Diagnostic & Psychotherapy Practicum

Training Packet I (Practicum Readiness Packet) – due 2nd session of fall quarter in the 1st & 2nd year

- Practicum Readiness Form
- Student CV
- Student Statement of Training Goals
- Acknowledgment of HIPAA Form (only once)
- Training Site Proposal Form (If it is not a pre-approved site)

Prerequisite to Packet II

- Student has been issued practicum readiness approval letter

Training Packet II (Practicum Paperwork) - due when Packet I & prerequisites to Packet II are complete.

- Clinical Training Status Change (1st column indicating acceptance at the site)
- Practicum Training Agreement
- Supervisor’s CV and License information
- Student liability insurance policy
- Affiliation Agreement (if necessary)

Prerequisite to Start Practicum

- Student has been issued a written letter of approval to start
- Annual Assessment for Program Advancement Passed (for students starting in 2010 to present)

Internship

Eligibility to APPLY

- At least 500 hours of practicum accrued and presently accruing the remainder 500 hours
- Annual Assessment for Program Advancement Passed (for students starting in 2010 to present)

To APPLY submit the following

Training Packet III (Internship Readiness Packet) – due July 1st each year student plans to apply

- Internship Readiness Form
- Student Curriculum Vitae
- Student Statement of Internship Goals
Eligibility to START

☐ Approval of DCT by means of Internship Readiness approval letter
☐ All 1000 hours of practicum completed
☐ All courses completed with passing grades
☐ Comprehensive Exam & Annual Assessment for Program Advancement Passed
☐ For PsyD - CRP Completed (or all 3 Final Draft Approvals submitted to Dissertation Office)
☐ Student is actively enrolled and in good training and academic standing

Training Packet IV (Please check the Internship Application Memo for specifics)

☐ Clinical Training Status Change (1st column)
☐ APPIC/APA site Status Change – For APPIC & APA sites (1st column)
☐ Training Site Proposal Form (Completed before student is approved to start Internship. For sites that are not APPIC, CAPIC, or APA)
☐ Internship Training Agreement (APPIC sites not necessary)
☐ CAPIC Internship Training Agreement (for CAPIC sites only)
☐ Psychological Assistant Certificate from BoP (For psych assistantships-CA only)
☐ Application to Employ a Psychological Assistant Form (For psych assistantships-CA only)
☐ Copy of Supervision Agreement Form (BoP form for CA internships only)
☐ Proof of student liability insurance - Hours accrued while not being insured will not be accepted
☐ Supervisor CV with Supervisor License Info

Additional Forms relevant to Practicum and Internship Process

☐ Clinical Training Status Change - when starting or finishing at a training site or when there is a change in the training agreement plan

☐ Supervisor Evaluation of Student - completed by site supervisors in practicum and internship

☐ Practicum Weekly Log – Practicum student completes weekly and submits quarterly together with the Supervisor Evaluation of Student form

☐ Student Evaluation of Site - completed by student when they are done at a training site

☐ Clinical Training Status Only - when a student is only enrolled in practicum or internship

☐ PsyD Internship Enrollment Form – for PsyD students who are in internship training only

☐ Petition for Exception - when a student requests an exception to an existing policy

☐ Practicum Search Form – When a student attempted to obtain a practicum site using the process established in the Clinical Training Handbook, but has been unable to secure a site because of scarcity of sites in the student area.