



CAPIC Online Internship Match Process

- STUDENT PERSPECTIVE -

With updates for the 2015 online match cycle

For internships starting in the Fall of 2015

Last updated 12/18/2014 (RP)





Online Match Process

OVERVIEW

What Happens Where?

CAPIC Website

- Students Register
- Internships Update Online Profiles
- Students Create Application Materials
- Students Submit to Programs/Tracks
- Internships Review Student Application Materials

Interviews

D&D Digital Website

- Student Submit Rankings
- Internship Submit Rankings
- Matches Made and Posted

www.capic.net

The real world

<https://capic.dnddigital.com>

The CAPIC online match process consists of the following main steps:

- Students learn about CAPIC internship sites from online profiles, their DCT's, and/or internship fairs.
- Students complete their online application materials.
- Students submit completed application materials online to specific internship programs/tracks.
- Internship Programs review submitted application materials and set up interviews as appropriate.
- **Students and Internship Programs rank each other online, as appropriate.**
- **Rankings are run through a computer algorithm and the match results are posted.**
- The process then repeats itself in Match II, starting again on the CAPIC website.

NOTE: You will use one logon on the CAPIC website and a different logon on the D&D website.



Students/Applicants

- Register with CAPIC for access.
- Review CAPIC internship profiles.
- Submit CUA.
- Complete remaining required application materials.
- Submit applications to specific internship programs/tracks by application deadline.
- Interview with programs, as appropriate, and prepare to rank.
- Rank programs/tracks.
- Review posted match results.
 - If matched, obtain internship contract from site.
 - If not matched, enter Match II or Clearinghouse.
- Start internship in Fall of 2013.

Internship Programs

- Review and Update EAP's.
 - # of Available Positions
 - # of Funded/Unfunded
 - # FT, HT-1 Yr, HT 2-Yr
 - Multiple Tracks? Track Names?
 - Any supplemental application requirements?
- Review submitted applications.
- Interview. Prepare to rank.
- Finalize # of positions and rank applicants.
- Review posted match results.
 - If matched, formalize the internship agreement with student.
 - If not matched, enter Match II or Clearinghouse.
- Start internships in Fall of 2013.

Doctoral Programs

- Review/Approve student Registrations.
- Review/Approve CERF verifications.
- Help students ID appropriate internships.
- Help ensure student applications materials are completed and submitted by deadlines.
- Help students navigate the APPIC and CAPIC match processes, as needed.
- Confirm student internship placements.



The CAPIC Office:

- Manages the online match process.
- Responds to questions from participants and troubleshoots problems.
- Documents internship placements, including through post-Clearinghouse.
- Clarifies and/or resolves issues (in consultation with the CAPIC Board), as appropriate.

Contact Info

CAPIC Office & Match Vendor

CAPIC Office

California Psychology Internship Council

100 Ellinwood Way, Suite N275h

Pleasant Hill, CA 94523

T: 925-969-4550

F: 415-744-1202

www.capic.net

Executive Director

- ▶ René Puliatti

E: execdirector@capic.net

Office Administrator (PRIMARY contact)

- ▶ Jessica Brown (PT)

E: capicadmin@capic.net

Office Asst/MHSA Coordinator (PT)

- ▶ Caralyn Roberts

E: capicassist@capic.net

Match Vendor

D&D Digital Systems, a Sigler Company

(aka D&D Digital)

304 Main Street

Ames, Iowa 50010

T: 515-292-0490

<https://capic.dnddigital.com>

D&D Digital Liaison to CAPIC

- ▶ Dick Horton

T: 515-249-6564

E: capic.dnd@sigler.com

NOTES:

- ▶ NOT actively involved until Jan 2015.
- ▶ Online Rankings & Match Results only.
- ▶ Different website.
- ▶ Different logins.





2015 Online Match Process

OVERVIEW

What Happens When?

