

# Arizona Psychology Training Consortium

## Policies & Procedures

<https://www.azptc.org/>

A subsidiary of the Arizona Psychological Association



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## **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 Psychology Training Consortium operates 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.

## **Consortium and Training Sites**

The Consortium and the various training sites 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. 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.

All aspects of the residency will be carried out in accordance with all requirements of Arizona Revised Statutes § 32-2061 *et seq.*, the rules of the Arizona Board of Psychologist Examiners, and all other applicable statutes.

Postdoctoral residencies may start at varying times during the training year. The postdoctoral residency may consist of either 1,500 or 2,000 total hours for full-time postdoctoral residents, and 4,000 total hours for full-time postdoctoral residents in a neuropsychology rotation who seek to follow Houston Guidelines for possible application for board certification.

Each training site determines how many hours are required in their training program. 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 four sites will take at least fifty weeks to complete their supervised hours.

The annual stipend for internships is to be no less than \$35,000 annually for residencies. This stipend is independent of the supervisor's or agency's billings or collections and is not based on a percentage of billings or collections. The resident will not receive fees from any client, or on behalf of any client, from any third-party payer.

Residency sites pay \$500.00 per year in affiliation fees. An additional \$100.00 is required for each additional resident. Fees are due by the start date of the resident's training year. Residents may NOT start their training year and accrue training hours until site membership dues are received.

## **APPIC Membership**

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

If there are any significant changes in supervisors or training activities at any affiliated site, APPIC needs to be notified by the Consortium within one month. That allows APPIC to have a comprehensive understanding of all the training sites and training activities within the Arizona Psychology Training Consortium.

**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 postdoctoral residents;
- 3) Responsibility to exercise appropriate control, oversight, and review of the psychological services offered by supervisees; and
- 4) Adherence to the membership criteria, intern selection procedures, and other policies and procedures of the Association of Psychology Postdoctoral and Internship Centers (APPIC).

**Amendments to the Affiliation Agreement**

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

## **Training Requirements:**

First, the Director of Residency 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 their site. The primary psychologist shall maintain regular communication with the Director of Residency Training of the Consortium to ensure coordination of training activities and compliance with 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 supervisees. All supervisees will participate in training with at least a primary and secondary supervisor, representing different models of psychotherapy, assessment, research, and consultation. Residents must be available to attend Consortium training activities. Didactic seminars will be conducted at various locations throughout Arizona, including the affiliated training sites, and may also be conducted online or in a hybrid model under some circumstances.

Third, each training site must have at least two Arizona licensed psychologists who are practicing full-time at the training site. For the supervision of postdoctoral residents, psychologists must have at least two years of post-licensure professional experience. It is desirable that other behavioral health professionals participate in multidisciplinary training, but those 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 to the Consortium.

Fourth, supervisees must be exposed to a breadth of professional roles and services at their training sites. Within the Consortium, 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 experiences.

Finally, upon successful completion of the postdoctoral 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 and other states.

## **Resident Supervision:**

The primary supervisor is a psychologist licensed for the independent practice of psychology in Arizona. The primary supervisor will designate a licensed psychologist as the secondary supervisor to provide additional supervision. The primary supervisor may also assign supplemental training activities in specific skill areas to be provided by other licensed or certified professionals, under the authority of the supervisor. Supervisors have full clinical and legal responsibility for the activities of their supervisees. In clinical decisions, supervisees 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 for the duration of the residency.

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 expressed purpose of dealing with the services rendered by the resident. It is further agreed that additional hours of supervision will be provided when necessary to insure the adequate quality of psychological services provided by the resident. Secondary supervisors must provide at least one hour of individual supervision per month. Supervisors must provide regular feedback about the performance of their residents to the Director of Residency Training of the Consortium. Supervisors will determine that the resident is capable of providing competent and safe psychological services to each client assigned. The private actions and behaviors of the resident which are not relevant to, nor expressed in, the training setting shall not be dealt with in the supervisory relationship. The supervisors shall not provide psychotherapy to the resident. All supervisors are required to maintain records of supervision sessions with their residents. Please see the section on 'Record Keeping' for specifics.

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

The supervisors will not permit the resident to engage in any psychological practice that the supervisor cannot competently perform. Supervisors must share the performance evaluations with their supervisees, incorporating constructive recommendations for professional growth. Whenever there are significant concerns about a supervisee's performance or professional behavior, those concerns must always be documented in the supervision records. The Director of Residency Training shall receive a copy of any documented concerns. Supervisors are encouraged to consult with the Director of Residency Training if there is any problem in any aspect of the training process.

The supervisor and resident confirm that there exists no relationship between them except that of supervisor and resident. They agree that no other relationship shall be created between them for the duration of the training experience that has the potential to compromise the quality of services to clients, the objectivity of the evaluation of the resident, or that may result in exploitation of the resident or any client. The supervisor shall not receive any supervision fees, salary, compensation, honoraria, favors, or gifts from the resident. The resident will not pay office rent, telephone expenses, or any other office or business expenses. If either the supervisor or resident is unsure regarding the appropriateness of their relationship, or prospective relationship, the matter shall be brought to the attention of the Director of Residency Training for review and clarification.

In regard to resident supervision, the supervisor will consult with the Director of Residency Training if he or she believes the psychology postdoctoral resident may have violated legal, ethical, or professional standards or has failed to comply with this Resident Training Agreement. The postdoctoral resident, the supervisor, the organization, and the Director of Residency Training may pursue informal conflict resolution through the Association of Psychology Postdoctoral and Postdoctoral residency Centers (APPIC). The formal resolution of these concerns will follow the *Collaborative Problem Resolution* document of the Arizona Psychology Training Consortium. The supervisor shall be able to immediately suspend the psychology postdoctoral resident from practicing in specified cases or in all cases. In some instances, reporting the allegations to an appropriate licensing board or professional association may be required.

## Affiliation and Initial Application Process for Training Sites

The affiliation process is quite user friendly, involving a few steps. These steps are outlined below:

1. Primary supervisor of the prospective training site completes a 'Training Site Application and Affiliation Agreement Form' found on the AZPTC website
2. A copy of the primary supervisor's liability insurance is submitted along with the application.
3. The application is submitted to the Consortium office along with a \$500.00 application fee.
4. Consortium Board member(s) will review the application and conduct an initial site visit. Specific procedures for an initial site visit are reviewed in Appendix A.
5. A structured interview is used to ensure that each site meets the Consortium and APPIC's standards for quality training.
6. A summary of the site visit is written up and submitted to the Board. A sample report is outlined in Appendix B.
7. The Consortium Board votes, either during a Board meeting or electronically, to accept or deny the site's application.
8. Director of Residency Training or Board President will notify the site of the result of the Board's vote.

