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## **Doctoral Academic Program Membership** **Application Process and Checklist** *Last updated January 5, 2015*

**Thanks for your interest in joining CAPIC!**

The following documents introduce you to CAPIC, our mission and the benefits of joining. As an association of clinical psychology doctoral academic programs and doctoral 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 students you teach; it impacts California's professional mental health community as a whole and the mental health consumers it serves.

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 Academic Programs
- CAPIC Policy: [Internship Offers and Acceptances](#)
- CAPIC 07/01/11 Memo: [Doctoral Academic Program Dues Schedule Change](#)
- CAPIC 07/01/12 Memo "[Doctoral Academic Program Dues Schedule](#)" for updated dues schedule.

Most particularly, please carefully review the [criteria for membership](#). 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](mailto:capicadmin@capic.net) to arrange to have your doctoral academic program reviewed.** There is currently no formal application form (online or otherwise), but a CAPIC Board member will individually evaluate your program. The review process normally takes 8-10 weeks, and may include a site visit. You may also be contacted with any questions or

concerns about your doctoral academic program. We will work with you to address any concerns and help to ensure your program meets CAPIC's requirements for membership.

### **Annual Dues**

The annual dues for CAPIC Doctoral Members is determined by the number of students from that Doctoral Academic Program who obtain doctoral internship matches through CAPIC, as follows:

- A yearly membership base fee of \$3,500 for each unique doctoral academic program.
- Each unique doctoral academic program may place up to ten doctoral interns in CAPIC internship slots per year under this base membership fee.
- A flat rate of \$1,000 will be assessed for any additional interns (1-10 slots) placed above the initial ten. Additional sets (1-10) of interns will each be assessed \$1,000.
- For existing Doctoral Academic Program members, a rolling average over the last three years' placements is used to determine whether additional fees are appropriate.
  - For new Doctoral Academic Program members, an estimate is used until a rolling average can be obtained.
- For out-of-state associate doctoral academic program members, the membership dues is a flat \$500, regardless of the number of students matched. Students from these programs cannot participate in the CAPIC match until the Clearinghouse phase.

Please review the CAPIC 07/01/2011 Memo "[Doctoral Academic Program Dues Schedule](#)" for more details.

Please also review the CAPIC 07/01/2012 Memo "[Doctoral Academic Program Dues Schedule](#)" for more details.

For the past three years (2012 – 2014), the annual membership dues for doctoral academic programs have been frozen at their 2012 level, in response to economic challenges being faced by academic programs.

**For the 2015-2016 year, these annual membership dues are being unfrozen.** Dues will again be calculated based on the normal schedule described above and in the 07/01/2011 memo, based on the average number of students matched at each doctoral academic program.

**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](mailto:capicadmin@capic.net).