

PHASE I: HOW-TO GUIDE

PREPARATION PHASE

Residency Application Cycle 2022-23

Phase I November 13th – February 1st

STEP I: Create Profile & Obtain Instructions

- “Sign Up” at <https://aanmc-csm.symplicity.com/students>
- Completed registration will trigger email to verify your email address. (“AANMC Residency Portal Email Verification”)
- The next email (“Welcome to AANMC Residency System.”) will contain login information AND important instructions for applying.
- Download all attachments and review.

Check
your Email
& Spam
Folder

Sign Up for an account

The screenshot shows the AANMC Career Services Management System interface. On the left, there is a 'Sign In' section with the text 'Please enter your username and password.' Below this are fields for 'Username (your email address)' and 'Password', followed by a 'Candidate Sign In' button and a 'Forgot Password' link. A disclaimer states: 'By clicking Candidate Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms'. On the right, there is a 'Sign Up' section with the text 'Signing up takes just minutes.' and a 'Sign Up' button. A red arrow points from the 'Sign Up for an account' text to the 'Sign Up' button. The background of the page features a collage of medical-related images, including a doctor, a woman in scrubs, and laboratory glassware.

AANMC
ASSOCIATION OF ACCREDITED
NATUROPATHIC MEDICAL COLLEGES

Sign In

Please enter your username and password.

Username
(your email address)

Password

Candidate Sign In

Forgot Password

By clicking Candidate Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

Sign Up

Signing up takes just minutes.

Sign Up

Career Services Management System

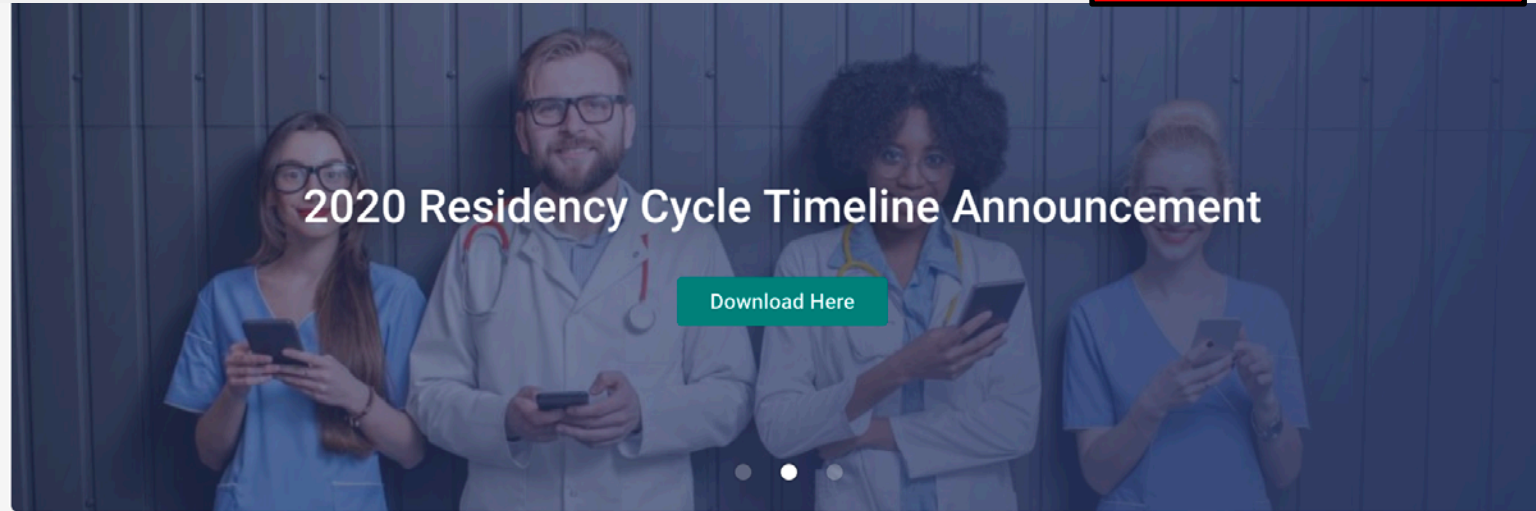
STEP II: Log in & View Timeline & All Approved Residencies

- Login at <https://aanmc-csm.symplicity.com/students>
- View Timeline on Home Page or access downloadable copy from Resources → Document Library
- Select Approved Sites → “ALL” to browse approved residency sites
- Click any site to view details → Review Overview of clinic. If this site chooses to post an open position in February, the position will be posted in “Open Residencies” where you will find a job description.

