



# RESIDENCY HOW-TO GUIDE

## 2023-24 RESIDENCY CYCLE PHASE I: PREPARATION

[WWW.AANMC.ORG](http://WWW.AANMC.ORG)



PHASE I: NOVEMBER 5, 2022

PHASE II: FEBRUARY 1, 2023

# 2023-24 RESIDENCY CYCLE

## RESIDENCY TIMELINE

### PHASE I

NOV 2022 – JAN 2023

- ❑ PREPARATION AND INFORMATION PERIOD
  - OCT 31- NOV 5 – Naturopathic Residency Week (visit [www.AANMC.org](http://www.AANMC.org) for details)
  - NOV 5 – Residency Portal Opens – **Request and Prepare Documents**
  - NOV 5 – Virtual Residency Info Sessions (1-3pm EST)

### PHASE II

FEB 2023 – MAY 2023

- ❑ APPLICATION PERIOD
  - FEB 1 – Residency Application Period Opens
  - FEB 22 – Deadline for Faculty Evaluations and Transcripts
  - MAR 1 – Deadline to Submit Credentials Order
  - MAR 8 – Deadline to Submit Applications
- ❑ INTERVIEW AND MATCH PERIOD
  - MAR 21 – Start of Interview Period
  - MAY 5 – End of Interview Period
  - MAY 12 – Deadline to Submit Rank List
  - MAY 19 – MATCH DAY



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# RESIDENCY PHASE I OVERVIEW

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Get Started: Create profile and obtain instructions

Get Familiar: Log in and look around

Start Application: Work on application documents

Request Faculty Evaluations & Transcripts \*

Upload Application Documents

Credentials Order: Package confidential documents

Register Credit Card

\* Proceed with this step EARLY if you anticipate applying for a residency



# STEP 1

Get Started: Create profile and obtain instructions

- ❑ SIGN UP

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

- ❑ VERIFY EMAIL “AANMC Residency Portal Email Verification”

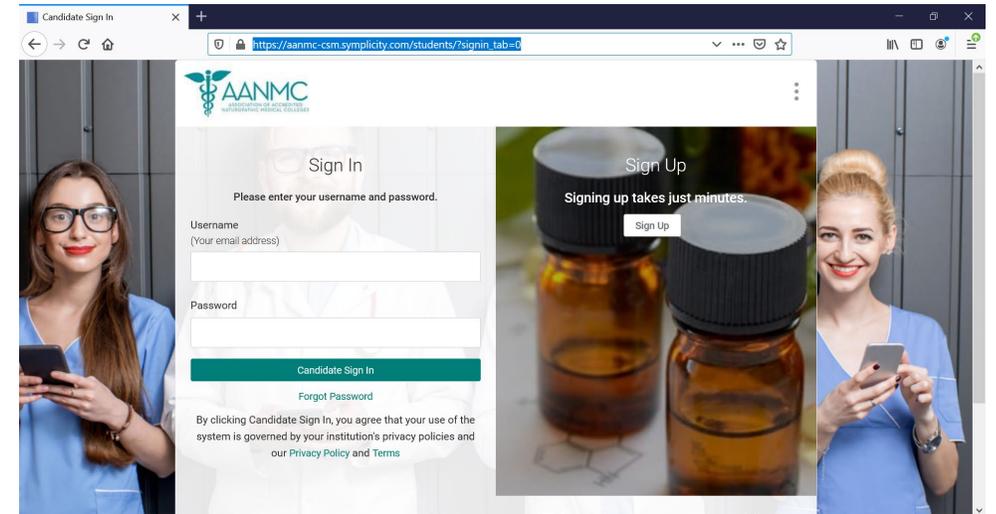
Completed registration will trigger an email to verify your email address.

- ❑ LOGIN AND INSTRUCTIONS “Welcome to AANMC Residency System”

The next email will contain login information AND important instructions for applying.

- ❑ DOWNLOAD AND REVIEW

Download all attachments and review.



★ CHECK YOUR EMAIL AND SPAM FOLDER!

