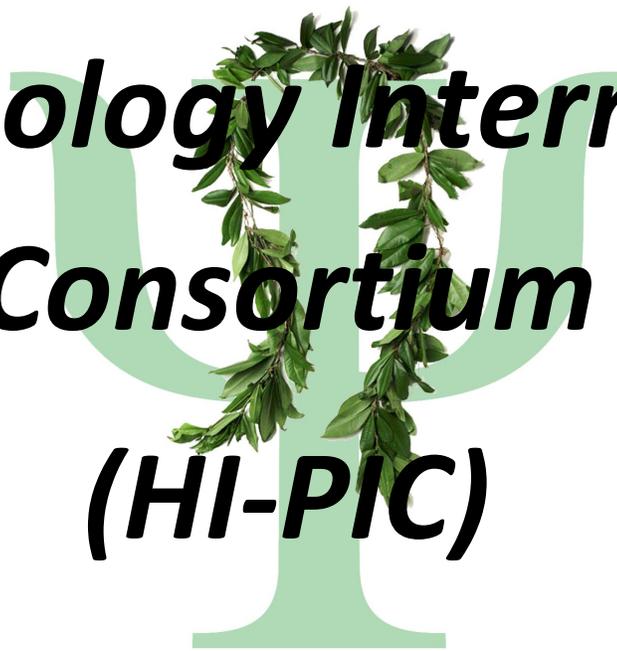


***The Hawaii
Psychology Internship
Consortium
(HI-PIC)***



**Intern Brochure
2016-2017**

Mission:

The Hawaii Psychology Internship Consortium’s mission is to prepare and retain psychologists to provide culturally competent collaborative public mental health care for the diverse children, adolescents, and adults of Hawaii.

The Hawaii Psychology Internship Consortium (HI-PIC) represents the collaborative effort of three state agencies- the Department of Education, Department of Public Safety, and Department of Health, Child and Adolescent Mental Health Division- to share resources and faculty for the purpose of providing a diversified educational program for psychology interns. Training takes place in 6 training sites across 3 of Hawaii’s islands: Oahu, Kauai, and Hawaii (the “Big Island”).

Accreditation Status

The Hawaii Psychology Internship Consortium has been granted Accreditation on Contingency by the American Psychological Association. Intern’s who graduate from HI-PIC will graduate from an accredited program. Questions related to the program’s accreditation status should be directed to the Commission on Accreditation:

[Office of Program Consultation and Accreditation](#)

American Psychological Association

750 1st Street, NE, Washington, DC 20002

Phone: (202) 336-5979

Email: apaaccred@apa.org

APPIC Membership Status

HI-PIC is a participating member of APPIC.

Program Structure and Rotations

The Consortium offers one-year, full-time internships beginning and ending in July each year. The start date for the 2016-2017 cohort will be July 5, 2016. The Consortium is comprised of 6 agencies throughout Hawaii and will provide a range of clinical and didactic experiences that represents the necessary depth and breadth required for future professional practice with Hawaii’s diverse communities. Interns will have a primary placement at one site, and will complete minor rotations and other training experiences at other sites within the consortium. Across training sites, interns will complete an average of 10-20 hours per week of face-to-face direct service delivery.

Required Major Training Emphases

All sites will offer the following major training emphases:

Behavioral Health Intervention

Interns across training sites will spend approximately 10-15 hours per week in activities related to Behavioral Health Intervention. Each consortium site provides opportunities for interns to work in inpatient and/or outpatient settings to provide individual, group, family and/or couples therapy to people from a diverse range of age groups, ethnic groups, and socioeconomic levels within a variety of therapeutic modalities.

Psychological Assessment

Interns across training sites will spend approximately 10-15 hours per week in activities related to Assessment. Assessment experience is provided at each consortium site. Interns at every site will be expected to administer, interpret, and provide written synthesis of psychological test batteries. Assessments may include intellectual, achievement, personality, and/or competency-based measures. Interns will have opportunities to write reports and make recommendations that convey meaningful information to clients.

