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# Intern Brochure

2022-2023

[www.HI-PIC.org](http://www.HI-PIC.org)

## Aim:

The aim of the Hawai‘i Psychology Internship Consortium (HI-PIC) is to prepare and retain high quality and culturally competent psychologists to provide collaborative public mental health care for the diverse children, adolescents, and adults of Hawai‘i.

The Hawai‘i Psychology Internship Consortium (HI-PIC) represents the collaborative effort of three state agencies – the Department of Education, Department of Public Safety, and the 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 at eight training sites across three of Hawai‘i’s islands: Oahu, Kauai, and Hawai‘i (the “Big Island”).

## Accreditation Status

The Hawai‘i Psychology Internship Consortium (HI-PIC) is accredited by the American Psychological Association. 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  
7501st Street, NE, Washington, DC 20002  
Phone: (202) 336-5979  
Email: [apaaccred@apa.org](mailto:apaaccred@apa.org)

## APPIC Membership Status

HI-PIC is a participating member of APPIC and participates in the APPIC match.

## Program Structure

HI-PIC offers one-year, full-time doctoral internships beginning and ending in July. The start date for the 2022-2023 cohort is July 13, 2022. The Consortium provides a range of clinical and didactic experiences that represents the necessary depth and breadth required for future professional practice within psychology. Interns have a primary placement at one of seven sites, with both required and elective rotations and other training experiences at other sites within the consortium. Across training sites, interns are expected to complete a full-time internship during the internship year, of which at least 25% (500 hours) are spent in the provision of direct face-to-face clinical services. Interns are expected to achieve the internship program aim and objectives, as described below, and to abide by the APA Code of Ethics, the requirements of the HI-PIC training program, and the policies and procedures of their primary training site.

HI-PIC recruits applicants from diverse backgrounds. The Consortium believes that a diverse training environment contributes to the overall quality of the program. HI-PIC provides equal opportunity to all prospective interns and does not discriminate because of sexual orientation and marital status that is irrelevant to success as a psychology intern. Applicants are individually evaluated in terms of quality of previous training, practicum experiences, and fit with the internship.

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 a focus on rural and underserved populations, with the opportunity for specialized training that varies across training sites. More information about each training site and the resources and opportunities offered by each is provided below.

HI-PIC does not engage in discrimination against or harassment of any person employed or seeking employment within our consortium on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, or service in the uniformed services. This policy applies to all practices, including recruitment, selection,

salary, training, and development. This policy is intended to be consistent with the provisions of applicable state and federal laws and site-specific policies. HI-PIC also prohibits sexual harassment and addresses any such grievance in collaboration with each site's Human Resource Department.

## Required Major Training Emphases

All sites offer the following major training emphases:

### Behavioral Health Intervention

Interns across training sites 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. All sites provide interns the chance to work with a diverse range of underserved clients within a variety of therapeutic modalities. Individual, group, family, and/or couples therapy treatments are available at some sites. Clients served range widely in age, race, ethnicity, and diagnostic presentation.

### Psychological Assessment

Interns across training sites spend approximately 5-15 hours per week in activities related to assessment. Interns at every site administer, interpret, and provide written synthesis of psychological test batteries.

Assessments may include record reviews, clinical interviews, intellectual, achievement, personality, and/or competency-based measures. Interns have opportunities to write reports and make recommendations that convey meaningful information to clients.

### Consultation and Systems Collaboration

Interns spend approximately 6-8 hours per week in activities related to consultation and systems collaboration, learning to consult with a variety of other providers and stakeholders. Collaborative opportunities include working within an interdisciplinary treatment team, providing psychological consultation to other disciplines, and partnering with community social service, legal, and educational systems.

## Required Minor Training Emphases

Every intern will be required to complete two minor rotations: one in Corrections and the other focusing on Cultural Diversity and the Self. The Corrections rotation will be held as a week-long rotation at the Oahu Community Correctional Center (OCCC) and at the Hawai'i Youth Correctional Facility (HYCF). Interns will join the OCCC/HYCF psychologists in observing therapy and any evaluations currently underway. The Cultural Diversity rotation will be completed during a 2 ½ -day mid-year rotation with multiple faculty and all interns together on the Island of Hawai'i (Big Island).

