

### CAPIC Presentation For 2017–18 Annual Member Meetings

### January 26th @ TCSPP - LA, Los Angeles, CA February 3rd @ JFKU, Pleasant Hill, CA

925-969-4550

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www.capic.net

# CAPIC Board (2017-2018)

#### **Doctoral Academic Program Representatives**

#### Northern California

 Sukie Magraw, PhD. (2018)
 Professor and Co-Director of Training John F. Kennedy University, Pleasant Hill

o Open (2018)

#### Southern California

#### • Juliet Rohde-Brown, Ph.D . (2018)

**Board Treasurer** 

Core Faculty Pacifica Graduate Institute, Carpinteria

#### • Debra Warner, Psy.D. (2018)

Director of Clinical Training The Chicago School of Professional Psychology – LA- Clinical Forensic Psychology, Los Angeles Internship Program Representatives

#### Northern California

Carol Kirshnit, Ph.D. (2020)
 Academic & Staff Assistance Program, UC
 Davis Health System, Sacramento
 Board Vice Chair

Jorge Wong, Ph.D. (2019)
 President and CEO,
 Richmond Area Multi-Services, San
 Francisco

#### Southern California

• Kendra Nickerson Ph.D. (2018) Board Chair

> Asso. Director & Training Director Mount Saint Mary's University Counseling and Psychological Services, Los Angeles

Rebecca Eberle-Romberger, Psy.D. (2019)
 Director
 Whittier College Student Counseling Center,

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Los Angeles

# CAPIC Board (2017-2018)

#### **At-Large Representatives**

#### Northern California

- Andrea Morrison, Ph.D. (2019)
   ASPP at Argosy University, SF Bay Area
- Pricille Schwarcz-Besson, PhD (2020)

#### **Board Secretary**

Registered Psychologist in private practice

#### Southern California

#### Melodie Schaefer, Psy.D. (2018) Formerly with Children, Youth and Family Services Consortium, CSPP/Alliant International University, Los Angeles

- Linda Holder, Ph.D. (2019)
  - California Lutheran University

# *To run to serve on the board,* contact the Executive Director, Rene Puliatti, at 925-969-4550 or <u>execdirector@capic.net</u>.

#### Student/Intern Representatives

#### Northern California

- Sebastian Shelton, MA (2018)
- o John F Kennedy University, Pleasant Hill

#### Southern California

Nancy Withers , MFT (2018)
 Pacifica Graduate Institute, Carpinteria

#### 2018 Board Elections (June 2018)

#### **Open Positions:**

- NoCA Academic Program Reps (2)
- SoCA Academic Program Reps (2)
- SoCA Internship Rep (1)
- SoCA At-Large Rep (1)
- NoCA Student/Intern Rep (1)
- SoCA Student/Intern Reps (1)

#### Schedule (Rough)

- May, 2017: Call for Nominations
- o June, 2017: Elections

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# **CAPIC Office Staff**

#### **Executive Director**

- René Puliatti, Esq.
   California Psychology Internship Council 100 Ellinwood Way, Suite N275h Pleasant Hill, CA 94523 W: 925-969-4550
  - F: 415-744-1202
  - E: <u>execdirector@capic.net</u>

#### Assistant Director/Office Administrator

- Jessica Brown
  - E: <u>capicadmin@capic.net</u>

#### MHSA Coordinator (PT)

Unfilled at this time

#### **Bookkeeper Consultant**

- Merry M. Chu-Suzuki
  - E: <u>accounting@capic.net</u>



# **CAPIC Background & Mission**

#### <u>Background</u>:

CAPIC was founded in 1991 as a consortium of doctoral academic programs and internship agencies, adding postdoctoral members a few years ago. 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 population needs.

#### **CAPIC's Unique Place:**

- CAPIC provides a pathway to licensure, formally recognized by the CA Board of Psychology.
- CAPIC internships and postdocs are of comparable quality to APA-accredited and APPICmember internships and postdocs.
- CAPIC supports cultural competence and diversity – both in its students and in its internship training programs – to improve the profession and to better serve the public.
  - Community-focused;
  - Diverse interns/students trained.
  - Diverse populations served;
  - Half-time and full-time models;
  - Diverse theoretical orientations, training experiences/opportunities

#### Mission:

CAPIC's mission is to promote excellence in professional psychology training and mental health services. To this end, CAPIC:

- Works collaboratively with all the stakeholders and professional psychology organizations in furthering the quality of professional psychology training;
- Serves as a leader in centralizing doctoral internship training;
- Promotes standards and innovation in professional psychology training to provide clinical services to the state's diverse communities;
- Collaborates and advocates for access to training stipends for psychology interns and training resources for agencies; and
- Develops ethical internship training environments that are sensitive to issues of diversity and culture.



CAPIC continues its core mission of promoting excellence in professional psychology training and mental health services for licensure, with a focus on diverse, quality, local training to students.

