



CAPIC

CALIFORNIA PSYCHOLOGY
INTERNSHIP COUNCIL

CAPIC
One Beach Street
Suite 200, Room 9
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415.955.2034
www.capic.net

CAPIC 2012-2013 Online Match Process Frequently Asked Questions (FAQ) Last updated 01/10/2012

Question 1: Where do I begin to participate in the CAPIC online match process?

Answer: You complete the student Registration form online at www.capic.net.

- Each September, the CAPIC website is re-opened for registration by the next round of students.
 - o Students who previously registered, must re-register after September 1st.

Question 2: My school's program does not appear on the drop-down list when trying to Register. How do I register to view the online directory? How do I participate in the CAPIC match process?

Answer: You cannot.

- If you are not from a CAPIC-member Doctoral Program, you are not eligible to register nor participate in the CAPIC match process, including Clearinghouse. CAPIC is a membership organization and CAPIC internships are available only to students from CAPIC-member Doctoral Programs.
- Students from CAPIC-member out-of-state associate programs may only apply to CAPIC internships 30 days after the clearinghouse begins.
- Only students from CAPIC member or associate doctoral programs are authorized to state that they have completed a CAPIC predoctoral internship.
- A full list of CAPIC-member Doctoral Programs is posted on the CAPIC website.

Question 3: Can I obtain a CAPIC internship outside the CAPIC match process?

Answer: No.

- All applicants must apply to CAPIC internships through the electronic match process up until the first 30 days of Clearinghouse have passed.
- CAPIC member internship programs cannot accept predoctoral internship applicants from non-CAPIC member or associate doctoral programs for CAPIC internship positions.
- Applicants from CAPIC out of state associate doctoral programs may only apply to CAPIC internships 30 days after the clearinghouse begins.

Question 4: Do I use the online match process to obtain a CAPIC POSTDOC position?

Answer: No. The online match process is only for predoc internships. There is currently no postdoc match process organized through CAPIC. Students may use the online directory to view info on potential postdoc programs, but should not use the online match process.

- CAPIC also provides contact info on its CAPIC postdoc members on its public website, as well as other non-CAPIC programs offering postdoc fellowships.
- Students seeking postdoc positions should contact these programs directly.



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Question 5: Is there a fee to Register?

Answer: No. There is no fee for students to Register to access CAPIC online directory of internship programs and to start preparing their CAPIC Uniform Application (CUA) for the online match process.

Question 6: What is the application fee and when do I need to pay it?

Answer: The application fee is \$100 and is required when the student submits his/her CUA.

Question 7: What happens when I pay the application fee?

Answer: Payment of the application fee automatically triggers:

- The submission of the CUA to CAPIC;
- The sending of Letter of Reference (LOR) requests;
- The sending of CERF verification requests.
 - These email requests are NOT sent until the fee is paid and the CUA is submitted.
- The ability of students to continue working on their other application materials:
 - CUA essays (2), CV, Cover Letters, Supplemental Documents, etc.

Question 8: Once I submit my CUA, can it be modified?

Answer: No, once the CUA is submitted, it cannot be modified. Any clarifications/changes/updates should be noted in the student's other materials, most often in the Cover Letter.

Question 9: What constitutes clinical hours on my CUA? Do I enter total hours or sessions?

Answer: Students should include any clinical experience obtained while in a doctoral training program. The CUA asks for the number of clients per type of therapy or the number of distinct sessions. Do not enter a summary of hours, as APPIC requires.

- 20 sessions with the same client/couple/family/group would count as 1 distinct group of sessions. Seeing the same client in short-term, long-term and then family therapy would count as 3 distinct groups or sessions.
- Immediately below Clinical Experience on the CUA, there is a narrative section for entering "Other experience of note."
 - Students may choose to put additional details there (e.g. summary of hours, etc.).
 - Student may also provide these additional details in their cover letter and/or CV, as appropriate.

Question 10: When is the deadline for me to submit my application for the 1st Match process?

Answer: The deadline for students to submit applications is 11 PM PST on Monday, January 16, 2012. But, students need not wait until this deadline to submit their applications.

- There is one universal application deadline for all CAPIC programs per match round. APPIC has multiple application deadlines, but CAPIC has only one.
- The match deadline for the second round of the CAPIC online match is March 12, 2012.



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Question 11: Do I have to complete my CUA Essays by the time I submit my CUA?

Answer: No, the CUA essays (Biographical Statement and Theoretical Orientation) have been separated from the CUA itself. This was done so the student may submit the CUA and then continue to work on these essays.

Question 12: How many words do my CUA Essays need to be?

Answer: There is no formal limit to the length of the CUA essays. Students should simply bear in mind that these essays will be read by Internship Programs as part of the evaluation process.

Question 13: How do I submit my requests for Letter of Reference?

Answer: As part of the CUA application, the student identifies three Referees (name, phone, email) to whom to send Letter of Reference (LOR) requests. These LOR requests are automatically sent via email once a student submits his/her CUA.

