

Annual CAPIC Program Attestation: 2018-19

Overview for Annual CAPIC Program Attestation

Page description:

CAPIC has updated its Quality Assurance procedures, including its annual attestation requirement, which is given here.

Starting with the 2018-19 year, CAPIC program members must attest to their compliance with a significantly more articulated list of CAPIC membership criteria, policies and procedures. This attestation (given below) is separate from the additional requirements that (a) programs keep their online profile up-to-date and (b) programs pay their annual membership dues. More details are provided on CAPIC's [Quality Assurance](#) webpage.

This online attestation identifies specific key areas where compliance is important. It is intentionally detailed, and is meant to help ensure that our programs remain aware of CAPIC membership criteria, policies and procedures, and the importance of following them. Still, most of these items, especially the membership criteria, should be familiar to you. I estimate that this attestation should take less than 15 minutes to complete, especially for more experienced CAPIC program members.

This online survey also provides links to references/sources for various areas for your

convenience. Please be sure to right-click on links to open them in a new tab -- and to avoid mistakenly leaving the online attestation.

A PDF copy of this online attestation will be emailed to you for your own records upon completion and attestation. This PDF will also include the reference/source links found in the survey itself for your future reference.

Please also note that completion of this attestation is required prior to an internship program will be allowed to accept completed applications in the CAPIC online match or prior to a doctoral academic program's students to be allowed to rank individual internship sites/tracks.

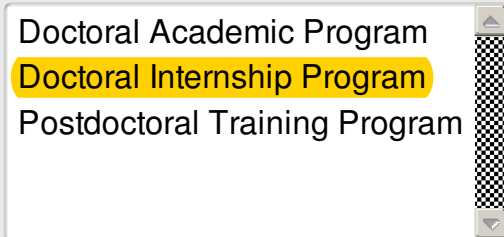
Thanks in advance for your assistance to make our Quality Assurance program more efficient and helpful.

René Puliatti
CAPIC Executive Director

1. What Category of CAPIC Program Do You Represent?

*

If you represent more than one type of CAPIC program (e.g. Internship and Postdoc), you must complete this survey attestation separately for each CAPIC program type.



Doctoral Academic Program
Doctoral Internship Program
Postdoctoral Training Program

Doctoral Academic Programs

CAPIC Doctoral Academic Program - Annual Attestation

NOTES:

- If you are the authorized representative for more than one CAPIC program, you will need to complete a separate attestation for each program.
- FYI, we will ask for your name and email address at the end of this attestation..

Doctoral Academic Program Name *



Antioch-Santa Barbara - Psy.D.
ASPP/Argosy University-Orange - Psy.D.
ASPP/Argosy University-SF Bay Area - Psy.D.
Azusa Pacific University - Psy.D.
California Institute of Integral Studies - Psy.D.
California Lutheran University - Psy.D.
California School of Forensic Studies - Fresno - Psy.D.
California School of Forensic Studies - Irvine - Psy.D.
California School of Forensic Studies - Los Angeles - Psy.D.
California School of Forensic Studies - San Diego - Psy.D.

ID 212

11. Violations of CAPIC membership criteria, policies or procedures are reviewed by the CAPIC board. If a shortfall is found, CAPIC will offer assistance and/or guidance to help the program to address it, as appropriate.

The doctoral academic program understands that violations of CAPIC membership criteria, policies or procedures may result in remedial or disciplinary actions, up to and including expulsion or exclusion from membership or participation in CAPIC activities, and agrees to abide by the determination of the CAPIC board in these matters.

For example, a violation could result in a student or program being ineligible to participate in future CAPIC matches and/or stipend award programs. A violation by a Program member could also result in its CAPIC membership being revoked.

References: (Right-click on link below to open in a new tab - and to avoid mistakenly leaving this online attestation!)

- More information about CAPIC's Quality Assurance program is posted [here](#) on the CAPIC website.

*

Yes to Understanding and Agreeing to Abide.

No - Explanation Write In (Required)

CAPIC Program Annual Attestation - Internship Programs

ID 60

CAPIC Doctoral Internship Program - Annual

Attestation

Doctoral [Internship](#) Program Name *

If your internship is not listed here, please select "Other" (at the bottom of the list)

If your internship is not listed here, please select "Other" (at the bottom of the list).

NOTE: If you are the authorized representative for more than one CAPIC program, you will need to complete a separate attestation for each program.

