

PSYCHOLOGY INTERN TRAINING AGREEMENT
Arizona Psychology Training Consortium
www.azpa.org

This training agreement between :

(Name of psychology intern)

(Address of psychology intern)

(Phone number)

(Email address)

and :

(Name of primary psychologist)

(Address of the affiliated training site)

(Phone number)

(Email address)

is hereby established for the purpose of defining the nature and parameters of a planned, sequentially organized predoctoral psychology internship training program. It is designed to facilitate the development of the psychology intern's skills and competencies in the provision of high quality professional psychological services consistent with applicable legal, ethical, and professional standards in partial fulfillment of a doctoral degree in psychology.

1. The supervisor and psychology intern agree that all aspects of this internship 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.
2. The Consortium and the intern 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 intern 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. Predoctoral internships begin in July or August of each year. The internship will consist of either 1,500 or 2,000 total hours for full-time interns, and either 750 or 1,000 hours for half-time interns. Each training site determines whether it will provide a 1,500 or 2,000 hour 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 hour sites will take at least fifty weeks to complete their supervised hours.
4. The supervisor has received written certification by the psychology intern's educational institution that he or she has satisfied all requirements in preparation for the predoctoral internship training year. Certification is provided through the online APPIC Application for Psychology Internship (AAPI).

The educational institution at which the intern is pursuing a doctorate in psychology is:

(Educational institution and department)

(Academic Director of Training)

(Address)

(Phone)

(Email)

5. The primary supervisor is a psychologist licensed for the independent practice of psychology in Arizona. The state(s) or province (s) in which the supervisor is licensed, the license numbers, and dates originally licensed are:

State/Province: _____ License #: _____ Date 1st Licensed: _____

State/Province: _____ License #: _____ Date 1st Licensed: _____

6. The supervisor 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.

7. The psychology intern is currently personally insured for professional liability by

(name of insurance company)

in the amounts of \$ _____ per incident, \$ _____ aggregate, with an effective date of _____. The psychology intern agrees to keep this policy in effect for the duration of the internship. A copy of the face sheet of the personal professional liability insurance policy must be submitted to the Consortium.

8. An annual stipend of \$ _____ will be paid to the intern by the supervisor or organization. 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 psychology intern will not receive fees from any client, or on behalf of any client, from any third party payer.
9. The intern will receive the following employment benefits, such as health insurance, dental insurance, and other benefits.

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

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 intern will not provide services to clients that do not provide this informed consent.

16. The psychology intern will create and maintain client records consistent with all applicable Arizona Statutes and Rules of the Arizona Board of Psychologist Examiners. These records will remain with the supervising psychologist or the affiliated training site upon the completion or termination of the internship. Clients served will be advised as to how to access their records subsequent to the psychology intern's completion of the predoctoral internship.
17. A psychology intern shall complete twenty-four days of mandatory didactic and experiential internship training provided by the Consortium for a 2,000 hour internship. For a 1,500 hour internship, eighteen days of mandatory training is required. If unavoidable conflicts occur, the Director of Training may pre-approve an alternative training experience as long as the alternative training experience is consistent with the Consortium training curriculum. In the event that an intern does not meet the mandatory didactic training program requirements, then the intern may be placed on disciplinary probation as described in the *Collaborative Problem Resolution* document. Interns are encouraged to interact with each other for mutual support and shared learning. Interns are encouraged to participate on committees of the Arizona Psychological Association to interact with other trainees and future colleagues.
18. The supervisors maintain full legal responsibility for all psychological services provided by the psychology intern. The supervisors are vested with sufficient authority over matters pertaining to the provision of psychological services by the psychology intern to enable the supervisors to accept responsibility for the welfare of the clients and the quality of the training experience. The supervisors will prevail in all professional disagreements with the psychology intern.
19. The supervisors will countersign all documents and records prepared by the psychology intern including all assessment notes, treatment plans, interview or progress notes, testing, reports, correspondence, billings, and all other documents generated by the psychology intern in the course of providing psychological services or in communicating with others about such services. All reports or correspondence written by the psychology intern will be on the supervisor's or the organization's official stationary.
20. The supervisors will determine that the psychology intern is capable of providing competent and safe psychological services to each client assigned. The supervisors will not permit the psychology intern to engage in any psychological practice that the supervisor cannot competently perform.
21. 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 expressed purpose of dealing with the

services rendered by the psychology intern. 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 psychology intern.

