



COLORADO PSYCHOLOGY INTERNSHIP CONSORTIUM INTERN HANDBOOK

2026-2027

DESCRIPTION

The Colorado Psychology Internship Consortium (CO-PIC) Handbook serves as an essential resource for psychology interns, offering a structured and comprehensive guide to the consortium's internship program. This manual outlines the program's objectives, structure, and expectations, providing detailed information on clinical training, supervision, and policies and procedures.

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Aim:

The Colorado Psychology Internship Consortium's (CO-PIC) aim is to prepare and retain psychologists to provide high-quality behavioral health care for Coloradans of all ages.

Accreditation & APPIC Membership

The Colorado Psychology Internship Consortium (CO-PIC) was initially accredited by the Commission on Accreditation on November 10, 2016. On April 6, 2024, the Commission on Accreditation voted to reaffirm the accreditation of the Colorado Psychology Internship Consortium, with its next site visit scheduled to be held in 2033.

Questions related to the program's accreditation status should be directed to the Commission on Accreditation:

Office of Program Consultation and Accreditation
American Psychological Association
750 1st Street, NE, Washington, DC 20002
Phone: (202) 336-5979
Email: apaaccred@apa.org
Website: <https://accreditation.apa.org/accredited-programs>

CO-PIC is an APPIC member and agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information for any intern applicant.

Background:

CO-PIC is comprised of four sites - Bright Future Foundation, Vail Health Behavioral Health, Code-4, and STRIDE Community Health Center- to share resources and faculty to provide a diversified educational program for psychology interns. Our training is based on the Practitioner-Scholar model. CO-PIC trains interns to practice as psychologists who are effective consumers of research and who utilize scholarly inquiry to inform their practice. CO-PIC offers generalist training, with the opportunity for specialized elective training that varies across training sites.

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CO-PIC Competencies



CO-PIC Competencies

Overarching Competencies:

The Colorado Psychology Internship Consortium (CO-PIC) represents the collaborative effort of four Colorado state agencies to share resources and faculty for the purpose of providing a broad and general educational program for psychology interns.

Our program offers one-year, full-time internship positions at four sites in Colorado. It is expected that by the conclusion of the internship year, interns will have achieved the following competencies:

Competency 1: Interns will achieve competence appropriate to their professional developmental level in **Behavioral Health Intervention**. Objectives related to this goal include the achievement of competence in the following:

- Case conceptualization and treatment planning
- Crisis intervention
- Therapeutic skills
- Individual therapy provision

Competency 2: Interns will achieve competence appropriate to their professional developmental level in **Evidence-Based Practice in Assessment**.

Objectives related to this goal include the achievement of competence in the following:

- Diagnostic skill
- Instrument selection, administration, and scoring
- Test Interpretation
- Clinical formulation
- Report writing
- Communicating results

Competency 3: Interns will achieve competence appropriate to their professional developmental level in **Consultation / Interprofessional / Interdisciplinary**

Objectives related to this goal include the achievement of competence in the following:

- Multidisciplinary collaboration
- Theories and methods of consultation

Competency 4: Interns will achieve competence appropriate to their professional developmental level in **Supervision**.

Objectives related to this goal include the achievement of competence in the following:

- Theories and methods of supervision
- Effective use of supervision

Competency 5: Interns will achieve competence appropriate to their professional developmental level in **Cultural and Individual Diversity**.

Objectives related to this goal include the achievement of competence in the following:

- Cultural awareness
- Effects of cultural considerations on clinical activities
- Evidence-informed approach to cultural considerations

Competency 6: Interns will achieve competence appropriate to their professional developmental level in **Research**.

Objectives related to this goal include the achievement of competence in the following:

- Application of scientific knowledge to practice
- Program evaluation

Competency 7: Interns will achieve competence appropriate to their professional developmental level in **Ethical and Legal Standards**.

Objectives related to this goal include the achievement of competence in the following:

- Knowledge of ethical, legal, and professional standards
- Adherence to ethical principles and guidelines

Competency 8: Interns will achieve competence appropriate to their professional developmental level in **Professional Values and Attitudes**.

Objectives related to this goal include the achievement of competence in the following:

- Professional awareness
- Interpersonal relationships
- Self-awareness
- Clinical documentation
- Case Management

Competency 9: Interns will achieve competence appropriate to their professional developmental level in **Communication & Interpersonal Skills**.

