

APPLICATION PROCEDURE

Requirements

Intern selection at each training site is based largely on breadth and quality of clinical experience, demonstrated academic achievement and consistency of interests with the training goals of the program, personal integrity, and maturity. Selections and the offer of positions at each site are made in strict accordance with the policies of the Association of Psychology Postdoctoral and Internship Centers (APPIC) Internship Matching Program. For a detailed description of these policies and procedures, refer to the APPIC website (<http://www.appic.org>) Our internship sites agree to abide by the APPIC policy that no person at these training facilities will solicit, accept, or use any ranking-related information from any intern applicant.

Applicants should understand that the Bureau is also bound by the specifications of the Pathways Program. While the Pathways Program is a specific process for verifying eligibility for the doctoral intern position, the application process is totally separate from the APPIC process and procedures. Accordingly, applicants must submit an application through the USAJOBS website to verify eligibility for temporary federal employment (internship).

Applicants for the Bureau's internship positions should be aware that they are applying for a position in a federal law enforcement agency. Selection entails not only demonstration of exceptional qualifications as an "advanced graduate student / psychologist in training," but also suitability for work in a position of public trust. Bureau employees, including psychology interns, are held to a high standard of personal conduct and responsibility and are expected to be law-abiding citizens who can serve as strong role models for the inmate population.

Application Process

Early fall, graduate students from APA-accredited Clinical and Counseling schools interested in a doctoral psychology internship position at any of the Bureau's training sites should complete each of the following steps:

1. **AAPI**

- A. Complete and upload the AAPI Online application for Psychology Internships available on the [APPIC Website](#). Be sure to include all components, including a copy of your vitae, graduate transcripts, and three letters of reference.
- B. Refer to the brochure for each Bureau training site to determine if additional materials (e.g. work sample) are required.

Each Bureau training site considers AAPI Online materials separately. Therefore, all application materials should be uploaded for each site in which you are interested by their deadline. Applicants are encouraged to submit materials as early as possible. Late applications will not be considered.

2. USAJOBS – DOJ Pathways Internship Program Psychology Doctoral Intern

- A. After the AAPI Online application is reviewed by each Bureau site, applicants will be notified via email, mid-November, which sites wish to consider them further. Those applicants will be instructed to continue with the USAJOBS process for possible employment.
- B. Read the announcement on USAJOBS completely, especially the sections "Qualifications Required" and "Required Documents." Apply online and submit ALL required supporting documentation. Required Documents include:
 - Resume – in order to receive credit for experience contained in an uploaded resume, your employment history must be documented in month/year (MM/YYYY) format, reflecting starting date and ending date and include the number of hours worked per week. Failure to follow this format may result in disqualification
 - Transcript – a transcript which includes the School Name, Student Name, Degree and Date Awarded. You should use an unofficial or official copy from your school's registrar's office
 - Verification of Completion of the AAPI – examples of verification of completion of the AAPI include 1) a statement from the Training Director presiding over the doctoral program validating completion of the AAPI and matriculation at a clinical or counseling doctoral program *or* 2) a copy of confirmation of completion of the AAPI and registration for Match (i.e., proof of payment or APPIC Match ID number)
- C. During the USAJOBS application process, applicants must respond to a series of assessment questions. Your responses determine category placement (e.g., Best Qualified, Highly Qualified, Qualified). Additionally, Veterans Preference is applicable during this application process.
- D. After closure of the USAJOBS vacancy announcement, the Consolidated Staffing Unit (CSU), in accordance with established OPM procedures for category ratings, will only process applicants that are assessed as qualified and included in the Best Qualified category. Applicants in the Best Qualified category will be notified of their status by the CSU and forwarded to the internship site to be considered for an interview. Please note that **all** candidates (those being asked to interview and those no longer being considered) will receive a Notification of Results by December 15. Therefore, even though you have applied to numerous Bureau internship sites using the AAPI Online, category placement and assessment of eligibility through the USAJOBS application process plays a **vital** role in the certification of an applicant to one or all sites. This means it is possible that you will be found ineligible for any of our sites and you are advised to plan accordingly. For example, you might want to consider developing a larger pool of internship applications.

Applicants can contact the Bureau's Consolidated Staffing Unit (CSU) located in Grand Prairie, Texas, for questions regarding their documentation and inquire if ALL required documents were received.

3. Interview Process

- A. In early December, individual Bureau internship sites will be notified which applicants can be invited and scheduled for an interview, which are generally conducted in December or January.
- B. As part of the interview process, applicants must satisfactorily pass a security clearance procedure that includes a computerized Core Values Assessment (CVA), a pre-employment interview, an integrity interview which addresses issues of personal conduct, a subject matter expert interview, and a drug test. If you are applying to more than one internship site, you may only have to complete this process once. Results of the security clearance procedures can be shared with other Bureau sites for your convenience. However, if you fail any portion of this security clearance at the site where your first interview occurs, you will no longer be considered at any of the other sites. Please plan accordingly.
- C. **Due to the impact of COVID-19, the interview process will contain both a remote and on-site component.** A courtesy interview will be conducted **on-site** at the Bureau of Prisons institution closest to the applicant; this does not have to occur at an internship site. At the courtesy interview, the CVA, pre-employment integrity portion, drug test, and subject matter expert panel will all take place. The interview process includes an applicant being asked to respond to a number of scenarios that could arise in a correctional facility. These procedures are used to determine your qualifications for a position of public trust and are required of all applicants seeking employment with the Federal Bureau of Prisons.
- D. After successful completion of the courtesy/on-site interview, each applicant will then be scheduled to participate in a **remote** interview with FCI/DC Tallahassee Psychology Staff via video conferencing. This interview will highlight aspects of the department and internship program, and will allow the applicant to focus on the components specific to this institution. Additionally, this will serve as an opportunity for the applicant to see and interact with various Training Committee members and help determine the fit between student and internship site.
- E. Offers of positions at each site are then made in strict accordance with the policies of the APPIC's Internship Matching Program.

