

RESIDENCY AND CAREER PLANNING

**NEW YORK INSTITUTE
OF TECHNOLOGY**

College of Osteopathic
Medicine

ELECTRONIC RESIDENCY APPLICATION SERVICE



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WHAT DOCUMENTS ARE INCLUDED IN THE RESIDENCY PROCESS?

- ERAS APPLICATION/WORKSHEET
- PERSONAL STATEMENT (S)
- LETTERS OF RECOMMENDATION (LOR)
- PHOTO
- MEDICAL SCHOOL TRANSCRIPT
- MSPE (MEDICAL STUDENT PERFORMANCE EVALUATION)
- COMLEX AND/OR USMLE SCORES

WHAT IS ERAS?

STREAMLINES THE APPLICATION PROCESS MAKING IT SIMPLER FOR YOU TO APPLY TO RESIDENCY PROGRAMS. THE ON-LINE SERVICE WAS DEVELOPED BY THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES (AAMC) AND TRANSMITS YOUR CREDENTIALS TO MOST ACGME RESIDENCY PROGRAMS.

ERAS IS COMPRISED OF FIVE MAIN COMPONENTS:

- **THE MYERAS WEBSITE - YOU COMPLETE YOUR APPLICATION AND PERSONAL STATEMENT; SELECT PROGRAMS TO APPLY TO, AND ASSIGN DOCUMENTS TO BE RECEIVED BY THOSE PROGRAMS.**
- **DEAN'S OFFICE WORKSTATION (DWS) - CREATES TOKEN USED BY APPLICANTS; SCANS AND ATTACHES SUPPORTING DOCUMENTS TO YOUR APPLICATION.**
- **PROGRAM DIRECTOR'S WORKSTATION (PDWS) - PROGRAM STAFF RECEIVE, SORT, REVIEW, EVALUATE AND RANK APPLICATIONS.**
- **LETTER OF RECOMMENDATION (LOR) PORTAL - ENABLES LOR AUTHORS AND/OR THEIR DESIGNEES TO UPLOAD LETTERS OF RECOMMENDATION (LORs) TO ERAS. MEDICAL SCHOOLS HAVE NO ACCESS**
- **ERAS POSTOFFICE - TRANSFERS APPLICATIONS TO PROGRAMS.**



**HOW
TO
ACCESS
ERAS**

WHAT IS THE ERAS TOKEN?

TOKENS ARE ELECTRONIC CODES THAT PERMIT YOU TO REGISTER AND ACCESS "MYERAS" (YOUR PERSONAL WORKSTATION ON ERAS) ONLINE.

TOKENS BECOME AVAILABLE IN JUNE 2022 AND WILL BE EMAILED TO YOU BY AAMC.ORG (ONLY AFTER COMPLETING THE GOOGLE DOC I SEND OUT IN APRIL/MAY). ONCE YOU OBTAIN YOUR TOKEN NUMBER, YOU SHOULD GO TO THE MYERAS WEBSITE AND CLICK ON "REGISTER". THE NUMBER WILL BE USED ONE TIME ONLY TO ACCESS THE MYERAS WEBSITE.

AFTER REGISTERING, YOU WILL BE ASSIGNED AN AAMC ID#. WE RECOMMEND THAT YOU PUT THAT NUMBER IN A SAFE PLACE AS YOU WILL NEED IT SEVERAL TIMES DURING THIS PROCESS.

AT THIS TIME, YOU WILL ONLY BE PERMITTED TO COMPLETE THE PERSONAL INFORMATION PAGE AND REQUEST LETTERS OF RECOMMENDATION.