Objectives related to this goal include the achievement of competence in the following:

- Provide clear effective written communication
- Exemplify respectful and professional interpersonal skills

CO-PIC Training Program & Structure



Training Program

The training sites of CO-PIC are committed to providing a unified, comprehensive training program for our interns. To achieve the program competencies the training curriculum is comprised of six major areas of training emphasis:

1. Behavioral Health Intervention
2. Assessment
3. Consultation and Systems Collaboration
4. Didactics
5. Site-Specific Elective
6. Supervision

Across training sites, interns will engage in activities related to Behavioral Health Intervention for approximately 15-20 hours per week; Assessment activities for approximately 3-5 hours per week; Consultation and Systems Collaboration 5-10 hours per week; Didactics 3-5 hours per week; Site-Specific Elective for 3-5 hours per week, and Supervision 4 hours per week.

Per APPIC guidelines, interns provide a maximum of 50% clinical service delivery per week to promote a balanced ratio of training to service delivery hours.

Didactic Training

Attendance at the weekly Didactic seminar, group supervision, and other scheduled group training activities are mandatory for all interns in the Colorado Psychology Internship Consortium and are required for successful completion of the internship. Attendance at these scheduled activities take priority over other site obligations each week.

A schedule for didactics and supervisions will be distributed at the beginning of each training year and may be updated throughout the year. Attendance at each seminar and supervision meeting is tracked by CO-PIC. An intern is permitted no more than three absences during the calendar year. Missing one full day of scheduled didactics and supervision constitutes as one absence. Similarly, missing one hour of supervision or one hour of didactics in any given day may also constitute one full absence, unless previously approved by the Training Director(s) as an exception. Please note, that if students are participating in a continuing education or mandatory site training during didactic, they can petition their Primary Supervisor and the Training Director(s) to have this considered as an excused absence.

After the second absence, interns will receive a written warning from the Training Director(s). After the third absence, the Training Director(s) will initiate the CO-PIC Due Process procedures. When missing a seminar, interns must discuss the absence with their Primary Supervisor and the Training Director(s) via email, as soon as they are aware they will miss a didactic or didactic day.

Interns who miss didactic or supervision because of a serious emergency, or for a serious illness should alert the Primary Supervisor and Training Director(s) as soon as possible via email. Whether these absences are counted towards the maximum of three allowable absences will be decided on a case-by-case basis. For all didactic absences, interns must submit a 1–2-page review of a research article related to the didactic or supervision topic. This review must be submitted to the Primary Supervisor and Training Director(s) and is due one week from the date of absence. If possible, the didactic may be recorded and sent to the intern to view in lieu of the 1-2 page written review. This will be offered on a case-by-case basis as determined by the supervisor presenting didactics that day.

Evaluations & Data Tracking

Throughout the year, interns and faculty will be asked to provide responses to surveys specific to internship training activities and conferences. This data collection is deemed important on multiple levels. First, the data informs program development, curriculum, and supervisor and intern feedback. Additionally, it allows for CO-PIC to track grant and APA-required data.

Interns will be responsible for:

- Completing all weekly didactic evaluations
- Completing evaluations for conferences and other CO-PIC activities
- Completing all self, supervisor and program evaluation throughout evaluation periods [reviewed in next section in more depth]

Evaluation Surveys will be requested via email directly following a tracked event. Interns are required to respond to all requests by the end of the week in which the event takes place. Data tracking requests are issued for a variety of didactics, as well as CO-PIC sponsored conferences and trainings. If you experience barriers to completing any data tracking request, you must notify the Training Director(s) immediately so that the issue can be remedied in a timely manner. Complying with these requests are mandatory and failure to do so may result in Due Process procedures.

Supervision

All CO-PIC interns receive a minimum of 4 hours of supervision per week by appropriately licensed professionals. Your on-site primary supervisor will provide a minimum of 2 hours of supervision per week. One additional hour of group supervision with the CO-PIC cohort is provided via Zoom during the regularly scheduled didactic days. CO-PIC's group supervision is facilitated by CO-PIC faculty (Licensed Psychologists) on a rotating basis to provide access to a variety of perspectives and expertise. One additional hour of supervision will be provided by your site, by an appropriately credentialed professional and will be either individual or group format.

