

Association of Psychology Postdoctoral and Internship Centers

INTERNSHIP MATCHING PROGRAM

TO: The Applicant
FROM: National Matching Services Inc. (NMS)
RE: APPIC Matching Program for Psychology Internship Positions Beginning in 2009

Recommended date for registering - December 1, 2008.

Internship positions in psychology that begin in 2009 are offered through the Matching Program implemented by the Association of Psychology Postdoctoral and Internship Centers (APPIC). The APPIC Internship Matching Program (the "Match") is administered by National Matching Services Inc. (NMS) on behalf of APPIC.

ELIGIBILITY

APPIC policy states that internship applicants must (a) be enrolled in a doctoral program in professional psychology that requires internship training, and (b) expect to complete practicum experience by the start of internship. Applicants who do not satisfy these requirements may not register for the Match or apply to APPIC-member internship programs. In addition to these requirements, an applicant's academic program has the authority to determine the applicant's eligibility for participation in the Match. Applicants who wish to consult with APPIC about their eligibility may use the "Informal Problem Resolution" process (see www.appic.org, click on "Problem Resolution" for contact information).

All internship programs that are APPIC members (or that have applied for membership in the fall of 2008, whether or not they ultimately attain membership) must participate in the Match. Non-APPIC member sites that have not already participated in the APPIC Match and/or Clearinghouse for two years, or that are members of the Canadian Council of Professional Psychology Programs (CCPPP), are also welcome to participate provided they abide by the APPIC Match Policies.

INFORMATION ABOUT THE APPIC INTERNSHIP MATCHING PROGRAM

A web site for the Match has been established by NMS at the following address: www.natmatch.com/psychint. The web site address, particularly the last portion (psychint), must be entered in lower case. Applicants who are considering registering for the Match should review the information on the web site, including: an overview of the operation of the Match, the detailed schedule of dates, eligibility criteria and rules for participating in the Match, description of the matching process, APPIC Match Policies, etc.

REGISTRATION PROCEDURES

Please complete the entire Applicant Agreement. Provide both a reliable mailing address and a reliable e-mail address where correspondence and instructions can be sent to you during the period July 2008 through February 2009. Similarly, provide a telephone number at which you can be reached during the same period. Provide your U.S. Social Security Number or Canadian Social Insurance Number in the space provided (if you have both, please provide the U.S. SSN).

Please **print the e-mail address very carefully**, clearly distinguishing between the letter "L" and the number "1", the letter "O" and the number "0", etc. Only one e-mail address will be maintained and used for each applicant.

You must also provide information on the Applicant Agreement about your academic training program. You will need to refer to the Listing of School Codes and APPIC Subscriber Numbers available on the Matching Program web site in order to complete the Agreement correctly. Further instructions on providing the required information about your academic training program are provided in a later section of this memorandum.

After completing the necessary information on the Agreement, you must **sign and date** the Agreement in the space provided.

Send to the Toronto office of NMS **one** signed copy of your Applicant Agreement together with the appropriate non-refundable fee payable to National Matching Services Inc. (see separate section entitled "Applicant Fee" below). **Only signed Agreements returned with the full applicant fee will be accepted.** You should retain a copy of the Applicant Agreement for your records.

Note: Although addresses and phone numbers for NMS in both New York and Toronto have been provided at the end of this memorandum, all correspondence with NMS ultimately must reach the Toronto office. Therefore, your Agreement will be received and processed sooner if you send it directly to the Toronto office. **Be sure to affix sufficient postage when mailing materials to NMS in Toronto, Canada.**

It is recommended that your signed Applicant Agreement and non-refundable applicant fee be received at NMS by December 1, 2008. If your Agreement and fee are sent to NMS after December 31, 2008, your Applicant Agreement must be signed by your Director of Clinical Training (DCT). Agreements postmarked after December 31, 2008 that do not include your DCT's signature will not be accepted.

