

Oklahoma Professional Psychology Training Consortium

www.opptc.org

Training Site Application and Affiliation Agreement

The Oklahoma Professional Psychology Training Consortium accepts applications to become an affiliated Training Site throughout the year for postdoctoral residency Training. Training Sites must submit a completed Training Site Application and Affiliation agreement with a \$300 application fee for consideration into affiliation with the consortium.

Training Site/Applicant Information

Name: _____

Address: _____

Phone: _____ Fax: _____

Cell phone: _____

E-mail: _____

WebSite: _____

Training Site hours of operation: _____

Primary Psychologist: _____

Secondary Psychologist(s): _____ (add pages if needed)

Executive Director/CEO (if applicable): _____

Year Psychology Training Activities Established: _____

Please enclose any brochures or written materials that describe your Training activities. Each Training Site must demonstrate that it meets the relevant APPIC criteria as an affiliated residency Training Site.

Training Site Affiliation Standards



Introduction:

The Oklahoma Professional Psychology Training Consortium is a multi-Site Training program that provides organized, sequential learning experiences for postdoctoral interns. The Consortium ensures an integrated Training experience through standards and procedures, adherence to the OPPTC Capstones (attached), and a collaborative, shared didactic learning program. The Consortium brings together urban and rural Training Sites to provide broad exposure to differing models of Training and service delivery. The training model moves the Psychology Intern from foundational knowledge to functional competencies across defined areas of profession-wide competencies. The Consortium is intended to increase the availability of high quality psychological training in Oklahoma.

Purpose of the Agreement:

The purpose of this Agreement is to establish and define the participation of the Training Site as an affiliate of the Consortium. Affiliation with the Consortium does not establish any legal or financial obligations other than those expressly set forth in this agreement.

Parties:

The parties of this Affiliation Agreement are the Oklahoma Professional Psychology Training Consortium, hereafter “Consortium,” and the Training Site identified on the final page of this Agreement, hereafter “Affiliated Training Site.”

Nature of the Relationship Between the Consortium, Training Site and Psychology Intern:

The Consortium is the structure of the Affiliated Sites, brought together by membership in OPPTC. OPPTC, INC is a 501c3 non-profit organization, registered with both the Internal Revenue Service and the Oklahoma Secretary of State. It maintains its own records (employee, financial, and otherwise), overseen by the OPPTC Board of Directors, the BOD Chair, in particular. The members of the OPPTC Board of Directors includes, by title, the Director of Clinical Training, the Board Chair and each Affiliated Site Director. *Specifically, in the 2024-25 internship year, these individuals are Dr. Kathleen Ward, OPPTC Director of Clinical Training and OPPTC Site Director; Dr. Steven Sternlof, Chair, OPPTC Board of Directors and OPPTC Site Director; Dr. Barton Trentham, OPPTC Site Director; Dr. Joseph James, OPPTC Chief of Psychology and Site Director; Dr. Robert Martin, OPPTC Site Director.* The Psychology Intern is an employee of OPPTC and all records are kept in perpetuity. This is an employment relationship, governed by the laws of the State of Oklahoma. Both the Training Site and the Psychology Intern are advised to resolve any questions regarding Oklahoma employment law through consultation with a lawyer.

Affiliation Criteria:

Affiliated Training Sites may be individuals, organizations, or institutions that provide supervision and Training in the delivery of psychological services. Training Sites must meet the following criteria for affiliation in the Consortium:



1. Commitment to the advanced training of future psychologists;
2. Adherence to and participation in the OPPTC Capstones as a shared model of training, including all documentation requirements and monthly OPPTC Site Director meetings
3. Investment of resources to provide psychological instruction and training opportunities that are appropriate for Psychology Interns, contribution to each stipend pursuant to identification as a Primary Site and/or Secondary Site as outlined below;
4. Responsibility to exercise appropriate control, oversight, and review of the psychological services offered by supervisees; and
5. Adherence to the membership criteria and other policies and procedures of the Association of Psychology Postdoctoral and Internship Centers (APPIC)* (application underway).

Affiliation Application:

Training Sites must apply for affiliation with the Oklahoma Professional Psychology Training Consortium. Each new Site must complete the following steps: complete and submit the Training Site Application form, participate in an onsite visit, and be accepted by the Board of Directors of the Consortium. There is a non-refundable \$300 application fee. The check should accompany the Training Site Application form and be made out to the Oklahoma Professional Psychology Training Consortium.