Consultation and Systems Collaboration

Interns across training sites will spend approximately 6-8 hours per week in activities related to Consultation and Systems Collaboration. In this capacity, interns will learn how to effectively collaborate across state agencies and other systems, as well as across professional disciplines, in their clinical work.

Required Minor Rotations

Every intern will complete required minor rotations in Forensics and Cultural Diversity and the Self. The former will be held as a week-long rotation provided at the Oahu Community Correctional Center or at the Hawaii Youth Correctional Facility. Interns will join the OCCC/HYCF psychologists in conducting Suicide and Violence Risk Evaluations. The latter will be completed during a 3-day mid-year rotation on the Island of Hawaii/Big Island.

Elective Rotations

All sites will offer elective training experiences, which will differ across sites. Interns may spend approximately 3-5 hours per week engaged in elective training activities. A sample of potential elective rotations includes:

- Assessment and intervention with children of military personnel
- Telehealth
- Forensic

- Intensive Learning Center (specialized classroom intervention for students with Serious Emotional Disabilities)
- Family intervention
- Substance abuse
- Developmental/ Autism Spectrum Disorder Assessments
- Early childhood assessment and intervention
- Research

Program Goals and Objectives

Overarching Goals: The Hawaii Psychology Internship Consortium (HI-PIC) represents the collaborative effort of three Hawaiian state agencies to share resources and faculty for the purpose of providing a broad and general educational program for psychology interns.

Our program offers one year, full time internship positions at treatment centers across three of Hawaii's islands- Oahu, Kauai, and the Big Island (Hawaii). It is expected that by the conclusion of the internship year, interns will have accomplished the following objectives:

Goal 1: Interns will achieve competence appropriate to their professional developmental level in the area of Behavioral Health Intervention.

Objectives related to this goal include the achievement of competence in the following:

- Case conceptualization and treatment planning
- Implementation of therapeutic interventions
- Crisis intervention
- Therapeutic skills

Goal 2: Interns will achieve competence appropriate to their professional developmental level in the area of Assessment and Diagnosis.

Objectives related to this goal include the achievement of competence in the following:

- Diagnostic skill
- Instrument selection, administration, and scoring
- Test interpretation
- Clinical formulation
- Report writing
- Communicating results

Goal 3: Interns will achieve competence appropriate to their professional developmental level in the area of Consultation and Systems Collaboration.

Objectives related to this goal include the achievement of competence in the following:

- Multidisciplinary collaboration
- Theories and methods of consultation

Goal 4: Interns will achieve competence appropriate to their professional developmental level in the area of Supervision.

Objectives related to this goal include the achievement of competence in the following:

- Theories and methods of supervision
- Effective use of supervision

Goal 5: Interns will achieve competence appropriate to their professional developmental level in the area of Cultural and Individual Diversity.

Objectives related to this goal include the achievement of competence in the following:

- Cultural awareness
- Effects of cultural considerations on clinical activities
- Evidence-informed approach to cultural considerations

Goal 6: Interns will achieve competence appropriate to their professional developmental level in the area of Science and Practice Integration.

Objectives related to this goal include the achievement of competence in the following:

- Application of scientific knowledge to practice
- Program evaluation

Goal 7: Interns will achieve competence appropriate to their professional developmental level in the area of Ethical Conduct.

Objectives related to this goal include the achievement of competence in the following:

- Knowledge of ethical, legal, and professional standards
- Adherence to ethical principles and guidelines

Goal 8: Interns will achieve competence appropriate to their professional developmental level in the area of Professionalism.

