

# PSYCHOLOGY RESIDENT TRAINING AGREEMENT

## Arizona Psychology Training Consortium

This training agreement among :

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(Name of psychology postdoctoral resident)

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(Address of psychology postdoctoral resident)      (Phone number)      (Email address)

and :

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(Names of Consortium-affiliated site and Clinical Supervisor)

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(Address of the affiliated training site)

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(Phone number)      (Email address)

**and:**

### **The Arizona Psychology Training Consortium (hereafter, "Consortium")**

is hereby established for the purpose of defining the nature and parameters of a planned, sequentially organized, postdoctoral residency training program in psychology. It is designed to facilitate the development of the postdoctoral resident's competencies in the provision of high quality, professional psychological services consistent with applicable legal, ethical, and professional standards.

1. The supervisor and psychology resident agree that all aspects of this postdoctoral residency will be carried out in accordance with all requirements of Arizona Revised Statutes, the rules of the Arizona Board of Psychologist Examiners, and all other applicable statutes.

This *Psychology Resident Training Agreement* shall serve as the written training plan during the postdoctoral residency. The written training plan is based on a developmental model of psychology training. The developmental training curriculum provides advanced competency training in psychotherapy, assessment, cultural diversity, ethics, and other areas of psychology. The supervisee may not begin accruing residency hours until the *Psychology Resident Training Agreement* has been submitted to the Consortium's Director of Residency Training and signed by all parties.

2. The Consortium and the resident expressly agree and understand that no employment relationship between them, whether express or implied, is contemplated or created by this agreement. The Consortium and the resident expressly agree and understand that the relationship between the training site and its trainees is an employment relationship, governed by the laws of the State of Arizona. The trainee is advised to resolve any questions regarding Arizona employment law through consultation with a lawyer.
3. The supervisor and psychology resident confirm that there exists no relationship between them except that of supervisor and psychology resident. A supervisor may not supervise a family member, employer, or business partner. The supervisor and supervisee agree that no other relationship shall be created between them for the duration of this residency that has the potential to compromise the quality of services to clients, the objectivity of the evaluation of the psychology resident, or that may result in exploitation of the psychology resident or any client. The supervisor shall not receive any supervision fees, salary, compensation, honoraria, favors, or gifts from the psychology resident. The psychology resident will not pay office rent, telephone expenses, or any other office or business expenses. If either the supervisor or psychology resident is unsure regarding the appropriateness of their relationship, or prospective relationship, the matter shall be brought to the attention of the Consortium's Director of Training for review and clarification.
4. The psychology supervisors at the training site are professionally responsible for all the psychology work that is done by their residents. The supervisors are vested with sufficient authority over matters pertaining to the provision of psychological services by the psychology resident to enable the supervisors to accept responsibility for the welfare of the clients and the quality of the training experience.
5. The supervisors will determine that the psychology resident is capable of providing competent and safe psychological services to each client assigned. The supervisors will not permit the psychology resident to engage in any psychological practice that the supervisors cannot competently perform.
6. There must be at least two licensed supervising psychologists, each of whom is present at least half-time at the training site to provide supervision and direct the training program. The supervisors may also assign supplemental training activities in specific competency areas to be provided by other licensed or certified professionals.
7. The private actions and behaviors of the psychology resident, which are not relevant to, nor expressed in, the residency setting shall not be dealt with in the supervisory relationship. The supervisors shall not provide psychotherapy to the psychology resident.
8. Social Media: The use of social networking sites (e.g., Instagram, Twitter, Facebook, etc.) is ubiquitous. We understand that residents may use social networking platforms for a variety of reasons. As an emerging professional, it is important to use these sites in accordance with the ethical and professional standards that govern the profession of psychology.

