as well as the application procedures for those sites

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.

Individual Site Application PDF Documents: Email Submission Only Please!

Submission via Email:

For each site that you applying to, create and submit one PDF document (or Word file saved as a PDF) containing the data form and documents in the stated order below. Please title each document: "Last Name-First Name-Site-Date" for each site.

- Personal Data form
- Résumé. Please refer to the enclosed résumé template.
- A complete, concise, one (1) page (12 font typed, double-spaced, single-sided with one-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. Please refer to the "Instructions for Writing a Personal Statement and Answering the Essay Questions" section of this application. Type your name and clinic site in the upper right-hand corner of the page. You must submit three (3) essays for Question 1, Question 2, and Question(s) 3 (depending on the site).

Additional required documents that are submitted via email:

- A scanned copy of your NPLEX I passing scores from NABNE.
- 1 Copy of the Program Preference Form for the School, indicating the residency position(s) for which you are applying

Mail-in submissions:

- 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 base 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 NUNM, or SCNM. All checks must be mailed and received by the corresponding school on or before the application deadline. Note: The application fee is waived if the applicant is only applying to the STAIR Integrative Residency Program through Bastyr University.
- 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 NUNM student, you do not need to supply the NUNM Residency Department with an NUNM transcript. By signing the release below, the department will access your transcript from the registrar's office.

Faculty Evaluation Submissions:

- 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.

Residency Match Ranking Form (RMRF) submission to the AANMC:

- You can submit your RMRF with a list of your ranked sites from April 7 on up to 5:00pm PT on April 14, 2017.
- When submitting your match list, you must to pay a non-refundable Match Fee of \$40 to the AANMC. DO NOT include this payment when you submit your application documents. This is a separate fee and you will only need to pay when submitting your match list to AANMC.

ASSOCIATION OF ACCREDITED NATUROPATHIC MEDICAL COLLEGES RESIDENCY MATCHING GUIDELINES

Overview

The Association of Accredited Naturopathic Medical Colleges residency matching program is a systematic way of aligning match applicants with their preferred naturopathic residency sites. This matching program is the result of a collaborative effort between the CNME Recognized Sponsor Institutions (Bastyr University, National University of Natural Medicine, & Southwest College of Naturopathic Medicine and Health Sciences) and the AANMC.

In the previous system, once selections were complete and offers sent to selected match applicants, it was common for a highly coveted match applicant to receive multiple offers from different sites. The match applicant 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 Match Applicant 1, and has Match Applicant 3, 4, and 6 as alternates
Site B offers a position to Match Applicant 1, and has Match Applicant 2 and 4 as alternates
Site C offers a position to Match Applicant 1, and has Match Applicant 3, 4, 5, and 7 as alternates

While this was advantageous for Match Applicant 1, other applicants on the alternate list were in an uncertain situation. Wait-listed match applicants interested in other sites could not approach those sites since they were aware that these sites were waiting on their selected applicants to make a decision. Because of this and a process that could take up to 8 weeks, most of the alternates would explore other opportunities, including non-CNME approved clinics in order to assure themselves of a either a trainee position or gainful employment after graduation. The trickledown effect of this system was that some sites had unfilled positions since alternate applicants had already committed to less desirable opportunities even though they would have readily accept an offer from these sites. The goal of this matching program is to address this problem and to mitigate the long wait period.

The AANMC Residency Match Committee will facilitate an unbiased matching process based on the Residency Match Ranking Form (RMRF). This committee shall be responsible for the implementation of the match and shall be comprised of the residency administrator of each CNME-recognized residency sponsor schools and a representative from the AANMC. The AANMC representative shall serve as Chair of the committee and the Match Administrator.

Match Applicant Eligibility

Only eligible match applicants can participate in the matching process by submitting a RMRF. It is the responsibility of the naturopathic schools to ensure that match applicants applying to their program meet all the necessary eligibility requirements for a naturopathic medicine residency as designated by the Council on Naturopathic Medical Education (CNME).