August
September
October

November
December

January

February

March

April

The CAPIC online match process consists of the following main steps:

- Internship sites start updating their profiles for the upcoming match.
 - Students register and view online profiles of CAPIC internship sites.
 - Students submit CUA and create online application materials.
 - Internship sites complete updating their profiles for the upcoming match.
 - CAPIC holds Internship Fairs. (*Click on the Fair below for info and to RSVP.*)
 - [NoCA \(SF\)](#): Friday, November 7th;
 - [SoCA \(LA\)](#): Friday, November 14th
 - Students submit completed application materials online to specific internship programs/tracks. Submissions open on Nov. 17, 2014 and close on Jan. 9, 2015.
 - Internship Programs review submitted application materials and set up interviews as appropriate. Both sides evaluate each other in preparation for online ranking.
 - Students and Internship Programs rank each other online, as appropriate.
 - Rankings are run through a computer algorithm to produce best matches.
 - Match I results are posted. Matches constitute a binding internship.
 - Those still seeking interns or positions encouraged to participate in Match II.
 - Match II results are posted. Matches constitute a binding internship.
 - Those still seeking interns after Match II, may participate in Clearinghouse.
- See the [CAPIC 2015 Online Match schedule](#) for more details.





Online Match Process

Key Points for the 2015 Match



There are a few key changes from last year:

- For CAPIC Match I and Match II, students may participate in APPIC and then (if unmatched) in the CAPIC Match. As in previous years, there is time for both match processes, but students must still ensure they do not match in both APPIC and CAPIC matches.
 - Internship programs should not ask students if they are also participating in APPIC.
 - Students should be evaluated based on their qualifications, without bias.
- The specific match dates and deadlines are different.
 - Match I Application deadline is January 9th. See the [CAPIC 2015 Online Match schedule](#).
 - **NOTE: The Match I Ranking deadline is February 25th**, two days later than originally planned.
 - The Match I Notification Day remains March 2nd and no other deadlines are changed.
- Students must have their dissertation proposal accepted to be considered ready for internship.
- Students will be able to modify their CUA until their CERF is verified by their DCT.
- Student Registration and CERF verification is required for all students through all match phases, including Post-Clearinghouse.
- Students from Out-Of-State Doctoral Academic Programs will be able to participate starting at Clearinghouse, on March 31, 2015.
- More info is available on the [Match Process Updates and Overview](#) webpage.



Online Match Process

Key Points for the 2015 Match



Here are other key other points to remember:

- Keep your login info in a safe place. Use the correct login for the correct website.
- Check your Junk/Spam folder for emails from cicapicadmin@capic.net and dnd@sigler.com.
- Internship programs should ensure their online profile (EAP) is accurate and up-to-date.
 - If you find a problem, contact the program directly and/or the CAPIC office.
- Internship programs may change the number of available positions up until the Ranking deadline, even after applications have been submitted to that program/track.
- Internship programs must inform students if they are no longer considering them in the ranking phase. Note: The “Do not intend to rank” notification on the Online Match Schedule (Feb 16 for Match I and Mar 18 for Match II) applies to students and internships.
 - For Internships, it is mandatory for them to inform students they are no longer considering.
 - For students, it is strongly encouraged, but is not mandatory. Internships are not offended by a student withdrawing and greatly prefer to know than to not know.
 - No other ranking info should be revealed (e.g. Do not say, “You’re my first choice.”).
- Do not wait until the deadline to resolve problems. No extensions will be granted.
- An online match constitutes a binding internship agreement.
 - Submit, interview, evaluate and rank thoughtfully. Best of success!
 - See more materials on the CAPIC online match posted on the All Forms page of the CAPIC website: <http://www.capic.net/resources/all-forms/>.

Key Screen Shots - Searching for Internship Positions

home contact us logout

Search for an Internship

To narrow your search, enter or select values for one or more of the search fields below:

Participating in current match process? Yes

Agency Name:

City:

County: Los Angeles

Region:

Internships Available: Half-time 1 Year Half-time 2 Years Full-time 1 Year

Stipend Paid? Yes

For the text input fields below, you may enter several keywords to search for by separating each keyword or key-phrase by a comma.