CAPIC Membership Figures (as of 1/15/2018)

#### **Doctoral Academic Programs**

29 In-State Program Members (15 APA Accredited) 6 Out-Of State Associate Program Members

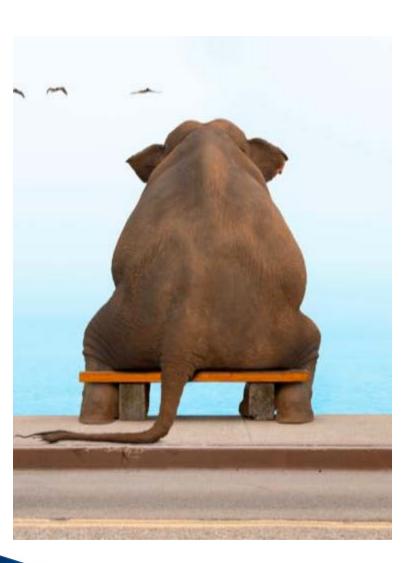
#### **Doctoral Internship Programs**

86 Program Members (48 programs with Interns)
47 Offering Full-Time Internships
43 Offering Half-Time 1-Year Internships
36 Offering Half-Time 2-Year Internships

### Postdoctoral Training Programs

25 Program Members

#### The Elephant in the Room. Significant Decrease in Student Participation



Last year we had 111 internship matches.

While this is ¼ the matches from four years ago, it is still significant and is still a value to the students and to the communities we serve.

#### What it means for our internships:

- Fewer students
- Fewer students of sufficient quality
- Some internships without two interns
- Some internship closing

#### What it means for our communities:

- Fewer staff and fewer services available
- Less access to needed mental health services

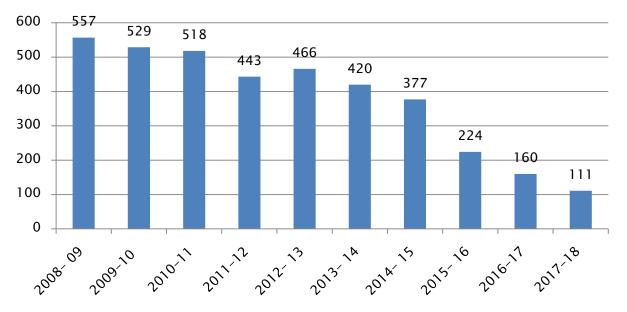
#### What it means for our doctoral academic programs:

- Fewer local quality training options
- Less diversity of client populations
- Less diversity in theoretical orientations

#### What it means for CAPIC:

- Serving Californians. 111 matches still significant.
- Challenges to our relevancy/functional viability.
- Challenges to remain financially sustainable.
  - Need additional funding sources.

#### **Annual Internship Match Totals**



	Breakdown of Internship Matches									
Year	2008-09	2009-10	2010-11	2011-12	2012- 13	2013- 14	2014- 15	2015- 16	2016-17	2017-18
Total Matches	557	529	518	443	466	420	377	224	160	111
Full-Time	167	159	114	122	224	248	222	132	90	64
Half-Time	390	370	404	321	242	172	155	92	70	47



From 2013-14 to the present, there has been a marked decline in student participation, with a corresponding 74% decrease in internship matches (from 420 to 111).

The number of Active internships (and available positions) had been relatively stable until now, with 48 Active internships, and 38 internships that either Inactive or Active but without interns.

### What Is CAPIC Doing About Decreased Participation?

Working to understand the sources of the problem(s).

- Decreased overall enrollment in psychology programs.
- Pressures for gainful employment (job market, student debt).
- Pressures from other organizations (e.g. APA, CoA, APPIC, etc.)
  - Belief that supervision and training at APA internships are better.
  - Pressure on schools to meet APA/CoA quota (i.e. IR D-4-7(b)).

Working with our Existing Program Members

- Better and More Communication/Advocacy.
- Finding Creative Solutions.
- Other Services: MFT Online Matching Services (Under Consideration)
  - Post-Practicum Pre-Internship Training considered, but not feasible.

Reaching out and working with our professional colleagues

- Attending conferences and meetings. Being at the table.
  - CPA, CA BoP, ASPPB, NCSPP, APA, CoA, APPIC.
- Reaching out to other qualified Doctoral Academic Programs.

Advocating for our members, our students and the public impacted.

- Using reasonable arguments with evidence.
  - Poster & Articles (Kaplan, Bucky, Rodriguez-Menendez).
- Incorporating personal stories. US Dept of Education NACIQI Hearing.
- Continuing to reach out. Listening as well as advocating.

### How Can You Help?

Stay Engaged! Stay Responsive! Stay Positive, Flexible AND Realistic!

#### Internship and Postdoc Programs

Have a strong and unique training program!

- Go beyond the minimum requirements (e.g. increase stipends, training, options, etc.).
  - Keep us informed of significant changes.
  - Respond to CAPIC emails, polls, requests. Offer your suggestions/solutions.
  - Tell your personal stories. And your interns! Written or video stories are welcome!
  - Serve on the CAPIC Board.

#### **Doctoral Academic Programs**

Have a strong and unique academic program!

Go beyond the min. requirements (e.g. increase academic rigor, career counseling, etc.).