After your Applicant Agreement and your payment are received at NMS, you will be assigned an applicant Code Number to identify you in the Match. A confirmation will then be sent to you by NMS, either by e-mail or by regular mail, verifying receipt of your Agreement, advising you of your applicant Code Number, and confirming the information on file at NMS. You should provide your applicant Code Number to the internship programs to which you apply.

After you have registered for the Match, additional information regarding your participation in the Match, such as instructions for submitting Rank Order Lists and obtaining Match results, will be provided to you as outlined in the Schedule of Dates. Some or all of this information may be provided to you electronically.

PLEASE NOTE: If your e-mail program uses "Spam" or "Junk Mail" filtering, it is possible that e-mail from NMS, including your registration confirmation, will be redirected automatically to your "Junk Mail" folder without your knowledge. This has been a particular problem for AOL and Hotmail users, but it can affect others as well. If your e-mail program does use filtering, you should instruct it to accept all e-mail from psychint@natmatch.com, matchinfo@natmatch.com, and/or any other address with the domain @natmatch.com.

PROVIDING INFORMATION ABOUT YOUR ACADEMIC TRAINING PROGRAM

Listing of School Codes and APPIC Subscriber Numbers

You must provide information on the Applicant Agreement about your academic training program, as described below. You will need to refer to the Listing of School Codes and APPIC Subscriber Numbers provided on the Matching Program web site (www.natmatch.com/psychint) in order to complete the Agreement correctly.

Please note that the Listing contains two different sets of numbers: one number represents the School Code for each school or university; the other is the number assigned to each academic training program that is an APPIC Subscriber, as described below. The School Code and the APPIC Subscriber Number are separate and distinct numbers.

School or University

Locate your school or university in the Listing of School Codes and APPIC Subscriber Numbers. Enter in the spaces provided on the Agreement the name of the university or school, city and state or province, and 3-digit **School Code** just as they appear in the Listing of School Codes and APPIC Subscriber Numbers. If you cannot locate your school or university in the Listing, please contact NMS.

Director of Clinical Training (DCT)

Please enter in the space provided on the Applicant Agreement the first and last name of the DCT of your academic program. If the Agreement you send to NMS is postmarked **after December 31, 2008**, your DCT must sign your Agreement in the space provided.

APPIC Subscriber Number

Some (but not all) academic training programs subscribe to services provided by APPIC; these programs are referred to as APPIC Subscribers. Following completion of the Match in February 2009, APPIC Subscribers will receive notification of the Match result obtained by each of their students directly from NMS. To facilitate this reporting process, and to verify your applicant fee, you must indicate whether or not your academic training program is an APPIC Subscriber.

The Listing of School Codes and APPIC Subscriber Numbers identifies those academic programs that are APPIC Subscribers by listing the name of a faculty member from the Subscriber program and the program type. The person shown in the Listing will usually be the DCT, but may be another faculty member from the program. If your academic program appears in the Listing, enter the corresponding 3-digit **APPIC Subscriber Number** from the Listing into the space provided on your Agreement.

Please note: APPIC Subscriber status applies to individual doctoral programs within a school or university, **not** to the school or university as a whole. In a school or university that has more than one doctoral program in psychology, it may be that one program is an APPIC Subscriber and another program is not. For example, it is possible that a doctoral program in counseling psychology is an APPIC Subscriber while a clinical psychology program at the same university is not. Thus, if your school or university has multiple doctoral programs in psychology, be sure that you enter the APPIC Subscriber Number only if your specific doctoral program is in fact an APPIC Subscriber.

APPIC Subscriber programs have been notified that their students will be required to enter the program's APPIC Subscriber Number on the Applicant Agreement, and have been asked to provide the Number to their students. If your program appears in the Listing but provides you with an APPIC Subscriber Number that differs from the Number in the Listing, please check with your DCT, and have your DCT contact NMS if necessary.

