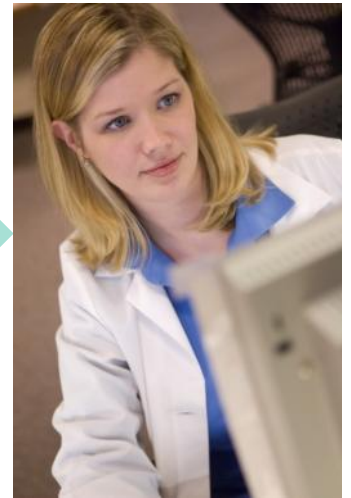




Brendan Reichert



## Goal of PhORCAS

- Streamline the residency recruitment process wherever possible to benefit:
  - Resident Applicants
  - Residency Programs
  - Reference Writers

## Application Portal

- Application
- Upload personal statement / CV
- Official transcripts
- Site specific supplemental requirements



- Receive application documents
- Receives references & transcripts
- Close / open application window
- Queries / review process



## Reference Portal

- Standardized reference
- Characteristics review & Questions



- Special application requirements listed here



# Benefits to Resident Applicants

- One online submission - dissemination to multiple programs
- Electronic tracking, notification of application progress
- Reduced applicant hassle
- Flexibility to standardize and customize
- One location for entering PhORCAS and National Match Service (NMS) fees and information
- System available for post match process

# Residency Programs using PhORCAS

- To achieve benefits of PhORCAS we need a high program participation rate
  - 2017 saw a > 99% participation rate
- *WHO may not be in PhORCAS?*
  - PGY2 programs that have already elected to do an early commit, so they have closed their deadline for new applicants
  - Programs not accredited

# Statistics from 2017

## PhORCAS – Applicants

- 7,032 complete applicants
- 70,995 applications submitted
- Average was close to 10 applications per applicant

## PhORCAS - References

- >17,046 individual reference writers
- 75,417 references submitted
- 2014: 12,282 writers submitting 104,927 references

# Statistics from 2017

## PhORCAS - Programs

- 2,251 Programs (PGY1- 1,402; PGY2=849)
  - Percent growth over last 3 years- 18%
- 4,610 available positions (PGY1- 3,484; PGY2- 1,108)
  - Percent growth PGY1- 5%; PGY2- 12%
- Includes 240 programs that early committed 369 positions for PGY2
- With secondary match 99% PGY1 and 89% PGY2 positions filled
- With scramble 98% PGY2 positions filled

# PhORCAS Enhancements 2018

- Auto Save of Evaluations in Evaluator Portal
  - Changes made to the evaluation portal will be saved as users change focus from one field to another
  - Previously, evaluators had to scroll to bottom of the page and manually save periodically
- Exclude Gender Question
- Exclude Date of Birth Question
- Exclude Race and Ethnicity Questions



# Timeline for 2017-18 (2018 Match year)

**April-August:** PhORCAS development meetings / enhancements

**October:** Load all NEW deadlines from NMS agreement forms into ASHP online directory and PhORCAS

**11/1/17:** PhORCAS go live (applicant, reference, & WebAdMIT)

**3/6/18:** Return order lists submission deadline for Phase I Match

**3/20/18 1200 EST:** Phase I Match results; list of available programs with available positions for Phase II Match

**3/23/18 0900 EST:** Applicants can apply to programs participating in Phase II

**4/5/18:** Rank order list submission deadline for Phase II of match

**4/12/18:** Results of Phase II of Match are released to applicants and program directors

# 2016/17Costs

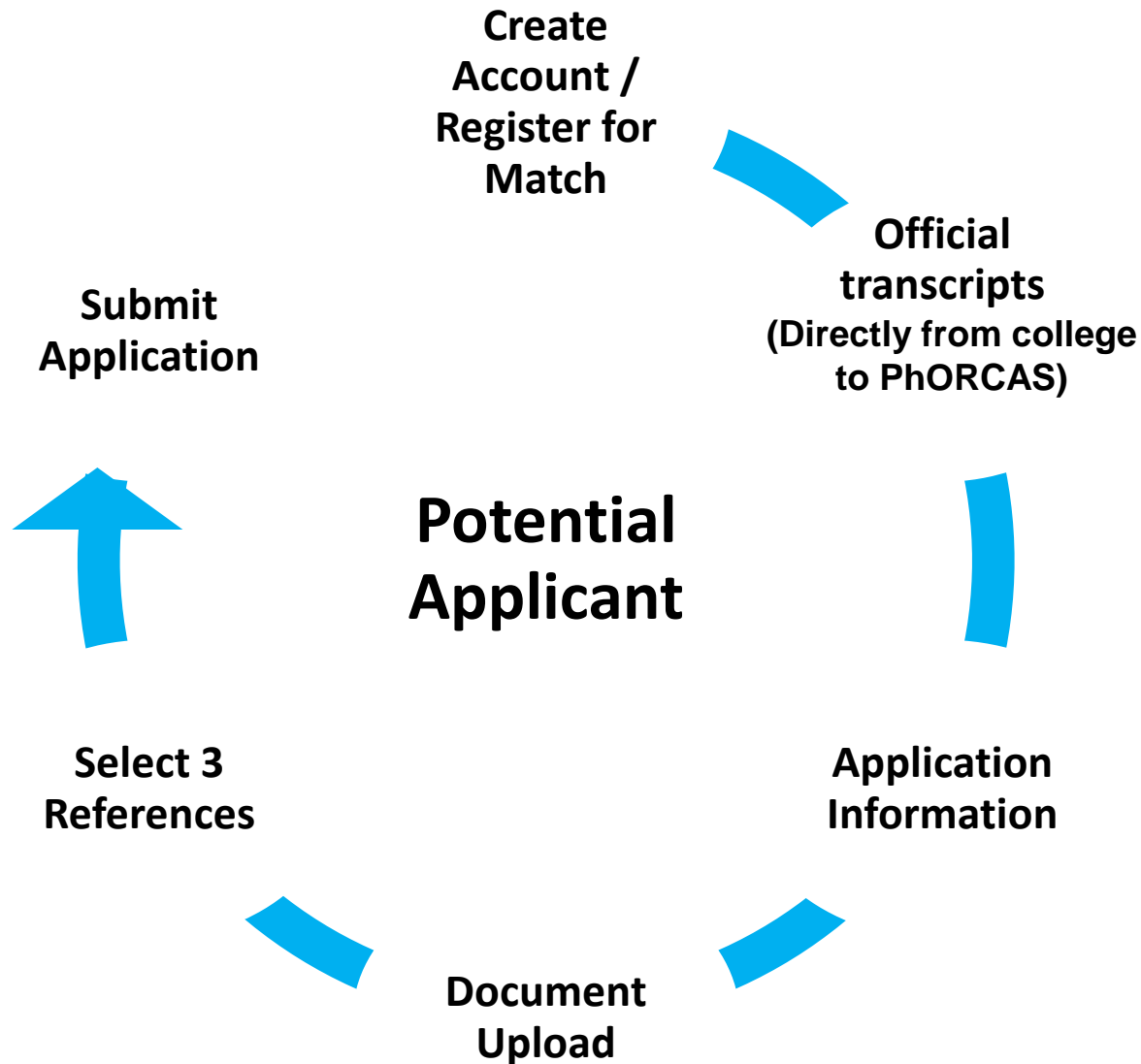
Program	Cost
National Matching Service	\$ 150 Flat Fee
PhORCAS (up to 4 applications)	\$ 100
Each additional application	\$ 40

