



**Canadian Council of Professional Psychology Programs**  
**Conseil Canadien des Programmes de Psychologie Professionnelle**

## **INTRODUCTION & Instructions**

### **CCPPP Form/Guidelines for Letters of Recommendation to Canadian Pre-Doctoral Internship Settings**

A committee of the CCPPP was formed in July 2001 to consider ways in which the process of recommendation could be improved. Similar to how APPIC standardized the student application with the *AAPIC (APPIC Application for Psychology Internship)*, this committee has developed a standardized format for letters of reference to internship. Following development of this format in the summer of 2001, feedback from academic and internship training directors of the CCPPP was sought. These guidelines were adopted with revisions at the May 2002 AGM of the CCPPP for voluntary use. In February 2003, the project was evaluated with surveys of “letter writers” and “letter readers”. This feedback, together with input from our members resulted in revisions to the guidelines that were endorsed for the 2003-4 application process at the June 2003 AGM. Since that time, the standardized format (with minor modifications) has continued to be used annually on a voluntary basis by CCPPP member programs.

Please be aware these guidelines are not mandatory and that referees are free to prepare their evaluations in any way they wish. However, we believe the guidelines encompass a comprehensive array of variables typically covered in letters of reference and that a standardized format is in students' best interests.

Forms/guidelines are attached, including an introductory section (Section A) to be completed by the student, outlining the nature of the supervisory relationship. They are also available (e.g., to download) on the website of the Canadian Council of Professional Psychology Programs.

We respectfully request that supervisors proceed with the second section (Section B) of the document. The Committee recognizes that while some referring supervisors will appreciate the forms-based recommendation, others prefer to write a letter. If you prefer letter-based recommendation, instructions are provided for these also. We ask that supervisors follow the guidelines as closely as possible, in taking either approach.

The Committee and CCPPP sincerely appreciate your willingness to comply with this voluntary endeavour.

Sincerely,

Laurene J. Wilson, Ph.D., Chair

On behalf of the Members of the CCPPP Letters of Reference Committee



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Canadian Pre-Doctoral Internship Settings**

**A. Section to be completed by the student:** *Please complete the following items about the factual nature of your supervisory relationship with this particular supervisor. Please give the "Introduction and Instructions" page, along with this completed form to your supervisor when requesting a recommendation.*

**Nature of student-supervisor contact**

1. Student's name: \_\_\_\_\_
2. Supervisor's name: \_\_\_\_\_
3. The student's work with this supervisor was:  Clinical  Research  Both  Other  
(please specify):  
\_\_\_\_\_
4. Starting and ending dates of supervision: \_\_\_\_\_
5. Activities performed by student (assessment, therapy, consultation, data collection, analysis, etc.):  
\_\_\_\_\_

*For clinical supervision only:*

6. Total hours of "client contact" (i.e., total of assessment, intervention, etc. as defined by APPIC) supervised **by this supervisor**: \_\_\_\_\_
7. Total hours of supervision by this supervisor:  
\_\_\_\_\_
8. Nature of supervision by this supervisor:  live  audiotape  videotape  discussion  
other (e.g., clinical seminar leader; please specify): \_\_\_\_\_
9. Population seen with this supervisor (e.g., child, adolescent, adult, geriatric, couple, family):  
\_\_\_\_\_
10. Theoretical approach(es) taken with this supervisor:  
\_\_\_\_\_

**B. Section to be completed by supervisor:** *After you have received this form from your student, with Section A complete, please prepare your recommendation EITHER on this form OR in letter format.*

**If using this form**, please address each of the following areas to the greatest extent possible.

- You may wish to download the Word document from the website of the Canadian Council of Professional Psychology Programs, [www.ccppp.ca](http://www.ccppp.ca), on which you may work directly.
- Please endeavour not to omit any section. However, if any areas are omitted, please indicate your reason (e.g., insufficient information).
- There should be ample room available in each section, but you need not feel obliged to fill them.
- Please attach the student's responses for Section A when posting your reference.

**If you prefer to prepare a written letter**, please consider the following:

- Please attach the student's responses for Section A when posting your reference.
- Please follow the content areas in the order provided.
- Please endeavour not to omit any section. However, if any areas are omitted, please indicate your reason (e.g., insufficient information).
- Insert the following quote before your name and signature: *"This letter was prepared in conformity with the CCPPP guidelines for letters of reference to a Canadian pre-doctoral internship."*

## Supervisor's recommendation

**Basis of your evaluation:** \_\_\_\_ Personal experience with student \_\_\_\_ Others' reports \_\_\_\_ Both

**Description of training experience & setting:** (Supervisors are invited to describe the training experience offered to this practicum student, if so desired)

### Area 1: Current professional & personal skills of the student

Amongst the many qualities on which one can comment, please consider:

- Professional knowledge and skills for assessment, diagnosis, intervention, consultation, provision of supervision, program development & evaluation, research, teaching, administration, etc.

- Work skills: judgment, critical thinking, organizational ability, motivation, initiative, determination,

timeliness, dependability, independence, interest in discovery, etc.

- Communication skills: quality of written & oral communications with colleagues, other professionals, clients, etc. (e.g., report-writing, feedback)

- Other interpersonal skills & personal resources: ability to establish and maintain rapport, trust and respect in professional relationships; self-awareness, self-reflectiveness, openness to supervision, resiliency and capacity to cope with the internship experience, etc.

- **Professional conduct:** knowledge of ethics, ability to act proactively and consistently for resolution regarding ethics & professional standards, readiness to seek and use supervision, awareness of limitations, respect and knowledge with regard to diversity and individual differences, etc.

## **Area 2: Areas for growth and development**

Recognizing that all psychologists continue to develop throughout their careers, please comment on areas where you believe the student will most benefit *next* (i.e., during the internship year) from supervisory guidance. How can the internship continue to contribute to the course of learning and development of this student? This information is requested for the purposes of determining the internship's ability to meet the intern applicant's training needs. Therefore, please provide *detailed comments* (i.e., more specific than "more experience" or "the training you have to offer").

## **Area 3: Summary recommendation**

In summary, please note your overall level of knowledge of student and his/her skills. You may wish to note the strength of your recommendation. Any comparison made to other students (supervised in the past) may be included here.

***“This letter was prepared in conformity with the CCPPP guidelines for letters of reference to a Canadian pre-doctoral internship.”***

Supervisor's name: \_\_\_\_\_

Address:

Email: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_