22. 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. The psychology intern 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.
23. The private actions and behaviors of the psychology intern which are not relevant to, nor expressed in, the internship setting shall not be dealt with in the supervisory relationship. The supervisors shall not provide psychotherapy to the psychology intern.
24. There must be at least two full-time licensed psychologists at the training site to provide supervision and direct the training program. The supervisors 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. Time that the intern spends working on his or her dissertation or clinical research project cannot be counted as internship hours in Arizona.
25. 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. In non-emergency situations, the supervisor shall have procedures to be followed in the event the supervisor is unavailable.
26. The supervisors will create and maintain supervision records of the psychology intern at the training site. Supervision records will include
 - a. A copy of this Training Agreement.
 - b. Each formal written evaluation of the psychology intern.
 - c. Documentation of supervision meetings.
 - d. Records of the number of hours the psychology intern devotes to each of the training activities.
 - e. Written summaries of the supervisor's consultations regarding the psychology intern 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.
27. 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. Documentation of the supervision hours will be provided to the Arizona

Psychology Training Consortium, which will maintain training files on both the intern and the affiliated training site for fifteen years.

28. Formal evaluation of the psychology intern by the supervisor will occur at least twice during the internship. The psychology intern 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. The number of hours of the psychology intern's interactions with other psychology interns, which is usually obtained through the monthly didactic and experiential training events provided by the Consortium.
 - d. A statement by the supervisor that the psychology intern's performance was either satisfactory or unsatisfactory. Additional comments describing the psychology intern's performance are also appropriate.
29. In addition to formal evaluations, the supervisors will prepare additional written evaluations of the psychology intern's skills and progress toward identified goals, including strengths and weaknesses, as often as needed. As necessary, these additional written evaluations will include plans for remediating weaknesses and providing for the continued professional development of the psychology intern. If remediation is required, the supervisors and the Director of Training will consult with the Director of Training at the intern's academic institution. The psychology intern will sign and have an opportunity to comment on each additional written evaluation. These procedures are described in the *Collaborative Problem Resolution* document. Copies of these additional written evaluations and remediation plans will be placed in the supervision record and provided promptly to the Director of Training.
30. Twice during the training year, the psychology intern 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 intern's first formal evaluation has been completed. The same procedure will be followed for the second evaluation.
31. The supervisor will consult with the Director of Training if he or she believes the psychology intern may have violated legal, ethical, or professional standards or has failed to comply with this Training Agreement. The intern, the academic Director of Training, 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 *Collaborative Problem Resolution* document of the Arizona Psychology Training Consortium. The supervisors shall be able to immediately suspend the psychology intern 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.

32. The psychology intern 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 intern, the academic Director of Training, 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 *Trainee Grievance Procedures* document of the Arizona Psychology Training Consortium. The supervisee may choose to file a complaint against psychologists to the Arizona Board of Psychologist Examiners.
 33. Upon successful completion of this internship, the psychology intern shall be presented with a Certificate of Completion by the Arizona Psychology Training Consortium indicating that he or she has successfully completed a predoctoral psychology internship. This certificate shall identify the psychology intern, the total number of hours of the internship, the date started, and the date the internship is completed.
 34. After completion of the internship, the Consortium will contact the intern to obtain longitudinal information about licensure, employment, and other outcome measures. The intern must provide a permanent address, such as a parent's address, where the intern could be reached several years from now.
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35. Amendments to this Psychology Intern Training Agreement may be made from time to time upon written documentation of the amendments and the written approval of all signatories to this original Agreement. All appropriately executed amendments will be attached to this agreement and become a part of this Psychology Intern Training Agreement.

(Name of affiliated training site)

(Printed name of primary supervisor)

(Signature)

(Date)

(Printed name of agency
representative if appropriate)

(Signature)

(Date)

(Printed name of psychology intern)

(Signature)

(Date)

(Printed name of academic Director of
Training at doctoral program)

(Signature)

(Date)

(Printed name of representative,
Arizona Psychology Training Consortium)

(Signature)

(Date)

Revised 07/21/09