Objectives related to this goal include the achievement of competence in the following:

- Professional awareness
- Interpersonal relationships
- Self awareness
- Clinical documentation

- Case management

Supervision

One licensed psychologist serves as primary clinical supervisor at each consortium site. Interns receive a minimum of two (2) hours of individual supervision each week from a licensed psychologist, with at least one (1) hour of that supervision from their primary supervisor. Supplemental weekly individual supervision will be provided by supervisors of elective rotational experiences as needed. Weekly group supervision will be required and conducted with all interns across consortium sites via distance technology. Group supervision may focus on legal/ethical issues and clinical topics. All interns will receive a total minimum of 4 hours per week of supervision.

Research

Research opportunities will vary across consortium sites.

Stipend, Benefits, and Resources

The annual stipend across all consortium sites will be \$24,000. Interns will be employed by the Western Interstate Commission for Higher Education (WICHE). WICHE is an intergovernmental organization which provides consultation to the HI-PIC program and serves as the fiscal agent for the internship.

Health benefits will be provided to all interns. Annual vacation, professional, and sick leave will be provided to all interns. Additional information about intern benefits can be found in Appendix A.

HI-PIC interns have access to numerous resources. Funding for travel within the state of Hawaii is provided in order for interns to complete required training experiences. Assessment and other training materials are provided by each training site, and additional materials that may be needed may be purchased using consortium funding with Training Committee approval. Each intern additionally has access to administrative and IT support through their primary training site.

Application Process and Selection Criteria

The Consortium currently offers 8 full-time positions.

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:

1. A completed On-line AAPI (APPIC's standard application)
2. Cover letter (part of on-line AAPI) stating your preferred training site(s) and why you are interested in those sites specifically
3. A current Curriculum Vitae (as part of the on-line AAPI)
4. Three letters of recommendation, two of which must be from persons who have directly supervised your clinical work (as part of the on-line AAPI). ***Please submit no more than three letters***

5. Official transcripts of **all** graduate coursework
6. Supplementary materials: 1) One full integrated assessment report (please redact appropriately) and 2) a one-page clinical case conceptualization

All application materials must be received by November 6 in order to be considered. If applicants are invited to interview, they will be notified by email on or before December 11. Interviews will be scheduled January 6, 13, and 20th via videoconference. Phone interviews will be provided in cases where videoconference is not an option. Following the interview, follow-up discussion may be requested by contacting the site director for the training site(s) of interest.

HI-PIC will base its selection process on the entire application package noted above; however, applicants who have met the following qualifications prior to beginning internship will be considered preferred:

- 1) A minimum of 500 intervention hours
- 2) A minimum of 50 assessment hours
- 3) Dissertation proposal defended
- 4) Some experience or special interest in working with diverse populations and/or in rural areas

In addition to the preferences noted above, HI-PIC takes into consideration the potential commitment or interest of any prospective intern to remain in Hawaii following internship. Developing a strong behavioral health workforce is an important consideration for the state, and an interest in remaining in Hawaii to join the workforce will be considered a benefit in a potential intern.

In addition to education and training requirements and preferences specified above, HI-PIC requires that matched interns meet additional site-level criteria to begin their training year. If a matched intern does not meet certain site-level criteria the match agreement will be terminated and the intern will not be allowed to complete his or her internship within HI-PIC. Additional information about site level credentialing requirements can be found in Appendix A.

Questions regarding the application or interview process may be directed to either of HI-PIC's Training Director, Dr. Jenna Symons (jenna.symons@doh.hawaii.gov), or to the program's consultant, Dr. Sarah Ross (sross@wiche.edu).

HI-PIC's training is based in the Practitioner-Scholar model. HI-PIC trains clinical psychologists who are effective consumers of research and who utilize scholarly inquiry to inform their practice. HI-PIC offers generalist training, with the opportunity for specialized elective training that varies across training sites. More information about each training site and the resources and opportunities offered by each is provided below.

