

Affiliation Agreement

Arizona Psychology Training Consortium

www.azpa.org

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 internship and postdoctoral residency training opportunities. The Arizona Psychology Training Consortium is a multi-site training program that provides organized, sequential learning experiences for predoctoral interns and 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 predoctoral and 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 the 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 interns and 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).

Affiliation Application:

Training sites must apply for affiliation with the Arizona Psychology Training Consortium. Each new site must complete a 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. The check should be made out to the Arizona Psychology Training Consortium.

Affiliation Fees:

There are two levels of affiliation for training sites within the Consortium: Participating and Sponsoring. Sponsoring affiliates will contribute an annual fee of \$500.00. Sponsoring affiliation reflects an additional level of professional commitment to enhancing training opportunities in Arizona. Participating Affiliates will contribute an annual fee of \$250.00. The training site will indicate on the last page of this Agreement its selection of either Participating or Sponsoring affiliation. 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. Beginning in August 2011, there will be a \$100 affiliation fee for each additional trainee at an affiliated site. For example, a training site that has only one trainee would pay either the \$500 sponsoring affiliation fee or the \$250 participating affiliation fee. If the site had two trainees it would be an additional \$100, three trainees and additional \$200, etc. 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 internship or residency opportunities for designated training years. If a training site chooses to maintain its affiliation with the Consortium, then it may choose inactive training affiliate status. As an inactive training affiliate, the affiliation fee is only \$100.00 per year. 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 activities and decision-making. The training site would not need to reapply for Consortium affiliation when it is ready to accept intern and residents again.

Duration of Affiliation:

An affiliated training site may choose to affiliate for one, two, or three years. The advantage of a longer affiliation is that the Affiliation Agreement does not have to be renewed each year. The level of affiliation – Sponsoring, Participating, or Inactive – may change without signing a new Affiliation Agreement as long as the site notifies the Director of Training of the change in training status. The annual affiliation fees for a site that chooses a two or three year affiliation would still be due by August 1 of each year.

APPIC Membership

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

If there are any significant changes in supervisors or training activities at any affiliated site, then 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.

APPIC Selection Requirements:

Each year, APPIC publishes the procedures for APPIC-member programs to select new internship applicants through the national computer matching process. The Consortium shall adhere to all APPIC guidelines and procedures on information dissemination, interviewing, selection, and

notification. Consistent with APPIC guidelines, the Consortium has a clearly identified selection preference for internship and residency applicants from regionally accredited doctoral programs in Arizona.

When a training site accepts an intern or a postdoctoral resident, either through the computerized match or other procedures, 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 interns and postdoctoral residents understand and adhere to these policies. Violations of APPIC match policies or agreements may result in APPIC sanctions or legal actions by internship or 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 establish a written agreement with each of their predoctoral interns and postdoctoral residents prior to beginning training. Training sites, in collaboration with the Consortium, are required to maintain appropriate records of each intern's and resident's training. Training sites must submit a copy of the training agreement for each supervisee.

Each supervisee will be designated as either "Psychology Intern" or "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 either "Psychology Intern" or "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 interns or residents. Clients must 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.

Interns and residents must receive a monthly stipend. The Consortium does not allow unpaid internships or residencies. Beginning in August 2011, the minimum annual stipend for a full-time intern will be \$20,000 and the minimum annual stipend for a full-time resident will be \$30,000. 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 either interns or postdoctoral residents. The training sites may bill third party payors for the services of interns and residents if that is allowable within the service contracts of the training site.

Intern and 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 *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.

Supervisees must meet the credentialing, security, and health requirements at their training sites at their own expense. They are expected to actively participate in all professional supervisory and training activities. Interns and residents should model competence and professional behavior in all their training roles. Within the Consortium, interns and residents are expected to interact with each other for mutual support and shared learning.

Duration of Training:

Interns and 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) internships and residencies. The shortened training year (1,500 hours full-time and 750 hours half-time) is intended to promote training opportunities in school settings. Supervisees in 1,500 hour training programs will take at least thirty-eight weeks to complete their supervised hours for licensure. Supervisees in 2,000 hour training programs will

take at least fifty weeks. Each affiliated site should designate whether it will be offering a 1,500 hour or 2,000 hour training program on the last page of this Affiliation Agreement. Supervisees 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 one or two year 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 their site. The primary psychologist shall maintain regular communication with the Director of Training of the Consortium to ensure coordination of training activities and compliance with Consortium policies and procedures.

Second, all predoctoral internship and 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 interns and residents to interact with other supervisees. All supervisees will participate in training with several supervisors and trainers representing different models of psychotherapy, assessment, research, and consultation. Interns and 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 the affiliated training sites.

Third, each internship 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. Interns and 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 intern or 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, interns and residents require supervision from at least two supervisors who are licensed psychologists. The Consortium encourages supervisee participation in case conferences, grand rounds, inservice trainings, and other learning experiences. Time that interns spend working on their dissertations or clinical research projects cannot be counted as internship hours in Arizona.

Finally, upon successful completion of each intern's and 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.

Intern and Resident Supervision:

Supervisors at affiliated training sites have full 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.

Supervisors and trainees 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.

All supervisors are required to maintain records of supervision sessions with their trainees. The Consortium will provide forms for supervisors and supervisees to document supervision and training experiences. Supervision records will be retained at the training site, and by the Consortium, for fifteen years. Supervisors must provide regular feedback about the performance of their interns and residents to the Director of Training of the Consortium. Interns may also need separate performance evaluations for their graduate programs. 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 Training shall receive a copy of any documented concerns. Supervisors are encouraged to consult with the Director of Training if there are any problems in any aspect of the training process.

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 has a wealth of training opportunities with different social and cultural groups, and supervisees are encouraged to seek out 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 Intern and Resident Evaluation, Grievances, and Management of Problematic Performance or Conduct* document of the Arizona Psychology Training Consortium. A flow chart of the procedures is provided to diagram 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.

Consortium Affiliation:

The following training site, _____,
located at

agrees to participate as a

- Sponsoring Affiliate 2,000 hour training program _____
- Sponsoring Affiliate 1,500 hour training program _____
- Participating Affiliate 2,000 hour training program _____
- Participating Affiliate 1,500 hour training program _____
- Inactive Training Affiliate _____

of the Arizona Psychology Training Consortium. The affiliated training site agrees to abide by the policies and procedures in this Affiliation Agreement.

The duration of affiliation for this Affiliation Agreement shall be for

- One year _____
- Two years _____
- Three years _____

Printed Name Title

Organization

Signature Date

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

Revised 07/20/10