

This is the initial screen a student sees upon logging on the CAPIC website:

California Psychology Internship Council

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Welcome to the CAPIC Student Portal

To search all internship programs/agencies (Full Agency Profiles), [click here](#).  
*(All Active internship profiles are listed here, even those NOT participating in the CAPIC Match.)*

To search only those programs/agencies participating in the match process (Brief Agency Profiles (BAPs)), [click here](#).

**Forms and Materials**

<a href="#">Internship Directory Registration Form</a>	Submitted on 09/25/2011
<a href="#">CAPIC Uniform Internship Application Form</a>	Application not yet submitted. Last updated on 11/02/2011.

This is the screen after the student has submitted his/her CUA, paid the application fee and uploaded all the required application materials.

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**Forms and Materials**

<a href="#">Internship Directory Registration Form</a>	Submitted on 10/31/2011
<a href="#">CAPIC Uniform Internship Application Form</a>	Application submitted on 10/31/2011. Application fee <a href="#">PAID</a> on 10/31/2011.
<a href="#">Internship Application Credentials</a>	Minimum Requirements <b>COMPLETE</b> .
<a href="#">Send Application to Internship Agencies</a>	Not available until December 5, 2011.



This is the screen the student sees after the student has submitted his/her CUA, paid the application fee **AND** has uploaded all the required application materials.

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### Internship Application Credentials

Use this page to upload documents required for the Internship Application.

Please note that you, and only you, are responsible for checking this Application Credentials page on a regular basis. If you note that the CERF, or a reference you expected, has not been submitted as yet, it is YOUR RESPONSIBILITY to check with the person who agreed to submit the document and inquire as to when you can expect it to be submitted.

To ensure all internship programs of your choosing can view your submitted documents, PLEASE upload ONLY the following types of files: *Adobe PDF (.pdf), Microsoft Word (.doc or .docx) files, or plain text (.txt).*

Overall Credentials Status	
CUA	Complete
CUA Essay 1	Complete
CUA Essay 2	Complete
Cover Letter (at least 1 required)	Complete
CV	Complete
Letters of Reference (at least 3 required)	Complete
CERF	Complete
Supplemental Documents (optional)	None

Required application materials.

#### CUA Essay 1

In an autobiographical statement, please describe relevant personal and professional development.

<a href="#">ChatLog New Meeting 2011_10_17_18_08.rtf</a>	<a href="#">Remove</a>
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#### CUA Essay 2

Please describe your theoretical orientation and how this influences your work.

<a href="#">Brand Web Meeting Attendee Form.doc</a>	<a href="#">Remove</a>
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Use a filename that clearly identifies your document (e.g. Autobiographical.PDF and TheoreticalOrientation.PDF). The ones above are poor examples.

This is the screen the student sees after the student has submitted his/her CUA, paid the application fee **AND** has uploaded all the required application materials.

## BOTTOM HALF

### Cover Letters, Letters of Interest

You may upload multiple cover letters. You will be able to select which cover letter an internship program will see when making your internship program selections.

[report.html](#) [Remove](#)

Choose a file to upload:  No file chosen

### Curriculum Vitae (CV)

[test\\_users.xls](#) [Remove](#)

### Letters of Reference

██████████	Received on 10/31/2011.
██████████	Received on 10/31/2011.
██████████	Received on 10/31/2011.
██████████	Not Received. Notification sent on 11/22/2011.

New Reference:

Name:  Telephone Number:  E-mail Address:

### CERF

California School of Forensic Studies - San Diego - Psy.D. [Received on 10/31/2011.](#)

### Supplemental Documents (optional)

You may upload up to two additional documents for an internship program to view. You will be able to select which document(s), if any, an internship program will see when making your internship program selections. BEFORE uploading, please make sure each document has a proper filename so that the internship program can easily determine the nature of the document.

None received.