MyERAS DASHBOARD

The screenshot shows a web browser window with the URL <https://apps.aamc.org/myeras-web/#/personalInfo>. The browser tabs include "New Yorks 95.5 PU", "AAMC Account | Login", "SurveyMonkey: Free online", and "MyERAS | Personal Inform". The browser's address bar shows the URL. The page header features the AAMC logo and navigation links: "Dashboard", "Application", "Documents", "Programs", and "Message Center". The user's name, "Deborah Heineman", is displayed in the top right corner. The main content area is titled "MyERAS ERAS 2016 Season - Residency". On the right side, there is a profile picture placeholder (a black box) and the name "Deborah Heineman". Below the name are two links: "View/Print MyERAS Application" and "View/Print CV". On the left side, there is a sidebar with the heading "Application" and a sub-section "Personal Information". The "Personal Information" section includes a "Save Personal Information" button and a list of links: "Contact Information", "Address", "Citizenship Information", "Match Information", "Additional Information", "Biographic Information", "Education", "Experience", "Licensure", "Publications", and "Certify & Submit". The main content area displays a form titled "Contact Information" with the following fields: "First Name *" (Deborah), "Middle Name", "Last Name *" (Heineman), "Previous Last Name", "Suffix" (dropdown menu with "--Select--"), "Preferred Name", "Last 4 digits of SSN", "Preferred Phone" (5166863729), "Mobile Phone", "Alternate Phone", "Fax", "Pager", and "Email *" (dheinema@nyit.edu). A "Help" link is visible in the top right corner of the form. Below the "Contact Information" section is an "Address" section with a "Current Mailing Address" field and a partially visible "Address 1 *" field containing "Santa 211".

LETTERS

OF

RECOMMENDATION

(LoRs)

LETTERS OF RECOMMENDATION (LoR)

IF THIS PAST YEAR HAS REINFORCED ANYTHING I HAVE SAID ABOUT LoRs – IT IS TO ASK FOR A LETTER FROM EVERY GOOD ROTATION IN YOUR THIRD YEAR. THE LoRs WILL BE STORED IN YOUR ERAS FILE AND WILL REMAIN THERE UNLESS YOU ASSIGN THEM TO A PROGRAM.

CONTRARY TO SOME OF THE RUMORS OUT THERE, THIRD YEAR LETTERS ARE ACCEPTABLE. IN 2018, ERAS REALIZED THIS WAS IMPORTANT AS A RESULT OF THE MERGER AND PROVIDED ACCESS FOR THIRD YEAR STUDENTS TO BEGIN UPLOADING LoRs FROM THIRD YEAR CLERKSHIPS. PRIOR TO THIS, IT WAS NOT POSSIBLE.

IT IS IMPORTANT TO OBTAIN LETTERS FROM YOUR THIRD YEAR ROTATIONS. EVEN IF YOU DON'T USE THEM – YOU HAVE THEM.

LETTERS OF RECOMMENDATION (LoR)

LETTERS OF RECOMMENDATION (LoR) ARE AN IMPORTANT PART OF YOUR APPLICATION. RESIDENCY PROGRAMS ARE HOPING TO LEARN ABOUT YOUR LEVEL OF KNOWLEDGE, CLINICAL JUDGMENT, INTERPERSONAL SKILLS AND PERSONAL QUALITIES. JUST AS IMPORTANT IS WHAT TYPE OF STUDENT YOU ARE AND YOUR POTENTIAL AS A RESIDENT.

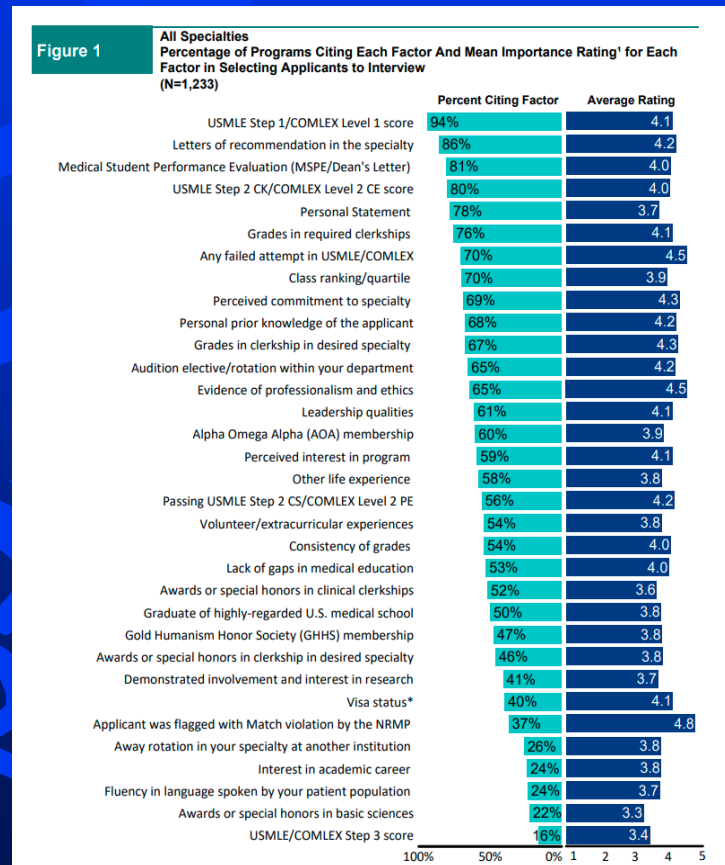
IN ADDITION TO CLERKSHIP INFORMATION (PROVIDED IN THE MSPE) AND THE INTERVIEW, YOUR LoRS ARE ONE OF THE MOST IMPORTANT FACTORS PROGRAMS USE WHEN SELECTING CANDIDATES.