## Possible Experiences (options vary by site)

All sites offer optional experiences, which differ across sites. Training experiences are offered dependent on the interest of the intern(s), the availability of community partners and training experiences, and the permission of primary supervisors and training faculty. A sample of potential experiences includes (note, not all training experiences are available at all sites- contact Site Directors for more information about availability):

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

# HI-PIC Aim and Competencies

## Program Aim:

*The Hawai'i Psychology Internship Consortium's (HI-PIC) mission is to prepare and retain psychologists to provide culturally competent public mental healthcare for the diverse children, adolescents, and adults of Hawai'i.*

## Profession Wide Competencies and Learning Elements

### Overarching Goals:

The Hawaii Psychology Internship Consortium (HI-PIC) represents the collaborative effort of three Hawaiian state agencies and the Western Interstate Commission for Higher Education, WICHE, 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-Kauai, Oahu and the Big Island (Hawaii). It is expected that by the conclusion of the internship year, interns will have achieved intermediate to advanced competence in APA's nine Profession Wide Competencies and associated Learning Elements. For a comprehensive list of all required Learning Elements, please see the HI-PIC Intern Evaluation. The following represents a list of all required competencies and a general summary of associated learning elements:

### Competency 1: Interns will achieve competence appropriate to their professional developmental level in the area of Intervention.

*Learning Elements related to this competency include the following:*

- Case conceptualization and treatment planning
- Implementation of therapeutic interventions informed by the current evidence base
- Crisis intervention
- Therapeutic skills

### Competency 2: Interns will achieve competence appropriate to their professional developmental level in the area of Assessment. Learning Elements related to this competency include the following:

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

### Competency 3: Interns will achieve competence appropriate to their professional developmental level in the area of Interprofessional and Interdisciplinary Consultation. Learning Elements related to this competency include the following:

- Knowledge of the roles and perspectives of other professionals
- Engagement in interdisciplinary consultation and collaboration

### Competency 4: Interns will achieve competence appropriate to their professional developmental level in the area of Supervision. Learning Elements related to this competency include the following:

- Theories and methods of supervision
- Effective provision of supervision (direct or simulated)

### Competency 5: Interns will achieve competence appropriate to their professional developmental level in the area of Cultural and Individual Diversity. Learning Elements related to this competency include the following:

- Cultural awareness of self and others
- Effective navigation of cultural differences
- Effects of cultural considerations on clinical activities
- Evidence-informed approach to cultural considerations

Competency 6: Interns will achieve competence appropriate to their professional developmental level in the area of Research.

*Learning Elements related to this competency include the following:*

- Evaluation and/or dissemination of research or other scholarly activities
- Application of scientific knowledge to practice

Competency 7: Interns will achieve competence appropriate to their professional developmental level in the area of Ethical and Legal Standards

*Learning Elements related to this competency include the following:*

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

Competency 8: Interns will achieve competence appropriate to their professional developmental level in the area of Professional Values, Attitudes, and Behaviors.

*Learning Elements related to this competency include the following:*

- Professional awareness and growth
- Interpersonal relationships
- Effective use of supervision
- Self-awareness and self-reflection
- Clinical documentation
- Case management

Competency 9: Interns will achieve competence appropriate to their professional developmental level in the area of Communication and Interpersonal Skills.

*Learning Elements related to this competency include the following:*

- Effective communication (oral, nonverbal, and written)
- Effective interpersonal skills

## Supervision

Interns receive a minimum of 2 hours of individual supervision each week from a licensed psychologist at their site. Supplemental weekly individual supervision may be provided by faculty at each site and/or by licensed providers at elective rotation sites. Licensed supervisors provide interns with experientially based clinical training and direct observation is a component of the supervision and evaluation process.

Two hours of required weekly group supervision from a licensed psychologist is conducted with all interns across consortium sites via high quality, secure distance technology. Group supervision focuses on case presentation, professional development, and clinical topics. All interns receive a minimum of 4 hours per week of supervision.