Affiliation Fees and Site Financial Obligations:

All fees received from affiliates will be used for intern stipend, administrative, legal, accounting, training, and membership expenses. The affiliation fee will be paid to the Consortium by August 1 of each Training year. The check should be made out to the Oklahoma Professional Psychology Training Consortium. Primary Sites are expected to contribute $\frac{3}{5}$ plus 15% of the intern stipend for each primary Site intern. Secondary Sites contribute $\frac{2}{5}$ plus 15% of the intern stipend. Annual stipend can be divided into four quarterly deposits, the first of which occurs the quarter prior to the entry of the intern into the program. For interns beginning the program August 1st, the deposit must be made to OPPTC May 1st. The additional 15% fee is intended to cover the added administrative and training expenses of larger numbers of trainees.

Inactive Training Affiliate:

Affiliated Training Sites may be unable to provide residency opportunities for designated training years. Should a Training Site choose to maintain its affiliation with the Consortium, it may choose an Inactive Training Affiliate status. With this status, an annual fee of \$100 is owed. Inactive Training Affiliate status should be indicated on the last page of this agreement. The Inactive Training Affiliate Site continues to be a participant in all Consortium-related activities and relevant decision-making. Notably, the Training Site would not need to reapply for Consortium affiliation when it is ready to accept Psychology Interns again.

Duration of Affiliation:

The duration of affiliation is indefinite. It may be discontinued by either of the parties. Each Affiliated Site accepting Primary or Secondary Site designation for any Psychology Intern is bound by the terms of this Agreement through the end of the Psychology Intern's training year. Should there be an emergency need to terminate this Agreement by either party, the Consortium maintains its responsibility to the Psychology Intern and the appropriate and accessible training thereof.



APPIC* Membership

The Consortium is applying for membership of the Association of Psychology Postdoctoral and Internship Centers (APPIC) for Psychology Internship programs. The Consortium and its affiliated Training Sites adhere to all published policies and procedures of APPIC. Affiliated Training Sites may provide residency and other training experiences for non-Consortium supervisees. However, upon approval of OPPTC APPIC membership, only interns placed at the Training Site by the Consortium may be considered graduates of an APPIC-member Consortium Training program.

APPIC Selection Requirements:

When an Affiliated Training Site accepts a Psychology Intern as a Primary or Secondary Site, it becomes a legally and financially binding obligation to provide training throughout the year and the corresponding fiscal responsibility as identified, above. Site Directors must ensure that all persons involved in recruiting or selecting Psychology Interns understand and adhere to these policies. Violations of APPIC match policies or agreements may result in APPIC sanctions or possible legal action initiated by internship applicants.

Training Agreements:

The Oklahoma Professional Psychology Internship Consortium (OPPTC) will establish a written agreement with each of its Psychology Interns prior to beginning training. OPPTC must submit a copy of the Training Agreement for each Psychology Intern to the Psychology Intern and will maintain a copy in perpetuity.

Each supervisee will be designated as a “Psychology Intern” to identify his or her training status. Interns may have other job titles for hiring purposes, but their roles and titles must be “Psychology Intern.” Interns cannot be independent contractors or other semi-autonomous personnel. Affiliated Training Sites and Psychology Interns shall inform all recipients of psychological services of the training status of the Psychology Intern. When appropriate within the training setting, clients should be informed of the name of the supervisor at the affiliated Training Site responsible for their treatment. The Training Site must provide clients, workspace, and administrative support consistent with providing a high-quality training experience for each Psychology Intern.

Psychology Interns must receive a monthly stipend. The Consortium does not allow unpaid internships. The annual stipend for a full-time intern will be set from time to time by the Consortium’s Board of Directors. Psychology Interns may not accept direct payment from clients for services at the affiliated Training Site. Psychology Interns cannot be paid on a fee-for-service basis in which their stipend is dependent upon income generation. Thus, fee splitting arrangements are not acceptable for Psychology Interns. The Training Sites may bill third-party payors for the services of Psychology Interns if that is allowable within the service contracts of the Training Site.

Psychology Intern Responsibilities:

The acceptance of a Training Agreement by an applicant establishes obligations and responsibilities binding the applicant, the Affiliated Training Site, and the Consortium. It serves to protect the Psychology Intern, the Affiliated Training Site, the Consortium, and the recipients of the psychological services.



Psychology Interns are obligated to comply with all applicable legal, ethical, and professional standards. These standards include: the American Psychological Association *Ethical Principles of Psychologists and Code of Conduct*, Oklahoma Title 575, Chapter 10 and rules of the Oklahoma State Board of Psychologist Examiners, specialty guidelines of the American Psychological Association or its divisions, and other statutes and standards applicable to the practice of psychology.

Psychology Interns must meet all credentialing, security, and health requirements at their Training Sites. Psychology Interns are expected to participate actively in all professional supervisory and training activities. Psychology Interns should model competence and professional behavior in all of their training roles. Within the Consortium, Psychology Interns are expected to consult with each other for reciprocal support and continued learning.