THIS BECOMES MORE IMPORTANT AS WE CHANGE TO PASS/FAIL FOR COMLEX 1 AND USMLE 1. OTHER DOCUMENTS INCREASE IN IMPORTANCE.

LETTERS OF RECOMMENDATION (LoR)

WHAT FACTORS DO PROGRAMS CONSIDER WHEN SELECTING APPLICANTS TO INTERVIEW?

#2 – LETTERS OF REC (86%)



WHO TO ASK?

MOST IMPORTANT FACTOR - ASK SOMEONE WHO KNOWS YOU WELL AND CAN DESCRIBE YOUR LEVEL OF KNOWLEDGE, CLINICAL JUDGMENT, INTER-PERSONAL SKILLS AND PERSONAL QUALITIES.

LETTERS SHOULD BE FROM FACULTY OR ATTENDINGS WHO HAVE OBSERVED YOUR CLINICAL WORK OR PRECEPTORS WHO HAVE WORKED WITH YOU CLINICALLY.

A NUMBER SHOULD COME FROM THE 4TH YEAR, PREFERABLY FROM THE SPECIALTY THAT YOU ARE PURSUING. HOWEVER, IT DOES NOT NEED TO BE FROM YOUR SPECIALTY BUT CAN BE FROM OTHER RELEVANT SPECIALTIES.

PEOPLE WELL KNOWN IN THE FIELD AND “WELL CONNECTED” SENIOR FACULTY ARE THE BEST TO ASK.

IN THE 4TH YEAR, YOU ARE MORE EXPERIENCED AND YOUR WORK IS LIKELY TO BE A BETTER BASIS FOR A STRONGER LETTER.

WHO TO ASK

CONTINUED

LORS FROM THE 3RD YEAR ARE VALUABLE IF YOU PERFORMED WELL AND IT IS FROM A RELEVANT SPECIALTY (OR LATER IN THE YEAR). FOR EVERY GOOD ROTATION IN YOUR THIRD YEAR, PLEASE REQUEST AN LoR SO YOU HAVE IT AS A BACK-UP LETTER.

ASK DIRECTLY AND IN PERSON. IT IS HELPFUL TO MEET WITH YOUR LETTER WRITER TO DISCUSS YOUR CAREER GOALS, STRENGTHS AND INTERESTS.

IT IS EXTREMELY IMPORTANT WHEN REQUESTING LoR TO ASK YOUR LETTER WRITER IF THEY CAN WRITE A STRONG LETTER. IF THE POTENTIAL WRITER DELAYS OR MAKES AN EXCUSE, LOOK ELSEWHERE.

BE SURE TO GIVE YOUR LETTER WRITERS ADEQUATE TIME - ABOUT 4 TO 6 WEEKS!

REMEMBER - CHECK WITH THE PROGRAM FOR LoR REQUIREMENTS.

PROVIDE WRITER WITH

LoR COVER SHEET (BOTH ERAS & NYITCOM VERSIONS).

- **THE ERAS VERSION CONTAINS THE LETTER ID# WHICH DIRECTS THE WRITER WHERE TO UPLOAD YOUR LoR.**
- **THE NYITCOM VERSION HAS YOUR AAMC ID#, CORRECT SPELLING OF YOUR NAME, AND A PLACE WHERE YOU SIGN TO WAIVE/DO NOT WAIVE YOUR RIGHT TO REVIEW THE LETTER. THIS FORM IS ESPECIALLY IMPORTANT BECAUSE YOU WILL NEED LoRS WHEN APPLYING THROUGH VSLO FOR FOURTH YEAR ROTATIONS.**

YOUR CV AND PERSONAL STATEMENT, IF COMPLETED.

