CAPIC Uniform Application (CUA)

NOTE: CUA updates for 2012-2013 are <mark>highlighted in yellow.</mark>

A COMPLETE doctoral internship application includes:
- *CAPIC Uniform Application (CUA) - Completed and submitted online*
- *CUA Essays (2):*
  - *Essay #1 (Biographical Statement). Submitted online*
  - *Essay #2 (Theoretical Orientation). Submitted online*
- *Cover letter, Letter of interest - Submitted online*
- *Curriculum Vitae - Submitted online*
- *CAPIC Eligibility and Readiness Form (CERF), verified by your Training Director - Submitted online*
- *3 Letters of Recommendation - Submitted online*

- *Two additional documents of your choosing may also be uploaded to your profile and submitted with your applications. These are not part of the required materials, but are meant to simplify the process for students and doctoral internship programs*

- *Beyond the documents noted above, any additional site-specific application materials, if requested by a specific internship site, must be sent directly by you to the site requesting them.*

- <mark>**This CUA is the first step in completing your application materials.** The CUA must be submitted (and the fee paid) before the next steps for preparing the rest of your application materials can occur. These steps include the automatic sending out of email requests for letters of references and CERF verification, as well as uploading your essays, cover letters, CV's and other supplemental documents.</mark>

- <mark>You cannot modify this CUA once it is submitted, so complete it carefully. Any updates, clarifications or corrections to your Registration or CUA will need to be addressed in your cover letters. Be careful, but don't delay in completing and submitting this CUA.</mark>

- <mark>NOTE: The submission of your CUA to CAPIC is distinct from the submission of your completed application materials (including your CUA) to specific doctoral internship programs/tracks by the application deadlines. Don't confuse the two, and don't miss the hard deadlines for submitting completed application materials.</mark>
  <mark>For the 2013 online match process, the hard deadlines for applications are</mark>
  <mark>Friday, Jan 18, 2013, 5 pm PST Match I</mark>
  <mark>Friday, Mar 8, 2013, 5 pm PST Match II</mark>

Name: [   ]

Degree (if any): [   ]

Home Address: Address [   ] City [   ] State [▼] ZIP [   ]

E-mail Address: [   ]

Home Telephone: [   ]

Work Telephone: [   ]

Cell Telephone: [   ]

Race/Ethnicity (check all that apply):

Euro-American/White - non Hispanic   Latino/Latina/Hispanic   African American/Black

Asian/Pacific Islander-American   **Native American/Alaska Native**

Bi-/Multi-racial   **Other**

NOTE: This Racial/Ethnic data is for internal use only by CAPIC.

Institution:

Name

[none   ▼]

City   State

[   ]   [▼]

Major/Program/Subfield: [   ]

Degree Sought: [▼]

Name of Training Director: [   ]

E-mail of Training Director: [   ]

Is your program APA accredited?:   ○ Yes   ○ No

Expected Date of Degree Completion: [▼] [▼] [▼]

I. Coursework

Date coursework completed, or expected to be completed: [▼] [▼] [▼]

List coursework expected to remain incomplete as of the beginning of the training year (July 1st):

[   ]

II. Dissertation

Indicate where you are in the dissertation process:

[   ]

When did you complete, or do you expect to complete your dissertation?:   [▼] [▼] [▼]

What is your dissertation title or topic?:

[   ]

Additional comments or description of study (optional):

[   ]

III. Comprehensive Examinations

I have completed my exams: ○ Yes ○ No

I expect to complete my exams by: [▼] [▼] [▼]

I have yet to schedule my exams: ○ Yes ○ No

IV. Doctoral Candidacy

Have you advanced to candidacy?:   ○ Yes ○ No

V. Masters Degree (if applicable)

Institution: Name | City | State

Major/Program:

Year degree conferred:

VI. Undergraduate College Degee

Institution: Name | City | State

Major/Program:

Year degree conferred:

NOTE: *Other academic training programs and degrees not entered here should be listed clearly on your CV.*

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Clinical Training
I. Summary of Clinical Experience

Clinical experience as defined here refers to doctoral internship practicum experience (interviews, clients, visits, hours, etc.) completed while in a doctoral training program.

Number of Intake interviews conducted:	0
Number of adult clients seen in short-term therapy:	0
Number of adult clients seen in long-term therapy:	0
Number of child/adolescent clients seen in short-term therapy:	0
Number of child/adolescent clients seen in long-term therapy:	0
Number of families seen in family therapy:	0
Number of couples seen in couples therapy:	0
Number of distinct psychotherapy groups facilitated:	0
Number of testing batteries* administered, scored and interpreted:	0

  * A battery should include both objective and projective tests.

Number of assessment reports written:	0

Total Hours of Individual or Group Supervision (verifiable by your Doctoral Academic Program):

This value will go on the CERF.

Other experiences of note:

NOTES:
- A test battery includes at least two assessments from one or more of the following categories: personality, intellectual, cognitive, and/or neuropsychological measures, along with an integrated report that includes a client history and interview.
- Short-term therapy is defined as therapy lasting for only up to 16 weeks.
- Long-term therapy is defined as therapy lasting more than 16 weeks.
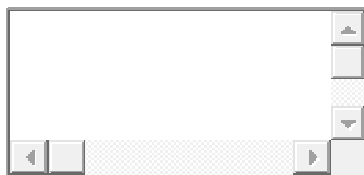- A group optimally consists of 8 to 10 participants.

