

CAPIC Uniform Application (CUA)

A COMPLETE internship application includes:

- CAPIC Uniform Application (CUA) - Completed and submitted online
 - CUA Essays (2):
 - Essay #1 (Biographical Statement) Submitted online
 - Essay #2 (Theoretical Orientation) Submitted online
 - Cover letter, Letter of interest - Submitted online
 - Curriculum Vitae - Submitted online
 - CAPIC Eligibility and Readiness Form (CERF), verified by your Training Director - Submitted online
 - 3 Letters of Recommendation - Submitted online
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- Two additional documents of your choosing may also be uploaded to your profile and submitted with your applications. These are not part of the required materials, but are meant to simplify the process for students and internship programs.
 - Beyond the documents noted above, any additional site-specific application materials, if requested by a specific internship site, must be sent directly by you to the site requesting them.

Name:

Degree (if any):

Home Address: Address City State ZIP

E-mail Address:

Home Telephone:

Work Telephone:

Cell Telephone:

Race/Ethnicity (check all that apply):

<input type="checkbox"/> Euro-American/White - non Hispanic	<input type="checkbox"/> Latino/Latina/ Hispanic	<input type="checkbox"/> African American/Black
<input type="checkbox"/> Asian/Pacific Islander-American	<input type="checkbox"/> Native American/Alaska Native	
<input type="checkbox"/> Bi-/Multi-racial	<input type="checkbox"/> Other	

Other

NOTE: This Racial/Ethnic data is for internal use only by CAPIC.

Institution: Name State

Major/Program/Subfield:

Degree Sought:

Name of Training Director:

E-mail of Training Director:

Is your program APA accredited?: Yes No

Expected Date of Degree Completion:

I. Coursework

Date coursework completed, or expected to be completed:

List coursework expected to remain incomplete as of the beginning of the training year (July 1st):

II. Dissertation

Indicate where you are in the dissertation process:

When did you complete, or do you expect to complete your dissertation?:

What is your dissertation title or topic?:

Additional comments or description of study (optional):

III. Comprehensive Examinations

I have completed my exams:

Yes No

I expect to complete my exams by:

I have yet to schedule my exams:

Yes No

IV. Doctoral Candidacy

Have you advanced to candidacy?:

Yes No

V. Masters Degree (if applicable)

Institution:

Name City State

Major/Program:

Year degree conferred:

VI. Undergraduate College Degree

Institution:

Name City State

Major/Program:

Year degree conferred:

NOTE: Other academic training programs and degrees not entered here should be listed clearly on your CV.

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I. Summary of Clinical Experience

Number of Intake interviews conducted:	<input type="text" value="0"/>
Number of adult clients seen in short-term therapy:	<input type="text" value="0"/>
Number of adult clients seen in long-term therapy:	<input type="text" value="0"/>
Number of child/adolescent clients seen in short-term therapy:	<input type="text" value="0"/>
Number of child/adolescent clients seen in long-term therapy:	<input type="text" value="0"/>
Number of families seen in family therapy:	<input type="text" value="0"/>
Number of couples seen in couples therapy:	<input type="text" value="0"/>
Number of distinct psychotherapy groups facilitated:	<input type="text" value="0"/>
Number of testing batteries* administered, scored and interpreted:	<input type="text" value="0"/>
Number of assessment reports written:	<input type="text" value="0"/>

Other experiences of note:

* NOTES:

- A test battery includes at least two assessments from one or more of the following categories: personality (objective, self-report, and/or projective), assessment, assessment, and/or neuropsychological, along with an integrated report that includes a client history and interview.
- Short-term therapy is defined as therapy lasting for only up to 16 weeks.
- Long-term therapy is defined as therapy lasting more than 16 weeks.

Language Competency:

Verbal Linguistic competence (indicate languages other than English that you speak well enough to conduct therapy in):

<input type="checkbox"/> Spanish	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Korean
<input type="checkbox"/> Tagalog	<input type="checkbox"/> Farsi	<input type="checkbox"/> Armenian	<input type="checkbox"/> Russian	<input type="checkbox"/> Arabic
<input type="checkbox"/> Hindi	<input type="checkbox"/> Other (list here): <input type="text"/>			

Written Linguistic competence (indicate languages other than English that you read and write well enough to use professionally):

<input type="checkbox"/> Spanish	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Korean
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<input type="checkbox"/> Tagalog	<input type="checkbox"/> Farsi	<input type="checkbox"/> Armenian	<input type="checkbox"/> Russian	<input type="checkbox"/> Arabic
<input type="checkbox"/> Hindi	Other (list here): <input type="text"/>			

List any current and valid licenses, certificates, or registrations that allow you to practice in any field of mental health, and the state in which it was issued:

Please provide the name and email address of all individuals writing Letters of Recommendation in support of your application. After your CUA is submitted, CAPIC will send an email to each of your Referees instructing them how to post their letter to your application.