All criteria above must be completed in order for a site's application to be approved. A resident will not officially begin training until their application is complete and approved. Stated another way, the resident may begin accruing training hours only after their application is approved by the Director of Residency Training.

### Site Monitoring

All training sites within the Consortium receive ongoing monitoring. At least once a year, Consortium Board members conduct 'Site Visits.' These site visits afford the opportunity to review Consortium training guidelines with the supervising psychologist at the training site to ensure compliance with the policies and procedures. Annual site visits are typically completed by mid-February with a definitive deadline of March 1. A renewal checklist along with a structured interview is completed, covering various topics related to quality of training. A copy of the Residency Renewal Checklist can be found in the Appendix D.

Each site visit consists of the following procedures. Call or email the current site supervisor and current resident(s) to schedule a date and time for a site visit. Allow at least 1 hour for the site visit (this is to allow time for a meeting with the supervisors as well as a separate brief meeting with the current resident(s)).

Inform the site supervisor that you will be emailing them an AZPTC Postdoctoral Renewal Checklist (Appendix D) 3 weeks prior to the site visit and that the Checklist needs to be completed and returned prior to the actual visit. Also ask that they have copies of current licenses and CV's of supervisors if there are changes or renewals since the previous year.

Site Visitor must review the Checklist prior to completing the site visit (or at the beginning of the visit if you do not receive it until then) and follow up on any concerns that may have been identified. If the primary supervising psychologist is unable to be present, one of the current site supervisors must attend.

Additionally, all site visits should include:

- Meeting with at least one of the current site supervisors and more if possible.
- A review of any changes that have been made at the training site.
- A separate brief meeting with the current AZPTC residents. (The main purpose of this meeting is to identify yourself as another contact for the residents, and to elicit their current feedback about the site and the Consortium.)

*Possible questions to ask supervisor(s) during annual site visits:*

- Do you have any questions about the Consortium and your membership?
- How are things going at your site this year?

- What do you enjoy about supervising?
  - Are you anticipating any changes in your program or funding?
  - What are your biggest challenges when supervising?
  - Are there any suggestions that you have for the didactics that we offer?
  - Would you be interested in providing a training?
  - Would you like to attend a didactic training?
  - How can we (the Consortium) support you to help train psychologists?
  - How would you like to see the AZPTC grow and develop?
- Thank you SO much for working with us to make sure we offer great training in our state.

*Possible questions to ask during the interview with resident(s):*

- Do you have any questions about the Consortium?
- How are things going at your training site?
- What do you enjoy most about your training year thus far?
- What are your biggest challenges?

It is important that the site visitor addresses any changes that have been made to the training site since the last site visit. Additionally, the site visitor should request a tour of the training site.

1. Upon completing the site visit, write a summary of the findings. A sample template is included in Appendix C as well as on the AZPTC website.
2. Also email the Site Visit Report to all AZPTC Board Members for review prior to the upcoming Board Meeting.



## **Application Process for Residents**

The application process for the post-doctoral residency follows a different process than that of internship. Unlike the internship, there is no standard notification date. APPIC has adopted a Common Hold Date. Residency applicants submit their application to the sites directly along with a general application to the Director of Residency Training. In addition, each applicant must submit verification that they should be eligible for postdoctoral residency by the start date of the residency. Verification may be done by submitting a transcript that documents their degree, a letter from their Director of Training at their graduate program, or a letter from their dissertation chair that the applicant has or will satisfy all academic requirements for a doctoral degree in Clinical, Counseling, or School Psychology by the start date of the residency.

The following is the list of documents needed for a complete application:

- Letter of intent, to each of the specific site(s) to which the prospective resident is applying
- 3 letters of reference
- Official Transcript from the graduate program
- Letter of readiness signed by the prospective resident's Director of Training
- Curriculum Vitae

An updated list of residency sites is found on the AZPTC website and APPIC UPPD website. Resident applicants contact the site directly to follow up on their application. Once the resident applicant accepts an offer from a site, an orientation is scheduled for the resident, reviewing Consortium training policies and procedures. As stated earlier, residents may start their training at any time during the year.

## **Application Process for Consortium Guests**

The Consortium also invites post-doctoral residents who are not completing their training at an approved Site within the Consortium to participate in didactic training. The application process consists of the following steps:

1. The interested student contacts the Director of Training to request an opportunity to participate as a Guest.
2. The Director of Training checks to ensure that there is available space to accommodate the interested student(s).
3. The Director of Training ensures that the student is a post-doctoral resident and sends the student a copy of the 'Consortium Guest Training Agreement' form. A copy of this Agreement Form is found in Appendix G.
4. Once the student signs the Agreement form and submits their training fee (\$1250.00), the student is granted full access to training didactics for one year.

## **APPIC Selection Requirements:**

The Arizona Psychology Training Consortium is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). Its residency selection procedures observe the values expressed in the procedures commended by APPIC.

Postdoctoral residency applicants may apply to the Consortium throughout the entire year. Training sites may receive postdoctoral residency applications at any time, just as with any other job application. Most residencies begin during the summer months, but there is no uniform starting date. Residencies conclude when the residency requirements have been satisfied; there is no uniform or mandatory completion date.

Applicants must send a complete application packet to the site supervisor of each training site that is of interest to them. In addition, they must also send a complete application packet to Dr. Elizabeth Capps-Conkle at [drcappsconkle@gmail.com](mailto:drcappsconkle@gmail.com). The Consortium does not verify the accuracy of the applicant's materials. The required items for an application are delineated in the section above.

Applicants may not begin their residencies until they have fulfilled all the requirements for a Ph.D., Psy.D., or Ed.D. degree from an accredited university. They are not required to have received their diploma at a graduation ceremony, since the conferral of the doctoral diploma is separate from program completion.

Each training site has the choice of whether to personally interview applicants or not. It is completely acceptable to make selection decisions based solely on the written application materials. Whatever format for interviewing is chosen, it must be offered to all the applicants who are selected for interviews. Applicants from graduate programs or internships in Arizona are given preference in the selection process.