9. The psychology resident will be known by the title "Psychology Resident." The name of the appropriate supervisor will be disclosed on all materials on which the name of the psychology resident appears, including psychological records, reports, correspondence, and business cards.
10. Residents may obtain temporary licensure in Arizona during their postdoctoral residency. The purpose of temporary licensure is to facilitate the transition toward independent licensure. Temporary licensure status may be utilized for up to three years and is nonrenewable. Under temporary licensure, the resident will continue to be trained and supervised under the terms of this *Psychology Resident Training Agreement*.
11. The psychology resident will create and maintain client records consistent with all applicable Arizona Statutes and Rules of the Arizona Board of Psychologist Examiners. Psychology records may be kept in either written or secure electronic forms. These records will remain with the supervising psychologist or the affiliated training site upon the completion or termination of the residency. Clients served will be advised as to how to access their records subsequent to the psychology resident's completion of the postdoctoral residency.
12. The Consortium will receive written certification by the psychology resident's educational institution that he or she has satisfied all requirements in preparation for the postdoctoral residency. Certification is usually provided through documentation from the resident's departmental chair, dissertation chair, or university registrar. An official transcript documenting the completion of the doctoral degree would also satisfy this requirement. The postdoctoral residency may begin before the ceremonial conferral of the doctoral degree.

The educational institution at which the resident received a doctorate in psychology is:

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(Educational institution and department)

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(Academic Director of Training)

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(Address)

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(Phone)

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(Email)

13. The psychology resident successfully completed a predoctoral internship in psychology at:

\_\_\_\_\_  
(Name of internship program)

Name of primary supervisor: \_\_\_\_\_

Total hours by the date of completion: \_\_\_\_\_ Date of completion: \_\_\_\_\_

14. Supervisors' insurance: The minimum requirements for professional liability insurance for both supervisor and resident is \$1 million per incident/ \$3 million aggregate.

a. Supervisor #1 is currently insured for professional liability by

\_\_\_\_\_  
(Name of insurance company)

in the amounts of \$ \_\_\_\_\_ per incident, \$ \_\_\_\_\_ aggregate, with an effective date of \_\_\_\_\_. The supervisor agrees to keep this policy in effect for the duration of the internship. A copy of the face sheet of the professional liability insurance policy should be submitted to the Consortium. Supervisors in self-insured organizations, such as school districts, should provide documentation of insurance coverage to the Consortium.

b. Supervisor #2 is currently insured for professional liability by

\_\_\_\_\_  
(Name of insurance company)

in the amounts of \$ \_\_\_\_\_ per incident, \$ \_\_\_\_\_ aggregate, with an effective date of \_\_\_\_\_. The supervisor agrees to keep this policy in effect for the duration of the internship. A copy of the face sheet of the professional liability insurance policy should be submitted to the Consortium. Supervisors in self-insured organizations, such as school districts, should provide documentation of insurance coverage to the Consortium.

15. The psychology resident will be insured for professional liability by

\_\_\_\_\_  
(Name of insurance company)

in the amounts of \$ \_\_\_\_\_ per incident, \$ \_\_\_\_\_ aggregate, with an effective

date of \_\_\_\_\_. The psychology resident agrees to keep this policy in effect for the duration of the residency.

16. An annual stipend of \$ \_\_\_\_\_ will be paid to the resident by the Consortium-affiliated site. The Consortium's Board of Directors will establish a minimum stipend for residents from year-to-year. A supervisee's stipend cannot be based on the supervisee's productivity or revenue generated by the supervisee. Thus, the stipend must be independent of the supervisor's or agency's billings or collections and is not based on a percentage of billings or collections. The psychology resident will not receive fees from any client, or on behalf of any client, from any third-party payer.

17. The resident will receive the following employment benefits, such as health insurance, dental insurance, holidays off, conference attendance fees, and other benefits.

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18. Postdoctoral residencies may begin at any time of the year. Residencies may be either one or two years. The residency will consist of either 1,500 or 2,000 total hours per year for full-time residents, and either 750 or 1,000 hours per year for half-time residents. Each training site determines whether it will provide a 1,500 or 2,000 hour per year training program. The number of supervised training hours for this residency shall be a minimum of \_\_\_\_\_ training hours. Arizona licensure law specifies that supervisees cannot accrue more than forty hours of training experience in one week. Supervisees at 1,500-hour sites will take at least thirty-eight weeks to complete their supervised hours for licensure. Supervisees at 2,000-hour training sites will take at least fifty weeks to complete their supervised hours.