- Ex: applicant wants to apply to 10 residency programs
  - Stephanie will pay \$150 to NMS
  - Stephanie will pay \$340 to PhORCAS (\$100 + \$40x6)

# Costs

- Billing is done at the program level
- If program has a unique ASHP program number and one web page on the ASHP online directory it will be one application
  - Programs such as community residencies run by a college may have several NMS codes (for multiple sites)
  - have just one ASHP residency program number
  - Applicant can apply to individual NMS code level (sites), but will only be billed one application

# Applicant Process



# Requirements before submitting

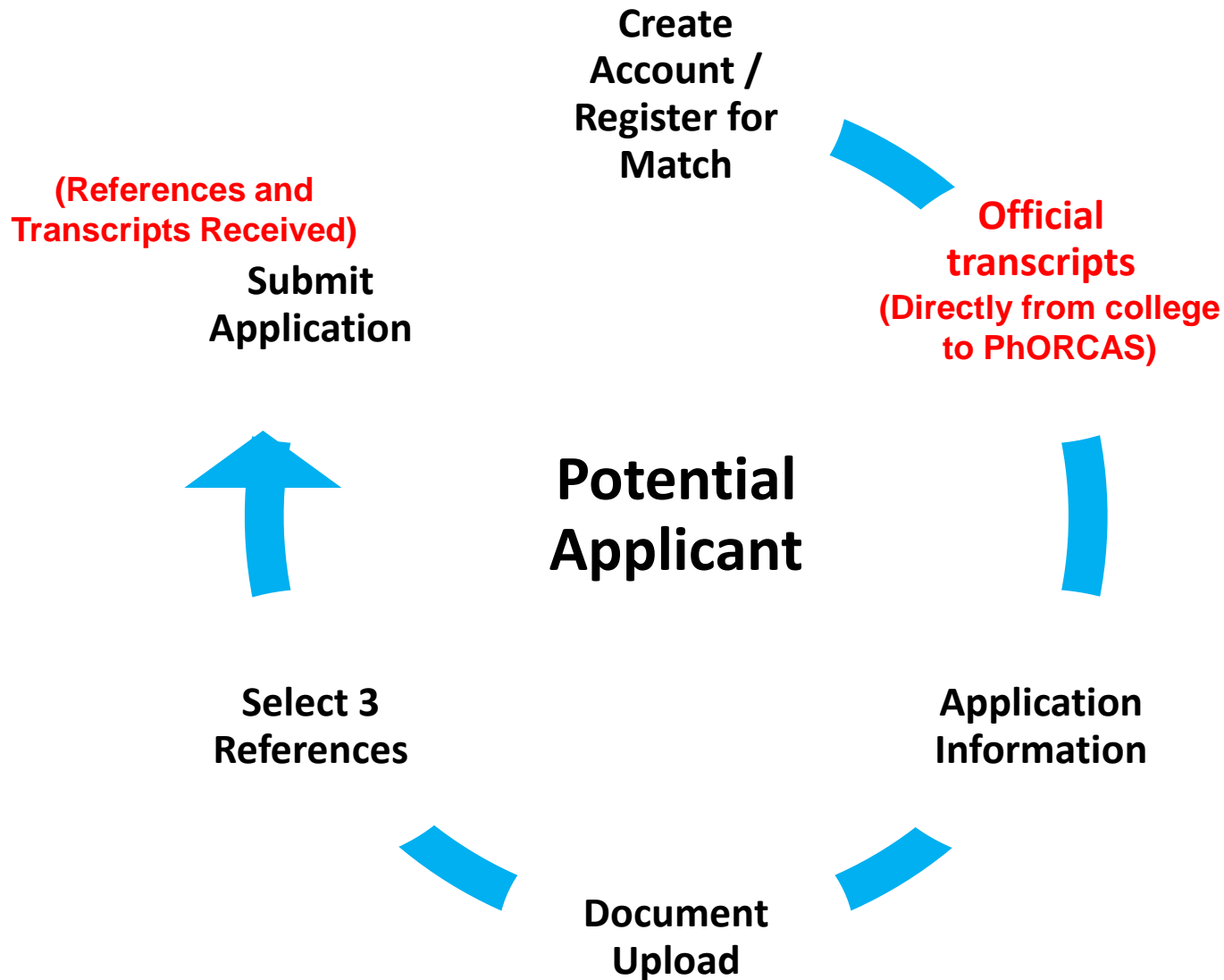
- Register & pay for the match
- All required information completed
- Reference writers selected (email & phone required)
- Print Transcript Request form for each pharmacy college and send to college
  - Be mindful of registrar office closures and hours of operation around holidays
- All supplemental Data uploaded (you cannot add or change after you submit)

**\*\*\*\* This does not mean delay submission \*\*\*\***



Only contact information & transcripts can be updated post e-submit

# Applicant Process



# Create New Account / Reapplying



User Name:

Password:

 SUBMIT

→ [Forgot Your Password?](#)

## Re-Applying to PhORCAS?

If you are a returning applicant and your previous application was VERIFIED by PhORCAS, click here to sign up and start with last year's data.