Site supervisors should contact all applicants promptly regarding selection decisions. As soon as a resident has been selected, the site supervisor must notify the Consortium's Director of Residency Training of the selection.

When a training site accepts a postdoctoral resident, it becomes a legally and financially binding obligation to provide training throughout the training year.

Site supervisors must ensure that all persons involved in recruiting or selecting postdoctoral residents understand and adhere to these policies. Violations of APPIC match policies or agreements may result in APPIC sanctions or legal actions by residency applicants.

Similarly, violations by applicants may result in disciplinary action by the applicant's graduate programs. Results of the APPIC internship match constitute legally binding agreements between applicants, training sites, and the Consortium that cannot be reversed without APPIC's consent.

## **Training Agreements:**

Each affiliated training site will complete a Psychology Resident Training Agreement with each of their postdoctoral residents during the first 2 weeks of training. A copy of the Psychology Resident Training Agreement can be downloaded from the Consortium website. The supervisor and resident shall develop individualized training goals and objectives for the training experience and they shall work conscientiously and cooperatively toward the achievement of these goals. These goals are clearly denoted within the agreement form. Training sites, in collaboration with the Consortium, are required to maintain appropriate records of each resident's training for 15 years. Training sites must submit a copy of the training agreement for each supervisee.

## **Training Site and the Resident**

The Consortium and the affiliated training site expressly agree and understand that the relationship between the training site and its residents is an employment relationship, governed by the laws of the State of Arizona. Both the training site and the resident are advised to resolve any questions regarding Arizona employment law through consultation with a lawyer.

Residents must receive a monthly stipend as identified in the "Consortium and Training Site" section of this manual. The Consortium does not allow unpaid residencies. Supervisees may not accept direct payment from clients for services at the affiliated training site. Supervisees cannot be paid on a fee-for-service basis in which their stipend is dependent upon income generation. Thus, fee splitting arrangements, such as a 60/40 split of the billed income, 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. The training site must provide clients, workspace, and administrative support consistent with providing a high-quality training experience for each supervisee.

Each supervisee will be designated as "Psychology Resident," as appropriate, in order to identify his or her training status. Supervisees may have other job titles for hiring purposes, but their roles and titles must be "Psychology Resident." Supervisees 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. Clients must be informed of the name of the supervisor at the affiliated training site responsible for their treatment.

## 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 protects the supervisee, the affiliated training site, the Consortium, and the recipients of the psychological services. Supervisees are obligated to comply with all applicable legal, ethical, and professional standards. These standards include: the American Psychological Association's *Ethical Principles of Psychologists and Code Of Conduct*, Arizona Revised Statutes 32-2061 *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. The resident will maintain professional liability insurance for the duration of the residency.

Supervisees must meet the credentialing, security, and health requirements at their training sites at their own expense. They are expected to participate actively in all professional supervisory and training activities. Residents should model professional behavior on an ongoing basis throughout their training experience. Within the Consortium, residents are expected to interact with each other for mutual support and shared learning.

The resident will inform each 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. When relevant, the resident will inform clients that some third-party payers may not cover services provided by such resident. As a condition of providing services, the 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 resident will not provide services to clients that do not provide this informed consent.

The resident will create and maintain client records consistent with all applicable Arizona Statutes of the Arizona Board of Psychologist Examiners. These records will remain with the supervising psychologist or the affiliated training site upon the completion of the residency. Clients served will be advised as to how to access their records subsequent to the resident's completion of the training experience. The resident will consult with the Director of Residency Training if he or she believes their supervisor may have violated legal, ethical, or professional standards or has failed to comply with this *Resident Training Agreement*. The resolution of these concerns will follow the *Resident Grievance Procedures* document of the Arizona Psychology Training Consortium.

**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.

## Record Keeping

Residents are responsible to keep track of their training / clinical hours. A monthly log, detailing the time spent in various training / clinical activities, is completed, and submitted by the 10<sup>th</sup> day of each month. Additionally, residents are responsible to ensure that their bi-annual training evaluations are signed and submitted to the Director of Residency Training, the Site Liaison, and KCA.

Primary supervisors must keep supervision notes for each resident in a confidential and secured location. Supervision notes should be kept for 15 years post training. The Consortium will maintain monthly logs and evaluation forms for 15 years post training. Supervision records will include the following: a signed copy of the *Training Agreement*; each formal written evaluation of the resident; documentation of supervision meetings; records of the number of hours the resident devotes to each of the training activities; written summaries of the supervisor's consultations regarding the resident with the Director of Residency Training of the Consortium; copies or summaries of all disciplinary and grievance actions. Supervisors will countersign all documents and records prepared by the resident including all assessment notes, treatment plans, interview or progress notes, testing, reports, correspondence, billings, and all other documents generated by the resident in the course of providing psychological services or in communicating with others about such services. All reports or correspondence written by the resident will be on the supervisor's or the organization's official stationery.

## **Didactic Training and Attendance Policy**

### **General:**

APPIC's requirements include a minimum of 2 hours/week of didactic instruction, which calculates to 104 hours for a 52-week residency year. For geographic reasons, we generally schedule didactic sessions on the third Thursday and the following Friday of the month, avoiding major holidays and potentially intrusive events (e.g., spring break in local day schools).

APPIC also requires training in Supervision. The preferred way to satisfy this requirement in some years will be attendance at the pre-AzPA convention, supervision-training event (typically a Thursday) conducted by the Consortium. In some years, this event will fall on the third Thursday of a month and will therefore occur on a "normal" Consortium didactic-training day. However, in any given year, the AzPA annual convention may occur during a different week of the month. If a resident prefers to substitute a non-Consortium event for the pre-AzPA Convention, supervision-training event, the substitution must consist of supervision training.

The didactic program will ordinarily include 3 half-days of Ethics and 3 half-days of Diversity topics each year.

Most didactic sessions convene at a venue in central Maricopa County. However, in view of the Consortium's recognition of its mission to serve underserved populations, and its commitment to community-based training, didactic sessions occasionally take place in more distant locations such as the San Carlos Apache Wellness Center in San Carlos, Arizona, or in Flagstaff or Tucson, Arizona. Attendance at these sessions is mandatory unless exceptional circumstances prevent attendance. Of note, each training year includes the Arizona Psychology Training Conference (one full day).

Also, each year there will be the option of attending AzPA's or AASP's convention and one Board of Psychologist Examiners' session for credit. These events are automatically pre-approved as substitutes for Consortium didactic sessions. If you take advantage of these substitutions, please send a copy of your attendance/credit certificate to the Director of Residency Training.

