

# **AAPI Online Instructions Manual 2017:**

## **Contact Information**

This section contains information that is required in order to e-submit your application. Please note that you may edit the information in this section both before and after the e-submission of your application. If any of the information on this page changes during the application cycle, please be sure to return to this page in order to provide your updated information.

### **Contact Address**

#### **Street Address, Line 1:**

Enter the address at which you wish to receive correspondence from internship programs and AAPI Online staff. List the address at which you will be located for the duration of the current application cycle. If your address changes at any time during the application process, you should log into your application and update your address. Keeping your Contact Address updated helps ensure that you do not miss important information.

#### **Street Address, Line 2:**

If needed, enter an apartment number or additional address information in this field. If not, leave this field blank.

#### **City:**

Type the name of your city.

#### **State/Province:**

Select your state or province from the pull down menu. If using a non-U.S./Canadian country select "No State" from the pull down

#### **Zip/Postal Code:**

Enter your zip or postal code.

#### **Country/Territory:**

Select your country or territory from the pull down menu.

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### **Phone and Email**

#### **Phone Numbers (Home, Work, Cell):**

Provide all phone numbers at which you may be contacted, including area codes. If your phone number changes, log in to your AAPI Online application to update your information. If you do not live in the United States or Canada, you may also enter your Country/City codes in these fields.

**Preferred Phone Number:**

Enter the preferred telephone number at which you will be most accessible. Keep in mind that the AAPI Online staff may need to contact you during business hours (9am to 5pm, ET). A phone number must be entered into your Preferred Phone Number selection.

**Fax Number:**

Enter a fax number if one is available.

**Email Address:**

Email is the primary mode of communication between the AAPI Online service and applicants, and is frequently used by internship programs as well. Urgent AAPI Online correspondence **will only be sent to you via email**. Be sure to keep your email address updated at all times. The email in this section will be a read-only. In order to update this email address visit the Account Information section (on the left hand side of the page). It is the applicant's responsibility to regularly check both their email and the AAPI Online application for important messages.

Some email messages from the AAPI Online service are sent to multiple applicants, which makes some email systems identify these messages as spam or junk email. Some email providers use filters to prevent users from receiving spam. Email filters may interpret an email from the AAPI Online service or an internship program as spam and automatically delete a message to you about the status of your application. To avoid missing important emails, turn the "spam" or "junk" email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have access to a "junk mail" folder that you should check frequently for misdirected email. If you do not currently have an email address or are unable to turn off the spam/junk filters described, please establish a new email account.

These are a few free email services for you to consider. (This is not a comprehensive list and does not reflect an endorsement or guarantee of reliable service.)

- Yahoo.com
- Gmail.com

To ensure that you receive email notifications from APPICAS, you may need to designate us as a "Trusted Source" through your email provider. This is usually accomplished by adding our "From Addresses" to your address book, contact list, or Safe List. Add the following email addresses for the e-mail subscriptions you receive:

- [support@appicas.org](mailto:support@appicas.org)
- [donotreply@webadmit.org](mailto:donotreply@webadmit.org)

- [@sendgrid.me](#)

### How to white-list sender addresses:

The following is a list of links to instructions from the most common email providers on how to avoid having valid emails sent to your Junk or Spam folders:

- [Gmail](#)
- [Outlook \(desktop\)](#)
- [Outlook .com](#)
- [Yahoo](#)
- [Hotmail](#)

For more information on how to white-list email addresses for providers not mentioned above, [click here](#).

#### Secondary Email Address:

Enter an alternate email address (if you have one) that may be used to contact you. Please note that internship programs may or may not use this secondary address, and thus you should follow the instructions above to ensure that you are able to receive email at your primary address.

#### Phone number where you may be reached on APPIC Match Day:

On APPIC Match Day, most internship Training Directors will call the applicants with whom they have been matched. Please specify the phone number where you may be reached between 11:00 AM and 1:00 PM EST on that day.

Note: Make sure to save this section by selecting the save button



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## Personal Information

### Helpful Hints

- If you are currently applying for citizenship, but it has not been granted, then you are not considered to be a citizen of that country.
- “Permanent Resident” status does not mean that you are a citizen of that country.
- If you are not a U.S. or Canadian citizen, please report your visa information.

#### Citizenship Status:

Select the button that corresponds to your citizenship status.

#### Country/Territory of Citizenship:

Use the pull-down menu to designate your country of citizenship. If you are unable to locate a specific country, please select “Not Listed”

**Do You Hold a Visa?**

Select yes or no.

**If Yes, Type of Visa**

If you are a holder of a visa, select the current status of your visa from the pull-down menu. If your visa type is not listed in the menu, please use the “If Other, please specify” box to designate your visa type.

B-1 Visitor

F-1 Student

H1-B Employee

J-1 Student

J-1 Teacher, Researcher, or Trainee

Refugee

Visa Waiver WB

Visa Waiver WT

Other

**Visa Number**

Enter your visa number.

**City of visa issue:**

Enter in the city in which your visa was issued.

**Is this visa current and valid?**

Select yes or no.

**Does this visa permit you to work?**

Select yes or no.

**Are you a Veteran?**

Select yes, no, or “still serving” if you are currently active in the armed forces.

## **General**

**Applicant’s Preferred Name or Nickname:**

If you have a preferred name or nickname, you may enter it here. Otherwise, you may leave this item blank.

**In which Language(s) other than English (including American Sign Language) are you FLUENT enough to conduct therapy?**

Enter the language(s) in which you consider yourself to be fluent enough to conduct therapy. You may specify multiple languages by separating each with a semi-colon. You may leave this item blank if not applicable.

Do you have any materials under another name:

Check “Yes” if you will be submitting any documents (e.g., transcripts) that list your name differently (e.g., maiden name) than what you have already provided.