- Keep us informed of significant changes.
- Consider CAPIC internships and postdocs alongside APA and APPIC programs, not just as a backup.
- Respond to CAPIC emails, polls, requests. Offer your suggestions/solutions.
- Consider the unique personal and professional needs of each individual student.
- Tell your personal stories. And your students! Written or video stories are welcome!
- Serve on the CAPIC board.



# CAPIC Operational Updates/Concerns (1 of 7)

# Even as student participation continues to decrease, CAPIC continues to provide quality local internship training opportunities so long as we are needed and able to do so.

Accordingly, CAPIC continues to work with our programs and students to promote excellence in psychology training, including our 2018 CAPIC Online Internship Match. **To that end, here are some key operational updates/concerns:** 

### **CAPIC** is using new online platforms for profiles and the online match:

- InternFit : Online match process: <u>https://capic.internfit.com</u>
  - Log in IS required to access this platform and participate in the online match.
  - Doctoral Academic Programs must Invite their students to register and participate in the 2018 CAPIC Match.
  - Internships must ensure their CAPIC match info on tracks and openings is accurate on this InternFit platform. See later slides with more info and screen shots.
- Therasoft: Internship and postdoc online profiles: <u>https://programs.capic.net</u>
  - No log in required to View profiles.
  - Login is only required for internships and postdocs to Edit/Update their own profiles.
  - Program members may receive an occasional promo/marketing email from Therasoft. This limited access was granted to offset CAPIC's IT costs.
- Be sure to use the appropriate website/platform for your different CAPIC activities.
  - Do <u>NOT</u> use the old CAPIC login (https:// secure.capic.net/login.php). It is being phased out.

## **CAPIC Operational Updates/Concerns (2 of 7)**

#### CAPIC has increased its student application fee to \$200 for the 2018 CAPIC online match.

- This fee covers the creation, submission and ranking of up to 15 applications per student.
- This fee is required for the online match and the Clearinghouse process.

# For 2018-19, the annual Membership Dues for Out-of-State Doctoral Academic Programs is increasing to \$1,750, in line with the dues for all CAPIC Doctoral Academic Programs.

• More details on this change is posted <u>here</u> on the CAPIC website.

#### CAPIC has suspended new internship program applications due to our intern shortage.

- Exceptions may be considered for geographic area, readily-available interns, theoretical orientation, and other relevant aspects of the program.
- Any exceptions will be made by the Membership Committee on a case-by-case basis.
- Prospective internship members should consider other training possibilities, including CAPIC postdoc membership.

#### CAPIC is revising its Quality Assurance program:

- CAPIC is enhancing its existing annual attestation with an expanded checklist of specific points of compliance (e.g. supervisors, didactics, policy compliance, etc.);
- CAPIC is discontinuing its periodic QA site visits; Site visits will be conducted as needed;
- CAPIC is reviewing the inclusion of QA components with direct student feedback.

#### CAPIC is investigating online matching services for MFT Interns/Associates

- This would not interfere with BBS or MFT program authority or responsibilities.
- It would be a service based on our existing infrastructure and the need for such services.

#### **CAPIC has stopped consideration of a Post-Practicum Pre-Internship Training program.**

There was limited interest, and significant questions with its feasibility.

## **CAPIC Operational Updates/Concerns (3 of 7)**

#### Some Internship programs are not always following procedures. In particular:

- Ensure that the intern and supervisor completes and signs the CA BoP Supervisory Agreement form BEFORE interns accrue any SPE or start to see clients!
- Ensure that your intern is completing a weekly supervisory log and that you are signing it on a regular basis. CAPIC posts a <u>sample weekly log</u> on our website.
- Ensure that your intern has peer interaction by either having another intern present (not postdoc or practicum level) or by finding another intern with whom the intern can have weekly interaction, as outlined in our <u>Minimum Cohort Consortia Agreement</u>. If you do not have two interns, you must complete a <u>Minimum Cohort Consortia Agreement</u>.
- Be sure to consult with CAPIC <u>before</u> ending an internship early. Our <u>Quality</u> <u>Assurance/Grievance policies</u> require it. More details are also provided there.
- Internships: Again, please ensure your information <u>on InternFit</u> is accurate. If you are NOT participating in the 2018 CAPIC match, let us know. If you participated last year, we assume that you are again this year, unless you tell us otherwise! Thanks!

Our <u>CAPIC Info regarding Interns and Stipends</u> is a good resource for internship and postdoc programs on how to manage interns/fellows, especially if they are not being paid minimum wage. In short, the primary role of the intern/fellow must be as a trainee, not an employee.

Our <u>Useful Info for CAPIC Interns</u> doc is also a good resource for supervisors and students.

