**Interim Report Template - INTERNSHIP**

*Content in CoA Portal*

**STANDARD I.C.4**

**Overview**

Institutional and Program Context: Program type, institutional and program setting and resources, policies and procedures, program climate.

**Description**

**Complaint/Grievance Reporting:** The program must keep information and records of all formal complaints and grievances of which it is aware that have been submit- ted or filed against the program and/or against individuals associated with the program since its last accreditation site visit. The Commission on Accreditation will examine a program’s records of intern complaints as part of its periodic review of the program.

**Supporting Material**

* OPTIONAL: Uploads are not required. However, if the program opts to provide supporting materials to demonstrate process/procedures related to complaints/grievances, please ensure all identifying information has been redacted.

**Focused Questions**

* Provide a summary record of formal trainee complaints or grievances received by, or known to, the program against the program and/or against individuals associated with the program since the last site visit. If there have been no complaints or grievances, please indicate as such.

**STANDARD II.D.1.a**

**Overview**

Aims, training competencies, and outcomes.

**Description**

**Proximal Outcome Data:** *The CoA requires all accredited programs to provide outcome data on the extent to which the program is effective in achieving its aim(s), required profession wide competences and program-specific competencies (if any).*

**Supporting Material**

**IMPORTANT INFORMATION ON PROVISION OF PROXIMAL DATA:**Programs should NOT upload information that identifies interns by name or initials. All materials must be de-identified.

Provide detailed, aggregate PROXIMAL outcome data for interns since the time of its last site visit (5 years). Proximal, competency-based outcomes are measures obtained while the intern is in the program. Intern self-evaluation data are welcomed, but are not considered competency-based and therefore are not sufficient on their own.

* Upload REQUIRED TABLE: Download PROXIMAL DATA TABLE. Use this template to provide required SoA-based proximal data. Please label upload as – Proximal data table. Proximal data should be provided for all outcome measures described for profession-wide and program-specific competencies. Data must clearly demonstrate that all interns have met the MLAs identified in the competency tables.
* Upload REQUIRED TABLE: Download Profession-Wide Competencies (PWC) template. Please label upload as - Profession-Wide Competencies
* REQUIRED Upload: Provide the current evaluation form/s used to evaluate intern attainment of competencies.
* OPTIONAL TABLE: Download Program-Specific Competencies (PSC) template (if applicable). Please label upload as - Program-Specific Competencies

The PWC and PSC tables should reflect the current training provided.

IMPORTANT NOTE: Updated/new didactic syllabi, program manuals, etc. should NOT be submitted in this section. If significant program changes have occurred, please submit in the “Substantive Change Reporting” section. Minor/routine changes need not be reported.

**Focused Questions**

Review Implementing Regulation IR C-16 I - Outcome Data for Internship Programs.

* Summarize the proximal data that demonstrate achievement of all profession-wide and any program-specific competencies. This summary should supplement the more detailed outcome data provided in the upload. In both the narrative summary and in the data themselves, it should be clear that the minimum levels of achievement (MLAs) described in the PWC/PSC tables are met by all interns for each required competency by the time of program completion.
* If data indicate MLAs were not met by all interns, please provide narrative to address the remediation and whether the intern successfully completed the program.

If data are missing, please explain why data have not been provided.

**STANDARD II.D.1.b**

**Overview**

Aims, training competencies, and outcomes.

**Description**

**Distal Data:** Each program must provide data on how well the program prepared interns in each of the profession-wide and any program-specific competencies. The program must also provide data on interns’ job placement and licensure status.

**Supporting Material**

**IMPORTANT INFORMATION ON PROVISION OF DISTAL DATA:** Programs should NOT upload information that identifies interns by name or initials. All materials must be de-identified.

Provide detailed, aggregate DISTAL outcome data collected since the time of its last site visit (5 years). Distal data typically include information obtained from alumni surveys addressing former interns’ perceived assessments of the degree to which the program promoted mastery of profession wide competencies and program specific competencies (if any).

* Upload REQUIRED TABLE: Download DISTAL DATA TABLE. Use this template to provide required SoA-based distal data. Please label upload as – Distal Data Table.
* Upload REQUIRED TABLE: Download Intern Post-Internship Experience table. Use this template to provide job placement and licensure data. Please label upload as – Post-Internship Experience Table.

IMPORTANT NOTE: Updated/new alumni surveys/forms should NOT be submitted in this section. If significant changes have occurred, please submit in the “Substantive Change Reporting” section. Minor/routine changes need not be reported.

**Focused Questions**

Review [IR C-16 I](http://www.apa.org/ed/accreditation/section-c-soa.pdf) – Outcome Data for Internship Programs.

* Summarize the distal data that are available to demonstrate the program’s achievement of its aims and competencies. This summary should be provided in addition to the distal outcome data uploaded in appendices above.
* If data are missing, please explain why data have not been provided.

**STANDARD V.B.2**

**Overview**

Communication Practices: Public disclosure and communication/relationship with the accrediting body.

**Description**

**Substantive Change Reporting:** The program informs the accrediting body in a timely manner of changes in its environment, plans, resources, or operations that could alter the program’s quality. This includes notification of any potential substantive changes in the program, such as changes in sequence of experiential training, faculty changes, and changes in administration.

**Supporting Material**

* Upload REQUIRED TABLE: Download SUBSTANTIVE CHANGE TABLE. Use this template to summarize substantive changes reported to CoA since the program’s last site visit. Please label upload as – Substantive Change Table
* OPTIONAL: Provide supporting material (e.g. New didactic descriptions/schedule, evaluation forms, policies, curriculum vitae) to supplement any substantive changes not previously reported to CoA.

**Focused Questions**

Please review IR C-24 I: Notification of Changes to Accredited Programs

* Provide detailed information on any substantive changes that have not yet been reported to the CoA. The program is asked to provided supporting documentation as needed to demonstrate consistency with the SoA. If there have been no additional substantive changes, simply write “N/A”.

IMPORTANT NOTE: Substantive changes reflect changes that may **alter the program’s quality and/or impact the program’s adherence to the SoA**. Minor revisions and modifications to forms/policies do not necessarily reflect a substantive change and need not be reported/uploaded.