→ [Create New Account](#)

→ [Match HELP](#)

→ [Match FAQs](#)

→ [Contact Match](#)

→ [Schedule of Dates](#)

→ [Applicant Agreement](#)

## Welcome!

This web site provides applicants to pharmacy residency programs with a single access point for two separate but complementary services, which are operated by separate entities:

- The Match – ASHP Resident Matching Program, administered by National Matching Services Inc.
- PhORCAS – Pharmacy Online Residency Centralized Application Service

**All applicants** must register for the Match on this web site in order to obtain a position at a PGY1 or PGY2 pharmacy residency program that is accredited by or is in candidate, pre-candidate, or conditional accreditation with the American Society of Health-System Pharmacists (ASHP).\*

Many, but not all, residency programs use PhORCAS. Applicants applying to program(s) that participate in PhORCAS must use this web site to submit applications to those programs. Applicants can enter data into their applications through PhORCAS prior to registering for the Match, but applications cannot be sent to programs that participate in PhORCAS until the applicant has registered for the Match.

Applicants applying to any program that does not participate in PhORCAS must submit the application directly to that program. Applicants will still need to register for the Match on this web site in order to obtain a position at the program through the Match.

## 2 Account Creation Options

*Programs that are based outside of the United States or that offer positions exclusively to commissioned officers of the Department of Defense or the Public Health Service are exempt from the ASHP Match. Applicants seeking positions only at those programs do not need to register for the Match.*

*Current PGY1 residents who are interested in continuing their training in a PGY2 residency offered by the same sponsor as the applicant's PGY1 residency (e.g., the same or an affiliated organization) may be able to obtain the position through an Early Commitment Process. Applicants who are committed to a position in this manner do not need to register for or participate in the Match.*

# Establish Username / Password



## ? Match HELP

→ Match FAQs

→ Contact Match

→ Schedule of Dates

→ Applicant Agreement

## ? Phorcas HELP

→ FAQs

→ Contact Us

→ Instructions

→ Participating Programs

Application > **Create New Account**

■ - Required Information

### User Information

Salutation or Prefix:

(e.g., Ms., Mr., Dr.)

First Name: ■

Middle Name:

Last Name: ■

Maiden Name:

Suffix:

Email: ■

Email Confirmation: ■

### Account Information

Username: ■

Please choose a username that is between 6 and 15 characters long

Password: ■

Create a unique password that is 6 to 10 characters long. It can include letters, numbers and special characters [.,\_,-]. Password can not include the following special characters [^,']. Password is Case Sensitive. Try to create a password that is easy to remember, but not easily guessed by others.


Confirm Password: ■

Security Question: ■

What was your childhood nickname?



Security Answer:

 **SAVE**



# Sign on - Tips

Do not create more than one account: if you have problems do not start over must work through the issues on that account, contact PhORCAS staff

Trouble signing on? Check for correct portal!

If you Google “PhORCAS”, the applicant portal comes up first. Some of your reference writers will try to sign into the applicant portal.

Reference: <https://portal.phorcass.org/evaluator16/index.cgi>

Applicant: <https://portal.phorcass.org/>

# Main Menu/Applicant Checklist

Everything is required except supplemental data



taniatest boristest [PHORCAS ID: 20152735217]

LOGOUT

## MY TOOLS

### MY PROFILE

- Account Information
- Change Password
- Change Security Question
- Change PGY Information
- Change License Information

### MY MESSAGES

✉ - New Mail [1]

### ? Match HELP

- Match FAQs
- Contact Match
- Schedule of Dates
- Applicant Agreement

### ? PhORCAS HELP

- FAQs
- Contact Us
- Instructions
- Participating Programs



Participating Programs

## MAIN MENU/APPLICANT CHECKLIST

## MATCH REGISTRATION

## STATUS

If you are reapplying from last year, please review each section of your application and confirm all information that has been carried over.

☐ - Incomplete ☒ - Complete ☒ - Required

### Applicant Information

☒ Contact Information ☒

☐ Personal Information ☒

### Educational Information

☐ Non Pharmacy College(s) Attended ☒

☒ Pharmacy College(s) Attended ☒

☐ Extracurricular ☒

☐ Personal Statement/Letter of Intent ☒

☐ Curriculum Vita/Resume ☒

☐ References ☒

☐ Application Certification ☒

☐ Supplemental ☒

☐ Residency Program Designations ☒

E-SUBMIT

# Standardized Application Materials

## ■ **Demographics**

- Address, phone, citizenship, academic hist., GPA
- New this year
  - Exclude Gender Question
  - Exclude Date of Birth Question
  - Exclude Race and Ethnicity Questions

## ■ **Verified pharmacy school transcripts**

- Originals sent to PhORCAS with transcript request form, PhORCAS verifies & uploads into the system

# Standardized Application Materials

- **Personal statement / letter of intent**
  - Can be customized to each program
  - Save document with programs name for easy uploading
- **Curriculum Vitae (CV)**
  - Can be customized for each program
- **Extracurricular and professional activities**
  - Allows programs to search on candidates with these experiences (enter even if it is on your CV)
- **National Matching Service (NMS) code**
  - Automatically sent from NMS

# Participating Programs

Arranged alphabetically by state, city, then program

1. Select **STATE** to narrow search
2. Additional sub-sorting possible by city or residency type by holding **SHIFT**
3. **CTRL-F** brings up FIND screen- can search for program
4. Click on program name- links to ASHP online directory.
5. Dynamic list- as new programs are added to Match they will appear on list



Instructions > Participating Programs

← Table of Contents

PRINT CLOSE

AL AK AZ AR CA CO CT DE DC FL GA HI ID IL IN IA KS KY LA ME MD MA MI MN MS MO MT NE NV NH NJ NY NC ND OH OK OR PA RI SC SD TN TX UT VT VA WA WV WI WY SA