Telesupervision Policy

Rationale for Telesupervision: CO-PIC values clinical and professional supervision and wants to provide every opportunity for interns to receive high-quality supervision during their training year. Given that CO-PIC is a distance consortium, telesupervision is a necessary format to allow the cohort to receive supervision from multiple consortium supervisors, regardless of location. Whenever possible, it is the expectation that interns receive in-person supervision; however, the program recognizes that circumstances may arise that create the need to consider alternative routes to delivery of high-quality supervision. Because consistent access to and continuity of supervision is foundational to training and practice, the program has adopted a Telesupervision Policy to guide the provision of supervision via a virtual format. The use of videoconference technology for supervisory experiences is consistent with CO-PIC's model and training aim as CO-PIC places a strong training emphasis on access to behavioral healthcare in rural and underserved areas, which often includes the use of telehealth services.

Adherence to APA Standards and Regulations: The internship program adheres to the telesupervision requirements issued by the APA Commission on Accreditation (APA CoA) through its Standards of Accreditation and corresponding Implementing Regulation. Notably, this policy does not supersede, reduce, or alter supervision requirements in the internship Supervision Policy.

APA CoA Definitions and Distinctions:

1. Telesupervision: supervision (as defined in the supervision policy) of psychological services through a synchronous audio and video format where the supervisor is not in the same physical location as the trainee.
2. In-Person supervision: supervision of psychological services where the supervisor is physically in the same room as the trainee.

APA CoA Guidelines and limits: The internship program observes the guidelines and limits set forth by the APA CoA regarding Telesupervision which are as follows:

1. Telesupervision may not account for more than one hour (50%) of the minimum required (as defined in the SoA) two weekly hours of individual supervision, and two hours (50%) of the minimum required (as defined in the SoA) four total weekly hours of supervision.
2. Supervision beyond the minimum number of required hours may utilize methods or modalities that are deemed appropriate by CO-PIC.

Criteria for Telesupervision Usage: Telesupervision will be used in the following circumstances:

1. To provide regularly scheduled group supervision to the entire CO-PIC intern cohort.
2. When specialized clinical supervisory expertise is contingent upon using telesupervision and would otherwise be unavailable to the trainee.
3. When public health issues impact the safety of in-person supervision.

Privacy and Compliance: Approved telesupervision of clinical services will be conducted using HIPAA compliant software. No non-HIPPA compliant software will be allowed for telesupervision use. To protect privacy and confidentiality, telesupervision sessions are never recorded. All interns are provided instruction regarding the use of the videoconferencing equipment at the outset of the training year. Technical difficulties that cannot be resolved on site are directed to the intern's site IT department.

For all clinical cases discussed during telesupervision, full professional responsibility remains with the intern's primary supervisor, and any crises or other time-sensitive issues are reported to that supervisor immediately. Interns are provided contact information for all CO-PIC supervisors, including email and phone numbers, so crises and time-sensitive information can be reported as necessary.

CO-PIC Procedures & Policies

CO-PIC Evaluation Procedures

The Colorado Psychology Internship Consortium requires that interns demonstrate minimum levels of achievement across all training competencies, as outlined in the CO-PIC Competency Grid. Interns are formally evaluated by their primary supervisor 2 months into the internship year (September), 6 months into the internship year (January/February), and 11 months into the internship year (July).

Evaluations are conducted using a standard rating form, which includes comment spaces where supervisors include specific written feedback regarding the interns' performance and progress. The evaluation form includes information about the interns' performance regarding all of CO-PIC's expected training competencies and the related learning elements.

Supervisors review these evaluations with the interns and provide an opportunity for discussion if the intern has questions or concerns about the feedback.

A minimum level of achievement on each evaluation is defined as a rating of "3" on each learning element.

The rating scale for each evaluation is a 5-point Likert scale, with the following rating values:

- 1=Significant Development Needed
- 2=Development Needed
- 3=Meets Expectations
- 4=Exceeds Expectations
- 5=Significantly Exceeds Expectations

A 3 at each evaluation period indicates the intern demonstrates an appropriate level of skill and knowledge; performance is commensurate with the training experience for the evaluation period and is associated with readiness for entry-level practice at the completion of the internship program.

On the first formal evaluation (2-months), a score of 2 on any individual or broad competency will result in close monitoring by program supervisors. A score of 1 on any individual or broad competency in the first evaluation will initiate the program's Due Process procedures. If an intern receives a score less than 3 on any individual learning element or broad competency on the second formal evaluation (6-months), or if supervisors have reason to be concerned about the student's performance or progress, the program's Due Process procedures will be initiated.

