

## Key Dates

### Sep 1:

- Student Registration closed on CAPIC website in preparation for 2017 Match

### Sep 15:

- Student Registrations open for 2017 CAPIC Match

### Sep 16-17:

- CAPIC Board Meeting  
JFK University, 100 Ellinwood Way, Room N162 Pleasant Hill, CA 94523
- Open Session: Friday 3 to 5.

### Oct 12 @ 9 - 10 am:

- Mid-Quarter Conference Call for CAPIC Program Members

### Nov 30:

- Creation of Student Applications Enabled

### Dec 2-3:

- CAPIC Board Meeting  
Pacifica Graduate Institute, 249 Lambert Road  
Carpinteria, CA 93013
- Open Session: Friday 3 to 5.

### Jan 20:

- SoCA Member Meeting and Internship Fair. Location TBD

### Jan 27:

- NoCA Member Meeting and Internship Fair. Location TBD

### Feb 27:

- Student Application Deadline

### Mar 29 @ 12 Noon:

- Ranking Deadline

### Apr 5:

- 2017 Match Notification Day

*September is the transition period between the previous (2016-17) online match and the upcoming one (2017-18).*

## **2016 CAPIC Online Match:**

*For internships starting in the fall of 2016.*

### **CAPIC 2016 Post-Clearinghouse remains underway.**

**There are still several positions for 2016-17 available at CAPIC internships.**

- These internships are now listed in an Excel spreadsheet on the [Post-Clearinghouse page](#) of our website, which is updated monthly.
  - o These internships are no longer searchable on our website, since we are setting it up for the upcoming 2017 CAPIC online match.
- **Students contact internships directly.**
  - o Students (through their DCT's) should send application materials directly to internships of interest.
- Offers and acceptances (aka matches) are conducted directly between internship programs and students, although students must obtain school approval prior to accepting any internship offers.
  - o All internships must be at least 9 months in duration.
- **Please inform the CAPIC office ([capicadmin@capic.net](mailto:capicadmin@capic.net)) of any matches formed, and if/when your internship is no longer seeking students for 2016-17.**

## **For these 2016-17 internships starting this Fall:**

**If you haven't already, internships should contact matched students to prepare for the start of their internship training.**

- Internships should ensure that the CA BoP Supervision Agreement is properly completed (signed and dated) before interns start to see clients or accrue any SPE hours.
  - o Failure to do so continues to be a problem for both students and the BoP.
- Internships are responsible for following all relevant labor laws and CA BoP regulations, and should be familiar with [CAPIC Info regarding Interns and Stipends](#).
  - o Of note, the recent National Labor Relations Board (NLRB) decision on student unionizing is not expected to negate the existing, separate guidelines for student interns.
- Internships should also be familiar with [Useful Info for CAPIC Interns](#), outlining basic expectations, rights and responsibilities for CAPIC interns.
  - o Students and DCT's should also be familiar with [Useful Info for CAPIC Students](#), as well as the [weekly supervisory log template](#), which has been updated recently.

## Key Financial Dates

### Jul 1:

- Start of the CAPIC fiscal year, and membership year for CAPIC programs.
- Fiscal year runs from July 1 to June 30.

### Mid-Sep: (Normally mid-July)

- Annual membership dues invoices are sent out to programs via email.
- Payment is due 30 days of receipt.
- Please submit your CAPIC dues invoice for payment in a timely manner.

### Mid-Oct:

- Due date for payment of annual membership dues.
- Late payment may result in a \$50 late fee.

### Jan 31:

- Deadline to pay annual membership dues.
- We will send out reminders and work with programs.
- Failure to pay dues may result in the program (or its students, if a doctoral academic program) being removed from the CAPIC match process.
- It may also result in a program being reported as Inactive to the CA BoP, which may affect acceptance of a student's SPE hours.
- Please submit your CAPIC dues invoice for payment in a timely manner. Thanks!

### Jul 1:

- Start of new CAPIC fiscal and membership year.

## 2016-2017 Membership Dues

**The annual invoices for 2016-2017 membership dues for our CAPIC program members will be sent out via email within the next two weeks.**

- Annual membership dues normally go out in July, but were delayed this year. This delay does not impact any program's membership status.
- **Dues for Active CAPIC doctoral internship programs remain at \$375.**
  - o Internships with matched students for 2017-18 must remain in Active status and will be invoiced \$375 accordingly.
  - o Those internships without active interns for 2016-17 may remain active for a discounted fee of \$50. This allows those programs to participate in the 2017 CAPIC online match and hopefully obtain interns for 2017-18. If an internship should later gain interns for 2016-17, it would need to pay the balance of the normal \$375 membership dues.
  - o Otherwise, those programs without interns will be placed on Inactive status. After one year of Inactive status, absent re-activation, an internship program is placed on Withdrawn status.
- **Dues for CAPIC postdoctoral programs remain at \$200.**
  - o If a site has an Active CAPIC internship and postdoctoral program, the postdoc dues are reduced by \$75 to \$125.
- **Dues for doctoral academic programs ranges from \$500 to \$10,000,** depending on the number of students matched with CAPIC doctoral internships.
  - o Each doctoral academic program was previously sent an email with their 2016-17 dues amount last October. (One exception: invoices for the individual CSPP programs are combined into one which is submitted directly to their main office in San Francisco.)
  - o Dues for out-of-state doctoral academic programs generally start at \$250 and increase to \$500 when their membership is continued beyond the initial year.
- **If you are not renewing your membership status with CAPIC, please let us know, so we can update our records accordingly.**
  - o Note: If you are currently training CAPIC interns/fellows at your program, you cannot go Inactive and must remain Active.
  - o Closing CAPIC programs must follow standard [closing protocol](#).

**Each program's contact person should look out for this email and invoice from CAPIC over the next two weeks.**

- Please submit your CAPIC dues invoice for payment in a timely manner.
  - o Payment is requested within 30 days of receipt.
- Failure to do so may affect your ability to participate in the CAPIC online match and to have interns SPE hours recognized by the CA BoP.

Thanks in advance for your cooperation!