*For Applicants from Academic Programs in Canada: Schools in Canada are shown separately in the Listing of School Codes and APPIC Subscriber Numbers. Some academic programs in Canada are APPIC Subscribers. Furthermore, some programs belong to CCPPP. Canadian programs that are APPIC Subscribers (whether or not they are also CCPPP members) are shown in the Listing with an APPIC Subscriber Number in the usual manner. Applicants from any of these programs should enter the APPIC Subscriber Number on their Agreements as described above. Canadian programs that are **not** APPIC Subscribers, but are CCPPP members, are also identified in the Listing by a faculty member from the program and the program type, but the entry in the Listing for the APPIC Subscriber Number for these programs is the code "CCPPP". Applicants from any of these programs should enter the code "CCPPP" on their Agreements in the space provided for the APPIC Subscriber Number. Applicants from programs that are CCPPP members are eligible for the lower applicant fee, as described below, even if their academic program is not an APPIC Subscriber.*

If your program does not appear in the Listing, **check with your DCT** to determine whether or not your program is an APPIC Subscriber or a CCPPP member. If your program is an APPIC Subscriber, obtain the APPIC Subscriber Number from your DCT and enter it on the Agreement. If you are from a Canadian program that is not an APPIC Subscriber but is a member of CCPPP, enter the code "CCPPP" on the Agreement in the space provided for the APPIC Subscriber Number.

If your program is neither an APPIC Subscriber nor a member of CCPPP, indicate this by checking the appropriate box on the Agreement and leaving the space provided for the APPIC Subscriber Number blank.

Whether or not your academic program is an APPIC Subscriber or a CCPPP member will determine the applicant fee required for you to register for the Match, therefore it is important for you to provide accurate information on your Agreement.

Starting in December, each APPIC Subscriber program will be provided with lists of its students who have registered for the Match, to confirm that all the students from the program who are participating in the Match have identified the academic training program correctly on the Applicant Agreement.

Please note: Not all academic training programs are APPIC Subscribers or CCPPP members. Whether or not your program is an APPIC Subscriber or CCPPP member will have no impact on your participation in the Match (other than your applicant fee) or on the results you achieve in the Match. The identity of your academic program will be used by NMS only to verify your applicant fee and to facilitate the reporting of Match results to academic programs that are APPIC Subscribers.

Program Type and Degree

You must also indicate on the Agreement the type of academic program you are in and the degree to be received by checking the appropriate boxes on the form. Even if the options provided do not accurately or fully describe the program type or degree for your academic program, please check the **one** box that most closely represents your program from the options provided. This information is being collected for statistical purposes only. It will not be provided by NMS to any internship sites, and it will not be used in any way in the match processing; therefore, it will not have any impact on the results you achieve in the Match.

APPLICANT FEE

The fee to be paid by each applicant who registers in the Match is composed of two parts. The first component is a registration fee for the Match, which is the same for all applicants. The second component is a fee for use of the APPIC Online Directory (described in the next section of this memorandum), which varies depending on the applicant's academic program. Applicants from academic programs that are APPIC Subscribers or CCPPP members pay a lower fee for the APPIC Online Directory than other applicants.

The total fee for an applicant from an academic program that is an APPIC Subscriber or CCPPP member is **\$120.00 U.S.** This fee consists of the \$100 Match registration fee plus \$20 for the APPIC Online Directory.

The total fee for an applicant from an academic program that is NOT an APPIC Subscriber or CCPPP member is **\$150.00 U.S.** This fee consists of the \$100 Match registration fee plus \$50 for the APPIC Online Directory.

The applicant fee is payable to National Matching Services Inc. Payment must be by check or money order drawn on a U.S. or Canadian bank, or by an **International** postal money order (**NOT** a U.S. postal money order). The applicant fee is **non-refundable** and is not transferrable to future Matches; it applies to the current Match year ONLY.

APPLICATIONS TO INTERNSHIP PROGRAMS

Your registration with the Match does NOT constitute an application to any of the internship programs participating in the Match. Each internship program has its own application deadline date, which may be earlier than the recommended December 1, 2008 date for registering for the Match.

