



# CAPIC

CALIFORNIA PSYCHOLOGY  
INTERNSHIP COUNCIL

CAPIC  
One Beach Street  
Suite 200, Room 9  
San Francisco, CA 94133  
  
415.955.2034  
[www.capic.net](http://www.capic.net)

## CAPIC 2012-2013 Online Match Process Updated Summary & Details (as of 02/06/2012)

### KEY POINTS:

- **The ranking and matching phase of the CAPIC online internship match process will open on Monday, February 6<sup>th</sup> on our vendor's website: <https://capic.dnndigital.com>.**
  - o The Ranking deadline is February 27<sup>th</sup>.
  - o The last day for internship programs to notify student applicants they don't intend to rank them for Match I is Monday, February 20<sup>th</sup>.
    - This deadline was moved from the 13<sup>th</sup> to the 20<sup>th</sup> to give internship programs more time to evaluate applicants.
  - o See below – and the attached online match schedule – for more details.
  
- **Emails with logon info and instructions will be sent by our vendor (D&D Digital) directly to participating students and Internship Programs/Tracks this Monday evening, Feb 6<sup>th</sup>.**
  - o Ensure [dnd@sigler.com](mailto:dnd@sigler.com) is in your “Safe” email list and/or check your Spam/Junk folder, so these emails properly reach you.
  - o If your Internship Program has multiple tracks you will receive separate logon credentials for each track so they can each be ranked and matched separately.
  - o If you do not receive this email by Wednesday, Feb 8<sup>th</sup>, please contact the vendor directly at [dnd@sigler.com](mailto:dnd@sigler.com) or 515-292-0490.
  - o Doctoral Programs should receive a similar email with their D&D Digital logon info and instructions approximately one week later. These emails will be sent to the designated contacts for Registration eligibility and for CERF form verification.
    - Doctoral Programs will only be able to view if and where their students matched on the D&D Digital website. They can see where their students applied, as well as other details, on the CAPIC website.
  
- **NOTE: CAPIC and D&D Digital manage different aspects of our online match process.**
  - o Application materials are maintained on the CAPIC website, [www.capic.net](http://www.capic.net).
  - o Ranking & Matching is done on the D&D Digital website, <https://capic.dnndigital.com>
  - o You will have different logon credentials (UserID & Password) for each website.
    - Be sure to use the correct logon for the correct website (CAPIC or D&D).



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- **Internship Programs/Tracks must rank their choices by the Ranking deadline, Feb 27th.**
  - o If your internship program has multiple tracks, only those students who applied to that specific track will be able to be ranked and possibly matched for that track.
    - If a student applied to one track and you wish to consider him/her for another track where s/he has not applied, you must obtain permission from CAPIC.
      - All requests will be considered, but not necessarily granted.
      - No exceptions will be granted after February 20<sup>th</sup>.
  
- **Internship Programs/Tracks must also confirm the number of open positions (aka Class Size) on the D&D Digital website by the Ranking deadline, Feb 27th.**
  - o The number of open positions (aka Class Size) determines the maximum number of possible matches. If you list a class size of zero (0), no matches are possible.
  
- **Your final Ranking and Class Size at the Match I Ranking deadline will be combined with the students' final Rankings to determine the Match I results.**
  - o If you do not fill all your internship positions in Match I, you will automatically be entered into CAPIC's second match round, Match II.
  - o As in Match I, you may change your participation and/or the number of open positions (aka Class Size) for Match II at any time up to the Match II Ranking deadline.
    - Inform CAPIC immediately if your participation changes (e.g. you Withdraw), so students do not send applications to non-participating programs.
  
- **The submitted student application materials for Match I applicants will be moved to an archived site in preparation for the new round of online submissions (Match II).**
  - o Until Monday, February 20<sup>th</sup>, you will still find these submitted Match I application materials on the main CAPIC website ([www.capic.net](http://www.capic.net)).
  - o After February 20<sup>th</sup>, these submitted application materials will only be available on the following archived site: <http://match1-2012.secure.capic.net>
    - o The application materials themselves will remain with their students' profiles, but the submissions to the individual internship programs/tracks will be cleared.
  - o Similarly, in preparation for Clearinghouse, all Match II submitted applications materials will be archived on a separate site for later access.