Additional related docs are posted on our website:

http://capic.net/resources/all-forms/#Online Match



## **CAPIC Operational Updates/Concerns (4 of 7)**

#### Some Doctoral Academic Programs are not always following procedures:

- Be sure to log on the <u>InternFit platform</u> to Invite your students to participate in the CAPIC online match. Your old InternFit login should work. If not, Reset your Password.
- Remember that <u>you</u> must initiate your students' registration process by entering their email address to invite them to register for the CAPIC match.
  - After entering your students email to invite them to register for the CAPIC match, be sure to then Send your Invitations!
  - Invitations can be individually sent/re-sent by clicking on the envelope icon  $\square$ .
  - To Send/Re-send <u>all</u> unopened invitations, click "Send Invitations."
  - Remind students to check their Junk/Spam folder for the Invite email from InternFit
  - If resending an Invite, you do not need to re-enter the email address, just re-send it.
- You may restrict the sites to which your students may apply, by unselecting them on the "View Sites" page/tab. The default setting is that all CAPIC sites are Acceptable.
- Ensure to reply to student requests in a timely manner (e.g. CERF verification), so that they don't miss any deadlines.
- Ensure your students know the basics for a successful internship. Our <u>Useful Info for</u> <u>CAPIC Interns</u> was created by our Intern/Student board members and is a good resource.



• These and other related docs are posted on our website: <u>http://capic.net/resources/all-forms/#Online Match</u>

## **CAPIC Operational Updates/Concerns (5 of 7)**

#### **CAPIC-MHSA Psychology Intern Stipend Program**

# The 2017-18 application process for sixteen (16) new \$20,772 stipends will open on the CAPIC website on March, 1st, 2018.

- The deadline for applications will be April 15, 2018.
- The applications will then be reviewed, evaluated and ranked.
- Stipend awards will be announced by June 30, 2018.
- More info is posted on our website: <u>http://capic.net/resources/mhsa-intern-stipend/</u>

#### CAPIC was awarded a new \$900,000 MHSA Intern Stipend Program contract!

- This contact started July 1, 2016 and runs for five years, two with stipends and three without. Sixteen \$20,772 stipends will be awarded per year for two years.
- This contract emphasizes (a) serving counties of need and (b) incorporating MH consumers as providers.
  - We have updated the application and selection process to give advantage to applicants with these desired characteristics.
  - To be eligible for a CAPIC/MHSA stipend, an applicant must be currently enrolled at a doctoral academic program in California and must already be at a qualified internship program at the time of their application (Spring 2018). She/he must also be committed to serving at a qualified postdoc program after graduation.
- Sixteen (16) stipends were issued for the first year of this new MHSA contract.
  - The awardees are posted <u>here</u> on the CAPIC website. Congrats!
- Sixteen more will be issued in 2017-18. See details in blue above.
- Our previous MHSA Contract (2018-2016) is winding down. Details on this contra program are given on later slides (in the full presentation).



The CAPIC/MHSA psychology intern stipend program is funded by the Mental Health Services Act (California Prop 63).

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# **CAPIC Operational Updates/Concerns (6 of 7)**

#### Guidelines for Medi-Cal reimbursement of services by psychology trainees – from CPA.

- These regulations authorize reimbursement, but whether it is available/implemented may vary depending on the county and on the type or organization. *Talk to your county MH services provider.*
- While the regulations speak of registered "psychological assistants" they can also be applied to CAPIC interns, postdocs or Registered Psychologists, IF the trainees either (a) register as psych assistants or (b) request a waiver.

#### I suggest using the <u>waiver</u>, because CAPIC trainees meet these requirements and there is no annual fee.

- See the <u>CPA memo & FAQ's</u> from Dr. Winkelman for more details.
- Memo clarifications:
  - The inclusion of the words "health & behavior codes" in the FAQ is an error. This list of codes in the FAQ chart and in the linked document do not include H&B codes.
  - <u>Medicare</u> billing for services provided by trainees is currently not permitted.
    - According to APAPO: *"Medicare considers services furnished by interns or postdoctoral graduate students to be training and therefore not eligible for Part B funding."* Search for *"incident to" billing at http://www.apapracticecentral.org.*
  - *Medi-Cal* reimbursement rate information is posted online on the California state website at <u>https://files.medi-cal.ca.gov/pubsdoco/rates/rateshome.asp</u>.
- Additional source and support documents:

Psychology assistants may render psychotherapy services under a supervising clinician: <u>https://files.medi-cal.ca.gov/pubsdoco/bulletins/artfull/psy201608.asp#a2</u>.

Welfare & Institutions Code §5751.2

http://leginfo.legislature.ca.gov/faces/codes\_displaySection.xhtml?sectionNum=5751.2.&lawCode=WIC 2010 DMH letter https://www.oshpd.ca.gov/documents/HPEF/WET/10-03.pdf

2017 DMH letter http://www.dhcs.ca.gov/services/MH/Documents/Information%20Notices/IN\_17-

<u>Q40\_MHSUDS\_Chart\_Documentation\_Information\_Notice.pdf</u> (see section on "Scope of Practice Requirements").



# **CAPIC Operational Updates/Concerns (7 of 7)**

#### American Board of Profession Psychology (ABPP) Specialty Certification

CAPIC Students, Supervisors and Faculty may wish to consider ABPP specialty certification to enhance their employment opportunities and license mobility.

