IMPORTANT!

The deadline to update your APPIC Directory information is
July 15, 2016.

Dear APPIC Member (Internship and Postdoctoral Program Training Directors),

It is time to update your site's information for the 2016 – 2017 APPIC Directory Online. Please read this letter carefully, as it provides important information about updating your Directory information.

Your updates must be completed and submitted on the DoL no later than **Friday, July 15, 2016**. Although the directory is online and revisions can be made throughout the year, this yearly update process is essential for us to maintain accurate records, both for student access as well as for historical archives. We realize that the timing may not be ideal for your program, and we encourage you to complete it as best you can. You will be able to make revisions later. **Every year, the greatest dissatisfaction of students using the DoL is inaccurate and outdated program information.** Please take the time to review your program information carefully. AFTER July 15th, APPIC will begin preparing the PDF archive for future reference of information available about your program. This is very important information for anyone seeking licensure or appointments at hospitals, universities, or working for the U.S. or Canadian government.

When updating your DoL information it is best to use Chrome, Firefox or Safari. Internet Explorer (IE) will work if it is the latest version but know that there have been reported problems with IE. You will need your login ID (this is your email) and password to access your program information for the update (see Slide 1 below). Your DoL program ID and password are <u>different</u> than the ID and password that you used to access your Match information from National Matching Services. If you do not have your **password**, please use the *Forgot your password? Click here* link on the login page to have your password automatically emailed to you. Please keep your ID and password in a safe place as you will need them throughout the year to update your program's information in the DoL whenever changes occur to your program's description. You can update or change your password by clicking on your name in the upper right corner once you've logged in.

Slide 1
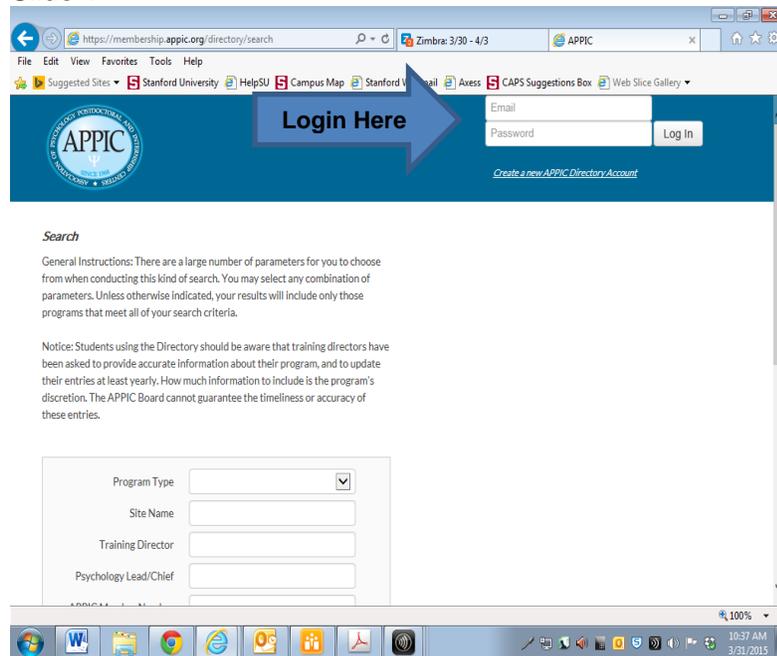
Please review your entire profile and update as necessary. Information we are specifically asking that you update include: the ***start date, application due date, interview notification date, and tentative interview date***. The start date is located under the PROFILE tab, section "Position Information" (see Slide 2 below).

Slide 2

When updating the start date, please be sure the year selected is for the upcoming year. For example, the start date should read as the following year, xx/xx/**2017** (see Slide 3 below). Click Save/Next.

Slide 3

The application due date, interview notification date, and tentative interview date are located under the same PROFILE tab but under section "Applicants and Application Process" (see Slide 4 below).
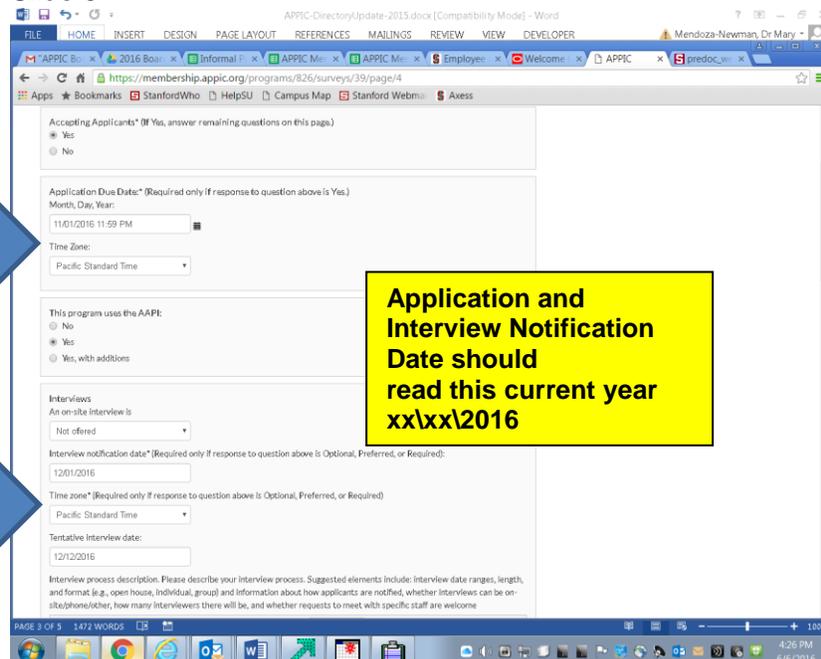
Slide 4

