

# CAPIC Eligibility and Readiness Form (CERF): Online Match

CAPIC Doctoral Internship Application CERF  
for <Name of Student>

## Populated From Student's CUA:

Terminal Masters   Doctoral   Doctoral  
(actual)   (estimate)  
(up to 11/01)   (btwn 11/02 & 2/27)

- A. Total Hours of Supervision by a licensed psychologist: <Hours>   <Hours>   <Hours>  
B. Total Hours of Direct Intervention experience   <Hours>   <Hours>   <Hours>  
C. Total Hours of Assessment experience   <Hours>   <Hours>   <Hours>  
D. Dissertation Proposal Approved?   <Yes/No>   <Date of Approval/  
Expected Approval>

*Students must have their dissertation proposal accepted by their doctoral institution prior to applying to a full-time doctoral internship or a second half-time doctoral internship.*

- E. Professional Conduct Responses:  
1. "Have you ever been suspended, terminated, asked to resign, or put on probation by a practicum or internship training site, employer or graduate academic program?" <Yes/No>  
If Yes, please explain. <Text>  
2. "Have you ever reneged on a training contract from a CAPIC doctoral internship?" <Yes/No>  
If Yes, please explain. <Text>

## Academic Standing

Have you verified the student's key Clinical Experience hours noted above?   <YES/NO>

Has the student's dissertation proposal been accepted?   <YES/NO>

Is this student academically eligible to apply for doctoral internship?\*   <YES/NO>

If not, please explain: \_\_\_\_\_

## Other

Are there any professional conduct issues affecting this student's eligibility for internship?   <YES/NO>

<YES/NO>

If so, please explain: \_\_\_\_\_

Training Director's Evaluation / Comments (optional) Evaluation / Comments:

\_\_\_\_\_

I require further communication with this student before submitting this CERF verification.

*Click above to send an automatic, generic email to request that the student contact you, the DCT.*

I agree this student is ready to apply for internship:   <YES/NO>

*Please do not submit this form until you are ready to make a final determination.*

Director's Electronic Signature: <DCT typed name>

Submitted: <Date>

<Submit Button>

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Items highlighted in **Yellow** are to be completed by the DCT.  
Items highlighted in **Turquoise** are imported from the student's CUA.

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Pleasant Hill, CA 94523

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[www.capic.net](http://www.capic.net)

### **Notes:**

Students must have their dissertation proposal accepted by their DCT in order to be deemed ready for internship.

- The purpose of this requirement is to not have students start their final internship until they have sufficiently completed their other academic requirements, in particular the dissertation, so that the internship stands as a capstone of the entire doctoral program experience and the student is more likely to subsequently graduate and not languish indefinitely in dissertation limbo.
- If a student does not expect to have her/his dissertation proposal accepted before the student application deadline, she/he should check with her/his DCT to determine whether she/he is ready to pursue a CAPIC internship this year.

A student's CAPIC Uniform Application (CUA) will not be locked until the CERF is formally verified by the DCT.

- If there are errors or questions regarding a student's CERF, the DCT should contact the student separately via email or phone informing the student of the errors/questions. Once the student is informed she/he may correct the form via their application.
- When ready, the DCT uses the same CERF verification email link for that student to go back to her/his CERF verification form for formal review and (hopefully) approval, as appropriate.
- When the CERF is verified, the student's CUA will then be locked and no further modifications may be made to it. Any updates, clarifications or corrections to a student's CUA after verification will need to be addressed in the student's Cover Letter to individual CAPIC internship programs/tracks.

The CERF must be verified before a student is allowed to submit application materials to any site.

CAPIC Doctoral Academic Programs may impose additional requirements (academic and otherwise) for internship eligibility and the DCT ultimately determines whether a student is ready to apply for internship.

The formal approval requirements for CAPIC Eligibility and Readiness Form (CERF) Verification are given below and are posted on the CAPIC website.



# CAPIC

CALIFORNIA PSYCHOLOGY  
INTERNSHIP COUNCIL

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## CAPIC Eligibility and Readiness Form (CERF) For Students Seeking Doctoral Internships

### --- CERF Approval Requirements ---

1. All CAPIC member Doctoral Academic Programs are required to meet the APA/CoA requirements for practica that precede application to doctoral internship training.
2. All requirements of the California Board of Psychology (CA/BoP) related to doctoral internship clinical training must also be met. From the CA/BoP 2012 Laws and Regulations Booklet; Title 16; Section 1387:

*Doctoral Internship SPE: Up to 1500 hours of SPE may be accrued from the doctoral internship but only after completion of 48 semester/trimester or 72 quarter units of graduate coursework in psychology not including thesis, internship or dissertation.*

3. Additionally, CAPIC specifies in its doctoral internship program membership requirements:  
**#8. Doctoral Internship training is at post-clerkship, post-practicum, and post-externship level, and precedes the granting of the doctoral degree.**

Clarifications: Interns must have completed adequate and appropriate prerequisite training prior to the internship. This would include both:

- completion of formal academic coursework at a degree-granting program in professional psychology (clinical, counseling, school), and
- closely supervised experiential training in professional psychology skills conducted in non-classroom settings.

Interns must also have their dissertation proposal accepted by their doctoral institution prior to applying to a full time doctoral internship, a second halftime doctoral internship or the second year of a half-time 2-year internship.

4. CAPIC also requires that all participants abide by its [Offer and Acceptance policy](#), and in particular to the CERF, that a student not have reneged on a training contract with a CAPIC internship (e.g. not following through with a binding online match to form an internship agreement). However, if a student is excused from a training contract by CAPIC without prejudice, this will not be counted against the student. The student would be deemed to not have reneged, and would remain eligible for internship.

When CAPIC Doctoral Academic Programs certify students as eligible to apply for doctoral internship, they are certifying that the APA/CoA standards are met, that CAPIC membership standards are met, and that CA/BoP requirements are met. CAPIC Doctoral Academic Programs may also impose other requirements of their own (academic and otherwise) for internship eligibility and the DCT ultimately determines whether a student is ready to apply for internship.