



## Program Sanctioned Hours Policy – updated August 2021

In specific cases, the program may sanction certain clinical activities that are outside of the standard practicum experiences available through the Greater Toronto Area match. As per the most recent instructions provided by the Association of Psychology Postdoctoral and Internship Center (APPIC), students should count hours “for which [they] received formal academic training and credit or which were sanctioned by [their] graduate program as relevant training or work experiences (e.g., VA summer traineeship, clinical research positions, time spent in the same practicum setting after the official practicum has ended)” ([AAPI Online Instructions Manual, 2018](#)). Because non-practica related experiences will not receive academic credit, we instead will approve and track these experiences in accordance with the following policy to ensure proper representation in the APPIC application.

Students should refer to APPIC’s General Instructions to determine what clinical activities are eligible to include on the APPIC application and under what categories. Please note changes to APPIC’s policy supersede the procedures below if there is a discrepancy. To ensure consistency in the quality, monitoring and evaluation of clinical training activities, students in our program are expected to complete their clinical training as part of a practicum. A practicum is part of a student’s formal academic training and credit is awarded on the academic transcript. In addition, research progression and good standing in the program maintain the highest priority. Requests for program sanctioned hours will be denied by the research supervisor/Program Coordinator if it is deemed that accruing these hours would interfere with program milestones and/or classwork.

Of note, the Canadian Council of Professional Psychology Programs (CCPPP) specifically notes the following: “the professional activities students engage in, and the level of supervision they receive, frequently differ in quality when they have been hired as an employee versus a trainee (and it is for this reason, hours accumulated as an employee are generally not considered appropriate to include as training hours)” ([Documentation of Professional Psychology Training Experiences: A Guideline for Students, Supervisors, and Training Directors](#), August 2020, p. 15). If a student wishes to take on a paid placement, they are free to note this experience in their CV (as recommended by APPIC). Relevant paid professional activities may be acceptable under the program sanctioned hours guidelines if all the criteria outlined below are met and the student has already completed (or will complete by the start of the paid activities) all mandatory practicum placements (i.e., those taking place from MA2-PhD2). Extenuating circumstances may be granted on a case-by-case basis at the discretion of the Program Coordinator and Director of Clinical Training.

Clinical research activities that meet APPIC’s standards and have the appropriate level of supervision may be considered program sanctioned hours. Of note, these activities should abide by all the guidelines listed below, except for the 12-month limitation. In the case that the activities take place with the student’s research supervisor(s), students must have separate, documented clinical supervision (not only supervision that exists in the traditional research supervisor-student relationship). If students’ clinical research activities do not meet these criteria,