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 affiliated with a CNME-recognized sponsor school.

Timelines & Deadlines

Match applicants and sites will find a schedule of deadlines for the matching process in the Universal Naturopathic Residency Application packet and on the AANMC residency website at <https://aanmc.org/post-graduate-residencies/residency-timeline/>. It is the responsibility of the match applicants and sites to submit their preference lists to the appropriate member of the matching committee by the published deadline. Match applicants or sites not submitting a match list by the published deadline will not be included in the matching process.

Basis for the Match

The basis of the match process will be the applicants' RMRF and site match lists. The match applicants will submit their RMRF to the AANMC and program sites will submit their match lists to the residency administrators of their sponsor schools. All the information submitted to the Match Committee by both the match applicants and sites will remain confidential.

It is critical that a match applicant lists only sites on the RMRF that he/she is willing to accept a residency position.

The decision of listing sites and submitting a RMRF is solely the responsibility of the match applicant. A match applicant may list as many sites to which s/he is willing to commit. This is strongly encouraged since this improves the likelihood of a successful match.

Similarly, each program site must list only match applicants that the site would genuinely wish to hire. A site should not list a match applicant that it would not seriously offer a position because it may result in site a match with a less desired match applicant. However, each site is strongly encouraged to list as many preferred applicants to whom it is willing to commit, as this improves the chances of filling its offered position. A match will never occur unless both parties list each other on their lists. It is not possible to match with a site or match applicant not listed by the other. Once the matching process is complete, it is not acceptable for a site with an unfilled position to contact an applicant matched to another site with the intent of making them a "better offer". It is equally unacceptable for an applicant who was matched to a site to "shop and transfer" for a different site.

Match Applicant Withdrawal

A match applicant 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 match applicant had applied. If an applicant withdraws prior to the match, then the applicant cannot receive a residency position from a participating site during the current match cycle. If an applicant withdraws from a matched site shall forfeit his/her matched position and will not be allowed to participate in future match cycles for an additional two (2) years.

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

AANMC is not involved in the hiring of a resident to a site. Match applicants and sites take sole responsibility for reaching an agreed upon contract of employment. By participating in the match, each match applicant and site acknowledges that Match Committee will expend effort to insure an ethical, professional, accurate, and fair process. The match applicants and sites agree to abide by the results of the match. Both applicants and sites agree that under no circumstance shall the Match Committee or the AANMC be held liable for any damages or perceived damages that may result from the matching process.

HOW THE MATCHING ALGORITHM WORKS

The process works through the systematic matching of match applicant and site preference lists. The AANMC-MP is only the facilitator of the process and relies on the RMRF to create a match. From a match applicant’s perspective, you can think of the RMRF as the order a site would generate offer and alternate list letters.

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

SITE	Selection based on Site RMRF (In descending order of preference)	CANDIDATE	Selection based on Match Applicant RMRF (In descending order of preference)
Site A	Match Applicants 1, 3, 2, 6	Match Applicant 1	Sites A, C, D, B
Site B	Match Applicants 1, 2, 4, 3, 5	Match Applicant 2	Sites A, B, C
Site C	Match Applicants 2, 4, 6, 1	Match Applicant 3	Sites C, D, B
Site D	Match Applicants 3, 2, 1, 6, 4	Match Applicant 4	Sites B, A, C, D
Site E	Match Applicants 6, 5, 1	Match Applicant 5	Sites E, A
		Match Applicant 6	Sites A, E, D, C, B

In an ideal setting, both the site and match applicant 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 **Match Applicant 1** as their first choice. Match Applicant 1 also selects site A as a first choice. **Site A and Match Applicant 1 are now matched.** Site A is crossed-off, all other match applicant lists and Match Applicant 1 is crossed-off all other site lists. Since we know that Match Applicant 1 has chosen site A, Site B’s selection automatically moves to their next available option – Match Applicant 2.

