NORTHEASTERN REGIONAL EXTERNSHIP MATCH
(EXTERN MATCH) GUIDELINES

The Northeastern Regional Externship Match (Extern Match) is an application service and matching program that provides an orderly process to help applicants obtain externship positions of their choice, and to help externship sites obtain applicants of their choice.

- *The following policies will guide the 2026 Extern Match for positions beginning in 2026.*
- *NYNJADOT and PENDELDOT are responsible for the rules, procedures, and ensuring the overall conduct of the Extern Match.*
- *NYNJADOT and PENDELDOT, at their sole discretion, may make changes to these Guidelines and the Schedule of Dates in unusual, unforeseen, and/or emergency circumstance*
- *The Extern Match Portal and related support services are provided by National Matching Services Inc. (NMS) on behalf of NYNJADOT and PENDELDOT.*

SCHEDULE OF DATES

The full Schedule of Dates that govern activities in the Extern Match are available on the Extern Match website at: https://natmatch.com/extern/schedule.html. Key dates are below:

Site Registration Opens	November 3, 2025
Recommended Program Registration and Profile Completion Date	November 24, 2025
Applicant Registration Open	December 1, 2025
Application Deadline	January 23, 2026
Interview Invitations Open	January 26, 2026
Rankings Open	March 2, 2026
Interview Invitations End	March 9, 2026
Final Day for Interviews	March 17, 2026
Rank Order List Deadline	March 24, 2026
Match Results Day	March 31, 2026
Post-Match Offer Day	April 14, 2026

ELIGIBILITY

1. **REGISTRATION FOR THE <u>EXTERN MATCH</u> PROCESS IS OPEN TO DOCTORAL STUDENTS IN NYNJADOT AND PENDELDOT-MEMBER DOCTORAL PROGRAMS, APA ACCREDITED PROGRAMS AND PCSAS ACCREDITED PROGRAMS.**

   a. **ONLY STUDENTS FROM THESE PROGRAMS MAY PARTICIPATE IN THE EXTERN MATCH.**

b. **PRIOR TO COMPLETION OF THE MATCH. STUDENTS FROM THESE PROGRAMS MAY ONLY APPLY TO SITES THROUGH THE EXTERN MATCH PORTAL.**

2. **All externship sites and doctoral students participating in the Extern Match are expected to adhere to these minimally acceptable standards for externship:**

a. 16 hrs/ week – in no more than two days (if modified, permission of Program Director/DCT required). The Extern Match Portal Profile listing for each site must state whether the student will be delivering services in-person, via telehealth, and/or a combination of the two.

b. Direct observation at least once during each semester (**APA's Implementing Regulation C-14-D (IR C-14-D)).**

c. Live supervision in the form of at least one hour of face to face, **individual** one-on-one dyadic supervision per week by a doctoral level psychologist and another hour of "other" types of supervision. Programs may require oversight of supervision by a licensed psychologist. Sites inform students in their Extern Match Portal Profile about the supervision they offer to students. Supervision may be offered virtually, as needed, due to safety or health reasons. The Extern Match Portal Profile for each site **must state** whether they will be providing supervision in-person or via tele-supervision.

d. Externship must have a stated didactic component to the training – specifics are not mandated.

GENERAL INFORMATION:

1. All sites participating in the Extern Match **must** use the Extern Match Portal to accept applications and schedule interviews.

2. The Extern Match will open for sites on the Site Registration Open date. Registration emails will be sent to training sites that include a unique link to register the site for the Extern Match. All sites wishing to participate in the Extern Match must register and complete their Extern Match Portal Profile as soon as possible so that the site's information can be added to the Externship Site Directory before students start working on their applications. The Extern Match Portal will open to students to prepare and submit applications on the Applicant Registration Open date. **The URL for the Extern Match website is: https://natmatch.com/extern/**

3. Students can prepare their application material and submit applications from the Applicant Registration Open date until the Application Deadline date.

4. All applications submitted by students will include basic contact information, a CV, cover letter, and DCT verification letter. If externship sites want additional documentation, they must specify the type of documents they want students to upload in their Extern Match Portal Profile. Additional documents might include: assessment report or case summary, letters of recommendation, unofficial transcript, etc.

