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**CAPIC MEMBERSHIP CRITERIA AND CLARIFICATIONS
FOR POSTDOCTORAL PSYCHOLOGY TRAINING PROGRAMS**
(As adopted by CAPIC 8/30/07. Clarifications amended by Board 09/28/13)

Postdoctoral training programs that are accredited by the American Psychological Association or are members of the Association of Psychology Postdoctoral and Internship Centers (APPIC) are recognized as meeting the California Psychology Internship Council (CAPIC) Postdoctoral Membership criteria. **The postdoctoral agency has a minimum of one postdoctoral Fellow at the postdoctoral level of training. All others must meet all of the following criteria (1 through 145 below) and are reviewed for adherence to the criteria every three years.**

Comment [e1]: This change simply moves this criteria (from #8) to the introductory paragraph. If it is not met. If a postdoc fellow is not present, then the primary purpose for being an Active postdoc member (i.e. for postdoc training and SPE hours to be recognized for licensure) is moot. (Rene Pulatti, ED)

1. A postdoctoral training program is an organized experience that, in contrast to on-the-job training, is designed to provide the Postdoctoral Fellow with a planned, programmed sequence of supervised training experiences. The primary task is advanced training in an area of professional psychology.

Clarification:

The organization of a postdoctoral program is evident in a clear:

- a. statement of the goals and objectives of the training activities.
- b. description of the training plan, location, and sequence of direct service experiences.
- c. description of the training curriculum, i.e., the content, duration, and frequency of training activities.
- d. description of how the psychology training program is integrated into the larger organization.

For programs with multiple sites, the services rendered by the Fellow, supervision provided, and the training director's involvement is clearly described for each site.

2. The postdoctoral training program has a designated psychologist who is primarily responsible for the integrity and quality of the training program, who has administrative authority commensurate with those responsibilities, who is actively licensed as a psychologist by the California Board of Psychology, and who meets all requirements to supervise in California. This director's credentials and expertise are consistent the program's mission and goals and with the advanced traditional or specialty practice area in which training is offered.

Clarification:

The postdoctoral program is administered by a doctoral level psychologist actively licensed by the California Board of Psychology who:

- a. directs and organizes the training program and its resources.

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- b. is responsible for selection of Fellows.
- c. monitors and evaluates the training program's goals and activities.
- d. documents and maintains Fellows' training records.

3. The postdoctoral training site **should must** have two or more psychologists on staff who are actively licensed as psychologists by the California Board of Psychology, and who can certify training in supervision as required by the Board of Psychology. The postdoctoral program has a training faculty, which includes at least one psychologist whose credentials and expertise are consistent the program's mission and goals and with the advanced traditional or specialty practice area in which training is offered.

Comment [e2]: This change tightens up the language and clarifies the requirements for this criteria. (Rene Puliatti, ED)

Clarification:

Postdoctoral Fellows' primary clinical supervision and role modeling must be provided by psychologists on the program's staff who are licensed for independent practice and qualified to supervise at the doctoral level, and who:

- a. are officially designated as postdoctoral program supervisors.
- b. are significantly involved in the training program.
- c. show evidence of expertise in the focus area(s) of the training program.
- d. the supervisor, at the time of supervision, must not be in a dual relationship with the supervisee (e.g., be a spouse, relative, or therapist).

4. The postdoctoral program provides Fellows with supervision for 10% of the total time worked each week, including a minimum of two hours per week of regularly scheduled, face-to-face individual supervision with the specific intent of supervising the psychological services rendered directly by the Fellow. This supervision is provided by staff members of the sponsoring institution who carry professional practice responsibility for the cases being supervised and are licensed and qualified to supervise as psychologists in California.

Clarification:

Supervisors need to be clearly designated by the agency as professionally responsible for the cases (for example, countersigning documentation or having their name on the treatment plan or case summary). Two hours of regularly scheduled, face-to-face, individual supervision by a licensed psychologist should be provided weekly regardless of whether the postdoctoral program is one year full-time or two years half-time. The total amount of supervision provided each week must not fall below 10% of the total time the Fellow works in that week.

5. In addition to individual supervision, the program includes at least two additional hours per week in learning activities, such as: case conferences involving cases in which the Fellow is actively involved; didactic seminars dealing with clinical issues; co-therapy with a staff person, including discussion; ~~group supervision; or additional individual supervision.~~

Comment [e3]: This change simply removes supervision criteria from the section on didactics. It does not change supervision requirements, which are given in the previous section (#4). (Rene Puliatti, ED)

Clarification:

Above and beyond the two hours of individual supervision each Fellow receives weekly, the postdoctoral program should provide two hours per week of additional learning experiences,

regardless of whether the program is one year full-time or two years half-time. These learning experiences should be regularly scheduled, and may include but are not limited to additional ~~individual or group supervision~~, seminars, case conferences, ~~or workshops, or co-therapy with a supervisor~~. Clear descriptions of the learning activities should be provided.

