

# **Arizona Psychology Training Consortium**

**[www.azptc.org](http://www.azptc.org)**

## **Training Site Application and Affiliation Agreement**

The Arizona Psychology Training Consortium accepts applications to become an affiliated training site throughout the year for postdoctoral residency training. Training sites must submit a completed Training Site Application and Affiliation agreement with a \$500 application fee for consideration into affiliation with the consortium.

### **Training Site/Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Training site hours of operation: \_\_\_\_\_

Primary Psychologist: \_\_\_\_\_

Secondary Psychologist: \_\_\_\_\_

Executive Director/CEO (if applicable): \_\_\_\_\_

Year Psychology Training Activities Established: \_\_\_\_\_

Please enclose any brochures or written materials that describe your training activities. Each training site must demonstrate that it meets the relevant APPIC criteria as an affiliated residency training site.

# **Training Site Affiliation Standards**

## **Introduction:**

The Arizona Psychology Training Consortium is a 501(c)(3) non-profit subsidiary corporation of the Arizona Psychological Association. The Arizona Psychological Association (AzPA) oversees all the administrative and financial operations of the Consortium. The Arizona Psychological Association (AzPA) established the Arizona Psychology Training Consortium to facilitate the development of postdoctoral residency training opportunities. The Arizona Psychology Training Consortium is a multi-site training program that provides organized, sequential learning experiences for postdoctoral residents. The Consortium ensures an integrated training experience through shared standards, common procedures, and joint didactic learning programs. The Consortium brings together urban and rural training sites to provide broad exposure to differing models of training and service delivery. There is a particularly strong emphasis on advanced training in cultural competence. The Consortium is intended to increase the availability of high-quality postdoctoral training in Arizona.

## **Purpose of the Agreement:**

The purpose of this Agreement is to establish and define the participation of the training site as an affiliate of the Consortium. Affiliation with the Consortium does not establish any legal or financial obligations with the Arizona Psychological Association or other affiliated training sites within the Consortium.

## **Parties:**

The parties of this Affiliation Agreement are the Arizona Psychology Training Consortium, hereafter “Consortium,” and the training site identified on the final page of this Agreement, hereafter “affiliated training site.”

## **Nature of the Relationship Between the Consortium and the Training Site:**

The Consortium and training site expressly agree and understand that the Consortium serves as a placement and training entity only. No employment contract, express or implied, is created between the Consortium and the affiliated training site by virtue of entering into this Affiliation Agreement.

## **Nature of the Relationship Between the Training Site and the Trainee:**

The Consortium and the affiliated training site 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. Both the training site and the trainee are advised to resolve any questions regarding Arizona employment law through consultation with a lawyer.

## **Affiliation Criteria:**

Affiliated training sites may be individuals, organizations, or institutions that provide supervision and training in the delivery of psychological services. Training sites must meet the following criteria for affiliation in the Consortium:

1. Commitment to the advanced training of future psychologists;
2. Investment of resources to provide psychological instruction and training opportunities that are appropriate for residents;
3. Responsibility to exercise appropriate control, oversight, and review of the psychological

- services offered by supervisees; and
4. Adherence to the membership criteria and other policies and procedures of the Association of Psychology Postdoctoral and Internship Centers (APPIC).

#### **Affiliation Application:**

Training sites must apply for affiliation with the Arizona Psychology Training Consortium. Each new site must complete the following steps: complete and submit the Training Site Application form, participate in an onsite visit, and be accepted by the Board of Directors of the Consortium. There is a non-refundable \$500 application fee. The check should accompany the Training Site Application form and be made out to the Arizona Psychology Training Consortium.

#### **Affiliation Fees:**

Affiliates will contribute an annual fee of \$500.00. All fees received from affiliates will be used for administrative, legal, accounting, training, and membership expenses. The affiliation fee will be paid to the Consortium by August 1 of each training year. The check should be made out to the Arizona Psychology Training Consortium. There is a \$100 affiliation fee for each additional resident at an affiliated site. For example, a training site that has only one resident would be expected to pay the \$500 affiliation fee. Additional residents would cost an additional \$100 each. The additional affiliation fee is intended to cover the added administrative and training expenses of larger numbers of trainees.

