Most recent changes are noted in BLUE.

The key 2015 CAPIC online match updates are:
- The specific match schedule is the same we announced in June.
- Student registration opened on September 15, 2014.
- Internship programs should update their online profiles now for the 2015 match.
- The application creation process will open on October 20th.
- The student application deadline for CAPIC Match I is January 9th.
- The ranking deadline for CAPIC Match I is February 25th, two days later than originally planned. The Match Notification Day remains March 2nd and no other deadlines are changed. (Updated 12/18/2014.)
- Students must have their dissertation proposal accepted to be ready for internship.

More details are given below. (Document last updated 12/18/2014)

Student Registration for the 2015 CAPIC online match process opened on September 15th on the CAPIC website (www.capic.net).
- Registration requests come via email from capicadmin@capic.net.
- **DCTs: Please ensure your campus/program email system does not block these emails.**
  - We have taken additional steps to prevent SPAM.
  - We have also taken steps to prevent automatic approval by autobot or similar widgets.
- **Please reply to your student registration requests within 2 business days.**
  - If a student submits multiple registration requests, only one request needs to be approved.
    - The others can be ignored or disapproved.
  - The approved registration will be used and will prompt the student to set up login credentials (userid and password).
- **The school's approval of a Registration confirms a student's enrollment in its doctoral academic program and the approach of their internship training phase.**
  - If you cannot whether confirm a student is yours, do not approve her/his registration.
    - The doctoral academic program ID'd in registration is used throughout the match process.
  - If you make a mistake, let us know. We can correct errors, but the sooner, the better.

- **Registration is the first step in the rollout of the 2015 CAPIC online match process.**

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- o On October 20th, a month later, students will then be able to start assembling their application materials online for the CAPIC match.
  - Until then, students can search and review the online profiles of CAPIC internship programs.
  - Students should note that CAPIC internships are currently in the process of updating their online profiles for the 2015 match process, and that their info and their participation may change over the next few months. We assume that any Active CAPIC internship program is participating in the CAPIC match process unless they inform us otherwise. The main purpose of being an active CAPIC internship is to match with and train interns, but each internship program must make this determination for itself.
- o On Nov 7 we will have our NoCA CAPIC Membership Meeting and Internship Info Fair @ St. Mary's Cathedral in San Francisco.
- o On Nov 14 we will have our SoCA CAPIC Membership Meeting and Internship Info Fair @ Pepperdine University in Los Angeles.
  - Flyers and more details on these two events will be distributed shortly.
- o On November 17th, a month after students can start creating their application materials, they will be able to submit completed application materials online to individual internship programs/tracks who are participating in the current match process (Match I)
- o January 9th is then the Student Application deadline for students participating in CAPIC Match I.
  The full 2015 CAPIC online match schedule is posted on the CAPIC website.

Important Updates to the 2015 CAPIC Online Match Process:
- **CAPIC Match Schedule:**
  - **The specific match schedule is the same one we announced in June.**
    - See initial dates above, starting with the first step, Registration.
    - The full CAPIC online match schedule is posted on the CAPIC website.
  This match schedule is similar to the one we used two years ago, and it allows students to participate in both the APPIC and the CAPIC matches. As before, students are still responsible for ensuring they only match in one process (CAPIC or APPIC).

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- **Dissertation Proposal Status:**
  o **To be deemed ready for internship, students must have dissertation proposal accepted by their DCT.**
    ▪ *This requirement was announced last year to take affect for this year's match process. The purpose of this requirement is to not have students start their final internship until they have sufficiently completed their other academic requirements, in particular the dissertation, so that the internship stands as a capstone of the entire doctoral program experience and the student is more likely to subsequently graduate and not languish indefinitely in dissertation limbo.*
    ▪ Dissertation proposal acceptance is needed for verification of readiness for internship (aka CERF) approval. CERF verification is required before a student can proceed to submit applications to any internship programs/tracks.
      • This item (dissertation proposal acceptance) is being added to the CUA and will then be part of the CERF for DCT review/approval.
      • CAPIC leaves it to the doctoral academic program to set the standard for acceptance of the dissertation proposal.
    ▪ If dissertation approval is pending, it is better for a DCT to hold off submitting the CERF until it is obtained.
      • Without CERF approval, a student cannot submit applications and cannot rank or match.
      • A DCT should not approve a CERF with the hope that the required approval will be obtained by the start of the internship. The approval must be obtained before any matches are made to prevent a retraction, which causes hardships for internships. Matches are binding and a retraction would constitute a violation of CAPIC match policy.
    ▪ If a student does not expect to her/his dissertation proposal to be accepted before the student application deadline (January 9, 2015 for Match I and March 9, 2015 for Match II), she/he should check with her/his DCT to determine whether she/his is ready to pursue a CAPIC internship this year.

