



CAPIC
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Doctoral Program Membership **Application Process and Checklist** **2011-2012**

Thanks for your interest in joining CAPIC!

The following documents introduce you to CAPIC, our mission and the benefits of joining. As an association of clinical psychology doctoral programs and internship training sites throughout the state of California, we are greater than the sum of our parts. Your membership impacts much more than the students you train; it impacts California's mental health community as a whole and the mental health consumers it serves.

We recommend that you review the following documents before applying for membership:

- [About CAPIC and its Mission Statement](#) (from website)
- CAPIC [Basic info Flier](#) (single-sided doc)
- CAPIC [Tri-fold brochure](#) (2-sided doc)
- CAPIC [Info sheet handout](#) (4-sided doc)
- CAPIC [Membership Criteria](#) for Doctoral Programs
- CAPIC Policy: [Internship Offers and Acceptances](#) (*currently under revision*)
- CAPIC 07/01/11 Memo: [Doctoral Program Dues Schedule Change](#)

These documents are all posted on the CAPIC website. Most particularly, please carefully review the [criteria for membership](#). If you have questions regarding these criteria, please contact the CAPIC office for assistance.

If your program meets CAPIC's membership criteria and you wish to apply for CAPIC membership, contact the CAPIC office at capicadmin@capic.net to arrange to have your doctoral program reviewed. There is currently no formal application form (online or otherwise), but a CAPIC Board member will individually evaluate your program. The review process normally takes 8-10 weeks, and may include a site visit. You may also be contacted with any questions or concerns about your doctoral program. We will work with you to address any concerns and help to ensure your program meets CAPIC's requirements for membership.

Annual Dues

The schedule for annual dues for CAPIC Doctoral Members was changed on July 1, 2011. CAPIC has developed a fair and transparent fee structure based on data and placement outcomes over a three year rolling average. The dues amount for a CAPIC Doctoral Member is determined by the number of students from that Doctoral Program who obtain predoctoral internship matches through CAPIC, as follows:

- A yearly membership base fee of \$3,500 for each unique doctoral program.
- Each unique doctoral program may place up to ten predoctoral interns in CAPIC internship slots per year under this base membership fee.
- A flat rate of \$1,000 will be assessed for any additional interns (1-10 slots) placed above the initial ten. Additional sets (1-10) of interns will each be assessed \$1,000.
- For existing Doctoral Program members, a rolling average over the last three years' placements is used to determine whether additional fees are appropriate.
 - For new Doctoral Program members, an estimate is used until a rolling average can be obtained.

Please review the CAPIC 07/01/11 Memo "[Doctoral Program Dues Schedule](#)" for more details.

Again, many thanks for your interest in joining CAPIC! If you have any questions or concerns, please contact the CAPIC office at 415-955-2034 or capicadmin@capic.net.