Agency Description:

Agency Mission:

Types of Training: Long Term Individual Group Inpatient Crisis Neuropsych
 Brief Family Couple Outpatient Assessment Consultation
 Other Psych. Testing

Population Served:

Training/Education Offered:

Responsibilities:

Prerequisites:

Application Procedures:

Receives county MH funding (for MHSA Stipend Program)? Yes

Search for: Agencies that match ALL of the above criteria Agencies that match at least one of the above criteria

Search

This is the page for Advanced Search Options.

- ❖ This is the recommended way for students to search for internship programs participating in the CAPIC match process which will potentially meet their needs.
- ❖ Students should also redo their search before submitting their application materials, as internships may have updated info on available positions.
- ❖ Search results will link to the Brief Agency Profiles (BAP's) of internship programs. In this example, we are searching for internships:
 - ❖ Participating in the current match process (e.g. Match I, Match II, Clearinghouse)
 - ❖ In Los Angeles county
 - ❖ AND
 - ❖ With HT 2-Yr positions

Key Screen Shots – Internship Brief Agency Profile

Name: Aurora Behavioral Health Care
 Address: 11878 Avenue of Industry
 City, State Zip: San Diego, CA 92128
 Email: srindt@aurorabehavioral.com
 Phone: 8586754207
 Fax: 858-753-0104

County: San Diego
 Contact Person: Susan Rindt
 Contact Title: Clinical Director
 Dir. of Training: Susan Rindt
 Chief Psychologist: Susan Rindt
 Web Site: [Click here](#)
Internships Available:
 Half-time 1 Year: Yes
 Half-time 2 Years: No
 Full-time 1 Year: Yes

Agency Description:

Aurora Behavioral Healthcare/San Diego is a full service behavioral health care facility providing a variety of inpatient , day treatment and outpatient services for the San Diego, Imperial and Southern Riverside County area. Aurora San Diego has had an inpatient psychiatric facility (80 beds) for seniors, adults, adolescents and children and Active Duty Military. In addition to inpatient

Agency Mission:

Aurora Behavioral Health Care is a private mental health system, dedicated to the wellness of individuals, their families, and the community through prevention, intervention and treatment.

Types of Training: Long Term Individual Group Inpatient Crisis Neuropsych
 Brief Family Couple Outpatient Assessment Consultation
 Other: Psych. Testing

Population:

The majority of the entire inpatient population is diagnosed with severe Axis I disorders e. g. Bipolar Disorder , Schizophrenia, PISD, Sustance Use. The majority of the outpatient population is diagnosed with some kind of personality disorder. Approximately 50% of all patients have substance abuse issues. 25% of patients have PTSD.

Staff (#, Degree, Prof. Lic.):
 # of MFT: 15
 # of CADAC: 10
 # of MSW: 5

Participating in CURRENT Match process?: Yes

OVERALL Match Process Internship Info

PREDOC POSITIONS	NUMBER UNFUNDED	NUMBER FUNDED	ANNUAL STIPEND	START DATE	END DATE	HOURS PER WEEK	HOURS PER YEAR
Half-time	0	8	8000.00	7/1/2014	7/1/2015	24	1250
Full-time	0	3	12000.00	7/1/2014	7/1/2015	40	2000

IND. SUPERVISION HRS/WK		GRP. SUPERVISION HRS/WK	
Half-time	1.00		4.00
Full-time	2.00		4.00

CURRENT Match Phase Needs

TRACK NAME	NUMBER OF INTERNS
Military - Full-Time	2
General Hospital	0
Military - Half-Time	0
General Hospital - Full-Time	2
General Hospital - Half-Time	2

This is the top half of the Brief Agency Profile (BAP) for a participating Internship Program.

The BAP is the primary tool for students for reviewing online profiles of internships. Additional info can be obtained, by reviewing the Extended Agency Profile (EAP).

Immediately below "Status," the TYPES of internships available for the upcoming match process are listed (here, only HT-2Year).