The available matches & opportunities now look like the following:

Site A	Match Applicants: 1, 3, 2, 6	Match Applicant 1	Sites: A, C, D, B
Site B	Match Applicants: 1 , 2, 4, 3, 5	Match Applicant 2	Sites: A , B, C
Site C	Match Applicants: 2, 4, 6, 1	Match Applicant 3	Sites: C, D, B
Site D	Match Applicants: 3, 2, 1 , 6, 4	Match Applicant 4	Sites: B, A , C, D
Site E	Match Applicants: 6, 5, 1	Match Applicant 5	Sites: E, A
		Match Applicant 6	Sites: A , E, D, C, B

For **Site B**, since **Match Applicant 1** is off the table, it must move on to **Match Applicant 2** who is the site’s second choice. In the old system, **Match Applicant 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 match applicants to this site. In our match scenario, the committee knows based on Match Applicant 2’s RMRF that if offered a position by both Site B & C, Match Applicant 2 would prefer and select Site B. **Given this, Site B and Match Applicant 2 are now matched.** At this point Site B and Match Applicant 2 are off the lists for all other participants.

The available matches & opportunities now look like the following:

Site A	Match Applicants: 1, 3, 2, 6	Match Applicant 1	Sites: A, C, D, B
Site B	Match Applicants: 1, 2, 4, 3, 5	Match Applicant 2	Sites: A, B, C
Site C	Match Applicants: 2 , 4, 6, 1	Match Applicant 3	Sites: C, D, B
Site D	Match Applicants: 3, 2, 1 , 6, 4	Match Applicant 4	Sites: B, A , C, D
Site E	Match Applicants: 6, 5, 1	Match Applicant 5	Sites: E, A
		Match Applicant 6	Sites: A , E, D, C, B

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

The available matches & opportunities now look like the following:

Site A	Match Applicants: 1, 3 , 2 , 6	Match Applicant 1	Sites: A, C , D , B
Site B	Match Applicants: 1 , 2, 4, 3 , 5	Match Applicant 2	Sites: A , B, C
Site C	Match Applicants: 2 , 4, 6 , 1	Match Applicant 3	Sites: C , D, B
Site D	Match Applicants: 3, 2 , 1 , 6, 4	Match Applicant 4	Sites: B , A , C, D
Site E	Match Applicants: 6, 5, 1	Match Applicant 5	Sites: E, A
		Match Applicant 6	Sites: A , E, D, C , B

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

The available matches & opportunities now look like the following:

Site A	Match Applicants: 1, 3 , 2 , 6	Match Applicant 1	Sites: A, C , D , B
Site B	Match Applicants: 1 , 2, 4, 3 , 5	Match Applicant 2	Sites: A , B, C
Site C	Match Applicants: 2 , 4, 6 , 1	Match Applicant 3	Sites: C , D, B
Site D	Match Applicants: 3, 2 , 1 , 6 , 4	Match Applicant 4	Sites: B , A , C, D
Site E	Match Applicants: 6, 5, 1	Match Applicant 5	Sites: E, A
		Match Applicant 6	Sites: A , E, D, C , B

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

Site A	Match Applicants: 1, 3 , 2 , 6	Match Applicant 1	Sites: A, C , D , B
Site B	Match Applicants: 1 , 2, 4, 3 , 5	Match Applicant 2	Sites: A , B, C
Site C	Match Applicants: 2 , 4, 6 , 1	Match Applicant 3	Sites: C , D, B
Site D	Match Applicants: 3, 2 , 1 , 6 , 4	Match Applicant 4	Sites: B , A , C, D
Site E	Match Applicants: 6, 5 , 1	Match Applicant 5	Sites: E, A
		Match Applicant 6	Sites: A , E, D, C , B

In this scenario, Match Applicant 5 does not have a match. Also not included in this example are possible sites with unfilled positions after the match. During this post-match period, unmatched match applicants may contact the residency administrator of school of the site(s) with the unfilled position(s) regarding the process by which the open position(s) will be filled.