Intern Expectations

The HI-PIC training program is a year-long, full-time doctoral internship experience. Interns are expected to complete 2000 hours of training during the year. Interns are also expected to achieve the goals and objectives of the internship program, as stated above, and to abide by the APA Code of Ethics, the requirements of the HI-PIC training program, and the policies and procedures of their employer, the Western Interstate Commission for Higher Education. Additionally, interns are expected to attend weekly didactic seminars to successfully complete the program (please see Didactic Attendance Policy on the program website for more information).

HI-PIC has a comprehensive Due Process procedure which outlines the processes for addressing concerns about intern performance, as well as interns' concerns about training. These procedures are provided in hard copy to all interns during orientation and are available for download at www.hi-pic.org under the menu item "Policies and Procedures".

HI-PIC Training Sites

The consortium includes the following sites:

Oahu Community Correctional Center- Dept of Public Safety

1 Full Time Funded Position

General Information

The Hawaii Department of Public Safety's HI-PIC training site is housed at the Oahu Community Correctional Center and provides specialized forensic training in the adult correctional system. OCCC is the largest jail facility in the State of Hawaii, and is situated on 16 acres in urban Honolulu. The 950-bed facility houses pre-trial detainees. In addition to its jail functions, OCCC provides reintegration programming for male sentenced felons. The pre-trial population at OCCC is offered educational, self-improvement, and religious programs. The sentenced inmate population is offered programs in substance abuse, domestic violence, cognitive skills, parenting, community service worklines, work furlough, and extended furlough. Interns placed at OCCC will develop competencies in the assessment, diagnosis, and treatment of inmates with mental illness. These skills include crisis intervention and the use of psychological methods to evaluate malingering, violence potential, and suicidality.

The Internship Experience

As a member of a multidisciplinary team, interns placed at OCCC will have the opportunity to interact with a variety of healthcare professionals, develop treatment programs, and supervise practicum students. Training at OCCC will include such specialized experiences as conducting evaluations of suicide risk, psychopathy, and malingering. Interns will also conduct therapy with inmates and collaborate with professionals in other care systems.

Contact Information

Site Director: Stan Luke, PhD

Email address: Stanley.C.Luke@hawaii.gov

Website: <http://hawaii.gov/psd/corrections/institutions-division/jails/oahu-community-correctional-center>

Mailing address:

2199 Kamehameha Highway
Honolulu, HI 96819

Hawaii Youth Correctional Facility (Family Court Liaison Branch)

1 Full Time Funded Positions

General Information

The Family Court Liaison Branch (FCLB) is a branch of the Child and Mental Health Division (CAMHD) of the State of Hawaii Department of Health. FCLB is located at the Hawaii Youth Correctional Facility (HYCF) and provides direct clinical mental health services to the youth at HYCF. FCLB works in collaboration with the HYCF Staff in order to provide mental health services to youth throughout their incarceration. HYCF staff includes Social Workers, Youth Corrections Officers, medical staff and Department of Education Staff. Additionally, FCLB is comprised of Social Workers, Psychiatrists and Psychologists with whom the Intern can expect to work closely. Many youth also receive services from CAMHD via a Family Guidance Center (FGC) outside of HYCF, and FCLB works closely with the youth's home FGC in order to ensure continuity of care and successful transition back to community based mental health services.

Internship Experience

The Intern placed within FCLB at HYCF will have the opportunity to train in the areas of assessment, consultation, and individual and family psychotherapy with a particular focus on the juvenile justice population. The FCLB Intern will spend approximately half of their clinical time conducting, scoring, & writing up psychological assessments with youth who have been ordered by the court into HYCF. The remaining time is spent in consultation, risk assessments, multidisciplinary meetings, intake evaluations & carrying a weekly individual/family therapy caseload of approximately 3-4 cases. The Intern may also have the opportunity to supervise pre-doctoral practicum students under the supervision of a licensed psychologist.

