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CAPIC's Unique Place in Psychology Training

Created in 1991, CAPIC's founders recognized that by working together they could increase the quality of professional psychology training throughout the entire education trajectory, as well as better train psychologists to serve community and population needs in California. CAPIC member internships are recognized as formal internships by the California Board of Psychology (CA BoP), alongside APA-accredited and APPIC member internships for the accrual of Supervised Professional Experience (SPE) hours. CAPIC supports quality psychology training for licensure without the imprimatur of accreditation, and believes that its internship and postdoctoral programs provide supervision and training experiences that are substantially equivalent to those provided at APA-accredited and APPIC programs.

- CAPIC also has a long history of being responsive to the needs of its program members, the California public mental communities they serve, and the public at large. Over the past 25 years, over twelve thousand (12,000) interns have been trained at CAPIC internships who are serving both the profession and the mental health needs of clients in communities in California.
- For more information about CAPIC and its unique place in psychology training in California, please visit our website: <http://capic.net/us/capics-unique-place/>.

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Useful Information for CAPIC Doctoral Interns

- **Prior to the start of your doctoral internship:**
 - You should receive logistic info from your internship (e.g. start dates and times for orientation and clinical work/trainings), HR policies, etc.)
 - An "affiliation" or similar agreement may be required between your school and the internship.
 - Such an agreement is encouraged by CAPIC, and typically address issues not covered by the official Board of Psychology (BoP) forms, such as terms for compensation (if any), insurance coverage (if any), workers' compensation coverage (if any) and other issues between the internship, the school and the student.
- **At the start of your doctoral internship, you should receive:**
 - A statement of the goals and objectives of the training activities
 - A description of the plan, location, and sequence of direct service experiences
 - A description of the training curriculum and schedule for didactics (i.e., the content, duration, and frequency of the training activities and expectations of interns)
 - A description of how the psychology training program is integrated into the larger organization

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- The due process procedures including a description of formal evaluation, the complaint process, appeal process, and procedures to file grievances
- A copy of “Professional Therapy Never Includes Sex”
- **At the start of your doctoral internship, remember to:**
 - Have the BoP Supervision form (available on the CAPIC or BoP website) signed and dated by yourself and by your primary supervisor at the start of your internship. This paperwork must be properly done before any SPE hours will be recognized by the CA BoP.
 - Use a new BoP supervision form if there is a change in your primary supervisor or if other significant changes occur.
 - **NOTE: Effective October 1, 2017, there are new CA BoP Supervisory Agreement and Verification of Experience (VoE) forms. Use these updated forms for agreements signed on/after Oct 1, 2018. You do NOT need to redo forms completed prior to the new form going into effect.**
 - [Supervision Agreement Form](#)
 - [Verification of Experience Form](#)
 - Maintain a weekly Supervised Professional Experience (SPE) log throughout the course of your doctoral internship. Maintain but do not submit these logs to the BoP, unless requested by them to verify your experience.
- **Throughout your training you will receive:**
 - Primary supervision from a licensed psychologist employed at the agency and significantly involved in the operation of the training program
 - Didactics such as grand rounds or in-service trainings including cross-cultural knowledge training specific to populations served at the agency
 - Training in a range of psychological assessment and intervention activities provided directly to clients
 - At least two formal written evaluations of your performance providing comprehensive feedback on your areas of strength and areas for additional improvement

Minimum Supervision	FULL TIME INTERNS	HALF TIME INTERNS
Individual	2 or more hours per week	1 or more hours per week
Group	2 or more hours per week	1 or more hours per week
Scheduled Didactics	2 or more hours per week	2 or more hours per week

- **Upon the successful completion of your training:**
 - You will receive a certificate of internship completion from the agency that includes the word “Psychology.”
 - You should request a copy of the completed BoP Supervision Agreement (SA) form and the BoP Verification of Experience (VoE) form with your Supervised Professional Experience (SPE) hours.
 - **The CA BoP recently changed procedures for the handling of completed SA and VoE forms.**
 - Previously your internship was responsible for submitting these completed forms to the BoP.
 - Starting October 1, 2017, your internship will be responsible for providing these documents directly to you, the intern, in a sealed and signed envelope.
 - You will then be responsible for maintaining these documents, and submitting the sealed envelope(s) containing these BoP forms when you apply for licensure.
 - More info on these new procedures are posted on the CA BoP website: http://www.psychology.ca.gov/laws_regs/voe.shtml

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CAPIC Intern Responsibilities and Rights

A CAPIC match (created online or not) constitutes a binding internship agreement, under which the intern has certain responsibilities and rights.

Interns are responsible for:

- Fulfilling contracted duties, time and duration commitments, and acceptance agreements.
- Conducting yourself in a professional manner, including maintaining cooperative relationships with agency staff, completing required paperwork accurately and on time, and supporting and following agency rules, procedures, and policies.
- Attending all weekly supervision meetings and required training meetings. Any changes in supervision must be approved by the appropriate agency personnel.
- Working within the limits of your skill and training and handling clinical emergencies and legal responsibilities by consulting your supervisor and other appropriate agency personnel in a timely manner.
- Providing appropriate and responsible care to patients during emergencies, even if this requires additional time.
- Adhering to the Ethical Principles of the American Psychological Association and the California *Laws and Regulations Related to the Practice of Psychology*.
- Maintaining your weekly log of hours as required by the Board of Psychology.

