

Intern Application Procedures

As a member of APPIC, we participate in the APPIC online application and Match process. To register for the Match and complete the online application, please visit APPIC at www.appic.org. Instructions for completing the application are available on the APPIC website.

Eligibility. Interested applicants must have:

- A minimum of 350 intervention and a minimum of 20 assessment hours (candidates may continue to accumulate hours at the time of application)
 - At least 2 semesters of providing individual therapy experience
 - Comprehensive exams successfully completed and passed by the application deadline
 - All course work completed and a minimum of three years of graduate training at a doctoral program in counseling or clinical psychology, prior to the start of internship
 - Interest in diversity and evidence of self-awareness related to providing culturally informed counseling
 - Dissertation proposal passed by the application deadline
 - Good standing in their academic doctoral home program
 - APA Accredited doctoral program preferred but not required
 - Ability to pass the Criminal Background and Child Abuse clearance requirements of Pennsylvania (Acts 33 and 34) and FBI clearance
 - Ability to pass a drug screen.
 - Ability to provide vaccination records.
- o Please note that failure to pass background checks or provide required documentation may result in denial or later revocation of internship position.

Required Application Materials include:

- APPI Application form
- Curriculum vita
- All graduate transcripts
- Brief cover letter describing your interest in and fit with the internship and your career goals
- Four required essays
- Three letters of recommendation, at least 2 from previous clinical supervisors
- Director of Clinical Training Verification (from doctoral psychology program)

All required materials should be uploaded to the APPIC online application. No additional materials are required supplemental to the APPIC online application. **Completed applications are due on December 1.**

Selection Process

Internship selection is conducted through the APPIC Match system. Members of the Selection Committee start by reviewing your submitted application. This committee includes the internship Training Director, faculty psychologists, Residency Program Director, residency faculty, and current interns. We start by reviewing your educational and practicum experiences to confirm that all applications meet the minimum criteria for admission as outlined above. From there, the

committee will review your written materials, with particular attention to your clinical experiences and interests, and your letters of reference. We may choose to call some of your references for additional information at any point in the selection or interview process. Selection criteria include, but are not limited to:

- Fit with site, including desire to participate in an integrated care training model, expressed interest in the training opportunities offered, and previous experience related to the specific site
- Strong oral and written communication skills
- Openness to learning new approaches and to integrating feedback
- Willingness to consult
- Flexibility, organizational skills, and team player approach are highly valued

Completed internship applications are reviewed in the first two weeks of December. **The Internship Training Director contacts potential applicants to schedule an interview between January 5 – 15.**

Interview Process

Interviews will be conducted via Zoom. We will provide phone interviews for any applicant who does not have access to a reliable web-based video call service. The two hour interview consists of a one hour formal interview with the Internship Training Director and the psychology Clinical Supervisor and an additional interview with other members of the Selection Committee (e.g., faculty physicians or family medicine residents). When interviews occur during Phase II and Post-Vacancy Match period, the two hour interview will be with the Training Director and the Clinical Supervisor. Internship applicants will have the opportunity to ask questions about the internship and the region and to share their interests and hopes for their internship year.

Prospective interns may also engage in an optional meeting with previous interns who trained at Independence Health. These meetings are voluntary and applicants' decision to participate or not participate in one of these "getting to know you" meetings will not be factored into interview ranking decisions.

Ranking & Match Information

After interviews are completed, members of the Selection Committee create the ranked list based on applicants' application materials and interview performance. We specifically look for a match between applicants stated interests and goals for internship and the training experiences available through our program. The Internship Training Director then submits a ranked list to APPIC and abides by the Match rules. We will not solicit information from you about your rankings, preferences or first choices nor will we offer any ranking information.

Our APPIC Match Number is 2655.

Please note that applicants matched with our site must pass background checks and complete the required Human Resources paperwork prior to starting internship. These include:

1. Pennsylvania Child Abuse History Clearance

2. Pennsylvania State Police Criminal Record Check
 3. Federal Bureau of Investigation (FBI Criminal Background Check)
 4. In addition, certain vaccinations are required. Exceptions can be requested and these requests are carefully considered with regard to the needs of the intern and the broader community.
- Questions about vaccinations and exemptions should be emailed to Michele.Mattis@Independence.Health.

Interns who match but do not complete or pass the background checks will not be allowed to start, or, if applicable, continue in the internship program. Background checks that have employment, education, or date discrepancies will be subject to review by Human Resources on a case-by-case basis.