Duration of Training:

Internship offered by OPPTC is fulltime, 2000 hours. Interns in 2,000-hour training programs will take at least fifty weeks to complete the entirety of the training program. Psychology Interns must participate in a mandatory orientation provided by the Consortium. Affiliated Training Sites are not obligated to provide training, employment, or other services or compensation beyond the contracted Consortium training experience.

Training Requirements:

First, the Director of Clinical Training (DCT) for the Consortium shall have primary responsibility for the provision of training by the Consortium and be responsible to the Consortium Board of Directors. Each Affiliated Training Site shall designate a psychologist who has primary responsibility for training activities at its Site and the Site Director is the authority at each Affiliated Site. The primary psychologist shall maintain regular communication with the Site Director, who consults on a scheduled, monthly basis with the Consortium DCT at Site Director meetings. The Psychology Intern's progress in the OPPTC Capstones is reviewed by this training directorate and appropriate action/documentation is created at those meetings. The DCT ensures coordination of training activities with each Affiliated Site, along with Site compliance with all Consortium policies and procedures.

Second, all training conducted by the Affiliated Training Sites shall be done under the auspices of the Oklahoma Professional Psychology Training Consortium. The Consortium will provide regular, scheduled opportunities for Psychology Interns to interact with other Psychology Interns. All interns will participate in training with several supervisors and trainers representing different models of psychotherapy, assessment, research, and consultation. Psychology Interns must be available to attend Consortium training activities for no less than one day per month, often requiring travel within the state. Didactic seminars and other training experiences will be conducted at various locations throughout Oklahoma, including at its Affiliated Training Sites.

Third, psychologists must have at least two years of post-licensure professional experience to supervise Psychology Interns. While it is desirable for other behavioral health professionals to participate in multidisciplinary training, such training hours do not count toward the individual, face-to-face or equivalent supervision hours required for licensure. Psychology Interns must receive



a minimum of one hour of individual supervision each week for each twenty hours of supervised experience. Additional supervision may be required for the remediation of documented deficiencies in supervisee performance. Licensed psychologists who are directly involved in intern supervision must provide a copy of their current curriculum vitae and license to the Consortium.

Fourth, Psychology Interns must be exposed to a breadth of professional roles and services at their Training Sites. OPPTC Psychology Interns require supervision from at least two supervisors who are licensed psychologists. The Consortium encourages Psychology Intern participation in case conferences, grand rounds, in-service trainings, and other learning opportunities.

Finally, upon successful completion of each Psychology Intern's training, the Oklahoma Professional Psychology Training Consortium will award a Certificate of Completion. A Certificate of Completion from an APPIC member (pending OPPTC membership approval) training program will simplify licensure and credentialing procedures in Oklahoma as well as in other states.

Psychology Intern Supervision:

Supervisors at affiliated Training Sites have full clinical responsibility for the activities of their supervisees. In clinical decisions, Psychology Interns must follow the directions of their clinical supervisors who have final authority over all services provided to Affiliated Training Site clients. The Consortium does not provide liability insurance for the supervisory and training activities of its affiliated Training Sites. Affiliated Training Sites/supervising psychologists must carry insurance that provides proper coverage.

Supervisors and trainees must develop a written plan on how interns can immediately access their supervisors in the event of clinical emergencies. The plan should include accessibility on evenings, weekends, and vacations.

All supervising psychologists at each Affiliated Site are required to maintain records of supervision sessions with their Psychology Interns. Supervision records will be retained by the Consortium in perpetuity, with appropriate and wide access among the Board of Directors, passed by role to successors. Site Directors provide regular feedback regarding the performance of their interns to the DCT of the Consortium during monthly Capstone review meetings. Supervisors must communicate the performance evaluations to their supervisees, incorporating constructive recommendations for professional growth. Whenever there are significant concerns about a supervisee's performance or professional behavior, such concerns must always be documented in supervision records. The Director of Clinical Training shall receive a copy of any documented concerns. Supervisors are encouraged to consult with the Director of Training should concerns in any aspect of the training process arise and the policy on Skill Deficiency and Problematic Behavior (see *OPPTC Due Process* procedures).

Supervision on Cultural Competence:

Supervisors are encouraged to assign supervisees clients from diverse cultural backgrounds, consistent with the supervisor's own training and experience with such populations. The Oklahoma Professional Psychology Training Consortium offers a wealth of training opportunities with a range of social and cultural groups, and interns are encouraged to seek out such diversity experiences.



Several didactic seminars by the Consortium will be devoted to research and practice with culturally diverse client populations. Clinical supervision that is sensitive to all types of diversity issues will broaden and enhance the quality of the training experience.

Due Process Procedures:

The Consortium provides collaborative due process procedures for remediation, disciplinary actions, and grievances. The procedures are described in the *OPPTC Intern Manual*, which is available for review on the Oklahoma Professional Psychological Association’s website at opptc.org. This does not restrain the parties from seeking additional remedies provided by law. It is essential that any conflict resolution procedures be fair, impartial, and respectful to all parties.