Participating Programs

State	City	Residency Name	Residency Type
AK	ANCHORAGE	<a href="#">PROVIDENCE ALASKA MEDICAL CENTER</a>	PGY1
AK	ANCHORAGE	<a href="#">PROVIDENCE ALASKA MEDICAL CENTER</a>	PGY2-ONCOLOGY
AL	AUBURN	<a href="#">AUBURN UNIV HARRISON SCHL PHARM</a>	PGY1 - AMBULATORY CARE FOCUS
AL	BIRMINGHAM	<a href="#">BIRMINGHAM VA MEDICAL CENTER</a>	PGY1
AL	BIRMINGHAM	<a href="#">CHILDREN'S OF ALABAMA</a>	PGY1
AL	BIRMINGHAM	<a href="#">MCWHORTER SCHL PHRM/SAMFORD UNIV</a>	PGY1 - RURAL PUBLIC HEALTH
AL	BIRMINGHAM	<a href="#">MCWHORTER SCHL PHRM/SAMFORD UNIV</a>	PGY1 - JEFF CTY PUBLIC HEALTH
AL	BIRMINGHAM	<a href="#">MCWHORTER SCHL PHRM/SAMFORD UNIV</a>	PGY1 - CHRIST HEALTH CENTER
AL	BIRMINGHAM	<a href="#">PRINCETON BAPTIST MEDICAL CENTER</a>	PGY1
AL	BIRMINGHAM	<a href="#">SAMFORD UNIV MCWHORTER SCHL PHM</a>	PGY1 - COMMUNITY - FMS PHARMACY
AL	BIRMINGHAM	<a href="#">ST. VINCENT'S EAST</a>	PGY2-ADMIN (HEALTH SYSTEM)
AL	BIRMINGHAM	<a href="#">UNIVERSITY OF ALABAMA HOSPITAL</a>	PGY1
AL	BIRMINGHAM	<a href="#">UNIVERSITY OF ALABAMA HOSPITAL</a>	PGY2-ONCOLOGY
AL	BIRMINGHAM	<a href="#">UNIVERSITY OF ALABAMA HOSPITAL</a>	PGY2-CRITICAL CARE
AL	HUNTSVILLE	<a href="#">HUNTSVILLE HOSPITAL</a>	PGY1 - GENERAL
AL	HUNTSVILLE	<a href="#">HUNTSVILLE HOSPITAL SYSTEM</a>	PGY2-CRITICAL CARE
AL	MOBILE	<a href="#">MOBILE INFIRMARY MEDICAL CENTER</a>	PGY1 - TRADITIONAL
AL	MOBILE	<a href="#">MOBILE INFIRMARY MEDICAL CENTER</a>	PGY1 - FOCUS IN ACADEMIA
AL	MONTGOMERY	<a href="#">CENTRAL ALABAMA VA HEALTH CARE</a>	PGY1
AL	OPFORK	<a href="#">EAST ALABAMA MEDICAL CENTER</a>	PGY1-PRIMARY CARE

# Unique Program Requirements

- Continue to recommend programs avoid or limit supplemental materials during education sessions
  - Evaluate the need for supplemental documents
  - Evaluate effectiveness of essays, unique questions, or drug information questions as the applicant will most likely have peers review work prior to submitting
  - Separate HR documents from the PhORCAS application process; obtain HR documents after match
- Have to balance that with the flexibility to allow program to effectively evaluate applicants

# Flexible Elements For Each Program

- **Personal statement / letter of intent**
  - Identify if special questions may need to be answered
- **Supplemental documentation**
  - Must be provided in correct format (.pdf, .doc, .docx)
  - If utilizing a Mac use .pdf to avoid variation
- **Supplemental section**
  - Optional uploads determined by programs application process



check the ASHP online residency directory for specifics for each program: [www.ashp.org/ResidencyDirectory](http://www.ashp.org/ResidencyDirectory)

# Flexible Elements For Each Program

## ■ Application deadline

- Unique to each program
- All materials should be to program by that date
- PhORCAS will NOT allow a new application to go through after 11:59 PM (EST) on application deadline
- PhORCAS will allow transcripts and reference to go through if application is in by deadline – programs may/not honor these late deliveries
- Can be controlled by program (open/close)



check the ASHP online residency directory for specifics for each program: [www.ashp.org/ResidencyDirectory](http://www.ashp.org/ResidencyDirectory)



# ASHP Online Directory – Program Info Page

If there is no information program has not provided information to ASHP

Abbott Northwestern Hospital  
800 East 28th Street at Chicago Avenue  
Minneapolis, MN 55407  
[http://www.allina.com/ahs/anw.nsf/page/pharm\\_home](http://www.allina.com/ahs/anw.nsf/page/pharm_home)

**Code:** 63010  
**NMS Code:** 110113  
**Postgraduate Year One (PGY1) Pharmacy**

**Accreditation Status:** Accredited

**Residency Program Director:**

Steven D. Kastendieck, BS, MS, R.Ph.  
(612) 863-8602  
Fax: (612) 863-7134  
Email: [Steven.kastendieck@allina.com](mailto:Steven.kastendieck@allina.com)

**Director of Pharmacy:**

Kristine K. Gullickson, Pharm.D., FASHP  
(612) 863-4906  
Fax: (612) 863-7134  
Email: [kristi.gullickson@allina.com](mailto:kristi.gullickson@allina.com)

**Residency Information:**

Duration/Type:	12 mo/residency
Number of Positions:	4
Application Deadline:	1/15/2013
Starting Date:	On or around July 1st
Estimated Stipend:	\$42,000
Interview Required:	Yes

**Residency Special Features:** This program is both flexible and focused. Residents develop skills in the provision of patient-centered care, service excellence, practice management and leadership development. The pharmacy practice model combines decentral pharmacist practice with responsibility for a drug distribution system that leverages Pyxis drug distribution and a state-of-the-art sterile compounding facility. Residents interact with dozens of pharmacist practitioners with special skills in clinical pharmacy, informatics, logistics and leadership. Residents gain valuable experience by preparing and presenting educational programs,

# ASHP Online Directory – Program Info Page

Application Deadline, Positions Available, and Special Requirements for Acceptance – EXTREMELY IMPORTANT!


