

## APPIC Membership Application

### PART I FACE SHEET

**RETURN TO:**  
Connie Hercey  
APPIC-Suite 440  
10 G Street, NE  
Washington, DC 20002

Please check below if you are applying for **Predoctoral or Postdoctoral Membership.** \_\_\_\_\_

**Predoctoral**  **Postdoctoral**

**Agency Name**

**Department or Division**

**Other Title (if needed)**

**Mailing Address**

**City, State**

**Zip+4, Country**

**\*APA Accreditation:**

Accredited  
 Accredited, On Probation  
 Not Accredited

**\*CPA Accreditation:**

Accredited  
 Accredited, On Probation  
 Not Accredited

**\* IF APA OR CPA ACCREDITED SUBMIT:**

- Directory Face Sheet
- \$ 250 Application Fee (Everyone)
- Letter from APA/ CPA Accreditation Office

**Phone**

Write your fax, or E-mail in the column below the line at right if you don't want it published in the directory. To make sure we record your email address properly, please write it in CAPS and put a slash through the zeros.

**Appear in Directory**

**Not in Directory**

**Fax**

**Email**

**If you have World Wide Web**

**Access to your training brochure/**

**Application, list your www address here**

**http://**

**Application Deadline (mo/day):**

**Program start date (mo/day):**

**Chief Psychologist:**

(First name, MI, Last name, Degree, ABPP)

**Training Director:**

(First name, MI, Last name, Degree, ABPP)

**Only one name is allowed in the Directory for each**

APPIC Application Form, 07/14/02 (Face Sheet Added to Application Form)

Number of licensed doctoral psychologists on staff:  
No. Full time                      No. Part time

Number of intern slots next academic year:  
Funded FT:                      Half time:  
Unfunded FT:                      Half time:

tipends:

Full time:

Half time:

Fringe Benefits:

Number of completed applications last year:

This program uses the APPIC Application for Psychology Internship (AAPI):

(circle one) Yes NO Yes with Additions

How does the intern applicant get brochure and application information:

(select one preference from the options below) visit website, email the program, telephone the program or send a letter with a request for the materials.

What is the preferred method of contacting the program when the intern applicant has questions?

**CERTIFICATION:**

APPIC is not an accrediting agency. Programs that would like to include their membership in written materials may list their programs as "APPIC member," but not as "APPIC Accredited" or "APPIC Approved." APPIC membership indicates that a program meets all membership criteria and conforms to APPIC policies.

I hereby certify that this psychology program is in conformity with all APPIC policies and guidelines.

\_\_\_\_\_  
Signature of Training Director

\_\_\_\_\_  
Date form completed

**PART II**  
**APPLICATION FORM**

Name of internship program:

Name and degree of person completing form:

Phone number:

Email address:

Date of application:

**Applicants for membership in APPIC must meet all of the criteria below. Programs are reviewed for adherence to the criteria every three years. Internships that are accredited by the American Psychological Association and/or the Canadian Psychological Association at the time of initial application are recognized as meeting APPIC doctoral membership criteria and are automatically approved by the APPIC Board.**

**If your program is APA and/or CPA accredited: Please review the criteria listed below and certify your acknowledgment of these by signing here. Submit this form with your accreditation letter. As an APPIC member, your program will be expected to comply with these criteria at all times.**

**Signature of Training Director \_\_\_\_\_**

**If your program is not APA and/or CPA accredited: The APPIC Membership criteria are listed below. Following each criterion is a series of questions that will provide evidence as to how your program fulfills these membership criteria. Please provide complete answers and/or cite the page number(s) of supporting documents that you have provided (e.g., brochure, training handbook). Complete answers will help us to verify your adherence to these criteria and speed the application process. If space on this form is insufficient please use additional pages.**

**1. A psychology internship is an organized training program that, in contrast to supervised experience or on-the-job training, is designed to provide the intern with a planned, programmed sequence of training experiences. The primary focus and purpose is assuring breadth and quality of training.**

- a. Please describe the overall goals of the training program.
- b. Please describe how the training curriculum is designed to achieve these goals.

- c. Please describe the location in which training occurs. (If your program has multiple training sites, each of these should be described separately).