You must apply directly to any internship program in which you are interested. APPIC has developed a standardized application for psychology internships (AAPI) which is accepted by most (but not all) internship programs. The AAPI can be downloaded from the APPIC web site at www.appic.org. All application requirements, including interviews, must be completed early enough so that your Rank Order List for the Match can be submitted no later than the February 4, 2009 deadline.

APPIC provides an Online Directory of internship and postdoctoral programs that are APPIC members, which is available to all applicants via the internet at www.appic.org. All applicants who register for the Match are required to pay a fee for the APPIC Online Directory, which is built into the applicant fees as described previously.

COUPLES

Two applicants who are seeking psychology internships at the same time and who wish to coordinate their matches (e.g., obtain positions at the same site or within the same geographical area) may participate in the Match as a

"Couple". The matching of Couples involves special procedures that allow the members of a Couple to submit coordinated Rank Order Lists for the Match.

Two applicants who wish to participate in the Match as a Couple should register for the Match as individuals. Each applicant will receive a confirmation from NMS that will include the applicant's unique applicant Code Number. Applicants identify themselves as a Couple when they submit their Rank Order Lists for the Match. Further instructions for participating in the Match as a couple are located on the web site (www.natmatch.com/psychint) - select the option to view Rank Order List information for applicants, then select the link to information on couples.

ADDITIONAL INFORMATION ABOUT THE MATCH

NMS Web Site: In addition to the information available on the Match web site (www.natmatch.com/psychint) described earlier, other information will be added to that web site in the future as this information becomes available, such as a list of participating internship programs, instructions for preparing and submitting Rank Order Lists, individual applicant and site Match results, etc.

APPIC Web Site: APPIC maintains a web site at the following address: **www.appic.org**. This web site has a section on the Match that provides additional useful information for applicants, such as frequently asked questions about the Match, Match Policies, and statistics and survey results from previous years. In addition, information about travel discounts available to applicants traveling for interviews is available on the APPIC web site. The APPIC Online Directory and the AAPI application are also accessible via the APPIC web site.

MATCH-NEWS E-mail Service: APPIC operates an automated e-mail information service, called MATCH-NEWS, to provide additional information about the Match. Messages will be sent periodically (perhaps a few times a month) by e-mail to all those who subscribe to this service. As the Match approaches, this will be an important method of communicating information about the Match, as well as ideas about how to make the most of this process. There is no cost for subscribing to MATCH-NEWS. **It is recommended that all Match participants subscribe to this service.**

If you are not already a subscriber to MATCH-NEWS, you may subscribe by sending a blank e-mail message (from the address where you want to receive e-mailed information) to the following address:

subscribe-match-news@lyris.appic.org

You don't need to put anything in the subject line or body of the message. You will subsequently receive an e-mail message (with the subject line "Your confirmation is needed") that contains instructions for you to follow in order to confirm your subscription. Simply follow those instructions and you will soon receive a "Welcome" e-mail in response. This "Welcome" e-mail confirms that you are successfully subscribed to the list (you are NOT subscribed to the list until you have received the "Welcome" e-mail). PLEASE NOTE: If your e-mail program uses "Spam" or "Junk Mail" filtering, you should instruct it to accept all e-mail from APPIC's e-mail list server in order to receive the confirmation e-mail and the messages sent from MATCH-NEWS.

Contacting NMS

NMS can be reached at the following addresses, phone and fax numbers:

National Matching Services Inc.
20 Holly Street, Suite 301
Toronto, Ontario Canada M4S 3B1
Telephone: (416) 977-3431
Fax: (416) 977-5020
E-mail: psychint@natmatch.com

or

National Matching Services Inc.
P.O. Box 1208
Lewiston, NY 14092-8208
Telephone: (716) 282-4013
Fax: (716) 282-0611

As noted earlier, all correspondence sent to NMS ultimately must reach the Toronto office; therefore, your correspondence will be received and processed sooner if you send it directly to the Toronto office.