#1:	Name <input type="text"/>	Telephone Number <input type="text"/>	E-mail Address <input type="text"/>
#2:	Name <input type="text"/>	Telephone Number <input type="text"/>	E-mail Address <input type="text"/>
#3:	Name <input type="text"/>	Telephone Number <input type="text"/>	E-mail Address <input type="text"/>
#4:	Name <input type="text"/>	Telephone Number <input type="text"/>	E-mail Address <input type="text"/>
#5:	Name <input type="text"/>	Telephone Number <input type="text"/>	E-mail Address <input type="text"/>

You are required to respond to the following two essays. Both are mandatory for all applicants.

HOWEVER, these essays are NOT to be included at this time. These essays are to be uploaded separately, allowing you to submit the CUA and start the application process while continuing to work on these essays.

ESSAY 1 In an autobiographical statement, please describe your relevant personal and professional development. You are free to go into as much detail as you feel is appropriate.

This essay is to be uploaded/submitted online separately, after submitting your CUA.

ESSAY 2 Please describe your theoretical orientation and how this influences your work.

This essay is to be uploaded/submitted online separately, after submitting your CUA.

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When you have completely filled out the CUA, including the names/email of your Referees, you must 'submit' the application by clicking on the box at the bottom of the Attestation below.

You will then arrive at a page where you will pay the \$100 fee that covers for the costs associated with the CAPIC computer match. You will pay this fee online. Your application is not considered submitted until you have paid the fee. *NOTE: CVV2 is the 3-digit security code on the back of your credit card.*

The \$100 application fee covers submissions to up to 15 internship program tracks. Application submissions beyond these 15 program tracks may be made by paying an additional \$50 fee for up to 5 more submissions. Further submissions can be made, but each set of 5 additional submissions will require payment of an additional \$50 fee. Please note that applications submitted to individual tracks within the same internship program are still considered separate program tracks for the purposes of counting the number of applications submitted.

After submitting your CUA and paying the \$100 application fee, you will see a link to a application materials "Progress" page. This link will appear whenever you sign in to the Student Portal on the CAPIC website. The "Progress" page will let you know what documents we have received, and which ones are still outstanding. You are responsible for checking this site regularly to see whether these items are received, and for checking with your doctoral program internship advisor and your Referees to remind them to submit these requested application materials to CAPIC.

After CAPIC receives both CUA Essays, at least 1 copy of your Cover Letter, 1 Curriculum Vita, 1 CERF verification from your doctoral program and letters of reference from a minimum of 3 of your referees your application materials are considered complete. Even if complete, the website will not allow you to submit applications until, December 5, 2011. Take the time between now and then to thoughtfully prepare your application materials and determine to which internship program tracks to submit applications.

Starting on December 5th, and when your application materials are complete, a button will appear at the bottom of your Student portal page (after logging on). Clicking on this link will open a new webpage where you will select to which CAPIC member internship agencies you wish to apply. These internship programs will then receive a link to your application materials, allowing them to start reviewing this material.

Please note, at any time you can add additional cover letters and additional references to your application materials, not just prior to your application being officially complete, but up until the week before the RANK LISTS are due to be finalized. There is no limit to the number of cover letters or references you can post to your application materials. When you choose an internship program to have your application materials sent to, you will then also choose which Cover Letter which Reference Letters, and which supplemental docs (up to two) to include with the credential packet sent to that internship program. You can make a different choice of Cover Letter, Reference Letters and supplemental docs for each internship program if you choose to, or you can have the same cover letter, references and supplemental docs sent to all agencies to which you apply.

HOWEVER, once your application materials are sent to a specific internship program track, you will not be able to add more or different cover letters or letters of reference or supplemental docs to that internship program's copy of your application materials. You can only submit your application once to each internship program track. For example, at that point, if you wish an internship program that already has your application materials to have additional letters of reference you must ask your Referee(s) to send the letter of reference directly to the internship program.

Attestation

By sending this application electronically I attest that all information provided in this application is true to the best of my knowledge and that I have not intentionally misrepresented myself or my doctoral program in any way. I understand that any intentional falsification, on this application or during any aspect of the internship application process, may lead to a withdrawal of consideration or dismissal from the internship program.

I understand that I am obligated to accept the internship program I match with at the conclusion of this process—that the match result is absolutely binding on me. If I am not willing to accept a match with a particular program, I understand I must NOT rank the program in my final ranking list. Refusing to sign a contract for internship training

with the internship I matched with in the CAPIC Match is considered an ethical violation, and will be treated as such by CAPIC and by my doctoral program.

Furthermore, I agree to comply with all CAPIC policies, the APA Ethical Principles of Psychologists and Code of Conduct, as well as with the Laws and Regulations of the California Board of Psychology. By electronically sending this application I also agree to comply with the rules and policies of the internship program and institution(s) in which the internship training takes place.

I have fully read the information in CAPIC's online Internship Directory about a specific internship program before I apply to any program. I also agree to be available to begin training in the internship I match with in the CAPIC match on the day specified in the internship's online program materials.

[Submit Application](#)