For the sake of two-year, Neuropsychology Residents, each of the eight required knowledge areas (Houston Guidelines) will be addressed during each 24-month span. We are achieving this by using the neuropsychologists among the Consortium's Board Members and Site Supervisors and community-based psychologists, addressing four of these topics each year.

**Attendance:**

All didactics are required for all residents, with the proviso that substitutions for one-year residents and for first-year neuropsychology residents; four didactic sessions (= 12 hours = four half-days) are permitted for outside didactics in the resident's psychological specialty. For second-year neuropsychology residents, substitutions may be used for as many as 18 hours (= six half-days) of Consortium didactic sessions.

Residents must arrive within 10 minutes of the start of a didactic session and must attend continuously until the end of the session in order to receive attendance credit. No partial-session credit will be allowed.

**Substitutions:**

1. Only face-to-face, APA-accredited, CE events will be acceptable as substitutions for Consortium didactic sessions (no on-line or "read-an-article + quiz" credits).
2. Substitutions require *prior* approval from the Consortium's Director of Residency Training, ten days in advance of the event.
3. If you have attended an approved substitute training event, please confirm your attendance by submitting a copy of the event's completion certificate the Director of Residency Training.
4. If you substitute an outside event for a Consortium didactic session, you are requested to prepare a brief (e.g., 1 to 1-1/2 printed pages or an oral 10-minute summary) of each "outside" event you attend. The Training Committee expects that these reports will be presented, upon request of the host/facilitator, at a subsequent didactic event. (This might be just before or following a mid-session break, or at the conclusion of the day's major presentation, particularly when the major presentation does not completely fill the allotted time.)

## **Evaluation of the Resident**

In accordance with the Consortium's training philosophy, supervisors provide ongoing feedback to residents to assist in their professional development. It is important for residents to understand that communications between residents and supervisors are not confidential. However, supervisors will use discretion when deciding what is appropriate and necessary to communicate to other trainers.

### **Ongoing Feedback**

Each primary and secondary supervisor is responsible for providing ongoing feedback to residents regarding their strengths, areas for growth, and progress towards successful completion of the postdoctoral residency. Supervisors document the feedback in their weekly supervision notes.

### **Written Evaluation**

The Resident Performance Evaluation form is used to evaluate the resident's professional competence and behaviors. It is completed both at the midpoint and the end of the training experience. The primary supervisor and the resident meet to discuss the evaluation, and both sign it to indicate that it has been reviewed. In addition, the secondary supervisor must sign the document. The resident may write a response on the Resident Performance Evaluation form. The resident shall receive a copy of the Resident Performance Evaluation form. The resident also provides a written evaluation of the training and supervisory experience. It is recommended that the resident reviews their evaluation with each of their supervisors. Copies of the evaluations are to be kept in the supervision file (maintained by the primary supervisor) and a copy should be submitted to the Consortium to be kept in the student's file. Evaluation forms can be downloaded from the Consortium website.

## **Due Process Procedures**

The Consortium provides collaborative due process procedures for remediation, disciplinary actions, and grievances. The general guidelines for management of problematic resident performance, conduct, or skill deficiencies, and due process procedures for problem resolution and residents' grievances are consistent with the standards of the Association of Psychology Postdoctoral and Internship Centers. They emphasize due process and assure fairness in decisions about residents, and also provide avenues of appeal that allow residents to dispute decisions and file grievances.

The spirit that guides due process procedures is dialogue and collaboration. Neither the Consortium nor the affiliated training sites make unilateral decisions unless there is imminent risk to clients, students, residents, or others. The protection of clients and residents is the overriding principle in collaborative decision-making.

The Consortium and affiliated training sites follow due process guidelines to ensure that decisions about residents are not arbitrary or personally based. These guidelines include appeal procedures that permit any resident to challenge program decisions. The due process guidelines include the following:

1. Present residents with the program expectations regarding professional functioning at the start of the training year.
2. Specify evaluative procedures, including the time frame and the method, in the *Resident Training Agreement* before the start of the training year.
3. Define "problematic behavior."
4. Provide prompt notice and an opportunity for a hearing concerning failure to meet competence in any particular area.
5. Provide a remediation plan for skill deficiencies or problematic behavior, including a time frame for remediation and the consequences of not rectifying the deficiencies or problematic behavior.
6. Provide residents with a written description of procedures they may use to appeal decisions and to file grievances.
7. Ensure that residents have sufficient time to respond to any action taken by the program that affects them.



8. Use input from multiple professional sources, including the supervisors at the affiliated training site, when making decisions or recommendations regarding the resident's performance.
9. Document, in writing and to all relevant parties, the action(s) taken and its (their) rationale.

## **I. Defining areas of concern**

In the Consortium's psychology training program, areas of concern typically fall into one of two areas:

1. **Skill deficiency.** Skill deficiencies may include lack of doctoral level
  - Psychological assessments;
  - Diagnostics;
  - Test administration or interpretation;
  - Forming therapeutic alliances with patients/clients; or
  - Knowledge of pertinent research or additional weaknesses such as:
    - Conducting professional activities beyond the resident's abilities or scope;
    - Disregard for a supervisor's guidance; or
    - Resistance to appropriate opportunities for learning.
2. **Problematic Resident Behavior.** Behaviors are identified as problematic behaviors if they include one or more of the following characteristics:
  - The resident does not acknowledge, understand, or address the problem when it is identified.
  - The problem is not merely a reflection of a skill deficit that can be rectified by academic or didactic training.
  - The quality of services delivered by the resident is sufficiently negatively affected.
  - The problem is not restricted to one area of professional functioning.
  - A disproportionate amount of attention by training personnel is required.
  - The resident's behavior does not change as a function of feedback, remediation efforts, and/or time.