AANMC STEPS ON SUBMITTING YOUR RESIDENCY MATCH RANKING FORM

Step 1

Before you start, make sure you have your actual list of Residency Match Ranking Form (RMRF) in hand. If you do have a RMRF, you can download the form from the AANMC website. <https://aanmc.org/product/2017-residency-submission/>

Step 2

List the sites to which you wish to be matched ranked in 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 listed with at No.1 ranking indicates that this site is your top choice. The order of your preference shall decrease from top choice to least as you list them down the ranking list. You may select as many as sites as deemed appropriate and applicable. You may submit an additional sites in the supplemental form.

Step 3

You will need to have a credit card to pay the non-refundable Match Fee. You will not be able to complete the process without a valid card.

Step 4

On your web browser, type the following web address - <https://aanmc.org/product/2017-residency-submission/> and your browser will open to AANMC Residency Match webpage. Read the instructions very carefully on this page. (Refer to screenshot to the right)

Step 5

Upon entering the Residency Match page, find, select, and click on "SUBMIT" button below Residency Timeline. (Refer to bottom portion of the screenshot to the right)

The screenshot shows the AANMC 2017 Residency Match webpage. The main heading is "2017 Residency Match". Below it, there is a paragraph explaining that the 2017 residency match ranking form is now available for submission. A "Submit" button is visible at the bottom of the main content area. To the right, there is a sidebar with "Join the Naturopathic Community!" and "Upcoming Events & Webinars".

Step 6

When to click "SUBMIT" you will be routed to the "Checkout" page. (Refer to screenshot to the right)

Step 7

Fill in all your billing and credit card information. Make sure that you fill in your email address to receive your receipt with your Match ID Number.

You can use "Additional Information" if you would like to provide more information about your submission. (Refer to screenshot to the right hand box in the screenshot)

The screenshot shows the AANMC Checkout page. The main heading is "Checkout". Below it, there is a message: "'2017 Residency Match*' has been added to your cart." The page is divided into two main sections: "Billing Details" and "Additional Information". The "Billing Details" section includes fields for First Name (Gary), Last Name (Garcia), Company Name, Email Address (ggarcia@bastyr.edu), Phone (2068344124), Country (United States (US)), Address (14800 Jaunita Drive NE), Town/City (Klamath Falls), State (Washington), and ZIP (98028). The "Additional Information" section includes a field for Order Notes (Notes about your order, e.g. special notes for delivery).

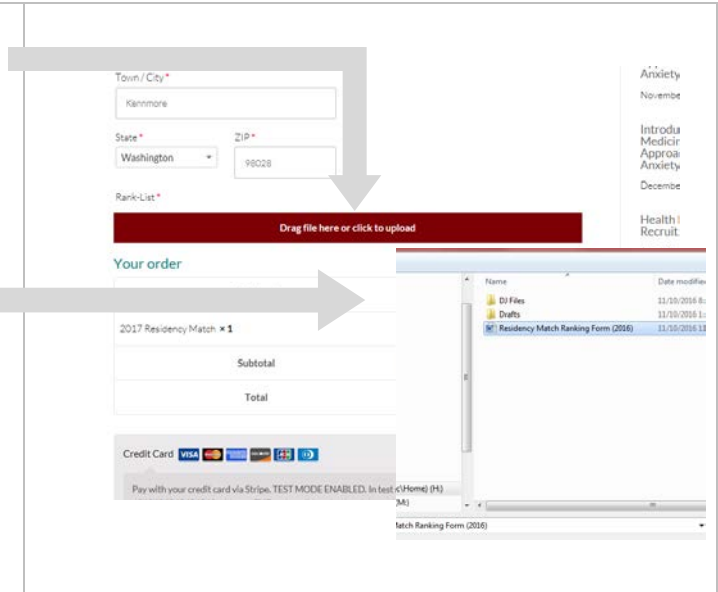
Step 8

Towards the bottom of the “Checkout” page, you will see a dark red box labeled “Drag file here or click to upload”.