Contact Information

Site Director: Jenna Symons, Psy.D. (HI-PIC Training Director)

Jenna.symons@doh.hawaii.gov

808-266-9932

Mailing Address:

Family Court Liaison Branch

42-470 Kalanianaʻole HWY

Kailua, HI 96734

Windward School District (Oahu)

1 Full Time Funded Position

General Information

The Hawaii Department of Education (DOE) administers the statewide system of public schools, composed of seven districts (Honolulu, Central, Leeward, Windward, Hawaii, Maui, and Kauai). These districts serve approximately 180,000 students attending more than 280 schools. DOE provides and delivers School Based Behavioral Health (SBBH) in order to remove barriers to learning through the provisions of behavioral health services to students. SBBH emphasizes the development of skills necessary to meet the social/emotional and behavioral demands of the learning and school community environment. The internship sites within DOE support the efforts of the SBBH program by supporting the emotional health and academic growth of students through provision of behavioral and mental health services within the school systems. The training placements within the Department of Education sites will require travel between school sites, thus interns must have consistent access to reliable transportation.

The Internship Experience

The intern primarily placed at the Windward School District will be afforded the opportunity to provide behavioral and mental health services (individual and group) to public school students between preschool and 12th grade demonstrating a wide-range of social, emotional and behavioral diagnoses and difficulties. The intern will complete comprehensive psychological evaluations that could include a cognitive, academic achievement and social-emotional/behavioral assessment (including comprehensive assessment for Autism Spectrum Disorders) according to individual student need at a variety of schools to a variety of age groups. The intern will also have opportunity to serve in schools with a variety of different cultural milieus as our schools range from Waimanalo all the way up the coast to Sunset Beach (the famed North Shore). An additional opportunity afforded to interns will be working in an elementary school on a military base; learning of this culture as well as its unique range of social, behavioral and mental health difficulties. In addition, the intern may have opportunity to provide services within Hawaii Youth Corrections.. Moreover, the intern will provide services within the district's Intensive Learning Centers which serve its most behavioral and emotionally challenged students. The latter has a site for elementary grade students and another for the secondary grade students. The intern will be afforded some choice according to their interest as to what sites they might provide service within though a broad sampling would be quite a rich experience. The consortium as well as the primary supervisor will see that the intern receives a rich variety of necessary formal and informal training. The details of what the individual supervision will include will be decided collaboratively between the primary supervisor and the intern.

Contact Information

Site Director: Donna Macri, Ph.D

Email: Donna_Macri@notes.k12.hi.us

Web address: <http://doe.k12.hi.us/>

Hawaii School District (Big Island)

2 Full Time Funded Positions

General Information

The Hawaii Department of Education (DOE) administers the statewide system of public schools, composed of seven districts (Honolulu, Central, Leeward, Windward, Hawaii, Maui, and Kauai). HI-PIC has training sites in 3 of these districts- Windward, Hawaii, and Kauai. These districts serve approximately 180,000 students attending more than 280 schools. DOE provides and delivers School Based Behavioral Health (SBBH) in order to remove barriers to learning through the provisions of behavioral health services to students. SBBH emphasizes the development of skills necessary to meet the social/emotional and behavioral demands of the learning and school community environment. The internship sites within DOE support the efforts of the SBBH program by supporting the emotional health and academic growth of students through provision of behavioral and mental health services within the school systems. The training placements within the Department of Education will require travel between school sites, thus interns must have consistent access to reliable transportation.

The Internship Experience

The interns primarily placed at the Hawaii School District will be afforded the opportunity to provide behavioral and mental health services (individual, group, and family) to public school students from preschool to 12th grade demonstrating a wide-range of social, emotional and behavioral diagnoses and difficulties. The intern will complete comprehensive psychological evaluations that could include a cognitive, academic achievement, adaptive behavior and social-emotional/behavioral assessment to further inform the team about the student's individual strengths and needs. This information is used to identify disabilities affecting learning and to assist in designing individualized intervention plans so students are successful in school. The intern will also provide behavioral health interventions in schools including individual and group counseling, in-class support, functional behavioral assessment, development of behavioral support plans, and consultation.