## **II. Procedures for responding to a skill deficiency or problematic behavior**

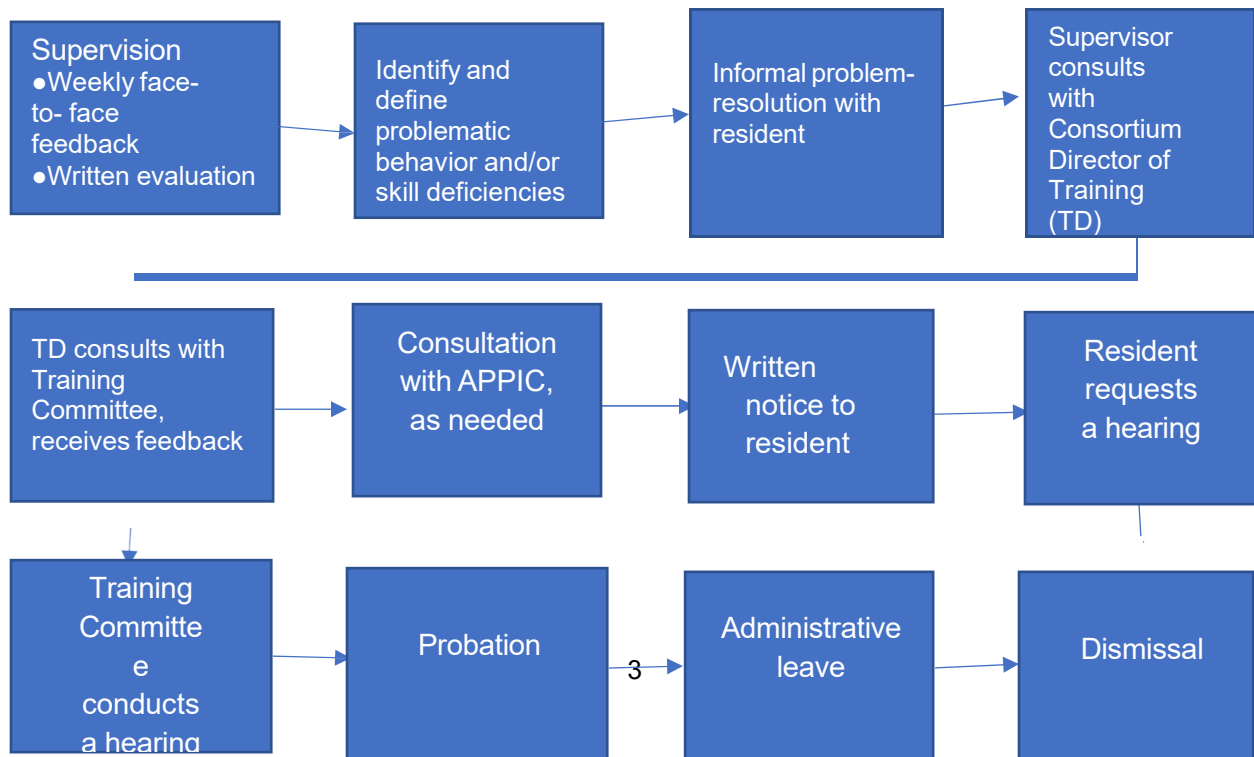
### **Initial Response**

If an affiliated training site supervisor or a Consortium Training Committee member judges a resident's performance as reflecting a skill deficiency or problematic behavior, the following

procedure will be initiated, unless the Consortium Training Committee determines that immediate disciplinary action is appropriate.

1. A supervisor at an affiliated training site, or a Consortium Training Committee member, notifies the Consortium Director of Residency Training that there is a concern about the resident's skills or professional functioning.
2. The Director of Residency Training informs the resident in writing about the notice of a skill deficiency or problematic and advises the resident about the available courses of action, including scheduling a hearing during which the resident may respond to the notice.
3. The Director of Residency Training consults with the supervisors at the training site, and perhaps affiliated training site administrators.
4. The Director of Residency Training will seek input from the Consortium Training Committee.
5. The Consortium Director of Residency Training may request informal problem resolution assistance from APPIC.
6. The Consortium Director of Residency Training will speak with the residency to attempt resolution.
7. If the above procedures do not bring resolution, then the Consortium Director of Training will, upon the resident's request, schedule a hearing at which the resident may respond.
8. Following the hearing, appropriate disciplinary action may be considered, as described below.

Flow Chart for Resident Problem Resolution



## **Possible Disciplinary Actions**

The Director of Residency Training, after consultation with the Consortium Training Committee, may implement any of the following disciplinary actions. These are not necessarily sequential. The Director of Residency Training will select the course and extent of the action based on the needs of the resident, the affiliated training site, and the clients at the affiliated training site.

1. Written Notice. A Written Notice directs the resident to discontinue unsatisfactory action(s) or behavior(s). The resident will be given a letter specifying the following:
  - a. Notification to the resident that there is unsatisfactory behavior.
  - b. Description of the unsatisfactory behavior.
  - c. Actions required to correct the unsatisfactory behavior.
  - d. Timeline for correction.
  - e. Consequences if the problem is not corrected.
2. Probation. If the area of problematic behavior is deemed serious enough, the resident may be placed on probation. The resident will be given a letter specifying the following:
  - a. Description of the unsatisfactory behavior.
  - b. Actions required to correct the unsatisfactory behavior.
  - c. Timeline for correction.
  - d. Explanation of the procedure that will be used to determine whether satisfactory progress has been made.
  - e. Consequences if the problem is not corrected.
3. Administrative Leave. The resident may be placed on leave, accompanied by suspension of all duties and responsibilities in the agency. The resident will be informed in writing about potential consequences resulting from suspension, which might include inability to complete training hours or other requirements.
4. Dismissal. When appropriate, a resident may be dismissed from the Consortium training program. The resident must receive written notice of dismissal. Dismissal might occur under the following circumstances:
  - a. It is determined that remediation cannot be successfully accomplished;
  - b. Serious violation of ethical standards;
  - c. Serious violation of Consortium or affiliated training site policy and procedures;
  - d. Serious legal violation(s); or
  - e. Any other condition that jeopardizes client, student, staff, or resident welfare.

Following the delivery of the written document outlining the disciplinary action to be taken to correct problematic behaviors or skill deficiencies, the Training Committee and the resident's Supervisors will meet with the resident to discuss the action. The resident may accept the disciplinary action, or may

appeal to the Consortium's Board of Directors. Pending the decision by the President of the Board of Directors, the resident remains subject to the disciplinary action imposed by the Director of Training.

5. Appeals. The steps to be taken when a resident appeals a disciplinary decision to the Consortium's Board of Directors are as follows:

1. If a resident desires to appeal a disciplinary decision of the Director of Residency Training, that resident may appeal that decision to the full Board of Directors of the Arizona Psychology Training Consortium. This appeal is to be filed with the Secretary of the Board of Directors within ten days of the issuance of the Director of Residency Training's decision. The Appeal must include evidence and rationale which support the basis of the Appeal. The Appeal may include a proposed alternative resolution of the grievance under consideration.
2. Within ten days of the receipt of an Appeal, the President shall schedule a meeting of the full Board of Directors of the Consortium at which the Appeal will be considered. The decision of the full Board of Directors shall be final.