LIST OF EXPERIENCES AND QUALITIES THAT YOU WOULD LIKE HIGHLIGHTED.

WHETHER YOU WOULD LIKE THE LETTER TO BE SPECIALTY SPECIFIC OR GENERAL.

THANK YOU NOTE AND FOLLOW UP PERIODICALLY.

REMEMBER - LoRS SHOULD FOCUS ON DIRECT CLINICAL INTERACTIONS WITH THE AUTHOR.

HOW MANY LETTERS WILL I NEED?

FOR PROGRAMS, SPECIFICS WILL VARY – YOU ARE REQUIRED TO SUBMIT THREE (3) CLINICAL LORs.

EMERGENCY MEDICINE PROGRAMS REQUIRE TWO SLOEs (STANDARD LETTER OF EVALUATION) THIS YEAR – THIS IS A FORM DEVELOPED BY THE COUNCIL OF EMERGENCY MEDICINE RESIDENCY DIRECTORS.

THERE ARE NOW THREE VERSIONS OF THE SLOE:

- AUTHORS WHO ARE FACULTY OF AN EMERGENCY MEDICINE RESIDENCY PROGRAM
- AUTHORS FROM AN EM SUB-SPECIALTY ROTATION
- AUTHORS WHO DO NOT HAVE AN ESTABLISHED EMERGENCY RESIDENCY PROGRAM AT THEIR INSTITUTION.

FOR MORE INFORMATION – VISIT

[HTTPS://WWW.CORDEM.ORG/I4A/PAGES/INDEX.CFM?PAGEID=4091](https://www.cordem.org/i4a/pages/index.cfm?pageid=4091)

HOW MANY LETTERS WILL I NEED?

CONTINUED

ORTHOPAEDIC SURGERY PROGRAMS - THE AMERICAN ORTHOPAEDIC ASSOCIATION COUNCIL OF RESIDENCY DIRECTORS HAS DEVELOPED THEIR OWN FORM - THE STANDARDIZED LETTER OF RECOMMENDATION FORM.

THE FORM IS SIMILAR TO THE EM SLOE IN THAT THERE ARE SPECIFIC CATEGORIES TO EVALUATE STUDENTS. IT WILL PROVIDE RESIDENCY PROGRAMS A MORE CONCISE PERSPECTIVE ON A CANDIDATE THAN WHAT IS TRADITIONALLY OUTLINED IN A LETTER.

FOR MORE INFORMATION - VISIT

[HTTPS://WWW.AOASSN.ORG/AOAIMIS/AOANEW/RESIDENTS/STANDARDIZED_LETTER_OF_RECOMMENDATION/AOANEW/RESIDENTS/STANDARDIZED_LETTER_OF_RECOMMENDATION_FORM.ASPX](https://www.aoassn.org/aoaimis/aoanew/residents/standardized_letter_of_recommendation/aoanew/residents/standardized_letter_of_recommendation_form.aspx)

HOW MANY LETTERS WILL I NEED?

CONTINUED

SOME PROGRAMS, ESPECIALLY INTERNAL MEDICINE, NOW REQUEST A CHAIR LETTER WHICH COUNTS AS ONE OF YOUR LORs.

SINCE WE DO NOT HAVE A CHAIR OF MEDICINE, THE FOLLOWING OPTIONS ARE AVAILABLE (IN NO PARTICULAR ORDER):

- **INTERNAL MEDICINE CLERKSHIP DIRECTOR (RECOMMENDED BY SEVERAL PROGRAMS)**
- **HOSPITAL CHAIR OF INTERNAL MEDICINE**
- **HOSPITAL PROGRAM DIRECTOR OF INTERNAL MEDICINE (OR ASSOCIATE)**
- **HOSPITAL VICE CHAIR OF INTERNAL MEDICINE**
- **CORE MEDICINE CLERKSHIP DIRECTOR**
- **CHAIR OF AN IM SUB-SPECIALTY**
- **COURSE DIRECTOR OF INTERNAL MEDICINE ROTATION**
- **FACULTY MEMBER WHO WORKED DIRECTLY WITH THE STUDENT DURING IM ROTATION**

HOW MANY LETTERS WILL I NEED

CONTINUED

SOME OB/GYN PROGRAMS ALSO REQUEST A CHAIR LETTER WHICH COUNTS AS ONE OF YOUR LORS.