## Residency Information:



Duration/Type:	12 mo/residency
Number of Positions:	11
Application Deadline:	1/4/2013
Starting Date:	July 1
Estimated Stipend:	\$45,760
Interview Required:	Yes

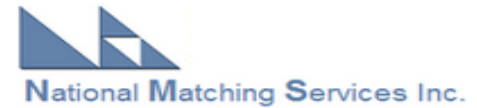
**Residency Special Features:** This well-established residency program provides flexible, comprehensive training in a variety of areas. Required rotations include drug policy, internal medicine, pharmacy administration (choose from clinical, operations, ambulatory, medication safety, residency program management, or informatics) and clinical practice (integrated throughout the year). Elective rotations include multiple intensive-care options (surgical/trauma, medical, neurosurgical, cardiovascular), emergency medicine, infectious disease, oncology, solid organ transplant, cardiology, diabetes management, academia, ambulatory care and several other options. Rotations and activities are tailored to meet the needs and interests of each resident. Opportunities exist to work with and serve as a preceptor for pharmacy clerkship students. Residents also have the opportunity to participate in a teaching certificate program.

**Fringe Benefits:** Three weeks of paid time off, health, vision, dental, disability and life insurance; travel and meeting allowance.



**Special Requirements for Acceptance:** Participation in PhORCAS (Pharmacy Online Residency Centralized Application) plus required supplemental materials. Please see the residency website or contact the program for additional details.

# Upload Personal Statement / Letter Intent



taniatest boristest [PHORCAS ID: 20152735217]

LOGOUT

## MY TOOLS

### MY PROFILE

- Account Information
- Change Password
- Change Security Question
- Change PGY Information
- Change License Information

### MY MESSAGES

✉ - New Mail [1]

### Match HELP

- Match FAQs
- Contact Match
- Schedule of Dates
- Applicant Agreement

### PhORCAS HELP

- FAQs
- Contact Us
- Instructions
- Participating Programs

## MAIN MENU/APPLICANT CHECKLIST

## MATCH REGISTRATION

## STATUS

### Application > Personal Statement/Letter of Intent

#### ■ - Required Information

INSTRUCTIONS FOR THIS SECTION

Provide a concise statement indicating your career goals, major areas of interest, and reasons why you are a good candidate for this program.

Please check the program's website for other institution specific details.

Please use this page to upload your cover letters / personal statements. Things to note:

- The accepted file formats are MSWord (.doc and .docx), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt).
- Do not password protect your files.
- The size limit for the file upload is 5MB.

If you are still having problems uploading your cover letters / personal statements, please make sure you are using one of the following browsers.

- Safari 5.1 and above
- Internet Explorer 9.0 and above
- Current and prior major versions of Mozilla Firefox or Google Chrome

Name	Date	View	Delete
Advocate Lutheran General PGY 1.docx	12-01-2014		

### Upload New File

No file selected.

**\*\*Be specific in naming documents before uploading\*\***

# Primary Pharmacy School Attended

- Entered when creating your application and registering for match
- Can be edited at any point prior to submitting application
- MUST always have a primary pharmacy school attended listed on the application

Pharmacy School Attended	
Accredited Pharmacy School Attended ■	<input type="text"/>
If Foreign:	<input type="text"/>
Country: ■	<input type="text"/>
Graduation Date: ■	<input type="text"/> <input type="text"/> Enter end month Enter end year
Most advanced Pharmacy Degree: ■	<input type="text"/>
Degree if other:	<input type="text"/>
Did you have a GPA calculated at this institution: ■	<input type="radio"/> Yes <input type="radio"/> No
If yes, what is your GPA at this institution:	<input type="text"/>
PGY1/PGY2 Information	
Residency type for which you are applying: ■	<input type="radio"/> PGY 1 <input type="radio"/> PGY 2

# Utilize Drop Downs- Organized by State



taniatest zavarellitest [PHORCAS ID: 20152735220]

LOGOUT

Application > Program Year Information

■ - Required Information

## Pharmacy School Attended

Accredited Pharmacy School Attended ■

If Foreign:

Country: ■

Graduation Date: ■

Most advanced Pharmacy Degree: ■

Degree if other:

Did you have a GPA calculated at this institution: ■

If yes, what is your GPA at this institution:

## PGY1/PGY2 Information

Residency type for which you are applying: ■

☐ PGY 1

☐ PGY 2

AL - AUBURN UNIVERSITY/HARRISON SOP  
AL - SAMFORD UNIVERSITY/MCWHORTER SOP  
AR - HARDING UNIVERSITY COLL OF PHARM  
AR - UNIVERSITY OF ARKANSAS  
AZ - MIDWESTERN UNIVERSITY-GLENDALE  
AZ - UNIVERSITY OF ARIZONA  
CA - CALIFORNIA NORTHSTATE COLL PHARM  
CA - LOMA LINDA UNIVERSITY  
CA - TOURO UNIVERSITY - CALIFORNIA  
CA - UC SAN DIEGO, SKAGGS SCHL PHARM  
CA - UNIV OF CALIFORNIA-SAN FRANCISCO  
CA - UNIV OF SOUTHERN CALIFORNIA  
CA - UNIV OF THE PACIFIC-THOMAS LONG  
CA - WESTERN UNIV OF HEALTH SCIENCES  
CO - REGIS UNIVERSITY SCHOOL OF PHARM  
CO - UNIVERSITY OF COLORADO-SKAGGS  
CT - UNIV OF ST JOSEPH SCHL OF PHARM  
CT - UNIVERSITY OF CONNECTICUT  
DC - HOWARD UNIVERSITY

## PGY2 Only

Did you complete or are in the process of completing a PGY1 residency in the U.S.? (PGY 2 Only)

If your training program is not accredited or in candidate status with ASHP you must go through the ASHP PGY1 exemption process to see if you can be considered for PGY2 interviews and participating in the Residency Matching Program for a PGY2 position(LINK TO PGY1 EXEMPTION PROCESS).