If Yes, Specify Other First Name Used:

If you have documents that were submitted under a different name, please specify the first name that is used on those documents.

If Yes, Specify Other Last Name Used:

If you have documents that were submitted under a different name, please specify the last name that is used on those documents

**Note: Make sure to save this section by selecting the save button** 

## Professional Conduct

You should answer “Yes” or “No” to each of the seven questions on this page.

If you answered “Yes” to any item, please elaborate in the space provided. Your response may be up to 3,000 characters in length.

**Note: Make sure to save this section by selecting the save button** 

## Other College(s) Attended

In this section, you will denote all of your post-secondary (i.e., after High School) academic experience prior to your current graduate program, whether or not you received a degree. Information about your current doctoral program should NOT be included in this section. **An OFFICIAL copy of all US and Canadian GRADUATE level transcripts must be sent to AAPI Online.** This includes non-psychology related institutions. Please review the information at the end of this instructions page (see below) for details about providing your graduate transcripts.

When you first enter this section, you will see the “Add New Entry” button. Click on “Add New Entry” to begin entering information about your prior academic experience.

Name of College or University

- To select the college or university attended, click on the phrase, “click here to select colleges from the list.” Please note that only U.S. and Canadian colleges and universities are included on this list.
- If you do not see your institution in the list, check to see if it may be listed under an alternate name. If your institution is not listed, select “Not Listed US/Canadian Institution” and contact AAPI Online Customer Service at 617–612–2899 or [Support@appicas.org](mailto:Support@appicas.org). A Customer Service representative will inform you of the next steps to take.
- If you attended a foreign institution, select “Non-US Canadian (Foreign) Institution.”

**Name of non-U.S./non-Canadian College/University (if applicable)**

If you attended a foreign institution, enter the name of your institution in this field.

**Indicate whether graduate or undergraduate program**

Designate whether the academic program was at the undergraduate or graduate level.

**Attendance Date From/To (specify only for graduate programs)**

Enter the beginning and ending dates of attendance, or anticipated end date, regardless of gaps in attendance. This information should be provided only for graduate programs. If you designated this program as undergraduate, you will not be permitted to enter anything into these fields.

**What is your GPA at this institution?**

Enter your GPA for the above listed institution.

**Degree**

If you earned a degree from the institution, select the appropriate degree from the list. If your degree is not included on the list, select “other” and specify the degree immediately below. If you did not earn a degree from the institution, select “None.”

**Select the Major for the Degree**

Enter official major course of study at the institution, if applicable. If your major is not included on the list, select “other” and specify the major immediately below. Select “No Major” if none.

**Degree Status**

Select the status of the degree for this institution at the time you submit your application.

**Is this the highest Degree you have earned in a mental health field?**

Select yes or no.

**Date Degree Earned or Anticipated (specify only for graduate programs)**

Enter the date you earned or expect to earn the degree. If you will not earn a degree from this institution, leave the field blank. This information should be provided only for graduate programs. If you designated this program as undergraduate, you will not be permitted to enter anything into these fields.

#### **Second Major or Minor for Degree**

Enter second major or minor for your degree. If your second major is not included on the list, select "other" and specify the major immediately below. If you did not have a second major, indicate "No Major".

#### **Graduate Transcripts**

**An OFFICIAL copy of all US and Canadian GRADUATE level transcripts must be sent to AAPI Online.** This includes non-psychology related institutions. Canadian transcripts must be printed in English. All graduate transcripts will be included as part of your regular application. AAPI Online **DOES NOT** accept issued to student transcripts. All transcripts must be issued to AAPI Online and must arrive in a sealed institution envelope. Applicants may send personal copies of foreign transcripts, however they will only be accepted if they are in English or include an English translation or evaluation. AAPI Online **DOES NOT** accept undergraduate level transcripts. If undergraduate transcripts are received by AAPI Online, they will not be returned to the applicant and will instead be destroyed. It is always prudent to send AAPI Online all of your graduate level transcripts as early as possible and certainly no less than 5-6 weeks before your first deadline. AAPI Online will not contact an applicant regarding missing transcripts. It is the applicant's responsibility to make sure that all required transcripts are mailed to AAPI Online in a timely fashion. However, if a problem is encountered with your graduate level transcript (e.g. wrong transcript, missing data), the AAPI Online staff will contact you.

#### **Please send all transcripts to:**


AAPI Online  
Transcript Department  
P.O. Box 9117  
Watertown, MA 02471

#### **Transcript Request Form**

The Other Colleges Attended section of the application allows you to print Transcript Request Forms. AAPI Online strongly recommends that you print and advise your registrar's office to attach a Transcript Request Form to your official graduate level transcripts. This form helps AAPI Online properly match your official transcripts to your application. If your current name is different from the name listed on your transcript, you **MUST** include both your current and former name on the Transcript Request Form.

#### **How to Print a Transcript Request Form**

1. Login to your AAPI Online application, and select the Other College Attended folder from the Application Checklist.

2. To the left of each of your Colleges Attended you'll find a link for the Transcript Request form.
3. Click the link  associated with the Institution for which you want to print a Transcript Request form. This will initiate the download of a PDF file. You will need the Adobe



Acrobat Reader to view and print the File.

4. Print out and then complete the form and submit it to the Registrar Office of the institution.
5. Be sure to advise the Registrar Office to enclose the Transcript Request Form with your official sealed transcript and mail it directly to the AAPI Online Transcript Processing Center. AAPI Online has difficulties matching official transcripts that are not accompanied by the Transcript Request Form, and this can result in a delay in processing your application.
6. Be sure to print, complete, and mail the Transcript Request form for each graduate institution you've entered as having attended.

**IMPORTANT NOTE:** Each of your Transcript Request Forms are unique. Each form has the name of an institution indicated on it, which must NOT be altered. Please be sure to send the correct form to each of your institutions. Transcripts sent without the appropriate Transcript Request form may result in the delay of your application.

