|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| July   * NCFMRS Recruitment Fair, KC (shipping, booth furniture, swag, register attendees) * ABFM RTMS update. Add new R1’s and update all others * GME Track surveys, deadline ~7/15 * Resident memberships (AAFP, local chapter, etc) * Close out graduate files * Update Resident Records: ACGME, ABFM, AAFP Census | August   * ABFM-register for InTraining Exam * Interview Prep – Live or virtual * NRMP Match registration * AMA Freida update * ACGME ADS update and submission – Due ~8/26 * AAMC Resident Survey (GME Track) due ~ 9/30 * R1’s begin registering for Step 3 | September   * ERAS PDWS downloads & begin screening-opens ~9/27 * Confirm application criteria, interview schedules & interviewers * Interviews begin * Register residents for ABFM InTraining Exam – due ~9/30 | October   * Continue downloading applications * ABFM InTraining Exam, end of October * Interviews | November   * Continue reviewing applications * Interviews * ABFM Board registration for June graduates | December   * Continue reviewing applications * Interviews * Submit ACGME Milestones * Confirm R3 registrations for their Boards * ABFM InTraining Results |
| January   * Submit ACGME Milestones ~Jan. 13 * R3’s register for Boards before 1/31 deadline to avoid late fees * Wrap up Interview Season * NRMP Quota Change Deadline ~1/31 * PDW/RPS-Register & reserve hotel rooms * Finalize ROL | February   * Certify NRMP ROL-deadline ~2/28 * NRMP-confirm SOAP plans * ACGME Resident & Faculty Surveys open (~2/12-4/7) * NCFMRS-register, pay booth fee& reserve hotel rooms * Chief Resident elections * ABFM RTM-verify R3’s for boards * ERAS-register for next AY Match * Start working on block for next AY * Second Looks | March   * NRMP MATCH 3/15 * Match Celebration * Mail R1 contracts * Prepare Graduation certificates & current R1 certificates * Orientation-begin working on * BLS/ACLS & other certification order books for orientation * ACGME Residency Leadership Summit/ RAD Conference, KC * NCFMRS-book flights & hotel * ACGME Conference | April   * ACGME Resident & Faculty Surveys deadline ~4/7 * ACGME ADS Survey * GME Track Surveys * ABFM Board Exams * Licensing application/ renewal packets to residents * Finalize block schedules | May   * Resident Manual update * ABFM RTM graduation verifications * ERAS Registration * Finalize Graduation Ceremony * Update Rotation Guidelines (program specific) * Update photo roster * Rising R2 & R3 New Contracts/Contract Addendums signed (new salaries, new title) * Prepare SWAG, documents, etc for NCFMRS Recruitment Fair | June   * Finalize onboarding * New AY begins * R1 Orientation * R3 Exit evals w/PD–summary evaluation for permanent files * Graduation * Website updates * Add new residents to ACGME ADS & ABFM RTMS * ACGME Milestones submission – due ~6/25 * AAFP Residency Census Due ~ 6/30 * AAMC Census opens, due ~ 7/16 * Check & update PLA’s as needed |