19. The psychology postdoctoral resident shall complete a minimum of 104 hours of didactic and experiential postdoctoral residency training for a one-year 2,000-hour residency, and 208 hours for a two-year residency. For a 1,500-hour one-year residency, 78 hours of didactic training is required. The attendance policy of the Consortium, which is included in the *Policies and Procedures Manual*, is attached to this *Psychology Resident Training Agreement*. It describes the standards for fulfilling the required training curriculum. In-service trainings at the residency training sites do not fulfill the didactic training requirements. If a resident does not meet the minimum didactic training program requirements, then the resident may be placed on disciplinary probation as described in the *Due Process Policy Guide*.

20. Residents are encouraged to participate on committees of the Arizona Psychological Association to interact with other trainees and future colleagues.

21. The supervisor and psychology resident agree that the following shall be the individualized competency goals for this postdoctoral psychology residency and that they shall work conscientiously and cooperatively toward the achievement of these goals: (add additional document if needed.)

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22. The supervisor and psychology resident agree that the following methods shall be the primary methods, techniques, and procedures for accomplishing the above competency goals: (add additional document if needed.)

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23. The psychology resident will inform each adult client, both verbally and in writing, that he or she is practicing under the supervision of a licensed psychologist and will provide each client with the supervisor's name and means of contacting him or her. For child clients, informed consent may be obtained from parents or may be implied through the organization, such as children receiving assessment, psychotherapy, or consultation services through a school district. When relevant, the psychology resident will inform clients that some third-party payers may not cover services provided by psychology residents. As a condition of providing services, the psychology resident will obtain each client's informed, written

consent to share confidential information with the supervisor for the purpose of supervision. The sharing of confidential information with the supervisor may take the form of live observation and/or participation in the provision of psychological services; reviewing video or audio tapes of psychological services; and reviewing and discussing case notes, progress notes, treatment plans, tests, reports, correspondence, or discharge summaries. The psychology resident will not provide services to adult clients that do not provide this informed consent.

24. The supervisors agree to provide directly, or by way of another supervising psychologist, a minimum of one hour of face-to-face, individual supervision for each twenty hours of supervised experience. This supervision will have the express purpose of dealing with the services rendered by the psychology resident. It is further agreed that additional hours of supervision will be provided when necessary to ensure the adequate quality of psychological services provided by the psychology resident.
25. The supervisors agree to identify, discuss, and relate practice issues to relevant legal, ethical, and professional standards when appropriate in the course of supervision of psychological services. Ethics training will be incorporated into all aspects of Consortium psychology training. The psychology resident agrees to identify relevant legal, ethical, and professional issues in his or her provision of psychological services and to bring them to the attention of the supervisor for discussion as appropriate.
26. Supervisors and trainees must develop a written plan on how supervisees can immediately access their supervisors in the event of clinical emergencies. Accessibility by cellphone is considered adequate accessibility in emergency situations. The plan should include accessibility on evenings, weekends, and vacations.
27. The supervisors will create and maintain supervision records of the psychology resident at the training site. Supervision records will include
  - a. A copy of this Training Agreement.
  - b. Each formal written evaluation of the psychology resident.
  - c. Documentation of supervision meetings.
  - d. Records of the number of hours the psychology resident devotes to each of the training activities.
  - e. Written summaries of the supervisor's consultations regarding the psychology resident with the Director of Training of the Consortium.
  - f. Copies or summaries of all disciplinary and grievance actions.
  - g. All other documentation of the training experience in accordance with the policies of the Consortium.
28. Supervision records will be maintained by the supervisor or the affiliated training site for the purpose of future access and documentation. Supervision records will be maintained for at least fifteen years, which is the standard established by the Association of Psychology Postdoctoral and Internship Centers (APPIC.) Documentation of the supervision hours will

be provided to the Arizona Psychology Training Consortium, which will maintain training files on both the resident and the affiliated training site for fifteen years.

