

Student Name: _____

Site Name: _____

Checklist for Non-APPIC Predoctoral Internships

- Site supervisors' CVs (2)
- A copy of site supervisors' licenses (2)
- General Site Information/Site Brochures
- Documentation of the following 12 points in accordance with APPIC Criteria

(For ADOT Review):

Y N

1.) The internship agency has a clearly designated doctoral level staff psychologist who is responsible for the integrity and quality of the training program, actively licensed (certified or registered) by the State Board of Examiners in the jurisdiction where the program exists, and present at the training facility for a minimum of 20 hours a week. (Documentation may include a signed Learning Contract).

Y N

2.) The internship agency training staff consists of at least one full time equivalent (i.e. 40 hours/week) doctoral level psychologist and one part time doctoral level psychologist who serve as primary supervisors, who are actively licensed (certified or registered), as a psychologist by the Board of Examiners in the jurisdiction where the program exists.

Y N

3.) 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. Regularly scheduled individual supervision is provided by two or more doctoral level licensed psychologists, at a ratio of no less than one hour of supervision for every 20 internship hours. Supervision is provided with the specific intent of dealing with psychological services rendered directly by the intern. (For example, if the intern is full time at 40 hours/week, then you would provide 2 hours of supervision each week; if the intern is half-time at 20 hours/week, then you would provide 1 hour of supervision.)

Y N 4.) The internship provides training in a range of psychological assessment and intervention activities conducted directly with recipients of psychological services.

Y N 5.) At least 25% of the trainee's time is in face to face psychological services to patients/clients.

Y N 6.) The internship must provide at least two hours per week in didactic activities such as case conferences, seminars, in service training, or grand rounds.

Y N 7.) The internship level psychology trainees have a title such as "Intern," "Resident," "Fellow," or other designation of trainee status.

Y N 8.) The internship agency has a written statement or brochure which 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, and is made available to prospective interns.

Y N

9.) The internship agency has a minimum of two interns at the predoctoral level of training during any training year. These interns must be at least half-time (i.e., 20 hours per week). The minimum number of interns must be on site and in training at the time of the initial application for APPIC membership.

Y N

10.) Internship programs have documented due process procedures that describe separately how programs deal with (1) concerns about intern performance, and (2) with 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.

Y N

11.) The internship experience (minimum 2000 hours) must be completed in no less than 9 months and no more than 24 months.

Y N

12.) 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.

Y N

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

Y N

14.) The program has the necessary financial resources to achieve its training goals and objectives. Intern stipends shall be reasonable, fair, and stated clearly in advance (fee splitting arrangements are not acceptable). Unfunded internship positions are allowable only in unusual and infrequent circumstances. What amount constitutes "reasonable and fair"? APPIC expects that your stipend will be close in comparison to others in your geographic region; this information can be found through the APPIC Membership Directory.

ADOT Signature

Date

TD Approval

Y

N

Date

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