CAPIC Online Internship Match Process
– STUDENT PERSPECTIVE –
With updates for the <u>2014–2015</u> match cycle

For doctoral internships starting in the Fall of 2014.

Last updated 11/25/2013 (RP)

Online Match Process OVERVIEW
What Happens Where?

CAPIC Website
- Students Register
- Internships Update Online Profiles
- Students Create Application Materials
- Students Submit to Programs/Tracks
- Internships Review Student Application Materials

Interviews

D&D Digital Website
- Student Submit Rankings
- Internship Submit Rankings
- Matches Made and Posted

www.capic.net   *The real world*   https://capic.dnddigital.com

The CAPIC online match process consists of the following main steps:
- Students learn about CAPIC internship sites from online profiles, their DCT's, and/or internship fairs.
- Students complete their online application materials.
- Students submit completed application materials online to specific doctoral internship programs/tracks.
- Doctoral Internship Programs review submitted application materials and set up interviews as appropriate.
- Students and Doctoral Internship Programs rank each other online, as appropriate.
- Rankings are run through a computer algorithm and the match results are posted.
- The process then repeats itself in Match II, starting again on the CAPIC website.

NOTE: You will use one logon on the website and a different logon on the D&D website.

Online Match Process
Who Does What?

Students/Applicants
- Register with CAPIC for access.
- Review CAPIC internship profiles.
- Submit CUA.
- Complete remaining required application materials.
- Submit applications to specific doctoral internship programs/ tracks by application deadline.
- Interview with programs, as appropriate, and prepare to rank.
- Rank programs/tracks.
- Review posted match results.
- If matched, obtain internship contract from site.
- If not matched, enter Match II or Clearinghouse.
- Start doctoral internship in Fall of 2013.

Doctoral Internship Programs
- Review and Update EAP's.
  - # of Available Positions
  - # of Funded/Unfunded
  - # FT, HT–1 Yr, HT 2–Yr
  - Multiple Tracks? Track Names?
  - Any supplemental application requirements?
- Review submitted applications.
- Interview. Prepare to rank.
- Finalize # of positions and rank applicants.
- Review posted match results.
- If matched, formalize the internship agreement with student.
- If not matched, enter Match II or Clearinghouse.
- Start internships in Fall of 2013.

Doctoral Academic Programs
- Review/Approve student Registrations.
- Review/Approve CERF verifications.
- Help students ID appropriate internships.
- Help ensure student applications materials are completed and submitted by deadlines.
- Help students navigate the APPIC and CAPIC match processes, as needed.
- Confirm student internship placements.

The CAPIC Office:
- Manages the online match process.
- Responds to questions from participants and troubleshoots problems.
- Documents internship placements, including through post-Clearinghouse.
- Clarifies and/or resolves issues (in consultation with the CAPIC Board), as appropriate.

Contact Info
CAPIC Office & Match Vendor

CAPIC Office

California Psychology Internship Council

    100 Ellinwood Way, Suite N275h

    Pleasant Hill, CA 94523

    T: 925-969-4550

    F: 415-744-1202

    www.capic.net

Executive Director

▸ René Puliatti

    E: execdirector@capic.net

Office Administrator   (PRIMARY contact)

▸ Jessica Brown (PT)

▸ E: capicadmin@capic.net

Office Asst/MHSA Coordinator (PT)

▸ <open>

▸ E: capicassist@capic.net

Match Vendor

D&D Digital Systems, a Sigler Company

    (aka D&D Digital)

    304 Main Street

    Ames, Iowa 50010

    T: 515-292-0490

    https://capic.dnddigital.com

D&D Digital Liaison to CAPIC

▸ Dick Horton

    T: 515-249-6564

    E: capic.dnd@sigler.com

NOTES:

▸ **NOT actively involved until Jan 2014.**

▸ Online Rankings & Match Results only.

▸ Different website.

▸ Different logins.

