**NYNJADOT- PSYDNYS EXTERNSHIP GUIDELINES FOR 2024-2025**

**REGISTRATION FOR THE NYNJADOT/PSYDNYS EXTERNSHIP PROCESS IS OPEN TO DOCTORAL STUDENTS IN NYNJADOT-MEMBER DOCTORAL PROGRAMS, APA ACCREDITED PROGRAMS AND PCSAS ACCREDITED PROGRAMS.**

**All Externship sites are expected to adhere to these minimally acceptable standards forexternship:**

a. 16 hrs/ week – in no more than two days (if modified, permission of Program Director/DCTrequired). The portal listing for each site must state whether services will be offered in-person, via telehealth, or a combination of the two.

b. Direct observation at least once during each semester (**APA's Implementing Regulation C-14-D (IR C-14-D)).**

c. Live supervision in the form of at least one hour of face to face, **individual** one-on-one dyadic supervision per week by a doctoral level psychologist and another hour of "other" types of supervision. Programs may require oversight of supervision by a licensed psychologist. Sites should use their portal entry to inform students about the supervision they offer to students. Supervision may be offered virtually, as needed, due to safety or health reasons. The portal listing for each site **must state** whether they will be providing supervision in-person or via tele-supervision.

d. Externship must have a stated didactic component to the training – specifics are not mandated.

e. Sites should update their information on the portal prior to December 4, 2023. Any sites that willnot be offering externship slots for 2024-2025 must suspend their listing by November 17, 2023. Sites not able to update their listing by December 4, 2023 that still plan to offer externship slots for the 2024-2025 match must clearly state that the information on the portal will be updated as soon as possible and place this at the top of their listing. Sites should include number of positions that are offered by the placement and number of hours required. **The URL for the APA Portal is: nynjadot.apa.org. This is also the portal for first-time registrants.**

f. Students' documents will be uploaded into one PDF file. Consequently, sites must specify the type of documents they want students to upload. It may be helpful if the site also specifies the order in which the documents are to be uploaded. For example: eligibility letter, cover letter, CV, assessment report or case summary, letters of recommendation, unofficial transcript, etc.

**GENERAL INFORMATION:**

1. The Portal will open on January 8, 2024 at 9:00AM. Not all sites will use the Portal. If a site does not use the Portal, they should stipulate the process for receiving student materials.

2. Students can upload their materials from January 8, 2024 through January 15, 2024. Students are reminded that the portal is not "first come, first served" and that they need not upload right when the portal opens. **All student materials should be uploaded into one PDF – each site will determine the specific materials required.**

3. Students will receive feedback **FROM THE PORTAL** that all their materials have been uploaded to the portal.

4. OFFERS FOR INTERVIEWS CAN BEGIN TO BE <u>SCHEDULED</u> ON JANUARY 17, 2024. HOWEVER, THE EARLIEST DATE ON WHICH INTERVIEWS CAN OCCUR IS JANUARY 24, 2024. INTERVIEWS WILL OCCUR BETWEEN JANUARY 24, 2024 AND FEBRUARY 29, 2024.

5. Sites need to post on their portal entries whether interviews will be in-person, remote, or some combination of the two. Sites are strongly encouraged to engage in equitable and fair decision-making regarding students who choose the remote option, should this be available.

6. Students can upload additional applications, with their DCT's approval, on or after February 6, 2024. By this date students will have a fair sense of the number of interviews that will be offered to them.

7. The Match will occur on **Monday, March 4, 2024.** (See below for details).

8. Students should check the Portal for information about openings during the MATCH DAY. Sites will be able to "suspend" their site when they have filled all of their positions. The "suspension" will **temporarily** remove the site from the Directory, so as to inform the remaining applicants that they are no longer being considered.

9. Phase 2: New applications can be sent at 9:00AM on March 5, 2024.

10. PLEASE USE THE FOLLOWING EMAIL ADDRESS TO CONTACT THE COORDINATORS OF THE EXTERNSHIP PROCESS AND MATCH: **nynjadot@gmail.com**

11. There is a joint NYNJADOT-PSYDNYS committee that will hear complaints or concerns related to the NYNJADOT-PSYDNYS match. To convene this committee, please reach out to David Brandwein at dbrandwe@kean.edu.

**STUDENTS:**

**Students will be permitted to Register and search the Externship Directory at any time with the understanding that many sites may not yet have updated their information. Students must register with their program/university email address, not their personal email address. Any students who register with their personal email addresses will have their registration deleted. Students will NOT be permitted to upload any documents prior to 9:00AM on January 8, 2024. Students who upload their materials prior to that date will be acting in an unprofessional manner and will be treated as such by their programs.**

**Students who registered for the 2023-2024 externship process do not need to re-register, but need to upload required documents for the 2024-2025 match.**

1. Students should insert their DCT's name, email address and phone numbers on their CVs. **It is advisable for students to indicate the days of the week that they are available for externship and the day/s that they are not able to attend.**

2. <u>Students must confirm receipt of any interview offer by emailing the Externship Coordinator at the site and their DCT.</u>

3. Once a student accepts an externship offer, on March 4, 2024 or after, they should inform their DCTs of their decision, and then must immediately email all sites *where they were granted interviews* to withdraw from consideration from these sites. These emails should be cc'd to the program DCT.

4. Students should check their SPAM folders to ascertain if any interview or acceptance offer has been directed to SPAM.

5. Students should ask for letters of recommendation from their faculty or others as early aspossible in the semester.

6. No Thank You Notes: Students are not to send "Thank you" notes to their interviewers or to other professionals at the externship site.

7. As of February 6, 2024, applicants can contact sites (via email) and inquire if they are still being considered for an interview. Students should consult their DCTs before they send the email.

