



Veterinary Internship & Residency Matching Program

August 25, 2016

TO: Participating Institutions and Private Practices

FROM: Dr. Roger Fingland, Director, VIRMP
Jonathan Austin, Executive Director, AAVC

The purpose of this letter is to outline the process for participating in the upcoming Veterinary Internship and Residency Matching Program (VIRMP) sponsored by the American Association of Veterinary Clinicians (AAVC). Thank you for participating in the VIRMP!

The VIRMP website is www.virmp.org.

1. Participating Institutions and Private Practices agree to the VIRMP Terms of Service at the time of registration. Please review the Terms of Service and make certain your program complies. You can review the Terms of Service at www.virmp.org/institutionterms.
2. Program information will be submitted to the VIRMP via the website starting on September 1st.
3. Applicants will be assigned a VIRMP account number after payment has been received. The VIRMP account number will be on all application material and will be used to identify candidates on the rank order list. Please provide space for the applicant's VIRMP account number on special forms that your institution or private practice requires in addition to the standard VIRMP application.
4. Registered applicants will search programs on the website, apply to programs and add programs to their rank order list.
5. Applicants will submit all application material online. These "application packets", including cover letter, standard VIRMP application form, curriculum vitae, transcripts and Standardized Letters of Reference, will be available for institutions and private practices to download from the VIRMP website (one .pdf file per applicant) and email internally as desired. Nothing will be mailed (USPS) to the institution or private practice.
6. The VIRMP developed an online Standardized Letter of Reference (SLOR) to improve and streamline the evaluation process. Applicants will input the name and email address of 3 or 4 persons who will complete an SLOR in support of their application. An email will automatically go to this person that includes the name of the applicant and a secure link through which the SLOR can be completed. Once submitted by the person serving as a reference, the SLOR will be

directed electronically to the applicant's application packet. Applicants will not have access to letters written in support of their application.

7. Institutions and private practices will submit their rank order list online as they have in the past.
8. The cost will be \$70.00 per position.
9. Additional information about entering program information, ranking applicants and utilizing the completely online VIRMP is available on our website (www.virmp.org). We encourage you to visit the site and contact us at support@virmp.org if you have questions.
10. The application fee will be on a tiered system based on the number of applications submitted. This will encourage applicants to seriously consider programs prior to submitting an application so that they apply to only the programs they intend to rank.
11. All program submissions are due by October 1st (full calendar below). Institutions and private practices may not make changes to their program descriptions after this date. Applicants understand that the final program submissions are due on October 1st and may not return to your program description after that. If you are offering an ACVS residency, please review the information regarding ACVS registration at <http://www.virmp.org/Home/VIRMPInfo?page=7>
12. A new internship search category for Community Practice has been added.
13. The VIRMP recommends that specialty internships start on or after July 15 to allow interns to complete their general internship.
14. The VIRMP completed the first internship survey in June 2016. If a program received 5 or more responses, the collated results of these responses will be available from <http://www.virmp.org> starting September 1, 2016. A link to the survey results will be available on the left side of the page. The AAVC Executive Committee will continue to review the survey process each year.

How to Enter Your Program Information IF YOU ARE USING YOUR ACCOUNT FROM LAST YEAR:

1. Go to <http://www.virmp.org>
2. Sign in at the top right of the page using your email address and your account password. If you do not remember your password, click the “Forgot Password” link. Please contact support@virmp.org if you have a problem retrieving your password.
3. Verify your contact information and agree to the Terms of Service after signing in.
4. You can now either edit and re-list a program or create a new program by clicking on "Programs" then “Create a New Program.”
5. Please create a new account if the contact person for your institution or private practice has changed.

How to Create a New Account:

1. Go to <http://www.virmp.org>
2. Click on the “Create an Account” button on the left side of the page.
3. Select Institution/Private Practice as the “Account Type” and complete the required information including accepting the Terms of Service.
4. Select “Programs” from the Main Menu.
5. Select “Create New Program” and the subsequent screens will guide you through the process.

AMERICAN ASSOCIATION OF VETERINARY CLINICIANS

2017 VETERINARY INTERNSHIP AND RESIDENCY MATCHING PROGRAM

www.virmp.org

SCHEDULE

- September 1, 2016** **Program entry.** Institutions can enter program descriptions.
- October 1, 2016** **End of program entry.** Last day for institutions to enter program descriptions.
- October 14, 2016** **Applicants can access website.** Applicants can register, complete an online Application Packet, review program descriptions, apply to programs and complete a rank order list.
- December 5, 2016**
9:00 p.m. EST **Application deadline.** Last date for applicants to complete an online Application Packet and apply to programs.
- January 20, 2017**
9:00 p.m. EST **Applicant rank order list due/Last date to withdraw.** Last date for applicant rank order list to be submitted. Last date for applicants to withdraw from the VIRMP.
- January 27, 2017** **Institution/Private Practice rank order lists due/Last date to withdraw a program.** Last date for submission of institution/private practice rank order lists. Last date for an institution/private practice to withdraw a position from the VIRMP.
- February 13, 2017** **Match Results Date.** Match results posted on the VIRMP website at 8:00 AM EST. Unmatched applicant list and open positions list will be available to institutions/private practices. Unmatched applicants will be able to search open positions.

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