This will open a separate window where you can browse and select your RMRF file in your computer.

Step 9

Select your RMRF file in your computer, and upload the file by clicking “Open” in the browse window.



Step 10

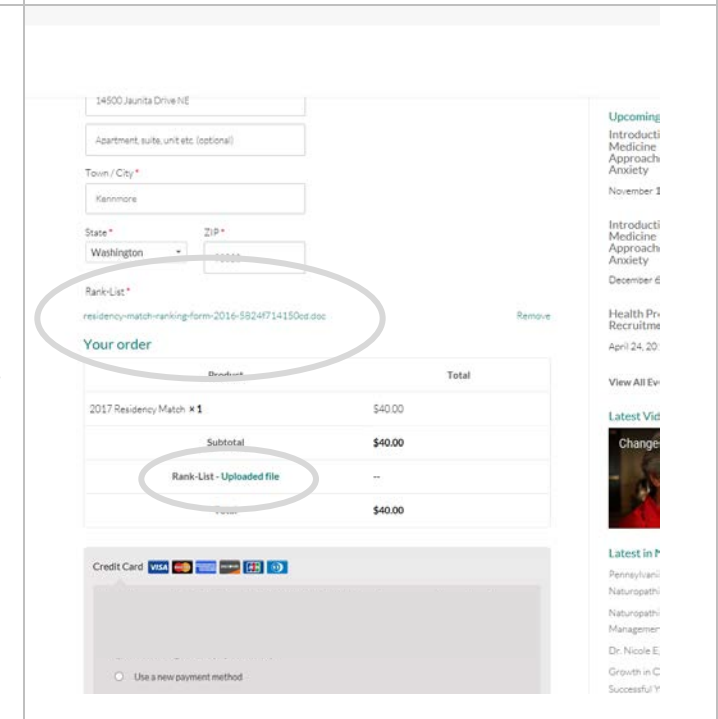
Wait and make sure that the file has been uploaded.

If you can check the file you uploaded by clicking on two (2) areas:

- Click the file name, or
- Click you click on “Rank List-Uploaded file” in the “Your Order” section.

Doing this will open a box to prompt your to “Open” or “Save” or “Save As” the file.

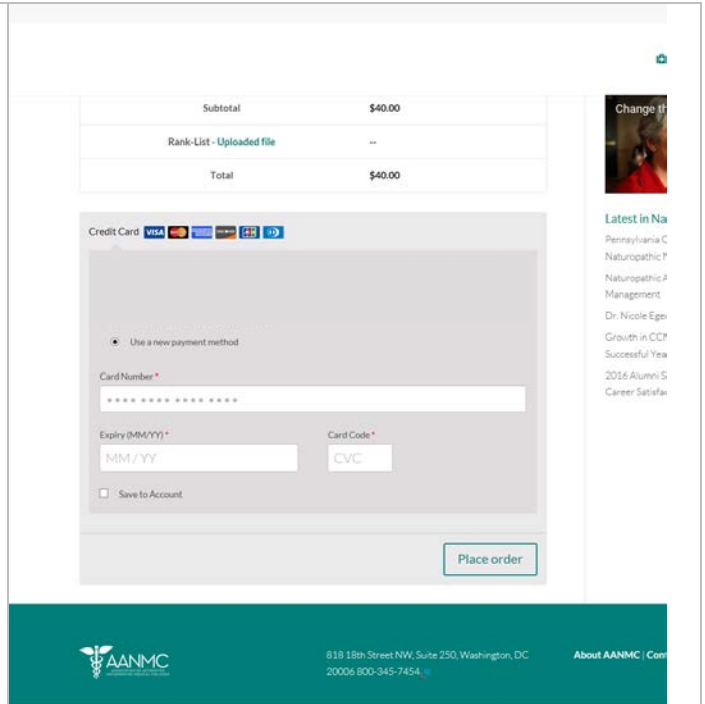
As this point, you can still delete the file by click “Remove” next to the file name. This will delete the current file and you can upload a different form. (Refer to screenshot to the right)



Step 11

Once you are ready to submit your RMRF and complete all your billing and credit card information, click on “Place Order”.