Revised December 1, 2020

## **Grievance Procedure**

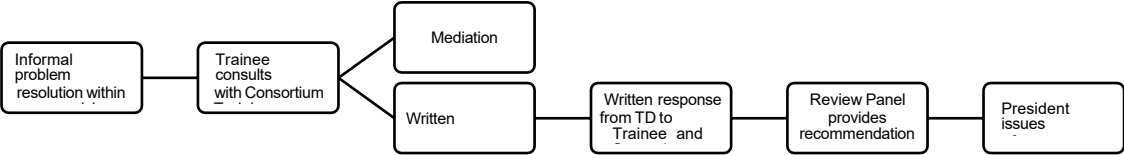
If a resident experiences a problem with a training site supervisor, Consortium Director of Residency Training, or Consortium Training Committee member, or if a resident has a personal complaint about the program (including but not limited to complaints about evaluations, supervision, stipends/salary, harassment, etc.) then the resident shall proceed with the following steps for resolution

1. Attempt to address and resolve the problem directly with the individual as soon as possible.
2. If addressing the problem directly is not successful, the individual is unavailable, or the resident prefers not to address the issue with the individual, then he or she may consult with the Consortium Director of Residency Training. The Consortium Director of Residency Training will assist by taking one or more of the following actions:
  - a. Serving as a consultant to assist in deciding how best to communicate with the individual;
  - b. Facilitating a mediation session between the resident and the individual;
  - c. Taking the issue to the Consortium Training Committee for consultation and problem solving;
  - d. Consulting with the President of the Board of Directors of the Consortium; or
  - e. Requesting assistance from APPIC.
3. The resident will provide a letter to the Consortium Director of Residency Training within ten working days of the later of (a) the date of the event giving rise to the complaint or (b) the date the problem was raised with the Consortium Director of Training. The resident's letter will document the nature of the grievance and what attempts may already have been made to resolve the issue.
4. Within ten working days after receipt of the letter from the resident, the Consortium Director of Residency Training will send a letter to the resident outlining the grievance procedure. The letter will include provisions for the resident to hear all material facts and to appear before a Review Panel, and it will provide a reasonable timeline for the Consortium Training Committee to respond to the grievance.
5. The Director of Residency Training will convene a Review Panel of at least three persons, consisting of site supervisors and Consortium Training Committee members. Any persons directly involved in the grievance will be recused from the Review Panel.
6. The Review Panel will conduct a review hearing at which the resident's grievance is heard and the evidence presented. The resident may attend the hearing and respond to any concerns

raised. Within ten working days of the completion of the review hearing, the Review Panel will issue a report documenting its findings and recommended response to the grievance.

7. The Consortium's Director of Residency Training will provide the Review Panel's report to the President of the Consortium's Board of Directors. Within ten working days of receipt of the Review Panel's report, the President will issue a final decision regarding the grievance, which may include any of the following:
  - a. accepting the Review Panel's recommendation;
  - b. rejecting the Review Panel's recommendation and providing an alternative;  
or
  - c. remanding the matter back to the Review Panel for further deliberation.
3. If the resident or other object of a grievance desires to appeal the decision of the President of the Consortium's Board of Directors, that person may appeal that decision to the full Board of Directors of the Arizona Psychology Training Consortium. This appeal is to be filed with the Secretary of the Board of Directors within ten days of the issuance of the President's decision. The Appeal must include evidence and rationale which support the basis of the Appeal. The Appeal may include a proposed alternative resolution of the grievance under consideration.
4. Within ten days of the receipt of an Appeal, the President shall schedule a meeting of the full Board of Directors of the Consortium at which the Appeal will be considered. The decision of the full Board of Directors shall be final.
5. If the grievance involves the Director of Residency Training, or the President of the Consortium Board of Directors, then the Consortium Training Committee will appoint other members of the Consortium Board of Directors to convene and direct the Review Panel. The Consortium Training Committee would make the final decision if the grievance involves the President of the Consortium's Board of Directors.
6. Once the President of the Consortium Board of Directors issues a final decision, the resident the training site, and other appropriate individuals will be informed promptly and in writing of the action taken.

**Flow Chart for Grievances**



Revised December 1, 2020

## APPENDIX A

### Initial Consultation Site Visit Procedure

Prior to the acceptance of any training program, a formal site visit needs to be completed by two Consortium Board Members.

1. Once assigned as site visitor, call the potential site supervisor to schedule a date and time for a formal site visit, which needs to be completed by two Consortium Board Members. Allow at least 2 hours.
2. Site visitors should be given a copy of the initial site application when assigned to conduct the site visit. Please review the site application prior to the site visit to ensure the site meets all APPIC requirements, and to see what questions may be needed to clarify any of the application contents.
  - All site visits should include:
    - a. Meeting with at least the primary site supervisor, and ideally all supervisors when possible
    - b. Review of site's application and follow up on any areas as needed
    - c. Obtaining any copies of supervisors' licenses for our records if not already included with initial site application.
    - d. Review the training sites' possible didactic activities
    - e. A tour of the site
3. At the end of the site visit, inform potential site supervisors that their application and the site visit report will be reviewed and voted on at AZPTC's upcoming meeting and that they will be notified in writing within 2 weeks of that meeting on whether or not their site has been approved.
4. The two Board members who conducted the site visit need to write a detailed summary of their findings in one final report. Please refer to the posted Template for a sample outline.
5. Email the Initial Site Visit Report to all AZPTC Board Members for review prior to the upcoming Board Meeting.
6. The Training Committee will follow up on the next steps of this process.

*Revised 3/13/2023*



## Initial Site Visit Interview

Name of Site:

Staff Interviewed:

Name of Interviewer:

Date of Interview:

Opening discussion items:

- Introductions
- Why we are conducting site visit
- Brief history of Consortium
- Match process
- Supervision should be documented (form can be downloaded from the website)
- Training occurs every third Thursday and Friday of each month
- Consortium tries to be proactive in handling any grievances and we greatly appreciate to be made aware of any significant concerns regarding intern / resident problems.
- With the exception of serious ethical violations, the Consortium tries to work collaboratively with the site and student to work through any grievance.
- Tour the training site if possible.