- Students should double-check the email address to ensure the email is properly delivered.
- Students should alert the Referee to expect a LOR email request from capicadmin@capic.net.
 - o Referees should check their email Spam/Junk folders if expecting a LOR request.
- Students may request additional LOR's (or submit new ones if previously mistyped) after the CUA has been submitted.
- Referees must submit the LOR by using the link provided in the email request.
 - o The specific procedures are explained in the LOR email request itself.
 - o The CAPIC Office will not upload any LOR's on behalf of any Referees or students.

Question 14: What materials need to be complete for me to submit my application to programs?

Answer: All required CAPIC application materials for a student must be on the CAPIC website before a student may submit any applications to specific Internship programs/tracks.

- These items include: CUA, CV (only one), LOR's (at least 3), CERF Verification, and Cover Letters/Letters of Purpose (at least one).

Question 15: How do I know when my application materials are complete?

Answer: When students log on to the CAPIC website, they will see a page clearly denoting whether all required application materials are complete.

- Students can also click on the link for [*Internship Application Credentials*](#) to see which items have not yet been received and to upload documents.

Question 16: How do I identify which programs are participating in the online match process?

Answer: The official list of participating internship programs which students should use is the Brief Agency Profile (BAP) online list available to them after logging on the CAPIC website.

- This online BAP list includes only those programs participating in the CAPIC match.



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Question 17: How do I know which programs have multiple tracks? How do I submit to a specific track?

Answer: Info on multiple tracks is found on the BAP (Brief Agency Profile) and on the EAP (Q. 14b).

- When students go to submit applications to individual programs/tracks (once their materials are complete), they will do so by selecting the program/track from a dropdown list. This dropdown list includes a separate entry for each subtracks, wherever multiple tracks exist.
 - o Students must submit applications to the specific desired track(s) within a given program, if the program has multiple tracks.

Question 18: Why would I, as an internship program, want to use multiple tracks?

Answer: Multiple tracks are useful if an internship program wishes to separately rank different groups of applicants within its overall program. If your program wants to rank some applicants for one position and other applicants for another position, then you will need to create separate tracks in order to be able to rank and match these different groups of applicants. Examples include:

- Half-time vs Full-Time internships;
- Distinct, substantive programs (e.g. Adult Outpatient, Elder Care, Child/Youth, Equine) ;
- Unique needs (e.g. Spanish vs. English vs. Cantonese, etc.).
- Again, different tracks within the same internship program are treated as distinct and separate entities and are ranked separately.
- It is up to each internship program to determine whether to use multiple tracks.
- Again, if an internship program has multiple tracks, students must submit applications to the specific track(s) within each program.

Question 19: If I am already at an internship program and wish to continue there a second year, do I need to go through the CAPIC match process?

Answer: It depends.

- If your original internship contract was for two years and you are currently in your first year, then you are already under contract for a second year there and you do not have to go through the match process again.
- However, if your original internship contract was for one year and you wish to continue there, then you must go through the online match process. Also:
 - o The internship program must be approved for the status in question (e.g. HT-2 Year). CAPIC will assist programs with the status change review and approval process, but without it, your SPE hours may not count.
 - o You must also obtain approval from your Doctoral Program for your internship. This approval is obtained through the CAPIC match process.
- As previously noted, all applicants must apply to CAPIC internships through the electronic match process up until the first 30 days of Clearinghouse have passed



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Question 20: Can I participate in both the APPIC and the CAPIC internship match processes?

Answer: Yes, but you must meet each program's deadlines. CAPIC's ranking deadline for Match I is 2/27/2012, 3 days after the APPIC match date, but students must first meet CAPIC's application deadline.

- Students may choose to first apply through the APPIC process, but if they do not submit their CAPIC applications by January 16th, they will be unable to rank and possibly match in the first round (Match I) of the CAPIC online match process.
 - o If a student submits CAPIC applications by the January 16th deadline, but also participates AND matches with APPIC, the student may withdraw from the CAPIC match without penalty. Indeed, the student should withdraw, so the internship program no longer considers them for a slot.
 - o If a student submits CAPIC applications by the January 16th deadline, also participates with APPIC, but DOES NOT matches with APPIC, the student can still rank and possibly rank with a CAPIC internship program in the first round.
 - o However, if a student fails to submit CAPIC applications by the January 16th deadline, the student cannot rank nor possibly match with a CAPIC internship program in the first round.
- While we recommend students meet the January 16th CAPIC application deadline, it is up to them to decide how to best manage these options.
 - o We do expect many CAPIC internship slots will be filled in the first round.
- Students may participate in the second round of the CAPIC online match process, regardless whether they participate in the first round (unless, of course, they match).

If you still have questions, please first review the online match documentation (e.g. Match Schedule, blank CUA, Summary and Details, Offer and Acceptance Policy, etc.) posted on the CAPIC website.

If you still need help, contact us!

Best of success to everyone!