



# CAPIC

CALIFORNIA PSYCHOLOGY  
INTERNSHIP COUNCIL

CAPIC  
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## **Postdoctoral Program/Agency Membership** **Application Process and Checklist**

*Last updated July 7, 2016*

### **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 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 student interns you train and the mental health consumers you serve; it impacts the professional mental health community.

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 Postdoctoral Psychology Programs

Most particularly, please carefully review the criteria for membership, with clarifications. 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). The office will set up an online application form for your program, which you will fill out and submit via our website.

### **Deadlines:**

- Your application must be ready for CAPIC Board member review no later than eight weeks prior to a Board meeting in order for a site visit and evaluation to be conducted. Your application will then be reviewed at the next Board meeting.

Again, Postdoctoral Program/Agency Membership Applications are now completed online.

- Upon request, the CAPIC office will set up an online application form for your program, which you will fill out and submit via our website.

You will also need the following:

- \$275 non-refundable application processing fee  
Send a check to CAPIC, or call to use credit card
- Completed application filled out online.
- Supporting documentation: (To be uploaded online with your application).
  - CVs of supervising and training staff
  - Training Manual

**Note: Training Manual must include but is not limited to the following:**

- o Table of contents
- o Outline of training program hours and description of responsibilities that includes how the training program is cumulative, sequential, and graded in complexity for the length of the training experience (e.g. training overview, supervision, clinical work, training seminars)
- o Learning Goals for Training Year – Tailor to your specific site setting
  - a. EXAMPLE: Develop proficiency in individual counseling and psychotherapy.
  - b. EXAMPLE: Develop proficiency in group counseling and psychotherapy.
  - c. EXAMPLE: Develop proficiency in trauma work.
  - d. EXAMPLE: Develop proficiency in providing counseling and outreach services to diverse individuals and groups.
  - e. EXAMPLE: Develop proficiency in crisis intervention and management.
  - f. EXAMPLE: Develop proficiency in clinical assessment and diagnosis and/or psychological testing along with competence in utilizing assessment material in treatment planning.
- o Trainee Performance Standards
- o Trainee Grievance Procedure
- o Trainee Evaluation Procedure and Copy of Evaluation if not using graduate school evaluations. The evaluation form is required for Postdoctoral Fellowships and must be site generated.
- o References to the following paperwork required by the CA BoP:
  - a. [Supervisee Weekly Activity Log](#) – to be completed throughout training
  - b. [Board of Psychology SPE form](#) – to be signed on first day of fellowship

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*Doctoral Academic Programs Ψ Doctoral Internship Programs Ψ Postdoctoral Programs*

- c. [Board of Psychology Verification of Experience form](#)- to be signed by the Primary Supervisor/Training Director at the completion of the training
- Didactic Schedule
  - Program's grievance procedures
  - Program/Agency Brochure
  - Internship-specific Brochure
  - Internship certificate of completion

Upon receipt, the CAPIC office will review your application for completeness, and then send it to a CAPIC Board member for formal evaluation. The application will be reviewed and a site visit will be conducted before a decision is reached. All applications are then reviewed and approved at quarterly CAPIC Board Meetings. Thus, applications must be submitted to the CAPIC office AND pass a preliminary review at least 8 weeks prior to a Board Meeting in order to be reviewed and approved at that Board Meeting. You may also be contacted with additional questions or concerns about your training program. We will work with you to address any concerns and help to ensure your program meets CAPIC's requirements for membership.

Please also note that CAPIC does not have a Postdoctoral match process at this time. CAPIC's online match process refers to its Doctoral internship match process.

### **Annual Dues**

The annual dues for CAPIC Postdoctoral Members is \$200.

If your program is also a CAPIC Doctoral Internship member, a \$75 discount is applied, and your combined membership dues for both programs is \$500.

**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).