

Internship Application Process



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Degree Requirements Collected from the Clinical Training Office

- Practicum documentation (1000 hours)
- Internship documentation (1500 hours)
- Personal Therapy documentation (60 hours)
- *Only when all the above requirements have been documented, will your Clinical Training File be closed out and sent to the Office of the Registrar for posting to your transcripts.*

Overview of Internship Training

- Internship experience is an organized sequence of supervised training experiences. It is built upon the skills and competencies acquired during the pre-doctoral coursework and practicum placement, including the following components:
 - ✓ Formal training in advanced clinical practice including:
 - ✓ Diagnosis, treatment planning, case management, intervention, clinical case review and preferably psychological assessment.
 - ✓ A variety of direct client contact and responsibility for independently managing a caseload.
 - ✓ Ongoing supervision by a licensed clinical psychologist.
 - ✓ A formal, didactic training program as an ongoing aspect of the program.

Internship Restrictions

- Pre-existing paid professional positions may never serve as internship. The internship should be an organized, self-contained training experience meeting Pacifica's requirements.
- Typically, students are expected to complete internship hours at an agency different from the site in which they obtained practicum hours. You may petition the DCT to allow you to continue at a prior placement for internship under the following conditions:
 - The training site is large and diverse enough to offer additional training beyond which you have already received.
 - The internship training is offered at a higher level of intensity and responsibility than the prior practicum training.

Accreditation Bodies

- Internship programs are generally accredited by agencies which uphold universal training standards. Students are strongly encouraged to seek an internship which is accredited at a level acceptable to their state's licensing board. The site's level of accreditation may impact your ability to become licensed in a given jurisdiction.
 - **CAPIC (The California Psychology Internship Council)** is a California based membership organization that promotes and develops standards for internship programs in California.
 - **APPIC (The Association of Psychology Post Doctoral and Internship Centers)** is a national membership organization that promotes and develops standards for internship programs.
 - **APA-approved internship sites** are internship placements that are accredited by the **American Psychological Association**.

Psychological Assistantships

- Currently, the California Board of Psychology accepts towards licensure pre-doctoral internship hours accrued as a registered psychological assistant. It is important to note that anyone obtaining a pre-doctoral psychological assistant position must first register the position with the Board of Psychology and wait for their approval prior to beginning the supervised experience.
- The Office of the DCT ordinarily discourages students from accruing internship hours in this manner. It is more difficult to obtain appropriately broad clinical experience appropriate to the internship stage of training in such a setting, although such settings are typically appropriate at the post-doctoral level. Additionally, it is often more difficult to obtain direct service experience at a rate comparable to an organized program.
- Psychological assistantships are either private practice settings or agency settings (A psychiatrist may only supervise up to 750 of the required 1500 hours of internship). Please read the '**Laws and Regulations Relating to the Practice of Psychology 2012**' Issued by the California Board of Psychology to make yourself familiar with the regulations you should be following while in internship.

Student Responsibilities Regarding State Licensure

- It is all students' responsibility to thoroughly research the licensure requirements of the psychology licensing board in the state you plan to become licensed. You must also keep up to date on any changes to those requirements since they can change over time.
- Please note that Pacifica's clinical training requirements are based on California Board of Psychology regulations. Other state requirements may vary.
- Those seeking non-accredited internships are strongly encouraged to seek an internship which is at a level acceptable to your state's licensing board. The Clinical Training Office will require you to document in writing how the desired non-accredited site will meet licensing requirements in your state.

Internship Readiness

- If you plan to apply for internship this upcoming academic year 2016/2017 you must submit the **Internship Readiness Packet** to the clinical training office before moving forward to apply for any internship. The **Internship Readiness Packet** consists of the following:
 - Internship Readiness Form
 - Your most current updated CV
 - A written statement of goals you wish to achieve in internship training
- After you have submitted these documents, you must wait until you receive your official **Internship Readiness Approval Letter** before you can start applying for internships.