Confirmation of their participation in the current match process (e.g. Match I, Match II, Clearinghouse) is noted here.

The shaded header section has key match info (stipend amounts, if any), number of positions, and names of tracks, if any.

Here is where the # of available interns/positions for the current match process (e.g. Match I, Match II, Clearinghouse) is noted.

Because this internship only offers HT 2-Year internships, the type need not be specified in the track names. These listed tracks (if number of interns is => 1), are the ones which will appear on the drop down list, when students go to submit applications.

Key Screen Shots - Internship Brief Agency Profile

Participating in CURRENT Match process?: Yes

OVERALL Match Process Internship Info

PREDOMINANT POSITIONS	NUMBER UNFUNDED	NUMBER FUNDED	ANNUAL STIPEND	START DATE	END DATE	HOURS PER WEEK	HOURS PER YEAR
Half-time	0	0	0.00			0	0
Full-time	3	0	0.00	9/2/2015	8/31/2016	40	1900

IND. SUPERVISION HRS/WK	GRP. SUPERVISION HRS/WK
Half-time	0.00
Full-time	2.00

CURRENT Match Phase Needs	
TRACK NAME	NUMBER OF INTERNS
Single Track	3

Required days and times: Agency is open from 9-9 M-Th and 9-6 on Friday and 9-2 on Saturdays. Interns work two evenings and, otherwise assuming they be at all supervision and training events, are allowed to set their own hours.

Training and Education Offered:

Our training program is based on the practitioner-scholar training model, which emphasizes experiential learning, the use of critical thinking and current research in the provision of services. Supervisors frequently share with the intern's research and professional literature relevant to their clinical work and professional development. The integration of practice and

X-Cultural Training:

Opportunities: Exposure to a diverse clientele is ensured given the metropolitan location of the clinic. Training on various topics in diversity is provided throughout the internship. Multiple types of diversity are discussed along with appropriate treatment models in both didactic settings and in supervision.

Responsibilities:

CCC Internship Outline

Rough draft of approximate breakdown of intern's hours.

Prerequisites:

Required/Desired Experience: A broad range of previous experiences especially in community agencies is desirable. A year of testing experience is highly valued.

Brief Description of Requirements: A broad range of previous experiences especially in community agencies is desirable. A year of testing experience is highly valued.

Application Procedures:

Applicants are asked to submit the items noted below along with a CAPIC or APPIC application form. Interview Process: Applicants are individually interviewed. They are asked about their theoretical orientation; about their awareness and skills in dealing with diverse populations. Applicants are asked to provide a case example in which they were successful in treatment and one in which they

Additional Comments:

This is the bottom half of the Brief Agency Profile (BAP) for a different participating Internship Program.

Confirmation of their participation in the current match process (e.g. Match I, Match II, Clearinghouse) is noted here.

The key info has shaded headers (stipend amounts, if any, number of positions, start/end dates, names of tracks, if any; # of available interns slots).

Note here that the program has only one Single Track with 3 Full-Time positions.

As the CAPIC match process continues (e.g. Match II, Clearinghouse, etc.) and the internship fills its positions, this # will decrease, indicating the new # of desired positions. When no positions are available, the # should be zero (0).

Key Screen Shots – Student Submission Page

Submit your Application to an Internship Program

- o Select the Program you would like to submit your application to.
- o Select the Cover Letter (if you have more than one) you would like the Program to view.
- o Select at least 3 Letters of References. Only those that have been successfully submitted are shown below.
- o The Program will automatically be allowed to view your application materials submitted to them

Program:	Access Institute, Psychoanalytic Program - Assessment
Cover Letter:	[REDACTED] Cover Letter.doc.pdf
Letters of Reference:	<input type="checkbox"/> Dr. [REDACTED] <input type="checkbox"/> Dr. [REDACTED] <input type="checkbox"/> Dr. [REDACTED] <input type="checkbox"/> Dr. [REDACTED]
CUA Essays:	Who I Am.pdf Theoretical Orientation.pdf
CV:	[REDACTED] Resume.pdf
CERF:	submitted by The Chicago School - Los Angeles - Psy.D. in Applied Clinical Psychology
Supplemental Documents:	
CUA:	submitted on 11/02/2011

This is the screen the student sees when attempting to submit applications to specific internship programs/tracks.

