

Please reference areas highlighted in yellow for clarification.

[home](#) [contact us](#)

[logout](#)

CAPIC Uniform Application (CUA)

Page 1 of 3



[Download Application \(PDF\)](#)

The PDF file is a template for **reference purposes only**. The online form below **must** be completed.

A COMPLETE internship application includes:

- ▶ CAPIC Uniform Application (CUA) - Completed and submitted online
- ▶ Payment of the Application Fee by Credit Card: **\$100**
- ▶ 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 (for students of CAPIC Doctoral Programs only)
- ▶ 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 internship programs.
- ▶ Beyond the documents noted above, any additional site-specific application materials, if requested by a specific internship, must be sent directly by you to the agency requesting them

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.

Students must have their dissertation proposal accepted by their DCT in order to be deemed ready for internship.

If a student does not expect her/his dissertation proposal to be accepted before the student application deadline (February 26, 2016), she/he should check with her/his DCT to determine whether she/his is ready to pursue a CAPIC internship this year. This is to prevent the student from submitting her/his CUA and paying the non-refundable application fee if she/he is not ready.

NOTE: The submission of your CUA to CAPIC is distinct from the submission of your completed application materials (including your CUA) to specific internship programs/tracks by the application deadlines. Don't confuse the two, and don't miss the hard deadlines for submitting completed application materials.

Personal Information

First Name:	<input type="text" value="Sample"/>			
Last Name:	<input type="text" value="Template"/>			
Degree (if any):	<input type="text"/>			
Home Address:	<input type="text" value="Address"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="ZIP"/>
E-mail Address:	<input type="text" value="[REDACTED]"/>			
Home Phone #:	<input type="text"/>			
Work Phone #:	<input type="text"/>			

Mobile Phone #:

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:

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

(Optional) Please provide a non-school affiliated email address, if available (e.g. name@gmail.com). This email will NOT be used in the CAPIC match process, but may be used afterwards to stay in touch with students after graduation.

Non-school affiliated E-mail Address:

Academic Training

Select your doctoral program: Name

City State

Academic 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:

Doctoral Requirements

I. Coursework

Date coursework completed, or expected to be completed:

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

II. Dissertation

Students must have their dissertation proposal accepted by their DCT in order to be deemed ready for internship.

If a student does not expect her/his dissertation proposal to be accepted before the student application deadline, she/he should check with her/his DCT to determine whether she/his is ready to pursue a CAPIC internship this year before submitting her/his CUA.

Indicate where you are in the dissertation process:

Has your dissertation proposal been accepted by your doctoral academic program?

Yes No

When was your dissertation proposal accepted, or when do you expect it to be accepted?

When did you complete, or do you expect to complete your dissertation?

What is your dissertation title or topic?

Info. sent to CERF →

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. Master's Degree (if applicable)

Institution: Name City State

Major/Program:

Year degree conferred:

VI. Undergraduate/College Degree

Institution: Name City State

Major/Program:

Year degree conferred:

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

Save and Go To Next Page

CAPIC Uniform Application (CUA)

Clinical Training

I. Summary of Clinical Experience

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

	Terminal Masters	Doctoral (up to 11/01/16)	Doctoral (up to 2/26/17)
Number of Intake interviews conducted:	0	0	0
Number of adult clients seen in short-term therapy:	0	0	0
Number of adult clients seen in long-term therapy:	0	0	0
Number of child/adolescent clients seen in short-term therapy*:	0	0	0
Number of child/adolescent clients seen in long-term therapy*:	0	0	0
Number of families seen in family therapy:	0	0	0
Number of couples seen in couples therapy:	0	0	0
Number of distinct psychotherapy groups facilitated:	0	0	0
Number of testing batteries* administered, scored and interpreted:	0	0	0
Number of assessment reports written:	0	0	0
Total Hours of Individual or Group Supervision (verifiable by your Doctoral Program):	0	0	0
Total Hours of Direct Intervention experience:	0	0	0
Total Hours of Assessment experience:	0	0	0

Info. sent to CERF

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

Info. sent to CERF

→ Total Hours of Direct Intervention experience:

Info. sent to CERF

→ Total Hours of Assessment experience:

Other experiences of note:

Note on entering Clinical Experience Data above: If the numerical keypad entry does not work, use the numbers above the regular keyboard instead.

* 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):

Licenses

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

Letters of Reference

Please provide the names, phone numbers and email addresses of all individuals writing Letters of Reference in support of your application. After your CUA is complete and submitted CAPIC will send an email to each of your References instructing them how to post their letter to your application.

	Name	Telephone Number	E-mail Address
#1:	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2:	<input type="text"/>	<input type="text"/>	<input type="text"/>
#3:	<input type="text"/>	<input type="text"/>	<input type="text"/>
#4:	<input type="text"/>	<input type="text"/>	<input type="text"/>
#5:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: You may specify more References after you have submitted the application.

Professional Conduct

Info. sent to CERF →

Have you ever been suspended, terminated, asked to resign, or put on probation by a practicum or internship training site, employer or graduate academic program? Yes No

If yes, please explain: (limited to 1000 characters)

Info. sent to CERF →

Info. sent to CERF →

Have you ever reneged on a training contract from a CAPIC internship? Yes No

If yes, please explain: (limited to 1000 characters)

Info. sent to CERF →

Essays

You are required to respond to two essays. Both are mandatory for all applicants. These essays are still part of your CUA, but will be uploaded separately, allowing you to submit the CUA and start the application process while continuing to work on these essays.

ESSAY 1:

In an autobiographical statement, please describe relevant personal and professional development.

This essay is to be uploaded/submitted online separately after submitting your CUA.

ESSAY 2:

Please describe your theoretical orientation and how this influences your work.

This essay is to be uploaded/submitted online separately after submitting your CUA.

Note on Essays:
There is no formal
limit to the
length of your
CAPIC essays.
Use your own
best judgement.

[Previous Page](#)

[Save and Go To Next Page](#)

CAPIC Uniform Application (CUA)

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. This application fee is non-refundable. Be certain you wish to continue to pursue the CAPIC match process before submitting your CUA and your payment.

The student's CAPIC Uniform Application (CUA) will not be locked until the CERF is formally verified by the DCT. When the CERF is verified, the student's CUA will then be locked and no further modifications may be made to it. Any updates, clarifications or corrections to a student's CUA will need to be addressed in the student's Cover Letter to individual CAPIC internship programs/tracks.

The \$100 application fee covers submissions to up to 15 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 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 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 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 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 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 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 an 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 internship program. You can make a different choice of Cover Letter, Reference Letters and supplemental docs for each 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 internship program track, you will not be able to add more or different cover letters or letters of reference or supplemental docs to that internship program's copy of your application materials. You can only submit your application once to each internship program track. For example, at that point, if you wish an 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 internship program.

NOTE: As you will attest below, you understand that the match you receive through the CAPIC computer match system is ethically binding on you. If extraordinary circumstances require that you not accept the match you received, please understand that in order to be released from your match contract you must have permission from the Internship Director of Training, from your own doctoral program Director of Training, and from CAPIC.

Attestation

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 my doctoral 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 internship program.

I understand that I am obligated to accept the 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 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 internship program and institution(s) in which the internship training takes place.

I have fully read the information in CAPIC's online Internship Directory about a specific internship program 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

Previous Page