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- Airport Marina Counseling Services
- Alafia Mental Health Institute
- Alvarado Parkway Behavioral Health Systems
- Aurora Behavioral Health Care
- Bayview Behavioral Health/Paradise Valley Hospital - Bayview Psychology
- Berkeley Therapy Institute
- BHC Alhambra Hospital
- C.G. Jung Institute - LA
- C.G. Jung Institute - San Francisco
- Community Center for Health and Wellness
- Community Counseling Center - San Luis Obispo
- Community Institute for Psychotherapy
- County of Orange Health Care Agency
- Family Recovery Center
- Gateway CONREP Forensic Community Treatment Program
- Gateways Hospital Inpatient
- Girls Inc of Alameda County
- Glendale Adventist Hospital, Family Medicine Center
- Institute for Multicultural Counseling and Education Services
- Julia Ann Singer Center - Vista del Mar Child & Family
- Maram Psychological Group, Inc.
- Mind Therapy Clinic
- Neuropsychological Associates
- Palomar Behavioral Health
- Pasadena City College
- People Helping people
- Portia Bell Hume Behavioral Health & Training Center
- Psychological Assessment Inc
- Reiss Davis Child Study Center, PEDS
- Riverside Health Care Center (formerly Country Villa)
- San Diego - LGBT Community Center
- San Diego Center for Children
- San Diego County Juvenile Forensic Services, Health & Human Services
- San Francisco Psychotherapy Research Group Training Center and Clinic
- San Ysidro Health Center
- Saturday Center for Psychotherapy
- Sharper Future Los Angeles
- Selma County Health and Social Services

Sorano County Health and Social Services
StarVista (formerly Youth & Family Enrichment Services)
Summit Center
Synovation Medical Group-Pasadena Rehabilitation Institute (Dept. of BM)
The Lotus Collaborative
The Maple Counseling Center
UCSF San Francisco General Hosp.Psychosocial Medicine
Valley Community Healthcare
Wright Institute - Los Angeles
OTHER - Write In Below - Required

If you selected "Other" above, please enter the name of your Doctoral Internship Program here. You should also contact the CAPIC Office (capicadmin@capic.net) to ensure that your program is properly set up in our system.

ID 203

The following criteria are taken from the official membership criteria for CAPIC doctoral internship programs, posted [here](#) on the CAPIC website.

I, as my program's authorized representative, attest to the following:

ID 214

12. The internship has a clearly designated doctoral-level licensed psychologist who is responsible for the integrity and quality of the training program (e.g., training director; director of clinical training).

*

- Yes
- No - Write In Explanation (Required)

ID 215

13. **[Full-Time]** The Training Director is actively licensed by the California Board of Psychology and is present at the training facility for a minimum of 20 hours a week or

[Half-Time] The Training Director is actively licensed by the California Board of Psychology and is present at the training facility for a minimum of 10 hours a week.

*

- Yes
- No - Write In Explanation (Required)

ID 216

14. The internship is adequately staffed per definitions provided below:

[Full-Time] The internship agency staff includes at least two full-time-equivalent licensed psychologists who can serve as primary supervisors.

[Half-Time] The internship agency includes at least two mental health professionals on the agency staff, one of whom is a licensed psychologist and serves as the primary supervisor.

*

- Yes
- No - Write In Explanation (Required)

ID 217

15. The primary supervisor is licensed as a psychologist by the California Board of Psychology and can certify training in supervision as required by the Board of Psychology.

*

- Yes
- No - Write In Explanation (Required)

ID 218

16. The internship will provide supervision at a minimum rate of 10% of the total time worked each week.

*

- Yes
- No - Write In Explanation (Required)

ID 219

17. At least 25% of the intern's time is in face-to-face psychological services with patients/clients.

*

- Yes
- No - Write In Explanation (Required)

ID 220

18. The internship must provide at least two hours a week in didactic activities such as case conferences, seminars, in-service training, or grand rounds.

*

- Yes
- No - Write In Explanation (Required)

19.

Primary - Option A. The internship has a minimum of two on-site half-time and/or full-time doctoral psychology interns at the internship level of training during any period of training.

Alternative - Option B. The internship has entered into an alternative Cohort Consortium Agreement that will allow the internship agency to meet this criteria by creating an internship cohort across several agencies.

*

References:

CAPIC internship criteria requires that internships have a minimum of two on-site half-time and/or full-time doctoral psychology interns at the internship level of training during any period of training. The intention of this criterion is to allow opportunities for personal (face-to-face) interaction with peers in formal settings in the training program and on the training site during each training week.

