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## **CAPIC MEMBERSHIP CRITERIA AND CLARIFICATIONS FOR DOCTORAL INTERNSHIP PSYCHOLOGY PROGRAMS**

*(As adopted by CAPIC 1/22/93 and amended by CAPIC 10/28/05, 09/28/13 and 06/18/16)*

**Doctoral Internships that are accredited by the American Psychological Association or the Canadian Psychological Association, or are members of and comply with the membership criteria and policies of APPIC are recognized as meeting CAPIC doctoral internship membership criteria. All others must meet all of the following criteria and are reviewed every three years for adherence to the criteria.**

- 1. A psychology doctoral internship is an organized training program which, in contrast to supervised experience or on-the-job training, is designed to provide the intern with a planned, programmed sequence of training experiences. The primary focus and purpose is assuring breadth and quality of training.**

### Clarification:

The organization of an internship program is evident in a clear:

- statement of the goals and objectives of the training activities.
  - description of the plan, location, and sequence of direct service experiences.
  - description of the training curriculum; i.e., the content, duration, and frequency of the training activities.
  - description of how the psychology training program is integrated into the larger organization.
- For programs with multiple sites, the services rendered by interns, the supervision offered, and the training director's involvement is clearly described at each site.
- The adequacy of CAPIC stipends relates to CAPIC's training guidelines, not to labor laws, which should be considered separately. CAPIC programs should be aware that, when developing and implementing training programs, interns should remain in a training status. California courts follow the federal guidelines allowing exemptions to labor laws for doctoral interns, although improper use of interns could result in them being deemed formal employees and subject to labor laws. Please refer to CA Dept of Industrial Relations, Division of Labor Standards Enforcement (Labor Code, Section 1171, et seq), which follows the six-factor test used by the U.S. Department of Labor in interpreting its Fair Labor Standards Act (FLSA) in these matters.

2. **The internship agency has a clearly designated doctoral-level licensed psychologist who is responsible for the integrity and quality of the training program (e.g., training director; director of clinical training).**

**[Full-Time] This person is actively licensed by the California Board of Psychology and is present at the training facility for a minimum of 20 hours a week.**

**[Half-Time] This person is actively licensed by the California Board of Psychology and is present at the training facility for a minimum of 10 hours a week.**

**A licensed mental health professional should be in the same work setting whenever clients are present. When this is not possible, a licensed supervisor should be available to respond promptly by telephone, pager or other appropriate technology.**

Clarification:

The internship is administered by a doctoral level licensed psychologist in the State of California who:

- directs and organizes the training program and its resources.
- is responsible for selection of interns.
- monitors and evaluates the training program's goals and activities.
- documents and maintains interns' training records.

3. **[Full-Time] The internship agency staff includes at least two full-time-equivalent licensed psychologists who can serve as primary supervisors.**

**[Half-Time] The internship agency includes at least two mental health professionals on the agency staff, one of whom is a licensed psychologist and serves as the primary supervisor. The primary supervisor is licensed as a psychologist by the California Board of Psychology and can certify training in supervision as required by the Board of Psychology. The primary supervisor must be employed by the same agency as the intern and is available to the intern 100% of the time the intern is accruing supervised professional experience. This availability may be in person or by telephone, pager or other appropriate technology. All delegated individual and group supervisors must be licensed mental health professionals (MFT, LCSW or Board-Certified Psychiatrist) who can certify training in supervision as required by the Board of Psychology.**

Clarification:

Interns' primary clinical supervision and role modeling must be provided by psychologists on the program's staff who are actively licensed in California for independent practice at the doctoral level and who are:

- officially designated as psychology intern supervisors.
- significantly involved in the operation of the training program.

Being employed” and “on staff” refers broadly to individuals permitted to work, and may include consultants and/or volunteers. Regardless, the primary supervisor must be significantly involved in the operation of the training program.

4. **The internship will provide supervision at a minimum rate of 10% of the total time worked each week.**

**[Full-Time]** Intern supervision is provided by staff members of the internship agency or by qualified affiliates of that agency who carry clinical responsibility for the cases being supervised. At least two hours per week of regularly scheduled individual face-to-face supervision are provided by one or more licensed doctoral-level psychologists. Supervision is provided with the specific intent of overseeing the psychological services rendered directly by the intern.

**[Half-Time]** Intern supervision is provided by staff members of the internship agency or by qualified affiliates of that agency who carry clinical responsibility for the cases being supervised. At least one hour per week of regularly scheduled individual face-to-face supervision is provided by a licensed doctoral-level staff psychologist regardless of whether the internship is completed in one year or two. Supervision is provided with the specific intent of overseeing the psychological services rendered directly by the intern.

Clarification:

Supervisors need to be clearly designated by the agency as clinically responsible for the cases (for example, countersigning documentation or having their name on the treatment plan or case summary). The two hours (full-time) or one hour (half-time) should be face-to-face individual supervision.

5. **The internship provides training in a range of psychological assessment and intervention activities conducted directly with recipients of psychological services.**

Clarification:

Internship training in Psychology is primarily based on experiential learning which:

- provides psychological services directly to consumers in the form of psychological assessment, treatment, and consultation.
- exposes interns to a variety of types of psychological services and consumers.