Amendments to the Affiliation Agreement

The Board of Directors of the Consortium and the Affiliated Training Site may amend this Affiliation Agreement. Any amendments must be made in writing and cannot supersede the essential core of the training program, collective adherence to the OPPTC Capstone model of training, or the welfare of Psychology Interns or clients of the Affiliated Training Site.

Termination of the Affiliation

Either the affiliated Training Site or the Consortium may terminate the affiliation without cause. Written notification must be provided to the other party at least sixty days before the date of termination. Each Affiliated Training Site, by taking the responsibility of taking on a Psychology Intern as either a Primary Site or Secondary Site, agrees to not terminate this agreement prior to the conclusion of the Psychology Intern(s)’s training experience.



Training Site Description

1. Briefly describe the agency or practice, including the services, specialty areas, and populations served.
2. Please describe the cultural diversity of the client population. Culturally responsive therapy is one of the foundations of the OPPTC Capstone curriculum to which all Affiliated Training Sites must adhere (*see OPPTC Capstones, attached*).
3. At least one of the supervising psychologists must be on Site at least 50 percent of the time. Please provide a list of the names of the trainers, their contributions to the Training activities, and their hours dedicated to Training activities. Please enclose their curriculum vitae and photocopies of their professional licenses and professional liability insurance coverage.
4. Is the primary, secondary or other supervisor currently under disciplinary action by the Oklahoma State Board of Psychologist Examiners (OSBEP) or any other regulatory organizations? Yes No If yes, please explain:
5. Will there be any additional supervision from other behavioral health professionals, such as case conferences or grand rounds? Yes No
Note: supervision by other mental health professionals, including psychiatrists, cannot be counted towards supervised experience for licensure but may be part of the overall Training program.

6. Interns are required to receive at least one hour of regularly scheduled individual, face-to-face or legally equivalent supervision for each twenty hours of training. Supervision may include activities such as case management, review of psychological testing and report writing, shadowing, direct live observation, co-therapy, review of audiotapes or videotapes, and career mentoring. Please describe your supervision procedures.

7. Supervisors may be asked to present two-hour to six-hour workshops to the interns. Please indicate some areas of clinical or research interest that the primary psychologist, and other members of your training team, would like to present to the interns? What are your favorite topics?

8. Are you planning to provide Psychology Intern training each year?

9. Please describe your intention to be a Primary Site, Secondary Site, both or either?

10. Describe the office space available for the interns. Are phones, computers, and testing equipment available to the interns? Yes No

Please see accompanying Site Description, attached.

11. Describe the number of hours per week in direct, face-to-face psychological services with clients, patients, students, or consultees.

12. Describe the responsibilities and roles of Psychologist Interns at your Training Site.

13. How much time (in hours) will trainees spend on each activity per week?

| | |
|-----------------------------------|-------|
| Assessment | _____ |
| Individual therapy | _____ |
| Couples therapy | _____ |
| Family therapy | _____ |
| Group therapy | _____ |
| Consultation | _____ |
| Supervision of practicum students | _____ |
| Research and program evaluation | _____ |
| Other Training activities | _____ |

If your Site is accepted for affiliation, a brief description of the Training Site and associated activities will be posted on the Oklahoma Professional Psychological Association website at www.opptc.org. Please describe the Training opportunities at your Site so that potential applicants would know if your Site offers the opportunities they are seeking.

Please see accompanying Site Description.

Site Director signature, below, constitutes agreement to publish this information at opptc.org.

After review of the application materials, an initial Site visit by members of the Consortium Board of Directors will be scheduled. Please complete the Affiliation Agreement (below). When signed by a representative of the Board of Directors, the Agreement becomes effective.

If you have questions about this application, or affiliating with the Consortium, please contact a member of the Consortium's Board of Directors.

Please email this application, curriculum vitae of all supervisors, professional liability insurance verification, and psychology licenses of all supervisors. Mail a non-refundable application fee of \$300. The check should be made out to the Oklahoma Professional Psychology Training Consortium.

Oklahoma Professional Psychology Training Consortium Affiliation Agreement

The following Training Site, _____, located at _____, agrees to participate as an affiliated Site of the Oklahoma Professional Psychology Training Consortium in the following category:

- 2,000-hour Training program (primary Site 3/5)
- 2,000-hour Training program (secondary Site 2/5)
- Specialty Site TBD
- Inactive Training Site

The affiliated Training Site agrees to abide by the policies and procedures in the Training Site Affiliation Term and Training Site/Affiliation Description forms contained herein.

Printed Name Title

Organization

Signature Date

For Office Use Only

The above Training Site is accepted as an affiliated Training Site of the Oklahoma Professional Psychology Training Consortium.

Printed Name of the Representative of the Board of Directors of the Consortium

Signature Date