

# PSYCHOLOGY RESIDENT TRAINING AGREEMENT

Arizona Psychology Training Consortium

www.azpa.org

This training agreement between :

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(Name of psychology postdoctoral resident)

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(Address of psychology postdoctoral resident)

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(Phone number)

(Email address)

and :

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(Name of primary psychologist)

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(Address of the affiliated training site)

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(Phone number)

(Email address)

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

1. The supervisor and postdoctoral resident agree that all aspects of this postdoctoral 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.
2. The Consortium and the postdoctoral 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 postdoctoral 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. Postdoctoral residencies may start at varying times during the training year. The postdoctoral residency will consist of either 1,500 or 2,000 total hours for full-time postdoctoral residents, and either 750 or 1,000 hours for half-time postdoctoral residents. Each affiliated 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 primary supervisor has received written certification from the postdoctoral resident's educational institution that he or she will satisfy all academic requirements for a doctoral degree in Clinical, Counseling, or School Psychology by the start date of the residency. Certification is usually provided through a letter from the resident's departmental chair, dissertation chair, or university registrar. It can also be provided by an official transcript documenting the completion of the doctoral degree.

The educational institution at which the postdoctoral resident received his or her doctorate in psychology is:

\_\_\_\_\_

(Educational institution and department)

\_\_\_\_\_

(Person or office certifying degree completion)

\_\_\_\_\_

(Address)

\_\_\_\_\_

(Phone)

\_\_\_\_\_

(Email)

Degree conferred: \_\_\_\_\_ . Date conferred: \_\_\_\_\_ .

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

\_\_\_\_\_

(Name of internship program)

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

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

6. The primary supervisor is a psychologist licensed for the independent practice of psychology in Arizona. The supervisor has at least two years of licensure. 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: \_\_\_\_\_

7. 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 postdoctoral residency. 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.

8. The psychology postdoctoral resident 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 postdoctoral resident agrees to keep this policy in effect for the duration of the postdoctoral residency. A copy of the face sheet of the personal professional liability insurance policy must be submitted to the Consortium.

9. An annual stipend of \$ \_\_\_\_\_ will be paid to the postdoctoral resident 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 postdoctoral resident will not receive fees from any client, or on behalf of any client, from any third party payer.

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

12. The supervisor and psychology postdoctoral resident agree that the following shall be the individualized goals for this postdoctoral residency and that they shall work conscientiously and cooperatively toward the achievement of these goals:

13. The supervisor and psychology postdoctoral resident agree that the following methods shall be the primary methods, techniques, and procedures for accomplishing the above goals:

14. The supervisor and psychology postdoctoral resident agree that the following criteria will be used in determining the extent to which the individualized goals have been achieved:
  
15. The psychology postdoctoral resident will be known by the title "Psychology Postdoctoral Resident." The name of the supervisor will be disclosed on all materials on which the name of the psychology postdoctoral resident appears, including, but not limited to, all entries in psychological records, reports, correspondence, business cards, billing statements, brochures, stationary, and advertisements. The psychology postdoctoral resident will accept client referrals only from the supervisor or the supervisor's organization.
  
16. The psychology postdoctoral 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 psychology postdoctoral resident will inform clients that some third party payers may not cover services provided by psychology postdoctoral residents. As a condition of providing services, the psychology postdoctoral 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 postdoctoral resident will not provide services to clients that do not provide this informed consent.
  
17. The psychology postdoctoral resident 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 postdoctoral residency. Clients served will be advised as to how to access their records subsequent to the psychology postdoctoral resident's completion of the postdoctoral residency.
  
18. The psychology postdoctoral resident shall complete twenty-four days of mandatory didactic and experiential postdoctoral residency training. They are required to attend at least half of the training provided by the Consortium. The other half of the training may be received at local, regional, and national conferences in the postdoctoral resident's area of specialization. The postdoctoral resident or the affiliated training site must pay for registration, travel, and lodging at alternative training experiences. The Co-Directors 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 resident does not meet the mandatory didactic training program requirements, then the resident may be placed on disciplinary probation as described in the due process procedures.