- The Veterans Administration (VA) now recognizes ABPP certification in lieu of requiring training at an APA-accredited program or internship. We expect other organizations will allow for similar treatment of ABPP certified psychologists.
  - Many hospitals and insurers also require ABPP certification.
- Students/Alumni from APA-accredited doctoral academic programs qualify.
- Students/Alumni from other (i.e. regionally accredited) doctoral academic programs MAY qualify. <u>ABPP's Generic Program Requirements</u> has more details.
- The fees are reasonable, especially for Early Entry applicants (e.g. interns, postdocs, and early career professionals)
- Visit the <u>ABPP website</u> for more information.

#### The ASPPB Credentials Bank

- The Association of State and Provincial Licensing Boards (ASPPB) offers a verification and storage services of one's training credentials, which are banked online and available for licensure applications, job applications, insurance verifications, etc.
- This service is free for students and postdocs.
  - Visit the <u>ASPPB website</u> for more info.





#### **SPE Forms and Procedures**

• Effective October 1, 2017, there are new CA BoP Supervisory Agreement and Verification of Experience (VoE) forms. Use these updated forms for all agreements signed on/after Oct 1st. You do NOT need to redo forms which were completed prior to the new form going into effect (on October 1st).

- <u>Supervision Agreement Form</u>
- <u>Verification of Experience Form</u>

• Effective October 1, 2017, the CA BoP has updated procedures for the handling of these forms:

- Previously the internship supervisor was responsible for submitting these completed forms to the BoP.
- Starting October 1, 2017, your internship will be responsible for providing these documents <u>directly to the intern</u>, in a sealed and signed envelope.
- The intern will then be responsible for maintaining these BoP documents, and submitting the sealed envelope(s) containing them when the intern applies for licensure.

 More info on these new procedures is posted on the CA BoP website: <u>http://www.psychology.ca.gov/laws\_regs/voe.shtml</u>



#### Required Suicide Assessment and Intervention Training The CA BoP is requiring six hours of suicide prevention training for all applicants and existing psychologists.

- Starting in 2020, this will be a requirement for all applicants for licensure, as well as for all current psychologists when seeking renewal of their license. This training in suicide assessment and intervention could be coursework or applied experience.
- See the <u>CA BoP Advisory on Suicide Prevention Training</u> for more details.

### Clarification on The Child Abuse and Neglect Reporting Act (CANRA). CANRA requires psychologists to report instances of child sexual abuse, assault, and exploitation.

- However, there remain questions whether certain activities, especially involving minors, constitute mandatory or discretionary reporting.
- Clarification was requested from the CA Attorney General.
- Status: We are still awaiting clarification from the CA Attorney General.
  - See CA BoP <u>CANRA Memo dated 07/24/2017</u> for more details.





## CHOLOGY CA/BoP Updates/Concerns (3 of 4)

#### Pathways to Licensure Review

- The CA BoP is reviewing its laws and regulations on the four pathways to licensure:
  - Psychological Assistant: Annual Registration; Annual \$40 fee
  - Registered Psychologist: (One-Time Registration; One-Time \$40 fee
  - Exempt Settings: No Registration; No Fee
  - Formal Internships (CAPIC, APPIC and APA sites): No Registration; No Fee

• The CA BoP has held two stakeholder meetings, as well as multiple Licensing Committee meetings. CAPIC has attended these meetings, and will continue to do so.

• In the stakeholder meetings, there has been no discussion on changing the procedures or the status of CAPIC internships and postdocs as approved formal training programs, currently recognized alongside APA and APPIC sites.

• However, at the recent Licensing Committee meeting, there was some discussion on consolidating the four pathways, including the formal internship pathway (i.e. CAPIC).

• Since this possibility had not previously been raised, the BoP felt that further stakeholder input and meetings were needed.

- The CA BoP may contact you directly for input/engagement. CAPIC will also be staying directly engaged. As always, your perspective and input are welcome.
  - Let the Executive Director know. Thx!



# **PSYCHOLOGY** CA/BoP Updates/Concerns (4 of 4)

#### **EPPP2 Task Force**

• ASPPB is developing a complement to the current EPPP knowledge exam, which will be a competency exam. This EPPP2 is expected to be operational in 2020.

• ASPPB is planning on calling both exams EPPP and making its completion (both parts) a requirement for licensure wherever the current EPPP is required (i.e. all states, including CA).

•The purpose of this CA BoP EPPP2 Task Force is to determine:

- Whether the CA BoP should cede national eligibility for parts 1 and 2 to ASPPB;
- Whether regulations would need to be amended in order to comply with the new exam
- Determine whether ASPPB allow candidates to register as eligible for the EPPP Part 1 if
- a graduate is from an APA or CPA and
- Whether there are any other possible issues and/or concerns with the new examination.
- There will be three meetings (April, July, October) in Sacramento.
  - CAPIC will be attending all these Task Force meetings.
  - These meetings will also be open to the public.
- As always, your perspective and input are welcome. Let the Executive Director know. Thx!