View Past Accredited Sites & Timeline

REMINDER:
Open Jobs Post
on **Feb 1st 2022**

- Home
- Open Residencies
- Documents
- Fees
- Approved Sites
- Credentials
- Surveys
- Resources
- Pathways
- Document Library
- My Account



2020 Residency Cycle Timeline Announcement

Download Here

What's New

Upcoming Events



AANMC has made an announcement

[Residency Application Checklist](#)

Track your application checklist items through your pathway. You must click start once you are within the pathway to enable the tracking functionality.

[Click here for the checklist!](#)



AANMC has made an announcement

[2020 Residency Cycle Timeline Announcement](#)

This year the AANMC will be implementing a two-phase application timeline and process -

- **Phase I** - The Pre-Application Period starting **November 15th**, and
- **Phase II** - The Formal Postings and Start of Application Process starting **February 10th**

In **Phase 1**, historical accredited residency sites who give us permission will be listed



No Upcoming Events Yet

As new events are added, they will show here. Check back soon!

Getting Started

STEP III: Work on Application Documents

- **Download** instructions for writing Resume, Personal Statement, and essays from welcome email or document library
- **Write** Resume, Personal Statement, Essays FOR EACH SITE that you will apply to
- **SAVE File name for 3 documents**
 - “Resume Your Last Name”
 - “Personal Statement Clinic Name”
 - “Essays Clinic Name”
(All 3 one page essays are saved as one PDF)
- **Scan & Label your NPLEX I**
 - “NPLEX I Your last name”



Write,
Save,
Scan

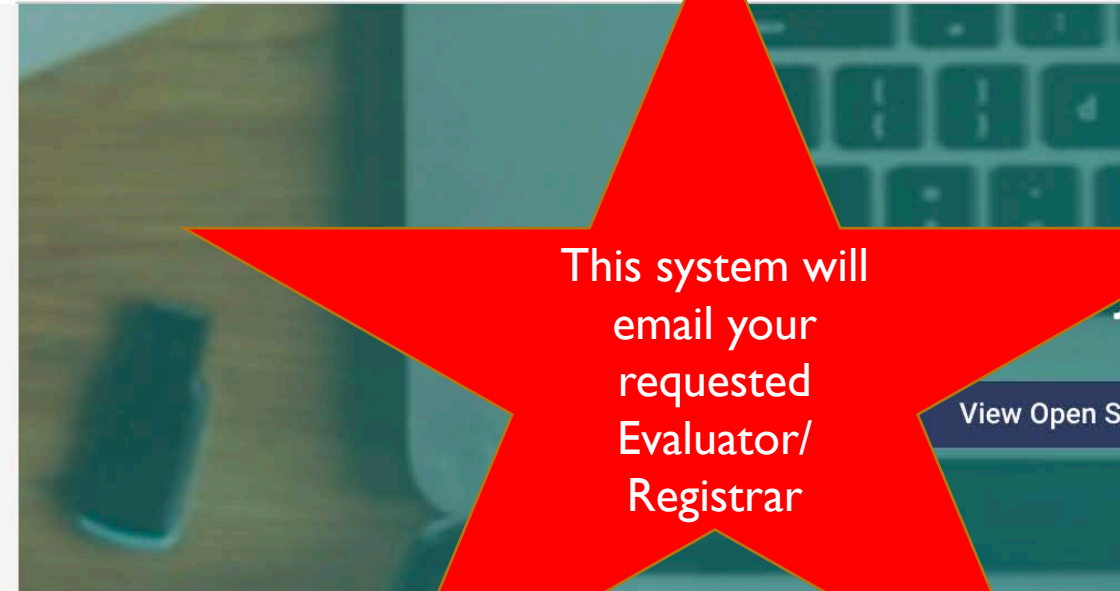
STEP IV: Request Faculty Evaluations & Transcripts