# STEP 2

Get Familiar: Log in and look around

## ❑ LOG IN

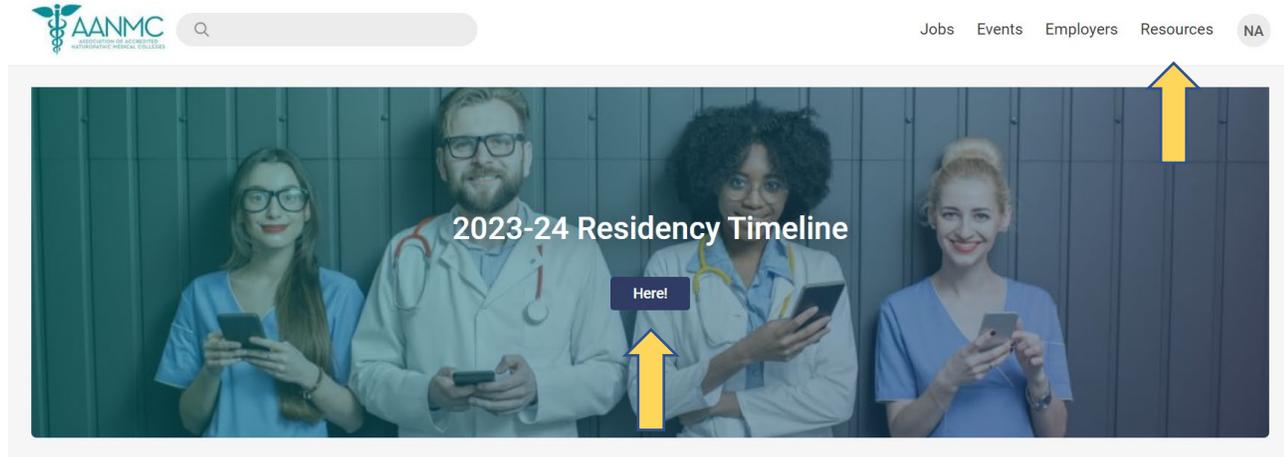
<https://aanmc-csm.symplicity.com/students>

## ❑ VIEW TIMELINE AND NOTE DEADLINES

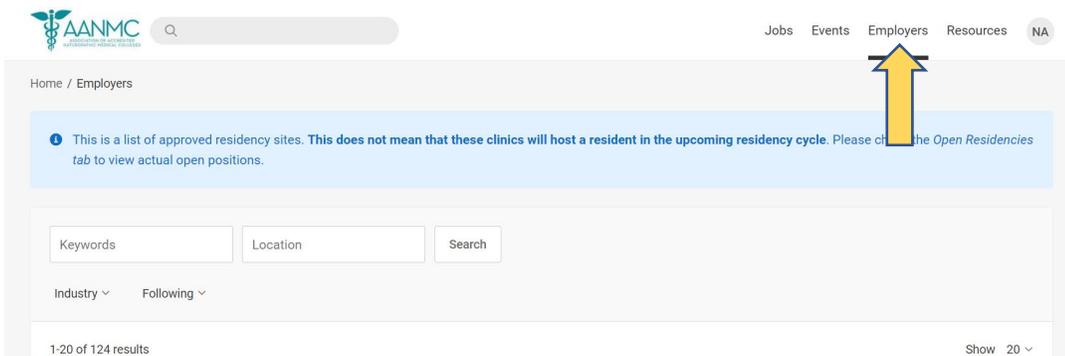
- View the timeline by clicking on the **homepage banner** OR
- Access downloadable copy by clicking on **Resources** and opening the **Document Library**.
- **Mark the deadlines in your calendar, including the correct time AND time zone (EST/EDT).**

## ❑ VIEW APPROVED RESIDENCY SITES

- View approved residency sites by clicking on **Employers**.
- Click on any site to view details.



If a site chooses to post an open position in February, the position will be posted in "Jobs" where you will find a job description.



# STEP 3

## Start Application: Work on application documents

### ❑ DOWNLOAD INSTRUCTIONS

Download instructions for writing personal statement, essays, and CV from the [Document Library](#).