There will be two interns placed on the Big Island. One will primarily serve the schools in the south region of West Hawaii (Konawaena Complex, Honaunau Elementary, Hookena Elementary, and Naalehu Elementary) and the other will serve the schools in the Keaau, Kau, and Pahoa regions (KKP Complex). The West Hawaii intern will spend about two or more days a week at Naalehu Elementary School with their site supervisor and the KKP intern will spend two or more days at week at Ka'u High School, Middle School, and Pahala Elementary School with their site supervisor. Each of these sites provides a rich multicultural experience working with people of Hawaiian, Marshallese and a variety of other ethnic

backgrounds. Moreover, the intern may provide services within the district's Intensive Learning Centers, which serve its most behavioral and emotionally challenged students.

Contact Information

Site Director for 2016-2017: Lorri Bolton, Ph.D.

Email: Lorri_Bolton@notes.k12.hi.us

Site Director (on sabbatical for 2016-2017): Joe Acklin, Ed.D

Website: <http://westhawaiidistrict.k12.hi.us/>

Mailing Address:

West Hawaii Regional Special Education Office

81-1080 Konawaena School Road

Kealahou, HI 96750

Kauai School District (Kauai)

2 Full Time Funded Positions

General Information

The Hawaii Department of Education (DOE) administers the statewide system of public schools, composed of seven districts (Honolulu, Central, Leeward, Windward, Hawaii, Maui, and Kauai). These districts serve approximately 180,000 students attending more than 280 schools. DOE provides and delivers School Based Behavioral Health (SBBH) in order to remove barriers to learning through the provisions of behavioral health services to students. SBBH emphasizes the development of skills necessary to meet the social/emotional and behavioral demands of the learning and school community environment. The internship sites within DOE support the efforts of the SBBH program by supporting the emotional health and academic growth of students through provision of behavioral and mental health services within the school systems. . The training placements within the Department of Education sites will require travel between school sites, thus interns must have consistent access to reliable transportation.

The Internship Experience

The interns at the Kauai School District site will provide services in the School-Based Behavioral Health (SBBH) program. Under the direct supervision of an on-site licensed clinical psychologist, the interns will be placed on the campus of one or more public schools on Kauai in an SBBH clinic. There the interns will conduct clinical psychological evaluations and provide crisis intervention, and individual, group, and family psychotherapy to school-aged children with a variety of mental health diagnoses. The interns will participate on multidisciplinary treatment teams and educational planning teams, conduct classroom

observations, and consult with teachers, administration, and other school personnel in developing and implementing Positive Behavioral Supports. The interns will also consult with other community and State Departments and supports, including Family Court, Child Protective Services, and Department of Health contractors providing Community-Based Residential, Transitional Foster Home, Multisystemic Therapy, Acute Psychiatric, Functional Family Therapy services, and residential and outpatient substance abuse treatment centers.

SBBH personnel include the Mokihana Program Director, Clinical Director (clinical psychologist), Training Director (clinical psychologist), 17 Family Support Workers (15 with Master's degrees), 6 clerks, 4 school psychologists, a behavioral health specialist, and 7 other clinical psychologists. Whereas interns' training experience is supervised primarily by the HI-PIC faculty (Dr. Bivens and Dr. Klontz), interns may choose to work and train under any of the other psychologists within SBBH across the island based on their interest in specific age groups, populations, or treatment issues.

Contact Information

Site Director: Alex Bivens, PhD

Email: Alex_Bivens@notes.k12.hi.us

Website: <http://kauaischools.org/>

East Hawaii Family Guidance Center (Hilo, Big Island)

1 Full Time Funded Position

General Information

The Child and Adolescent Mental Health Division (CAMHD) is a part of Hawaii's state-wide Department of Health. The East Hawaii Family Guidance Center (EHFGC) is one of the 7 Family Guidance Centers (FGCs) under CAMHD, and provides services to children, adolescents, and their families on the East Side of Hawaii Island including the Hilo area and the Puna district. The EHFGC has staff clinical psychologists and child psychiatrists who serve as "Clinical Leads" on all the cases managed by the center, including some who provide consultation and oversight via video-conference from Oahu.