**Note: Make sure to save this section by selecting the save button**



## Current Graduate Program Information

### Current Graduate Program Information

**Current University/School Name:**

To select the university or school that you are currently attending, click on the phrase, "click here to select colleges from the list."

**Department Name:**

Enter the name of the department in which you are currently enrolled.

**Current Graduate Program:**

Enter the name of the graduate program in which you are currently enrolled.

**College Name:**

Enter the name of the College in which you are currently enrolled. Enter "N/A" if not applicable.

**What is the designated subfield of your doctoral program in Psychology?**



Select the subfield of the doctoral program in which you are currently enrolled. If you are enrolled in a “combined” doctoral program, please specify the subfields represented. If you select “other,” please indicate the field in which you are currently enrolled and why you are applying to a psychology internship.

**What degree are you seeking?**

Select the degree that you are currently seeking. If you selected “Re-specialization,” please indicate the subfield of your re-specialization. If you selected “Other,” please indicate the degree that you are currently seeking.

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### **Doctoral Training Information**

**Doctoral Program Accreditation Status:**

Select APA (American Psychological Association) or CPA (Canadian Psychological Association) accreditation, whichever applies to your doctoral program.

**If not APA/CPA-Accredited, is the school regionally accredited/provincially chartered? If Yes, please specify;**

Answer this question only if your school is not APA- or CPA-accredited. If you selected “Yes,” please enter the regional accreditation / provincial charter for your school.

**What is your Department’s Training Model?**

Select the training model that is used by your academic program. If you are unsure about the model, please consult your Director of Clinical Training. If you selected “other,” please specify the model used by your program.

**What is your dissertation/research title or topic?**

Enter the title of your dissertation or major research project, or, if you prefer, a brief description of the topic.

**What type of research is involved?**

Select the methodology that you are using for your dissertation or major research project. If you selected “Other,” please specify the methodology used.

**If no dissertation is required, describe the status of any major project (if applicable):**

If you are not required to complete a dissertation, please describe the status of your major research project (if applicable).

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### **Dissertation/Doctoral Research Advisor**

Dissertation/Doctoral Advisor's name:

Enter the name of the advisor for your dissertation or major research project.

Co-Advisor:

Enter the name of the co-advisor, if applicable.

Phone:

Enter your advisor's phone number.

Email address:

Enter your advisor's email address.

**Note: Make sure to save this section by selecting the save button**



## Transcripts

### Graduate Transcripts

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6. Be sure to print, complete, and mail the Transcript Request form for each graduate institution you've entered as having attended.

**IMPORTANT NOTE:** Each of your Transcript Request Forms are unique. Each form has the name of an institution indicated on it, which must **NOT** be altered. Please be sure to send the correct form to each of your institutions. Transcripts sent without the appropriate Transcript Request form may result in the delay of your application.

**Note: Make sure to save this section by selecting the save button**



**NEW!** AAPI Online now accepts transcripts sent electronically from Credentials Solutions. To see if your school participates with this service please check this link;

<https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTROLIAISN>

If your school does participate please follow the link below:

<http://www.transcriptsplus.net/order>

**Please note:** (CAS) will not accept any other form of electronic transcripts other than transcripts sent from Credentials Solutions. If you do not see your school listed on the credentials solutions website above you are required to have your official transcript mailed to (CAS). Once your transcript has been requested from Credentials Solutions it will take 7-10 business days to post to

your application. Important note: utilizing this service will under no circumstance expedite the processing of transcripts. If you do not see your transcript posted to your application within the allotted 10 business days after it was requested please contact Credentials Solutions directly to confirm the order was completed.

## Summary of Doctoral Training

**IMPORTANT: Once you have clicked on the ‘SEND TO TRAINING DIRECTOR’ button, all the Doctoral Program Information will be locked and further changes will not be permitted.**

The information on this page provides a summary of your doctoral training experience and is the portion of your AAPI Online that is reviewed and verified by your Director of Clinical Training (DCT). Some items in this section are automatically filled in based on information that you have entered elsewhere in the application. Please note that you will not be able to submit your application to internship sites without your DCT’s verification. Thus, you should complete this section and send it to your DCT well in advance of your application deadlines.

While you are working on this section, use the “Save” button at the bottom of the page to save the information WITHOUT sending it to your DCT.

Once you have completed the information on this page and are ready to submit it to your DCT for verification, click on the “Send to DCT/Training Director” button at the bottom of the page. Before submitting, you should ensure that your practicum hours (including intervention, assessment, and supervision) are complete in other sections of the AAPI Online so that the practicum hours calculated on this page are accurate.

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### Current Graduate Program Information

These items are automatically filled with the information that you specified in the “Current Graduate Program Information” section. Any changes to these items must be made in that section.

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### Doctoral Program Information

In consultation with your Director of Clinical Training, please provide information about the status of your academic coursework, comprehensive examinations, master’s thesis (if any), and doctoral dissertation or research project.

If a particular activity has been completed, designate “Completed” along with the date that it was completed. If a particular activity has not yet been completed, designate “Expected” along with the date that you expect to complete it. If a particular activity is not a requirement of your program, designate “N/A.”

When answering the item about whether your doctoral coursework is completed, you should exclude from consideration any dissertation or internship courses/hours that may still be required.

For “Required to accept an internship?” designate “Yes” if your doctoral program requires you to complete this activity prior to submitting a Rank Order List for the Match in February.

For “Required to attend an internship?” designate “Yes” if your doctoral program requires you to complete this activity prior to attending an internship program.

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### **Practicum Hours Information**

These items are automatically calculated from the information that you specified in the “Intervention Experience,” “Psychological Assessment Experience,” and “Supervision Received” sections of the AAPI Online. Please be sure that those sections are complete and accurate so that this section reflects the correct information.