The Due Process guidelines can be found on <https://www.vailhealthbh.org/copic/> and in the Intern Handbook.

If successful completion of the program comes into question at any point during the internship year, or if an intern enters into the formal review step of the Due Process procedures due to a grievance by a supervisor or an inadequate rating on an evaluation, the home doctoral program also will be contacted within 30 days. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the intern's progress, is kept engaged in order to support an intern who may be having difficulties during the internship year. The home doctoral program is notified of any further action that may be taken by CO-PIC as a result of the Due Process procedures, up to and including termination from the program.

To successfully graduate the program, interns must:

1. **Receive a rating of 3 or above on all individual learning elements to complete the program successfully.**
2. **Complete all required 2000 training hours**
3. **Attend all required training experiences (e.g. didactic seminars, conferences)**
4. **Demonstrate satisfactory progression throughout the program**

Feedback to the interns' home doctoral program is provided at the mid-year evaluation. Doctoral programs are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program.

CO-PIC Extended Leave Policy

Extended Leave Definition: A CO-PIC Intern may take up to 12 weeks of unpaid leave with approval from the Training Committee. Typical requests for extended leave include the birth of a child, adoption, prolonged illness, caring for a family member with a prolonged illness or military obligations. Sick leave and vacation days, as approved, must be used first before going on unpaid leave. Exceptions must be submitted as an appeal to the Training Committee.

Administrative Steps: Interns should submit their request for extended leave first to the Training Director and their Site Supervisor to determine if they are eligible for extended leave. The program will also work closely with the intern's home doctoral program to support the extended leave. Once CO-PIC approves the leave, the intern will discuss with their direct supervisor for next steps.

Meeting Internship Requirements: Interns are required to complete a 12-month, 2000-hour internship. Any intern who utilizes the extended leave policy must make up all time missed from the program. The intern should work closely with the Training Director and their Site Supervisor to develop a plan to complete all required training experiences upon return from leave. The intern must complete the full 12 months of training, a total of 2000 training hours, and meet the Minimum Level of Achievement on the final Intern Evaluation Form in order to complete the internship. Interns must complete all requirements for graduation of the internship no later than 15 months after the start of the internship.

Bereavement Leave: In the case of a family death, interns will be allowed time off for bereavement leave that can be taken either at the onset of the death or to attend memorial services. Bereavement leave will be approved by the site supervisor and relayed to the Training Committee. If interns take bereavement leave for non-bereavement related activities, they will be required to take unpaid time off and may face corrective action.

CO-PIC Data Monitoring Procedure

The interns are expected to complete and track their 2000 hours of training during the internship year. Interns are required to track their hours, using the CO-PIC hours log, on a monthly basis. Hour logs are due in the respective intern's document folder (on the CO-PIC Google Drive) no later than the 5th of the following month (i.e. September hours are due by October 5th). When the monthly hours log is complete, please send an email to your primary supervisor noting the completion of the log and any concerns regarding hours.

The Training Director is responsible for the indefinite storage and maintenance of a secure digital file that contains:

- Copies of completed evaluations
- Intern hour logs
- All records related to Due Process procedure (kept separately)
- Grievance, remediation plans, and notices of termination (kept separately)

Please note: Remediation plans and notices of termination are shared with the home doctoral program's Director of Clinical Training on an ongoing basis, as needed.

Paid Time Off & Dissertation Leave Policy

Paid Time Off (PTO) or additional education time for interns is determined by the primary site and their respective Human Resources department. Interns with questions regarding their PTO should direct them to their site supervisor and leadership team.

Dissertation and Professional Leave Policy

CO-PIC is an intensive program dedicated to providing comprehensive training for doctoral interns and fostering their professional development. CO-PIC offers a dissertation and professional leave policy across all sites, which includes the following provisions:

- Interns are allotted three (3) days of professional leave for the purpose of dissertation defense.
- This leave must not prevent the intern from fulfilling the 2000-hour training requirement.
- The dates of leave must be pre-approved by both the intern's primary supervisor and the CO-PIC Training Director.

For any specific questions regarding this policy, interns should reach out to their primary site supervisors and/or the CO-PIC Training Director.

