

## Annual CAPIC Program Attestation: 2018-19

### Overview for Annual CAPIC Program Attestation

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#### 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

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## 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.

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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

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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

each program.

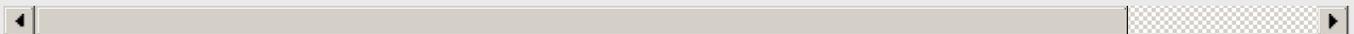
FYI, we will ask for your name and email address at the end of this attestation.

**Postdoctoral Training Program Name \***

If your postdoctoral training program is not listed here, please select "Other" (at the bottom list).

- Access Institute for Psychological Services
- Advanced Neurobehavioral Health of Southern California - Pediatric Neuropsychological S
- Alameda Family Services
- Anka Behavioral Health Services, Inc. (Northern CA)
- Authentic Counseling Associates - A Psychological Corporation
- California College of the Arts - Counseling Services Department
- Child Haven Inc
- El Camino Hospital
- Girls Inc. of Alameda County - Pathways Counseling Center
- Institute for Girls Development, A Psychological Corporation
- Institute for Multicultural Counseling and Education Services (IMCES)
- Mind Therapy Clinic
- Mount Saint Mary's University
- Neuropsychological Associates of California
- Orange Psychological Assessment
- Palomar Behavioral Health
- Sharper Future - LA
- Sharper Future - San Francisco
- Sonoma Recovery Services
- Starvista
- Uplift Family Services
- Other

If you selected "Other" above, please specify the name of your Postdoctoral Training Program.



ID 237

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

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

ID 232

29. 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. \*

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

ID 240

30. The postdoctoral training site 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. \*

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

ID 241

31. 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. \*

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

ID 242

32. 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. \*

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

ID 243

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

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

ID 244

34. 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. \*

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

ID 245

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

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

ID 246

36. 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. \*

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

ID 247

37. 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. \*

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

ID 248

38. 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. \*

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

ID 249

39. A certificate of completion is granted upon fulfillment of the program requirements. \*

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

ID 250

40. 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.

Postdoctoral stipends are required and should be set at a level that is representative and fair in relationship to the geographic location and clinical setting of the training site

\*

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

ID 251

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

\*

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

42. 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 agree to abide by -- CAPIC policies and procedures. Since there is no CAPIC online match for postdoctoral positions, there are fewer policies and procedures, as compared to CAPIC internships. The key ones are noted below:

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

**43. The postdoctoral agency understands that it is the agency's responsibility to keep its CAPIC online profile accurate and up-to-date at all times.**

Note: CAPIC Postdoctoral Program members must go to our [online directory platform](#) and click the "Login" button at the top of the page to log on to access your program's online agency profile and supplemental documents.

*Of note, the "Current Training Year" listed at the top of an agency's publicly viewable profile should be updated annually. This field (Current Training Year) is found at the top of the 4th page/tab titled "(4) Current Postdoctoral Training Cohort." If this field date is not updated, the profile will look out-of-date, regardless of other updates made. Please contact the CAPIC office for further assistance, as needed.*

- Yes.
- No - Explanatory Write In (Required)

ID 252

**44. The postdoctoral agency understands that postdoc applicants should NOT use the CAPIC online match process for internships.**

Instead, interested students should search [CAPIC's online directory of Active Postdoctoral program members](#), review the online profiles, and contact agencies directly regarding their current postdoctoral opportunities and their application process.

*NOTE: APPIC has recently developed a Universal Psychology Postdoc Directory (UPPD) and Postdoc Selection Process which may include non-APA-accredited postdoc programs (e.g. CAPIC postdocs and others).*

*Please visit the [APPIC website](#) and/or contact APPIC directly for more details of its Postdoc selection process and guidelines.*

\*

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

ID 239

**45. The postdoctoral agency 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. Agencies continue to be required to follow their own due process procedures.

b. The agency agrees to work with postdoctoral fellows to reduce and/or resolve conflicts, ideally by mutual agreement when possible and appropriate. The primary relationship in a postdoctoral agreement is that between the agency and the postdoctoral fellow.

- c. The agency 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 log during the postdoctoral fellowship, and for properly completing Verification of Experience forms at the end.
- d. The agency agrees to abide by APA ethical standards, as required by the CA BoP. Postdoctoral fellows are similarly bound by APA ethical standards.

\*

References:

- CAPIC Quality Assurance and Grievance policies and procedures are 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 255

46. 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 postdoctoral 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. \*

References:

- 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)

## Confirmation

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**Page description:**

## [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!**

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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.

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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..

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