#### **Inactive Training Affiliate:**

Affiliated training sites may be unable to provide residency opportunities for designated training years. Should a training site choose to maintain its affiliation with the Consortium, it may choose an inactive training affiliate status. With this status, an annual fee of \$100 is owed. Inactive training affiliate status should be indicated on the last page of this agreement. The inactive training affiliate site continues to be a participant in all Consortium-related activities and relevant decision-making. Notably, the training site would not need to reapply for Consortium affiliation when it is ready to accept residents again.

#### **Duration of Affiliation:**

The duration of affiliation is indefinite. It may be discontinued at any time by either of the parties.

#### **APPIC Membership**

The Consortium is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) for postdoctoral residency programs. The Consortium and its affiliated training sites adhere to all published policies and procedures of APPIC. Affiliated training sites may provide residency and other training experiences for non-Consortium supervisees. However, only residents placed at the training site by the Consortium may be considered graduates of the APPIC-member Consortium training program.

#### **APPIC Selection Requirements:**

When a training site accepts a postdoctoral resident, it becomes a legally and financially binding obligation to provide training throughout the year. Site supervisors must ensure that all persons involved in recruiting or selecting interns and/or postdoctoral residents understand and adhere to these policies. Violations of APPIC match policies or agreements may result in APPIC sanctions or possible legal action initiated by residency applicants.

**Training Agreements:**

Each affiliated training site will establish a written agreement with each of its postdoctoral residents prior to beginning training. Training sites, in collaboration with the Consortium, are required to maintain appropriate records of each resident's training. Training sites must submit a copy of the training agreement for each supervisee.

Each supervisee will be designated as a "Psychology Resident" to identify his or her training status. Residents may have other job titles for hiring purposes, but their roles and titles must be "Psychology Resident." Residents cannot be independent contractors or other semi-autonomous personnel. Affiliated training sites and supervisees shall inform all recipients of psychological services of the training status of the residents. When appropriate within the training setting, clients should be informed of the name of the supervisor at the affiliated training site responsible for their treatment. The training site must provide clients, workspace, and administrative support consistent with providing a high-quality training experience for each supervisee.

Residents must receive a monthly stipend. The Consortium does not allow unpaid residencies. The minimum annual stipend for a full-time resident will be set from time to time by the Consortium's Board of Directors. Residents may not accept direct payment from clients for services at the affiliated training site. Residents cannot be paid on a fee-for-service basis in which their stipend is dependent upon income generation. Thus, fee splitting arrangements are not acceptable for postdoctoral residents. The training sites may bill third-party payors for the services of residents if that is allowable within the service contracts of the training site.

**Resident Responsibilities:**

The acceptance of a training agreement by an applicant establishes obligations and responsibilities binding the applicant, the affiliated training site, and the Consortium. It serves to protect the resident, the affiliated training site, the Consortium, and the recipients of the psychological services. Residents are obligated to comply with all applicable legal, ethical, and professional standards. These standards include: the American Psychological Association *Ethical Principles of Psychologists and Code of Conduct*, Arizona Revised Statutes 32-2071 *et seq.* and rules of the Arizona Board of Psychologist Examiners, specialty guidelines of the American Psychological Association or its divisions, and other statutes and standards applicable to the practice of psychology.

Residents must meet all credentialing, security, and health requirements at their training sites. Residents are expected to participate actively in all professional supervisory and training activities. Residents should model competence and professional behavior in all of their training roles. Within the Consortium, residents are expected to consult with each other for reciprocal support and continued learning.

**Duration of Training:**

Residents may complete the Consortium training program through either full-time (1,500 or 2,000 hours per year) or half-time (750 or 1,000 hours per year) postdoctoral residencies. The shortened training year (1,500 hours full-time and 750 hours half-time) is intended to promote training opportunities in school settings. Residents in 1,500-hour training programs will take at least thirty-eight weeks to complete their supervised hours for licensure. Residents in 2,000-hour training programs will take at least fifty weeks. The Consortium provides a two-year training program in neuropsychology. Residents must participate in a mandatory orientation provided by the

Consortium. Affiliated training sites are not obligated to provide training, employment, or other services or compensation beyond the contracted Consortium training experience.

