

APPIC RENEWAL PROCEDURE (Updated 6-06)

APPIC Internship and Postdoctoral Programs that are not APA/CPA accredited must use the following procedure to renew their APPIC membership every three years. APA/CPA accredited programs do not need to complete the renewal process as they are exempt from this process.

1. APPIC member programs must be in good standing (i.e. have paid all dues and fees).
2. A copy of the initial membership application or the last membership renewal form will be provided to the current Training Director by the APPIC Central Office staff . This will make it easier to identify changes since the last review. Please submit this revised version with the appropriate renewal checklist.
3. A new APPIC Membership Renewal Form checklist ([Pre-doctoral Renewal Checklist](#) / [Post-doctoral Renewal Checklist](#) / [Consortium Renewal Checklist](#)) must be completed along with the APPIC Face Sheet. This form will allow the Training Director the opportunity to indicate whether the program has made changes in its training policies and procedures or if no changes have occurred since the last APPIC review. Consortia must complete both the membership renewal plus the consortium renewal form.
4. A hard copy (or URL) of the program's internship or postdoctoral training brochure available to all applicants and interns.
5. [An updated Table A and Table B. Multisite and Consortia programs must also submit an updated Table C. Table I and Table II will need to be completed for Postdoctoral Programs.](#)
6. A signed statement by the Program Training Director that the program continues to meet all APPIC criteria and abide by all APPIC policies.
7. Three copies of all materials must be submitted to the: APPIC Central Office, 10 "G" Street, NE, Suite 440, Washington, DC 20002. APPIC Central Office will forward one copy to the renewal membership committee for their review.
8. Questions about the Membership Renewal policies, timelines and procedures should be addressed to: TiaAPPIC@aol.com.