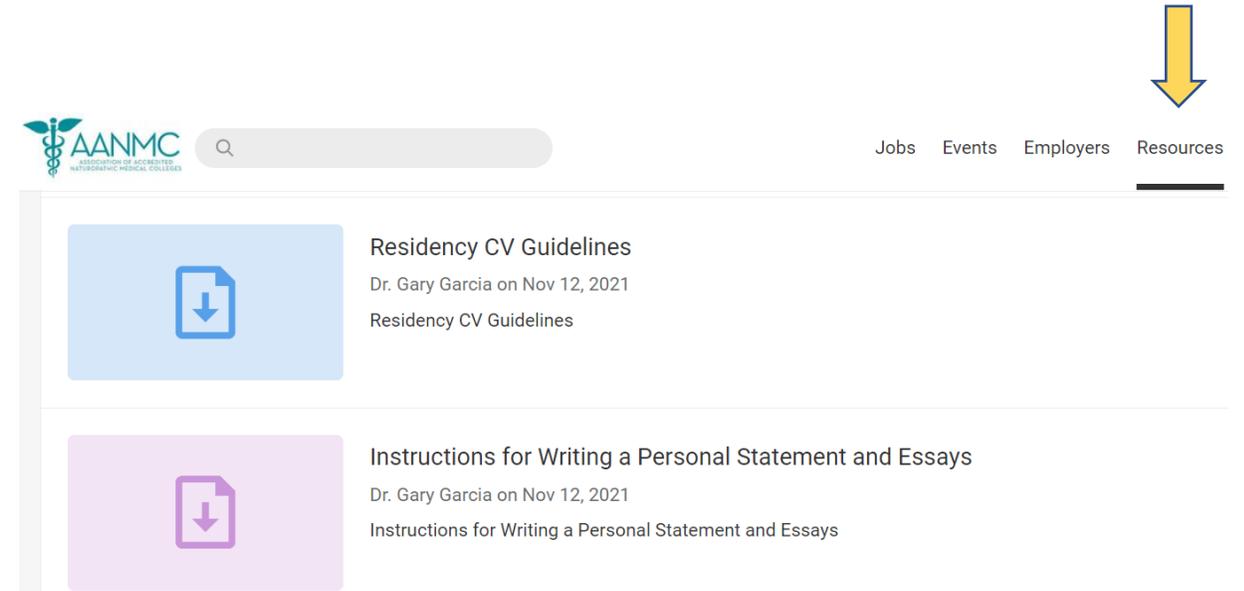
### ❑ PREPARE DOCUMENTS

- Write CV, Personal Statement, and Essays FOR EACH SITE that you apply to.
- Scan and label your NPLEX I results.

### ❑ SAVE AND ORGANIZE FILES

Save files in the following name format:

- Resume\_Your Last Name
- Personal Statement\_Clinic Name
- Essays\_Clinic Name
- NPLEX I\_Your Last Name



The screenshot shows the AANMC website's Document Library. At the top right, a yellow arrow points down to the 'Resources' link in the navigation menu. The page features a search bar and a list of two documents:

- Residency CV Guidelines**  
Dr. Gary Garcia on Nov 12, 2021  
Residency CV Guidelines
- Instructions for Writing a Personal Statement and Essays**  
Dr. Gary Garcia on Nov 12, 2021  
Instructions for Writing a Personal Statement and Essays

# STEP 4

## Request Faculty Evaluations & Transcripts

### ❑ IDENTIFY EVALUATORS AND REGISTRAR

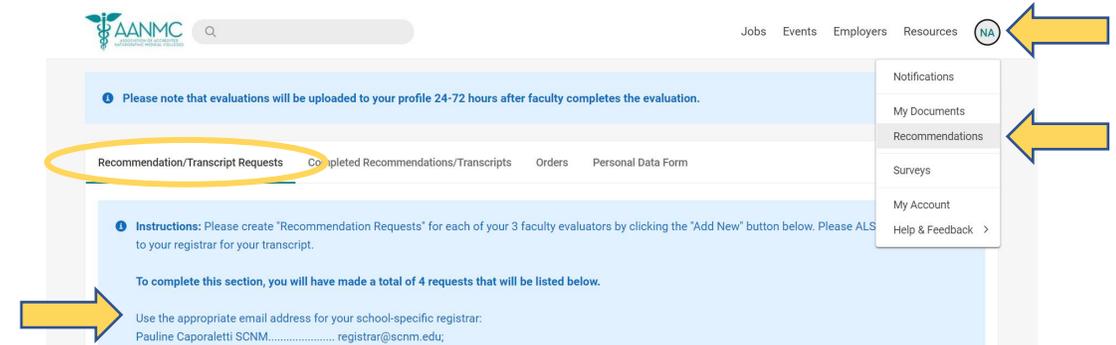
- Choose at least 3 faculty evaluators – you will need 3 evaluations and a transcript for a complete set of Credentials to submit with your application.
- Registrar options are listed – use the appropriate email address for your school-specific registrar