SINCE WE DO NOT HAVE A CHAIR OF OB/GYN, THE FOLLOWING OPTIONS ARE AVAILABLE (IN NO PARTICULAR ORDER):

- **OB/GYN CLERKSHIP DIRECTOR (RECOMMENDED BY SEVERAL PROGRAMS)**
- **HOSPITAL CHAIR OF OBSTETRICS AND GYNECOLOGY**
- **HOSPITAL PROGRAM DIRECTOR OF OBSTETRICS AND GYNECOLOGY**
- **HOSPITAL VICE CHAIR OF OBSTETRICS AND GYNECOLOGY**
- **CORE CLERKSHIP DIRECTOR**
- **COURSE DIRECTOR OF OBSTETRICS AND GYNECOLOGY ROTATION**
- **FACULTY MEMBER WHO WORKED DIRECTLY WITH THE STUDENT DURING OB/GYN ROTATION**

HOW MANY LETTERS WILL I NEED?

CONTINUED

SOME PSYCHIATRY PROGRAMS REQUEST MOST LORs BE FROM PSYCHIATRISTS OR PSYCHIATRY ROTATIONS.

ALMOST ALL SURGERY PROGRAMS REQUEST LORs BE FROM SURGERY ROTATIONS – PREFERABLY THREE.

FOR OTHERS, MAJORITY SHOULD COME FROM WITHIN YOUR CHOSEN SPECIALTY.

REQUEST EXTRA LORs. YOU CAN ASSIGN LOR TO DIFFERENT PROGRAMS, SO YOU MAY HAVE UNLIMITED LORs ON ERAS, ALTHOUGH YOU CAN ONLY ASSIGN THREE (OR FOUR) TO EACH PROGRAM.

ALL LORs SHOULD BE ADDRESSED TO “PROGRAM DIRECTOR” AND SENT OR EMAILED (FBRUNO@NYIT.EDU) TO:

**DEAN FELICIA BRUNO
NYIT COLLEGE OF OSTEOPATHIC MEDICINE
SEROTA 223
NORTHERN BOULEVARD
OLD WESTBURY, NY 11568**

HOW ARE THE LORs SENT?

ERAS

- LORs ARE TO BE UPLOADED TO THE LOR PORTAL BY THE LETTER WRITER.
- **PLEASE NOTE:** MEDICAL SCHOOLS DO NOT HAVE ACCESS TO THE LOR PORTAL.
- HARD COPIES SHOULD BE MAILED OR EMAILED TO THE OFFICE AT THIS TIME USING NYITCOM LETTER REQUEST FORM.

SAN FRANCISCO MATCH

- APPLICANTS SHOULD HAVE THEIR LORs SENT TO ME. I WILL UPLOAD THEM ON YOUR BEHALF.

MILITARY MATCH

- ARMY, AIR FORCE AND NAVY USE THE MODS (MILITARY) SYSTEM. HOWEVER, IT CAN ONLY BE ACCESSED FROM A GOVERNMENT COMPUTER. THEREFORE, ALL LORs MUST BE SENT TO ME SO THEY CAN BE EMAILED TO THE RESPECTIVE BRANCH GME OFFICE WITH THE MSPE AND MEDICAL SCHOOL TRANSCRIPT.



SELECTING

A

SPECIALTY

SELECTING A SPECIALTY

WHAT SPECIALTY YOU SELECT, AND WHICH PROGRAMS YOU CHOOSE TO INQUIRE ABOUT, APPLY TO, AND RANK WILL DEPEND UPON YOUR INCLINATION TO HONESTLY ASSESS YOURSELF AND YOUR DILIGENCE IN RESEARCHING YOUR CHOSEN SPECIALTY AND ITS TRAINING PROGRAMS. SOME SPECIALTIES ARE MORE COMPETITIVE THAN OTHERS AND SOME TRAINING PROGRAMS ARE MORE SELECTIVE THAN OTHERS. YOU SHOULD BE USING THE CAREERS IN MEDICINE ASSESSMENT, MSPI, TO GUIDE YOU THROUGH THIS PROCESS.

