

CCPPP Membership Criteria: Doctoral Psychology Programmes

Professional psychology programs offer didactic and experiential education and training in psychology that qualifies their graduates to provide psychological services to the general public, in areas such as health and human development.

Any Canadian university-based academic programme or Canadian internship programme in Clinical Psychology, Counselling Psychology, Clinical Neuropsychology, or School Psychology will be considered.

We will also review applications from programmes in other substantive or emerging areas of professional psychology where the programme makes a convincing argument of their appropriateness for membership in a professional psychology training organization (e.g., supporting publications are referenced).

EDUCATIONAL NOTE: A programme's adherence to the CCPMP membership criteria does not guarantee that the trainees in the program will meet individual state, provincial, or territorial licensing requirements.

The following criteria are used to evaluate membership applications from university-based programmes:

1. The programme is a regionally-accredited in that it is provided in or through a Canadian degree-granting institution that is chartered by a province or territory.
2. The programme is publicly identified as a psychology programme that leads to a doctoral-level professional psychology degree. Public disclosure is reflected in programme brochures and websites.
3. The programme has clearly articulated mission, values, and goals.
4. There is a core group of doctoral-level licensed, certified, or registered (for supervised or autonomous practice) professional psychology faculty members who are responsible for the development and governance of all aspects of the programme to ensure its integrity and quality. There is one psychologist who has primary responsibility for the programme. The faculty members are experienced and productive and demonstrate their commitment to the intellectual, scientific, and applied aspects of psychology in its teaching, research, and other professional activities.
5. The programme must require at least 3 years full-time or equivalent of resident graduate study. "*Resident graduate study*" means that the students are physically present in the institution so that they can have direct personal face-to-face participation in a variety of academic and professional training activities.

- 6.** The programme has an integrated and organized plan of study that reflects a breadth of exposure in psychology.
- 7.** The plan of study includes academic and practical training that is provided in a sequential fashion, is cumulative, and increases in complexity over the course of the programme to prepare the students for advanced professional training such as doctoral internships, post-doctoral fellowships, and post-doctoral employment.
- 8.** The curriculum in the plan of study must include the following:
 - a. Five core content areas that include biological bases of behaviour, cognitive-affective bases of behaviour, social bases of behaviour, individual behaviour, and historical and scientific foundations of general psychology,
 - b. Foundation of professional practice in psychology that include scientific and professional standards and ethics, research design and methodology, statistics, and test construction and psychological measurement,
 - c. Specific professional skills that include psychological assessment, intervention, consultation, program development and evaluation, and clinical supervision,
 - d. Empirically-supported interventions,
 - e. Training in more than one therapeutic modality (individual, couple, family, group), and
 - f. Field experiences in the form of practica and internships that provide sequential training of increasing complexity in the application of psychological principles and skills to human problems.
- 9.** There is clear and explicit protocol for addressing academic, practice, and/or interpersonally-related difficulties in students such as a remediation plan.
- 10.** There is a clear and explicit protocol available to students to lodge a complaint against the programme, to grieve an action, or to appeal a decision /evaluation made by the programme.
- 11.** There are facilities and resources available to support the programme's goals. The facilities and resources include teaching and research space, computer access, library, office space for the faculty and students, materials and supplies related to the teaching and training in assessment, and practicum and internship facilities.

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CCPPP MEMBERSHIP CRITERIA: DOCTORAL PSYCHOLOGY INTERNSHIP PROGRAMMES

Internships that are accredited by the Canadian Psychological Association are recognized as meeting CCPPP doctoral membership criteria. All others must meet all of the following criteria (i.e., 1 through 16 below) and are reviewed for adherence to the criteria every three years.

EDUCATIONAL NOTE: A programme's adherence to CCPPP membership criteria does not guarantee that the trainees in the programme will meet individual state, provincial, or territorial licensing requirements.

1. A psychology internship is an organized training programme which, in contrast to supervised experience or on-the-job training, is designed to provide the intern with a planned, programmed sequence of training experiences. The primary focus and purpose is assuring breadth and quality of training.

Clarification

The organization of an internship programme is evident in a clear:

- a. statement of the goals and objectives of the training activities,
- b. description of the plan, location, and sequence of direct service experiences,
- c. description of the training curriculum (i.e., the content, duration, and frequency of the training activities), and
- d. description of how the psychology training programme is integrated into the larger organization.