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### **Anticipated Practicum Experience**

This section summarizes and describes anticipated practicum experience. Please include type of experience anticipated, approximate hours per week, supervision hours anticipated on a weekly basis, duration of the training, as well as a description of the duties.

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### **Doctoral Program Information – Contact Information for Academic DCT/TD**

In this section, provide the complete contact information for your academic Director of Clinical Training. This individual will provide the verification of your doctoral experience and will comment on your eligibility and readiness to attend internship.

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**Note: Make sure to save this section by selecting the save button**



## **Certifications / Publications / Presentations**

### Licenses and Certifications

If you have a license or certification, please list the type of license along with the jurisdiction in which you hold the license. Use the drop down menu for a list of jurisdictions. Most internship applicants do not hold a license and will thus leave this item blank.

### Publications

This section allows you to provide the *number* of articles that you have published in refereed journals and the *number* of books or book chapters that you have authored. It is acceptable to count an article or chapter that was co-authored, regardless of the order in which your name appears. Complete citations of these items should be listed in APA format on your CV.

A refereed journal is one in which articles are evaluated (or “refereed”) by individuals who are considered to be knowledgeable in the area.

### Presentations

Provide the number of professional presentations that you have made at regional, state, national, or international meetings/conferences. It is acceptable to count a presentation that involved other presenters, regardless of the order in which your name appeared in the conference announcement. Complete citations of these presentations should be listed in APA format on your CV.

**Note: Make sure to save this section by selecting the save button**



## Summary of Practicum Experiences

### Intervention Experience

If you have a terminal master’s degree, the first items in this section require you to indicate the degree type of the terminal master’s and the area of study for this degree. If you fill out any experience under the terminal master’s areas on this page, you must complete these items.

A “terminal master’s” degree is defined as a degree that is earned from a program that is distinct from your current doctoral program. Thus, if you have earned a master’s degree as part of your doctoral degree program, it is not considered to be a “terminal” master’s degree.

In this section, you will be asked to report your practicum hours separately for (a) hours accrued in your doctoral program, and (b) hours accrued as part of a terminal master’s experience in a mental health field. Hours accrued while earning a master’s degree as part of a doctoral program should be counted as *doctoral* practicum hours and *not* terminal master’s hours.

When counting practicum hours, you should consider the following important information and definitions:

1. You should only record hours for which you received formal academic training and credit or which were sanctioned by your graduate program as relevant training or work experiences (e.g., VA summer traineeship, clinical research positions, time spent in the same practicum setting after the official practicum has ended). Practicum hours must be supervised. Please consult with your academic training director to determine whether experiences are considered program sanctioned or not. The academic training director must be aware of and approve of the clinical activity. Academic credit is not a requirement in all cases. Other sections of this application will allow you an opportunity to summarize your supervision experiences, anticipated practicum experiences and support activities. Other relevant experience that does not fit into the above definition can be described on your Curriculum Vitae.
2. The experiences that you are summarizing in this section are professional activities that you have provided in the presence of a client. Telehealth, for the purposes of the AAPI, focuses on two-way, interactive videoconferencing as the modality by which telehealth services are provided. In order to count the hours delivered using this technology the focus of the clinical application should include diagnostic and therapeutic services. Clinical applications of telehealth encompass diagnostic, therapeutic, and forensic modalities across the lifespan. Common applications include pre-hospitalization assessment and post-hospital follow-up care, scheduled and urgent outpatient visits, psychotherapy and consultation. This does not include phone sessions or clinical supervision. All services must be appropriately supervised by a licensed clinician. Please note that not all states count these types of hours toward licensure and you should carefully review particular state regulations as needed.
3. A practicum hour is defined as a clock hour, not a semester/quarter hour. A 45-50 minute client/patient hour may be counted as one practicum hour.
4. You may have some experiences that could potentially fall under more than one category, but it is your responsibility to select the category that you feel best captures the experience. (For example, a Stress Management group might be classified as a group or as a Medical/Health-Related Intervention, but not both.) The categories are meant to be mutually exclusive; thus, any practicum hour should be counted only once.
5. Only include practicum experience accrued up to November 1 of the year in which you are applying for internship. You may describe the practicum experience that you anticipate accruing after November 1 in the section, "Summary of Doctoral Training."
6. When calculating practicum hours, you should provide your best estimate of hours accrued or number of clients/patients seen. It is understood that you may not have the exact numbers available. Please round to the nearest whole number. Use your best judgment, in consultation with your academic training director, in quantifying your practicum experience.
7. Please report actual clock hours in direct service to clients/patients. Hours should not be counted in more than one category.
8. For the "Total hours face-to-face" columns, count each hour of a group, family, or couples session as one practicum hour. For example, a two-hour group session with 12 adults is counted as two hours.
9. For the "# of different..." columns, count a couple, family, or group as one (1) unit. For example, meeting with a group of 12 adults over a ten-week period for two hours per

week counts as 20 hours and one (1) group. Groups may be closed or open membership; but, in either case, count the group as one group.

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**Note regarding the recording of “consultation” activities:** Consultation activities may count as practicum hours only to the extent that this activity involves actual clinical intervention with Direct consultation with the client (e.g., individual, family, organization) or an agent of the client (e.g., parent, teacher) would be activity you would include in this “Intervention Experience” section. Consultation activities with other professionals regarding coordination of care (e.g., psychiatrist), without the client / patient present, should be counted in the “Support Activities” section.

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**Note: Make sure to save this section by selecting the save button**



## Psychological Assessment Experience

In this section, you will summarize your **practicum** assessment experience in providing psycho diagnostic and neuropsychological assessments. You should provide the estimated total number of face-to-face client contact hours administering instruments and providing feedback to clients/patients. You should not include the activities of scoring and report writing, which should instead be included in the “Support Activities” section.

