

# Completing your 2010 CAPIC Internship Application

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This form is intended to help students apply for a California Psychology Internship Council (CAPIC) Predoctoral Internship. Please follow the directions carefully to ensure a complete application.

**THE APPLICATION PROCESS IS EXACTLY THE SAME AS IT HAS BEEN IN YEARS PAST. IT IS ONLY THE SEARCH PROCESS THAT HAS CHANGED—WE NOW HAVE AN ONLINE SEARCH, INSTEAD OF A PRINTED DIRECTORY.**

**Students are responsible for completing all necessary steps and sending the required information directly to the individual agencies.**

Do not send applications or other documents to CAPIC, as we will not be involved in the application process in any way other than to supply the following forms that students may download from our website to use.

1. Submit the **CAPIC Eligibility and Readiness Form (CERF)** to your Director of Clinical Training. This form informs Predoctoral Agencies if you are eligible and ready to pursue an internship.
  - a. Go to <http://www.capic.net/students.html>
  - b. Download the CAPIC Eligibility and Readiness Form (CERF).
  - c. Once you have completed the information, submit the form to your school's DCT/Training Director.
  - d. Your DCT will inform you if you are eligible. If verified, he or she will sign and date the bottom of the form.
  - e. Keep the original CERF for your records. Send a copy of this form to each prospective agency with your application.
  
2. Submit a request to access the predoctoral listings in the **CAPIC online database**:
  - a. Go to <http://www.capic.net/students.html>
  - b. Click on "Click here for student access to CAPIC online database search"
  - c. Once you have completed the form, click the "Submit" button.
  - d. Your request to view the CAPIC online database will be sent to your DCT/Training Director for verification.
  - e. If your DCT/Training Director approves your request, you will receive an email with a link explaining how to set up your own CAPIC username and password to access the CAPIC predoctoral database.
  - f. Once approved, login at [www.capic.net](http://www.capic.net), using your username and password to search prospective CAPIC predoctoral internships. Check each agency profile for their specific application requirements.
  
3. When you are ready to **apply to predoctoral internships**, include the following in the application packet. (**Note: You will be responsible for sending your applications directly to the agencies. Please see the agency profile for specific instructions**).

- a. CAPIC Uniform Application (CUA) Download this application form at <http://www.capic.net/students.html>. Fill this form out and send it to the agencies directly. (See the agency profile for their contact information and other instructions.)
- b. Cover letter or Letter of Interest
- c. Curriculum Vita
- d. CAPIC Eligibility and Readiness Form (CERF)
- e. 3 Letters of Recommendation, submitted directly from your referees.
- f. Supplemental material such as Official Transcripts (if requested).

**THE DEADLINE TO APPLY TO PREDOCTORAL INTERNSHIPS IS MARCH 5<sup>TH</sup>, 2010**

### **CAPIC Application Process Timeline**

**March 5, 2010-** Student Predoctoral Internship Applications are due to agencies.

**March 22, 2010-** Last day for agencies to notify applicants whom they do not intend to consider.

**April 5, 2010-** The Uniform Notification Day (UND) will be between the hours of 8:30am and 12:00pm Pacific Daylight Time. See “Internship Offers and Acceptances” on [www.capic.net/students.html](http://www.capic.net/students.html) for more information.