WHEN CONSIDERING WHICH SPECIALTY IS THE ONE FOR YOU, CONSIDER THE FOLLOWING:

- DOES THE SPECIALTY INTEREST YOU?
- CAN YOU DO THIS FOR A LIVING RATHER THAN A COUPLE OF WEEKS OR YEARS?
- ARE THE HOURS WORKED BY PHYSICIANS IN THIS SPECIALTY ACCEPTABLE?
- IS THE COMPENSATION OFFERED IN THIS SPECIALTY SATISFACTORY?

SELECTING A SPECIALTY

CONTINUED

- **IS THE LENGTH OF TRAINING IN THIS SPECIALTY ACCEPTABLE?**
- **IS THE INTENSITY OF RESIDENCY TRAINING FOR THIS SPECIALTY APPROPRIATE?**
- **ARE YOU AGREEABLE WITH:**
 - **THE HOURS WORKED**
 - **THE COMPENSATION**
 - **THE LENGTH OF TRAINING**
 - **THE INTENSITY**
- **IS THIS SPECIALTY GOING TO CHANGE SIGNIFICANTLY IN THE NEAR FUTURE?**
- **ARE YOU COMPETITIVE FOR THIS SPECIALTY?**

THIS IS THE MOST DIFFICULT ASPECT OF SELECTING PROGRAMS.

SELECTING A SPECIALTY

CONTINUED

DEVELOP A LIST OF PROGRAMS THAT REFLECT YOUR DREAMS, HOPES AND SURE BETS.

ALTHOUGH IT IS IMPORTANT TO EVALUATE HOW REALISTIC YOUR CHANCES ARE OF MATCHING IN A SPECIFIC SPECIALTY AND HOW MUCH EFFORT YOU NEED TO USE IN DEVELOPING ALTERNATIVE PLANS, YOU SHOULD NOT BE DISCOURAGED FROM AT LEAST APPLYING WHERE YOU WANT NO MATTER WHAT A PROGRAM'S REPUTATION OR WHAT THE EXPERTS SAY ABOUT YOUR COMPETITIVENESS.

EVERY YEAR, STUDENTS ARE ACCEPTED INTO PROGRAMS WE HAVE NEVER MATCHED AT BEFORE, I.E., UMASS, JOHNS HOPKINS, DUKE TO NAME A FEW.

ALWAYS DO THIS WHILE KEEPING IN MIND THAT YOU MUST BE REALISTIC IN YOUR OTHER CHOICES.

RESOURCES - WEBSITE

CAREERS IN MEDICINE - [HTTPS://WWW.AAMC.ORG/CIM/](https://www.aamc.org/cim/)

ERAS WEBSITE IS [HTTP://WWW.AAMC.ORG/ERAS](http://www.aamc.org/eras). THE ELECTRONIC RESIDENCY APPLICATION SERVICE TRANSMITS APPLICATIONS THROUGH THE INTERNET

ACGME NATIONAL RESIDENT MATCHING PROGRAM WEBSITE IS [HTTP://WWW.NRMP.ORG](http://www.nrmp.org) (FOR RANKING)

SAN FRANCISCO MATCH WEBSITE IS [HTTP://SFMATCH.ORG](http://sfmatch.org). THIS HAS A LISTING OF INFORMATION PERTAINING TO OPHTHALMOLOGY.

RESOURCES - WEBSITE

CONTINUED

AUA RESIDENCY MATCHING PROGRAM IS [HTTP://WWW.AUANET.ORG](http://www.auanet.org). THIS HAS A LISTING OF INFORMATION PERTAINING TO THE "UROLOGY" MATCH.

THE U.S. ARMY MATCH WEBSITE IS [HTTP://WWW.GOARMY.COM](http://www.goarmy.com).

THE AMERICAN ASSOCIATION OF FAMILY PHYSICIANS WEBSITE IS [HTTP://WWW.AAFP.ORG](http://www.aafp.org). THEY PUBLISH A YEARLY GUIDEBOOK THAT ASSISTS YOU THROUGH THE RESIDENCY APPLICATION PROCESS.

WEBSITE

NYIT-COM HOME PAGE

LINK TO STUDENT RESOURCES

SCROLL DOWN TO RESIDENCY AND

CAREER SERVICES

CLICK ON ERAS CLASS OF 2024 LI

https://www.nyit.edu/medicine/class_2024

ERAS CONTACT INFORMATION

DEB HEINEMAN (FOR ALL RESIDENCY RELATED INFORMATION)

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