# 2018 CAPIC Online Match

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

### Students may participate in both APPIC matches and then (if unmatched) in the CAPIC match.

- Students who participate in the APPIC match and then enter the CAPIC match are still required to meet all CAPIC match deadlines.
- CAPIC application submissions for students start on Feb 5th. The Application deadline is March 2<sup>nd</sup>.
- The Ranking Deadline for Students and Internships is March 29th.
- CAPIC Match Day is April 3<sup>rd</sup>. Clearinghouse also opens at 12 noon that day.

Students from qualified out-of-state doctoral academic programs may participate in the full CAPIC match.

#### 2018 CAPIC Online Match Stats (as of 1/31/2018):

- To-date, 151 students from 15 doctoral academic programs have registered to participate in the 2018 CAPIC Match. Last year, 148 students had registered and submitted applications in the 2017 CAPIC Match.
- To-date, there are 222 positions being offered in 121 tracks at 88 internship sites. Last year, there were initially 406 positions being offered at 92 internships.

#### Info and screen shots for the 2018 CAPIC Online Match are given on the next eight (8) slides.

#### Additional materials are posted on our website:

2018 CAPIC Online Match Schedule

CAPIC Uniform Application (CUA) - Sample Template

Online Match Website (InternFit) Screen Shots

InternFit Support Pages – Students <u>Steps for Creating your CAPIC Application Materials</u> (InternFit) <u>Steps for Selecting Sites and Submitting Applications</u> (InternFit) <u>Steps for Ranking Internship Programs/Tracks</u> (InternFit)

Sample Internship Profile (Therasoft)

**CERF Sample with Approval Guidelines** 

CAPIC Offer and Acceptance Policy

CAPIC Info Regarding Interns and Stipends

Useful Info For CAPIC Doctoral Interns

See also our Match FAQ's webpage for more answers.

Additional info is posted on our <u>Online Match Process</u> webpage (and its subpages).



#### HOME PAGE of CAPIC website – Top Half

Do NOT use this old Login button. It's being phased out.







CAPIC is an association of doctoral academic programs, internships and postdoctoral programs recognized by the California Board of Psychology as a pathway to licensure.

CAPIC promotes diverse, local and high-quality psychology training that addresses students' professional needs as well as the mental health needs of our often underserved communities.

Learn about <u>CAPIC's unique place</u> in professional psychology training. See if CAPIC is the right fit for you!

CAPIC Member Meetings & Internship Fairs SoCA: Jan 26th @ TCSPP-Los Angeles NoCA: Feb 2nd @ JFKU – Pleasant Hill

**RSVP** Today To Attend!

Calendar

To access our new profile directory of CAPIC Internship and Postdoc programs,

Visit https://programs.capic.net

Use the Therasoft Mew Fuplatform for Internship and Postdoc profiles 2018 CAPIC Match Now to March 2nd: Students Submit Applications to Internships on the <u>InternFit</u> <u>website</u>.

2018 C. PIC Match Summary Selectule.

Use the InternFit platform for Online Match activities. Home/Login Page of InternFit website (https://capic.internfit.com)

InternFit How It Works Sign Up Help

#### Sign In Here!

If you cannot recall your

password (or don't have

Sign Ir

# Welcome to InternFit for CAPIC

InternFit is designed to allow students to find sites for their internship requirements, apply, rank the sitene), just use they interview with, and be matched to an ideal site. Both students and sites can rank-order their preferences. the Password Reset option.

**CAPIC Students: Complete Registration** 

#### InternFit manages nearly ALL CAPIC Online Match activities:

- Registering Students
- Creating Student Application Materials
- Submitting Completed Student Application Materials
- Ranking By Students AND Internship Program/Tracks
- Matching of Students With Internship Program/Track

NOTE: Registering and logging-in <u>ARE</u> required to access these services.

### The online profile directory for CAPIC internships and postdocs are available on the separate CAPIC/Therasoft platform: <u>https://programs.capic.net/</u>

NOTE: registering and logging-in <u>ARE NOT</u> required to View profiles. Logging on is only required by internships and postdocs to Edit their own profiles..

#### Post-Login Page for Internships on InternFit website (https://capic.internfit.com)

InternFit N

Manage Tracks Rank Candidates Help

Note: This is a dummy profile, and not an actual internship.

#### Pleasant Hill Clinic

This is the list of tracks defined for your Internship Site, along with how many openings you have. You may Add, Edit, or Delete tracks up until the Application Submission Deadline, March 2. After that date, you may only Delete tracks.

These tracks are associated with the Site listed above. If you manage more than one Internship Site, you can click on the drop-down arrow next to the title here to switch which Site you are managing.

When applications are submitted you will see them displayed here. Students may submit applications from November 30 to March 2. Please be aware that students submit applications on a per-Track basis, so if you delete a Track after students begin to apply, their application submissions will be deleted as well, and they will need to resubmit applications to your new track offerings.

When you begin ranking students, the number of students you have ranked for each track will display. We recommend ranking as many students as you can to ensure the highest possible match rate.