### ❑ REQUEST DOCUMENTS – 1 Transcript and 3 Faculty Evaluations

- Select **Recommendations** from the drop-down menu that appears when you click on your profile icon.
- Select **Recommendation/Transcript Request**.
- Click **Add New** a total of **four** times to request your **three** faculty evaluations and **one** official transcript.
- You will receive an email as each evaluation/transcript is uploaded.
- You can track the status in **Completed Recommendations/Transcripts**.

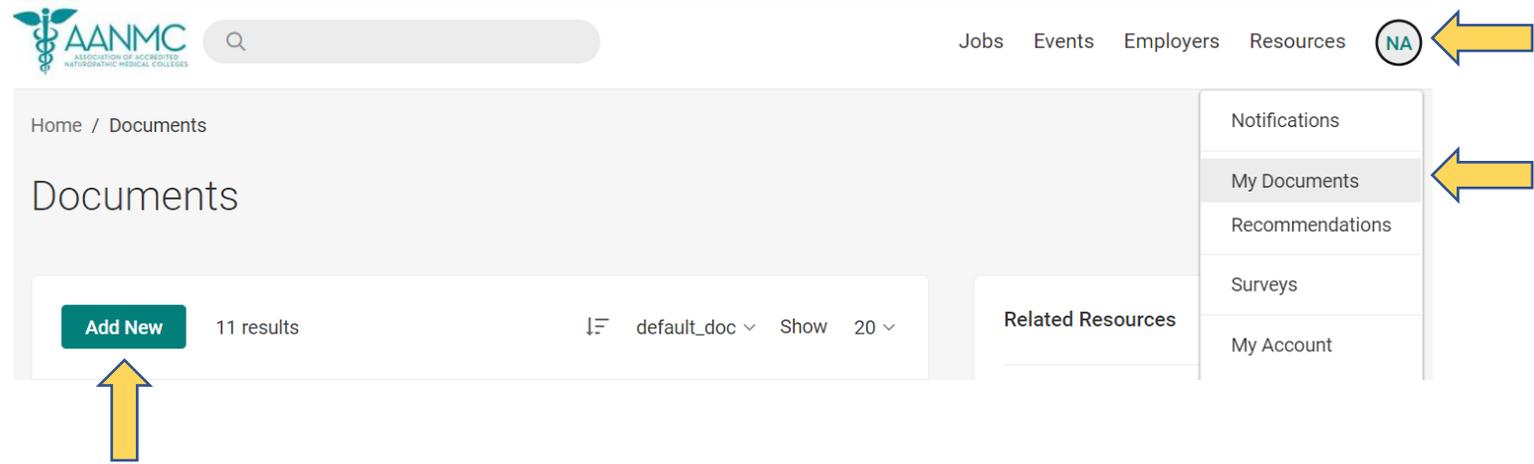
★ Faculty **MUST** complete evaluations by Feb 22. This is a firm deadline.

★ Proceed with this step **EARLY** if you anticipate applying for a residency.



# STEP 5

## Upload Application Documents



### □ UPLOAD DOCUMENTS

- Click on your profile icon and select **My Documents** from the drop-down menu.
- Use **Add New** to upload all of your documents.
- For each site, you will need the following **in addition to** your Credentials Order (which includes the faculty evaluations and transcript – instructions detailed in Step 6):
  - CV                                      Resume\_Your Last Name
  - Personal Statement      Personal Statement\_Clinic Name
  - 3 Essays (in one PDF)      Essays\_Clinic Name
  - NPLEX Results                      NPLEX I\_Your Last Name

★ **NOTE:** this is not the application process. You are merely creating a repository of necessary files to attach to each site you apply to.

★ **REMINDER:** Resources to assist you in building those documents are included in the welcome email and within the portal in the Document Library.

# STEP 6

Credentials Order: Package confidential documents  
You **MUST** have 3 faculty recommendations and 1 transcript in the “Completed Recommendations/Transcripts” section to complete this step.