Do not include any practice administrations. Testing experience accrued while employed should not be included in this section and may instead be listed on a curriculum vita. You should only include instruments for which you administered the full test. Partial tests or administering only selected subtests are NOT to be included in this accounting. You should only count each administration once.

## Adult Assessment Instruments

In this section, you should indicate all psychological assessment instruments that you used as part of your **practicum** experiences with actual patients/clients (columns one and two) or research participants in a clinical study (column three) through November 1. If the person you assessed was not a client, patient, or clinical research participant, then you should not include this experience in this summary. Do not include any practice administrations.

You may include additional instruments (under “Other Measures”) for any tests not listed. You can include as many instruments as you would like.



For each instrument that you used, specify the following information:

1. **Number Clinically Administered/Scored:** The number of times that you both administered and scored the instrument in a clinical situation (i.e., with an actual client/patient).
2. **Number of Clinical Reports Written with this Measure:** The number of these instruments for which you also wrote a clinical interpretive report integrating data from each measure.
3. **Number Administered as Part of a Research Project:** The number of instruments that you administered as part of a research project

**Note: Make sure to save this section by selecting the save button** 

## Child and Adolescent Assessment Instruments

In this section, you should indicate all psychological assessment instruments that you used as part of your **practicum** experiences with actual patients/clients (columns one and two) or research participants in a clinical study (column three) through November 1. If the person you assessed was not a client, patient, or clinical research participant, then you should not include this experience in this summary. Do not include any practice administrations.

You may include additional instruments (under “Other Measures”) for any tests not listed. You can include as many instruments as you would like.

For each instrument that you used, specify the following information:

1. **Number Clinically Administered/Scored:** The number of times that you both administered and scored the instrument in a clinical situation (i.e., with an actual client/patient).
2. **Number of Clinical Reports Written with this Measure:** The number of these instruments for which you also wrote a clinical interpretive report integrating data from each measure.
3. **Number Administered as Part of a Research Project:** The number of instruments that you administered as part of a research project

**Note: Make sure to save this section by selecting the save button** 

## Integrated Reports

In this section, provide the number of **integrated** psychological testing reports you have written for adults and the number written for children and adolescents. This section of the AAPI Online is used by those internship programs who are interested in knowing the amount of psychological testing and report writing that has been completed primarily by an applicant. This section should NOT include reports written from an interview that is only history-taking, a clinical interview, and/or only the completion of behavioral rating forms., where no additional psychological tests

are administered. The definition of an integrated psychological testing report is a report that includes a review of history, results of an interview and at least two psychological tests from one or more of the following categories: personality measures, intellectual tests, cognitive tests, and neuropsychological tests. Please carefully review this explanation because it answers the question of what should be included in a report in order to have it satisfy the requirement of an integrated report.

All clinical material submitted to internship programs must have identifying information redacted according to HIPAA guidelines

<http://hipaa.wisc.edu/ResearchGuide/deidentification.html>

**Note: Make sure to save this section by selecting the save button**



## Supervision Received

In this section, you will document the amount of time that you have spent receiving supervision.

For the purposes of this section, supervision can be provided by licensed psychologists, licensed allied mental health providers (e.g., social workers, marriage and family therapists, psychiatrists), and advanced doctoral students whose supervision is supervised by a licensed psychologist. Supervision activity involves a formal evaluative component, and may include both supervision received as an individual (i.e., one-to-one) and within a group. Supervision that you have provided to less advanced students should not be recorded in this section, and may instead be included in the be recorded in the “Intervention Experience” section.

Individual supervision is defined as regularly scheduled, one-on-one, face-to-face supervision with the specific intent of overseeing the psychological services rendered by the supervisee.

Group supervision is defined as regularly scheduled, face-to-face supervision with multiple supervisees, with the specific intent of overseeing the psychological services rendered by the supervisees.

Many excellent practicum courses incorporate both didactic and experiential components in the course activity. While the didactic portion is excellent training, it should not be recorded as a supervision activity; it should instead be record in the “Support Activities” section. This may necessitate dividing the hours spent in a practicum course into intervention, supervision, and didactic activities by actual course hours. For example, if you present on the “Psychosocial Issues of HIV Infection” using examples of cases, it is a didactic activity. Similarly, Grand Rounds that consist of in-service education on specific topics would not be considered supervision, but would be considered a support activity.

Please note that the “Total Supervision Hours” for individual and group are automatically calculated from the numbers that you entered under “Supervision Received.”

## Additional Information about Practicum Experiences

## **Treatment Settings**

In another section of the AAPI Online (“Intervention Experience”), you were asked to summarize your practicum experience by population and type of intervention. In this section, you will summarize that same practicum experience by the setting in which it occurred.

You should include only those hours that qualify as practicum experience and involve either assessment or intervention. “Qualified practicum experience” is that which has been formally sanctioned by your graduate program.

Please note that the “Total Hours” columns are automatically calculated from the numbers that enter in other columns.

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## **Diverse Populations**

In this section, you should specify your practicum experience with diverse populations in a professional therapy/counseling/assessment capacity. Indicate the number of clients seen for assessment and intervention for each of the diverse populations listed. You may not have information for some of your clients/patients on some of the items, so only indicate the information that is known.

Please note that this section is NOT intended to thoughtlessly categorize the clients/patients you have seen in a one-dimensional fashion. Instead, it is intended to provide those reviewing your application a general sense of the amount of clinical and assessment experience you have had with persons from various diverse populations. It is understood that human beings are much more complex than a single demographic criteria, such as race, ethnicity, gender, sexual orientation, etc.

Include under the assessment column those clients/patients for whom you performed assessments and/or intake interviews. For this section, you may include a single client/patient in more than one category and/or more than one column, as appropriate. For families, couples, and groups, please count each individual as a separate client/patient.

