



CAPIC
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CAPIC POLICY: PREDOCTORAL INTERNSHIP OFFERS & ACCEPTANCES

- 1. All internship offers made to students should be consistent with CAPIC policy.**
 - a. Membership and participation in CAPIC binds all parties to these policies.
 - b. Every reasonable effort will be made to make these policies known to students and CAPIC Member programs participating in the CAPIC internship match process.

- 2. With the exception of the Clearinghouse, no internship offers may be extended in any form (verbal, written, etc.) outside of the online CAPIC match process.**

- 3. Students completing internships not reflected in the program's membership status or criteria are put at risk for not accruing Supervised Professional Experience (SPE) licensure hours required by the California Board of Psychology.**
 - a. Internship offers should reflect the type of slots available, and correspond only to the membership status of the particular internship program (i.e. full-time, one-year half-time, two-year half-time).
 - b. For example, a full-time offer should not be made by a program only approved for half-time status. Similarly, a two-year half-time offer should not be made by a program only approved for one-year half-time status.

- 4. A match in the CAPIC online match or Clearinghouse constitutes a binding agreement between the individual applicant and internship program.**
 - a. This agreement may not be reversed unilaterally by either party.
 - b. Offers and matches made outside the online match or Clearinghouse are not binding.

- 5. In rare circumstances where breaking a CAPIC match agreement appears unavoidable, or there is otherwise a need to terminate an internship prior to its end date, there must be mutual agreement reached by all parties.**
 - a. At minimum, this includes agreement from the internship program Training Director, the doctoral program DCT, and the CAPIC Office.

- 6. Applicants who have obtained an internship match may not enter into another internship match in the same cycle. An applicant may not attempt to create another internship match in the same application cycle when one already exists.**

- 7. Applicants who have not been matched in the first round of the CAPIC online match process are strongly encouraged to enter the second round to obtain an internship match. Applicants may not seek CAPIC internships outside the online match process until the results of the second match have been posted and Clearinghouse has begun.**

Promoting Excellence in Professional Psychological Training
Doctoral Programs Ψ Internship Programs Ψ Postdoctoral Programs

CAPIC: Policies on Predoctoral Internship Offers & Acceptances

Effective 10/20/2011.

- 8. Once the Clearinghouse process has begun, applicants may seek internships directly with internship programs who are still seeking interns. During the Clearinghouse:**
 - a. Programs may legitimately place short but reasonable deadlines for responses to offers.
 - b. Before programs extend an offer, they must first explicitly inquire whether the applicant has already been matched or accepted an offer elsewhere. If so, no offer may be made.
 - c. A program may in no way suggest that an applicant renege on an existing match or a previously accepted offer.
 - d. If an applicant who has been matched or has accepted an offer receives a second offer, the applicant is obligated to refuse the second offer and inform the program that he or she is already committed elsewhere.
 - e. Any offer accepted subsequent to a prior commitment is automatically null and void, even if the offering party is unaware of the prior acceptance and commitment.
 - f. When an applicant accepts a valid internship offer, the applicant must immediately inform all other internship programs at which he or she is still under consideration that they are no longer available.
 - g. When a program has filled all available positions, all candidates remaining in their applicant pool must be notified that they are no longer under consideration.

- 9. Applicants who receive offers that do not comply with these policies or who in other ways suspect violations of these policies by a CAPIC member program are urged to request compliance.**
 - a. An applicant should immediately report any unresolved problems to his or her DCT.
 - b. Doctoral program faculty who learn of such violations are urged to request compliance. If a request for compliance has been made and problems remain unresolved, the individual or program is urged to contact the CAPIC Executive Director.
 - c. Compliance problems will be resolved through consultation among applicant, internship program, and doctoral program DCT whenever possible.

- 10. All parties aware of violations of CAPIC policies are urged to immediately request compliance.**
 - a. All parties are urged to contact the CAPIC Executive Director immediately regarding problems that remain unresolved after a request for compliance.
 - b. Such compliance problems will be resolved through consultation among applicant, internship programs, and academic training director whenever possible.

- 11. Grievances and/or possible violations will be brought to the attention of the CAPIC Violations Committee, which is responsible for investigating and remediating such situations.**
 - a. Violations of CAPIC policies may result in remedial or disciplinary actions, up to and including expulsion or exclusion from membership or participation in CAPIC.
 - b. A violation could result in a student or program being ineligible to participate in future CAPIC matches and/or stipend award programs.
 - c. A violation by a Program member could also result in its CAPIC membership being revoked.