For sites that do not meet the formal minimum cohort requirement at their agency (Option A in this attestation item), CAPIC has created an alternative Cohort Consortium Agreement that will allow the internship agency to meet criteria by creating an internship cohort across several agencies. Internship agencies can partner with other CAPIC internship sites that do not meet the minimum cohort or CAPIC internship sites that do meet the minimum and are willing to join the cohort consortium to expand the training opportunities for their interns. This agreement covers one internship training year with the expectation that all the participants will,

The CAPIC Consortia Cohort Agreement is posted [here](#) on the CAPIC website.

Yes. Option A

- Yes. Option B.
- No - Neither A or B. Write In Explanation (Required)

ID 226

20. The internship-level psychology trainees have a title such as “Psychology Intern” or other equivalent designation of trainee status.

*

- Yes
- No - Write In Explanation (Required)

ID 222

21. **[Full-Time]** The internship experience (minimum 1500 hours) must be completed in no less than 9 months, accruing no more than 44 hours per week for full-time internships or
[Half-time] The internship experience (minimum of 750 hours for halftime) must be completed in no less than 9 months, accruing no more than 24 hours per week for a halftime internship.

*

- Yes
- No - Write In Explanation (Required)

ID 223

22. The internship agency must demonstrate evidence of cross-cultural knowledge, training and sensitivity consistent with the populations they serve.

*

- Yes
- No - Write In Explanation (Required)

ID 224

23. The internship program conducts formal written evaluations of each intern's performance at least twice a year.

*

- Yes
- No - Write In Explanation (Required)

ID 225

24. A licensed mental health professional should be in the same work setting whenever clients are present. When this is not possible, a licensed supervisor should be available to respond promptly by telephone, pager or other appropriate technology.

*

- Yes
- No - Write In Explanation (Required)

25. The following supplemental documents are up-to-date and uploaded to my profile on the CAPIC online:

Check all that apply. Hopefully all.

*

- CVs of all primary supervisors
- Training Manual/Office Handbook
- Trainee Evaluation Procedure and Copy of Evaluation if not using graduate school evaluations. The evaluation form is required for Postdoctoral Fellowships and must be site generated.
- Weekly Activity Log template- example can be found under Additional Documents at bottom of CAPIC Website page Weekly Hour Log
- Board of Psychology SPE form – blank to be signed on first day of internship (This form should be completed as a “template” when uploaded to your documents)
- Board of Psychology Verification of Experience form- (This form should be completed as a “template” when uploaded to your documents)
- Didactic Schedule/Syllabus – This document should be for the upcoming year
- Grievance & Due Process procedures
- Certificate of Completion (the word “psychology” must be on the certificate)
- Agency brochure
- Internship Brochure/Internship information via agency website

CAPIC Policies and Procedures.

In addition to membership criteria, it is important that program members understand -- and also agree to abide by -- CAPIC policies and procedures, most notably regarding the online match process and Quality Assurance/Grievance procedures. The key ones are noted below:

I, as my program's authorized representative, attest to the following:

26. The internship program agrees to abide by the following key CAPIC internship match policies and procedures:

- a. To keep its profile and match participation info accurate and up-to-date, especially regarding Available Tracks and Positions.
- b. To consider only applicants who submit materials via the CAPIC online match process, even during Clearinghouse/Post-Clearinghouse.
- c. To clearly communicate to applicants any relevant issues not covered in the profile or track info (e.g. FT vs HT1yr vs HT2-yr, etc.).
- d. To rank only those applicants which the internship is willing to accept as an intern.
- e. To communicate to the CAPIC Office any internship matches formed after the online match (i.e. during Clearinghouse/Post-Clearinghouse).
- d. To comply with all other CAPIC online match policies (e.g. that an online match constitutes a binding internship agreement) and procedures (e.g. that online ranking must be done by the given deadline).

References: (Right-click on a link below to open in a new tab - and to avoid mistakenly leaving this online attestation!)

- The formal CAPIC Online Match Offer and Acceptance Policy is posted [here](#) on the CAPIC website.
- CAPIC Online Match procedures are outlined on the various [Online Match](#) pages on the CAPIC website.
- CAPIC online match procedures and tutorials for internships are posted [here](#) on the CAPIC InternFit platform.