Choose a file to upload:  No file chosen

This is the screen the student sees when attempting to submit applications to specific internship programs/tracks. Internship programs/tracks to which the student has already submitted an application are noted at the top.

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#### Send Application to Internship Programs

*Use this form to submit your completed application to Internship Program of your choice.*

*Please note that once you submit your application to an Internship Program, the process cannot be reversed. You will NOT be able to further modify the Cover Letter you selected for the Program to view, and you will not be able to further modify the CV you submitted.*

*You have 5 available application submissions remaining. You will have the opportunity to purchase more once the last available submission is made.*

Internship Programs you have already submitted to:	
Ronald McDonald House & Family/ child and Couple Clinical Psychology Internship - Full time Internship	Submitted on 12/05/2011
Maple Counseling Center	Submitted on 12/05/2011
UCSF Child Trauma Research Program	Submitted on 12/05/2011
University of San Francisco/Counseling and Psychological Services (CAPS)	Submitted on 12/05/2011
UCSF San Francisco General Psychosocial Medicine - Trauma Recovery Center	Submitted on 12/05/2011
UCSF San Francisco General Psychosocial Medicine - CASARC	Submitted on 12/05/2011
Simms-Mann - UCLA Center for Integrative Oncology	Submitted on 12/05/2011
Access Institute, Psychoanalytic Program - Intake	Submitted on 12/05/2011
Cancer Support Community - half-time	Submitted on 12/05/2011
Berkeley Therapy Institute	Submitted on 12/05/2011

This is the screen the student sees when attempting to submit applications to specific internship programs/tracks.

The student selects internship programs/tracks from the first drop down list. Internship programs with multiple tracks will have a separate entry for each track. When there are multiple tracks, students must submit their application to the specific track where they wish to apply.

The student also selects which cover letter which three Letters of Reference, and which Supplemental Documents (if any) should be included with the application to a given internship program/track. The Registration form, CUA, Essays (2), CV and , and

In this example, the student has not uploaded any Supplemental Documents.

### BOTTOM HALF

**Submit your Application to an Internship Program**

- ◊ Select the Program you would like to submit your application to.
- ◊ Select the Cover Letter (if you have more than one) you would like the Program to view.
- ◊ Select **at least 3** Letters of References. Only those that have been successfully submitted are shown below.
- ◊ The Program will automatically be allowed to view your application materials submitted to them.

<b>Program:</b>	Access Institute, Psychoanalytic Program - Assessment
<b>Cover Letter:</b>	Cover Letter.doc.pdf
<b>Letters of Reference:</b>	<input type="checkbox"/> Dr. [REDACTED] <input type="checkbox"/> Dr. [REDACTED] <input type="checkbox"/> Dr. [REDACTED] <input type="checkbox"/> Dr. [REDACTED]
<b>CUA Essays:</b>	Who I Am.pdf Theoretical Orientation.pdf
<b>CV:</b>	Resume.pdf
<b>CERF:</b>	submitted by The Chicago School - Los Angeles - Psy.D. in Applied Clinical Psychology
<b>Supplemental Documents:</b>	
<b>CUA:</b>	submitted on 11/02/2011

This is the Brief Agency Profile (BAP) Screen for a participating Internship Program.

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[Click here to view this agency's Full Profile.](#)

### Internship Directory Profile

<b>Name:</b> Access Institute, Psychoanalytic Program <b>Address:</b> 110 Gough St, Suite 300 <b>City, State Zip:</b> San Francisco, CA 94102 <b>Email:</b> ruth@accessinst.org <b>Phone:</b> 415-861-5449, ext. 303 <b>Fax:</b> 415-861-3252	<b>County:</b> <b>Contact Person:</b> Ruth Simon <b>Contact Title:</b> <b>Dir. of Training:</b> Ruth Simon <b>Chief Psychologist:</b> Ruth Simon <b>Web Site:</b> <a href="#">Click here</a>	<b>Last Updated:</b> 10/7/2011 <b>Region:</b> No. Cal <b>Status:</b> Half <b>Half-time 1 Year:</b> No <b>Half-time 2 Years:</b> Yes <b>Full-time 1 Year:</b> No
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NUMBER OF APPLICANTS LAST YEAR: 100

**Agency Description:**

Funded in 2002, Access Institute for Psychological Services is an integral part of San Francisco's health services safety net.