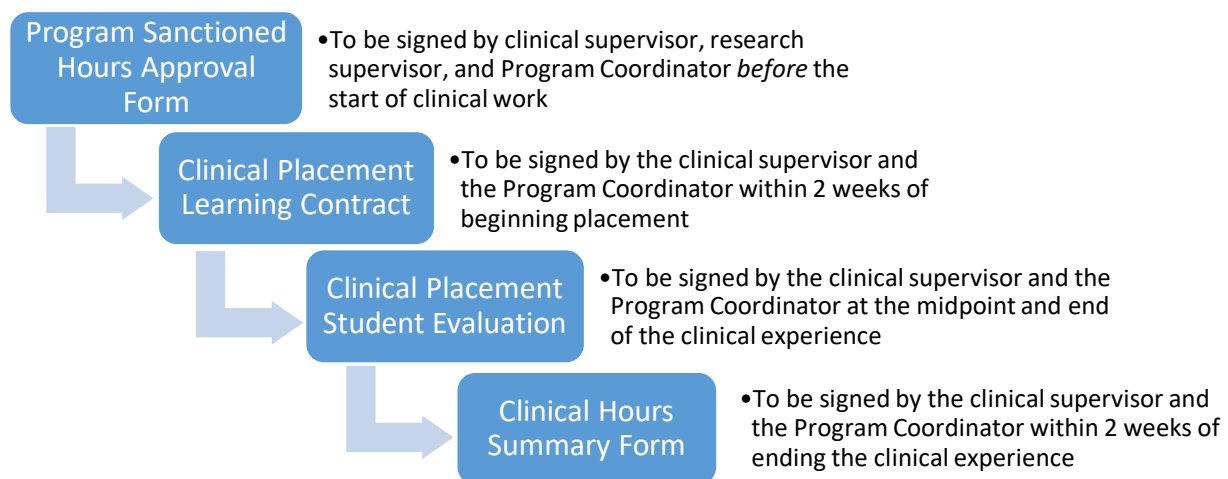


students are free to participate in these activities (with their research supervisor's permission) and note the experiences in their CV (as recommended by APPIC). Extenuating circumstances may be granted on a case-by-case basis at the discretion of the Program Coordinator and Director of Clinical Training.

The foremost goal of the Program Sanctioned Hours Policy is to properly prepare students for APPIC internship/residency placements, as well as to follow recommendations provided by the Canadian Psychological Association and CCPPP; thus, acquired hours will only count as program sanctioned hours when the following criteria are met:

- (1) The activities typically occur after PhD2 for private practice experiences and in the doctoral degree program for clinical research;
- (2) The training setting has been formally reviewed and approved by the program via the Program Coordinator and the primary research supervisor as per the *Program Sanctioned Clinical Activities Approval Form*;
- (3) The supervisor is a Psychologist registered with College of Psychologists of Ontario who has competence in the relevant area of practice and client populations and has committed to providing appropriate levels of supervision (75% of supervision should be individual supervision);
- (4) The student's activities involve specified training goals as per the *Clinical Placement Learning Contract*;
- (5) The supervisor formally evaluates the specified training goals as per the *Clinical Placement Student Evaluation* at the midpoint and conclusion of training; and
- (6) The training is normally time-limited to a maximum of 12 months of part-time private practice experience (or a maximum of 120 direct hours) or 120 hours of clinical research activities (clinical research can be more than 12 months).

### Document flowchart



## Program Sanctioned Clinical Activities Approval Form

To be completed by the student and submitted for approval by the Program Coordinator in advance of the clinical experience.

Date:

Student Full Name and Student Number:

Please indicate all practica completed to date:

CPS1803H

CPS3999H

CPS6999H

CPS2999H

CPS4999H

CPS7999H

Rationale for Additional Clinical Experience (Please include learning objectives):

Nature of Clinical Activity:

### Clinical Experience Details

Clinical Site/Agency:

Registered Clinical Supervisor (*Supervisor Criteria: Clinical supervisors of Doctoral students must be appropriately licensed doctoral level clinical psychologists (Ph.D., Psy.D.)*):

Anticipated Start Date (mm/dd/yyyy):

Anticipated End Date (mm/dd/yyyy):

Daily Hours (e.g. 9am-5pm):

Days of the Week (e.g. Tuesdays and Wednesdays):

Projected Total Clinical Hours to be Completed:

Frequency and Nature of Supervision:

Check all relevant activities:

Intervention (individual)

Diagnostic evaluations

Other activities

Intervention (group)

Clinical research

Intervention (family/couple)

Intake assessments

Assessment

Professional presentations

Student has own professional liability insurance: |  Yes |  No

By signing below, I confirm that the information recorded above is correct to the best of my knowledge.

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<b>Student Signature</b>	<b>Student Name</b>	<b>Date</b>
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<b>Clinical Supervisor Signature</b>	<b>Clinical Supervisor Name</b>	<b>Date</b>
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<b>Clinical Co-Supervisor Signature</b>	<b>Clinical Supervisor Name</b>	<b>Date</b>
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#### **Additional Signatures**

I confirm that the student is progressing well in the program and is on track with all remaining program requirements.

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<b>Supervisor Signature</b>	<b>Supervisor Name</b>	<b>Date</b>
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<b>Co-Supervisor Signature</b>	<b>Co-Supervisor Name</b>	<b>Date</b>
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Faculty Supervisor Comments (optional)

#### **Program Coordinator Decision**

- Approved
- Refused

Program Coordinator Comments

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<b>Program Coordinator Signature</b>	<b>Date</b>
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