For programmes with multiple sites, the services rendered by interns, the supervision offered, and the training director's involvement is clearly described at each site.

2. The internship agency has a clearly designated doctoral-level staff psychologist who is responsible for the integrity and quality of the training programme. This person is actively licensed, certified, or registered by the provincial/territorial regulatory body in the jurisdiction where the programme exists, and is present at the training facility for a minimum of 20 hours a week.

Clarification

The internship is administered by a doctoral level licensed, certified, or registered (for independent practice) psychologist who:

- a. directs and organizes the training programme and its resources,
- b. is responsible for selection of interns,
- c. monitors and evaluates the training programme's goals and activities, and
- d. documents and maintains interns' training records.

3. The internship agency training staff consists of at least two full time equivalent doctoral level psychologists who serve as primary supervisors and who are actively licensed, certified, or registered by the provincial/territorial regulatory body in the jurisdiction where the programme exists.

Clarification

"Full time equivalent" typically refers to a minimum of 40 hours per week. However, there may be a range of hours that qualify as "full time equivalent" depending on the norms of the programme. 35 hours per week is the minimum that will qualify for "full time equivalent" for CCPPP member programmes. "Full time" for interns could also be set at 35 hours/week if this meets regulatory requirements in the province/territory. CCPPP believes supervisor expectations should be similar to intern expectations.

It is expected that interns receive supervision during the year from at least two different supervisors. Interns' primary clinical supervision and role modeling must be provided by psychologists on the programme's staff who are licensed, certified, or registered (for independent practice) and who are:

- a. officially designated as psychology intern supervisors, and
- b. significantly involved in the operation of the training programme.

4. Intern supervision is provided by staff members of the internship agency or by qualified affiliates of that agency who carry clinical responsibility for the cases being supervised. Regularly scheduled individual supervision is provided by one or more doctoral level psychologists actively licensed, certified, or registered by the provincial/territorial regulatory body in the jurisdiction, at a ratio of no less than one hour of supervision for every 10 internship hours. Supervision is provided with the specific intent of dealing with psychological services rendered directly by the intern.

Clarification

Supervisors need to be clearly designated by the agency as clinically responsible for the cases (e.g., countersigning documentation). Depending on clinical needs, increased hours of supervision are expected. The required hours shall be through face-to-face individual supervision (rural sites may use visual telecommunication technology in unusual circumstances and when face-to-face supervision is impractical, but must demonstrate that such technology provides sufficient oversight). Programmes shall adhere to all requirements of their provincial/territorial regulatory body.

5. The internship provides training in a range of psychological assessment and intervention activities conducted directly with recipients of psychological services.

Clarification

Internship training in Psychology is primarily based on experiential learning which:

- a. provides psychological services directly to consumers in the form of psychological assessment, treatment, and consultation, and
- b. exposes interns to a variety of types of psychological services and consumers.

6. At least 25% of trainees' time is in face-to-face psychological services to patients/clients.

7. The internship must provide at least two hours per week in didactic activities such as case conferences, seminars, in-service training, or grand rounds.

Clarification

The Psychology training programme should have scheduled didactic experiences available to meet the training needs of its interns. "Didactic experiences" refers to actual training opportunities and should include training activities beyond Intern Case Presentations.

8. Internship training is at the post-practicum level and precedes the granting of the doctoral degree.

Clarification

Interns must have completed adequate and appropriate prerequisite training prior to the internship. This would include:

a. completion of formal academic coursework at a degree-granting programme in professional psychology (clinical, counselling, school, or neuropsychology), and

b. closely supervised experiential training in professional psychology skills conducted in non-classroom settings.

9. The internship agency has a minimum of two interns at the predoctoral level of training during any training year. These interns must be at least half-time (i.e., 20 hours per week). The minimum number of interns must be on site and in training at the time of the initial application for CCPPP membership.

Clarification

The intention of this criterion is to allow opportunities for personal (face-to-face) interaction with peers in formal settings in the training programme and on the training site during each training week. Part-time internships must ensure that intern schedules sufficiently overlap to allow substantial and meaningful peer contact.

10. The internship level psychology trainees have a title such as "intern," "resident," "fellow," or other designation of trainee status.