- Proceed with this step if you anticipate applying for a residency
- **THIS STEP IS BEST DONE EARLY IN PROCESS**
- Identify 3 faculty evaluators and the name of your registrar.
- Login to website, access "Credentials" on the left menu, complete your personal information and hit "Submit"
- Select "Recommendation/transcript Request"
- "Add New" **four** times to request your three faculty recommendations and one official transcript
- You will receive an email as each recommendation/transcript is uploaded and be able to login to view "Completed Recommendations/Transcripts" to track the status

Faculty must complete Evaluations by **February 15th 2022**



- Home
- Residencies
- Open Positions
- My Applications
- Public Profile
- Documents
- Sites
- Credentials
- Resources
- My Account



This system will email your requested Evaluator/Registrar

View Open S

My Credentials

Recommendation/Transcript Requests Completed Recommendations/Transcripts Orders Personal Data Form

Instructions: Please create "Recommendation Requests" for each of your 3 faculty evaluators by clicking "Add New" button Below. Please ALSO create a request from your registrar for your transcript.

To complete this section, you will have made a total of 4 requests that will be listed below.

Use the appropriate email address for your school-specific registrar:

Pauline Caporaletti SCNM p.caporaletti@scnm.edu;
Izabela Dubak NUHS idubak@nuhs.edu;
Dave Hall CCNM dhall@ccnm.edu;
Julia Reisinger NUNM JReisinger@nunm.edu;
Amanda Casciello UBSNM acasciel@bridgeport.edu;
Tomoko Mikuriya BINM tmikuriya@binm.org;
Aracelly Salazar Bastyr asalazar@bastyr.edu

Keywords

searches recommender name, recommender email and comments

Search

Clear

Add New

Showing 1-1 of 1 results

STEP V : Upload Documents to “My Documents”

- Login <https://aanmc-csm.symplcity.com/students>
- Click on “Documents,” and then “My Document” on left menu bar
- Use “Add New” to upload all of your documents to the document library
- At minimum for one site, you need: CV, Personal Statement, 3 Essays (in one PDF), and NPLEX (In STEP V, you will secure your Evaluations and Transcripts for Upload)
- **NOTE:** this is **NOT** the application process. You are merely creating a repository of necessary file to attach to each site that you apply to
- **Reminder:** Resources to assist you building those documents are included in the welcome message and within the system in Resources > Document Library



- Home
- Residencies
- Public Profile
- Documents
 - My Documents
- Sites
- Credentials
- Resources
- My Account

Submit

Cancel

* indicates a required field

Your Application Documents

LABEL each document below by document **type** and specific **site** (e.g. *Personal Statement_Site Name*)

No need to create site-specific CV, but you should have site-specific Personal Statement and Essays

Your three one-page essays should be saved as a single PDF and labeled appropriately (e.g. Essays)

ALL uploaded documents should be in **PDF format**

*

Type in Label of Document here

Document Type

- ☒ Resume
- ☐ Personal Statement
- ☐ NPLEX I Transcript
- ☐ Combined Essays
- ☐ Other Documents (Recommendations and/or Official Transcript)

Maximum file size: 1024kb

File *

Please select your document to upload.

Choose File no file selected

Select type of Document

Upload File from your computer

STEP VI: "Order"

Confidential Documents & Pay
Online

- Login <https://aanmc-csm.symlicity.com/students>
- Click on "Credentials" on left menu bar and click tab for "Completed Recommendations/Transcripts"
- If all 4 documents are there (3 faculty evals and 1 transcript), you may click on "Order."
- Select "Add New" – Select all the confidential documents to include (use "Add Recommendation/Transcript" to request multiple documents) and "Request Order".
- Requested ordered will be processed by AANMC then made available to you under "Documents" within 72hours.

After you have received notification that transcripts and 3 evaluations have been uploaded:

Please "Order" your confidential document.

The screenshot shows the AANMC website interface. The left sidebar contains a menu with items: Home, Residencies, Public Profile, Documents, Sites, Credentials, Resources, and My Account. The main content area is titled 'My Credentials' and has a breadcrumb trail 'Home / Credentials / Orders'. Below the breadcrumb is a tabbed interface with four tabs: 'Recommendations', 'Request Request', 'Completed Recommendations/Transcripts', and 'Orders'. The 'Orders' tab is currently selected and highlighted with a green underline. Below the tabs is a search section labeled 'Keywords' with the text 'searches recommender name, recommender email and comments' and a search input field. At the bottom of the page, there is a message 'No records found.' accompanied by an icon of a document with a red 'X'.