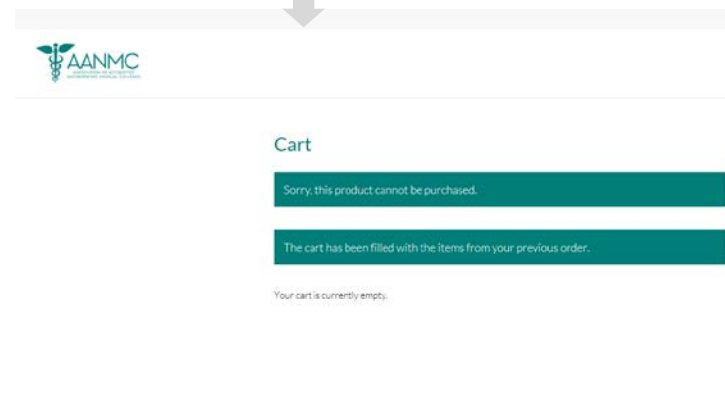
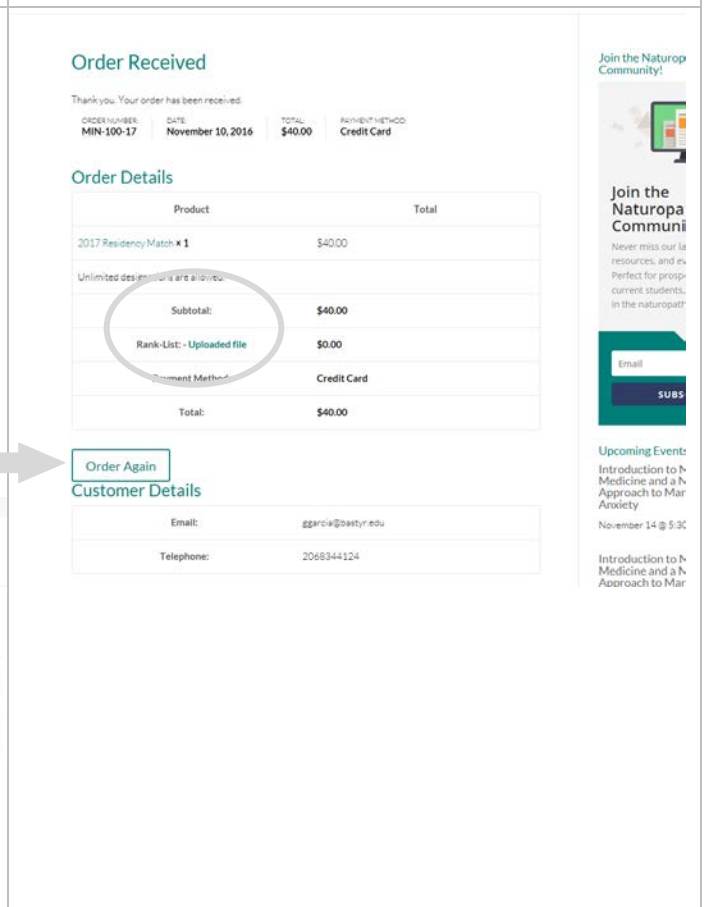
Once you place your order, this finalizes your submission!



Step 12

The “Order Receive” web page opens. You can check the file you uploaded by clicking on the “Rank List-Uploaded file” in the “Order Details” section. But it will not allow you delete or replace the file. (Refer to encircled area)

If you click on the “Order Again” button, you will be informed that this product cannot be purchased and that the cart has been filled with the items from your previous order. (See screenshot below)



Step 13 Match ID Number

Your unique Match ID Number is listed under “Order Number” and with an prefix “MIN-###-##”

Order Received

Thank you. Your order has been received.

