



CAPIC

CALIFORNIA PSYCHOLOGY
INTERNSHIP COUNCIL

CAPIC
One Beach Street
Suite 200, Room 9
San Francisco, CA 94133

415.955.2034
www.capic.net

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

KEY POINTS:

- **The application deadline for Match I has passed. The ranking and matching phase of the CAPIC online internship match process will open on Monday, February 6th on our vendor's website: <https://capic.dnndigital.com>.**
 - o The Ranking deadline is February 27th. See many more details below.
- **Emails with logon info and instructions will be sent by our vendor directly to participating students and Internship Programs/Tracks by this upcoming Monday Feb 6th.**
 - o Ensure dnd@sigler.com is in your "Safe" email list and/or check your Spam/Junk folder, so these emails properly reach you.
 - o If you do not receive this email by next Wednesday, Feb 8th, please contact the vendor directly at dnd@sigler.com or 515-292-0490.
 - o NOTE: Application materials are maintained on the CAPIC website, www.capic.net.
 - o Ranking & Matching is done on our vendor's 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).
- **The CAPIC online student application deadline for the first round (Match I) has passed. *Congratulations to all the students who made the Match I application deadline!***
 - o 571 students submitted applications to 566 internship positions. Students submitted to an average of 9.18 internship programs/tracks.
 - More than half of these applications were submitted in the last three days before the application deadline.
 - 14 students had completed application materials, but did not submit any applications by the deadline. 54 students had incomplete applications and missed the deadline.
 - These students are encouraged to participate in Match II.



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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 6th.
4. Rankings must be submitted by 27th 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 5th 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 5th on the CAPIC website.
7. The Match II application deadline is March 12th on the CAPIC website.
8. The Match II ranking deadline is March 27th on the D&D Digital website.
9. Match II results will be posted on the D&D Digital website on April 2nd. Clearinghouse will then begin at 12 noon.
10. Post-Clearinghouse begins 30 days later, on May 2nd.

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 Student Applicants

- **An email with logon info and instructions will be sent by our vendor (D&D Digital) directly to you by this upcoming Monday Feb 6th.**
 - o Ensure dnd@sigler.com is in your "Safe" email list and/or check your Spam/Junk folder, so their emails properly reach you.
 - o If you do not receive this email by next Wednesday, Feb 8th, please contact the vendor (D&D Digital) directly at dnd@sigler.com or 515-292-0490.
 - o You have until February 27th to enter your rankings.

- **After logging on the D&D Digital website (<https://capic.dnddigital.com>), the list of CAPIC internship programs where you submitted applications will appear.**
 - o Both sides must rank each other in order for an internship match to possibly occur.
 - Even if you submit only one application, it must be ranked in the system.
 - o You can only be considered by internship programs/tracks which appear here.
 - If an internship program has multiple tracks, each track will be listed separately, each with a unique 4-digit D&D code (e.g. 8131).
 - o Using the D&D codes, enter the program/track ID codes for those you wish to rank.
 - If a program/track no longer appears, it has likely withdrawn from the match.
 - Programs/tracks should inform you if they are withdrawing.
 - If you do not rank a program/track, you cannot possibly be matched with it.
 - Conversely, if a program/track does not rank you, you cannot possibly be matched with it.
 - If you no longer wish to consider an internship program, do not rank it.
 - Internship programs cannot see your rankings, and you cannot see theirs.
 - o Adjust the rankings to reflect your priorities.
 - You may change your rankings as often as you like. Only the final priority at the Ranking deadline will be used.
 - If you match with a program/track, that match constitutes a binding internship agreement on both parties.
 - o Review the D&D Digital website and/or contact D&D Digital directly for more details.



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- **Participation in both the APPIC and the CAPIC Match.**

- **Students may apply to both match processes.** The CAPIC Ranking deadline for Match I is February 27th, three days after the APPIC match date.
- **If you match via APPIC, you must withdraw from the CAPIC match process before the CAPIC Ranking deadline.**
 - To Withdraw, send an email to dnd@sigler.com and capicadmin@capic.net.
 - You should also remove any Rankings on the D&D Digital website, to ensure you don't inadvertently match twice. A subsequent CAPIC match would create conflicting internship obligations, which would be treated as an ethical violation. This would be reported to your Doctoral Program and could render you ineligible for future CAPIC programs, including the CAPIC-MHSA stipend program.
 - You may wish to postpone CAPIC ranking until after APPIC match results are determined to prevent inadvertent matches.
- If a student participates in APPIC and CAPIC, but DOES NOT matches with APPIC, the student can still rank and possibly rank with a CAPIC internship program in Match I.
 - Rankings must be entered by the February 27th deadline.
- Students may still participate in the second round of the CAPIC online match process, regardless whether they participate in the first round (unless, of course, they match).

