**APA CoA Verification (In-Person) Site Visit**

**Internship Template**

All programs undergoing a virtual site visit must be site visited in-person when practicable. The in-person site visit will not replicate the virtual visit, or elements thereof, and will be conducted through a limited visit (1/2 day) performed by one (or more) site visitors. The purpose of the visit is to *verify* that records and facilities/resources are consistent with that which was reported during the virtual visit. The in-person site visit only needs to address the verification questions/items identified in this template.

Please note that the verification visit should not add new information to the record, but rather *confirm* the information specific to records/facilities/resources that were reported as part of the virtual site visit. The verification visit must not consist of additional interviews with administration, supervisors, or interns. Changes occurring since the virtual site visit must be reported to CoA via the substantive change process (IR C-24 I); and should not be incorporated into the verification review.

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**Opening Summary:** *Please identify the name of program, dates of the visit, member/s of visit team, timing of the visit (e.g. 3 hours), and who guided you during the visit. Please also identify any other relevant logistics of the visit.*

**Verification Report:** *Please verify each item by checking the appropriate box and provide at least 1 to 2 sentences of narrative for each standard.*

**Standard I.A.3** *(If applicable)*

*Programs can be single-site or multiple sites.*

**Verification:**

*If the program is a consortium:*

**Visit each (current) participating member of the consortium and verify resources available**

**as identified in I.B.5 [see below], including ADA compliance of *all* member sites.**

**Site Visitor Comment** *(N/A if not a consortium):*

**Standard I.B.5**

***Training Resources and Support Services***

*The program must demonstrate adequacy of its educational and training resources, including:*

1. *clerical, technical, and electronic support sufficient to meet the program's needs;*
2. *training materials, equipment, and access to the current knowledge base in the profession, including access to appropriate technology and resources to stay current with the scholarly literature;*
3. *physical facilities that are appropriate for confidential interactions, including facilities and resources that are compliant with the Americans With Disabilities Act.*

**Verification:**

**Verify availability of resources such as computers, space, testing materials, and clerical and technical support.**

**Verify that all facilities and resources are compliant with the Americans with Disabilities**

**Act.**

**Site Visitor Comment:**

**Standard I.C.4**

***Record Keeping***

1. *Intern Performance. The program must document and permanently maintain accurate records of the interns' training experiences, evaluations, and certificates of internship completion for evidence of the interns' progress through the program as well as for future reference and credentialing purposes. The program should inform interns of its records retention policies.*
2. *Complaints and Grievances. The program must keep information and records of all formal complaints and grievances of which it is aware that have been submitted 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.*

**Verification:**

**If remediation and or program terminations have taken place, confirm there is evidence in**

**intern files that the program has followed its own policies.**

**Confirm evidence of the assessment of intern performance (training experiences,**

**evaluations, certificates of internship completion) in intern records.**

**Verify how/where grievances are stored and how privacy and confidentiality maintained.**

**Site Visitor Comment:**

**Standard III.B**

***Feedback to Interns***

1. *Interns receive, at least semiannually and as the need is observed for it, written feedback on the extent to which they are meeting stipulated performance requirements. Feedback is linked to the program's expected minimal levels of achievement for profession-wide competencies and any program-specific competencies.*
2. *Such feedback should include:*
3. *timely written notification of all problems that have been noted and the opportunity to discuss them;*
4. *guidance regarding steps to remediate all problems (if remediable);*
5. *substantive written feedback on the extent to which corrective actions are or are not successful in addressing the issues of concern;*
6. *documentation that the intern evaluation was reviewed and discussed by the intern and the supervisor.*

**Verification:**

**Check intern files for evidence of individualized written feedback regarding performance,**

**and ensure they are signed by both the intern and supervisor.**

**Review files for interns who have gone through corrective actions.**

**Site Visitor Comment:**

**Standard V.B.2**

***Communication***

*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.*

**Did the program report any new/updated information regarding the program?**

Yes No

**If yes:** Did the program confirm the information had been submitted as a formal substantive change to the CoA?

Yes No

**Site Visitor Comment:**

**Verification Site Visit Schedule**

**Program Name:**

**Site Visitor:**

**Date/Time:**

|  |  |
| --- | --- |
| Time  (30 minutes) | Meet with Program Director: Name  [add others, if applicable]   * Introductions/Brief Overview of Verification Visit Process |
| Time  (45 minutes) | Facility Tour to include:   * Trainee workspace; * Clinical rooms/space; * Educational materials, including equipment; * Computers and other technology dedicated to trainees and program operations; and, * Space and facility needs for faculty/supervisory staff. * [Other?]   Tour conducted by: [Name/s] |
| Time  (15 minutes) | BREAK |
| Time  (60 minutes) | Record Review to include:   * Grievances and complaints from last 10 years * Trainee files from all cohorts over the past 10 years (or since program’s inception) |
| Time  (30 minutes) | Meet with Program Director: Name  [add others, if applicable]   * Closing/Final Questions |