## Stipend, Benefits, and Resources

The annual internship stipend across all consortium sites is \$28,114. Interns are employed by the Western Interstate Commission for Higher Education (WICHE). WICHE is an intergovernmental organization which provides consultation and support to the HI-PIC program and serves as the fiscal agent for the internship.

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

HI-PIC interns have access to numerous additional resources. Funding for travel within the state of Hawai'i is provided for interns to complete most required training experiences.

Assessment and other training materials are provided by each training site, and additional materials that may be needed. Each intern additionally has access to administrative and IT support through their primary training site.

# HI-PIC Training Sites

The consortium includes the following training sites:

- **Department of Public Safety** (Honolulu, Oahu)
  - Oahu Community Correction Center (OCCC)
- **Department of Health**
  - Hawai'i Youth Correctional Facility (Family Court Liaison Branch; Kailua, Oahu)
  - East Hawai'i Family Guidance Center (Hilo, Big Island)
- **Department of Education**
  - Windward School District (Kaneohe, Oahu)
  - Ka'u, Kea'au, Pahoia (KKP) School District (Kea'au, Big Island)
  - West Hawai'i School District (Kealahou, Big Island)
  - Kauai School District (Kauai)

A description of each site and the internship experience by site is below:

## Department of Public Safety

### Oahu Community Correction Center (Honolulu, Oahu)

#### General Information:

The Hawai'i Department of Public Safety's HI-PIC training site is primarily housed at the Oahu Community Correctional Center (OCCC) and provides specialized forensic training in the adult correctional system. OCCC is the largest jail facility in the State of Hawai'i 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 work lines, 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: Sara Hashimoto, Psy.D.

Email address: [sara.h.hashimoto@hawaii.gov](mailto:sara.h.hashimoto@hawaii.gov)

Phone number: (808) 587-1250

Mailing address: 2199 Kamehameha Highway, Honolulu, Hawai'i 96819

## Department of Health

### Hawai'i Youth Correctional Facility (Family Court Liaison Branch) – Kailua, Oahu

#### General Information:

The Family Court Liaison Branch (FCLB) is a branch of the Child and Mental Health Division (CAMHD) of the State of Hawai'i Department of Health. FCLB is a contracted agency located at the Hawai'i Youth Correctional Facility (HYCF) and provides direct clinical mental health services to the youth at HYCF in Kailua and the Hale Ho'omalua Juvenile Detention Facility (DH) in Kapolei. Additionally, FCLB is comprised of Social Workers, Psychiatrists, and Psychologists with whom the Intern can expect to work closely.

FCLB works in collaboration with the HYCF staff to provide mental health services to youth throughout their incarceration. HYCF staff includes social workers, Youth Corrections Officers, and medical staff. FCLB collaborates with Department of Education staff who provide educational services at both facilities. Many youth receive services from CAMHD via a Family Guidance Center (FGC) outside of HYCF; and FCLB works closely with the youth's home FGC to ensure continuity of care and successful transition back to community based mental health services.

### The Internship Experience:

The FCLB Intern 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 Intern will participate in consultation, risk assessments, multidisciplinary meetings, and carry a weekly individual/family therapy caseload of approximately 3-4 cases. The opportunity to facilitate group therapy is also available if desired. The remaining time will be spent conducting, scoring, and writing up psychological assessments with youth who have been ordered by the court into HYCF and other external assessment referrals made through Family Court or FGC. The Intern may also have the opportunity to supervise pre-doctoral practicum students under the supervision of a licensed psychologist.

### Contact Information

Site Director: Andrea Hiura, Psy.D.