July, 2008

Association of Psychology Postdoctoral and Internship Centers

INTERNSHIP MATCHING PROGRAM

APPLICANT AGREEMENT

MATCHING PROGRAM FOR INTERNSHIP POSITIONS BEGINNING IN 2009

PLEASE PRINT CLEARLY. USE THE SAME ORDER OF NAMES AND INITIALS ON ALL APPLICATIONS AND CORRESPONDENCE PERTAINING TO THE MATCH.

APPLICANT NAME: _____
Last Name First Name Middle Initial

MAILING ADDRESS: _____
(for July, 2008 through February, 2009)
Street Address
Apt. #
City State/Province Zip/Postal Code Country

TELEPHONE NO: () _____ U.S. SSN or Canadian SIN: _____
Area Code Number

E-MAIL ADDRESS (print very clearly - provide only one): _____

ACADEMIC TRAINING PROGRAM:

UNIVERSITY/SCHOOL NAME: _____

CITY: _____ STATE/PROV: _____ SCHOOL CODE: _____
(Use School Code from Listing of codes on web site)

DIRECTOR OF CLINICAL TRAINING: _____

SIGNATURE OF DIRECTOR OF CLINICAL TRAINING: _____
(Signature of DCT is required only if Agreement is postmarked AFTER December 31, 2008)

APPIC SUBSCRIBER NUMBER: _____ → If your academic program is an APPIC Subscriber or CCPPP member, your applicant fee is **\$120 U.S.**
(Use APPIC Subscriber Number from Listing of codes on web site)

NOT AN APPIC SUBSCRIBER OR CCPPP MEMBER → Your applicant fee is **\$150 U.S.**

PROGRAM TYPE (check one): Clinical Counseling School Combined Professional-Scientific

DEGREE (check one): Ph.D. Psy.D. Ed.D.

I have reviewed and agree to comply with both the APPIC Match Policies and the Terms of Applicant Agreement:

Signature of Applicant Date

Applicant fees are non-refundable and non-transferrable, and are payable to National Matching Services Inc. The fee includes both registration for the Match for positions beginning in 2009 and use of the APPIC Online Directory.

This Agreement must be signed above and returned with the non-refundable applicant fee payable to National Matching Services Inc. Agreements and fees should be submitted by December 1, 2008 to:

National Matching Services Inc. National Matching Services Inc.
20 Holly Street, Suite 301 or P.O. Box 1208
Toronto, Ontario, Canada M4S 3B1 Lewiston, NY 14092-8208
Telephone: (416) 977-3431 Telephone: (716) 282-4013

Note: This Agreement will be received and processed sooner if you send it directly to the Toronto address.

NMS USE ONLY

ENT'D: _____ AMT/CHQ: _____ CODE: _____

TERMS OF APPLICANT AGREEMENT

I plan to apply for a psychology internship position to start between June 1, 2009 and December 31, 2009. I agree to participate in and to abide by the policies of the Association of Psychology Postdoctoral and Internship Centers (APPIC) Internship Matching Program (the "Match"). Specifically, I agree:

1. To abide by all APPIC Match Policies, which are incorporated by reference in and are an integral part of this Agreement.
2. To abide by the Schedule of Dates of the Match, which is incorporated by reference in and is an integral part of this Agreement.
3. To provide complete and accurate information to the Match as well as to all internship programs to which I apply.
4. Not to make any commitments to or contracts with any participating internship program prior to the release of the Match results. If I choose to accept a position at an internship program that is not participating in the Match, or decide not to participate in the Match for any other reason, then I will submit a withdrawal from the Match, and will NOT submit a Rank Order List for the Match.
5. To accept appointment to and attend the internship program with which I am matched. I understand that I cannot avoid accepting appointment to or attending the program with which I am matched without a written release from APPIC; also, that another program participating in the Match cannot offer me a position unless I have this release.
6. To send a non-refundable applicant fee payable to National Matching Services Inc. for participation in the Match for positions beginning 2009. If my academic program is an APPIC Subscriber or a member of the Canadian Council of Professional Psychology Programs (CCPPP), my applicant fee is \$120 U.S. If my academic program is NOT an APPIC Subscriber or member of CCPPP, my applicant fee is \$150 U.S. The applicant fee includes both registration for the Match and use of the APPIC Online Directory, and is not transferrable to another Match year.

