

2024-2025 INSTITUTIONAL AGREEMENT

15850 Crabbs Branch Way, Suite 320, Rockville, MD 20855-2622 | Email: casprweb@aacpm.org

Name of Institution: _____

Name of Residency Program (if different): _____

Hospital Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ CASPR ID #: _____

The Central Application Service for Podiatric Residencies (CASPR) is a national residency application and matching service for podiatric medical and surgical residencies provided by the American Association of Colleges of Podiatric Medicine (AACPM) and administered by National Matching Services Inc. (NMS).

This institution/program, elects to participate in the 2025 CASPR cycle. We agree to comply with the rules and regulations governing the application, selection, matching and appointment of CASPR applicants for 2025 entry-level podiatric residency positions.

Specifically, this institution/program agrees to:

1. Comply with the [Standards and Practices for Residency Selection](#) incorporated into this agreement by this reference and the [CASPR schedule of dates](#).
2. Notify CASPR in writing of any changes in CPME approval of the residency program, the number of available positions, or factors that may affect the continued operation of the program. This institution/program understands that CASPR assumes no responsibility for changes in program status and recognizes that it is ultimately the program's responsibility to notify all applicants of such information.
3. Restrict access and keep confidential the program's access credentials to AACPM and NMS online systems.
4. **Offer all our approved, available first year podiatric residency positions through CASPR and only accept and consider applications submitted through the CASPR system until the completion of the CASPR Match and Match Phase II (MP II).** At the conclusion of MP II, our program may, at its discretion, accept applications, including from those candidates not participating in the current CASPR cycle.
5. Provide complete and accurate information to applicants prior to the rank order list deadline concerning the positions being offered in CASPR, including all institution and residency program policies related to eligibility requirements for appointment, compensation for residents, and accreditation status of the residency program.
6. Use all applicant information provided to the program by CASPR, including the National Board of Podiatric Medical Examiners score data, for the sole purpose of selecting applicants. We agree to keep all applicant information confidential and secured, and to release this information only in compliance with all applicable laws. We further agree to properly destroy this material in accordance with our institution's employment policy.
7. **Make no offers or require any commitments from applicants, nor demand or require that applicants state how they will or did rank this institution/program.** The program may freely discuss any matter with an applicant, and each may express a high level of interest in the other. The program may voluntarily inform an applicant as to whether or not it intends to rank the applicant, and an applicant may voluntarily inform the program as to whether or not the applicant intends to rank the program. However, neither party (program or applicant) may solicit such information from the other party. **In addition, neither party may disclose to the other party or solicit from the other party any information regarding the positioning of any applicant or program on a rank order list.** Furthermore, any expression of interest or intention to rank that may be made during the free

discussion between the program and any applicant is subject to change based on further considerations. Both the program and the applicants have the right to change their rankings at any time prior to the submission deadline for the rank order lists.

8. Accept that the rank order list submitted by our program is the sole determinant of the program's order of preference among applicants participating in the CASPR Match. Similarly, the rank order list submitted by each applicant is the sole determinant of the applicant's order of preference for the programs participating in the CASPR Match. The same applies to the rank order lists that may be submitted by our program and applicants for MP II.
9. **Recognize that a match made with an applicant through either the CASPR Match or MP II constitutes a binding commitment and the institution/program will offer residency appointment to all applicants matched with this institution/program through the CASPR Match and MP II. The institution/program cannot avoid offering appointment to its matched applicants without written release from AACPM.**
10. Not to offer a position to a resident who was matched with another institution unless the applicant has received a written confirmation of release from that institution from AACPM.
11. Accept the Terms of Use and Privacy Policies as shown on the AACPM and NMS CASPR websites and acknowledges that NMS and/or AACPM may contact institution/program personnel by email and/or phone regarding the program's participation in CASPR.

This institution/program understands that CASPR is a service used by registered participants, and the judgments regarding resident selection and/or contract negotiations remain exclusively with the registered participants.

This institution/program understands that CASPR, including access to the online systems, may be interrupted by causes beyond AACPM and/or NMS control, and that the systems are not guaranteed to operate error-free.

Unless prohibited by law, the institution/program agrees to indemnify and hold harmless AACPM and NMS, their officers, directors, employees and assigns ("Indemnitees"), from any and all third-party claims arising from the institution/program's participation in CASPR and the application and matching services that AACPM and NMS perform. In no event shall the Institution be liable to AACPM for punitive or exemplary damages or for lost profits or consequential damages or for any expenditure or obligation that is found to be in violation of the U.S. Anti-Deficiency Act, 31 U.S.C. Section 1341.

This institution/program understands that violations of the terms of this Agreement may result in being terminated or suspended from CASPR, legal actions, and/or professional sanctions being initiated against this institution/program.

This agreement is effective when signed below or in counterpart. Photocopy, facsimile, electronic or other copies have the same effect for all purposes as an ink-signed original.

Signature Institution/Hospital ADMINISTRATOR/DESIGNEE

Date

Print Name: _____

Signature RESIDENCY PROGRAM DIRECTOR

Date

Print Name: _____

RETURN BY EMAIL to CASPRweb@aacpm.org or MAIL to AACPM, 15850 Crabbs Branch Way, Suite 320, Rockville, MD 20855-2622.