5. Externship sites will have access to student applications in the Extern Match Portal as soon as they are submitted. Students can access the Extern Match Portal to ensure their applications have been submitted to the sites to which they applied.

6. Externship sites can begin sending interview invitations to students using the Extern Match Portal on the Interview Invitations Open date. Interview scheduling must be finalized by the Interview Invitations End date, and all interviews must be completed by the Final Day for Interviews.

7. Sites need to post in their Extern Match Portal Profile whether interviews will be in-person, remote, or some combination of the two. Sites are strongly encouraged to engage in equitable and fair decision-making regarding students who choose the remote option, should this be available.

8. Students and sites may begin to enter their Rank Order Lists on the Rankings Open date. The ranking occurs within the Extern Match Portal. There is no other way to submit rankings. Students and sites must use the Extern Match Portal to enter and certify their Rank Order Lists no later than the Rank Order List deadline date. Rank Order Lists can be changed even after they are certified, until the Rank Order List Deadline date. Results of the matching process will be released on Match Results Day**.**

9. After the results of the matching process are released on Match Results Day, the Post-Match Process will begin. Students should check the Extern Match Portal for information about open/available sites. Sites will be able to remove themselves from the Post-Match Process when they have filled all their positions. When sites are removed from the Post-Match Process, they will be removed from the list of available positions and closed for applications so as to inform the remaining applicants that they are no longer being considered.

10. Post-Match offers will begin on Post-Match Offer Day. There is no ranking process used in the Post-Match process. If a site wishes to offer an externship to a student in the Post-Match Process, they should send an email to the student, cc'd to the student's DCT, to offer the position directly.

11. Any and all questions related to the Extern Match process (including tech support) should be directed to the following email address: extern@natmatch.com.

12. There is a joint committee of NYNJADOT and PENDELDOT that will hear complaints or concerns related to the Extern Match. To convene this committee, please reach out to David Brandwein at dbrandwe@kean.edu or Jim Haugh at haugh@rowan.edu.

STUDENTS:

Students must use the Extern Match Portal to register to participate in the Extern Match, submit applications, schedule interviews, enter and certify a Rank Order List, and obtain an Extern Match result. The student's DCT will have access to information about the student's participation in the Extern Match, including applications, interviews, rankings, and result.

1. Students must pay $100 USD to register to participate in the Extern Match. All students wishing to obtain an externship must register for the match every year and pay the associated fee annually. All efforts will be made to hold the fee constant, year-to-year; however, there may be small increases.

2. Students should include the person at the University in charge of student externship placements (traditionally, the DCT or ADCT) name, email address and phone numbers on their CVs.

3. **It is advisable for students to indicate in the application cover letters the days of the week that they are available for externship and the day/s that they are not able to attend.**

4. Interview offers to applicants will be made by sites through the Extern Match Portal. Students will receive interview invitations by email sent by the Extern Match Portal and can also log into the Portal to view all interview offers that sites have sent to them. Applicants can schedule interviews using the links provided in the interview invitation emails or directly through the Portal.

5. As early as possible in the semester, students should make requests via the Extern Match Portal for letters of recommendation from their faculty or others. The letters will be uploaded to the Extern Match Portal directly by the recommender.

6. No Thank You Notes: Students are not to send "Thank you" notes to their interviewers or to other professionals at the externship site.

7. The Extern Match registration fee includes credits to send applications to twelve (12) externship sites. Additional credits can be purchased for $15 USD per credit. Sites will not accept applications prior to the Match that are not submitted through the Extern Match Portal.

8. Students applying for PRE-DOCTORAL INTERNSHIP (through the APPIC Match or

otherwise) MUST ATTEST, in the cover letters of their externship application, that they are applying for internship concurrent with the application for externship. These students must receive their DCT's approval to apply for externship concurrent with internship. Externship sites should state their position about such applications on their Extern Match Portal site.

9. ~~9.~~ The Extern Match is open only to NYNJADOT/PENDELDOT member schools, through the end of the Post-Match Process. Any sites with unfilled slots after the end of the Post-Match Process can offer slots to students from non-member programs directly. Similarly, unmatched students may accept externships outside of the Extern Match once the Post-Match Process ends.