2014 Online Match Process OVERVIEW
What Happens When?

Timeline (arrow):
- August September October
- November December
- January
- February
- March
- April

The CAPIC online match process consists of the following main steps:
- Internship sites start updating their profiles for the upcoming match.
- Students register and view online profiles of CAPIC internship sites.
- Students submit CUA and create online application materials.
- Internship sites complete updating their profiles for the upcoming match.
- CAPIC holds Internship Fairs.
  - <u>NoCA (SF)</u>: Friday, November 1st; <u>SoCA (LA)</u>: Friday, November 8th
- Students submit completed application materials online to specific internship programs/tracks. Submissions open on Nov. 15, 2013 and close on Jan. 17, 2014.
- Doctoral Internship Programs review submitted application materials and set up interviews as appropriate. Both sides evaluate each other in preparation for online ranking.

- Students and Doctoral Internship Programs rank each other online, as appropriate.
- Rankings are run through a computer algorithm to produce best matches.
- Match I results are posted. Matches constitute a binding internship.
- Those still seeking interns or positions encouraged to participate in Match II.
- Match II results are posted. Matches constitute a binding internship.
- Those still seeking interns after Match II, may participate in Clearinghouse.

- See the CAPIC 2014 Online schedule for more details.

There are a few key changes from last year:

- **Most importantly, for the first round, participants must choose either CAPIC or APPIC.** The two deadlines are nearly coincident and participants cannot rank in both the APPIC and CAPIC processes because of a likelihood of duplicate/conflicting matches.

  > For CAPIC Match II, students may participate in APPIC round 2 and then (if unmatched) in CAPIC Match II. As in previous years, there is time for both match processes in this second round, but students must still ensure they do not match in both APPIC and CAPIC matches.

- Doctoral Internship programs should not ask students if they are also participating in APPIC.
  - Students should be evaluated based on their qualifications, without bias.

- The specific match dates and deadlines are different. See the [CAPIC 2014 Online Match schedule](#).

- The CAPIC Uniform Application (CUA) has additional questions regarding the students' clinical experience, encompassing both masters and doctoral academic program experience.
  - Students may not modify their CUA once submitted, so be careful before submitting it.
  - Once submitted, any corrections or clarifications must be noted by students in their cover letters and/or in the DCT's CERF verification.
  - Also, since the official cut-off date for counting hours was belatedly announced, there will likely be such clarifications. We have told doctoral internship programs to consider these factors when reviewing an applicant's clinical experience.
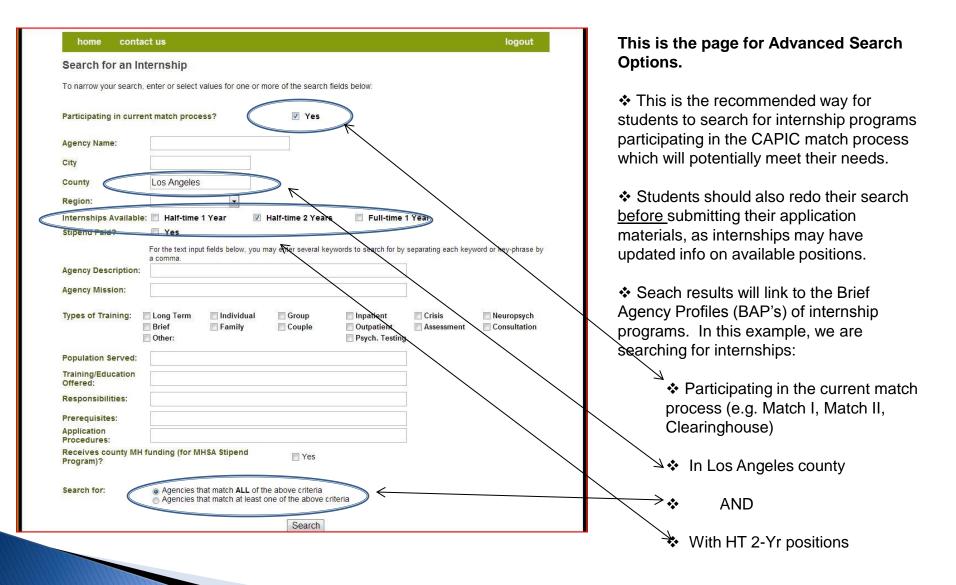
Here are other key other points to remember:

- Keep your login info in a safe place. Use the correct login for the correct website.
- Check your Junk/Spam folder for emails from capicadmin@capic.net and dnd@sigler.com.

- Doctoral Internship programs should ensure their online profile (EAP) is accurate and up-to-date.
    - If you find a problem, contact the program and/or the CAPIC office.