\* One of the only organizations in the City providing high quality, comprehensive, long-term

**Agency Mission:**

Access Institute is committed to making quality mental health care affordable to Bay Area residents, particularly to those individuals and families who fall within the broad gap between those eligible for publicly-funded mental health programs and the more affluent who have adequate insurance or the financial means to afford treatment. Along with providing direct service, Access Institute is

**Types of Training:**

Long Term   
  Individual   
  Group   
  Inpatient   
  Crisis   
  Neuropsych  
 Brief   
 Family   
 Couple   
 Outpatient   
 Assessment   
 Consultation  
 Other:   
 Psych. Testing

**Population:**

Access Institute serves a wide range of patients who do not have private insurance and who would otherwise not be able to afford psychotherapy. The clientele at Access are broad ranging both demographically and diagnostically.

**Staff (#, Degree, Prof. Lic.):**

# of Psychologists: 5  
 # of Psychiatrists: 1

PREDOC POSITIONS	NUMBER UNFUNDED	NUMBER FUNDED	ANNUAL STIPEND	START DATE	END DATE	HOURS PER WEEK	HOURS PER YEAR
Half-time	0	9	6000.00	7/1/2012	6/30/2013	24	1200
Full-time	0	0	0.00			0	0

TRACK NAME	NUMBER OF INTERNS
Assessment	4
School Based	2
Intake	2
Elder Psychology	1

Note the Multiple Tracks listed immediately below the number of FT and HT positions.

**This is the BOTTOM HALF of the Brief Agency Profile (BAP) Screen**

**for another participating Internship Program.**

**Note that this program has 6 half-time positions and only one (SINGLE) track.**

PREDOC POSITIONS	NUMBER UNFUNDED	NUMBER FUNDED	ANNUAL STIPEND	START DATE	END DATE	HOURS PER WEEK	HOURS PER YEAR
Half-time	6	0	0.00	9/6/2012	8/31/2013	20	960
Full-time	0	0	0.00			0	0

TRACK NAME	NUMBER OF INTERNS
Single Track	6

  

	IND. SUPERVISION HRS/WK	GRP. SUPERVISION HRS/WK
Half-time	1	2
Full-time	0	2

**Required days and times:** Tuesdays 10 a.m. - 2 p.m. Fridays 9 a.m. - 12 noon

**Training and Education Offered:**

Our objective in training predoctoral interns is to prepare them to work with a diverse population of children and adults. We emphasize in-depth assessment and clinical formulation, while using a variety of treatment techniques suited to the particular case at hand. Our agency has a wide-ranging continuum of services, which provides interns with the opportunity to work collaboratively

**X-Cultural Training:**

Opportunities: Multicultural training is integrated into the didactic activities listed above. In addition, there is an opportunity for placement at Southern Marin Services, a site with a multicultural staff serving a diverse community.  
 Number of Supervisors that are multilingual in language(s) used by populations served by agency: 3

**Responsibilities:**

Psychotherapy with individual adults and children, couples and families.

**Prerequisites:**

Required/Desired Experience: One year psychotherapy with adults required. Long-term psychotherapy with adults and children preferred.  
 Coursework: Child Development (Required)  
 Brief Description of Requirements: Clinical experience doing psychotherapy, preferably some long-

**Application Procedures:**

Applicant should send application materials to the clinical director. Applicant will be interviewed by one of the psychologist supervisors and another MFT or LCSW supervisor. An informal case presentation is required at the interview.  
 Interview Process: Applicants will be interviewed by one of the psychologist supervisors and another

**Additional Comments:**