6. **At least 25% of the intern's time is in face-to-face psychological services with patients/clients.**

7. **[Full-Time]** The internship must provide at least two hours a week in didactic activities such as case conferences, seminars, in-service training, or grand rounds.

**[Half-Time]** The internship must provide at least two hours a week in didactic activities such as case conferences, seminars, in-service training, or grand rounds.

Clarification:

The Psychology training program should have scheduled didactic experiences available to meet the training needs of their interns.

8. **Internship training is at post-clerkship, post-practicum, and post-externship level, and precedes the granting of the doctoral degree.**

Clarification:

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

- completion of formal academic coursework, with the exception of dissertation, 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.

Starting with the 2014-2015 academic year, interns must also have their dissertation proposal accepted by the doctoral institution prior to application to a full time doctoral internship, a second half-time doctoral internship or the second year of a half-time 2-year internship.

9. **The internship agency has a minimum of two on-site half-time and/or full-time doctoral psychology interns at the internship level of training during any period of training.**

Clarification:

The intention of this criterion is to allow opportunities for personal (face-to-face) interaction with peers in formal settings in the training program and on the training site during each training week.

10. **The internship-level psychology trainees have a title such as “Psychology Intern” or other equivalent designation of trainee status.**

11. **The internship agency has a written statement or brochure which provides a clear description of the nature of the training program, including the goals and content of the internship and clear expectations for quantity and quality of the interns’ work, and is made available to prospective interns.**

Clarification:

Internship programs must make available descriptions of their training program which give their applicants and interns a clear understanding of the program in terms of:

- the program's training goals and objectives.
- the program's training methods, content, and curriculum (for example, required rotations, sample weekly schedules, or available training seminars).
- the program's training resources (e.g., training/supervisory staff, physical facilities and training equipment, clerical support, etc.)
- the sites at which training and services are provided. For programs with multiple sites, clear descriptions are given for each site of services rendered by interns, supervision offered, and involvement of the training director.
- Completion of the yearly review of the the program’s *CAPIC Extended Agency Profile (EAP)* will satisfy this criterion.

12. **Internship programs have documented due process procedures that describe separately how programs deal with (1) concerns about intern performance, and (2) interns' concerns about training. These procedures include the steps of notice, hearing, and appeal and are given to the interns at the beginning of the training period.**

Clarification:

Due process procedures describe how an agency deals with intern impairment and how the interns' grievances with the training program are handled. The documentation would include:

- description of formal evaluation and complaint procedures.
- the program's and intern's responsibilities and rights in the process.
- the appeal process.
- a description of procedures if interns have grievances about their training or supervision.

13. **[Full-Time] The internship experience (minimum 1500 hours) must be completed in no less than 9 months, accruing no more than 44 hours per week for full-time internships.**

Clarification:

Internships may be conducted on a full or half-time basis.

- All internships must be sequential, cumulative and graded in complexity.
- **Half-Time Internships:**
  - For halftime internships, the internship experience (minimum of 750 hours for halftime) must be completed in no less than 9 months, accruing no more than 24 hours per week for a halftime internship. CAPIC will not be able to sanction the accrual of more than 24 hours per week. It is understood that there may be variability in the hours over the course of the internship contract and that some weeks may exceed the 24 hour maximum. This is permissible as long as 1) the average weekly hours do not exceed 24 hours per week over the course of the internship; 2) the variability in hours is clearly specified to applying applicants and discussed explicitly with applicants interviewing with the site in question; 3) interns are not required to work past the accrued hours necessary to meet CAPIC and doctoral academic program requirements, whichever is greater; and 4) internship provides supervision at the required minimum rate of 10% of the total time worked each week (see Criteria 4).
  - For 2-year halftime internships, internship site must be able to demonstrate that training is sequential, cumulative and graded in complexity across the 2 years.

14. **CAPIC member programs are required to issue a certificate of internship completion that includes the word "Psychology" to all interns who have successfully completed the program.**

15. **The internship agency must demonstrate evidence of cross-cultural knowledge, training and sensitivity consistent with the populations they serve.**

**16. The internship program conducts formal written evaluations of each intern's performance at least twice a year.**

Clarification:

The written evaluation process provides comprehensive evaluative feedback to doctoral psychology interns as follows:

- The evaluation provides summary information of performance in all major competence areas that are a focus of internship training.
- Interns have the opportunity to review their evaluation with supervisors to ensure the fullest possible communication between supervisors and interns.
- Evaluation procedures provide feedback that validates trainees' achievements by noting areas of unusual strength and excellence and facilitate trainees' further growth by identifying areas that would benefit from additional training.
- The program provides the doctoral psychology intern's graduate training director with feedback concerning the intern's progress in the internship program.

Note: CAPIC membership criteria are approved by a vote of the CAPIC membership and appear above in bold type. Clarification information is approved by the CAPIC Board of Directors.

*The California Psychology Internship Council (CAPIC) has adapted membership criteria and clarifications from those of the Association of Psychology Postdoctoral and Internship Centers (APPIC).*