Email address: [andrea.hiura@doh.hawaii.gov](mailto:andrea.hiura@doh.hawaii.gov)

Phone number: (808) 266-9932

Mailing address: 42-470 Kalanianaʻole Highway, Kailua, Hawaiʻi 96734

### East Hawaiʻi Family Guidance Center (Hilo, Big Island)

#### General Information

The Child and Adolescent Mental Health Division (CAMHD) is a part of Hawaiʻi's state-wide Department of Health. The East Hawaiʻi 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 Hawaiʻi Island including the Hilo area and the Puna district. These are both rural areas with a diverse population. The youth served at the EHFGC are generally lower income families who are Medicaid eligible. The youth have been diagnosed with at least one mental health disorder and have shown significant impairment in multiple areas of functioning. Many of the youth have a history of trauma, are in foster placements, have struggled with substance abuse, are involved in the legal system because of criminal activity, and/or have a history of suicidal ideation. With the services offered at the EHFGC youth and their families can receive care coordination and are eligible for an array of services from outpatient therapy, to acute psychiatric hospitalization.

**Please note: Interns do need reliable automobile transportation for this placement.**

### The Internship Experience:

Interns placed at EHFGC are engaged in many aspects of the services provided. Interns will conduct several brief intake evaluations each week and will also conduct more comprehensive evaluations throughout the training year. Interns also have the opportunity for various types of therapeutic intervention including family therapy; individual therapy with children, adolescents, and parents; and group therapy. Individual and family therapy may be conducted through telehealth, in the office, in the client's home, or in the community, depending on the needs of the client. Most of our services are provided through telehealth, with the opportunity to work from home. In their therapy experience, interns will be trained in, research, and implement evidence-based treatments. The unique nature of this site also allows interns to collaborate with multiple state and private agencies including, but not limited to, child welfare services, the department of justice, the department of education, in-patient psychiatric units, residential treatment facilities, and the department of developmental disabilities. Collaboration affords trainees the opportunity to participate in individualized education plan (IEP) meetings with schools, attend court, and make recommendations for youth in foster care. Interns will learn to work in collaboration with these agencies and to provide consultation to both other agencies and to co-workers within CAMHD. This small, rural service area also allow for community development, of which interns can be a part. Community projects include improving crisis response, suicide prevention, and improving state agency collaboration and intervention. Interns may also have the opportunity to supervise a masters level practicum student.

### Contact Information

Site Director: Mei-Lin Lawson, Psy.D.

Email: [MeiLin.Lawson@doh.hawaii.gov](mailto:MeiLin.Lawson@doh.hawaii.gov)

Telephone: (808) 765-7722

Address: 88 Kanoelehua Avenue, Suite A-204, Hilo, Hawaiʻi 96720

## **Department of Education Sites:**

### **General Site Information:**

The Hawai'i Department of Education (DOE) administers the statewide system of public schools, composed of seven districts (Honolulu, Central, Leeward, Windward, Hawai'i, Maui, and Kauai). These districts serve approximately 180,000 students attending more than 280 schools. DOE provides and delivers School Based Behavioral Health (SBBH) 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.

**Please note: Interns do need reliable automobile transportation for all DOE placements.**

### **Windward School District (Kaneohe, Oahu)**

#### **The Internship Experience:**

The intern primarily placed at the Windward School District will have the opportunity to serve public school students between preschool and 12th grade demonstrating a wide range of social, emotional, and behavioral difficulties. The intern will be placed on the campus of one Windward District High School and one Windward District Elementary School. The intern will complete psychological evaluations that could include cognitive, academic achievement, adaptive behavior, and emotional behavioral assessments to further inform the team about the student's individual strengths and needs. The intern will also provide behavioral health interventions in schools including individual and group counseling, in-class support, conduct classroom observations, development of behavioral support plans, and consult with teachers, administration, and other school personnel. Furthermore, the intern will participate in both district and school team meetings such as IEP Meetings, Student Support Team Meetings, Peer Reviews, and the SBBH Complex Team Meetings. The details of what the individual supervision will include will be decided collaboratively between the primary supervisor and the intern.

The Windward School District includes a wide variety of different cultural milieus as our schools range from Hawaiian Homelands in Waimanalo all the way up the coast to Sunset Beach (the famed North Shore surfing community). Although the Windward District is vast, the majority of the training and experience will be within the Central (Ahuimanu and Kaneohe) and Southern (Kailua and Waimanalo) sides of the Windward District. The Windward District training site provides a rich experience working with a diverse family and student population that is multicultural, from a wide range of socioeconomic statuses, and may come from rural to semi-urban communities.