Language Competency:
Verbal Linguistic competence (indicate languages other than English that you speak well enough to conduct therapy in):

Spanish	Mandarin	Cantonese	Vietnamese	Korean
Tagalog	Farsi	Armenian	Russian	Arabic
Hindi			Other (list here):	

Written Linguistic competence (indicate languages other than English that you read and write well enough to use professionally):

Spanish	Mandarin	Cantonese	Vietnamese	Korean
Tagalog	Farsi	Armenian	Russian	Arabic
Hindi			Other (list here):	

List any current and valid licenses, certificates, or registrations that allow you to practice in any field of mental health, and the state in which it was issued:

Please provide the name and email address of all individuals writing Letters of Recommendation in support of your application. After your CUA is complete and submitted CAPIC will send an email to each of your Referees instructing them how to post their letter to your application.

#1: Name   Telephone Number   E-mail Address

#2: Name   Telephone Number   E-mail Address

#3: Name   Telephone Number   E-mail Address

#4: Name   Telephone Number   E-mail Address

#5: Name   Telephone Number   E-mail Address

You are required to respond to two essays. Both are mandatory for all applicants.

ESSAY 1   In an autobiographical statement, please describe your relevant personal and professional development. You are free to go into as much detail as you feel is appropriate. Space below will expand to as much space as you need -- just keep writing.

ESSAY 2   Please describe your theoretical orientation and how this influences your work. Space below will expand to as much space as you need -- just keep writing.

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When you have completely filled out the CUA, including the names/email of your Referees, you must 'submit' the application by clicking on the box at the bottom of the Attestation below.

You will then arrive at a page where you will pay the $100 fee that covers for the costs associated with the CAPIC computer match. You will pay this fee online. Your application is not considered submitted until you have paid the fee. *NOTE: CVV2 is the 3-digit security code on the back of your credit card.*

The $100 application fee covers submissions to up to 15 doctoral internship program tracks. Application submissions beyond these 15 program tracks may be made by paying an additional $50 fee for up to 5 more submissions. Further submissions can be made, but each set of 5 additional submissions will require payment of an additional $50 fee. Please note that applications submitted to individual tracks within the same doctoral internship program are still considered separate program tracks for the purposes of counting the number of applications submitted.

After submitting your CUA and paying the $100 application fee, you will see a link to a application materials "Progress" page. This link will appear whenever you sign in to the Student Portal on the CAPIC website. The "Progress" page will let you know what documents we have received, and which ones are still outstanding. You are responsible for checking this site regularly to see whether these items are received, and for checking with your doctoral academic program internship advisor and your Referees to remind them to submit these requested application materials to CAPIC.

After CAPIC receives both CUA Essays, at least 1 copy of your Cover Letter, 1 Curriculum Vita, 1 CERF verification from your doctoral academic program and letters of reference from a minimum of 3 of your referees your application materials are considered complete. Even if complete, the website will not allow you to submit applications to specific doctoral internship programs/tracks until a set date. See the CAPIC match schedule for specific dates. Take the time between now and then to thoughtfully prepare your application materials and determine to which doctoral internship program tracks to submit applications.

When application submissions are enabled, and when your application materials are complete, a button will appear at the bottom of your Student portal page (after logging on). Clicking on this link will open a new webpage where you will select to which CAPIC member internship programs/tracks you wish to apply. These doctoral internship programs will then receive a link to your application materials, allowing them to start reviewing this material.

Please note, at any time you can add additional cover letters and additional references to your application materials, not just prior to your application being officially complete, but up until the application deadline. There is no limit to the number of cover letters or references you can post to your application materials. When you choose a doctoral internship program to have your application materials sent to, you will then also choose which Cover Letter which Reference Letters, and which supplemental docs (up to two) to include with the credential packet sent to that doctoral internship program. You can make a different choice of Cover Letter, Reference Letters and supplemental docs for each doctoral internship program if you choose to, or you can have the same cover letter, references and supplemental docs sent to all agencies to which you apply.

HOWEVER, once your application materials are sent to a specific doctoral internship program track, you will not be able to add more or different cover letters or letters of reference or supplemental docs to that doctoral internship program's copy of your application materials. You can only submit your application once to each doctoral internship program track. For example, at that point, if you wish a doctoral internship program that already has your application materials to have additional letters of reference you must ask your Referee(s) to send the letter of reference directly to the doctoral internship program.

By sending this application electronically I attest that all information provided in this application is true to the best of my knowledge and that I have not intentionally misrepresented myself or doctoral academic program in any way. I understand that any intentional falsification, on this application or during any aspect of the internship application process, may lead to a withdrawal of consideration or dismissal from the doctoral internship program.

I understand that I am obligated to accept the doctoral internship program I match with at the conclusion of this process—that the match result is absolutely binding on me. If I am not willing to accept a match with a particular program, I understand I must NOT rank the program in my final ranking list. Refusing to sign a contract for internship training with the internship I matched with in the CAPIC Match is considered an ethical violation, and will be treated as such by CAPIC and by my doctoral academic program.

Furthermore, I agree to comply with all CAPIC policies, the APA Ethical Principles of Psychologists and Code of Conduct, as well as with the Laws and Regulations of the California Board of Psychology. By electronically sending this application I also agree to comply with the rules and policies of the internshp program and institution(s) in which the internship training takes place.

I will have fully read the information in CAPIC's online Internship Directory about a specific internship agency before I apply to any program. I also agree to be available to begin training in the internship I match with in the CAPIC match on the day specified in the internship's online program materials.

Submit Application