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## OVERALL MATCH UPDATE SUMMARY:

1. The CAPIC online student application deadline for our first round (Match I) has passed.
2. At this time, interviews and/or evaluations for Match I should be underway in preparation for the ranking and match phase.
3. The ranking and matching phase is done on the website of our vendor, D&D Digital, at <https://capic.dnndigital.com>. Emails with logon instructions will be sent out by Feb 6<sup>th</sup>.
4. Rankings must be submitted by 27<sup>th</sup> using the D&D Digital website. Internship Programs should also verify the # of available positions (aka Class Size) by this deadline. Also, any withdrawals must be made by this deadline to avoid an unintentional internship match.
5. Matches will be posted on March 5<sup>th</sup> on the D&D Digital website. A match constitutes a binding internship agreement on both parties.
6. For students who did not match in Match I, Match II submissions will be enabled at noon on March 5<sup>th</sup> on the CAPIC website.
7. The Match II application deadline is March 12<sup>th</sup> on the CAPIC website.
8. The Match II ranking deadline is March 27<sup>th</sup> on the D&D Digital website.
9. Match II results will be posted on the D&D Digital website on April 2<sup>nd</sup>. Clearinghouse will then begin at 12 noon.
10. Post-Clearinghouse begins 30 days later, on May 2<sup>nd</sup>.

Many more details are given below. Please also review the related documentation on the CAPIC website. If you have additional questions, please contact CAPIC or D&D Digital, as appropriate.

CAPIC (capicadmin@capic.net / 415-955-2034)

D&D Digital (dnd@sigler.com / 515-292-0490)

**Best of success to everyone!**



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## **Details For Internship Programs:**

- **An email with logon info and instructions will be sent by our vendor (D&D Digital) directly to you this Monday Feb 6<sup>th</sup>.**
  - o Ensure [dnd@sigler.com](mailto:dnd@sigler.com) is in your "Safe" email list and/or check your Spam/Junk folder, so these emails properly reach you.
  - o If your Internship Program has multiple tracks you will receive separate logon credentials for each track so they can each be ranked and matched separately.
  - o If you do not receive this email by Wednesday, Feb 8<sup>th</sup>, please contact the vendor directly at [dnd@sigler.com](mailto:dnd@sigler.com) or 515-292-0490.
  
- **After logging on the D&D Digital website (<https://capic.dnddigital.com>), the list of students who applied to your Internship Program/Track will appear.**
  - o Each student applicant will have a unique 8-digit D&D code (e.g. 5597-0105).
  - o If your internship program has multiple tracks, only those students who applied to that specific track will be able to be ranked and possibly matched for that track.
    - Each track is ranked and matched separately. A student can be ranked within each track, if desired. Still, only one match can possibly result.
    - If a student applied to one track and you wish to consider him/her for another track where s/he has not applied, you must obtain permission from CAPIC.
      - All requests will be considered, but not necessarily granted.
      - No exceptions will be granted after February 20<sup>th</sup>.
        - o Also, this exception will not be granted after Match I.
  - o **Using the D&D Codes, enter the students' ID codes for those you wish to rank.**
    - Rank those students who you would want at your internship program/track.
      - Do not simply rank the # of students equal to your # of open positions.
        - o Rank more, in case students do not rank you similarly, to ensure that your positions are filled. How many more is up to you, but if you do not want a student, do not rank him/her.
    - If you do not rank a student, you cannot possibly be matched with him/her.
      - Conversely, if a student does not rank your program/track, you cannot possibly be matched with him/her.
    - If a student no longer appears, s/he may have been found ineligible or s/he may have withdrawn from the match (e.g. already matched via APPIC).
      - Students should inform you if they are withdrawing. They have also been instructed to inform CAPIC and to not rank programs/tracks.