## ❑ START NEW ORDER

- Click on profile icon and select **Recommendations** from the drop-down menu.
- Click on the **Orders** tab, then select **Add New**.

## ❑ ADD DOCUMENTS

- Choose your first document from the drop-down menu
- Select **Add Recommendation/Transcript** until there are a total of four documents.

## ❑ REVIEW AND SUBMIT

- Once your **three** faculty evaluations and **one** official transcript are added, hit **Submit Order**.
- **Only orders with the correct number of documents will be processed.**

★ **REMEMBER: Credentials orders MUST be placed by March 1st.**

The screenshot shows the AANMC web portal interface. The top navigation bar includes 'Home / Credentials / Orders', 'Jobs', 'Events', 'Employers', 'Resources', and a user profile icon labeled 'NA'. The main content area is titled 'My Credentials' and features a blue banner with the message 'Please allow 24-72 hours for your order to be completed.' Below this, there are tabs for 'Recommendation/Transcript Requests', 'Completed Recommendations/Transcripts', 'Orders' (which is highlighted with a yellow circle), and 'Personal Data Form'. A search bar with 'Keywords' and a 'Search' button is present. An 'Add New' button is highlighted with a yellow arrow. The bottom section shows the 'Order Form' with a required field for 'Enter Your Name' and a dropdown menu for 'Recommendations/Transcript'. The 'Add Recommendation/Transcript' button is highlighted with a yellow arrow. At the bottom, the 'Submit Order' button is highlighted with a yellow arrow.

# STEP 7

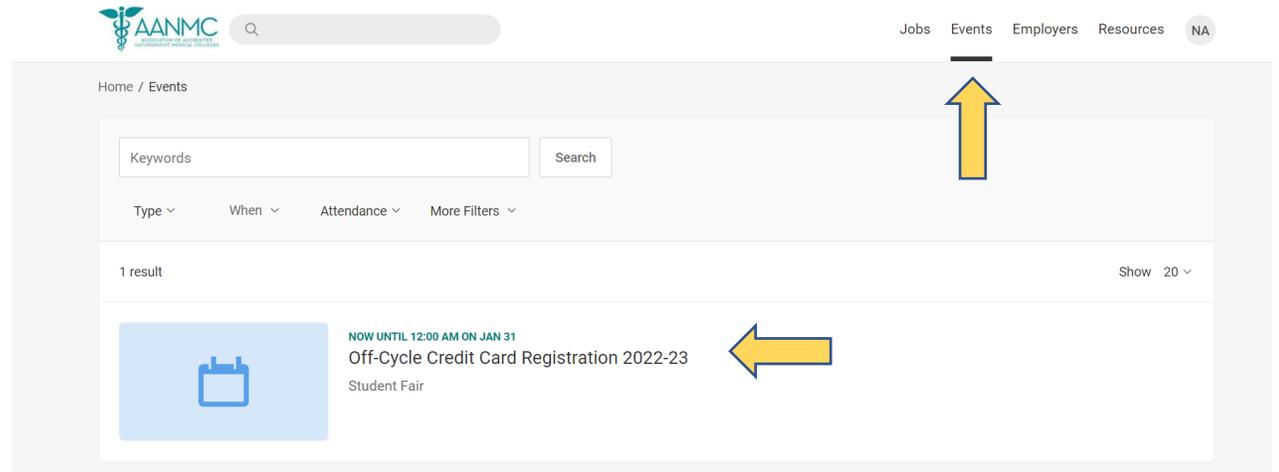
## Register Credit Card

### ❑ SELECT APPLICATION CYCLE AND REGISTER CARD

- Select **Events** from the top-right menu.
- Click on the **Credit Card Registration 2023-24** student fair and complete the entire form.

### ❑ IMPORTANT NOTES

- **Doing this step early in the application process is recommended!** Your application(s) will not be released to the site(s) unless your credit card is registered.
- Your card will not be charged until you submit an application. If you choose not to apply, your credit card will not be charged.
- Fees will be processed within 72 hours of application submission.



# 2023-24 RESIDENCY CYCLE

## PHASE I: COMPLETE!



You've completed the  
Phase I preparation stage!

### REMINDERS

- Request evaluations and transcripts **EARLY**.
- Prepare as much as you can during Phase I so that you are ready to apply to sites in Phase II.
- Phase II starts February 1, 2023.
- Check back for job postings!

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