Conference, Meeting & Travel Reimbursement Policy

The Colorado Psychology Internship Consortium offers several opportunities for cohort-attended conferences and in-person meetings. During all internship-related events, didactics, conferences, and meetings, internship level of professional decorum is expected. Interns are expected to attend these events in full. Any barriers to attendance need to be discussed with the Primary Supervisor and Training Director; excusals will be made on a case-by-case basis. Without prior authorization, lack of attendance, in full or in part, and/or lack of appropriate professional decorum during these events will result in Due Process procedures.

The Consortium provides funding for expenses incurred during mandatory CO-PIC travel. Major expenses, such as hotel costs, can be paid for in advance by CO-PIC or the training site. Interns are not expected to pay out-of-pocket for any significant travel expenses. Some minor travel expenses may likely be incurred, and interns may submit documentation for reimbursement of certain out-of-pocket expenses while traveling for required CO-PIC activities. Interns are provided a per-day allowance for meals while traveling, which is determined by the IRS standard allowable deductions for the current tax year. This applies only to purchasing meals that are not made available to the intern by CO-PIC, and only during required CO-PIC travel. CO-PIC will not reimburse for alcohol. Interns may also be reimbursed for necessary public transportation and parking expenses. Mileage for intern travel is approved on a case-by-case basis and is a site-specific benefit. Check-in with your primary supervisor if you have questions about mileage reimbursement from your site. CO-PIC does not reimburse for mileage.

To be reimbursed for meals and transportation, interns must save their original receipts and provide them to the Training Director or to their site by the end of the month, unless otherwise requested. Interns will be informed of who to direct reimbursements to for each event. Please note- receipts are required for reimbursement. Interns should plan to pay separately when dining together. All expenses for a trip should be scanned together and submitted with the completed reimbursement form. Please use a separate form for each trip.

Diversity and Non-Discrimination Policy

The Colorado Psychology Internship Consortium strongly values diversity and believes in creating an equitable, hospitable, appreciative, safe, and inclusive learning environment for its interns. Diversity among interns and supervisors enriches the educational experience, promotes personal growth, and strengthens communities and the workplace. Every effort is made by CO-PIC to create a climate in which all staff and interns feel respected, comfortable, and in which success is possible and obtainable. CO-PIC strives to make every effort to increase awareness, dispel ignorance, and increase comfort with multicultural experiences. CO-PIC's training program includes an expected competency in diversity training, and multiple experiences are provided throughout the year to be sure that interns are both personally supported and well-trained in this area.

CO-PIC welcomes applicants from diverse backgrounds. The training program believes that a diverse training environment contributes to the overall quality of the program. CO-PIC provides equal opportunity to all prospective interns and does not discriminate because of a person's race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other factor that is not directly relevant to success as a psychology intern. Applicants are individually evaluated in terms of quality of previous training, practicum experiences, and fit with the internship. If an applicant or intern requires accommodations, he or she should contact the internship training director to initiate this process.

Due Process Procedure

Due Process Procedures Regarding Intern Performance:

For situations in which a supervisor, or other faculty member, raises a grievance about the behavior or performance of a psychology intern:

Definition of Problem Behavior

For purposes of this document, intern problem behavior is defined broadly as an interference in professional functioning which is reflected in one or more of the following ways:

- 1) an inability and/or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior;
- 2) an inability to acquire professional skills in order to reach an acceptable level of competency, and/or
- 3) an inability to control personal stress, psychological dysfunctions, and/or excessive emotional reactions which interfere with professional functioning.

It is a professional judgment as to when an intern's behavior becomes problematic rather than of concern. Trainees may exhibit behaviors, attitudes or characteristics that, while of concern and requiring remediation, are not unexpected or excessive for professionals in training. Problems typically become identified as impairments when they include one or more of the following characteristics:

- 1) the intern does not acknowledge, understand, or address the problem when it is identified;
- 2) the problem is not merely a reflection of a skill deficit which can be rectified by academic or didactic training;
- 3) the quality of services delivered by the intern is sufficiently negatively affected;
- 4) the problem is not restricted to one area of professional functioning;
- 5) a disproportionate amount of attention by training personnel is required;
- 6) the trainee's behavior does not change as a function of feedback, remediation efforts, and/or time;
- 7) the problematic behavior has potential for ethical or legal ramifications if not addressed;
- 8) the intern's behavior negatively impacts the public view of the agency;
- 9) the problematic behavior negatively impacts the intern cohort;
- 10) the problematic behavior causes or may potentially cause harm to a patient; and/or,
- 11) the problematic behavior violates appropriate interpersonal communication with agency staff.