10. Students are responsible for asking externship sites how supervision will be provided and how that corresponds to local laws for licensing psychologists.

EXTERNSHIP SITES:

All applications will be received via the Extern Match Portal. All interview offers must be made via the Extern Match Portal. A Rank Order List must be entered and certified by the Rank Order List deadline for each track being offered by the site in the Extern Match. Rank Order Lists can be changed even after they are certified, until the Rank Order List Deadline date.

1. Every site MUST designate one person, usually the Training Director, who will serve as the primary contact person for the site in the Extern Match Portal. The Extern Match registration process should be completed by the site's primary contact. Once registered, the primary contact can set up secondary user accounts for externship site staff to manage the site's information in the Extern Match Portal.

2. Externship sites must complete their Extern Match Portal Profile information as soon as possible after registration. This information will be used to create the public Directory of participating sites, which will be available to students on the Extern Match website (natmatch.com/extern). This information must include required dates and times (if any) for students to be at the training site.

3. It is recommended that externship sites provide information in their Extern Match Portal Profile as to whether attending the externship will reduce, increase, or have no impact on the students' chances of attending that site's internship. For example, some sites may accept students for internship who have externed at their site and others do not. Some will accept a student if there is a one-year gap between the externship and internship experiences; some will accept without a gap year. It is recommended that the externship site make their policy transparent.

4. Externship sites should state, on their Extern Match Portal Profile, whether the site is willing to interview students who are concurrently applying for internship. Interview offers made to students using the Extern Match Portal will be available to the student's

DCT in the Extern Match Portal.

5. Externship sites are strongly encouraged to post their interviewing time frame. If sites will be conducting pre-interviews (i.e., brief screening interview prior to a more in-depth interview), they must clearly state this on their Extern Match Portal Profile and adhere to the dates for interview in these guidelines.

6. If sites are aware of fees they will be passing on to applicants for on-boarding of externs, they should indicate these in their Extern Match Portal Profile. Sites must also list any and all onboarding requirements on their Extern Match Portal Profile, and update their Profile if these requirements change during the process. If the sites are aware of any processes that will disqualify accepted externs during the on-boarding process, they should indicate thesein their Extern Match Portal Profile (e.g., drug testing, vaccination documentation).

7. Please note that neither students accepted through the Extern Match nor their training programs will pay any administrative or training fees for acceptance to any site in the Extern Match.

8. Managing onboarding paperwork (i.e. background checks, fingerprinting, vaccinations, etc.) and/or verifying it is completed is the responsibility of each individual externship site. Program DCT's should not review students' private health information (PHI). For some sites, like VA facilities, DCT's may need to assist with the onboarding process; however, this should be the exception, not the rule. Sites are asked to begin the onboarding process no later than one month before the externship start date.

9. Sites are encouraged to start the affiliation agreement process with Universities/graduate programs as soon as possible. An existing affiliation agreement between a site and a University does not bind the site to take a student from that University.

10. If externship sites are unable to accept students from specific programs, this must be clearly stated in their Extern Match Portal Profile. Sites can limit applicant eligibility to specific doctoral programs, at their discretion.

DCTs:

DCTs can access the Extern Match Portal to see a list of their registered students, review their applications, view the sites offering them interviews, and access each student's Rank Order List and result.

1. DCTs are encouraged to discuss students' externship site ranking list with students prior to the student submitting their Rank Order List in the Extern Match Portal.

2. DCTs will provide Verification Letters to their students, which the student will upload to the Extern Match Portal, that specify the number of hours and number of

days/week that students can attend externship. If a student is applying for both externship and internship, this must be stated on the Verification Letter.

3. Students who are applying for their first or second externship are permitted to complete no more than 16 hours per week on two days of externship. Without express permission from the student's DCT, students who are applying for their third or fourth externships are permitted to complete no more than 20 hours per week on externship.

4. DCT's will ensure that students are complying with these guidelines.

5. DCT's should inform students that successful matching at an externship site is contingent on the execution of an affiliation agreement and successful completion of the onboarding process. This may be a requirement at the site and/or the university level.

October 27, 2025