**Doctoral Internship Site Eligibility Criteria**

This form must be completed by the proposed internship site for doctoral trainees who submitted a written request to not complete the Association of Psychology Postdoctoral and Internship Centers (APPIC) matching process or who seek an internship site that is not accredited by the American Psychological Association. The School Psychology Coordinating Committee must approve the trainee’s APPIC waive request. The proposed internship site must meet the internship approval criteria of the Council for Directors of School Psychology Programs and the National Association of School Psychologists (NASP). This form should be completed by the doctoral trainee and the proposed internship site supervisor(s).

I, ADD NAME AND TITLE (Internship Supervisor), the internship site supervisor agrees to provide a doctoral psychology internship training experience at IDENTIFY SITE OR SCHOOL DISTRIC (Site) based on the guidelines provided below. Site is providing this experience for ADD STUDENT’S NAME (Intern) who is a matriculated doctoral trainee in the Doctoral Program in School Psychology at Illinois State University. If Site is not able to provide Intern with the training experience that meets the required guidelines for any reason, the Site training staff will notify the Doctoral Program Internship Supervisor, Dr. Mark Swerdlik. At a minimum, the required guidelines for internship training are identified below. Mark the appropriate Yes or No box with an “X” to indicate the Site’s agreement to meet such criteria.

| **Criterion Description** | **Criteria Present at Internship Site** |
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| YES | NO |
| 1. The Site is an organized program of training characterized by greater breadth and depth than a practicum experience, designed to meet the needs of the Intern, and will provide an extension of education and supervised training from the Doctoral Program.
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| 1. The Site employs a clearly designated doctoral-level psychologist, who: (a) is currently licensed by the state regulatory board of psychology to practice at the independent level and (b) is responsible for the integrity and quality of the Sites training program. This psychologist serves as the Director of Training (DOT). Identify below the name and credentials of the DOT and attach a current curriculum vitae (CV).

DOT: (Title and Name) |  |  |
| 1. The Site has at least two psychologists on staff available as supervisors, at least one of whom is actively licensed as a psychologist by the state regulatory board of psychology.  However, internship agencies such as school districts that have the capacity for only one staff psychologist may meet the spirit of this criterion (breadth of training experience) by entering into consortium agreements with other agencies, such as other school districts or university doctoral programs. Such consortium agreements must ensure supervision of the Intern by two or more psychologists, one of whom is actively licensed to practice at the independent level by the state regulatory board of psychology and who provides at least half of the required internship supervision.
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| 1. The internship consists of a range of activities including
* Assessment
* Evidence-based intervention
* Consultation
* Program development and program evaluation
* Counseling
* Research designed to meet the psychological, educational, and health needs of the clients
* Prevention and development of system supports
* Dealing with cultural and individual diversity
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| 1. The internship includes a minimum of 2,000 hours in activities as identified above.
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| 1. The internship includes at least 600 hours in a school setting, as required by NASP. This requirement is waived for Interns who are credentialed school psychologists or who have completed 600 supervised internship hours in a school-based site.
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| 1. The Intern, whether full-time or part-time, spends at least 25% of the time providing direct (face-to-face) psychological services to clients, patients, or consultees such as teachers or other mental health service providers, which translates to a minimum of 500 hours out of 2,000 doctoral internship hours.
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| 1. The internship includes at least two hours per week of regularly scheduled individual supervision by a doctoral-level psychologist licensed for practice at the independent level with the specific intent of evaluating the psychological services rendered directly by the Intern and supporting the Intern in the role of psychological service provider.
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| 1. The Intern spends at least two additional hours per week in scheduled group or individual supervision, conducted by a doctoral-level psychologist who is either licensed for practice at the independent-level or certified by the state department of education to practice as a school psychologist in schools.
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| 1. Intern supervision is provided by staff members of the Site or by qualified affiliates of the Site who carry clinical responsibility for the cases being supervised.
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| 1. The Site has a dated written statement, brochure, or website that describes the goals and content of the internship program, clearly identifies expectations for the quality of Interns’ work, training, and supervision, and is made available in advance to prospective interns. A copy of such written material is attached to this document.
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| 1. The Site provides a written statement outlining the agency expectations regarding the quantity and quality of the Intern’s work, including information regarding salary, benefits, reimbursable travel, recognized holidays, and other relevant data.

If funded, what is the total salary amount:  |  |  |
| 1. The Intern will receive a formal, written evaluation minimally at the end of each university semester (i.e., in December, May, and August) using the forms provided by the Doctoral Program.
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| 1. Communication between the Site’s doctoral training program and the Doctoral Program is of critical to the overall development of competent psychologists. Therefore, the Intern’s performance should be discussed among the training partners: the Site and Doctoral Program.
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| 1. Due process procedures for the Intern are shall be explained and available prior to the beginning of the training period. Attach a copy of the due process procedures.
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| 1. Full-time internships are completed in no less than 12 continuous months.
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| 1. The Intern engages in research activity which includes the evaluation of services delivered and the effectiveness of the Intern’s own training.
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| 1. The Site has two or more Interns engaged in training at the same time. However, internship agencies having the capacity for only one Intern may meet the spirit of this criterion (i.e., the socialization of doctoral-level psychology interns) by having regularly scheduled and documented training activities with psychology interns at other sites in the immediate geographic area or, when internship sites are at a significant distance from each other, by making arrangements for regularly scheduled meetings of interns for several hours on a monthly basis.
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| 1. The Intern has regularly scheduled, supervised, and documented training activities with other doctoral psychology interns such as professional development/in-service training; case conferences involving a case in which an intern is actively involved; seminars dealing with professional issues; or observing delivery of health, educational, and/or child/adolescent services.
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| 1. Internship supervision may be provided through synchronous audio and video format where the supervisor is not in the same physical facility as the Intern. Supervision through electronic means may not account for more than one hour (50%) of the minimum required two weekly hours of individual supervision (as described in # 9 above), and two hours (50%) of the minimum required four total weekly hours of supervision (as described in #9 and #10 above). Internship programs utilizing any form of telesupervision must have a formal policy that includes procedures to address issues of non-scheduled consultation, crisis coverage, and handling privacy and confidentiality issues. These policies and procedures must be established in advance and shared with the Doctoral Program, Site, and Intern. Internships using telesupervision must also adhere to best practices and ethical, legal, and professional guidelines.
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| 1. Reports and documents prepared by the Intern for consumers, other agency or school personnel, are co-signed by the licensed psychologist supervisor for the Intern.
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| 1. The Intern has a title such as “intern,” “resident,” or other designation of status.
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| 1. The Site and Doctoral Program shall jointly provide the Intern with written documentation (e.g., a certificate, letter, or “Certificate of Completion”) reflecting successful completion of the psychology doctoral internship, if appropriate.
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| **Names and Titles of the DOT and any additional supervisors are listed below.** | **Hours per week of supervision of the Intern to be provided by the individual** |
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Required attached items should be the CV for each supervisor, Site description, and Due Process documents.

**I have reviewed this Eligibility Criteria and can provide Intern the training experience as outlined. The Intern has also reviewed the Internship Eligibility Criteria.**

Signature of Internship Site Supervisor Date

Internship Site Supervisor

Signature of Doctoral Intern Date

The Internship Site and its Site Supervisors are approved by the Doctoral Program in School Psychology to provide a doctoral internship to the Intern.

Dr. Mark Swerdlik Date

Doctoral Program - Internship

Illinois State University