# Transcript Request Form

Available after completion of college information



taniatest boristest [PHORCAS ID: 20152735217]

LOGOUT

## MY TOOLS

### MY PROFILE

- Account Information
- Change Password
- Change Security Question
- Change PGY Information
- Change License Information

### MY MESSAGES

- New Mail [1]

### ? Match HELP

- Match FAQs
- Contact Match
- Schedule of Dates
- Applicant Agreement

### ? PHORCAS HELP

- FAQs
- Contact Us
- Instructions
- Participating Programs

## MAIN MENU/APPLICANT CHECKLIST

## MATCH REGISTRATION

## STATUS

### Application > Pharmacy Institutions Attended

■ - Required Information

ADD NEW COLLEGE

[INSTRUCTIONS FOR THIS SECTION](#)

**Note:** Please be sure to print out the Transcript Request Form for each of your institutions attended by clicking the icons below. Failure to include this form with your transcripts may increase the processing time of your documents once they arrive at PHORCAS.

Only pharmacy transcripts are required by all programs (not other undergraduate or graduate transcripts). However, some programs may require your additional transcripts as supplemental information (especially if they are combined with a masters program.) Please confirm by reviewing the ASHP online directory - Special Requirements for Acceptance.

Orange color indicates Primary College Attended

#### Institutions Attended

TRANSCRIPT REQUEST FORM	INSTITUTION ATTENDED	UPDATE/DELETE	ADD DEGREE
	AL - SAMFORD UNIVERSITY/MCWHORTER SOP Completed: June 2013 GPA: 3.7		<a href="#">ADD DEGREE</a>

#### Institution Degrees

INSTITUTION ATTENDED	DEGREE	ACTIONS
AL - SAMFORD UNIVERSITY/MCWHORTER SOP	Pharm. D.	

PRINT

Select

To return to the applicant check list please click the tab located at the top of the page labeled applicant check list.

# Transcript Request Form



## Transcript Request Form

Pharmacy Online Residency Centralized Application Service (PhORCAS)

### Applicant Instructions

Applicant: TANIATEST BORISTEST  
Name

Submit your completed PhORCAS Transcript Request Form to the Registrar of **every** U.S. and Canadian Institution that you have attended. It is important to use this form so PhORCAS can properly match your official transcript to your PhORCAS application. The Registrar should attach this form to your official transcript and mail both items directly to PhORCAS.

NOTE: The Registrar's office may charge you a fee for this service.

Please complete the following information of this Transcript Request Form and send it directly to the Registrar's office of the institution(s) that you attended.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Institution Details

Institution: AL - SAMFORD UNIVERSITY/MCWHORTER SOP

Former Name used while  
enrolled at the Institution: \_\_\_\_\_

Applicant Former Name (Last, First, Middle)

Name of Institution: \_\_\_\_\_

Campus attended: \_\_\_\_\_

Former Name of Institution (If Applicable): \_\_\_\_\_

Dates of attendance (MM/DD/YYYY): FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Degree earned (If applicable): \_\_\_\_\_

Date earned (MM/DD/YYYY): \_\_\_\_\_

### Transcript Details

Does this transcript contain your most recent Fall grades? YES NO

Are there grade changes within this transcript? YES NO

### Instructions to the Registrar

Please attach this form directly to the official transcript for the above applicant and forward the official transcript (see requirements below) in a sealed envelope directly to:

PhORCAS Transcript Department  
P.O. Box 9124  
Watertown, MA 02471

The transcript must meet the requirements below to be considered "official"

- A Registrar's seal and/or legible signature included on the transcript.
- Must be mailed **directly** to PhORCAS from the Registrar's Office.
- **Cannot** be marked "Issued to Student" or "Student Copy."

- Send completed form to College- have them send transcripts to PhORCAS to be validated/uploaded
- Only need pharmacy school transcript

Do not wait for end of fall semester to request transcripts. Send current transcripts then at end of semester can request a newer version of the transcripts (this way you meet requirement of PhORCAS before offices close for holidays and avoid cutting it close to program deadline date. Programs will be able to see newer version of transcripts).

taniatest boristest [PHORCAS ID: 20152735217]


 LOGOUT

## My Tools

### MY PROFILE

- Account Information
- Change Password
- Change Security Question
- Change PGY Information
- Change License Information

### MY MESSAGES

 - New Mail [1]

### ? Match HELP

- Match FAQs
- Contact Match
- Schedule of Dates
- Applicant Agreement

### ? Phorcas HELP

- FAQs
- Contact Us
- Instructions
- Participating Programs

## MAIN MENU/APPLICANT CHECKLIST

## MATCH REGISTRATION

## STATUS

## Application > Extracurricular

The response you type will appear in your application exactly as you type it. Using all capital letters or not capitalizing properly does not present a professional image to your application.

[INSTRUCTIONS FOR THIS SECTION](#)

Select an option from the drop down list and click on "Add New Entry" to create a list of your activities, accomplishments & recognitions. If you are unsure of the procedures on completing this section of the PHORCAS Application please revisit the instructions or click on "Instructions For This Section". Once your application has been e-Submitted you WILL NOT be able to make corrections to this section.

Provide information about activities, accomplishments & recognitions, including:

- Pharmacy Work Experience
- Publications (local/state/national)
- Presentations (local/state/national)
- Professional Awards/Scholarships
- Leadership Experience
- Volunteer/Community Service

 ADD NEW ENTRY

## Pharmacy Work Experience

Title	Total Hrs	Start Date	End Date	Update
Intern	8	January 2011	January 2012	 

## Professional Awards/Scholarships

Name Of Award, Honor Or Recognition	Date Received	Update/Delete
Cathy Walker Award	January 2010	 



# Extracurricular Section

[MAIN MENU/APPLICANT CHECKLIST](#) [MATCH REGISTRATION](#) [STATUS](#)

Application > Extracurricular

The response you type will appear in your application exactly as you type it. Using all capital letters or not capitalizing properly does not present a professional image to your application.

INSTRUCTIONS FOR THIS SECTION

Select an option from the drop down list and click on "Add New Entry" to create a list of your activities, accomplishments & recognitions. If you are unsure of the procedures on completing this section of the PHORCAS Application please revisit the Instructions or click on "Instructions For This Section". Once your application has been e-Submitted you WILL NOT be able to make corrections to this section.