ORDER NUMBER:
MIN-100-17

DATE:
November 10, 2016

TOTAL:
\$40.00

PAYMENT METHOD:
Credit Card

Order Details

Product	
2017 Residency Match × 1	\$40.00
Unlimited designations are allowed.	
Subtotal:	\$40.00
Rank-List: - Uploaded file	\$0.00

Step 14 Email Receipt

You will also automatically receive an email of the receipt with your Match ID Number once you place your order. It will be labelled as ‘Order MIN-###-##. (Refer to screenshot to the right)

Your Residency Match Ranking Form Submission is Complete

... there. Your recent submission ANM/C has been completed. Your order details are shown below for your reference:

Order #MIN-100-17

Product	Quantity	Price
2017 Residency Match	1	\$40.00
Unlimited designations are allowed.		
Subtotal:		\$40.00
Rank-List: - Uploaded file		\$0.00
Payment Method:		Credit Card
Total:		\$40.00

Once you place your order, this finalizes your submission!

If you attempt to resubmit and go to the AANMC Residency Match webpage - <https://aanmc.org/product/2017-residency-submission/> the "Submit" button will no longer be available and in its place, a green box will state, "You've already submitted a residency match ranking form. Only one form may be submitted." (Refer to screenshot to the right)

The screenshot displays the AANMC 2017 Residency Match website. On the left, there is a table titled "2017 Residency Match Ranking Form" with columns for "Rank", "Residency Site", "No. of Applicants", "No. of Residency Sites", and "Match Status". The table lists various residency sites and their corresponding match statuses. A green box with white text is circled in the center of the page, containing the message: "You've already submitted a residency match ranking form. Only one form may be submitted." To the right of the table, there is a section titled "2017 Residency Match" with text explaining the match process and a "Cost of Submission: \$40.00". Below this, there are links for "Residency Sites", "Residency FAQ", and "Residency Timeline". On the far right, there is a sidebar with a "Join the Natural Community" logo and a "Join the Natural Community" button. Below the button, there is a "Never miss resources. Perfect for current students in the natural community." and an "Email" button. At the bottom right, there is a section titled "Upcoming: Introductory Medicine: An Approach to Anxiety" with the date "November 14".

Rank	Residency Site	No. of Applicants	No. of Residency Sites	Match Status
1st	1st	100	100	Match
2nd	2nd	100	100	Match
3rd	3rd	100	100	Match
4th	4th	100	100	Match
5th	5th	100	100	Match
6th	6th	100	100	Match
7th	7th	100	100	Match
8th	8th	100	100	Match
9th	9th	100	100	Match
10th	10th	100	100	Match

2017 Residency Match

The 2017 residency match ranking form is now available for submission. Please download the residency match ranking form and attach to your submission. This is required to complete the application process.

The 2017 residency match allows for unlimited designations. **You may only apply for the match once, and only one form will be accepted.** Please be sure to review your list prior to submitting.

Cost of Submission: \$40.00

[Residency Sites](#)
[Residency FAQ](#)
[Residency Timeline](#)

You've already submitted a residency match ranking form. Only one form may be submitted.

Join the Natural Community

Join the Natural Community

Never miss resources. Perfect for current students in the natural community.

Email

Upcoming: Introductory Medicine: An Approach to Anxiety

November 14

INSTRUCTIONS FOR WRITING A PERSONAL STATEMENT AND ANSWERING THE ESSAY QUESTIONS

I. Instructions for writing a Personal Statement

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 program (i.e. BCNH, NUNM, 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 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 NUNM Teaching Clinic through NUNM, 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 NUNM 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.
 - c. 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?
 - d. 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 NUNM, Bastyr or SCNM 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, NUNM and SCNM 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, NUNM and SCNM 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 NUNM and SCNM 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 NUNM 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 NUNM 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.**

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.)