**2. The internship agency has a clearly designated doctoral level staff psychologist who is responsible for the integrity and quality of the training program. This person is actively licensed, certified, or registered by the State Board of Examiners in the jurisdiction where the program exists, and is present at the training facility for a minimum of 20 hours a week.**

- a. Name of Psychology Training Director
- b. State or Province of licensure/registration
- c. License #
- d. Hours present at training agency per week:
- e. Please describe the duties of the Training Director

**3. The internship agency training staff consists of at least two full time equivalent doctoral level psychologists who serve as primary supervisors and who are actively licensed, certified, or registered as a psychologist by the Board of Examiners in the jurisdiction where the program exists.**

- a. If your program consists of a single agency that provides training at a single site, please complete Table A for that site (enclosed at the end of this document).
- b. If your program is multi-site (a single agency with multiple training sites) or is a consortium (multiple agencies cooperating to provide training at multiple sites), please complete a copy of Table A for each site.

**4. Intern supervision is provided by staff members of the internship agency or by qualified affiliates of that agency who carry clinical responsibility for the cases being supervised. At least two hours per week of regularly scheduled individual supervision is provided by one or more doctoral level licensed psychologists regardless of whether the internship is completed in one year or two. Supervision is provided with the specific intent of dealing with psychological services rendered directly by the intern.**

- a. How many hours of regularly scheduled, individual supervision is provided to each intern?
- b. Please indicate where this is documented in the intern brochure/website or other public program documents.
- c. How does the program demonstrate that the supervisor is clinically responsible for the cases under supervision?

**5. The internship provides training in a range of psychological assessment and intervention activities conducted directly with recipients of psychological services.**

- a. Please describe how the program provides breadth of training in psychological assessment.
- b. Please describe how the program provides breadth of training in psychological intervention.
- c. Please describe the patient/client population(s) served.

**6. At least 25% of trainees' time is in face-to-face psychological services to patients/clients.**

- a. How many hours per week do full-time interns spend in face-to-face direct service delivery?
- b. How many hours per week do part-time interns spend in face-to-face direct service delivery (if applicable)?

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

- a. How many hours per week do interns spend in didactic activities?
- b. Please attach the most recent annual calendar of didactics. The schedule should indicate the content, format, presenter, frequency, duration and location of these sessions.

**8. Internship training is at post-clerkship, post-practicum, and post-externship level, and precedes the granting of the doctoral degree.**

- a. Is the completion of formal coursework and practicum training required prior to the beginning of internship?      Yes / No
- b. Is your internship a pre-doctoral psychology training experience? Yes / No

**9. The internship agency has a minimum of two full-time equivalent interns at the internship level of training during any training year. These interns must be on site and in training at the time of the initial application for APPIC membership.**

- a. How many pre-doctoral psychology interns do you currently have on-site and in training?
- b. Please list the names and academic programs of interns currently receiving training in your pre-doctoral internship training program. Do not list post-doctoral fellows, practicum students, or psychology externs.

Psychology Intern's name

Institution

Degree type

---

---

**10. The internship level psychology trainees have a title such as "intern," "resident," "fellow," or other designation of trainee status.**

- a. What title do your psychology internship trainees use in the work setting?

**11. The internship agency has a written statement or brochure that provides a clear description of the nature of the training program, including the goals and content of the internship and clear expectations for quantity and quality of the trainee's work. It is made available to prospective interns.**

- a. Please attach a current copy of the internship brochure (or other public documents) sent to prospective interns, or provide a web address if posted on the Internet.
- b. Please indicate the page number(s) on which the program goals are described.
- c. Please indicate the page number(s) on which the content of the internship training is described.
- d. Please indicate the page number(s) on which the program's expectations for intern performance are described.
- e. How is this document made available to applicants?

**12. Internship programs have documented due process procedures that describe separately how programs deal with (1) concerns about intern performance, and (2) interns' concerns about training. These procedures include the steps of notice, hearing, and appeal, and are given to the interns at the beginning of the training period.**

- a. Please indicate the page number(s) of the public document (internship brochure, training manual or web site) on which the program's due process procedures are described (including separate procedures for handling intern performance problems and intern grievances against the program).
- b. When and how are interns informed about these due process procedures?

**13. The internship experience (minimum 1500 hours) must be completed in no less than 9 months and no more than 24 months.**

- a. How many hours are required to complete the internship?
- b. How many consecutive months in residence are required to complete the internship?