All CAMHD FGCs provide intensive case management to children and youth with more severe mental health challenges. This includes an ethnically diverse, primarily Medicaid-eligible client population. Most of the FGC staff are Care Coordinators (CCs), who refer youth to clinical services, provide case management services, and track the progress of clients. The Clinical Leads oversee the cases and authorize all treatment services. The direct treatment for the most part is provided by contracted private agencies. The array of services provided and coordinated by EHFGC range from intensive outpatient interventions (psychotherapies, psychiatric services, intensive-in-home services, Functional Family Therapy and Multisystemic Therapy) at the least restrictive level, to hospital-based residential treatment and residentially-based sex offender treatment at the most restrictive level. All cases are reviewed regularly by the FGC team in Clinical Review (CR) meetings. CR meeting discussions are used to develop a clear understanding of the case and to develop appropriate Clinical Management Plans and

Coordinated Service Plans. Through CR meetings the clinical team regularly reviews data on treatment progress, and makes decisions about on-going services. The EHFGC staff collaborates with other agencies including the Department of Human Services, the Department of Education, and Family Court to try and meet the needs of youth and families. EHFGC also works with CAMHD's Family Court Liaison Branch to provide services for incarcerated youth at Hawaii Youth Correctional Facility.

The Internship Experience

Interns placed at EHFGC are engaged in many aspects of the services provided. Their primary clinical responsibilities at the site are conducting mental health assessments, providing consultation to Care Coordinators, and providing therapy – including both in-office and in-home sessions. The intern placed at EHFGC may have the opportunity to engage in other supervised practice opportunities including provision of behavioral health intervention services within the HI-PIC training site at the Hawaii School District. In addition to these clinical responsibilities, interns will learn about the Hawaii child-serving system and its services, participate in clinical review meetings and larger interagency treatment team meetings, learn to develop clinical formulations and treatment plans, attend court from time to time with the Care Coordinators, and participate in other team activities. Interns may be involved with providing training or consultation to our partner agencies and to schools when needed. Additionally, all staff members at HFGC are provided in-service training sessions focused on clinical and other job-performance topics on an ongoing basis. Interns are invited to attend these trainings, as well as occasional workshops provided within the community. Interns may also have the opportunity to supervise practicum students.

Contact Information

Site Director: Jamie Armstrong, PhD

Email: Please contact Training Director, Jenna Symons, with questions for Dr. Armstrong while her Department of Health email address is getting set up. jenna.symons@doh.hawaii.gov

Consortium Contact Information

For more information about HI-PIC, feel free to contact:

Jenna Symons, PsyD, HI-PIC Training Director- jenna.symons@doh.hawaii.gov

or

Sarah Ross, PhD., Western Interstate Commission for Higher Education- sross@wiche.edu

Or go to www.hi-pic.org

Appendix A

What to Expect as a HI-PIC Intern

After an internship offer is made, the following steps are taken before the internship begins:

1. The Western Interstate Commission for Higher Education (WICHE) Human Resources Coordinator, Tara Hickey (thickey@wiche.edu), will contact you to complete a background check required for employment.
The Background Check includes:
 - a. Social Security Trace
 - b. County Criminal Felony & Misdemeanor - All counties lived
 - c. 7-Year History Multi-Jurisdictional National Search with County Verification. This search includes:
 - i. National Sex Offender Registry – live search
 - ii. Department of Corrections/Bureau of Prisons Records in 45 States
 - iii. Partial County Court Records in over 1100 counties
 - iv. State Criminal Record Databases From 20 States
 - v. OFAC Blocked persons List
 - vi. Denied Persons List; Debarred Persons List
 - vii. FBI Fugitive List
 - viii. National Public Record Online Indexes
 - ix. Database of Searched Criminal Records
 - x. Interpol Most Wanted List
 - xi. Canadian OSFI List
 - xii. European Union Terrorism Sanctions List
2. WICHE Human Resources and Administration determine if a particular record should prevent someone from being employed. Several factors are employed in that determination. For example, nature of crime, date of the offence, potential impact of the offence, etc.
3. In addition to WICHE requirements, each Hawaii state agency has credentialing requirements for matched interns. You will be contacted by the Human Resources department of each state agency to complete necessary steps for credentialing within the setting:
 - a. **Department of Public Safety (for interns matched at Oahu Community Correctional Facility):**
 - i. Matched interns must provide consent for a Criminal Background Check that includes a search of the Hawaii Criminal Justice Data Center and the National Crime Information Center.
 - ii. The Department of Public Safety Human Resources Department determines on a case-by-case basis if a particular record should prevent someone from completing his or her internship within this setting. However, general exclusionary criteria include:
 1. Convicted felons must be in the community for 5 years during which time they must be completely arrest free. They also need to be off all supervision for 2 years.

2. Convicted misdemeanants must be in the community for 2 years during which time they must be completely arrest free and off all supervision for 2 years.
 3. Persons with pending criminal charges will not be considered.
 4. Persons on probation or parole are not eligible.
 5. Persons convicted of a sex crime will require special review and approval.
 6. Persons found not guilty by reason of insanity or mental defect will require special review and approval.
 7. Persons with substance abuse histories/problems should be with the referring organization for 1 year as well as clean and sober for at least 1 continuous year, 2 years are suggested.
 8. Anyone who fails to fully disclose their criminal history, falsifies, or withholds information on the Consent For Criminal Background Check will be rejected.
 9. Exceptions to these require approvals from the affected wardens, division administrators, and Deputy Director Of Corrections.
- b. Department of Health (for interns matched at Hawaii Youth Correctional Facility, Hawaii Family Guidance Center, and Hawaii School District):**
- i. Matched interns must be fingerprinted and given consent for the completion of a Criminal Background check, a National Sex Offender Registry check, and a Child Abuse and Neglect Central Registry check.
 - ii. The Department of Health Human Resources Department determines on a case-by-case basis if a particular record should prevent someone from completing his or her internship within this setting. However, general exclusionary criteria include:
 1. Previous conviction of a felony
 2. Registered sex offender
- c. Department of Education (for interns matched at Windward, Kauai, and Hawaii School Districts, and Hawaii Family Guidance Center)**
- i. Currently there is no additional screening required by the Department of Education.

Intern Benefits provided by the Western Interstate Commission for Higher Education

Medical Insurance

- Comprehensive medical plan (please refer to benefit summary or contact HR for more information).
- Coverage begins for new interns and their dependents (if elected) on first day of the month following date of hire.
- WICHE abides by the Hawaii Prepaid Health Care Act when determining premium contributions made by WICHE and intern. For single coverage, WICHE will pay at least one-half the premium cost and the intern's contribution will not exceed 1.5% of the intern's monthly wages.

Temporary Disability Insurance

- Wage replacement benefit for non-work related injury or sickness
- Covers 58% of average weekly wages (maximum weekly amount applies, please contact HR for current maximum weekly amount)
- Seven day waiting period
- Maximum of 26 weeks of benefits paid during a benefit year (please refer to benefit summary or contact HR for more information)

Paid Leave

- 10 PTO days
- Paid Hawaii state holidays
 - <http://dhrd.hawaii.gov/wp-content/uploads/2012/10/State-Holidays-2014-2015.pdf>

Additional Intern Benefits

- Worker's compensation is provided as required by state law
- Reimbursement is provided for the purchase of student liability insurance through the APA Trust. <http://www.apait.org/apait/products/studentliability/>
- Travel costs are covered for intern participation in orientation, minor rotations, and graduation