



CAPIC

CALIFORNIA PSYCHOLOGY
INTERNSHIP COUNCIL

CAPIC
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Doctoral Internship Program Membership **Application Process and Checklist**

Last updated May 26, 2016

Thanks for your interest in joining CAPIC!

The following docs introduce you to CAPIC, our mission and the benefits of joining. As an association of clinical psychology doctoral academic programs and internship training sites throughout the state of California, the benefits are mutual and greater than the sum of our parts. Your membership impacts much more than the student interns you train and the mental health consumers you serve; it impacts California's professional mental health community.

We recommend that you review the following documents before applying for membership:

- CAPIC [Mission Statement](#) and informational brochures:
- CAPIC [Basic info Flier](#) (single-sided doc)
- CAPIC [Tri-fold brochure](#) (2-sided doc)
- CAPIC [Info sheet handout](#) (4-sided doc)
- CAPIC [Membership Criteria](#) for Doctoral Internship Psychology Internship Programs
- CAPIC Policy: [Internship Offers and Acceptances](#)

Most particularly, carefully review the [criteria for membership](#), with clarifications. If you have questions regarding these criteria, please contact the CAPIC office for assistance.

If your program meets CAPIC's membership criteria and you wish to apply for CAPIC membership, contact the CAPIC office at capicadmin@capic.net. The office will set up an online application form for your program, which you will fill out and submit via our website.

NOTE: All Doctoral Internship Program Membership Applications are now completed online.

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You will also need the following:

- \$275 non-refundable application processing fee. Send a check to CAPIC, or call to use credit card.
- Completed application filled out online.
- Supporting documentation: (To be uploaded online with your application).
 - CVs of supervising and training staff
 - Training Manual
 - Didactic Schedule
 - Program's grievance procedures
 - Program/Agency Brochure
 - Internship-specific Brochure
 - Internship certificate of completion

Upon receipt, the CAPIC office will review your application for completeness, and then send it to a CAPIC Board member for formal evaluation. The application will be reviewed and a site visit will be conducted before a decision is reached. Applications are then reviewed and approved at quarterly CAPIC Board Meetings, as appropriate. Applications must be submitted to the CAPIC office, fees if applicable must be paid AND the application must pass a preliminary review.

The deadlines for application submissions (in regards to the Match phase) are as follows:

To participate in the Match process, the office must receive the application and fees no later than August 1st, to be reviewed at our December Board meeting. Agencies of approved applications at the December Board meeting can participate in the Match process in February.

- Board members will review applications and perform site visits between the months of December and March prior to the March Board meeting

To participate in Clearinghouse/Post Clearinghouse, the office must receive the application and fees no later than December 1st, to be reviewed at our March Board meeting. Agencies

of approved applications at the March Board meeting can participate in Clearinghouse and Post Clearinghouse in March and May.

- Board members will review applications and perform site visits between the months of December and March prior to the March Board meeting

You may also be contacted with additional questions or concerns about your training program. We will work with you to address any concerns and help to ensure your program meets CAPIC's requirements for membership.

Deadlines:

- Your application must be ready for CAPIC Board member review no later than eight weeks prior to a Board meeting in order for a site visit and evaluation to be conducted. Your application will then be reviewed at the next Board meeting.

Annual Dues

The annual dues for CAPIC Doctoral Internship Members is \$375.

If your program is also a CAPIC postdoctoral member, a \$75 discount is applied, and your combined membership dues for both doctoral internship and postdoc programs is \$500.

Again, many thanks for your interest in joining CAPIC! If you have any questions or concerns, please contact the CAPIC office at 925-969-4550 or capicadmin@capic.net.