



EXTRACURRICULAR PROGRAM-SANCTIONED HOURS POLICY & FORM

(Updated July 2020)

Students who complete our program's six required practica will normally accrue sufficient hours to be competitive for internships. However, depending on the nature of practicum experiences, students might complete their sixth practicum and still be below our program's recommended 400-600 hours of direct client contact hours, and therefore require additional clinical experience beyond the required six practica to successfully obtain an internship.

Additionally, clinical programs are increasingly recognizing that some extracurricular clinical experiences (i.e., supervised clinical experiences that are not part of a practicum) that some students obtain can be a valuable supplement to their formal clinical training. As such, some programs are developing mechanisms to evaluate and possibly approve these experiences in order that they can be seen as a bona fide part of students' clinical training. These extracurricular experiences cannot substitute for clinical program requirements (e.g., cannot be used in lieu of practicum requirements), but can be applied toward students' hours of supervised experience for internship applications or licensure.

Regarding internship applications, students often worry that they do not have enough hours to make them competitive in applying for internships. The APPIC internship application process makes provision for "program-sanctioned hours" to be added to official practicum hours in a student's application, but there is no common standard or definition of "program-sanctioned" among Directors of Clinical Training (DCTs). Thus, a fair and consistent way of approving such experience is needed, which is what prompted the development of these forms. It should be emphasized, however, that considerable discussion among training directors indicates that (a) there is no "magic number" of hours required and (b) breadth and depth of experience and "fit" with the training setting are more important to internship directors and supervisors than sheer quantity of hours accumulated. Furthermore, recent evidence suggests that the amount of supervision hours and ratio of supervision to direct client contact hours are also important determinants of whether students are successful in their internship applications.

Students who elect to accumulate extra-curricular clinical experience are reminded that doing so must not interfere with timely progress through the program, and must be approved by their advisor. Consistent with the goal of promoting balanced and timely progress, students may apply for approval of **up to 200 direct client contact hours (plus additional supervision hours), normally with no more than 100 per supervisor** (requiring separate applications for each supervisor). The expectation is that these hours will only be approved if they involve the kind of new learning that takes place during a practicum. For example, students who are hired into a psychometry position could apply to have initial hours in this job approved while they are learning new tests. But once routine tests are learned and no new learning is taking place, additional hours should not be counted or approved. Each application will be reviewed by the DCT and approved if: (a) it meets program requirements outlined below, and (b) the student is demonstrating timely progress in meeting program requirements.

Criteria for Program-Sanctioned Clinical Experience Hours

- This program-sanctioned experience must not interfere with progress through the program. We expect that students will follow CPA guidelines in working no more than 20 hours/week, and we hope that students will work considerably less than this. Students should speak with their research advisors about any employment they are considering, and program-sanctioned experiences must be signed off by the advisor.
- The activity must be a valid clinical experience providing Psychological Service(s) as defined in the CPA Practice Guidelines¹ and adopted by PAM (i.e., not clerical or research assistant work for a psychologist), but may include clinical work in the context of a research project under certain circumstances. Our expectation is that these hours will be similar to those accrued during a practicum. For example, we would not approve 100 hours of psychometrist work unless that work involved more than just routine administration of tests.
- A registered doctoral-level psychologist who assumes professional responsibility for the work must supervise the sanctioned hours.
- Students must receive *at least* 1 hour of individual supervision per 10 direct client contact hours, with additional supervision required for more junior students and/or more complex clinical work.
- The supervisor will: (a) complete an initial assessment of student competence, (b) provide oversight and a minimum of 1 hour of supervision per 10 hours of direct client contact, and (c) provide the student with a written evaluation aimed at enhancing clinical competence at the end of this experience, and (d) sign the Post Completion Form.
- The activity may take place in a variety of contexts: agency/clinic, private practice, hospital, school, etc. and may be paid or unpaid.
- A maximum of 200 direct client contact hours for all extracurricular activities (not including supervision hours) may be approved, and normally there is a maximum of 100 hours approved per supervisor.
- Pre-approval is required for all program-sanctioned experiences (the Pre-Approval Form may be submitted to the Director at any time prior to the commencement of the extracurricular clinical experience), and students must have the Post Completion Form approved by the DCT by September 20th in the year in which they are applying for internship.
- Hours should be documented in detail as per APPIC's AAPI categories.

¹ According to CPA, *Psychological services* refers to one or more of the following: 1. Evaluation, diagnosis, and assessment of the functioning of individuals and/or groups in a variety of settings and activities; 2. Interventions to facilitate the functioning of individuals and groups; 3. Consultation relating to the assessment of the functioning of individuals or interventions to facilitate the functioning of individuals and groups; 4. Program development of services in the areas identified above; 5. Supervision of psychological services.

PRE-APPROVAL OF PROGRAM-SANCTIONED HOURS FORM

Name of student: _____

Year in program (e.g., PhD 2): _____ Date: _____

In an attached document, provide your rationale for why you need this extra clinical experience.

Who will be supervising this experience (provide details and CV if supervisor isn't known to our program), and what is the nature of the clinical activity?