*

- Yes to all.
- No - Explanation Write In (Required)

27. The internship program understands and agrees to abide by the following

27. The internship program understands and agrees to abide by the following policies and procedures:

a. Starting with the 2018-19 training year, CAPIC will no longer resolve individual grievances, but will address such matters from a Quality Assurance perspective. CAPIC will continue to address these issues in terms of Quality Assurance (e.g. program compliance with CAPIC membership criteria and/or policies), and will refer a complainant to outside entities for further assistance (e.g. the CA Board of Psychology (BoP)), as appropriate. Internships continue to be required to follow their own due process procedures.

b. The internship program agrees to work with interns and their doctoral academic program to reduce and/or resolve conflicts, ideally by mutual agreement when possible and appropriate. The primary relationship in an internship agreement is that between the internship and the student, with students' doctoral academic programs providing support and advocacy for their students.

c. The internship program agrees to follow all CA BoP rules and regulations, including but not limited to its requirements for properly completing Supervision Agreement forms prior to the start of any client care or Supervised Professional Experience by interns, for properly completing the weekly supervisory logs during the internship, and for properly completing Verification of Experience forms at the internship's completion. The intern is similarly responsible for completing these forms.

d. The internship program agrees to abide by APA ethical standards, as required by the CA BoP. This same standard applies for CAPIC doctoral academic and postdoctoral programs.

References: (**Right-click** on a link below to open in a **new tab** - and to avoid mistakenly leaving this online attestation!)

- CAPIC Quality Assurance and Grievance policies and procedures are posted [here](#) on the CAPIC website.

- The formal CAPIC Online Match Offer and Acceptance Policy is posted [here](#) on the CAPIC website.

- The "CAPIC Info Re. Interns and Stipends" doc is posted [here](#) on the CAPIC website.

- The "Supervisee Weekly Log" is posted [here](#) on the CAPIC website.

- The CA BoP Supervision Agreement and Verification of Experience forms are posted [here](#) on

the CA BoP website.

- The California Board of Psychology (CA BoP) rules and regulations (including incorporation of APA ethical standards) are posted [here](#) on the CA BoP website.

*

Yes to all.

No - Explanation Write In (Required)

ID 230

28. Violations of CAPIC membership criteria, policies or procedures are reviewed by the CAPIC board. If a shortfall is found, CAPIC will offer assistance and/or guidance to help the program to address it, as appropriate.

The internship program understands that violations of CAPIC membership criteria, policies or procedures may result in remedial or disciplinary actions, up to and including expulsion or exclusion from membership or participation in CAPIC activities, and agrees to abide by the determination of the CAPIC board in these matters.

For example, a violation could result in a student or program being ineligible to participate in future CAPIC matches and/or stipend award programs. A violation by a Program member could result in its CAPIC membership being revoked.

References: (Right-click on link below to open in a new tab - and to avoid mistakenly leaving this online attestation!)

- More information about CAPIC's Quality Assurance program is posted [here](#) on the CAPIC website.

*

Yes to Understanding and Agreeing to Abide.

No - Explanation Write In (Required)

Postdoctoral Training Program

ID 82

CAPIC **Postdoctoral** Training Program - Annual Attestation.

NOTE: If you are the authorized representative for more than one CAPIC program, you will need to complete a separate attestation for

[Annual Attestation for CAPIC Program Members:](#)

If you need to make any changes to your attestation responses, please select the Back button below and make those changes before submitting your attestation here.

When ready, please enter your name and date below and click the submit button to file this program's attestation.

Your attestation is not complete until electronically submitted here.

By submitting this attestation electronically, I attest that all responses provided are true to the best of my knowledge and that I have not intentionally misrepresented myself or my program in any way.

*

Full Name and Degree

ID 233

47. Title

ID 263

48. Email Address.

When your completed attestation form is submitted, a copy will automatically be sent to the email address you provide here, so please be sure it is entered correctly. Thanks!

ID 236

49. Today's Date (mm/dd/yy) *



Thank You!

ID 101

[question('value'), id='34']:

Thanks for completing this annual attestation regarding CAPIC membership criteria, policies and procedures for your program.

You should receive an automated email from "CAPIC Office" with a PDF copy of this attestation shortly for your own records. It sometimes takes the system a few hours to send this email so please be patient. Thanks!

This PDF copy includes the various references noted throughout this attestation, and may also serve as a useful reference for you.

Please note that this annual attestation is separate from the requirements (a) to keep your online profile accurate and up-to-date and (b) to pay your annual membership dues.

Full profiles of CAPIC internship and postdoctoral programs are maintained on the [Therasoft platform](#).

Internships and Postdocs should click "Login" on that page to edit their full profile. No login is required to View profiles.

Key online match profile info for CAPIC internship and doctoral academic programs is separately maintained on the [InternFit platform](#).

Click "Sign In" on that page to edit your online match info (e.g. contact info; acceptable sites; track names and # of open positions).

Again, thanks for your help in making our Quality Assurance program more efficient and useful..

Rene Puliatti,
Executive Director
California Psychology Internship Council
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Pleasant Hill, CA 94523

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