11. The internship agency has a written statement or brochure which provides a clear description of the nature of the training programme, including the goals and content of the internship and clear expectations for quantity and quality of the trainee's work. It is made available to prospective interns.

Clarification

Internship programmes must make available descriptions of their training programme which give their applicants and interns a clear understanding of the programme in terms of:

a. the programme's training goals and objectives,

b. the programme's training methods, content, and curriculum (e.g., required rotations, sample weekly schedules, or available training seminars),

c. the programme's training resources (e.g., training/supervisory staff, physical facilities, training equipment), and

d. the sites at which training and services are provided (for programmes with multiple sites, clear descriptions are given for each site of services rendered by interns, supervision offered, and involvement of the training director).

CCPPP must be notified in writing of substantive changes to the training programme (personnel, placements, etc.) that have the potential to impact quality of training or which substantially alters the advertised training experience. The training programme is likewise responsible for maintaining an up-to-date and accurate description of the programme in the CCCPP Directory.

12. Internship programmes have documented due process procedures that describe separately how programmes deal with:

- a. concerns about intern performance, and
- b. interns' concerns about training.

These procedures include the steps of notice, hearing, and appeal, and are given to the interns at the beginning of the training period.

Clarification

Due process procedures describe how an agency deals with intern deficiencies and how the interns' handle grievances with the training programme. The documentation would include:

- a. description of formal evaluation and complaint procedures,
- b. the programme's and intern's responsibilities and rights in the process,
- c. the appeal process, and
- d. description of procedures if interns have grievances about their training or supervision.

Programmes need two written policies: (1) Due Process and (2) Grievance Process. The procedures must be specific to the programme; reliance on a more general organizational HR policy is insufficient. Both procedures must be provided to interns at the commencement of training.

Due Process is a written procedure that comes into use when an intern's behaviour is problematic. Due process must include three elements:

- a. Notice (i.e., the intern must be notified that problematic behaviour has been identified and that the internship is addressing the problem),

b. b. Hearing (i.e., the programme must have a formal process by which the identified problematic intern has an opportunity to hear concerns and to respond to the concerns), and

c. Appeal (i.e., the intern must have an opportunity to appeal the actions taken by the programme in regards to the identified problematic behaviour. The appeal should extend at least one step beyond the Training Director).

A Grievance Procedure is a process that is invoked when an intern has a complaint against the training programme. The procedure should include specific steps an intern takes in the complaint process and be broad enough to cover any and all complaints that may arise for interns (e.g., complaints about evaluations, supervision, stipends/salary).

13. The internship experience (minimum 1500 hours) must be completed in no less than 9 months and no more than 24 months.

Clarification

Internships may be conducted on a full or part-time basis.

14. CCPPP member programmes are required to issue a certificate of internship completion, which includes the word "Psychology," to all interns who have successfully completed the programme.

15. At least twice a year the internship programme conducts formal written evaluations of each trainee's performance.

Clarification

The written evaluation process provides comprehensive evaluative feedback to doctoral psychology interns as follows:

a. The evaluation provides summary information of performance in all major competence areas that are a focus of internship training,

b. Interns have the opportunity to review their evaluation with supervisors to ensure the fullest possible communication between supervisors and interns,

c. Evaluation procedures provide feedback that validates trainees' achievements by noting areas of unusual strength and excellence and facilitate trainees' further growth by identifying areas that would benefit from additional training, and

d. The programme provides the doctoral psychology intern's graduate training director with feedback concerning the intern's progress in the internship programme.

16. The programme has the necessary financial resources to achieve its training goals and objectives.

Clarification

CCPPP requires all internship positions to be equitably funded. Intern stipends shall be set at a level that is representative and fair in relationship to the geographic location and clinical setting of the training site. Stipends should be reasonable based on a comparison with other CCCPP member programmes in the area. The payment of a stipend is a concrete acknowledgment that a trainee in the agency is valued and emphasizes that the primary task of the year is educational in nature. Stipends are generally lower than a salary received by a regular employee and implies that there is a significant training component in addition to experiential learning. This distinction between trainee and regular employee emphasizes that an internship is "an organized training programme, in contrast to supervised experience or on-the-job training."

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CCPPP MEMBERSHIP CRITERIA: DOCTORAL PSYCHOLOGY CONSORTIA INTERNSHIP PROGRAMMES

In addition to meeting the CCCPP membership criteria for Doctoral Psychology Internship Programmes consortia programmes must demonstrate evidence of the following:

1. A primary consortium director or co-directors must be present at one or more of the training facilities for at least 20 hours a week.