#### **Contact Information**

Site Director: Tod-Casey Takeuchi Psy.D, Licensed Psychologist

Email address: [tod.takeuchi@k12.hi.us](mailto:tod.takeuchi@k12.hi.us)

Mailing address: Windward District Office, 3rd Floor, 46-169 Kamehameha Highway, Kaneohe, Hawai'i 96744

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

### **Kau-Keaau-Pahoa [KKP] School District (Kea`au, Big Island)**

#### **The Internship Experience:**

The intern primarily placed at the KKP 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.



The intern will be placed on the Big Island and will serve the schools in the Keaau, Kau, and Pahoa regions (KKP Complex). This site provides a rich multicultural experience working with people of Hawai‘ian, 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: Jessica Carroll, Ph.D.

Email address: [jessica.carroll@k12.hi.us](mailto:jessica.carroll@k12.hi.us)

Phone number: (808) 430-5426

Mailing address: West Hawai‘i Regional Special Education Office, P.O. Box 100, Pahala, Hawai‘i 96777

### West Hawai‘i School District (Kealahou, Big Island)

#### The Internship Experience:

The intern primarily placed in West Hawai‘i will be afforded the opportunity to provide behavioral and mental health services (i.e., individual and group counseling, in-class support, functional behavioral assessment, development of behavioral support plans, and consultation) to public school students from Kindergarten to 12th grade demonstrating a wide-range of social, emotional and behavioral diagnoses and difficulties. The intern will complete comprehensive psychological evaluations (i.e., 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 West Hawai‘i intern will have the opportunity to serve a variety of schools in the south and north region of West Hawai‘i Complex. The intern will be housed at Konawaena High School with their site supervisor. The training sites provide a rich multicultural experience working with people of Hawai‘ian, Marshallese and a variety of other ethnic backgrounds.

### Contact Information

Site Director: Katlyn Hale, Psy.D. (HI-PIC Program Director)

Email address: [Katlyn.Hale@k12.hi.us](mailto:Katlyn.Hale@k12.hi.us)

Phone: 808-987-7431

Address: 81-1043 Konawaena School Rd Kealahou, HI 96750

### Kauai School District (Kauai)

#### 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 agencies, including Family Court, Child Protective Services, and Department of Health. 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 6 other clinical psychologists. Whereas interns’ training experience is supervised primarily by the HI-PIC faculty (Dr. Bivens, and Dr. Suzuki), interns may have the opportunity to work and train under any of the other psychologists within SBBH across the island based on institutional need and intern interest in specific age groups, populations, or treatment issues.

### Contact Information

Site Director: Alex Bivens, PhD.

Email: [cntr.abivens@k12.hi.us](mailto:cntr.abivens@k12.hi.us)

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

Phone Number: (808) 826-6956

Address: 4695 Mailihuna Road Kapaa, HI 96746

## Application Process and Selection Criteria

The Consortium typically has nine full-time positions

**Education:** All applicants must be a current doctoral-level student in an APA-accredited counseling or clinical psychology program. Must be certified by the academic program as being ready for an internship.

**Background Check:** Candidates who match with HI-PIC must successfully complete a background check (including fingerprinting for DOE interns) prior to being appointed for internship. Final hiring for the internship is contingent upon clearing the general background check, as well as medical staff office reviews at each site. The HI-PIC brochure provides detailed information on the requirements for each individual site.

**Additional Criteria:** 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. Experience or special interest in working with diverse populations and/or in rural or underserved 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 Hawai'i following internship. Developing a strong behavioral health workforce is an important consideration for the state, and an interest in remaining in Hawai'i 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 the HI-PIC brochure.

Students interested in applying for the internship program submit an online application through the APPIC website ([www.appic.org](http://www.appic.org)). Applicants apply to as many or as few training sites within HI-PIC as they choose. Applicants designate the training sites by selecting the appropriate Match Number when submitting the application. Only one complete application is required for consideration to any of the sites in the Consortium.