- **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 Match" or the name of the Internship Program/Track where you successfully matched.
- If you match, congratulations!
 - This match constitutes a binding internship agreement on both parties.
 - The Internship Program/Track should contact you directly to formalize the internship agreement.
- If you do not match, you are encouraged to enter Match II.



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- Participation in CAPIC Match II:

- If you missed the Match I application deadline are encouraged to enter Match II.
 - While we will not know which positions are still available until Match I Notification Day on March 5th, but you should not simply wait until then.
 - You should continue working on your application materials in preparation for Match II (e.g. CV, Cover Letters, CUA Essays, Letters of Reference, etc.).
 - For additional details, review the existing documentation (Match Updates, Match Schedule, FAQ's, etc.) posted on the CAPIC website.
- Similarly, if you are currently participating in Match I but do not match, you are encouraged to enter Match II.
 - You must use some of your existing application materials (i.e. Registration, CUA and CERF Verification), without alteration.
 - You may use your other existing application materials (i.e. CUA Essays, Letters of Reference, CV, Cover Letters, Supplemental Materials).
 - Starting on February 20th, you will also be allowed to update/replace these application materials, if desired. You may do so up to the time they are submitted to specific internship programs/tracks, after which time these materials may not be updated or removed.
- **Starting at noon on March 5th, you will be able to submit applications for CAPIC Match II on the CAPIC website.**
 - **IMPORTANT:** Even if you 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.
 - You may send up to 15 applications for Match II without paying any additional application fee. The application count is reset after each match round.
 - As before, the CAPIC website will show (via the Brief Agency Profile/BAP list) those programs participating in Match II.
 - Any internship program with open positions after Match I will automatically be entered in Match II, although they may change their participation up until the Ranking deadline.
 - All other CAPIC Match I procedures apply.



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- **The Match II application deadline is March 12th on the CAPIC website.**
 - You will have one week to submit completed applications to internship programs/tracks. As noted above, you need not wait until the Match I results to work on Match II application materials. While Match I application materials may be re-used in Match II, updated materials may also be used.
 - As before, you cannot submit any applications until your materials are complete.
 - No late applications will be accepted.

- **The Match II ranking deadline is March 27th on the D&D Digital website.**
 - As before, you will also need to Rank your preferences on the D&D Digital website in order to possibly match with an internship program/track.
 - As before, if you participate in the APPIC process and match, you must withdraw from the CAPIC match before the CAPIC Ranking deadline.
 - APPIC Phase II Match Day is March 26th.

- **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 Match” or the name of the Internship Program/Track where you successfully matched.
 - If you match, congratulations!
 - This match constitutes a binding internship agreement.
 - The Internship Program/Track should contact you directly to formalize the internship agreement.
 - If you do not match, you are encouraged to enter Clearinghouse.

- **Clearinghouse will begin at 12 noon on April 2nd on the CAPIC website.**
 - **IMPORTANT:** For the first 30 days of Clearinghouse (April 2nd – May 2nd), only students from in-state CAPIC Doctoral Programs may participate. If you participated in Match I or II, you *are* 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.



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- **IMPORTANT:** For the first 30 days of Clearinghouse (April 2nd – May 2nd), you 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, you may send up to 15 applications without paying any additional application fee. The application count is reset after each match round.
 - As before, the CAPIC website will show (via the Brief Agency Profile/BAP list) those programs participating in Clearinghouse.
 - Any internship program with open positions after Match II will automatically be entered in Clearinghouse, although they may change their participation at any time.
 - As of Clearinghouse, after an application has been submitted via the CAPIC website, the Internship Program directly evaluates, recruits 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 2nd on the CAPIC website.**
- **IMPORTANT:** Students from CAPIC Out-of-State Associate Doctoral Programs may now participate and form CAPIC internships. If you already participated (Match I, II, Clearinghouse), you are still eligible to participate.
 - Students from non-CAPIC Doctoral programs are not eligible to participate, not even after Clearinghouse.
 - As of Post-Clearinghouse (May 2nd), students should send applications directly to internship programs. Do not use the CAPIC website to submit applications.
 - Internship Programs directly evaluate, recruit 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) 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 your DCT and/or contact us.

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