- Doctoral Internship programs may change the number of available positions up until the Ranking deadline, even after applications have been submitted to that program/track.

- Doctoral Internship programs must inform students if they are no longer considering them in the ranking phase. Note: The "Do not intend to rank" notification on the Online Match Schedule (Feb 7 for Match I and Mar 18 for Match II) applies to students and internships.
    - For Internships, it is mandatory for them to inform students they are no longer considering.
    - For students, it is strongly encouraged, but is not mandatory. Internships are not offended by a student withdrawing and greatly prefer to know than to not know.
    - No other ranking info should not be revealed (e.g. "you're my first choice.").

- Do not wait until the deadline to resolve problems. No extensions will be granted.

- An online match constitutes a binding internship agreement.
    - Submit, interview, evaluate and rank thoughtfully.   Best of success!

    - See more materials on the CAPIC online match posted on the All Forms page of the CAPIC website: http://www.capic.net/forms.html.

Key Screen Shots – Searching for Doctoral Internship Positions

This is the page for Advanced Search Options.

❖ This is the recommended way for students to search for internship programs participating in the CAPIC match process which will potentially meet their needs.

❖ Students should also redo their search before submitting their application materials, as internships may have updated info on available positions.

❖ Seach results will link to the Brief Agency Profiles (BAP's) of internship programs. In this example, we are searching for internships:

  ❖ Participating in the current match process (e.g. Match I, Match II, Clearinghouse)

  ❖ In Los Angeles county

  ❖ AND

  ❖ With HT 2-Yr positions

Key Screen Shots – Doctoral Internship Brief Agency Profile

This is the top half of the Brief Agency Profile (BAP) for a participating Doctoral Internship Program.

The BAP is the primary tool for students for reviewing online profiles of doctoral internship programs. Additional info can be obtained, if desired, by reviewing the Extended Agency Profile (EAP).

Immediately below "Status" is listed the TYPES of internships available for the upcoming match process (here, only HT-2Year).

The key match info has shaded headers (stipend amounts, if any), number of positions, and names of tracks, if any.
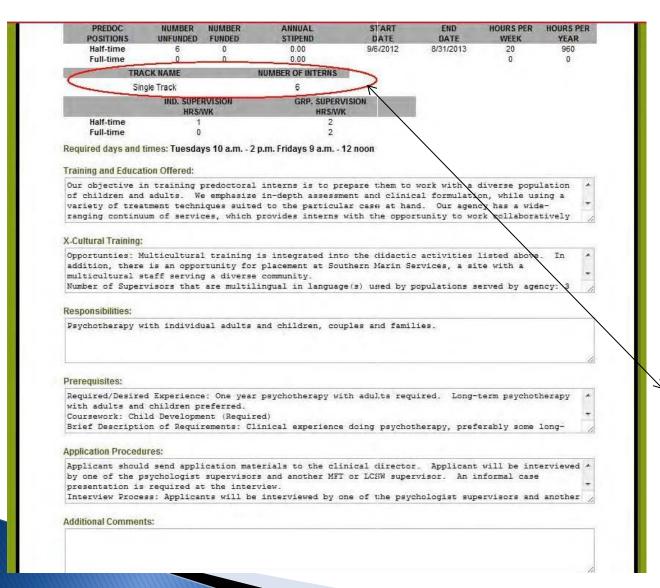
Note here the Multiple Tracks listed immediately below the number of overall Doctoral Internship positions.

Here, because the internship only offers HT 2-Year internships, the type is not specified in track names.

These listed tracks (if number of interns is => 1), are what will appear on the drop down list, when students go to submit applications.

Key Screen Shots – Doctoral Internship Brief Agency Profile

PREDOC POSITIONS	NUMBER UNFUNDED	NUMBER FUNDED	ANNUAL STIPEND	START DATE	END DATE	HOURS PER WEEK	HOURS PER YEAR
Half-time	6	0	0.00	9/6/2012	8/31/2013	20	960
Full-time	0	0	0.00			0	0

TRACK NAME	NUMBER OF INTERNS
Single Track	6

	IND. SUPERVISION HRS/WK	GRP. SUPERVISION HRS/WK
Half-time	1	2
Full-time	0	2

Required days and times: Tuesdays 10 a.m. - 2 p.m. Fridays 9 a.m. - 12 noon

Training and Education Offered:

Our objective in training predoctoral interns is to prepare them to work with a diverse population of children and adults. We emphasize in-depth assessment and clinical formulation, while using a variety of treatment techniques suited to the particular case at hand. Our agency has a wide-ranging continuum of services, which provides interns with the opportunity to work collaboratively

X-Cultural Training:

Opportunties: Multicultural training is integrated into the didactic activities listed above. In addition, there is an opportunity for placement at Southern Marin Services, a site with a multicultural staff serving a diverse community.
Number of Supervisors that are multilingual in language(s) used by populations served by agency: 3

Responsibilities:

Psychotherapy with individual adults and children, couples and families.

Prerequisites:

Required/Desired Experience: One year psychotherapy with adults required. Long-term psychotherapy with adults and children preferred.
Coursework: Child Development (Required)
Brief Description of Requirements: Clinical experience doing psychotherapy, preferably some long-

Application Procedures:

Applicant should send application materials to the clinical director. Applicant will be interviewed by one of the psychologist supervisors and another MFT or LCSW supervisor. An informal case presentation is required at the interview.
Interview Process: Applicants will be interviewed by one of the psychologist supervisors and another

Additional Comments:

This is the bottom half of the Brief Agency Profile (BAP) for another participating Doctoral Internship Program.

The BAP is the primary tool for students for reviewing online profiles of internship programs. Additional info can be obtained, if desired, by reviewing the Extended Agency Profile (EAP).
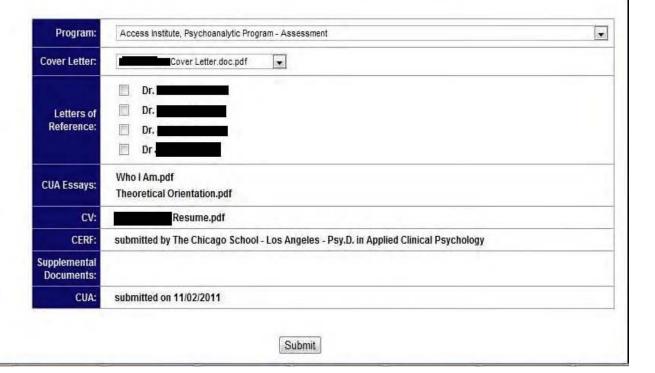
The key info has shaded headers (stipend amounts, if any, number of positions, start/end dates, names of tracks, if any; # of available interns slots).

Note here that the program has only one Single Track with 6 Half-Time 1-Year positions.

Key Screen Shots – Student Submission Page

Submit your Application to an Internship Program

- Select the Program you would like to submit your application to.
- Select the Cover Letter (if you have more than one) you would like the Program to view.
- Select **at least 3** Letters of References. Only those that have been successfully submitted are shown below.
- The Program will automatically be allowed to view your application materials submitted to them

Program:	Access Institute, Psychoanalytic Program – Assessment
Cover Letter:	████████ Cover Letter.doc.pdf
Letters of Reference:	☐ Dr. ██████ ☐ Dr. ████████ ☐ Dr. ████████ ☐ Dr ████████
CUA Essays:	Who I Am.pdf Theoretical Orientation.pdf
CV:	████████ Resume.pdf
CERF:	submitted by The Chicago School - Los Angeles - Psy.D. in Applied Clinical Psychology
Supplemental Documents:	
CUA:	submitted on 11/02/2011

Submit

This is the screen the student sees when attempting to submit applications to specific doctoral internship programs/tracks.

For the 2014 CAPIC Match, this page will be enabled at noon on November 15, 2013.

The student selects doctoral internship programs/tracks from the first drop down list. Doctoral Internship programs with multiple tracks will have a separate entry for each track. When there are multiple tracks, students must submit their application to the specific track where they wish to apply.

The student also selects which cover letter, which three Letters of Reference, and which Supplemental Documents (if any) should be included with the application to a given doctoral internship program/track.

In this example, the student has not uploaded any Supplemental Documents.

For this submissions page to be available to a student, the student must first have a complete set of application materials, including: CUA, CUA Essays (2), Cover Letter, CV, CERF, and at least 3 Letters of Reference. No application materials may be submitted without having these materials in place..