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- If you are no longer considering a student, do not rank him/her.
  - You should inform students by February 20<sup>th</sup> that you are no longer considering them.
  - You should only rank those students you are willing to have at your internship program/track. A match constitutes a binding agreement.
- Students cannot see your rankings, and you cannot see theirs.
- **Adjust the rankings/priorities for each student separately on the D&D Digital website.**
  - You may change your rankings as often as you like. Only the final ranking/priority at the Ranking deadline will be used.
- **Also adjust the number of open positions (aka Class Size) on the D&D Digital website.**
  - The number of open positions (aka Class Size) determines the maximum number of possible matches for an Internship Program/Track.
    - If you list a class size of zero (0), no matches are possible.
  - You may change your Class Size as often as you like. Only the final Class Size at the Ranking deadline will be used.
- **Your final Ranking and Class Size at the Ranking deadline will be combined with the students' final Rankings to determine the match results.**
  - Review the D&D Digital website and/or contact D&D Digital directly for more details on the ranking and match process.
- **CAPIC Match I results will be posted on the D&D Digital website on March 5th.**
  - You must log on to view the match results.
  - You will either see "No Matches" or the name(s) of the student(s) with whom you successfully matched.
  - If you match, congratulations!
    - A match constitutes a binding internship agreement on both parties.
    - You should contact the student directly to formalize the internship agreement.
  - If you do not fill all your internship positions in Match I, you will automatically be entered into CAPIC's second match round, Match II.
    - As in Match I, you may change your participation and/or the number of open positions (aka Class Size) for Match II at any time up to the Match II Ranking deadline.
    - Inform CAPIC immediately if you withdraw, so students do not send applications to non-participating programs.



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- **On February 20<sup>th</sup>, all submitted Match I student applications will be cleared from the CAPIC website in preparation for Match II.**
  - These submitted student application materials from Match I will then only be available on the following archived site: <http://match1-2012.secure.capic.net>
    - This archived site will have a blue background to distinguish it from the regular CAPIC website (with its green background).
    - You will use your regular CAPIC logon to access these archived materials.
    - CAPIC will also be posting this link on the main CAPIC website. It will also appear on the page which program members see after they log on.
  - The application materials themselves will remain with their students' profiles, but these submissions to individual internship programs/tracks will be cleared in preparation for the next round of the match process.
  
- **Participation in CAPIC Match II:**
  - If you do not fill all your internship positions in Match I, you will automatically be entered into CAPIC's second match round, Match II.
    - Also, if you have newly available internship positions/tracks, you may also enter Match II, regardless whether you participated in Match I.
  - As in Match I, you may change your participation and/or the number of open positions (aka Class Size) for Match II at any time up to the Match II Ranking deadline.
    - As before, the CAPIC website will show (via the Brief Agency Profile/BAP list) those internship programs/tracks participating in Match II.
      - Update your number of open positions on the CAPIC website, as needed.
      - Inform CAPIC immediately if your participation changes (e.g. you Withdraw), so students do not send applications to non-participating programs.
        - Students again have a soft limit of 15 applications. They may submit more, for an additional fee.
  
  - **Starting at noon on March 5<sup>th</sup>, students will be able to submit applications for CAPIC Match II on the CAPIC website.**
    - **IMPORTANT:** Even if a student submitted an application to an Internship Program/Track in Match I, it must be again submitted via the CAPIC website to be considered and ranked for Match II.



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- Students must use some of their existing Match I application materials (i.e. Registration, CUA and CERF Verification), without alteration.
- Students may also use their other existing Match I application materials (i.e. CUA Essays, Letters of Reference, CV, Cover Letters, Supplemental Materials). They may also update these materials, if desired.
- If your internship program has multiple tracks, only those students who applied to that specific track will be able to be ranked and possibly matched for that track.
  - Each track is ranked and matched separately. A student can be ranked within each track, if desired. Still, only one match can possibly result.
  - If a student applied to one track and you wish to consider him/her for another track where s/he has not applied, s/he must submit an application to the correct track by the application deadline.
    - CAPIC will make no changes or exceptions in Match II.
- All other CAPIC Match I procedures apply.
- **The Match II application deadline is March 12th on the CAPIC website.**
  - Students have one week to submit completed applications to internship programs/tracks.
    - No late applications and no changes will be allowed.
  - Internship programs/tracks should consider every application submitted by students via CAPIC by the application deadline.
- **The same D&D Digital logons from Match I will be used for Match II ranking and match results on the D&D Digital website: <https://capic.dnddigital.com>.**
  - If there are new internship programs/tracks, they will have new codes.
- **The Match II ranking deadline is March 27th on the D&D Digital website.**
  - As before, you must Rank your priorities on the D&D Digital website.
  - As before, you must also confirm the number of open positions (aka Class Size).
- **Match II results will be posted on the D&D Digital website on April 2nd.**
  - As before, you must log on to view your match results.
    - You will either see “No Matches” or the name(s) of the student(s) who successfully matched with your Internship Program/Track.