**Must Place
Credentials ORDER by
February 22nd 2022**

STEP VII: Register Credit Card

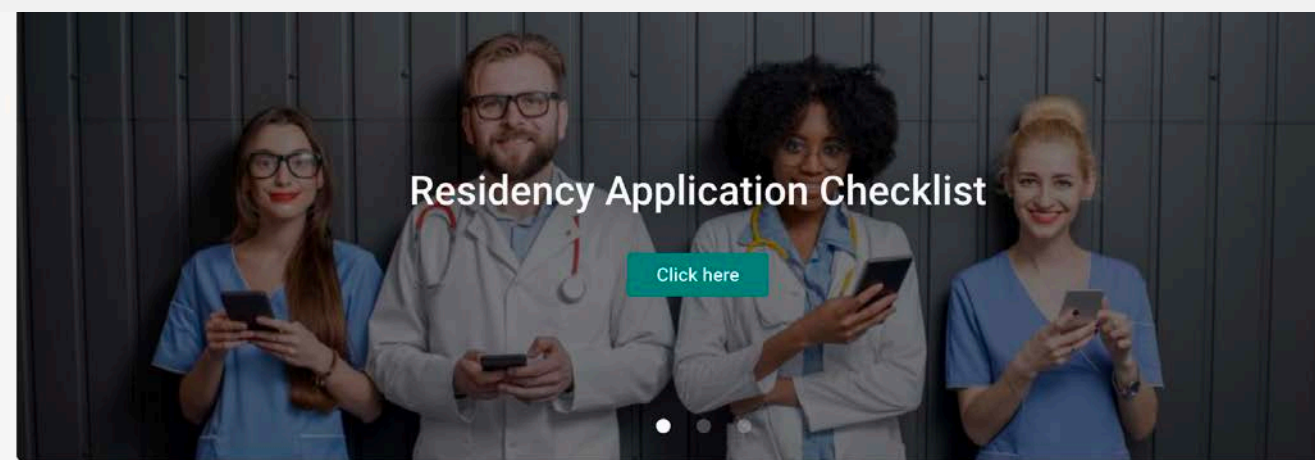
•Login <https://aanmc-csm.symplicity.com/students>

•FEES→ “Register Credit Card”

•Your card will not be charge until you submit an application. Fees will be processed within 72hrs of application submission.

•If you chose not to apply, you credit card will not be charged.

- Home
- Open Residencies
- Documents
- Fees
- Register Credit Card Info
- Approved Sites
- Credentials
- Surveys
- Resources



- Fees
- Register Credit Card Info
- Approved Sites
- Credentials
- Surveys
- Resources
- My Account

ⓘ Fees marked with a * are open for payment.

1 - 1 of 1 Fees

*2019/2020 Residency Cycle: Register Credit Card

Day 1: Nov 01, 2019 - Feb 29, 2020 2019/2020 Residency Fees

0 Participants

 Pay Fees

THAT FINALIZES PHASE I PREPARATION STAGE!!



- REMEMBER: Request Evaluations & Transcripts Early
- Prepare as much as you can during Phase I so that you are ready in Phase II
- Phase II starts February 1st 2022!
Check back for job postings....

Residency Application Timeline

11/13/2021		AANMC Residency PHASE I LAUNCH!!! Create profile, view past residency sites, work on essays/CV/personal statement, and request evaluations/transcripts
2/1/2022	★	AANMC Residency PHASE II –OPEN Jobs Posted , upload essays/CV/personal statement, complete evaluations/transcript order, apply to jobs, register to pay fees
2/15/2022	★	<u>Deadline</u> for Faculty to submit Evaluations & Transcripts
2/22/2022		<u>Deadline</u> to place Credentials Order
3/8/2022	★	<u>Deadline</u> for Submitting the complete <u>application</u> online due by 11:59 pm (EST)
3/21/2022 to 5/4/2022		<u>Interview Season</u> : an applicant should anticipate that a residency site may schedule interviews anytime during this period
5/18/2021		<u>Match Day</u> 8:00pm (EST)