I am enrolled in a doctoral program in professional psychology that requires internship training, and I expect to complete practicum experience by the start of internship. I understand that my academic program has the authority to determine my eligibility for participation in the Match and which training sites I am permitted to include on my Rank Order List.

I understand that I must immediately notify all internship sites to which I have applied in the event of any change in my standing with my academic program (e.g., being put on probation) or in my eligibility to apply for internship.

I understand that I am free to make personal contacts with any participating internship program in which I am interested, to apply to as many of these programs as I wish, and to rank them according to my judgement.

I also understand that I must not communicate my ranking intentions to any program, and must not request that a program inform me as to how it intends to rank any applicant. I understand further that participating internship programs must not communicate their ranking intentions to me and must not request that I state how I intend to rank any program. Any statement or other expression concerning how I intend to rank an internship program or how that program intends to rank me is a violation of APPIC Match Policies, and in any event is subject to change based on further considerations.

For the purposes of the Match, my Rank Order List is to be the sole determinant of my order of preference for the internship programs to which I have applied. Similarly, for the purposes of the Match, the Rank Order List submitted by each program is to be the sole determinant of the program's order of preference for the applicants to the program.

I understand and agree that information concerning my participation in the Match, including my Match result, may be provided to me electronically.

I understand that the result I obtain in the Match, whether I am matched or not and to which program I have been matched, may be reported to my academic program, to programs participating in the Match, and to others, either by mail or electronically.

I understand that my appointment to the internship program with which I am matched may be contingent on my satisfying eligibility requirements specified by the internship site and internship program.

I understand that the information provided to the Match may be used for research purposes.

I understand that APPIC may, in its discretion, release me and/or the internship program from the Match commitment with APPIC when APPIC determines that exceptional circumstances or reasonable cause warrant such release. I also understand that even if I am released from the Match commitment with APPIC, I may be subject to legal and/or disciplinary action by my academic and/or internship program if I do not attend the internship program to which I have been matched.

I understand that APPIC is responsible for enforcing this Agreement, and violations of the terms of this Agreement may be reported to the APPIC Standards and Review Committee. I understand that if I violate any of the terms of this Agreement, such as refusing to accept a position at the internship program with which I have been matched and/or refusing to attend the program with which I have been matched, the APPIC Board may pursue all available remedies, including barring me from participation in future APPIC Matching Programs. Furthermore, I could be subject to legal and/or disciplinary actions on the part of my academic and/or internship program.

Association of Psychology Postdoctoral and Internship Centers

INTERNSHIP MATCHING PROGRAM

SCHEDULE OF DATES

AUGUST, 2008	Internship Site Agreements for participation in the Match are sent to training directors, who must return their Agreements to National Matching Services Inc.
AUGUST, 2008 - DECEMBER, 2008	Applicant Agreements for participation in the Match can be downloaded from the Matching Program web site at www.natmatch.com/psychint . Alternatively, Agreements can be mailed to applicants on request. To register for the Match, applicants must return their Agreements to National Matching Services Inc., accompanied by the appropriate fee. Applicants must contact and apply to internship programs independently of the Match. Application deadlines for programs vary; therefore, applicants should check with programs regarding their deadline dates.
NOVEMBER 1, 2008	By this date, a Listing of Participating Programs will be available for access by applicants and programs on the web site www.natmatch.com/psychint .
DECEMBER 1, 2008	Recommended date by which applicants should return their Agreements and fees to National Matching Services Inc. to register for the Match.
DECEMBER 31, 2008	By this date, instructions for submitting Rank Order Lists and obtaining Match results will be provided to applicants and training sites registered to participate in the Match.
FEBRUARY 4, 2009	Final date for submission of applicant and program Rank Order Lists. No Rank Order Lists or Agreements can be accepted after this date.
FEBRUARY 20, 2009	Applicants will be informed as to whether or not they have been matched to an internship position. However, applicants will NOT be told the specific program to which they are matched until Match Day.
FEBRUARY 23, 2009	APPIC Match Day: Results of the Match are released to applicants and training directors. No action to fill positions remaining unfilled is to be taken prior to 11:00 a.m. Eastern Standard Time on this date. Internship training directors must send letters of confirmation of the Match result to matched applicants and their academic training directors within 72 hours, according to the APPIC Match Policies.