Administrative Hierarchy and Definitions

CO-PIC's Due Process procedure occurs in a step-wise fashion, involving greater levels of intervention as a problem increases in persistence, complexity, or level of disruption to the training program. Faculty roles included herein are defined as follows:

- Supervisor: Any faculty member who provides direct supervision or teaching to an intern.
- Internship Training Director (ITD): The supervisor who functions as the program-level director of training. The ITD leads the Internship Training Committee and serves as a voting member.

Informal Review

When a supervisor believes that an intern's behavior is becoming problematic, the first step in addressing the issue should be to raise the issue with the intern directly and as soon as feasible in an attempt to informally resolve the problem. This may include increased supervision, didactic training, and/or structured readings. This process should be documented in writing in supervision notes and discussed with the training director and training committee, but will not become part of the intern's professional file.

Formal Review

If an intern's problem behavior persists following an attempt to resolve the issue informally, or if an intern receives a rating below a "3" on any learning element in the supervisory evaluation, the following process is initiated:

1. The supervisor will meet with the Internship Training Director (ITD) and intern within 10 working days to discuss the problem and determine what action needs to be taken to address the issue. If the ITD is the intern's direct supervisor, an additional supervisor and member of the Training Committee will be included in the meeting.
2. Following this meeting, the intern will have the opportunity to provide a written statement related to his/her response to the problem.
3. The supervisor and ITD will then meet within 3 working days to discuss the problem and the intern's response. During this meeting the supervisor and ITD may:
 - a. Issue an "Acknowledgement Notice" which formally acknowledges:
 - i. that the faculty is aware of and concerned with the problem;
 - ii. that the problem has been brought to the attention of the intern;
 - iii. that the faculty will work with the intern to specify the steps necessary to rectify the problem or skill deficits addressed by the inadequate evaluation rating; and,
 - iv. that the problem is not significant enough to warrant further remedial action at this time.
 - v. This notice will be issued within 5 working days of this meeting.
 - b. Place the intern on "Probation" which defines a relationship such that the faculty, through the supervisors and ITD, actively and systematically monitor, for a specific length of time, the degree to which the intern addresses, changes and/or otherwise improves the problematic behavior or skill deficit. The length of the probation period will depend upon the nature of the problem and will be determined by the intern's supervisor and ITD. A written

Probation statement is shared with the intern and the Director of Clinical Training at the trainee's graduate institution and includes:

- i. the actual behaviors or skills associated with the problem;
 - ii. the specific recommendations for rectifying the problem;
 - iii. the time frame for the probation during which the problem is expected to be ameliorated; and the procedures designed to ascertain whether the problem has been appropriately rectified.
 - iv. This statement will be issued within 5 working days of the decision. At the end of this probation period, the ITD will provide a written statement indicating whether or not the problem has been remediated. This statement will become part of the intern's permanent file and also will be shared with the intern and sent to the Director of Clinical Training at the intern's graduate institution.
- c. If the problem is not rectified through the above processes, or if the problem represents gross misconduct or ethical violations that have the potential to cause harm, the intern's placement within CO-PIC may be terminated. The decision to terminate an intern's placement would be made by the entire Training Committee and would represent a discontinuation of participation by the intern within every aspect of the training program. The Training Committee would make this determination during a meeting convened within 10 working days of the original meeting discussed in step A, or during the regularly-scheduled monthly Training Committee meeting, whichever occurs first. If the problematic behavior is the result of a failed probation, the training committee will convene within 10 days of the end of the probation period to discuss the possibility of an extended/modified probation and/or termination of the intern from the program. Each training site will receive one vote, with the ITD serving as the tie breaker if needed. The ITD may decide to temporarily suspend an intern's clinical activities during this period prior to a final decision being made, if warranted. If the decision to terminate an intern is made, the respective site's Human Resources Department would be involved in the process and APPIC would be notified of the proceedings.