8. Students applying for PRE-DOCTORAL INTERNSHIP (through the APPIC Match or otherwise) MUST ATTEST, on their externship application, that they are applying for internship concurrent with the application for externship. These students must receive their DCT's approval to apply for externship concurrent with internship. Externship sites should state their position about such applications on their website and the portal site.

9. Students from APA and/or PCSAS-accredited programs outside of New York and New Jersey who wish to apply to sites in the NYNJADOT match must have a letter of support from their DCT indicating they have the program's permission to complete a 16-20 hour per week externship in New York or New Jersey. This letter of support needs to be submitted to nynjadot@gmail.com and with all application materials uploaded to the site. Students who register for the match without this letter of support from their DCT will not be considered for positions in the match.

10. Students are responsible for asking externship sites how supervision will be provided and how that corresponds to local laws for licensing psychologists.

**EXTERNSHIP COORDINATORS:**

**All interview offers must be made via email. All offers for externship positions must be made via email.**

1. Each site should determine how it wants to receive letters of recommendation (through portal, separate email from recommender or otherwise). Some recommenders will not permit students to see their letters of recommendation. In such cases, please specify if site prefers to receive the letters via regular mail or email. In which case, please provide address, contact person's name and email address.

2. **Every site MUST designate at least one person who will serve as the contact person for the site. Insert an email address for the contact person, on the site's web pages**.

3. It is recommended that Externship Coordinators provide information on their Directory page as to whether attending the externship will reduce, increase, or have no impact on the students' chances of attending that site's internship. For example, some sites may accept students for internship who have externed at their site and others do not. Some will accept a student if there is a one-year gap between the externship and internship experiences; some will accept without a gap year. It is recommended that the externship site make their policy transparent.

4. Externship Coordinators should state, on their webpage and portal site, whether the site is willing to interview students who are concurrently applying for internship.

5. Externship Coordinators need to cc (via email only) DCTs on all interview offers, acceptances, and rejections.

6. Externship Coordinators are strongly encouraged to post their interviewing time frame.

7. **On February 6th, 2024, it is recommended that Externship Coordinators indicate whether they are accepting additional applications from those students who have permission from their DCTs to submit additional applications.** This information

must be posted on the site's Portal page. Of course, you will be able to change the date as is warranted.

8. If sites are aware of fees they will be passing on to applicants for on-boarding of externs, they should indicate these in their portal entries. If the sites are aware of any processes that will disqualify accepted externs during the on-boarding process, they should indicate thesein their portal entries (e.g., drug testing, COVID vaccination documentation).

9. Please note that neither students accepted through the NYNJADOT match nor their training programs will pay any administrative or training fees for acceptance to any site in the NYNJADOT match.

10. Managing onboarding paperwork (i.e. background checks, fingerprinting, vaccinations, etc.) is the responsibility of each individual externship site.

**DCTs:**

1. DCTs should affirm their students' rankings prior to Match day.

2. Eligibility letters should state if the student is applying for both externship and internship during the current cycle.

3. **<u>DCTs will provide Letters of Eligibility that specify the number of hours and number of days/week that students can attend externship.</u>**

4. <u>Number of hours that students are permitted to complete on externship:</u>
   Students who are applying for their first or second externship are permitted to complete no more than 16 hours per week on two days of externship. Without express permission from the student's DCT, students who are applying for their third or fourth externships are permitted to complete no more than 20 hours per week on externship.

5. DCTs will oversee their students' compliance with all the guidelines – and specifically, adherence to the policies concerning acceptance and rejection of offers.

6. **Limiting the number of student applications:**
   a. DCTs are to place **limits on the number of applications** that students can initially submit **(from January 8, 2024- January 15, 2024).** Students applying for a clinical externship for the <u>first time</u> are permitted to apply to no more than ten sites. Students applying for their $2^{nd}$ <u>clinical</u> externship can apply to no more than eight sites; students applying for their $3^{rd}$ <u>externship</u> are permitted to apply to no more than eight sites.
   b. **After February 6, 2024,** DCTs will discuss the usefulness of additional submissions with their students (second wave of

applications).

7. DCT's should inform students that successful matching at an externship site is contingent on the execution of an affiliation agreement. This may be a requirement at the site and/or the university level.

**THE MATCH:**

**The Match will begin at 9:00AM on March 4, 2024. All offers must be made by e-mail.**

**If an offer is made on Monday, March 4, 2024 between 9 am and 4 pm, the student must make a decision about the offer within 2 hours of receiving it.  Students should be excused from all externship-related responsibilities and monitor their email from 9:00AM to 12:00PM on March 4, 2024. NYNJADOT member programs are encouraged to reduce or eliminate program-related responsibilities from 9:00AM-12:00PM. Students must either accept or decline the offer within two hours, using the following language:**

**"Thank you for your offer. I would like to hold this offer and will reply to this offer by _____ (insert 2 hours from the timestamp when the email was SENT by the site)."**

**After holding an offer for 1 hour, students may email their top remaining choice to see if they are still under consideration at that site. Students should be told if they are or are not under consideration at the site. If the student receives an offer from the preferred site as a result of this inquiry, they must immediately accept it and notify the other sites where they interviewed that they have withdrawn from the match.**

**If an offer is received after 4pm on Match day the student has until 9am on Tuesday morning to accept or decline the offer.**

**A student may only hold on to one offer at a time. A decision about a second offer must be made immediately upon receiving it.**

**The rules will be suspended after 9am on Tuesday, March 5, 2023. New offers can be made until 5pm on any day.**

**SITES are strongly advised to "suspend" their site when they have filled all of their positions. The "suspension" will temporarily remove the site from the Directory, so as to inform the remaining applicants that they are no longer being considered.**