

**San Francisco Match Information Sheet**  
**For Applicants**

**Important Links:**

- [SF Match](#)
- [SF Match for Pediatric Anesthesiology](#)
- [SPA Pediatric Anesthesia Fellowship Info](#)
- [CAS \(Central Application Service\)](#) – link will be active 1/8/2024

**Timeline (2024):**

- January 8 – Applicant Registration Begins
- March 1 – Central Application Service (CAS) Target Date
  - This is a target date for applicants to submit their applications, but it is not an actual deadline. Any applications submitted by this date must be reviewed by the program. Each program sets their own application deadline and applicants may continue submitting applications until the program’s deadline. Most are currently set between April-June.
  - We acknowledge that this is confusing, but the SF match requires us to include a target date, so we cannot take this away.
- January – June – Interview season (may vary by program)
- May 28 – Exception Deadline (see explanation below)
- June 11 – Rank list submission deadline (12:00pm PT)
- June 25 – Match Results (9:00am PT)
- June 26 – Post-match Vacancies are listed

**Application and Match Process:**

Event	Explanation
Registration	<ul style="list-style-type: none"> <li>• Programs: \$500 initial registration, then \$225 annually.</li> <li>• Applicant: \$150 (non-refundable).</li> </ul>
Applications	<ul style="list-style-type: none"> <li>• Applicants apply through the Central Application Service (CAS). The fee is \$60 for up to 10 programs. Additional programs are charged a sliding scale fee.</li> <li>• CAS distributes applications directly to the programs. Programs will use the SF Match website to categorize and read applications, schedule interviews, and to create and submit rank lists.</li> </ul>
Interview Season	<ul style="list-style-type: none"> <li>• All interviews should be conducted virtually.</li> <li>• Interview dates are set by each program (typically between January – June).</li> </ul>
Match Exception Process	<ul style="list-style-type: none"> <li>• Programs may offer Match Exceptions, which are <b>binding</b>, pre-match agreements between programs and applicants that they will rank each other to match. Details for this process are listed below.</li> <li>• The deadline for match exceptions to be finalized is May 28. Any agreements received up to and including this date must be honored.</li> </ul>
Rank List Submission	<ul style="list-style-type: none"> <li>• Rank lists are due by June 11, 2024.</li> <li>• All programs and applicants must submit a rank list, even if they are using Match Exceptions.</li> </ul>

<b>Match Verification and Publication</b>	<ul style="list-style-type: none"> <li>• SF Match runs the match, which is then reviewed by three members of the PAPDA Executive Board to ensure that all Match Exceptions were honored.</li> <li>• Final match results will be released publicly on June 25, 2024.</li> </ul>
<b>Post-Match</b>	<ul style="list-style-type: none"> <li>• All programs with post-match vacancies will be listed on the SF Match website on June 26. Interested applicants can use this as a one-stop resource to find open positions.</li> <li>• Post-match vacancies are visible to the public. However, only registered applicants can use the CAS service to distribute their application.</li> <li>• Post-match vacancies listings are managed by individual programs. Openings will remain on the list until the program removes them.</li> </ul>

### **Match Exceptions**

Match Exceptions are **binding**, pre-match agreements between programs and applicants that they will rank each other to match in the SF Match. This is essentially the same as “out of match” offers in the NRMP system. The difference is that, although the program and applicant have a binding agreement, **they must both submit a rank list for the match**. This process keeps the match transparent and allows applicants, programs, and the Pediatric Anesthesiology Program Directors’ Association (PAPDA) to understand the interests and behaviors of both the applicants and programs.