Comment [e4]: Similar to the previous proposed change, this change separates supervision issues from didactic ones. Clarification on supervision requirements are given in the previous section (#4). (Rene Puliatti, ED)

6. At least 25% of the Fellow's time is in professional psychological services.

Clarification:

A minimum of 25% of the Fellow's time should be spent in provision of professional psychological services to patients/clients, students, consultees, and/or agencies. These services may include but are not limited to assessment, intervention, consultation, policy making, program design and implementation, provision of supervision, and clinical research.

7. Admission requirements include completion of all professional doctoral degree requirements from a regionally accredited institution of higher education or an APA/CPA-accredited program and doctoral internship meeting APPIC or CAPIC standards. This is defined as having on the first day of the fellowship either the diploma in hand or a letter from the Director of graduate studies verifying the completion of all degree requirements pending institution graduation ceremony. APA guidelines on specialty change are followed. Fellows having completed doctoral studies in fields other than clinical, counseling, or school psychology must have received a certificate of equivalency from an APA/CPA accredited university program attesting to their having met APA/CPA standards, including internship.

Clarification:

Postdoctoral Fellows must have completed the doctoral degree before beginning their postdoctoral training. At a minimum, Fellows must have completed all requirements for the doctoral degree from a regionally accredited institution of higher learning, including an internship meeting CAPIC standards.

- a. If the postdoctoral training program requires that Fellows possess a doctoral degree from an APA-or CPA-accredited program, it need not state the requirement that it be a regionally accredited institution of higher learning. In this case, the brochure should state that Fellows must have completed all doctoral degree requirements from an APA/CPA-accredited program.
- b. If the Postdoctoral Training Program requires that Fellows have completed an APA-or CPA-accredited internship, it need not state the requirement that it meets APPIC standards. In this case, the brochure should state that Fellows must have completed an APA/CPA-accredited internship.
- c. If the postdoctoral training program does not require completion of an APA-or CPA-accredited doctoral degree program or an APA-or CPA-accredited internship, the brochure should state that Fellows must have completed all professional doctoral degree requirements from a regionally accredited institution of higher education, including an internship meeting CAPIC or APPIC standards.
- d. If the postdoctoral training program accepts applications from individuals who have previously received a doctoral degree in some area of psychology other than clinical,

counseling or school, the brochure should state that such applicants must have received a certificate of equivalency from an APA/CPA accredited university program designed for the "retraining" of such psychologists, attesting to completion of all requirements, including an internship meeting CAPIC or APPIC standards.

8. The postdoctoral agency has a minimum of one full-time equivalent postdoctoral Fellow at the postdoctoral level of training. This postdoctoral Fellow must be on site and in training at the time of initial application for CAPIC membership.

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Clarification:

The agency must have a minimum of one full-time Fellow or two half-time Fellows in training at the time of initial application for CAPIC Membership, and should maintain this minimum for any period of training. In special circumstances, such as changes in funding or reorganization, the postdoctoral training program may maintain CAPIC membership for up to one year without training Fellows, as long as the training program is otherwise in good standing.

Comment [e5]: This change moves the requirement for a postdoc fellow to the introduction of the criteria, as described there. It also (a) allows the postdoc fellow to be Full-Time or Half-Time; and (b) removes the requirement that the postdoc fellow be on site at the time of initial application. (Rene Pulatti, ED)

9.8. Postdoctoral trainees have a title, such as "Fellow," "Resident" or "Intern," designating trainee status.

Clarification:

The title should indicate the Fellow is in training, and it is helpful if the title distinguishes the Fellow from other trainees, e.g., if the title "Intern," is used, then the full title should be "Postdoctoral Intern," to distinguish the trainee from those completing a doctoral internship.

10.9. The postdoctoral training program has a written statement or brochure made available to prospective Fellows, which describes the goals and content of the program, and the overall mission and objectives of the organization, program organization, entrance requirements, program faculty/staff, and mechanisms for Fellow evaluation.

Clarification:

- a. the program's training goals and objectives.
- b. the program's training methods, content, and curriculum, including rotations offered or required, seminars, supervision, and other training experiences.
- c. the program's training resources, including training/supervisory staff, physical facilities, training support.
- d. the sites at which training and services are provided. For programs with multiple sites, clear descriptions are given for each site of services rendered by Fellows, supervision offered, and involvement of the Director of Training.
- e. specific application requirements. Postdoctoral programs must clearly indicate that applicants must have completed all requirements for the doctoral degree before beginning their postdoctoral training, and that they must have received the doctoral degree from an APA/CPA-accredited program or from a "regionally accredited institution of higher education," including an APA/CPA accredited internship or an internship "meeting APPIC or CAPIC standards," as described in Criteria #7.

- f. methods of Fellow evaluation, including the frequency of evaluation (a minimum of 2 written evaluations per year) and an indication of due process procedures in the event of a grievance.
- g. licensure requirements for postdoctoral supervised practice. Programs must indicate whether satisfactory completion of the postdoctoral training program meets postdoctoral supervised practice requirements for licensure or certification in the State of California.

11.10. Postdoctoral programs have documented due process procedures, including notice, hearing, and appeal for postdoctoral Fellows. The procedures are given to postdoctoral Fellows at the beginning of the postdoctoral training period.

Clarification:

At the beginning of their appointment, postdoctoral Fellows should be given copies of policies and procedures related to problem-solving and filing grievances.