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- If you match, congratulations!
  - This match constitutes a binding internship agreement.
  - You should contact the student directly to formalize the internship agreement.
- If you still have open positions, you are automatically entered into Clearinghouse, although you may change your participation at any time.
- **In preparation for Clearinghouse, as before, all Match II submitted applications materials will be archived on March 27<sup>th</sup> on a separate site for later access.**
  - These submitted student application materials from Match II will then only be available on an archived site.
    - This archived site will also have a blue background to distinguish it from the regular CAPIC website (with its green background).
    - You will use your regular CAPIC logon to access these archived materials.
    - CAPIC will also be posting this link on the main CAPIC website. It will appear on the page which program members see after they log on.
  - The application materials themselves will remain with their students' profiles, but these submissions to individual internship programs/tracks will be cleared in preparation for the next round of the match process.
- **Clearinghouse will begin at 12 noon on April 2<sup>nd</sup> on the CAPIC website.**
  - **IMPORTANT:** For the first 30 days of Clearinghouse (April 2<sup>nd</sup> – May 2<sup>nd</sup>), only students from in-state CAPIC Doctoral Programs may participate. If a student participated in Match I or II, he/she *is* from an eligible Doctoral Program.
    - Students from CAPIC Out-of-State Associate Doctoral Programs will be allowed to participate, but only 30 days after Clearinghouse starts.
    - Students from non-CAPIC Doctoral programs are not eligible to participate, not even after Clearinghouse. Only students from CAPIC-member Doctoral Programs are authorized to state that they have completed a CAPIC predoctoral internship.
  - **IMPORTANT:** For the first 30 days of Clearinghouse (April 2<sup>nd</sup> – May 2<sup>nd</sup>), students must first submit your applications to Internship Programs/Tracks via the CAPIC website. Internship Programs/Tracks may not consider any applicant who has not submitted an application via the CAPIC website.
  - As before, students may send up to 15 applications without paying any additional fee. The application count is reset after each match round.



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- As before, the CAPIC website will show (via the Brief Agency Profile/BAP list) those internship programs/tracks participating in Clearinghouse.
  - Any internship programs/tracks with open positions after Match I will automatically be entered in Clearinghouse, although you may change your participation at any time.
- As of Clearinghouse, after an application has been submitted via the CAPIC website, the Internship Program directly evaluates and extends internship offers to students. There is no online ranking and matching.
- Internship Programs must notify CAPIC directly of any internships formed.
- **Post-Clearinghouse will begin at 12 noon on May 2<sup>nd</sup> on the CAPIC website.**
  - **IMPORTANT:** Students from CAPIC Out-of-State Associate Doctoral Programs may now participate and form CAPIC internships. If a student already participated (Match I, II, Clearinghouse), he/she is still eligible to participate.
    - Students from non-CAPIC Doctoral programs are not eligible to participate, not even after Clearinghouse.
  - As of Post-Clearinghouse (May 2<sup>nd</sup>), students should send applications directly to internship programs. Students should not use the CAPIC website to submit applications.
  - Internship Programs directly evaluate and extend internship offers to students. There is no longer any online ranking and matching.
  - Internship Programs must notify CAPIC directly of any internships formed.

There is additional info posted on the CAPIC website ([www.capic.net](http://www.capic.net)) on our online match process (e.g. Match Schedule, FAQ's, Sample CUA, Offer and Acceptance Policy, etc.). Please review this posted documentation. If you still need help, contact us.

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