- **Updates to the student's CAPIC Uniform Application (CUA):**
  o As noted above, students will be able to start preparing their CUA and other application materials on October 10, 2014.
  o As noted above, the dissertation proposal status will be added to the CUA, and in turn, the CERF.

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- o This year, clinical experience hours will be broken out into two parts: up to 11/01/2014 and after 11/01/2014.
  - ▪ This is designed to mirror the APPIC match application and should make it easier for students and DCT's to verify this clinical experience info.
  - ▪ Hours after 11/01/2014 are estimated, anticipated hours from 11/01/2014 until the Match I application deadline of 01/09/2015.
- o Both of these items (dissertation status and clinical hours) will then populate the CERF for DCT verification.
- o While the CUA is normally unalterable after being submitted, both of these items WILL be alterable after submission, in order for there to be dialogue between the student and the DCT and for the DCT to properly review and approve the CERF verification, as appropriate.
  - ▪ These items will then be locked, along with the rest of the CUA, when the DCT approves the student's CERF verification.

- **CERF Verification:**
  - o As noted above, the dissertation proposal status from the student's CUA will populate the CERF for DCT review and approval, as appropriate.
  - o As before, DCT's should confirm the clinical experience hours totals (Individual or Group Supervision, Direct Intervention, Assessment experience).
    - ▪ As noted above, Doctoral hours will be broken out into two parts: up to 11/01/2014 and after 11/01/2014.
    - ▪ As noted above, DCT's will be able to dialogue with students to ensure these figures are accurate.
    - ▪ As noted above, students will be able to adjust these figures before the DCT conducts a final review and approval, as appropriate.
      - • Until the CERF has been approved or disapproved, students are able to modify their CUA and resubmit it without any involvement from the CAPIC office. The link need not be reset, so long as the DCT has not approved or disapproved the CERF.
        - • If a CERF link still works, then it has not yet been used (i.e. approved or disapproved).
        - • Once the link has been used (i.e. approved or disapproved), the link becomes invalid. Contact the CAPIC Office (capicadmin@capic.net) to reset a CERF form/link, if needed.

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- To update the CUA, the student logs in, clicks on the CUA link, makes changes, and saves the changes. The CERF will be populated with data from the student's revised CUA.
- Once needed CUA changes are made and saved, the student should inform the DCT to re-review the CERF.
  - The DCT should use the existing link in the original CERF verification email to approve or disapprove the student's CERF. The link need not be re-sent or reset by the CAPIC office.
- Once the CERF is approved by the DCT, the entire CUA will be locked to prevent any further modifications.
  - The CERF remains otherwise the same as last year.
  - As before, an approved CERF is a key component of the required CAPIC application materials. Students will not be able to submit any applications until all required materials (including the approved CERF) are in place.
    - If a CERF is disapproved and the student later meets the requirements allowing for its approval, the DCT should request (via email to capicadmin@capic.net) that the CERF be reset. The DCT will then be able to re-review and approve the CERF, as appropriate.

- **Post-Clearinghouse – Registration and CERF verification required**
  - Previously, at this late phase in the match process, students were not required to complete the online application process, but were instructed to keep their DCT's in the loop, to ensure the student was ready and that a proposed internship met the doctoral academic program's standards.
  - To ensure the DCT is always in the loop, students must Register with CAPIC and complete their online application via the CAPIC website, which includes an email to their DCT for CERF verification. This normal procedure now applies to any stage in the CAPIC match process, including Post-Clearinghouse.

- If you have questions or concerns, please let us know. Many thanks!