29. Formal evaluation of the psychology resident by the supervisor will occur at least twice during the postdoctoral residency. The psychology resident will sign and have an opportunity to comment on each formal written evaluation. Copies of both written evaluations and any remediation plans will be placed in the supervision record and provided promptly to the Director of Training. The format of the formal evaluations will be consistent with the requirements of the Arizona Psychology Training Consortium and will include, among other things, the following:
  - a. The number of hours devoted to supervision activities.
  - b. The number of hours devoted to identified psychological services.
  - c. A statement by the supervisor that the psychology resident's performance was either satisfactory or unsatisfactory.
30. In addition to formal evaluations, the supervisors may prepare written evaluations of the psychology resident's skills and progress toward identified goals and competencies, including strengths and weaknesses, as often as needed. As necessary, these written evaluations will include plans for remediating weaknesses and providing for the continued professional development of the psychology resident. The psychology resident will sign and have an opportunity to comment on each written evaluation. These procedures are described in the Consortium's *Due Process Policy Guide*. Copies of these additional written evaluations and remediation plans will be placed in the supervision record and provided promptly to the Director of Training.
31. Twice during the training year, the psychology resident will prepare a formal written evaluation of the overall training experience and the supervision provided. The first of these evaluations will be given directly to the Director of Training and will not be reviewed by the supervisor until after the resident's first formal evaluation has been completed. The same procedure will be followed for the second evaluation.
32. The supervisor will consult with the Director of Training if he or she believes the psychology resident may have violated legal, ethical, or professional standards or has failed to comply with this Training Agreement. The resident, the supervisor, the organization, and the Director of Training may pursue informal conflict resolution through the Association of Psychology Postdoctoral and Internship Centers (APPIC). The formal resolution of these concerns will follow the *Due Process Policy Guide* document of the Arizona Psychology Training Consortium. The supervisors shall be able to immediately suspend the psychology resident from practicing in specified cases or in all cases. In some instances, reporting the allegations to the Arizona Board of Psychologist Examiners or professional association may be required.
33. The psychology resident will consult with the Director of Training if he or she believes the supervisor may have violated legal, ethical, or professional standards or has failed to comply



with this Training Agreement. The resident, the supervisor, the organization, and the Director of Training may pursue informal conflict resolution through the Association of Psychology Postdoctoral and Internship Centers (APPIC). The resolution of these concerns will follow the *Due Process Policy Guide* document of the Arizona Psychology Training Consortium. The supervisee may choose to file a complaint against psychologists to the Arizona Board of Psychologist Examiners.

34. Upon successful completion of this residency, the psychology resident shall be presented with a Certificate of Completion by the Arizona Psychology Training Consortium indicating that he or she has successfully completed a postdoctoral psychology residency. This certificate shall identify the psychology resident, the total number of hours of the residency, the date started, and the date the residency was completed.

35. After completion of the residency, the Consortium will contact the resident to obtain longitudinal information about licensure, employment, and other outcome measures. We request the resident provide permanent contact information for longitudinal research, etc. The Consortium may contact the former resident at the following email and mailing address:

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36. Amendments to this Psychology Resident Training Agreement may be made from time to time. All appropriately executed amendments will be attached to this agreement and become a part of this Psychology Resident Training Agreement.

37. This postdoctoral residency will begin on \_\_\_\_\_.  
(Date)

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(Name of affiliated training site)

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(Printed name of supervisor #1)                      (Signature)                      (Date)

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(Printed name of supervisor #2)                      (Signature)                      (Date)

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(Printed name of postdoctoral resident)      (Signature)                      (Date)

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(Printed name of representative,                      (Signature)                      (Date)  
Arizona Psychology Training Consortium)