Appeals Process

If the intern wishes to challenge the decisions made, he or she may request an Appeals Hearing before the Training Committee. This request must be made in writing- an email will suffice- to the ITD within 5 working days of notification regarding the decision made in step b or c above. If requested, the Appeals Hearing will be conducted by a review panel convened by the ITD and consisting of him/herself (or another supervisor, if appropriate), the intern's primary supervisor, and at least two other members of the Training Committee. The intern may request a specific member of the Training Committee, site administrator, or adjunct faculty to serve on the review panel. The Appeals Hearing will be held within 10 working days of the intern's request. The review panel will review all written materials and have an opportunity to interview the parties involved or any other individuals with relevant

information. The review panel may uphold the decisions made previously or may modify them. The review panel has final discretion regarding the outcome.

Notifying the Sponsoring Doctoral Program

If either the Acknowledgment Notice or the Probation action occurs, the ITD will inform the intern's sponsoring university within 5 working days, indicating the nature of the inadequate rating, the rationale for the action, and the action taken by the faculty. The intern shall receive a copy of the letter to the sponsoring university.

Once the Acknowledgment Notice or Probation is issued by the ITD, it is expected that the status of the problem or inadequate rating will be reviewed no later than the next formal evaluation period or, in the case of probation, no later than the time limits identified in the probation statement. If the problem has been rectified to the satisfaction of the faculty and the intern, the sponsoring university and other appropriate individuals will be informed and no further action will be taken.

Grievance Procedure Regarding Faculty Performance

These guidelines are intended to provide the psychology intern with a means to resolve perceived conflicts. Interns who pursue grievances in good faith will not experience any adverse professional consequences. For situations in which an intern raises a grievance about a supervisor, staff member, trainee, or the internship program:

Informal Review

First, the intern should raise the issue as soon as feasible with the involved supervisor, staff member, other trainee, or ITD in an effort to informally resolve the problem.

Formal Review

If the matter cannot be satisfactorily resolved using informal means, the intern may submit a formal grievance in writing to the ITD. If the ITD is the object of the grievance, the grievance should be submitted by another Training Committee Member. The individual being grieved will be asked to submit a response in writing. The ITD (or other Site Director, if appropriate) will meet with the intern and the individual being grieved within 10 working days. In some cases, the ITD or other Site Director may wish to meet with the intern and the individual being grieved separately first. The goal of the joint meeting will be to develop a plan of action to resolve the matter. The plan of action will include:

1. the behavior associated with the grievance;
2. the specific steps to rectify the problem; and,
3. procedures designed to ascertain whether the problem has been appropriately rectified.

The ITD or other Site Director will document the process and outcome of the meeting. The intern and the individual being grieved will be asked to report back to the ITD or other Site Director in writing within 10 working days regarding whether the issue has been adequately resolved.

If the plan of action fails, the ITD or other Site Director will convene a review panel consisting of him/herself and at least two other members of the Training Committee within 10 working days. The intern may request a specific member of the Training Committee to serve on the review panel. The review panel will review all written materials and have an opportunity to interview the parties involved or any other individuals with relevant information. The review panel has final discretion regarding the outcome.

If the review panel determines that a grievance against a staff member cannot be resolved internally, or is not appropriate to be resolved internally, then the issue will be turned over to the employer agency. The panel will reconvene within 10 working days to again review written documentation and determine whether the issue has been adequately resolved.

Additional Information & Helpful Links

Links

APA Ethics Handbook

[APA Ethics Handbook](#)

Didactic & Group Supervision Calendars

 [CO-PIC Didactics 2026-2027.xlsx](#)

Sample Hours Log

[CO-PIC Intern Hour Log Template](#)

Sample Primary Evaluation

[CO-PIC Primary Intern Eval Template.xlsx](#)

Sample Self-Evaluation

[CO-PIC Self-Evaluation Form Template.xlsx](#)

Sample Program Evaluation

[CO-PIC Program Evaluation Template.xlsx](#)

Sample Supervisor Evaluation

[CO-PIC Evaluation of Supervisor Template.xls](#)

Conference & Didactic Survey

[Conference & Didactic Survey Template](#)

Forms

Handbook Acknowledgement

<https://forms.gle/XfB6EaM3Yz6HrQPz7>

Authorization to Exchange Information

<https://forms.gle/fUfxsa3HeSzBkhdz9>

APA Ethics Acknowledgement

<https://forms.gle/eiy8LbNZnybtmsnq9>

CoA ARO Form

<https://forms.gle/XzU5VTU2tsf1nn6X9>

Orientation Feedback Form

<https://forms.gle/XdUVf1kTVGpNsAv88>