



## NV-PIC Intern Evaluation and Record Maintenance Procedures

Successful completion of the internship requires:

- Demonstrated competence as assessed by the intern's supervisor(s)
- Completion by the intern of 2080 hours of training
- Completion of 10 assessment reports
- Completion of an intern research or program development/evaluation project
- Attendance and participation in NV-PIC didactics and group supervision (see these sections for attendance and participation requirements)

**Supervisor evaluations:** The Nevada Psychology Internship Consortium (NV-PIC) requires that interns demonstrate minimum levels of achievement across all training elements as outlined in the ten NV-PIC Training Competencies. Interns are expected to achieve an intermediate to advanced level of skill on each element and to demonstrate competency by the conclusion of the internship year.

Competencies are formally evaluated by all the intern's supervisors at 3 months into the internship year (approximately November), at 7 months (approximately March), and at the conclusion of internship year (approximately July). A standard rating form includes the supervisors' summative and narrative feedback about the interns' performance regarding NV-PIC's ten expected training competencies. At each evaluation period, all the intern's supervisors and the Training Director will review these evaluations with the intern and provide an opportunity for discussion of the intern's questions and concerns about the feedback. All data points from all supervisors will be considered in the evaluations.

Demonstrations of competence are essential. The minimum level of achievement for successful completion of internship is defined as intermediate competence for each training element, rated "3". The rating scale for each evaluation is a 4-point scale, with the following rating values:

N/A=Not Applicable for training period/Not Observed or Assessed

1=Beginner/Remedial

2=Emerging

3=Intermediate/Internship

4=Advanced

On the first formal evaluation (3-months), a rating of Beginner/Remedial, 1, or if any other significant concern is presented by the supervisor about the student's performance or progress, then the program's Due Process procedures will be initiated.

On the second formal evaluation (7-months), a rating of 1, or if three (3) or more elements are rated a 2, or if any other significant concern is presented by the supervisor about the student's performance or progress, the program's Due Process procedures will be initiated. The Due Process guidelines can be found on <https://nv-pic.org/> and in the Intern Handbook (page 7).

By the conclusion of the internship year, interns are expected to achieve an intermediate to advanced level of skill on each element and competency. Thus, all interns must receive a rating of 3 or above on all training elements by the final evaluation to complete the program successfully.

**Hours requirement:** In addition to demonstrated competence, all NV-PIC interns are expected to complete 2080 hours of training during the internship year.

Feedback to the intern's home doctoral program is provided at or near the mid-point and at the culmination of the internship year. If successful completion of the program comes into question at any point during the internship year, or if an intern enters into the formal review step of the Due Process procedures due to a grievance by a supervisor or an inadequate rating on an evaluation, the home doctoral program will be contacted within 30 days. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the intern's progress, is kept engaged to support an intern who may be having difficulties during the internship year. The home doctoral program is notified of any further action that may be taken by NV-PIC secondary to the Due Process procedures, up to and including termination from the program.

Meeting the hours requirement, including attending required training experiences (e.g., didactic seminars), obtaining sufficient ratings on all evaluations, completing 10 assessment reports, and completing an intern project demonstrates that the intern has progressed satisfactorily through and completed the internship program. Doctoral programs are informed within one month following the end of the internship year that the intern has successfully completed the program.

**Evaluations by interns:** In addition to the evaluations described above, interns complete a self-evaluation form three times during the internship year: at the beginning of the internship year, 7-months into internship (March), and at the conclusion of the internship year. Additionally, interns complete an evaluation of their supervisor and a program evaluation concurrent with the evaluations done by their supervisors (November, March, and July) to provide information supporting changes or improvements in the training program. All evaluation forms can be located on <https://nv-pic.org/> and in the Intern Handbook.

**Record maintenance procedures:** Information about interns' training experiences, evaluations by supervisors, attendance at required training activities, and certificates of completion are maintained indefinitely in a secure digital file by the NV-PIC Training Director for future reference and credentialing purposes.