



CAPIC
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Predoctoral Program/Agency Membership **Application Process and Checklist** **2011-2012**

Thanks for your interest in joining CAPIC!

The following docs 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 the greater than the sum of our parts. Your membership impacts much more than the student interns you train and the mental health consumers you serve; it impacts California's mental health community as a whole.

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 Predoctoral Psychology Internship Programs
- CAPIC Policy on Offers and Acceptances (*currently under revision*)

These documents are all posted on the CAPIC website. Most particularly, please carefully review the [criteria for membership](#), with clarifications. 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. The office will set up an online application form for your program, which you will fill out and submit via our website.

NOTE: Predoctoral Program/Agency Membership Applications are now completed online.

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You will also need the following:

- \$275 non-refundable application processing fee
 - Send a check to CAPIC, or call to use credit card
- Completed application filled out online.
- Supporting documentation: (To be uploaded online with your application).
 - CVs of supervising and training staff
 - Training Manual
 - Didactic Schedule
 - Program's grievance procedures
 - Program/Agency Brochure
 - Internship-specific Brochure
 - Internship certificate of completion

Upon receipt, the CAPIC office will review your application for completeness, and then send it to the Membership Committee for formal evaluation. The review process normally takes 4-6 weeks, and includes a site visit. You may also be contacted with any questions or concerns about your training 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 annual dues for CAPIC Predoctoral Members is \$375.

If your program is also a CAPIC postdoctoral member, a \$75 discount is applied, and your combined membership dues for both programs is \$500.

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.