Interview with Training staff:

(Review Application to confirm information and ask the following questions.)

- How many interns/residents?
- Is two hours of face-to-face *individual* supervision per week possible? (Be sure to emphasize that it has to be individual and not group.)
- Who is the psychologist and do they have prior experience supervising (how many years experience)?

- How do you and the agency support the intern / resident when a crisis occurs? (e.g., can the supervisor be reached by phone, are there other mental health workers on site that can be consulted)?
- Is there a plan for back-up supervision (post doc requires supervision that is 2 years post-licensure)?
- Who is the secondary supervisor?
- How do you support the interns' training needs? What resources do you offer (e.g., test kits, group rooms, scoring programs).
- Does the intern / resident receive technologic equipment and do they get support for this equipment?
- Does the resident have an office? Do they share space?
- Do residents have private office(s) to conduct therapy, intakes, assessment?
- What are the days and hours the intern / resident is expected to work?
- If you have had conflict with residents in the past, how have you handled this? (If they are completely new to training, how would they handle conflict with residents?)

## APPENDIX B

### Initial Site Visit Report SAMPLE TEMPLATE

**Site:**

**Site Visitors:** (Two needed for initial site visit)

**Date:**

**Background:** (Example) Dr. \_\_\_\_\_ and Dr. \_\_\_\_\_ (roles) met with \_\_\_\_\_ (roles) for a 2-hour initial on-site visit.

#### **Interview with Supervisors:**

Application was reviewed (you will have obtained and reviewed the initial site application ahead of time, and this should accompany this write up so that you don't need to summarize all of it here. Here, just say if all requirements are met, and if any are not, please indicate and explain.)

Confirm that residents will be paid a stipend on a fixed schedule and not by case/client.

Answer any questions or collect questions to pass on to others for clarification.

Summary of the training opportunities (diversity, patient population, direct hours, current caseload, etc.) Hopes for future training and any additional questions or concerns that were obtained during the visit. See if supervisors might want to present at a didactic in the future and on what topic. Get any feedback about from them about the Consortium thus far, etc.

Get copies of updated licenses and CV's if the current ones were not already obtained or if any new supervisors have been added.

#### **Summary:**

All of the requirements were reviewed and confirmed during this visit and based on the information provided, this training site appears to meet APPIC requirements, and is recommended as a training site within the Consortium. (Or share if there are concerns, need for follow up, etc.)

Important: be sure to submit this write up along with the completed application, and Form A with any copies of supervisors' licenses if needed.

Respectfully submitted,

**APPENDIX C**  
**Annual Site Visit Report**  
**SAMPLE TEMPLATE**

**Site:**

**Site Visitor(s):** (only one required for annual visit)

**Date:**

**Background:** (Example) Dr. \_\_\_\_\_ (role) met with Dr. X and Dr. Y (role) and their current AZPTC resident on (date) for an on-site annual visit.

**Interview with Supervisors:**

Checklist was reviewed (you will have sent and hopefully received back and reviewed the appropriate checklist(s) ahead of time, and the checklist(s) needs to accompany this write up so that you don't need to summarize all of it here. Here, just say if all requirements are met, and if any are not, please indicate and explain.).

Confirm that residents are and will continue to be paid a stipend on a fixed schedule and not by case/client.

Discussion of current residents and the site's operations. Confirm that supervision is taking place consistently and that logs are being kept. Answer any questions or collect questions to pass on to others for clarification. Summary of the training opportunities (diversity, patient population, direct hours, current caseload, etc.) Hopes for future training and any additional questions or concerns that were obtained during the visit. See if supervisors might want to present at a didactic in the future and on what topic. Get any feedback about from them about the Consortium, etc.

Get copies of updated licenses if the current ones are not on file or if any new supervisors have been added. Use Form A to document and submit with copies of license(s).

**Interview with Resident(s):**

(Schedule a separate meeting with current resident(s) to check in and ask about their experience, whether their needs are being met, how their experience with the consortium has been, etc.

Summarize here and bring any important information back to the Board and/or Training Committee as well if follow up is required.)

**Summary:**

All of the internship requirements were reviewed and confirmed during this visit and based on the information provided, this training site continues to meet APPIC requirements, and is recommended as a continued site within the Consortium. (Or share if there are concerns, need for follow up, etc.)

Important: be sure to submit this write up along with the completed checklist(s), with any new copies of licenses and CV's.

Respectfully submitted,



**APPENDIX D**  
**Arizona Psychology Training Consortium**  
<https://www.azptc.org/>  
**Postdoctoral Residency**  
**Renewal Checklist**

Site: \_\_\_\_\_

Date of Renewal Site Visit: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_

Secondary Supervisor: \_\_\_\_\_

Contact Phone/Email/Website: \_\_\_\_\_

Site Visitor(s): \_\_\_\_\_

*As part of the AzPTC Membership renewal process, AzPTC board members/liaisons meet yearly with each site, both active and inactive. This is to 1) ensure that each site within the Consortium is continuing to meet the standards required by APPIC and 2) promote regular communication with sites, supervisors, and residents. If possible, please complete and submit this form in advance of the scheduled site visit for review by the site visitor(s).*

If there are no major changes to the site's program, please submit the following **by email** to AZPTC at [consortium@azpa.org](mailto:consortium@azpa.org). If there have been major changes to your site or program, please outline in your materials. It is important for you to provide detailed information to AZPTC at any time a major change occurs between review cycles.

Please complete for each licensed psychologist giving supervision in your site/program. *Use additional copies if needed.* Membership requirements: at least two doctoral level psychologists who serve as supervisors and who have been actively licensed for 2 years or more and are in good standing with licensure board. It is expected that postdoctoral residents receive supervision during the year from at least two different supervisors.

Supervisor's Name: \_\_\_\_\_

Arizona License Number and Expiration date: \_\_\_\_\_

Year First Licensed: \_\_\_\_\_

Number of Hours Per Week of Supervision: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Arizona License Number and Expiration date: \_\_\_\_\_

Year First Licensed: \_\_\_\_\_

Number of Hours Per Week of Supervision: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_  
Arizona License Number and Expiration date: \_\_\_\_\_  
Year First Licensed: \_\_\_\_\_  
Number of Hours Per Week of Supervision: \_\_\_\_\_

*Please answer the following questions:*

***If you indicate there has been a change*** (checking any response marked with a starred No\* or Yes\* to any criteria, please describe the changes and revisions on attached pages. Please submit one copy of all requested materials via email.