**Training Requirements:**

First, the Director of Training for the Consortium shall have primary responsibility for the provision of training by the Consortium and be responsible to the Consortium Board of Directors. Each affiliated training site shall designate a psychologist who has primary responsibility for training activities at its site. The primary psychologist shall maintain regular communication with the Director of Training of the Consortium or the Consortium's designated liaison to ensure coordination of training activities and compliance with all Consortium policies and procedures.

Second, all postdoctoral residency training for Consortium supervisees conducted by the affiliated training sites shall be done under the auspices of the Arizona Psychology Training Consortium. The Consortium will provide regular, scheduled opportunities for residents to interact with other residents. All residents will participate in training with several supervisors and trainers representing different models of psychotherapy, assessment, research, and consultation. Residents must be available to attend Consortium training activities for two days per month. Didactic seminars and other training experiences will be conducted at various locations throughout Arizona, including at its affiliated training sites.

Third, psychologists must have at least two years of post-licensure professional experience to supervise residents. While it is desirable for other behavioral health professionals to participate in multidisciplinary training, such training hours do not count toward the individual, face-to-face supervision hours required for licensure. Postdoctoral residents must receive a minimum of one hour of individual supervision each week for each twenty hours of supervised experience. Additional supervision may be required for the remediation of documented deficiencies in supervisee performance. Licensed psychologists who are directly involved in resident supervision must provide a copy of their current curriculum vitae and license to the Consortium.

Fourth, residents must be exposed to a breadth of professional roles and services at their training sites. Residents require supervision from at least two supervisors who are licensed psychologists. The Consortium encourages supervisee participation in case conferences, grand rounds, in-service trainings, and other learning opportunities.

Finally, upon successful completion of each resident's training, the Arizona Psychology Training Consortium will award a Certificate of Completion. A Certificate of Completion from an APPIC-member training program will simplify licensure and credentialing procedures in Arizona as well as in other states.

**Resident Supervision:**

Supervisors at affiliated training sites have full clinical responsibility for the activities of their supervisees. In clinical decisions, residents must follow the directions of their clinical supervisors who have final authority over all services provided to training site clients. The Consortium does not provide liability insurance for the supervisory and training activities of its affiliated training sites. Affiliated training sites, supervisors, and supervisees must carry professional liability insurance.

Supervisors and trainees must develop a written plan on how residents can immediately access their supervisors in the event of clinical emergencies. The plan should include accessibility on evenings,

weekends, and vacations.

All supervisors are required to maintain records of supervision sessions with their trainees. Supervision records will be retained at the training site, and by the Consortium, for fifteen years. Supervisors must provide regular feedback regarding the performance of their residents to the Director of Training of the Consortium or to the Consortium's designated site liaison. Supervisors must communicate the performance evaluations to their supervisees, incorporating constructive recommendations for professional growth. Whenever there are significant concerns about a supervisee's performance or professional behavior, such concerns must always be documented in supervision records. The Director of Training shall receive a copy of any documented concerns. Supervisors are encouraged to consult with the Director of Training should concerns in any aspect of the training process arise.

#### **Supervision on Cultural Competence:**

Supervisors are encouraged to assign supervisees clients from diverse cultural backgrounds, consistent with the supervisor's own training and experience with such populations. Arizona offers a wealth of training opportunities with a range of social and cultural groups, and residents are encouraged to seek out such diversity experiences. Several didactic seminars by the Consortium will be devoted to research and practice with culturally diverse client populations. Clinical supervision that is sensitive to all types of diversity issues will broaden and enhance the quality of the training experience.

#### **Due Process Procedures:**

The Consortium provides collaborative due process procedures for remediation, disciplinary actions, and grievances. The procedures are described in the *Policy on Resident Evaluation, Grievances, and Management of Problematic Performance or Conduct*, which is available on the Arizona Psychological Association's website at [azpcta.org](http://azpcta.org). A flow chart of the procedures is provided to present visually the due process procedures. This does not restrain the parties from seeking additional remedies provided by law. It is essential that any conflict resolution procedures be fair, impartial, and respectful to all parties.

#### **Amendments to the Affiliation Agreement**

The Board of Directors of the Consortium and the affiliated training site may amend this Affiliation Agreement. The procedure for notification and amendment is described in the Bylaws of the corporation.