12.11. The training program should be one year full-time or two years part-time. The postdoctoral training program consists of a minimum of 1500 hours and must be completed in no less than 9 months and no more than 24 months (two-years half-time), accruing no more than 44 hours per week. Depending on the area and standards of specialty practice, a postdoctoral program may be more than one year.

Clarification:

- a. Postdoctoral training programs may be part-time or full-time experiences, and must be completed in not less than nine months, and not more than two years. Fellows must receive at least two hours per week of individual supervision and two hours per week of additional training activities as described in Criteria #4 and #5, regardless of their full-time or part-time status.
- b. Board of Psychology regulations (article 3, section 1387) stipulate that one year of Supervised Professional Experience (SPE) shall be defined as 1500 hours. At least one year of SPE shall be completed postdoctorally.

13.12. A certificate of completion is granted upon fulfillment of the program requirements.

Clarification:

The certificate should clearly indicate:

- a. the name of the institution, organization or agency.
- b. the postdoctoral nature of the training program.
- c. the focus area of the training program, if applicable.
- d. beginning and ending dates of the Fellow's training.

The Director of Training should sign the certificate. Example: the XYZ University certifies that Jane Doe, Ph.D. has successfully completed a Postdoctoral Fellowship in Clinical Psychology from September 1, 2007 to August 31, 2008.

14.13. The program has the necessary financial resources to achieve its training goals and objectives. Postdoctoral stipends shall be reasonable, fair, and stated clearly in advance.

~~Unfunded postdoctoral positions are allowable only in unusual and infrequent circumstances.~~

Comment [e6]: This change is consistent with our current practices which require a stipend for all postdoc fellows. (Rene Puliatti, ED)

Clarification:

The adequacy of CAPIC stipends relates to CAPIC's training guidelines, not to labor laws, which should be considered separately. CAPIC programs should be aware of labor laws when developing and implementing training programs. Please refer to CA Dept of Industrial Relations, Division of Labor Standards Enforcement (Labor Code, Section 1171, et seq), which follows the six-factor test used by the U.S. Department of Labor in interpreting its Fair Labor Standards Act (FLSA) in these matters. CAPIC requires postdoctoral positions to be equitably funded across the site. Postdoctoral stipends shall be set at a level that is representative and fair in relationship to the geographic location and clinical setting of the training site. ~~Unfunded~~

~~or poorly funded postdoctoral positions are allowed only in unusual and infrequent circumstances in which the creation of such a position would serve to alleviate a hardship for the potential postdoctoral candidate. Examples of such hardships may include geographic limitations due to family circumstances or difficulties finding suitable placement. In such cases, the "burden of evidence" lies with the program to demonstrate that the lack of funding does not adversely affect morale or quality of training.~~

In addition, training resources should be sufficient to afford the same training for ~~a~~ ~~an unfunded or~~ poorly funded position as for fully funded positions. The payment of a stipend is a concrete acknowledgment that a Fellow in the agency is valued and emphasizes that the primary task of the year is educational in nature. Stipends are generally lower than a salary received by a regular employee and implies that there is a significant training component in addition to experiential learning. Stipends are equal among Fellows unless there is an extenuating circumstance (e.g., specialized skills, consortia agreements). This distinction between Fellow and regular employee emphasizes that a postdoctoral program is "an organized training program, in contrast to supervised experience or on-the-job training." ~~Programs that do not meet the criterion must request an exception at the time of each membership renewal. An exception may be granted if the program demonstrates that they have made reasonable efforts to secure funding and describes its plan to obtain future funding in order to meet this criterion.~~

Comment [e7]: These clarifications for unfunded postdoc positions become moot with the requirement of stipends without exception, as described above. (Rene Puliatti, ED)

Comment [e8]: These clarifications for unfunded postdoc positions become moot with the requirement of stipends without exception, as described above. (Rene Puliatti, ED)

15.14. The program must demonstrate evidence of cross-cultural knowledge, training and sensitivity consistent with the populations it serves.

Clarification:

- a. The program has a thoughtful and coherent instructional plan to provide Fellows with relevant knowledge and experiences about the role of individual and cultural diversity in psychological science and practice.
- b. The program site should have a primary function and goal for provision of services to a varied population of recipients to provide the Postdoctoral Fellow with a diversified learning experience.

- c. Program engages in actions that indicate respect for and understanding of cultural and individual diversity as reflected in its recruitment and retention policies for supervisors and residents, didactic and experiential training, nondiscriminatory policies and operating conditions, and avoidance of actions that restrict program access on grounds irrelevant to success. The definition of diversity includes but is not limited to:

- Age
- Disabilities
- Ethnicity
- Gender
- Gender Identity
- Language
- National origin
- Race
- Religion
- Culture
- Sexual orientation
- Social economic status

Note: CAPIC membership criteria are approved by a vote of the CAPIC membership and appear above in bold type. Clarification information is approved by the CAPIC Board of Directors.

The California Psychology Internship Council (CAPIC) has adapted membership criteria and clarifications from those of the Association of Psychology Postdoctoral and Internship Centers (APPIC).