When updating the due dates for application, interview notification, and tentative interview, please be sure the year selected is for the upcoming year. For example, the application due date is likely this year, xx/xx/**2016** and the interview notification date is typically by December 15 and should read xx/xx/**2016.** If you know the tentative date when you will begin interviews, you may specify it here. Also, please note the *enhancement* of specifying the **time and time zone** for your application and interview notification due date. We hope specifying the time/time zone deadline eliminates confusion for the applicants and you (see Slide 5 below). Click Save/Next.

Slide 5

In preparation for updating your Directory information, internship training directors will also need information from your current (2015-2016) and next year's (2016-2017) internship/postdoctoral classes to complete the following tables: ***Summary of the Characteristics of the Specified Training Class*** and ***Post***

Program Employment. The former is the summary characteristics of your incoming class while the latter is the summary of the class exiting (Where did they go?) You may not have this information currently available. Please update as soon as it becomes available. Remember, you can update your profile at any time (see Slide 6 below).

Slide 6

If you do not have access to the internet, or if you have any questions about updating your Directory information, please contact APPIC Central Office at (832) 284-4080 for assistance or email one of the Directory editors.

Updating your Directory information is a simple and straightforward process:

1. To login to the Directory, go to the APPIC web site at www.appic.org. On the main page, click on UPDATE your DoL information anytime: **Members Update the New Directory**

2. Login to the APPIC eMembership Portal by entering your login ID (email) and password for the program that you are editing. If your site has more than one program, an internship and a postdoctoral program, you should be able to see the other program listed at the bottom of your login page.

3. To begin updating your program information, click on the Profile tab. This will take you to your Directory profile and will list the status (not started or complete) of each field. **Carefully review <u>every</u> field in your record to ensure that it is accurate <mark>EVEN THOUGH IT MAY SAY COMPLETE</mark>. All fields marked by an asterisk* are required. You may click the save button at the bottom of the page when you are finished. You may also save and toggle back to a previous page or continue to the next page.**

4. Note that there are additional tabs (Home, Users, Program, Officials, eMembership, Profile, Payment, and Help) to make any additional directory updates to other fields.

5. Once you have completed the review and editing process, you can save and the edits will display immediately and no further action is necessary unless you are notified by one of the Directory editors that there is a problem with information you submitted or information is missing.

6. Below are some important points about some of the fields that may need special attention:

- o *Contact Information for Training Director and Psychology Lead/Director/Chief:* In these boxes, you will see a field for "Mailing address same as program." By checking "yes" you will indicate that APPIC should use the program's address as that individual's mailing address. We strongly encourage you to also provide additional contact information (phone, fax, email, billing address), which will only be used by APPIC for APPIC business. This contact information is not for public view and will be used by APPIC when needed to contact you directly.

- o *Stipend Information:* Make sure you specify your dollar values (U.S. or Canadian) in this field. Stipends should be specified as a yearly amount.

- o *Applicant Requirements:* The Credal Oath field is **required**, and asks whether your program requires trainees to sign a Credal Oath (statement about personal behavior and/or religious beliefs) as a condition of admission to the program. If you do have a Credal Oath, you are asked to provide (in a text box) a means for students to access the full text of the statement (e.g., web site address or contact phone number). If you do not know whether your site has a Credal Oath or not, it probably does not.

- o *Minimum Number of …Hours:* Please note that the definitions of these correspond with AAPI section 3, number 4 (Summary of Practicum Hours). For each of these fields, please specify the minimum number of practicum hours that are required of applicants to your program (IF your program has minimum requirements).

- o In preparation for updating your Directory information, training directors of internship/postdoctoral programs will need access to the AAPI information from their current (2015-2016) and next year's (2016-2017) internship/postdoctoral classes to complete the following tables: *Summary of the Characteristics of the Specified Training Class and Post Program Employment* (see Slide 6 above).

If you have any questions or run into any difficulties in modifying your Directory information, please feel free to contact APPIC Central Office at (832) 284-4080 or email one of the Directory Editors.

Sincerely,

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