19. The supervisor maintains full legal responsibility for all psychological services provided by the psychology postdoctoral resident. The supervisor affirms that he or she is vested with sufficient authority over matters pertaining to the provision of psychological services by the psychology postdoctoral resident to enable the supervisor to accept responsibility for the welfare of the clients and the quality of the training experience. The supervisor will prevail in all professional disagreements with the psychology postdoctoral resident.
20. The supervisor will countersign all documents and records prepared by the psychology postdoctoral resident including all assessment notes, treatment plans, interview or progress notes, testing, reports, correspondence, billings, and all other documents generated by the psychology postdoctoral resident in the course of providing psychological services or in communicating with others about such services. All reports or correspondence written by the psychology postdoctoral resident will be on the supervisor's or the organization's official stationary.
21. The supervisor will determine that the psychology postdoctoral resident is capable of providing competent and safe psychological services to each client assigned. The supervisor will not permit the psychology postdoctoral resident to engage in any psychological practice that the supervisor cannot competently perform.
22. The primary supervisor agrees to provide directly, or by way of another supervising psychologist, a minimum of one hour of face-to-face, individual supervision for each week twenty hours of supervised experience. This supervision will have the expressed purpose of dealing with the services rendered by the psychology postdoctoral 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 psychology postdoctoral resident.
23. The supervisor agrees 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 postdoctoral 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.
24. The private actions and behaviors of the psychology postdoctoral resident which are not relevant to, nor expressed in, the postdoctoral residency setting shall not be dealt with in the supervisory relationship. The supervisor shall not provide psychotherapy to the psychology postdoctoral resident.
25. 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.

26. 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. The secondary supervisor may provide emergency backup when the primary supervisor is unavailable. In non-emergency situations, the supervisor shall have procedures to be followed in the event the supervisor is unavailable.
27. The primary supervisor will create and maintain supervision records of the psychology postdoctoral resident at the training site. Supervision records will include
  - a. A copy of this Training Agreement.
  - b. Each formal written evaluation of the psychology postdoctoral resident.
  - c. Documentation of supervision meetings.
  - d. Records of the number of hours the psychology postdoctoral resident devotes to each of the training activities.
  - e. Written summaries of the supervisor's consultations regarding the psychology postdoctoral resident with the Co-Directors of Training of the Consortium.
  - f. Copies or summaries of all disciplinary and grievance actions.
  - g. A copy of the Certificate of Completion awarded by the Consortium.
  - h. 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. Documentation of the supervision hours will be provided to the Arizona Psychology Training Consortium, which will maintain training files on both the postdoctoral resident and the affiliated training site for fifteen years.
29. Formal evaluation of the psychology postdoctoral resident by the supervisor will occur at least twice during the postdoctoral residency. The psychology postdoctoral 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 Co-Directors 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 postdoctoral resident's interactions with other psychology postdoctoral residents, 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 postdoctoral resident's performance was either satisfactory or unsatisfactory. Additional comments describing the psychology postdoctoral resident's performance are also appropriate.

30. In addition to formal evaluations, the supervisor will prepare additional written evaluations of the psychology postdoctoral resident'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 postdoctoral resident. If remediation is required, the primary supervisor and the Co-Directors of Training will consult. The psychology postdoctoral resident will sign and have an opportunity to comment on each additional written evaluation. Copies of these additional written evaluations and remediation plans will be placed in the supervision record and provided promptly to the Co-Directors of Training.
31. Twice during the training year, the psychology postdoctoral 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 Co-Directors of Training and will not be reviewed by the supervisor until after the postdoctoral 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 Co-Directors of 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 Training Agreement. The postdoctoral resident, the supervisor, the organization, and the Co-Directors of 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 *Policies & Procedures for Supervisee Evaluation, Remediation, Probation, & Dismissal* 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.
33. The psychology postdoctoral resident will consult with the Co-Directors 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 postdoctoral resident, the supervisor, the organization, and the Co-Directors of 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 *Policies & Procedures for Supervisee Evaluation, Remediation, Probation, & Dismissal* 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 postdoctoral residency, the psychology postdoctoral resident shall be presented with a Certificate of Completion by the Arizona Psychology Training Consortium indicating that he or she has successfully completed a psychology postdoctoral residency. This certificate shall identify the psychology postdoctoral resident, the total number of hours of the postdoctoral residency, the date started, and the date the postdoctoral residency is completed.
  34. After completion of the postdoctoral residency, the Consortium will contact the postdoctoral resident to obtain longitudinal information about licensure, employment, and other outcome measures. The postdoctoral resident must provide a permanent address, such as a parent's address, where the postdoctoral resident could be reached several years from now.
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35. Amendments to this Psychology Postdoctoral resident 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 Postdoctoral Resident Training Agreement.

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(Name of affiliated training site)

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(Printed name of primary supervisor)

(Signature)

(Date)

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(Printed name of agency  
representative if appropriate)

(Signature)

(Date)

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(Printed name of postdoctoral resident)

(Signature)

(Date)

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(Printed name of representative,  
Arizona Psychology Training Consortium)

(Signature)

(Date)

*Revised 02/24/09*