Total direct client contact hours accumulated to date: _____

How many hours/week are you working outside of the program? _____

Projected start/end dates & expected hours/week: _____

Supervisor Statement

I (name of psychologist) _____ accept legal and ethical responsibility for supervising the clinical work of (name of student) _____ throughout the term of the clinical experience outlined above. By signing this form, I agree to:

- Assess (in whatever way I deem appropriate) the student's clinical competency in areas related to the work that she/he will be engaged in prior to the work beginning.
- Arrange workflow so that it is appropriate to the student's level of competency.
- Provide **at least** 1 hour of supervision for every 10 hours of direct client contact that the supervisee has with clients, and ensure that the amount of supervision is appropriate for the type of work and student competence. That is, a ratio of 1 hour supervision for 10 hours of client contact would be appropriate for less complex clinical work and with more advanced students; whereas a ratio of 2 or 3 hours of supervision for 10 hours of client contact would be appropriate for more complex clinical work and with more junior students.
- Complete a written evaluation (in whatever way I deem appropriate) of the student's clinical development and growth throughout her/his time under your supervision at the time that the student completes her/his clinical work in the future.

Each box must be checked in order for the Director of Clinical Training to sign off on these hours.

Clinical Supervisor Signature

Date

Research Advisor Signature

Date

PRE-APPROVAL CHECKLIST AND DECISION

	YES	NO
Is the student within the 7-year limit for doctoral programs?		
Have the student's annual progress reports for FGS and the clinical program both been positive?		
Is the student working less than 20 hours/week as per CPA guidelines?		
Is the activity a valid clinical experience in Psychological Service(s) as defined in the CPA Practice Guidelines?		
Does the student require additional program-sanctioned hours to be competitive for internship (i.e., has fewer than our program's recommended 400-600 hours of direct client contact hours)?		
Does a doctoral-level registered psychologist, who assumes professional responsibility for the work, supervise the activity?		
Does the supervisor meet current PSC requirements for approval of practica supervisors? <ul style="list-style-type: none"> • Earned doctorate in clinical psychology • Registered • Practiced as a regulated Psych for at least 2 years • Meets at least one of: <ul style="list-style-type: none"> ○ 2 or more yrs experience providing supervision ○ trained in supervision ○ has a co-supervisor who meets criteria 		
Has the student attached a rationale for needing this experience?		
Did the research advisor sign off on this experience?		
Did the clinical supervisor check each box in the Supervisor Statement, and sign and date the form?		

Decision by DCT:

Approved

Rejected – reason: _____

Director, Clinical Training

Date

POST COMPLETION PROGRAM-SANCTIONED HOURS FORM
Deadline: September 20 of internship application year

Name of student: _____

Year in program (e.g., PhD 2): _____ Date: _____

Clinical activity site and supervisor: _____

Was this work pre-approved?

- yes
- no – why not?

Narrative description of the clinical work is attached?

- yes
- no

Start and end dates of activity (mm/yy to mm/yy): _____

Current program-sanctioned: Direct client contact intervention hours: _____
Direct client contact assessment hours: _____
Supervision hours: _____
Total direct contact hours (max 100): _____

Total accumulated direct client contact hours (excluding these proposed hours) to date: _____

Supervisor Statement

I (name of psychologist) _____ confirm that I supervised the clinical work of

(name of student) _____ and that I:

- Assessed (in whatever way I deemed appropriate) the student's clinical competency in areas related to the work that she/he was engaged in prior to the work beginning.
- Arranged workflow so that it was appropriate to the student's level of competency.
- Provided **at least** 1 hour of supervision for every 10 hours of direct client contact that the supervisee had with clients, and ensured that the amount of supervision was appropriate for the type of work and student competence. In general, the work that the student was engaged in had a (specify low, moderate, or high) _____ level of clinical complexity, the student had a (specify low, moderate, or high) _____ level of competency, and as a result I provided approximately _____ hours of supervision for every 10 hours of direct client contact.
- Completed a written evaluation (in whatever way I deemed appropriate) of the student's clinical development and growth throughout her/his time under my supervision, reviewed it with the student, and gave it to the student who will submit it along with this form to the DCT.

Each box must be checked in order for the Director of Clinical Training to sign off on these hours.

Supervisor Signature

Student Signature

Date

POST-APPROVAL CHECKLIST AND DECISION

	YES	NO
Was the request submitted by September 20 th of the internship application year?		
Is the student within the 7-year limit for doctoral programs?		
Have the student's annual progress reports for FGS and the clinical program both been positive?		
Is the student working less than 20 hours/week as per CPA guidelines?		
Is the activity a valid clinical experience in Psychological Service(s) as defined in the CPA Practice Guidelines?		
Does the student need these extra hours to be competitive for internship (i.e., has fewer than our program's recommended 400-600 direct client contact hours)?		
Did a doctoral-level registered psychologist, who assumed professional responsibility for the work, supervise the activity?		
Did the required amount of clinical supervision occur (minimum of 1 hour for every 10 hours direct client contact)		
Did the supervisor meet current PSC requirements for approval of practica supervisors? <ul style="list-style-type: none"> • Earned doctorate in clinical psychology • Registered • Practiced as a regulated Psych for at least 2 years • Met at least one of: <ul style="list-style-type: none"> ○ 2 or more years' experience providing supervision ○ trained in supervision ○ had a co-supervisor who meets criteria 		
Did the supervisor sign and date the Supervisor Statement, check each box or provide a good reason why it was unchecked, and have the form signed by the student?		
Were the extra-curricular hours acquired during the student's residency in the University of Manitoba Clinical Psychology Program?		

- Approved
- Rejected – reason:

Director of Clinical Training

Date