Interns have a right to:

- An accurate description of internship activities & time commitments to be honored by the agency.
- Expect reasonable accommodations by an agency for documented disabilities in accordance with the Americans with Disabilities Act.
- Have an hour of supervision at each scheduled individual supervision time, and receive regularly scheduled didactic training.
- Have any change in your contract clearly negotiated among you, the placement, and your school.
- Have, in writing, ways to reach a licensed staff member if you have an emergency situation with patients.
- Ask for review by a supervisor of any documents you prepare.
- Know about safety policies and procedures in place to protect you. This may include, but is not limited to, such matters as never being alone in the clinic with a patient, access to an alarm system, training in handling violent patients, an illuminated parking lot at night, etc.
- Be safe from sexual harassment or discrimination.
- Have, in writing, agency policies regarding sickness, vacation, and personal leave.
- Have, in writing, established procedures through which complaints about the doctoral internship or agency personnel can be resolved.

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CAPIC Match: Offers and Acceptances Policy

- All doctoral internship offers made to students must be consistent with CAPIC policy.
 - Membership and participation in CAPIC binds all parties to these policies.
 - Every reasonable effort will be made to make these policies known to students and CAPIC Member programs participating in the CAPIC internship match process.
- With the exception of the Clearinghouse/Post-Clearinghouse, no internship offers may be extended in any form (verbal, written, etc.) outside of the online CAPIC match process.

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- Students completing internships not reflected in the internship program’s membership status or criteria (e.g. Inactive, Fulltime, Half-Time 2-Year, etc.) are put at risk for not accruing Supervised Professional Experience (SPE) licensure hours required by the California Board of Psychology (BoP).
 - Doctoral Internship offers should reflect the type of slots available, and correspond only to the membership status of the particular doctoral internship program (i.e. full-time, one-year half-time, two-year half-time).
 - For example, a full-time offer should not be made by a program only approved for half- time status. Similarly, a two-year half-time offer should not be made by a program only approved for one-year half-time status.
- A match in the CAPIC online match or during Clearinghouse/Post-Clearinghouse constitutes a binding agreement between the individual applicant and doctoral internship program.
 - This agreement may not be terminated or reversed unilaterally by either party.
 - Offers and matches made outside the online match or Clearinghouse process are not binding.
- In rare circumstances where breaking a CAPIC match agreement appears unavoidable, or there is otherwise a need to terminate an internship prior to its official end date, there must be mutual agreement reached by all parties.
 - This includes agreement from the doctoral internship program Training Director, the doctoral academic program DCT, and the CAPIC Office.
- Applicants who have obtained an internship match may not enter into another internship match in the same cycle. An applicant may not attempt to create another internship match in the same application cycle when one already exists. Concurrent internships are not allowed.
- Applicants who have not been matched in the CAPIC online match process are strongly encouraged to enter CAPIC Clearinghouse to obtain an internship match (or the second online round when two online rounds are held).
- Once the Clearinghouse process has begun, applicants may seek internships directly with doctoral internship programs who are still seeking interns. During the Clearinghouse/Post-Clearinghouse:
 - Programs may legitimately place short but reasonable deadlines for responses to offers.
 - Before programs extend an offer, they must first explicitly inquire whether the applicant has already been matched or accepted an offer elsewhere. If so, no offer may be made.
 - A program may in no way suggest that an applicant renege on an existing match or a previously accepted offer.
 - Before an applicant may accept an offer, she/he must confirm with their DCT that the internship is acceptable and meets the requirements of her/his doctoral academic program.
 - If an applicant who has been matched or has accepted an offer receives a second offer, the applicant is obligated to refuse the second offer and inform the program that he or she is already committed elsewhere.
 - Any offer accepted subsequent to a prior commitment is automatically null and void, even if the offering party is unaware of the prior acceptance and commitment.
 - When an applicant accepts a valid internship offer, the applicant must immediately inform all other doctoral internship programs at which he or she is still under consideration that they are no longer available.
 - When a program has filled all available positions, all candidates remaining in their applicant pool must be notified that they are no longer under consideration.

- Applicants who receive match offers that do not comply with these policies or who in other ways suspect violations of these policies by a CAPIC member program are urged to request compliance.
 - An applicant/intern should immediately report any unresolved problems to his or her DCT.
 - Doctoral academic program faculty who learn of such violations are urged to seek compliance. If a request for compliance has been made and problems remain unresolved, the individual or program (e.g. the DCT or Training Director) is urged to contact the CAPIC Executive Director.
 - Even after contacting CAPIC, compliance and grievance issues should still be resolved through consultation among applicant/intern, internship program, and doctoral academic program DCT. CAPIC will separately review and address the matter from a Quality Assurance perspective.

CAPIC Grievance Policy: (Updated 6/02/2018)

- Any party aware of violations of CAPIC membership criteria and/or policies is urged to immediately request compliance by the offending party.
 - An individual or program (e.g. the DCT or Training Director) is urged to contact the CAPIC Executive Director for violations that remain unresolved after seeking compliance.
 - Even after contacting the CAPIC Executive Director, compliance and grievance issues should still be resolved through consultation among applicant/intern, internship program, and doctoral academic program DCT, since the primary relationship is between the internship and the doctoral academic program, which has a direct interest in its student's progress and often also has an ancillary agreement with the internship.
- CAPIC will no longer resolve individual Grievances.
 - 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 remain responsible for following their own due process procedures for addressing issues with interns. Grievance issues should be addressed by the applicant/intern, internship, and doctoral academic program, as noted above. The student's doctoral academic program DCT is expected to serve as the student's advocate to address and resolve such issues.
 - Please note that some issues may be outside of CAPIC's or a DCT's jurisdiction, purview or ability to control. In such instances, individuals may wish to consider consulting other outside oversight bodies with possible jurisdiction, such as the CA BoP, for assistance.
- Violations of CAPIC membership criteria and/or policies will still be addressed by CAPIC from a Quality Assurance perspective and may result in remedial or disciplinary actions, up to and including expulsion or exclusion from membership or participation in CAPIC activities.
 - 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.