## **Support Activities**

This section includes practicum activities spent outside the counseling / therapy hour while still focused on the client / patient (e.g., chart review, writing progress notes, consulting with other professionals, case conferences, case management, video/audio review of recorded sessions, assessment interpretation and report writing, etc.). In addition, it includes participation in didactic training held at the practicum site (e.g. grand rounds, seminars).

## **Cover Letters**

**Cover Letter add new entry screen:**

Every application submitted through the AAPI Online service must include a cover letter. Each cover letter should address this question: How do you envision our internship site meeting your training goals and interests? You are to address site-specific issues and training opportunities; therefore, you should write a separate, site-specific cover letter for each site to which you are applying. A typical cover letter is 1–2 pages in length. Be succinct and yet cover the topic of fit between yourself and the internship site. If you are applying to a site with multiple programs, please specify in your cover letter the specific program(s) to which you are applying.

Your cover letter should be in the format of a standard cover letter used for a typical job application process. See an example below. A cover letter usually includes date, recipient's address, salutation, body of letter, closing, and signature line. Please note that your signature is simply your typed name.

When you are ready to create a cover letter, you may begin by clicking on the “Add New Entry” button. On the next page, you will be asked to specify a title for the letter. You can specify any title that you prefer; however, we recommend choosing a title that clearly describes the site to which this letter will be sent (e.g., “Anytown State University”). This will help you accurately identify the proper letter when you are e-submitting your applications.

Next you will click on the “Browse” button and navigate to your Cover Letter file. Select your file and then click the “Upload File” button. This cover letter is now complete. Follow these same steps to create additional cover letters. You may have a maximum of 100 cover letters uploaded to your account.

You may view your cover letter by clicking the blue button under “View” on the right side of the screen. If you wish to delete a cover letter, click on the red “x” button.

When you e-submit your applications to internship sites, at that time you will designate which cover letter is to be sent to each of your designated sites.

October 15, 2015

Jane Smith, Ph.D.  
Anytown Hospital  
1234 Main Street  
Anytown, ME 12345

Dear. Dr. Smith,

[Content of cover letter]

Sincerely,  
John Applicant, M.S.

**Note: All uploaded documents will be converted into PDF's as part of the overall PDF application. This may change some of the formatting of your original document. Please be**

**sure to preview all documents once they have been uploaded. If your formatting has changed, we recommend converting the document into a PDF before uploading it to your account.**

## Essays

Every application submitted through the AAPI Online service must include an essay responses to four specific questions. Many applicants will submit the same essay to all internship sites to which they apply. However, the AAPI Online provides you with the opportunity to tailor your essays to particular internship sites (or types of sites) if you prefer to do so. Thus, you have the option of sending the same essay document to all of your sites or writing essays specific to a site or to a group of sites.

It is recommended that the response to each essay question be no longer than 500 words. When you e-submit your applications to internship sites, you will designate which essay document is to be sent to each site. The contents of your essays must be your original writing, which is solely authored by you. Plagiarism of any kind is not acceptable.

When you are ready to create your essay, you may begin by clicking on the “Add New Entry” button. On the next page, you will be asked to specify a title for this new essay document. You can specify any title that you prefer; however, we encourage you to choose a title that will clearly describe the site or type of site to which this essay document will be sent. This will help you accurately identify the proper document when you are e-submitting your applications.

Next you will click on the “Browse” button and navigate to your Essay file. Select your file and then click the “Upload File” button. This essay is now complete. Follow these same steps to create additional essays. You may have a maximum of 75 essays uploaded to your account.

From this page, you may view your essays by clicking the blue button under “View” on the right side of the screen. If you wish to delete an essay, click on the red “x” button.

**Note: All uploaded documents will be converted into PDF’s as part of the overall PDF application. This may change some of the formatting of your original document. Please be sure to preview all documents once they have been uploaded. If your formatting has changed, we recommend converting the document into a PDF before uploading it to your account.**

## Curriculum Vitae

### Curriculum Vitae File/Resume Information

You have the ability to upload an electronic version of your Curriculum Vitae. You may create a different vitae for different types of sites.

You may upload any of the following file types:

- Microsoft Word (.doc)
- ASCII Text File (.txt)
- Adobe Acrobat (.pdf)
- Rich Text Format (.rtf)

Your file must not be larger than 250KB.

Once you are ready to import a finished curriculum vita into the AAPI Online, you may begin by clicking on the “Add New Entry” button. On the next page, you will be asked to specify a title for the letter. You can specify any title that you prefer; however, we recommend choosing a title that clearly describes the site to which this vitae will be sent (e.g., “Ohio State University”). This will help you accurately identify the proper letter when you are e-submitting your applications.

Click the Browse button and navigate to your Curriculum Vitae file. Select your file and then click the Upload File button.

Macintosh Users: Please be sure that the appropriate extension (e.g., “.doc”, “.pdf”) is at the end of the file name you select.

If you receive an “Invalid mime-type” error when attempting to upload your file, please try to open the file using the appropriate application in order to confirm that the file is indeed a valid .doc, .rtf, .pdf, or .txt file, especially if you have modified the filename extension in any way. You can only upload a file provided it is a valid MSWord (.doc), Rich Text Format (.rtf), Personal Document File (Adobe Acrobat, .pdf), or ASCII Text file (.txt).

If you are using a version of Microsoft Word newer than 2003 your document will automatically save as a “.docx” file. In order to upload this document to your application you will need to convert the file into a “.doc”. To do this, select “Word 97-2003 Document” under “save as type” when saving the file to your computer.