APPIC MATCH POLICIES: 2008-2009

Adopted July 18, 2008

The following policies will guide the 2009 APPIC Match and Clearinghouse. Adherence to these policies is a condition of membership in APPIC and of participation in the APPIC Match and/or Clearinghouse.

For 2008-2009, the Rank Order List Submission Deadline is February 4, 2009. Results of the Match will be released on APPIC Match Day, February 23, 2009.

- 1. These policies apply to all participants in the APPIC Match, including APPIC member internship programs, non-APPIC member internship programs, and student applicants.**
 - a. All participants shall abide by their agreements with APPIC for participation in the APPIC Match.
 - b. Internship training directors must ensure that all people involved in recruiting or selecting interns understand and adhere to these policies.
 - c. Directors of APPIC Subscriber programs and doctoral programs with students participating in the APPIC Match are requested to ensure that their students understand and adhere to these policies.
 - d. Violations of APPIC Match Policies or Match Agreements by applicants or programs may result in sanctions by APPIC (e.g., being barred from future Matches) or legal action by other Match participants. In addition, violations by applicants may result in disciplinary action by the applicants' graduate and/or internship programs.
- 2. Internship programs must offer all of their internship positions through the APPIC Match.**
- 3. Participants in the APPIC Match, including applicants and internship programs, may not communicate, solicit, accept, or use any ranking-related information prior to the release of the Match results.**
 - a. Internship programs must include the following statement on their web sites and in their brochures: “This internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant.”
 - b. Prior to the release of the APPIC Match results, internship programs may choose to inform applicants as to whether or not the applicants remain under consideration for admission (e.g., whether or not the applicants will be ranked) but may not communicate any other ranking information. The spirit of this item precludes any communication of rankings prior to the release of the APPIC Match results, however “veiled” or indirect such communication might

be. However, sites and applicants are allowed to communicate about matters that do not involve the sharing of ranking information.

- c. Internship programs and applicants may never solicit information regarding applicants' and programs' rankings, even after the release of the Match results.
- d. Internship sites that offer more than one program in the APPIC Match (i.e., sites with more than one program code number) are expected to ask applicants to identify the site's programs to which they are applying. In addition, these sites may, for the sole purpose of arranging interviews, ask applicants to designate their preferences regarding the programs at the site for which they wish to be interviewed. These sites may request interview preference information only when it is essential for making interview arrangements, and such information may not be used for any other purpose in the selection process. Furthermore, these sites may not solicit any information about applicants' final rankings of programs. Sites requesting interview preferences must state clearly in their written materials that these preferences will be used for arranging interviews only and for no other purpose.
- e. Any ranking information that is communicated between applicants and internship programs, even though such communication is a violation of these policies, is non-binding and may be changed at any time prior to the Rank Order List submission deadline. The only binding rankings are the confidential Rank Order Lists that are submitted to the APPIC Match.
- f. Internship programs may choose to provide applicants with information about the size of the applicant pool.
- g. Internship programs that conduct on-site or telephone interviews must make a reasonable effort to notify every applicant who submits a complete set of application materials as to his/her interview status. Such notification must occur no later than the interview notification date that appears in the program's APPIC Directory Online listing and/or other publicity materials, and may be communicated via e-mail, telephone, regular mail (to be received no later than the interview notification date), or other means. Sites that conduct open houses to which all applicants are invited and conduct no other interviews are exempt from this requirement (this process should be clearly stated in the APPIC Directory Online and/or sites' publicity materials).