Eligibility to Apply for Pre-Doctoral Internship (1,500 hours)

- In order to be eligible to apply for internship, you must have:
 - Accrued at least 500 hours of practicum and presently accruing the remaining 500 hours
 - Passed your Annual Assessment

Eligibility to Start Internship Training

- In order to be eligible to start internship, you must have:
 - Submitted your Internship Readiness Packet and received your Internship Readiness Approval letter
 - All 1000 hours of practicum completed
 - All courses completed with passing grades
 - Passed your Annual Assessment and Comprehensive Exam
 - Are actively enrolled and be in good clinical training and academic standing
- *Important to Note: An approval letter to start internship will be issued upon completion and submission of all forms and documentation. Without an approval letter, student internship hours will not be accepted.*

CAPIC Internship Application

- Students will use the CAPIC Internship Matching Program to apply to internship sites in California. Note: CAPIC is now open to applicants from other states. However, should you be matched with a CAPIC internship, you would need to move to California.
- Before starting the CAPIC Uniform Application (CUA), you first must register by submitting the **Internship Directory Registration Form**.
- After you submit the Registration Form, CAPIC will send an email to our DCT for confirmation of your doctoral program. Our DCT will confirm **only** after you have been issued the **letter of Internship Readiness Approval** from Pacifica.
- When confirmed, you will receive an internship search confirmation message, along with your CAPIC intern information (registration name, password, and registration number). You can use these to login and start your **CAPIC Uniform Application**.

CAPIC Internship Application Includes:

- CAPIC Uniform Application (CUA)
- Verify that your Dissertation Proposal has been accepted by the time you apply
- Payment of the Application Fee (\$100)
- CUA Essays (2):
 - Essay #1 (Biographical Statement)
 - Essay #2 (Theoretical Orientation)
- Cover letter, Letter of interest
- CV
- CAPIC Eligibility and Readiness Form (CERF), verified by your DCT
- 3 Letters of Recommendation
- Two additional documents of your choosing may also be uploaded to your profile and submitted with your applications. These are not part of the required materials, but are meant to simplify the process for students and internship program.
- Beyond the documents noted above, **any additional site-specific application materials**, if requested by a specific internship, must be sent directly by you to the agency requesting them.

CAPIC Application – Summary of Clinical Experience

- Number of **intake interviews** conducted
- Number of **adult** clients seen in **short-term therapy**
- Number of **adult** clients seen in **long-term therapy**
- Number of **child/adolescent** clients seen in **short-term therapy**
- Number of **child/adolescent** clients seen in **long-term therapy**
- Number of **families** seen in family therapy
- Number of **couples** seen in couples therapy
- Number of distinct psychotherapy **groups** facilitated
- Number of **testing batteries** administered, scored, and interpreted
- Number of **assessment reports** written
- Other experience

APPIC Policy Change Regarding APA

- Effective with the 2018 APPIC Match (i.e., the 2017/2018 application cycle next year) for internship positions beginning 2018 and thereafter, APPIC is restricting the application process to only students from APA accredited schools, which Pacifica is not.
- 2nd year students for PhD and 3rd years for PsyD can apply this coming Fall, but first year students will not be eligible when ready for internship.
- From the APPIC website:

MATCH ELIGIBILITY

IMPORTANT NOTE: Students from non-accredited doctoral programs that have not been awarded an accreditation site visit will NOT be eligible to participate in the APPIC Match beginning with the 2018 Match (i.e., the 2017-18 application process for internship positions beginning in 2018). Please see [this FAQ](#) for more information. This change will NOT affect student participation in the 2016 or 2017 APPIC Matches.

APPIC Application Information

- Students will use the APPIC Internship Matching Program to apply to internship sites **across the United States and Canada**. APPIC uses the online **APPIC Application for Psychology Internships (AAPI)**.
- The application (AAPI online) is a standardized application, but each site has its own application instructions and deadlines. It is the student's responsibility to be familiar with the sites' application procedures, requirements, and deadlines. Some sites may require additional information, which can be electronically attached via the AAPI online.

Standardized Application Includes:

- **General Application** – background, education, experience, essays
- **Cover Letter** – Submit individualized cover letters for each site that you apply to.
- **Curriculum Vitae** – uploaded
- **Graduated Transcripts** – from all graduate institutions
- **References** – Once individuals have uploaded the letters, you can then choose which letters get sent to which internship site.
- **Supplemental Materials** – Internship sites may request other materials such as undergraduate transcripts or testing batteries.
- **Verification by your doctoral program** – Once you complete the portion of the application that requires verification, you submit it electronically to the DCT for review. You are not permitted to submit applications to internship sites until the DCT has verified your practicum experience and Internship Readiness.