#### **Content and Format of Curriculum Vitae**


The format and content of your Curriculum Vitae is entirely up to you. However, the content of a typical CV may include:

- a. Identifying information
- b. Education
- c. Training
- d. Clinical experiences; Practicum; Psychotherapy experiences
- e. Supervision experience
- f. Research experience
- g. Publications, grants, professional presentations
- h. Teaching experience
- i. University and professional service
- j. Related work experience
- k. Volunteerism
- l. Awards/Honors

- m. Professional memberships, leadership positions held
- n. References

**Note: All uploaded documents will be converted into PDF's as part of the overall PDF application. This may change some of the formatting of your original document. Please be sure to preview all documents once they have been uploaded. If your formatting has changed, we recommend converting the document into a PDF before uploading it to your account.**

## References

Your reference is required to supply their recommendation by using the “Standardized Reference Form for the AAPITo download the Standardized Reference Form for the AAPI click on the  icon. This same form may also be downloaded directly from the reference provider’s account.

Applicants will enter the contact information for the persons they have asked to complete Standardized Reference Form(s). Click on the blue ‘ADD NEW ENTRY’ button and fill in all fields. Please title each Standardized Reference Form and enter any referee specific instructions in the “Notes to Reference” field. Upon completion of the section, click on the ‘SAVE’ icon. Clicking on the ‘SAVE’ icon automatically generates an e-mail notification to your referee.

The standard requirement is to have at least 2 Standardized Reference Forms; however, you can list additional referees if desired. Only four Standardized Reference Forms may be attached per site. Please be mindful that sites may not appreciate receiving more application materials than required. It is in the best interest of all applicants to check the selection criteria of each training site before choosing your referees.

If you choose to have a referee write more than one Standardized Reference Form on your behalf you will need to create multiple requests. For example, if you need a referee to write three Standardized Reference Forms you will need to create three requests. Every request is identified by the title and appropriate instructions detailed in the “Notes to Reference” section. After submitting the initial request, please click on the blue “Add Another Request for this Reference” button and fill in all fields. Please title each Standardized Reference Form and enter any referee specific instructions in the “Notes to Reference” field, (The other fields in this section are locked and no changes will be allowed.) click on the ‘SAVE’ icon. Please repeat these steps for each additional Standardized Reference Form required of this referee.

**Note: You are permitted to submit your application with “New” or “Incomplete” Standardized Reference Forms to an internship program. However, please be aware that this application will be considered incomplete until *all attached letters or forms have been completed.***

## References “Add New Entry”

Many Canadian internship sites will ask your referees to complete their letters according to the Canadian Council of Professional Psychology Programs (CCPPP) Guidelines for Letters of Recommendation to Canadian Pre-Doctoral Internship Settings. Please note that not all Canadian sites use this form, and instead require a standard letter, so please review the application instructions for each site to which you are applying.

Please note that if this letter-writer needs to provide a completed Canadian reference form for some sites and a standard letter of recommendation for other sites, you will need to send that individual two separate requests for letters.

### **Title**

This title is for your use and may be anything that you choose, but should be a description that helps you accurately identify this letter when you designate the internship sites to which it will be sent.

### **Notes to Reference**

This text box is available for you to provide any specific instructions to your referee. In particular, if you plan to request more than one version of a letter from the same referee (which means you will need to generate two separate requests to this referee), use this text box to designate which version of the letter should be provided in response to this specific request. For example, you might say, “Dr. Jones, this version of your letter will be sent to VA sites,” or “Dr. Smith, please be sure to complete and upload the Canadian Reference Form.”

### **Permissions fields**

You must indicate that you grant these permissions by checking the boxes to the right of each statement.

### **Removing References**

If you decide that you would like to remove a Reference you previously added, click the delete button corresponding to that Reference. Please note: once a letter of reference has been completed, it cannot be deleted.

## **Application Certification**

In this section, you must electronically sign the application and certify to the accuracy of the information you have provided. Please ensure that the name you provided when you created your AAPI Online account exactly matches your electronic signature in this section. An electronic signature substitutes for your actual legal signature.

**Note: Make sure to save this section by selecting the save button**



## **Selecting a Designation**

In this section, you will designate the programs to which you are applying. The AAPI Online service may only be used for sites that have registered with National Matching Services for



participation in the APPIC Match. If you elect to apply to a site that is not participating in the APPIC Match, you may not use the AAPI Online service to submit an application to that site, nor may you submit a printed copy of your AAPI Online application to that site.

In addition to designating the programs to which you are applying, you may specify the cover letter, essay set, CV, supplemental materials (if requested) and references that are to be submitted to each program. You may provide this information at the time you designate programs, or you may return to do so at a later date.

You may not e-submit your applications until your Director of Clinical Training has reviewed and verified the information in the “Summary of Doctoral Training” section.

**To add or remove a designation, select the Update Designations icon:**  UPDATE DESIGNATIONS

**Note: if you are experiencing issues with your browser’s pop-up blocker, you will need to temporarily disable this option or hold down the CTRL key when selecting the Update Designations icon.**

A Program/Site Designations browser window will then appear. In this window please

- Select the state/province where your program site is located in the state dropdown menu. If you know the site name, enter it into the text box provided. If you are uncertain of the site name, you may leave this field blank.

A program/site list will now appear for the state/province selected.

- Select the appropriate site by clicking on the check box
- Select the track/tracks you wish to apply to (additional tracks CAN NOT be added once you have submitted to the site)
- Select the appropriate cover letter from the drop down menu
- Select the appropriate essay set from the essay drop down menu
- Select the appropriate CV from the drop down menu
- Select the appropriate references 1–2 (option of 3rd or 4th) from the drop down menus
- Select the appropriate supplemental files (optional)

**Note:** If a 3rd and/or 4th reference are not required, you will need to select “No Third Reference/No Fourth Reference”. This field cannot be left blank.

Once satisfied with the above selections click “Save” to preserve your selection.

At this point, you may repeat the above steps to select additional site/programs. If you have any questions regarding selection rules for any site please contact the site directly.

