



CAPIC

CALIFORNIA PSYCHOLOGY
INTERNSHIP COUNCIL

CAPIC
100 Ellinwood Way
Suite N275h
Pleasant Hill, CA 94523

925.969.4550
www.capic.net

New Board Member Login Procedures – Updated 10/07/2014

Followed by How-To Steps for New Applications and QA Reviews

Various documents are available on the secure section of the CAPIC website to assist Board members. Some docs are restricted to only CAPIC Board members and the CAPIC Office.

Documents include:

- Basic Board Member Materials:
 - o Internal Board Roster, CAPIC By-Laws, Membership Criteria
- Membership Applications Materials:
 - o Application Tracking, Completed Site Visit reports, Quality Assurance (QA) profiles
 - o Rating Sheets, Site Visit forms, and Instructions for Board Members
- Quality Assurance (QA) Review Materials:
 - o QA Assignments, Completed Site Visit reports, QA profiles, Full profiles
 - o Rating Sheets, Site Visit forms, and Instructions for Board Members
- Summary, Updates, Materials and Resources on Other Current Key Board Projects:
 - o Student Outcome Measurements, Conferences, MHSA, Website, etc.

This document shows Board members how to log in to access and use these web pages.

In short, log in twice (using the Board login credentials) to access these pages.

- o If you use a direct link, you may have only one (WordPress) login. →
- o Then click on the links for the areas you are interested in, such as:
 - Membership Applications, QA Reviews, Other Board Projects

Use your Board member login credentials:

User ID: [REDACTED]
Password: [REDACTED]

*Password Last Updated 09/20/2014.
(Contact CAPIC office for Password)*