Forms to Submit to Clinical Training Office

Type Of Internship	Prerequisites
CAPIC	<ul style="list-style-type: none"><u>1. Prior to Start of registration with CAPIC</u><ul style="list-style-type: none">• Internship Readiness Packet (Readiness Form, CV, Goals)<u>2. Prior to Start of Training</u><ul style="list-style-type: none">• Official Letter of Acceptance from Training Site (if one was issued)• Student Liability Insurance Policy<u>3. Before or on the 1st Day of Training</u><ul style="list-style-type: none">• Status Change (1st Column)• CAPIC Internship Training Agreement• Copy of Supervision Agreement form• Supervisor's CV

Forms to Submit to Clinical Training Office

Type Of Internship	Prerequisites
Non-Accredited Internship – outside California	<ol style="list-style-type: none">1. <u>Due Prior to Applying to Internships</u><ul style="list-style-type: none">• Internship Readiness Packet (Readiness Form, CV, Goals)2. <u>Due Prior to Contacting Site</u><ul style="list-style-type: none">• Training Site Proposal Form• Description of how this site meets licensure requirements in the state you plan to be licensed3. <u>Due Prior to Approval To Start:</u><ul style="list-style-type: none">• Status Change (1st column)• Internship Training Agreement – Unaccredited• Supervisor's CV with license information• Student Liability Insurance Policy

Forms to Submit to Clinical Training Office

Type Of Internship	Prerequisites
California Psychological Assistantship	<ol style="list-style-type: none"> 1. <u>Due Prior to Applying to Internships</u> <ul style="list-style-type: none"> • Internship Readiness Packet (Readiness Form, CV, Goals) 2. <u>Due Prior to Contacting Site</u> <ul style="list-style-type: none"> • Training Site Proposal Form 3. <u>Due Prior to Approval To Start:</u> <ul style="list-style-type: none"> • Status Change (1st column) • Internship Training Agreement – Unaccredited • Supervisor’s CV with license information • Student Liability Insurance Policy • Board of Psychology Forms/Documentations: <ol style="list-style-type: none"> I. Copy of ‘Application to Employ a Psychological Assistant’ form II. Copy of BoP psychological assistant certificate/card III. BoP email regarding approval of application and supervision plan IV. Copy of Supervision Agreement form

Forms to Submit to Clinical Training Office

Type Of Internship	Prerequisites
California Exempt Setting or Mental Health Waiver	<ol style="list-style-type: none">1. <u>Due Prior to Applying to Internships</u><ul style="list-style-type: none">• Internship Readiness Packet (Readiness Form, CV, Goals)2. <u>Due Prior to Contacting Site</u><ul style="list-style-type: none">• Training Site Proposal Form3. <u>Due Prior to Approval To Start:</u><ul style="list-style-type: none">• Status Change (1st column)• Internship Training Agreement – Unaccredited• Copy of Supervision Agreement form• Supervisor's CV with license information• Student Liability Insurance Policy

Important To Remember

- Maintain careful weekly logs (CAPIC sites have their own weekly log. Several training sites have different versions of the weekly log).
- It is your responsibility to follow BoP regulations from the state you plan to become licensed.
- You are responsible to keep copies of your completed paperwork (applications to site, Pacifica forms, supervisor evaluations, weekly logs, etc.).
- Make sure the Supervisor Evaluation of Student forms are being submitted to the Clinical Training Office semi-annually.
- Liability insurance is renewed annually. It is your responsibility to avoid a lapse. Only hours accrued while you are covered will count towards Pacifica's pre-doc internship training requirement.

Where to Find Answers to Your Questions

- D2L
 - Training Forms
 - Internship Presentation PP
- Clinical Training Handbook
- asppb.net
- capic.net
- appic.org
- psychology.ca.gov
- Ask DCT (Dr. Rohde-Brown)
 - Office located in the Studio
 - Office number: (805) 679-6139
 - Email: JRohdeBrown@pacifica.edu
- Ask Training Coordinator (Bridget)
 - Office located in the Guest House
 - Phone number: (805) 679-6191
 - Email: bcarlson@pacifica.edu