### A complete application consists of the following materials:

1. A completed Online AAPI (APPIC's standard application)
2. Cover letter (part of online 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 online AAPI)
4. Three letters of recommendation, two of which must be from persons who have directly supervised your clinical work (as part of the online AAPI). **Please submit no more than three letters.**
5. Official transcripts of **all** graduate coursework
6. Supplementary materials:
  - i. One full integrated assessment report (please redact appropriately) and
  - ii. A one-page clinical case conceptualization

All application materials must be received by November 4, 2021 to be considered. If applicants are invited to interview, they will be notified by email on or before December 15, 2021. Interviews will be scheduled January 5, 12, and 19, 2022 via videoconference, with the exception of interviews for the Kauai site, which will be held on January 6, 13, 20, 2022 via videoconference. Phone interviews will be provided in cases where videoconference is not an option. HI-PIC conducts video-conference interviews, with each site conducting separate interviews.

Applicants may also request the opportunity to briefly tour sites in-person, although such visits are in no way evaluative for the applicant process. Following the interview, follow-up discussion may be requested by contacting the site director for the training site(s) of interest.

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

HI-PIC also 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 below.

Questions regarding the application or interview process may be directed to either of HI-PIC's Program Director, Dr. Katlyn Hale ([katlyn.hale@k12.hi.us](mailto:katlyn.hale@k12.hi.us)), or to the program's consultant, Erin Briley ([ebriley@wiche.edu](mailto:ebriley@wiche.edu))

## Consortium Contact Information

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

**Katlyn Hale, Psy.D.**, HI-PIC Program Director – [katlyn.hale@k12.hi.us](mailto:katlyn.hale@k12.hi.us)

**Erin Briley, M.S., NCSP.**, Western Interstate Commission for Higher Education (WICHE) – [ebriley@wiche.edu](mailto:ebriley@wiche.edu) or go to [www.hi-pic.org](http://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, Deirdre Coulter (dcoulter@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. All WICHE staff are required to be fully vaccinated for COVID-19 and are required to provide proof of vaccination by December 8, 2021, unless a reasonable accommodation is approved. Staff are considered fully vaccinated for COVID-19 two weeks after they have received the second dose in a two-dose series, or two weeks after they have received a single dose vaccine. Only medical and sincere religious exemptions will be considered. Staff not in compliance with the policy by December 8, 2021, (the federal deadline) will be terminated from their employment with WICHE. Staff in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, must submit a completed Request for Accommodation form to Human Resources to begin the interactive accommodation process no later than November 15, 2021. Accommodations will be granted in accordance with the Executive Order, if the request does not pose a direct threat to the health and safety of others, and if the accommodation does not cause WICHE, its staff, or partners undue hardship.
4. 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

- iii. Persons found not guilty by reason of insanity or mental defect will require special review and approval.
- iv. 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.
- v. Anyone who fails to fully disclose their criminal history, falsifies, or withholds information on the Consent for Criminal Background Check will be rejected.
- vi. 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):**

- 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, KKP and Hawaii School Districts) Screening includes:**

- i. Proof of full /completed Covid-19 vaccination or proof of a negative Covid-19 test taken 72 hours prior to appointment
- ii. Fingerprinting via the Hawaii Criminal Justice Data Center (HCJDC) and the Federal Bureau of Investigation (FBI) for the purposes of accessing and reviewing state and national criminal history records pertaining to the matched interns.
- iii. Background check. Exclusionary criteria include a history, or background involving:
  - 1. Violence
  - 2. Alcohol or Drug Abuse
  - 3. Sex Offense
  - 4. Offense involving children
  - 5. Other circumstances which indicate the individual being screened may pose a risk to the health, safety, and/or well-being of children.
- iv. You will need two forms of ID
  - 1. Driver's license
  - 2. Social Security Card

## Intern Benefits provided by the Western Interstate Commission for Higher Education

### Medical Insurance

- 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.

### 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

- 15 PTO days
- Paid Hawaii state holidays
  - <https://dhrd.hawaii.gov/state-observed-holidays/>

### 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. <https://www.trustinsurance.com/Insurance-Programs/Student-Liability>
- Travel costs are covered for intern participation in orientation, minor rotations, and graduation



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