



Palm Beach County
Youth Services Department
Residential Treatment and Family Counseling Division

Intern Selection and Academic Preparation Requirements Policy

Application Process

To be considered for the Youth Services Department internship program, applicants must meet the following requirements:

- Must be a doctoral candidate in an APA- or CPA-accredited clinical or counseling psychology program.
- At least three years of graduate education in psychology must be completed by the start of internship.
- A minimum of 1000 hours of training must be completed prior to internship, which may include practica as well as other clinical or work experience.
- A minimum of 400 intervention hours and 100 assessment hours by the start of internship.
 - If the applicant expects to earn additional direct service hours after the application is submitted, this information should be specifically broken down by intervention and assessment and noted on the AAPI in the section asking for anticipated hours prior to internship.
- Comprehensive Exams must be passed prior to applying for internship.
- Dissertation proposal must be completed prior to the start of internship.
- Before the start of the internship, Youth Services Department interns must complete a Level 2 background check with fingerprints. Disqualifying offenses are listed in the Florida statues under Chapter 435.04(2). The following is a link to this statute for reference: [Statutes & Constitution: View Statutes: Online Sunshine \(state.fl.us\)](https://www.flsenate.gov/legislation/statutes/html/pubstatute.cfm?id=435.04(2)).

Students interested in applying for the internship program should submit an online application through the APPIC website (www.appic.org). A complete application consists of the following materials:

- A completed Online AAPI (APPIC's standard application)
- Cover letter (as part of AAPI)
- A current Curriculum Vita (as part of AAPI)
- Three Standardized Reference Forms, two of which must be from persons who have directly supervised your clinical work (as part of AAPI). Please submit no more than three references.
- Official transcripts of all graduate coursework (as part of AAPI)
- A de-identified child or adolescent psychological evaluation report, preferably non-neuro (as a supplement to the AAPI)

All application materials must be received by the date noted in the current APPIC directory listing in order to be considered. Incomplete applications will not be reviewed.

Application Screening and Interview Processes

The Youth Services Department Internship Program bases its selection process on the entire application package noted above. Preference is given to applicants whose credentials include the following:

- Extensive experience working with children, adolescents, and families
- Extensive training and/or classes in family and systemic theory
- Extensive psychological/psychoeducational testing experience
- Experience in both outpatient AND residential settings
- *Individuals with Spanish or Haitian Creole bilingual skills are strongly encouraged to apply*

All applications are evaluated by the Youth Services Department Training Committee for potential goodness of fit with the internship program. We look for interns with training goals aligned with the training that we offer. The program looks not only at the total number of practicum hours, but the quality of training in terms of the type of setting and

population, as well as experience with evidence-based practice. We prefer interns who have training and experience in working with youth and families and those who, based on their experience, demonstrate cultural sensitivity working with diverse populations. However, we will consider candidates with gaps in this training who demonstrate great potential and an eagerness to learn based on strong letters of recommendation, essays, and interviews.

******Underrepresented groups and those who speak Spanish and Haitian Creole are particularly encouraged to apply because we seek to recruit diverse interns in order to better meet the needs of our diverse client population.******

All applications are screened by the Youth Services Department Training Committee using a standard Application Rating Scale and evaluated for potential goodness of fit with the internship program. The Training Committee holds a selection meeting to determine which applicants to invite for interviews based upon the results of this screening process. All applicants are notified by email of a decision regarding an invitation to interview on the date indicated in the APPIC directory. Interviews are scheduled during the month of January and occur remotely via Zoom videoconference with members of the Training Committee.

Interviews entail a half-day experience involving various activities. Specifically, on the day of the interview, a small group of intern applicants (typically 3-4) meets with the internship's Training Director and other supervising psychologists for introductions, a pre-recorded overview of the site and various training opportunities, and a virtual tour of both internship rotations. As a group, prospective interns also are given a clinical scenario and asked to discuss the scenario in a group format in front of the supervising psychologists. Subsequently, prospective interns meet individually with outpatient and residential supervising psychologists as well as postdoctoral fellows for interviews conducted using a standard set of interview questions, although members of the Training Committee may ask additional interview questions of applicants as appropriate. Applicants are afforded an opportunity to ask questions during their group meeting and individual interviews, time permitting. As a group, applicants also meet with current interns as another opportunity to ask questions and learn about the training experience.

The Youth Services Department agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any rank information from any internship applicant.

Application Due Date and Interview Notification Date

All application materials must be submitted through the AAPI online portal by **November 11th** in order to be considered for our program. All applicants will be notified by email of a decision regarding an invitation to interview on or before **December 13th**. Interviews are scheduled in January and occur remotely with members of the Training Committee.

Participation in the Match

The Training Committee will hold a meeting within two weeks of the final interviews being completed in order to determine applicant rankings. The full application package and information gathered from the interview process are utilized to determine applicant rankings. As a member of APPIC, Youth Services participates in the national internship matching process by submitting its applicant rankings to the National Matching Service (www.natmatch.com/psychint). Applicants and their graduate program Directors of Clinical Training are contacted accordingly following release of computer match results.

Questions regarding any part of the internship selection process or the Youth Services Department's academic preparation requirements may be directed to the Training Director.

Training Director Contact Information

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Program Website: <https://www.pbcgov.org/youthservices/Pages/Doctoral-Internship.aspx>