There are four qualifying reasons that a program may offer a match exception:

- Military applicants, when separately approved and funded by the US Military
- Applicants who are also accepting an advanced fellowship position (24-months total)
- Internal program applicant (applicant from a core residency or affiliated program, defined by a Program Letter of Agreement)
- Couples match, where both applicants are applying to Pediatric Anesthesiology Fellowship

### **Match Exception Rules**

- A program cannot have more Match Exceptions than the number of positions it has available.
- Match Exceptions are binding agreements between a fellowship program and an applicant.
- Match Exception Agreements cannot be used to coerce an applicant in any way.
  - Unless the applicant rejects the offer or accepts a Match Exception at a different institution, the exception offer cannot be withdrawn by the program.
  - Match Exception Agreements must be filed with PAPDA by May 28 at 5:00pm PT to be enforced in the match. A program cannot set any earlier deadline for the applicant to accept their offer, as that could coerce the applicant to accept a position early in the interview process and before they have explored other programs.
  - Once a Match Exception Agreement is offered, the program has essentially committed a spot to that applicant until the applicant decides otherwise. These offers should only be extended to applicants that the program is completely dedicated to recruiting.

### **Match Exception Procedure:**

- If a program would like to commit one of their spots to an applicant for one of the approved reasons listed above, the fellowship PD will issue a standardized Match Exception Agreement to the applicant.
- The applicant has until May 28 at 5:00pm PT to independently decide to accept or decline the agreement.

- If the applicant accepts the Match Exception agreement, it will be sent to [exceptions@pedsanesthesia.org](mailto:exceptions@pedsanesthesia.org). Once the agreement is submitted, it will be visible to all members of the PAPDA for transparency in the match.
- Programs and applicants with a completed Match Exception Agreement must still submit a rank list in the match. After the match is completed, results will be reviewed by the PADPA Executive Board to ensure compliance with Match Exception Agreements prior to publishing the match results.

### **Questions/Scenarios:**

#### **Can I initiate a Match Exception Agreement as an applicant?**

No. Match Exception Agreements can only be initiated by the fellowship program director.

#### **What are my options if I am offered a Match Exception?**

If you are offered a Match Exception, you can do one of three things:

- If you are completely committed to training with that fellowship, you can accept the Match Exception Agreement. Once you sign the document, it must be returned to [exceptions@pedsanesthesia.org](mailto:exceptions@pedsanesthesia.org) to be recognized in the match.
- If you are unsure about your rank list, you can ignore or decline the offer. If you decline the offer, the program can offer their Match Exception Agreement to another applicant. If you ignore the offer, it remains active until the May 28 deadline. In both cases, the program may still include you in their rank list, but a rank-to-match spot is not guaranteed.

#### **What is the deadline for responding to a Match Exception offer?**

Match Exception Agreements must be signed and emailed to [exceptions@pedsanesthesia.org](mailto:exceptions@pedsanesthesia.org) to be officially included in the Match. Programs may reach out to you to remind you of the deadline, but they cannot request a reply from you any earlier than May 28 at 5:00pm PT.

#### **Will other programs know if I accept a Match Exception offer?**

Yes, members of the PAPDA will be able to see all signed Match Exceptions. Other program directors will know that you have committed to a program.

#### **If I decline a Match Exception offer, will I lose my position in a program?**

If you decline a Match Exception offer, the program may still include you on their rank list. However, a rank-to-match spot is not guaranteed.

#### **If I accept a Match Exception offer, do I still need to submit a rank list?**

Yes. Even if a Match Exception offer is signed, both the applicant and the program need to submit a rank list. Once the Match is processed, the results will be reviewed by the PAPDA executive board to ensure that all Match Exceptions were correctly included in the match prior to publishing any match results. Keeping all positions within the match ensures transparency and fairness to applicants.

#### **Can a program still offer me a rank-to-match position that is not a match exception?**

Yes, a program can always tell an applicant that they will be ranking you to match, but they CANNOT ask you to reciprocate with any information about your rank list. Such statements are referred to as “statements of intent” according to the San Francisco Match rules. They must be unilateral, voluntary, and unconditional. Any statement like this is a non-binding commitment, but in fairness to our applicants, we ask programs not to make these statements unless they are true.

Once a Match Exception Agreement is signed and filed with PAPDA, can either party rescind it?

The Match Exception Agreement is meant to be a binding commitment and all efforts should be made to honor it. However, we understand that life events happen which may cause drastic changes in an applicant's decisions. Should either party wish to rescind this agreement, they must first work to an amicable decision between the applicant and program. Once a resolution has been made, both parties must inform that PAPDA board, who will have final ruling on the outcome. The PAPDA board will decide each appeal on a case-by-case basis.