Provide information about activities, accomplishments & recognitions, including:

- Professional Awards/Scholarships
- Leadership Experience
- Presentations (local/state/national)
- Publications (local/state/national)
- Pharmacy Work Experience
- Volunteer/Community Service

Professional Awards/Scholarships

Leadership Experience



Presentations (local/state/national)

Publications (local/state/national)

Pharmacy Work Experience

Volunteer/Community Service

ADD NEW ENTRY

Recognition	Date Received	Update/Delete
	January 2010	 

**Must be completed, even if on your CV**


# Extracurricular Example:

## Presentations beyond pharmacy school requirements

MAIN MENU/APPLICANT CHECKLIST MATCH REGISTRATION STATUS

Application > Presentations

■ - Required Information [INSTRUCTIONS FOR THIS SECTION](#)

 VIEW LIST

Presentation Type: ■

Presentation Title Name: ■

Presentation Description: ■

State

Local




State

National

Please list presentations beyond classroom and rotation expectations or assignments. Examples of presentations detailed here are poster or platform presentations at a local, state or national meeting. (660 character limit, including spaces)

Presentation Date: ■

(Month) (Year)

 SAVE  PRINT  CANCEL

**\*Free Text- recommend browser that checks or copy/paste from Word**

# Reference Writer Communication

- Notify references before select in PhORCAS
  - Communicate what programs you are applying to
  - Discuss the following scenarios:
    - Reference writer is familiar with program and wants to send a personalized reference to them
    - You are applying to uniquely different programs and want the reference letters to have a different emphasis (ex. PGY1 and admin program)
  - Let the reference writer determine if they want to write program specific or unique letter vs. the standard letter that goes to all programs

# Reference Writer Information

You will need their name, email, and phone

Reference's Title(Dr., Mr., Ms., etc): ■

Mr.

Reference's First Name: ■

Test

Reference's Last Name: ■

Reference

Reference's Middle Name or Initial:

Reference's Email Address: ■

testreference@gmail.com

Confirm Email Address: ■

testreference@gmail.com

Reference's Phone Number: ■

(123)456-7890

Please enter complete phone number including area code or country code.

# Reference Writer Selection

- PhORCAS only requires 3 references to be submitted to meet the requirements of PhORCAS
- If you are concerned that reference writer may not submit reference letter by program deadline you can request references from more than 3 individuals- request 4 reference writers
- You are not limited to the number of unique reference writers- can use different reference writers for different applications

# Reference Recommendations

- References template recommendations
  - Create a standard reference:  
**‘Applicant Name’ Reference**
  - Create a personalized reference based on reference writer preference  
**‘Applicant Name’ Reference for ‘Institution X’**
- Applying to uniquely different programs (PGY1 or admin)
  - Create a personalized reference based on program  
**‘Applicant Name’ Reference for ‘PGY1’**  
**‘Applicant Name’ Reference for ‘Admin’**

# References

taniatest boristest [PHORCAS ID: 20152735217]

 LOGOUT

## My Tools

### MY PROFILE

- Account Information
- Change Password
- Change Security Question
- Change PGY Information
- Change License Information

### MY MESSAGES

 - New Mail [1]

### ? Match HELP

- Match FAQs
- Contact Match
- Schedule of Dates
- Applicant Agreement

### ? PhORCAS HELP

- FAQs
- Contact Us
- Instructions
- Participating Programs

## MAIN MENU/APPLICANT CHECKLIST

## MATCH REGISTRATION

## STATUS

### Application > References

#### ■ - Required Information

[INSTRUCTIONS FOR THIS SECTION](#)

 VIEW LIST

Please provide the requested information for an individual who will be providing a letter of recommendation. Please note that entering a reference in this section and clicking "SAVE" will immediately generate an e-mail request to that individual. Thus, before entering an individual's name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

Title ■

**Title: Can be generic or personalized**

Tania Boris Reference

If you would like to customize a reference please indicate in this section the name of the program EX. Providence Alaska Medical Center-PGY2-Oncology; if this is a general reference please enter in a general title for your identification.

Notes to Reference:

Please include the deadline date for the program, as well as any supplement data the program may require from the reference writer. This will notify reference writers if they need to upload any supplemental requirements with their reference.  
(max 300 characters)

# References

taniatest boristest [PHORCAS ID: 20152735217]


 LOGOUT

## My Tools

### MY PROFILE

- Account Information
- Change Password
- Change Security Question
- Change PGY Information
- Change License Information

### MY MESSAGES

 - New Mail [1]

### ? Match HELP

- Match FAQs
- Contact Match
- Schedule of Dates
- Applicant Agreement

### ? PhORCAS HELP

- FAQs
- Contact Us
- Instructions
- Participating Programs

## MAIN MENU/APPLICANT CHECKLIST

## MATCH REGISTRATION

## STATUS

### Application > References

■ - Required Information

[INSTRUCTIONS FOR THIS SECTION](#)

 VIEW LIST

Please provide the requested information for an individual who will be providing a letter of recommendation. Please note that entering a reference in this section and clicking "SAVE" will immediately generate an e-mail request to that individual. Thus, before entering an individual's name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

Title ■

Tania Boris Reference

**Read prompts carefully**

If you would like to customize a reference please indicate in this section the name of the program EX. Providence Alaska Medical Center-PGY2-Oncology; if this is a general reference please enter in a general title for your identification.

Notes to Reference:

**Notes to Reference:  
include deadline &  
other relevant data**

Please include the deadline date for the program, as well as any supplement data the program may require from the reference writer. This will notify reference writers if they need to upload any supplemental requirements with their reference.  
(max 300 characters)



# References Writer Information

- Actual reference not accessible by applicant
- There will be a plain-text box available for program specific comment
  - Change character count for program specific comments. Increase the size of the program specific comment box (from 1000 to 6500)
  - comments concerning candidate's fit to this particular program; provided to this specific program- will not carry forward into future references for this applicant
  - This is the space writers will use for those programs that require the reference letter

# Standardized Reference 13 Characteristics:

Exceeds / Appropriate / Fails to Meet / N/A

- Writing Skills
- Oral Communication Skills
- Leadership/mentoring
- Assertiveness
- Ability to organize & manage time
- Ability to work with peers & communicate effectively
- Effective patient interactions
- Dependability
- Independence & resourcefulness
- Willingness to accept constructive criticism
- Emotional stability maturity
- Professionalism
- Clinical Problem Solving Skills



See ASHP Website for actual template:

[www.ashp.org/phorcas](http://www.ashp.org/phorcas)

# Standardized Reference

## ■ Narrative Comments

- How did candidates skills compare with peers, students or students from other colleges of pharmacy?
- Strengths, areas for improvement?
- Address any other characteristics or observances of the candidate.