4. Results of the APPIC Match constitute binding agreements between applicants, internship programs, and APPIC that may not be reversed without APPIC's consent.

- a. Appointments of applicants to internship positions may be contingent upon the applicants satisfying certain eligibility requirements. Such eligibility requirements must be clearly specified in the internship programs' written materials and provided to applicants in advance of the APPIC Match.
- b. Internship training directors are encouraged to contact matched applicants by telephone as soon as possible after 11:00 am Eastern Standard Time on APPIC Match Day.

- c. It is not necessary for internship training directors to contact applicants with whom they have not been matched.

5. Internship training directors must put in writing their appointment agreements with matched applicants in letters postmarked no later than 72 hours following receipt of the APPIC Match results.

- a. Letters must be addressed to the applicants and must include confirmation of conditions of the appointment, such as stipend, fringe benefits, and the dates on which the internship begins and ends.
- b. Copies of these appointment letters must be sent simultaneously to applicants' academic training directors.

6. Internship programs that receive their APPIC Match results and have one or more positions left unfilled may then make other direct offers of admission (verbal or written) to applicants who remain unmatched or to applicants who did not participate in the Match. Applicants who receive their APPIC Match results and who remain unmatched may then receive other direct offers of admission.

- a. Failure to receive timely notification of the APPIC Match results, for any reason, does **not** constitute a release from the Match.
- b. Internship programs may not take any actions to fill open positions prior to 11:00 am Eastern Standard Time on APPIC Match Day. Applicants who remain unmatched, along with other individuals acting on their behalf (e.g., doctoral program faculty), may not contact internship programs about unfilled positions prior to 11:00 am Eastern Standard Time on APPIC Match Day.
- c. Prior to making offers to fill open positions, internship training directors must verify with applicants, to the best of their abilities, that the applicants have not previously been matched to other internship programs nor accepted other offers.
- d. Applicants may not accept an offer if they have been matched or have already accepted an offer from another internship program.
- e. An offer (verbal or written) that has been tendered by an internship program and accepted by an applicant constitutes a binding agreement between the program, the applicant, and APPIC that may not be reversed without APPIC's consent.
- f. The internship training director must put in writing the appointment agreement with the applicant in a letter postmarked no later than 72 hours following acceptance of the offer by the applicant, as described in paragraphs 5a and 5b above.

7. **Individuals who perceive violations of these policies are urged to request compliance with APPIC policies from the appropriate party (parties).**
 - a. Unresolved compliance problems should be resolved informally, whenever possible, through consultation among applicants, internship training directors, academic training directors, and/or APPIC, or by other informal means. APPIC sponsors an “Informal Problem Resolution” process (described on the APPIC web site) that is recommended for use in addressing these issues.
 - b. Internship training directors who become aware of violations of these policies by other internship training directors should (a) urge the affected applicants and academic training directors to follow the informal resolution procedures described above, (b) directly contact the other internship training directors, and/or (c) use the APPIC “Informal Problem Resolution” process.
 - c. Perceived violations of APPIC Policies and/or the Match Agreement that are not resolved through the APPIC “Informal Problem Resolution” process may be reported as a formal complaint to the APPIC Standards and Review Committee (ASARC).

8. **If a formal complaint is filed with APPIC regarding an alleged violation of these policies, the APPIC Standards and Review Committee (ASARC) will evaluate the allegations and recommend an appropriate course of action to the APPIC Board of Directors. The APPIC Board of Directors is the body that ultimately determines the course of action. ASARC policies are described on the APPIC web site. Violations of APPIC policies should be reported to:**

**Chair, APPIC Standards and Review Committee
10 G Street, N.E.
Suite 440
Washington, DC 20002
(202) 589-0600**

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NOTE: APPIC members, and non-APPIC members who participate in the Match, may reprint the APPIC Match Policies in their program materials and brochures by stating "Reprinted with permission."