Track Name	Track Type	Openings	Applicente	Candidates	
Fultime	FT	2	0 Review	0 Rank	Delete Edit
Hall Time 2	HT-2Yr	1	0 Review	0 Rank	Delote Edit

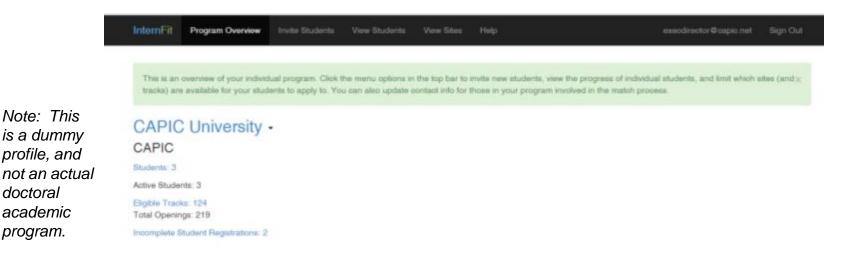
#### Add Track

#### Internships:

- Be sure your Track Names and Openings/Positions are up-to-date -- on this page.
- Official Track and Available Position data pulled from here on the InternFit platform (not the Therasoft platform). Students cannot submit any applications if there is no track here OR if the number of Openings listed here is not at least 1.
- Be sure to confirm the number of desired Openings/Positions here during the Ranking phase, so that you are able to match with the correct number of students.
- Online matches are binding. Rank only those students you would want at your internship.

doloelupo @gmail.com

#### Post-Login Page for Doctoral Programs on InternFit website (https://capic.internfit.com)



#### **Doctoral Academic Programs/DCT's:**

- Be sure to log on to Invite your students to participate in the CAPIC online match.
  - You must take the first step as DCT by Inviting your students to register.
- You can limit the internship programs where your students can apply by going to the View Sites page and deselecting those sites/tracks that you do NOT approve.
- Be sure to respond to CERF approval requests in a timely manner.
  - If you need clarification from your student, you can inform her/him prior to approving the CERF, as appropriate.
  - Students are able to make changes to their CAPIC Uniform Application (CUA) up until the time that the CERF is approved by you.
  - Students cannot submit a application to any sites/tracks until all required materials (including CERF approval) are in place.
- The student application deadline is March 2, 2018.
  - The ranking deadline is March 29<sup>th</sup> and Match Day is April 3<sup>rd</sup>.

#### Post-Login Page for Students on InternFit website (https://capic.internfit.com)

InternFit Application Materials Select Internships Payment Submit Applications Rank Internships Withdraw Help Rene Pullatti Sign Out

### Welcome to InternFit

On this site you can:

- Create your student application materials (starting on November 30) and then submit them to internships of interest (starting February 5 and ending March 2)
- Withdraw from the CAPIC match completely if you no longer wish to participate. Students who match with a site for the APIC match are no longer eligible to
  participate in the CAPIC match and must withdraw.<sup>x</sup>
- · Rank your chosen internship tracks by the Ranking Deadline, March 29, 2018 at 12:00 pm
- · If you are matched to a site, you will be notified via email of the result on April 3, 2018 at 10:05 am

\*Note, sites can change their track offerings at any time up until the ranking deadline. We recommend you log in again close to the Ranking Deadline and verify that your rankings are still exactly what you want them to be.

Internship profiles are maintained on a separate website: https://programs.capic.net. No login is required to view these profiles.

If you have any questions, please contact us at capicsupport@lunchbreaklabs.com

#### Students:

All uploaded documents must be in PDF format. Use the "Save As PDF" or "Print As PDF" option in your writing application or find other solutions online.

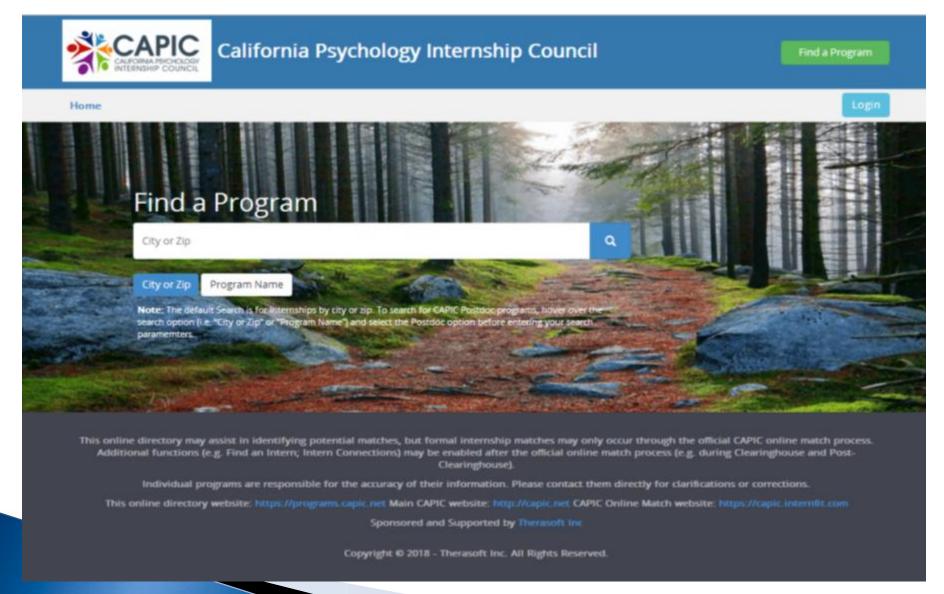
Be sure to complete <u>and</u> submit your application materials to specific programs/sites/tracks by the Application deadline.