If you have any questions regarding whether you would qualify for a federal position, you should seek further information from Human Resource Specialists at any of the sites of interest to you, to determine the advisability of continuing with the application process. Psychology staff are **not** able to advise you on these matters.

Offers of internship positions resulting from the computer match are strictly contingent upon satisfactory completion of the background investigation process. For individuals selected through the matching process, a field investigation will follow to verify that the information provided in interviews and on required forms is accurate. Failure to complete this process or a finding that an applicant is outside the guidelines for employment in a sensitive position would preclude participation in the program. Once hired, interns must comply with the Bureau's Program Statement on Standards of Employee Conduct.

The provided information is not intended to discourage applications, but to ensure that applicants are aware of all of the federal requirements that will be imposed on them should they wish to pursue a Bureau of Prisons Internship position.

Additional Information Regarding Applications

Applications are accepted from students enrolled in APA-accredited doctoral programs in clinical and counseling psychology. Prior work experience in a correctional setting is not required, but training and experiences indicative of interest are important considerations in selections.

To be internship eligible, students must be U.S. citizens and have successfully completed all doctoral course work by the beginning of the internship. Applicants are required to have a minimum of 400 doctoral program intervention hours and 100 doctoral program assessment hours on the AAPI by the time of application. Preference is given to applicants who have successfully defended a dissertation or similar project proposal prior to the interview.

The deadline for completed applications in APPIC is **November 1st**, although applicants are encouraged to submit their applications earlier. As this internship is a member of APPIC and participates in the National Match process, all applications must be submitted electronically in accordance with the online AAPI procedures established by APPIC. Be sure to designate FCI/DC Tallahassee as a recipient of your application.

When completed packages are received from APPIC, and invited applicants have successfully submitted applications via USAJOBS, the applicants are then ranked according to the applicant's academic achievement, practical experience, match of interests with the main emphases of the program, references, and work sample. Only suitable candidates who appear to be a good fit with our model of training are then invited for an interview. All interviews will be completed by January 31st. Applicants who complete the BOP-related interview process will then be asked psychology-specific questions by Psychology staff.

We in Psychology Services are very proud of our program and we look forward to the opportunity to talk with you about the training program. If you have questions after reading our brochure that may assist you in the application procedure, please contact:

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Internship Program Admissions

Date Program Tables are updated: June 11, 2020

Briefly describe in narrative form important information to assist potential applicants in assessing their likely fit with your program. This description must be consistent with the program's policies on intern selection and practicum and academic preparation requirements:

Applications are accepted from students enrolled in APA accredited doctoral programs in clinical and counseling psychology. Prior work experience in a correctional setting is not required, but training and experiences indicative of appropriate interest are important considerations in selections.

To be internship eligible, students must be U.S. citizens and have successfully completed all doctoral course work by the beginning of the internship. Applicants are required to have a minimum of 400 Doctoral Program Intervention hours and 100 Doctoral Program Assessment hours on the AAPI by the time of application. Preference is given to applicants who have successfully defended a dissertation or similar project proposal prior to the interview. The Bureau of Prisons is an Equal Opportunity Employer, and encourages the application of minority students. Please refer to policy statement 3713.30 Diversity Management and Affirmative Employment for further information regarding nondiscrimination policies.

Does the program require that applicants have received a minimum number of hours of the following at time of application? If Yes, indicate how many:

Total Direct Contact Intervention Hours	<input type="checkbox"/> N	<input checked="" type="checkbox"/> Y	Amount: 400
Total Direct Contact Assessment Hours	<input type="checkbox"/> N	<input checked="" type="checkbox"/> Y	Amount: 100

Describe any other required minimum criteria used to screen applicants:

N/A

Financial and Other Benefit Support for Upcoming Training Year*

Annual Stipend/Salary for Full-time Interns	\$54,668	
Annual Stipend/Salary for Half-time Interns	N/A	
Program provides access to medical insurance for intern?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If access to medical insurance is provided:		
Trainee contribution to cost required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Coverage of family member(s) available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Coverage of legally married partner available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Coverage of domestic partner available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Hours of Annual Paid Personal Time Off (PTO and/or Vacation)	4 Hours/ Pay Period	
Hours of Annual Paid Sick Leave	4 Hours/ Pay Period	
In the event of medical conditions and/or family needs that require extended leave, does the program allow reasonable unpaid leave to interns/residents in excess of personal time off and sick leave?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Other Benefits (please describe): N/A		

*Note. Programs are not required by the Commission on Accreditation to provide all benefits listed in this table

Initial Post-Internship Positions

(Provide an Aggregated Tally for the Preceding 3 Cohorts)

	2016-2019	
Total # of interns who were in the 3 cohorts	13	
Total # of interns who did not seek employment because they returned to their doctoral program/are completing doctoral degree	0	
	PD	EP
Community mental health center	0	0
Federally qualified health center	0	0
Independent primary care facility/clinic	0	0
University counseling center	0	0
Veterans Affairs medical center	0	0
Military health center	0	0
Academic health center	0	0
Other medical center or hospital	0	1
Psychiatric hospital	0	3
Academic university/department	0	0
Community college or other teaching setting	0	0
Independent research institution	0	0
Correctional facility	0	8
School district/system	0	0
Independent practice setting	0	1
Not currently employed	0	0
Changed to another field	0	0
Other	0	0
Unknown	0	0

Note: "PD" = Post-doctoral residency position; "EP" = Employed Position. Each individual represented in this table should be counted only one time. For former trainees working in more than one setting, select the setting that represents their primary position.