For the 2015 CAPIC Match, this page will be enabled at noon on November 17, 2014.

The student selects internship programs/tracks from the first drop down list. Internship programs with multiple tracks will have a separate entry for each track. When there are multiple tracks, students must submit their application to the specific track where they wish to apply.

The student also selects which cover letter, which three Letters of Reference, and which Supplemental Documents (if any) should be included with the application to a given internship program/track.

In this example, the student has not uploaded any Supplemental Documents.

For this submissions page to be available to a student, the student must first have a complete set of application materials, including: CUA, CUA Essays (2), Cover Letter, CV, CERF, and at least 3 Letters of Reference. No application materials may be submitted without having these materials in place..

2015 CAPIC Online Internship Match Schedule

NOTE: This year, for both CAPIC match rounds, students may participate in the APPIC match and then (if unmatched) in the CAPIC match. There is time for both processes, although students remain responsible for ensuring double matches do not occur.

Monday, September 15, 2014:	Student Registration process is opened for the 2015 Match on the CAPIC website (www.capic.net). <ul style="list-style-type: none">• NOTE: Students must re-register and re-apply each year.• Internship programs review/update their online profiles in preparation for the upcoming match process.• Internship programs may update their participation at any time through to the Ranking deadlines.
Monday, October 20, 2014:	Creation of Student Application Materials Is Enabled on the CAPIC website (www.capic.net).
Friday, November 7, 2014:	CAPIC Member Meeting and Internship Fair (NoCA) at St. Mary's Cathedral, 1111 Gough Street, San Francisco.
Friday, November 14, 2014:	CAPIC Member Meeting and Internship Fair (SoCA) at Pepperdine University, 6100 Center Drive, Los Angeles.
Monday, November 17, 2014:	Submission of Student Application Materials to Specific Internship Programs/Tracks Is enabled.
Friday, January 9, 2015:	CAPIC Match I Student Application Deadline (11:59 pm PST) on CAPIC website (www.capic.net).
Monday, February 16, 2015:	Do Not Intend to Rank deadline. Required for Internships. Requested for Students.
Wednesday, February 25, 2015: <i>(Updated from 2/23/15)</i>	CAPIC Match I Ranking deadline (12 noon PST) on DnD website. <i>APPIC Phase I Match results available on 2/20/15.</i>
Monday, March 2, 2015:	CAPIC Match I Notification Day. Match results posted on DnD website (https://capic.dnddigital.com/).
Monday, March 9, 2015:	CAPIC Match II Student Application Deadline (11:59 pm PDT) on CAPIC website (www.capic.net).
Wednesday, March 18, 2015:	Do Not Intend to Rank deadline. Required for Internships. Requested for Students.
Wednesday, March 25, 2015:	CAPIC Match II Ranking deadline (12 noon PDT) on DnD website. <i>APPIC Phase II Match results available on 3/23/15.</i>
Tuesday, March 31, 2015:	CAPIC Match II Notification Day. Match results posted on DnD website (https://capic.dnddigital.com/). CAPIC Clearinghouse opens on CAPIC website (www.capic.net). It runs through April 30, 2015. <ul style="list-style-type: none">- Students from eligible out-of-state academic programs may now participate and form CAPIC internships.- Students must still Register with CAPIC, but ranking and matching is no longer done online.
Friday, May 1, 2015:	CAPIC Post-Clearinghouse opens on CAPIC website (www.capic.net). It runs indefinitely. <ul style="list-style-type: none">- Students must still Register with CAPIC but ranking and matching is no longer done online.

Please visit our website (www.capic.net) and our [online events calendar](#) for additional information, or contact the CAPIC office.