Yes  No\*  1. Does your site/program continue to offer postdoctoral residents a planned, programmed sequence of training experiences?

Yes  No\*  1a. Does your site/program continue to maintain the primary focus and purpose of assuring breadth and depth of postdoctoral resident training? Please describe placements and training opportunities reflecting this breadth and depth:  
Description:

Yes  No\*  2. Does your site/program have a clearly designated doctoral staff psychologist who is responsible for the integrity and quality of the postdoctoral resident training program?

2a. Provide the name of the designated psychologist:  
\_\_\_\_\_

Yes  No\*  2b. Is this psychologist licensed?

Yes  No\*  2c. Has this psychologist been licensed for at least 2 years?

Yes  No\*  2d. Is this psychologist a full-time employee of the organization?

\_\_\_\_\_ 3. Provide the number of doctoral level psychologists who serve as supervisors who are actively licensed, and who have been licensed for 2 or more years.

Yes  No\*  3b. Have you included licensure information for each supervisor who is new since your last review?

Yes  No\*  4. Do postdoctoral resident supervisors carry the clinical responsibility for the cases being supervised?

Yes  No\*  4a. Does each postdoctoral resident receive regularly scheduled individual supervision by one or more doctoral level licensed psychologists at a ratio of no less than one hour of supervision for every 20 residency hours (i.e., 2 hours for full time 40 hours/week or 1 hour for half-time 20 hours/week)?

Yes  No\*  4b. Is the focus of each postdoctoral resident's supervision the psychological services rendered by the resident?

Yes  No\*  5. Does your postdoctoral resident continue to provide a range of psychological assessment activities? Please describe these training opportunities or placements:

Description:

Yes  No\*  5a. Does your postdoctoral residency continue to provide a range of psychological



intervention activities? Please describe these training opportunities or placements:

Description:

Yes  No\*  6. Is at least 40% of each postdoctoral resident's time in face-to-face psychological services to patients/clients?

Yes  No\*  7. Does the postdoctoral residency provide any didactic activities such as conferences, seminars, in service training or grand rounds? Didactic activities refer to actual training opportunities and should go beyond case presentations.

Description:

Yes  No\*  7a. Have you enclosed a description for scheduled didactic seminars and other training activities that occur beyond those scheduled through the Consortium?

Yes  No\*  8. Is the postdoctoral residency training at the post-intern, post-clerkship, post-practicum, and post-externship level? Is their status as a postdoctoral resident clearly outlined in all communications?

9. What is the title of your postdoctoral resident resident(s)?

10. How many hours do your postdoctoral residents complete?

Yes  No\*  11. Is the postdoctoral residency completed in no less than 9 months and no more than 24 months?

Yes  No\*  12. Does your site/program issue a certificate of postdoctoral residency completion that includes the word "Psychology" to all postdoctoral residents who successfully complete the residency?

Yes  No\*  13. Does your site/program provide the minimum AZPTC \$35,000 stipend for each postdoctoral resident? Current Stipend:

Yes  No\*  14. Does your site/program avoid fee splitting arrangements for postdoctoral residents where they are expected to generate all or part of their stipend through clinical billing?

Yes  No\*  15. Does your site/program avoid any financial incentives for postdoctoral residents beyond the stated, set stipend?

Yes  No\*  16. Does your postdoctoral residency have a written statement or brochure that provides a clear description of your site and program, including the goals and content of the training program?

Yes  No\*  16a. Does this statement or brochure provide clear expectations for the quality and quantity of the resident's work?

Yes  No\*  16b. Is this statement or brochure made readily available to prospective postdoctoral residents via the Consortium website or other avenues?

Yes  No\*  16c. Have you enclosed a copy of your statement or brochure?

16d. If your statement or brochure is on-line or if you have additional material descriptive of your postdoctoral residency, provide the URL.

Other URL: \_\_\_\_\_

**\*\*Please attach current CV's and Licenses of Supervisors\*\***

*Additional Comments:*

*Signature/Date:*

Primary Supervisor: \_\_\_\_\_

Postdoctoral Resident: \_\_\_\_\_

Site Visitor(s): \_\_\_\_\_

Site Visitor(s): \_\_\_\_\_

Secondary Supervisor: \_\_\_\_\_

## **Annual Site Visit Report Interview**

### **Interview with Supervisors:**

- Review checklist
- Confirm that residents are and will continue to be paid a stipend on a fixed schedule and not by case/client.

### **Discussion of current residents and the site's operations.**

- Confirm that supervision is taking place consistently and that logs are being kept.
- Answer any questions or collect questions to pass on to others for clarification.

### **Summary of the training opportunities**

- Diversity
- patient population
- direct hours
- current caseload, etc.
- Hopes for future training and any additional questions or concerns that were obtained during the visit.
- Get any feedback about from them about the Consortium, etc.
- Get copies of updated licenses if the current ones are not on file or if any new supervisors have been added. Use Form A to document and submit with copies of license(s).

### **Separate Interview with Residents(s):**

- check in and ask about their experience, whether their needs are being met
- how their experience with the consortium has been, etc.
- Summarize here and bring any important information back to the Board and/or Training Committee as well if follow up is required.)



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:

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(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 are \$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:

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)

*Revised 12/2/2022*

**APPENDIX F**  
**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.

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

\_\_\_\_\_  
Organization

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

## For Office Use Only

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

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

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

## APPENDIX G

### Didactic Training Agreement Form Consortium Guests

As a Consortium Guest for didactic training, I consent / agree to the following:

1. I certify that I am a post-doctoral resident in training at a training site that is NOT affiliated with the Arizona Psychology Training Consortium.
2. My involvement with the Arizona Psychology Training Consortium relates only to participating in the didactic training. I understand that I will receive no certification or endorsement as completion of training through the Arizona Psychology Training Consortium.
3. I agree to uphold the ethical guidelines and principles of the professional practice of psychology while in attending as a guest of the Consortium. I understand that if my actions are unprofessional / unethical as a guest of the Consortium, my participation as a Consortium guest will be revoked with no refund.
4. I understand that my didactic training fee is non-refundable.

\_\_\_\_\_  
Printed Name of Consortium Guest

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Consortium Guest

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Clinical Training

\_\_\_\_\_  
Date