**14. APPIC member programs are required to issue a certificate of internship completion, which includes the word "Psychology," to all interns who have successfully completed the program.**

- a. Please attach a sample of the certificate awarded to interns at the successful completion of the internship. If the program chooses to designate a practice area or special emphasis area on the certificate (e.g., child clinical psychology, health psychology, forensic psychology), this designation should be entirely consistent with the type of training provided during internship

**15. At least twice a year the internship program conducts formal written evaluations of each trainee's performance.**

- a. How often do interns receive formal written evaluation during the internship year?
- b. Please submit a copy of the program's evaluation form, which specifically reflects the training goals of the internship program as described above in criterion #1. Evaluation forms provided by the interns' graduate programs are not sufficient, as they do not necessarily pertain to the stated goals of the internship program.

**If your program is a single agency with one or multiple training sites, and if this is your initial application, please submit your responses to the above items, along with a completed, signed and dated APPIC Directory Face Sheet. Please use the following checklist to ensure that you submit the necessary materials:**

- \_\_\_\_\_ Application
- \_\_\_\_\_ Table A for each training site
- \_\_\_\_\_ Table B (if a multi-site agency)
- \_\_\_\_\_ Training program handbook, internship brochure and/or website materials
- \_\_\_\_\_ Didactic calendar
- \_\_\_\_\_ Due process and intern grievance procedure
- \_\_\_\_\_ Certificate of internship completion
- \_\_\_\_\_ Directory Face Sheet (for initial applications only)

\_\_\_\_\_ \$250 Application fee (for initial applications only)

**If your program is composed of multiple agencies that have joined resources to provide training, please continue by responding to the following additional items for Consortium Internship Training Programs.**

**Introduction: A successful consortium program is one that overcomes geographic and governance barriers and is able to function as a unified entity. Its training staff and students interact frequently enough and intensively enough to form a coordinated, functionally interdependent training unit that effectively uses all available training resources and provides high quality training. In addition to meeting the APPIC membership criteria for single agency internship or postdoctoral programs, consortium programs must demonstrate evidence of the following:**

**16. A primary consortium director (or co-directors) must be present at one or more of the training facilities for at least 20 hours a week.**

- a. Name of Consortium Training Director:
- b. State or province of licensure/registration:
- c. License #
- d. Hours present at training agency per week:
- e. Please describe the duties of the Consortium Training Director:

**17. Each agency or site has at least one clearly designated, appropriately credentialed doctoral level staff psychologist who is responsible for the integrity and quality of training and present at the agency/site for a minimum of 20 hours per week.**

- a. Please submit a completed copy of Table A for each site (enclosed at end of this document).
- b. Please submit a completed copy of Table B (enclosed at end of this document).

**18. Regularly scheduled consortium-wide activities, including formal, didactic face-to-face contact among trainees at least monthly; ongoing informal contact among trainees across sites; and structured faculty meetings at least quarterly.**

- a. Please attach the most recent annual calendar of didactics. The schedule should indicate the content, format, presenter, frequency, duration and location of these sessions.
- b. How does the consortium ensure that these didactic sessions are accessible to all interns, regardless of training site?

- c. Please describe how trainees maintain ongoing, informal contact across sites.
- d. Please describe the nature and frequency of consortium faculty meetings.

**19. A formal plan outlining the didactic activities and procedures provided in the training program.**

- a. Please submit the most recent annual calendar of didactics, as requested in 19a above.

**20. Assurance of trainee contact with more than one supervisor.**

- a. Please describe how the consortium ensures that each intern has substantial training contact with more than one doctoral psychology supervisor.

**21. A written consortia contractual agreement delineating:**

- **the nature and characteristics of the participating entities;**
  - **the rationale for the consortial partnership;**
  - **each partner's commitment to the training/education program, its philosophy, model, and goals;**
  - **each partner's obligations regarding contributions and access to resources;**
  - **each partner's adherence to central control and coordination of the training program;**
  - **each partner's commitment to uniform administration and implementation of the program's training principles, policies, and procedures addressing trainee/student admission, financial support, training resource access, potential performance expectations, and evaluations (Guidelines and Principles for Accreditation of Programs in Professional Psychology; Committee on Accreditation of the American Psychological Association); and**
  - **due process procedures including notice, hearing and appeal.**
- a. Please attach a copy of the written consortium contractual agreement between the facilities participating in the consortium.
  - b. Please submit a current copy of the internship brochure (or other public documents) sent to prospective interns, or provide a web address if posted on the Internet (as requested in 11a).
  - c. Please indicate the page number(s) that describe the consortium goals and objectives that are applicable to all interns, regardless of training site.

APPIC Application Form, 07/14/02 (Face Sheet Added to Application Form)

Please describe the administrative structure of the consortium, including the role of the Training Director, any on-site coordinators, and the training staff of the participating agencies.



