

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

2017 CAPIC Online Internship Match

Our 2017-2018 online match schedule has been set, based on the online poll to the membership conducted earlier this Summer. Click [here](#) for those poll results.

CAPIC will again hold only one online match round, which will occur after the second APPIC Match results. Students may participate in both APPIC matches and then (if unmatched) in the CAPIC match.

Click [here](#) for the 2017 CAPIC Online Match Schedule Summary.

The key items at this time are:

- Student Registration is closed until September 15th**, and previously registered student materials are being removed in preparation for the upcoming 2017 CAPIC Match.
 - Students can still review internship Brief Agency Profiles (BAP's) without having to be registered or logged in.
 - The advanced search option page also remains available.
 - Internship profiles may not be fully up-to-date, as they are just starting to set up their online profiles for the 2017 match.
- Students may start registering with CAPIC after September 15th.**
 - All students must register annually on the CAPIC website.
 - All previously registered students are removed from the CAPIC online system. A student's login credentials from the previous year (e.g. before September 15th) will not work and the student should simply re-register.
 - No registration or application materials previously submitted (i.e. before September 15th) will be available for the new (2017) match process. This material will need to be resubmitted/created after September 15th.
 - There is no fee for students to register with CAPIC. The \$100 application fee is not required until later in the process.
- Doctoral academic programs should start receiving student email registration requests for the 2017 CAPIC match after September 15th.**
 - DCT's should only approve those registration requests from students from their particular program. This prevents errors and delays for students further down in the application process.
- Internships should start reviewing and updating their online profile** for the 2017 match, with particular attention to EAP questions #6a, #7, #14a #14b, and the annual attestation at the bottom of on page 12.
 - Any Active CAPIC internship is automatically marked by the CAPIC office as "participating in the current match process," meaning the 2017 online match (Q. #6a).
- Expect separate emails w/ more info from capicadmin@capic.net.**

2017 CAPIC Online Match Timeline

The timeline for many aspects of the CAPIC online match (especially the Fairs) is later than in previous years.

- Student Registration opens on September 15th.
- The creation of CAPIC application materials is not enabled until November 30th.
- Students may start submitting completed CAPIC application materials on February 9th
- The student application deadline is February 27th.
- The ranking deadline is March 29th.
- Results are then posted on April 5th, with Clearinghouse commencing that noon.
- The full match schedule is given [here](#).

Best of success to everyone!

General Resources/Info

Various online match material is posted on our website, including:

- The [2017 CAPIC Match Schedule Summary](#).
- CAPIC 2017 match overview with key screen shots docs:
 - o [Doc from the Student's perspective](#)
 - o [Doc from Internship program's perspective](#)
- Additional updates and key info for the 2017 CAPIC match are posted on the following webpages:
 - o [Online Match](#) page
 - o [Match FAQ](#) page
 - o [Match Overview & Updates](#) page (also summarized below).
- Use these resources first, and then contact us with any further questions. Thanks!

Internship Fairs

Our Annual Membership Meetings and Internship Fairs will be held in January, rather than November.

The timing of these events is closer to the 2017 CAPIC match schedule and is based on the members' online poll responses conducted earlier this Summer. We understand that there may still be conflicts.

SoCA: Friday, January 20th, 2017 tentatively at Pepperdine – Los Angeles (TBC).

- The Event Flyer and Online Registration Info will be sent out separately.
- For now, Save the Date! Updated info and materials will also be posted on the event page (linked above).

NoCA: Friday, January 27th, 2017 tentatively at CSPP/Alliant – San Francisco (TBC).

- The Event Flyer and Online Registration Info will be sent out separately.
- For now, Save the Date! Updated info and materials will also be posted on the event page (linked above).

These are free events for CAPIC program reps and their students.

Note that this year the SoCA fair is being held before the NoCA fair.

The Fairs are very important venues for students and internships to directly learn about each other, but they are only effective when both students and internships attend. We strongly encourage attendance by both students and internships.

The Member Meetings are also important venues for members to meet with CAPIC board members and office staff regarding CAPIC policies and/or administrative details and clarifications. We similarly encourage attendance by our program members here, as well.

For now, Save the date and stay tuned for more details. Then to register to attend!

Key 2017 CAPIC Online Match Policies and Clarifications:

CAPIC is again holding only one online match round, which will occur after the second APPIC Match results.

- Students may participate in both APPIC matches and then (if unmatched) in the CAPIC match.
- Students will still need to complete their CAPIC application materials during the APPIC match process, in order to meet the CAPIC application deadline.

We are changing to a new vendor, InternFit, for ranking and matching services.

- As with D&D Digital, participants will receive an email invite from InternFit to register on their website and enter their rankings. More information will be sent out before this ranking phase arrives (in March 2017), to ensure the match process runs smoothly for everyone.
- The CAPIC *application* process will remain the same for this year, but will likely also transition to InternFit for the 2018 match.

This year, students from approved out-of-state doctoral academic programs may again participate in the full online match process. We have reviewed this policy and believe it is in CAPIC's best interest to continue this policy.

- Last year we had five (5) students from out-of-state doctoral academic programs match with CAPIC internships, and we hope to increase those numbers to help address the student/intern shortage our internship sites are facing.

Letters of Reference (LOR's) for student application materials may again be uploaded as well as pasted to a student's profile by the Referee.

- APPIC is now requiring the use of a Standardized Reference Form (SRF). CAPIC allows for any format, including this format. We understand that different formats may cause difficulties for internships comparing applicants' LOR's.
- Students and internships should both be aware of this issue when requesting or reviewing LOR's for the CAPIC match process.
 - o [Click here for the revised APPIC SRF.](#) [Click here for FAQ's for the APPIC SRF.](#)

Updates from the 2015 match process which we are continuing this year include:

- Students must have their dissertation proposal accepted to be considered ready for their final internship.
- Students will be able to modify their CAPIC Uniform Application (CUA) until the CERF is verified by their DCT.
- Student Registration and CERF verification is required for all students through all match phases, including Post-Clearinghouse.

Please keep this info available for future reference. (It is also posted [here](#) on our website.)

- Refer to the General Resources/Info section near the top of page 2.
- Click on links (esp. those for Events) for relevant, updated information.
- Expect additional info from the CAPIC office as the 2017 CAPIC online match process continues to roll out.
- Visit the CAPIC website for relevant info and materials on the online match – and other CAPIC matters.
- Contact the CAPIC Office (capicadmin@capic.net or 925-969-4550) for further assistance as needed.

And best of success to everyone with the 2017 CAPIC Online Match!