



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 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.
- Comprehensive Exams must be passed prior to applying for internship.
- Expected dissertation proposal date must be prior to the start of internship.

Students interested in applying for the internship program should submit an online application through the APPIC website ([www.appic.org](http://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 will base its selection process on the entire application package noted above. Preference will be 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

All applications will be 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 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 Creole*

*are particularly encouraged to apply* because we seek to recruit diverse interns as well as meet the needs of our diverse client population.

All applications will be 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 will hold a selection meeting to determine which applicants to invite for interviews based upon the results of this screening process. All applicants will be notified by email of a decision regarding an invitation to interview on the date indicated in the current APPIC directory. Interviews will be scheduled throughout the month of January and will occur in person 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 3-5) will meet with the internship's Training Director and other supervising psychologists for an overview of the site and various training opportunities. As a group, prospective interns will also be given a clinical scenario and asked to discuss the scenario in a group format in front of the supervising psychologists. Subsequently, prospective interns will meet individually with outpatient and residential supervising psychologists in order to answer a series of interview questions. Interviews will be conducted using a standard set of interview questions, although members of the Training Committee may ask additional interview questions of applicants as appropriate. Applicants will also be afforded an opportunity to ask questions during their group meeting and individual interview times. As a group, applicants will meet with the current interns and postdoctoral fellows, and will tour the Highridge facility. 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.

#### 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 will be utilized to determine applicant rankings. As a member of APPIC, Youth Services will participate in the national internship matching process by submitting its applicant rankings to the National Matching Service, which can be reached at the following website: [www.natmatch.com/psychint](http://www.natmatch.com/psychint). Applicants and their graduate program Directors of Clinical Training are contacted accordingly following release of computer match results.

#### Training Director Contact Information

Questions regarding the Youth Services Department internship program should be directed to the Training Director:

Shayna Ginsburg, Psy.D.

Phone: (561) 233-4460

Fax: (561) 233-4475

Email: [sginsbur@pbcgov.org](mailto:sginsbur@pbcgov.org)

Website: <http://www.pbcgov.com/youthservices/EducationCenter>