## ■ Recommendation (select one)

- Highly recommend the candidate
- Recommend the candidate
- Recommend with reservation
- Do not recommend

# 2017-2018 Match Conducted in Two Phases

## Phase I:

All applicants and programs submit their Rank Order Lists by the Rank Order List deadline for Phase I of the Match. The matching algorithm will be processed using those Rank Order Lists to place applicants into positions. The results of Phase I of the Match will then be distributed to applicants and programs.

# Post Match Enhancement

- Continued post-match interest question to indicate they wish to be considered for an open seat

## Submitted Programs

Residency ID	School Name	State	Deadline (11:59PM EST)	Date Designated	Est	Consider for Postmatch
1285	<p>WILKES-BARRE VET AFFAIRS MED CTR -</p> <p>Curriculum Vita/Resume: Ababneh_Maysoon_CV-clinical.doc</p> <p>Personal Statement/Letter of Intent: PGY1.docx</p> <p>References:</p> <ul style="list-style-type: none"> <li>Pat Resto</li> <li>Dianne Guise</li> <li>David Ombengi</li> <li>Adnan Khasawneh</li> </ul> <p>Supplemental:</p>	PA		12/27/2013		
1348	<p>BRONX LEBANON HOSPITAL CENTER -</p> <p>Curriculum Vita/Resume: Ababneh_Maysoon_CV-clinical.doc</p> <p>Personal Statement/Letter of Intent: PGY1.docx</p> <p>References:</p> <ul style="list-style-type: none"> <li>Pat Resto</li> <li>Dianne Guise</li> <li>David Ombengi</li> <li>Adnan Khasawneh</li> </ul> <p>Supplemental:</p>	NY		12/27/2013		

# 2017-2018 Match Conducted in Two Phases

## Phase II:

Programs with unfilled positions in Phase I of the Match will offer those positions to unmatched applicants in Phase II of the Match.

All applicants seeking positions after Phase I and all programs with available positions after Phase I submit their Rank Order Lists by the Rank Order List deadline for Phase II of the Match. A second match will be carried out using those Rank Order Lists, and the results of Phase II of the Match will then be distributed.

# Post Match – Scramble

After the results of Phase II of the Match are released, a Post-Match process will be implemented, in accordance with [ASHP Match Rules](#), to assist applicants who are still seeking a residency to be placed into programs with positions available.

- PhORCAS will add structure to the scramble
  - List of programs with available positions after Phase II of the Match will be provided on the Match web site beginning at 12:00 p.m. Eastern Time. Applicants who do not obtain a position in the Match will be able to use PhORCAS to prepare applications to programs that have positions available.
  - Programs will be able to update information on positions available after the Match on the Match web site until May 31.



[Home](#) > [Accreditation](#) > [Residency Accred](#) > [phorcas](#)

## Accreditation

- > [Residency Accreditation](#)
- > [Pharmacy Technician Accreditation](#)
- > [Residency Directory](#)
- > [Technician Training Directory](#)
- > [Additional Accreditation Resources](#)
- > [Complaints](#)
- > [Contact Us](#)

## Pharmacy Online Residency Centralized Application Service

PhORCAS  
(Pharmacy Online  
Residency  
Centralized




Application), a web-based tool that brings residency application material together in one location. By streamlining the residency recruitment process, it decreases the administrative burden that comes with paper applications overall.

PhORCAS offers endless benefits for residency programs, resident applicants, and reference writers by simply making the process easier. For support: PhORCAS (617) 612-2868 (9AM-5PM ET) or [phorcasinfo@phorcas.org](mailto:phorcasinfo@phorcas.org).

Learn more about how PHORCAS can save you time, effort, and money below

## Resource Information

### Applicant

- > [PhORCAS Applicant log in](#)   
(Live on November 3)
- > [PhORCAS Applicant Informational Flyer](#) [PDF]
- > [PhORCAS PGY1 Pharmacy Residency Exemption Process](#) [PDF]
- > [PhORCAS - Applicant's Portal Into PhORCAS Overview](#)
  - > [Webinar](#) [VIDEO 13:42 min]
  - > [Handout](#) [PDF]

- **Log on**
- **Videos**
- **Information**





# Online Guides

- YouTube videos and Facebook will be updated
  - Applicant's Portal Webinar
  - Applicant Information
  - Re-applicant
  - Selecting Designations and E-Submit
  - Post Match Process
- FAQs and promotional material
  - [www.ashp.org/phorcas](http://www.ashp.org/phorcas) all will be updated once new edits are implemented for the 2017 match

## Applicants - Tips

- **Do not create more than one account:** if you have problems do not start over must work through the issues on that account, contact PhORCAS staff
- **Avoid special fonts and symbols:** keep it simple - Times New Roman
- Often waiting until the night of the deadline to e-submit applications to individual programs –  
**NOT Recommended!**
- Consider getting applications in early to allow sites to review your application in more detail than the flood of applications that come in last minute
- If you wait to the last minute and have trouble uploading you may miss a program's deadline (2359 PM EST)

# Applicant Take Home Points

- Do your homework
  - Deadline dates
  - Special supplemental data
  - Identify your references prior to application
  - Use of PhORCAS (YouTube videos)
  - Read Instructions / FAQs
  - Get started early
- Accuracy
- Contact your references
- Remember the little personalized opportunities
  - Make personal connections
  - Use spell check browsers or copy/paste
  - Writing thank you notes



<https://www.ashp.org/professional-development/residency-information/residency-program-directors/phorcas>

[www.youtube.com](https://www.youtube.com) (search PhORCAS)

**Program specific requirements:**

[www.ashp.org/ResidencyDirectory](https://www.ashp.org/ResidencyDirectory)