To Delete a Designation from the Program Designations page, please select the Delete icon  associated with that designation, or select “Delete All” if you want to remove all set designations.

**Note:** Once the application has been paid for and e-submitted to a site, tracks cannot be added or edited for *that site*.

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## Fees

Fees are assessed only for those sites to which you e-submit an application. Charges are assessed per site, not per track.

You may submit to single designations one at a time, or you may simultaneously submit to multiple designations. Therefore, you may stagger application submissions, and you may also submit to multiple programs in batches. Please note that you will submit applications and be asked to pay for all designations on your pending designations list when you proceed with submission. Click on **PAY NOW** and follow instructions provided

## Fee Schedule

The fee for submitting your first AAPI Online application is \$51. For additional applications, you will be charged \$26 each up through your 15<sup>th</sup> submission (Please refer to the chart below for costs beyond 15 applications). Whether you submit applications one at a time or in bulk, the fee structure will remain the same. Since the average applicant submits between 14 and 15 applications, submitting a similar number via the AAPI Online will cost \$389-\$415, plus the cost of obtaining one official transcript per graduate institution attended for the AAPI Online service.

Application fees are calculated based on the number of institutions to which you are applying. AAPI Online keeps track of the number of applications overall submitted and will assess fees accordingly.

## Supplemental Materials

The AAPI was originally developed, and continues to be revised and updated, through ongoing consultation and feedback provided by APPIC members, students, and various psychology training organizations. It is intended as “a universal application” to address the vast majority of needs that internship Training Directors have identified as most helpful in facilitating their decision-making processes.

APPIC understands the desire for additional information by a number of its member programs, while simultaneously recognizing the hardship that applicants experience given the growth of requests for supplemental materials. For years, APPIC has strongly discouraged (but not prohibited) sites from requesting any supplemental materials, highlighting the importance of a “universal application.” However, despite these efforts, the requests have multiplied and are currently perceived as a hardship for applicants and their graduate programs.

The following policy is effective as of July 1, 2012, and governs internship applications that are submitted during both Phase I and Phase II of the APPIC Match as well as the Post-Match Vacancy Service.

1. The AAPI Online is a universal application, designed to capture the “universe” of information required for decision-making by internship programs.
2. The only supplemental materials that may be requested by internship programs or submitted by internship applicants are:
  1. A treatment or case summary.
  2. A psychological evaluation report.
3. No additional application materials should be requested of applicants at any time during the application and selection process, including testing protocols, additional essay questions, transcripts of therapy sessions, video/audiotapes, and undergraduate transcripts (though these will often be included with graduate transcripts for students who attend the same university). Applicants are not allowed to send any prohibited application materials to sites, even if requested to do so.
4. All clinical material submitted to internship programs must have identifying information redacted according to HIPAA guidelines.  
<http://hipaa.wisc.edu/ResearchGuide/deidentification.html>
5. Any requests for materials other than the materials outlined above (#2) should be reported immediately to the graduate Director of Clinical Training and to APPIC via the Informal Problem Consultation service. APPIC will then follow-up with sites, without identifying the student or graduate program, to provide education and to request compliance with the policy.

As noted in the APPIC Match Policies, appointments of applicants to internship positions may be contingent upon the applicants satisfying certain eligibility requirements (e.g., background check, drug screening). These procedures are typically carried out after the Match and solely for matched interns. Please see Match Policy #6b for more information.

### **APPIC Board of Directors March 2012**

You may upload more than one supplemental document to your application. Simply click on “Add New Entry” for each document you wish to upload. You can title each document as you prefer; however, we recommend choosing a title that clearly describes the contents of the document. For example, “Child Site Psychological Report”, “Adult Psychological Report” or “Neuropsychological Report”. This will help you accurately identify the proper supplemental document when you are e-submitting your applications. If your upload process is not progressing beyond the “converting to PDF” message, please make sure that JavaScript is enabled on your web browser. The portal will not convert your file if JavaScripts are disabled. To enable JavaScripts in Mozilla Firefox, please follow these steps.

1. Select ‘Tools’ from the top menu
2. Choose ‘Options’

3. Choose 'Content' from the top navigation
4. Select the checkbox next to 'Enable JavaScript' and click OK

You may try uploading Mozilla Firefox at [www.mozilla.com](http://www.mozilla.com). When this browser is uploaded, the JavaScripts are automatically set as enabled.

Please note, that the majority of programs do not require the submission of additional materials. DO NOT submit additional materials to programs that do not explicitly require you to do so.

**Important Note:** All clinical material submitted to internship programs must have identifying information redacted according to HIPAA guidelines

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveridentities/De-identification/guidance.html>

**Note: All uploaded documents will be converted into PDF's as part of the overall PDF application. This may change some of the formatting of your original document. Please be sure to preview all documents once they have been uploaded. If your formatting has changed, we recommend converting the document into a PDF before uploading it to your account.**

## Contact Us

Please review the following options carefully to ensure that your question is directed to the correct place.

*If you have questions about the content of a particular item on the AAPI Online or how to best respond:*

First, review the specific instructions for each page by clicking on the "INSTRUCTIONS FOR THIS SECTION" box on the top right of each page. If this information doesn't answer your question, please contact Dr. Mariella Self the AAPI Online Coordinator for APPIC, at: [mmself@texaschildrens.org](mailto:mmself@texaschildrens.org)

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First, see if your question can be answered by checking your application status online. To view the real-time progress of your application, login and select the STATUS menu option.

Technical questions may be directed to the AAPI Online service as follows:

**Email:** [support@appicas.org](mailto:support@appicas.org)

**Call:** 617-612-2899

**Hours:** 9am-5pm EST

*An official copy of all graduate transcripts should be mailed to:*

**AAPI Online**  
PO BOX 9117  
Watertown, MA 02471