



Veterinary Internship & Residency Matching Program

August 5, 2010

TO: Participating Institutions and Private Practices

FROM: Dr. Roger Fingland, Director, VIRMP

Molly McKee, 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). We encourage you to review the process in detail because there are several improvements in the VIRMP this year. Thank you for participating in the VIRMP!

The VIRMP website is www.virmp.org.

1. Program information will be submitted to the VIRMP via the website.
2. Program information will be available for applicants to review on the website.
3. Institutions and private practices will enter rank order lists via the website.
4. Applicants will be assigned a VIRMP account number after payment has been received (online via credit card or USPS via personal check). 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.
5. Registered applicants will search programs on the website and add programs they wish to rank to their rank order list. Changing the order of ranked programs is easy and can continue until the date the applicant rank order list must be finalized.
6. 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.
7. The VIRMP developed an online Standardized Letter of Reference (SLOR) for the 2010 VIRMP 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.

8. **NEW THIS YEAR!** The AAVC appointed an SLOR Review Committee, chaired by our current President, Dr. Bonnie Rush. This committee reviewed all of the comments submitted by writers and readers of SLORs in 2010 and the results of the online survey conducted immediately following the 2010 VIRMP. After analyzing all of this information, the committee made many improvements in the SLOR that will be used in the 2011 VIRMP. This committee will continue to function every year to insure the SLOR remains relevant and current in meeting the needs of our constituents.
9. Institutions and private practices will submit their rank order list online as they have in the past.
10. The cost will be \$60.00 per position.
11. 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 614-358-0417 or support@virmp.org if you have questions. Also, check out the tutorials on our website.
12. **NEW THIS YEAR!** The application fee will be on a tiered system based on the number of applications submitted. We hope 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.

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 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.
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

2011 VETERINARY INTERNSHIP AND RESIDENCY MATCHING PROGRAM

www.virmp.org

SCHEDULE

- September 1, 2010** **Program entry.** Institutions can enter program descriptions.
- October 1, 2010** **End of program entry.** Last day for institutions to enter program descriptions.
- October 15, 2010** **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 6, 2010** **Application deadline.** Last date for applicants to complete an online Application Packet and apply to programs.
- January 14, 2011** **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 21, 2011** **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 7, 2011** **Match Results Date.** Match results posted on the VIRMP website. Unmatched applicant list and open positions list will be available to institutions/private practices. Unmatched applicants will be able to search open positions.

American Association of Veterinary Clinicians
37 West Broad Street, Suite 480
Columbus, OH 43215
614/358-0417 - Fax: (614) 241-2215