Clarification

The programme is administered by a doctoral-level staff psychologist who is responsible for the integrity and quality of the training programme. This person is actively licensed, certified, or registered by the provincial/territorial regulatory body in the jurisdiction where the programme exists, and is present at the training facility for a minimum of 20 hours a week.

- a. must be at one facility at least 20 hours a week and can be at additional facilities for additional hours beyond the 20 hours spent at the first facility,
- b. coordinates and organizes the consortium-wide training programme and its resources,
- c. coordinates the selection of interns,
- d. monitors and evaluates the training programme's goals and activities, and
- e. oversees the documentation and maintenance of interns' training records.

2. Each agency or site has a doctoral-level psychologist who is clearly designated, actively licensed, certified, or registered by the provincial/territorial regulatory body in the jurisdiction where the programme exists, and who is present at the agency or site for a minimum of 20 hours a week.

Clarification

At each site there is a doctoral level licensed, certified, or registered psychologist who:

- a. directs and organizes the training programme and its resources at that site,
- b. is involved in the selection of interns,
- c. monitors and evaluates the training programme's goals and activities at that site,

d. is responsible for documenting and maintaining interns' training records at that site, and

e. regularly participates in the consortium-wide training staff meetings.

3. Regularly scheduled consortium-wide activities, including formal, didactic face-to-face contact among trainees at least monthly; ongoing informal contact among trainees across sites; and structured faculty meetings at least quarterly.

Clarification

The Psychology training programme should have scheduled didactic experiences available to meet the training needs of its interns.

a. Provide a schedule of face-to-face contacts when all the interns are together including dates, hours, topics covered, and presenters,

b. Describe opportunities for ongoing informal contact among interns, and

c. At least quarterly training staff meetings, where faculty discuss issues related to the overall programme, interns' performance and programme evaluation.

4. A formal plan outlining the didactic activities and procedures provided in the training programme.

Clarification

A description of the complete training programme for each site must be provided. Information should be provided for all training that is provided throughout the consortia, as well as all training that is provided specific to each site.

5. Assurance of interns contact with more than one supervisor and will train at more than one consortium partner organization.

Clarification

Interns' primary clinical supervision and role modeling must be provided by two or more doctoral-level psychologists who are clearly designated, actively licensed, certified, or registered by the provincial/territorial regulatory body in the jurisdiction where the consortium exists who are:

a. officially designated as psychology intern supervisors, and

b. significantly involved in the operation of the training programme.

6. A written consortia contractual agreement delineating:

- a. the nature and characteristics of the participating entities,
- b. the rationale for the consortial partnership,
- c. each partner's commitment to the consortium programme, its philosophy, model, and goals,
- d. each partner's obligations regarding contributions and access to resources,
- e. each partner's adherence to central control and coordination of the training programme,
- f. each partner's commitment to uniform administration and implementation of the programme's training principles, policies, and procedures addressing trainee/student admission, financial support, training resource access, potential performance expectations, and evaluations, and
- g. due process procedures including notice, hearing, and appeal.

Clarification

This document should be signed and dated by an individual with administrative authority (e.g., Director, Executive Director, Director of Finance) from each of the agencies within the consortia. It is advisable that the Director of Training of the consortia internship training programme also sign the agreement.

- a. The documentation should clarify the length and duration of the contract, as well as the renewal process,
- b. This document should be binding for at least the duration of the internship programme training year,
- c. This document should be reviewed annually by the training staff,
- d. Due process procedures describe how each agency within the consortia deals with problematic intern performance issues and how the interns' grievances with the training programme are handled. The documentation would include:
 - i) the formal evaluation and complaint procedures,
 - ii) the programme's and intern's responsibilities and rights in the process,
 - iii) the appeal process, and

iv) procedures if interns have grievances about their training or supervision.

e. Consortia member sites should document that these due process procedures have been reviewed in their consortia-wide training staff meetings. The training staff should determine the compatibility of their procedures. Given the constraints of each site, where possible procedures should be made comparable.

7. There will be policies and procedures in which the consortium will contact CCPPP within one month that if there have been significant changes in any aspect of the programme as outlined above (e.g., leadership, site membership).

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