

## **Internship Application Process**

We will be participating in the APPIC match as a non-member for 2018. We will be using APPIC's APPI Online Service. Applications require a completed APPI, verification of eligibility by your Director of Training, three recommendation letters, a current CV, and an official transcript.

The application deadline for the Valley Health Doctoral Internship is December 15. All applications will be screened by members of the Internship Training Committee, which includes the Director of Training and the supervisors within the internship. If you are selected to interview, you will be invited for a half-day visit to our facility for interviews with training staff. Applicants will be notified by email whether they are selected. Committee members will conduct interviews and will provide ratings and feedback to the Director of Training and other Committee members. Final rankings are made by consensus during a Committee review of interviewees.

Once interns are matched to a site, a letter of agreement is sent to the selected interns within 48 hours. This letter includes information about start and end dates, intern salary, contact information for the Director of Training, and other relevant information about the internship.

Every effort will be made to ensure diversity in selected trainees. Selections are non-discriminatory on the basis of age, gender, gender identity, race, ethnicity, culture, national origin, sexual orientation, disability, and socioeconomic status.

### *Requirement for Selection*

An applicant must have completed all on-campus requirements in an APA accredited, degree granting clinical or counseling psychology doctoral program in the United States by the time the internship is scheduled to begin. The applicant must also have been awarded a Master's Degree in Psychology during their training. The applicant must have successfully completed supervised practicum experiences and graduate coursework in clinical psychology and health psychology.

### *Start and End Dates*

The internship begins on July 30, 2018 and ends on July 29, 2019.

### *Pre-Employment Processes*

Once matched to Valley Health's internship, interns must maintain current contact information and respond to requests from Valley Health (from the Director of Training, Behavioral Health Administrator, and Human Resources) for pre-employment information in a timely fashion. Interns must complete pre-employment screening and drug testing through Valley Health. Interns are subject to the Human Resources policy on criminal background checks. Failure to successfully complete these tasks in a timely fashion may result in termination from the program.

### *Salary and Benefits*

Interns receive a salary of \$28,000 annually. Interns will also have access to 2 days (16 hours) of leave for CEU as well as \$500. Interns will also accrue Paid Time Off (PTO) at a rate of 6.15 hours biweekly, totaling 160 hours or 20 days annually. PTO may only be used as it is accrued. Additionally, time off is subject to prior approval of your clinical supervisors and the Director of Training and will not be approved for the last two weeks of internship training without extenuating circumstances. Unused PTO will be paid out at the end of the internship year. Plan your use of PTO carefully and in consideration of anticipated needs for leave such as graduation, dissertation defense, and conferences.

Interns will also accumulate time in an Extended Illness Bank. This time is used for necessary absence caused by illness, injury, pregnancy, or absence from work to receive medical, dental, or psychological evaluation and treatment. EIB is accrued at a rate of 2.46 hours biweekly. Employees have access to two personal days annually to cover any illnesses, doctor appointments, and other medical needs. After expending two personal days in one calendar year, the employee must expend two PTO days before additional EIB benefits can be used. Employees may use their EIB benefits immediately if hospitalized.

Interns are eligible for health insurance through Valley Health.

### **Contact Information**

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