Be sure to submit your rankings by the Ranking deadline.

Online matches are binding. Rank only those tracks/sites where you would want to serve an internship.

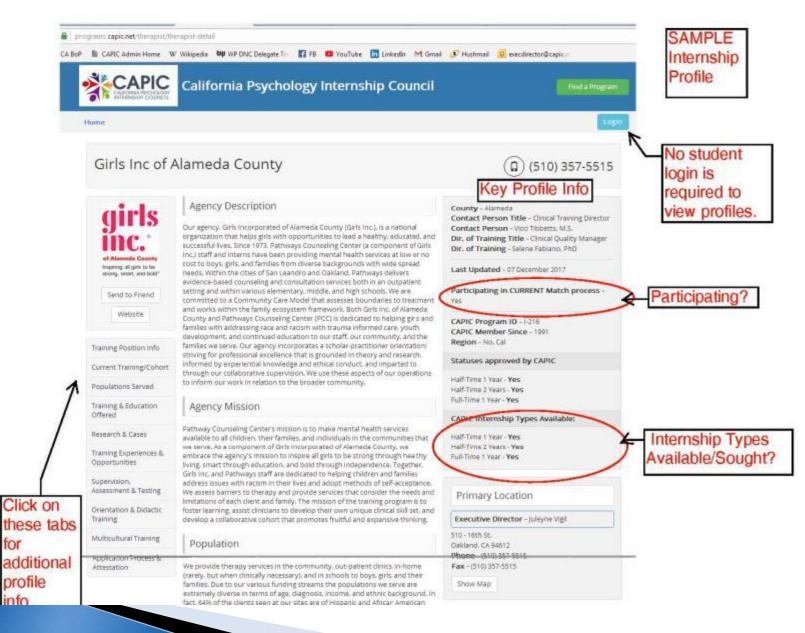
#### Home/Login Page of CAPIC Online Profile Directory (https://programs.capic.net)

Logging-in is NOT required to View profiles. Logging-in is only required for internships/postdocs to edit their own online profiles.

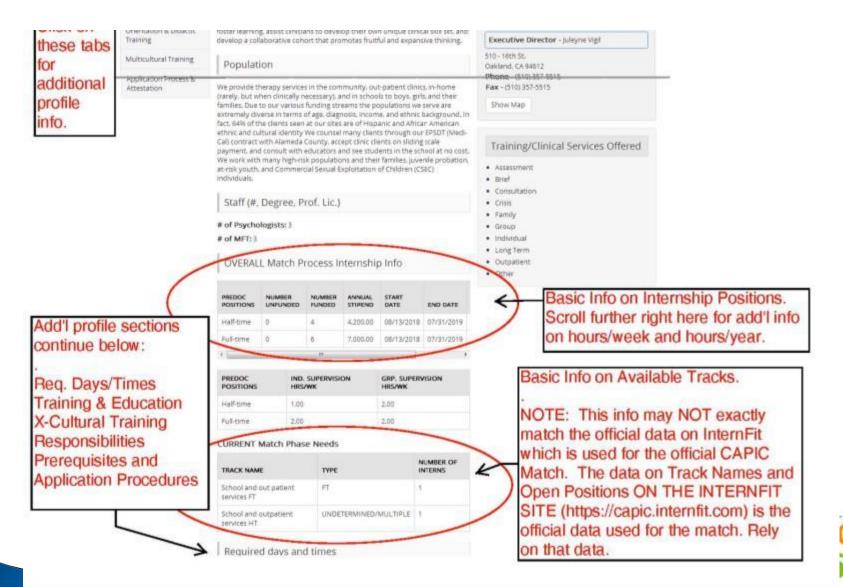


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#### Sample Internship Profile (Top Half) for Girls, Inc. (https://programs.capic.net)



#### Sample Internship Profile (Bottom Half) for Girls, Inc. (https://programs.capic.net)





### CAPIC 100 Ellinwood Way Suite N275h Pleasant Hill, CA 94523

www.capic.net

### ADDENDUM

Slides on Add'l Items/Issues that were discussed but not printed for these Member Meetings are available in an unabridged version of this CAPIC presentation.

These slides provide more detail on various topics, including (in order): CAPIC policies and evidence in support of substantial equivalency, stats from the 2017 CAPIC Match, and stats from the first CAPIC/MHSA contract program.

This unabridged version will be posted <u>here</u> on the CAPIC website. Enjoy!

925-969-4550 <u>capicadmin@capic.net</u>