#### **Termination of the Affiliation**

Either the affiliated training site or the Consortium may terminate the affiliation without cause. Written notification must be provided to the other party at least sixty days before the date of termination.

## **Training Site Description**

1. Briefly describe the agency or practice, including the services, specialty areas, and populations served.
  
  
  
  
  
  
  
  
2. Please describe the cultural diversity of the client population. Culturally responsive therapy is one of the foundations of the Consortium training curriculum.
  
  
  
  
  
  
  
  
3. What is the annual stipend for residents?
  
  
  
  
  
  
  
  
4. Are there any other employment benefits available to the residents?  Yes  No  
If yes, please explain:
  
  
  
  
  
  
  
  
5. At least one of the supervising psychologists must be on site at least 50 percent of the time. Please provide a list of the names of the trainers, their contributions to the training activities, and their hours dedicated to training activities. Please enclose their curriculum vitae and photocopies of their professional licenses and professional liability insurance coverage.
  
  
  
  
  
  
  
  
6. Is the primary or secondary supervisor currently under disciplinary action by the Arizona Board of Psychologist Examiners or any other regulatory organizations?  Yes  No  
If yes, please explain:
  
  
  
  
  
  
  
  
7. Will there be any additional supervision from other behavioral health professionals, such as case conferences or grand rounds?  Yes  No  
**Note:** supervision by other mental health professionals, including psychiatrists, cannot be counted

towards supervised experience for licensure but may be part of the overall training program.

8. Residents are required by Arizona law to receive at least one hour of regularly scheduled individual, face-to-face supervision for each twenty hours of training. Supervision may include activities such as case management, review of psychological testing and report writing, shadowing, direct live observation, co-therapy, review of audiotapes or videotapes, and career mentoring. Please describe your supervision procedures.
9. Supervisors may be asked to present three-hour workshops to the residents. Please indicate some areas of clinical or research interest that the primary psychologist, and other members of your training team, would like to present to the residents? What are your favorite topics?
10. Are you planning to provide residency training each year? What are your short-term and long-term plans for developing your training activities?
11. Do you provide rotations at your training site?  Yes  No
12. Describe the office space available for the residents. Are phones, computers, and testing equipment available to the residents?  Yes  No
13. Describe the number of hours per week in direct, face-to-face psychological services with clients, patients, students, or consultees.
14. Describe the responsibilities and roles of residents at your training site.
15. How much time (in hours) will trainees spend on each activity per week?

Assessment	_____
Individual therapy	_____
Couples therapy	_____

Family therapy	_____
Group therapy	_____
Consultation	_____
Supervision of practicum students	_____
Research and program evaluation	_____
Other training activities	_____

If your site is accepted for affiliation, a brief description of the training activities will be posted on the Arizona Psychological Association website at [www.azpa.org](http://www.azpa.org). Please describe the training opportunities at your site so that potential applicants would know if your site offers the opportunities they are seeking.

After review of the application materials, an initial site visit by members of the Consortium Board of Directors will be scheduled. Please complete the Affiliation Agreement (below). When signed by a representative of the Board of Directors, the Agreement becomes effective.

If you have questions about this application, or affiliating with the Consortium, please contact a member of the Consortium's Board of Directors.

Please email this application, curriculum vitae of all supervisors, professional liability insurance verification, and psychology licenses of all supervisors. Mail a non-refundable application fee of \$500. The check should be made out to the Arizona Psychology Training Consortium.

## **Arizona Psychology Training Consortium Affiliation Agreement**

The following training site, \_\_\_\_\_, located at \_\_\_\_\_, agrees to participate as an affiliated site of the Arizona Psychology Training Consortium in the following category:

- 1,500-hour training program
- 2,000-hour training program
- Two-year neuropsychology program
- Inactive training site

The affiliated training site agrees to abide by the policies and procedures in the Training Site Affiliation Term and Training Site/Affiliation Description forms contained herein.

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Printed Name \_\_\_\_\_ Title \_\_\_\_\_

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Organization \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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### **For Office Use Only**

The above training site is accepted as an affiliated training site of the Arizona Psychology Training Consortium.

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Printed Name of the Representative of the Board of Directors of the Consortium \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_