# NV-PIC Intern Evaluation and Record Maintenance Procedures

The Nevada Psychology Internship Consortium (NV-PIC) requires that interns demonstrate minimum levels of achievement across all training elements, as outlined in the NV-PIC Training Competencies. Interns are formally evaluated by their primary supervisor 3-months into the internship year (approximately November), 7-months into internship (approximately March), and at the conclusion of internship year (approximately July). Evaluations are conducted using a standard rating form, which includes comment spaces where supervisors include specific written feedback regarding the interns’ performance and progress. The evaluation form includes information about the interns’ performance regarding all of NV-PIC’s expected training competencies. Supervisors review these evaluations with the interns at each time interval and provide an opportunity for discussion if the intern has questions or concerns about the feedback.

A minimum level of achievement on each evaluation is defined as a rating of “3” for each training element. The rating scale for each evaluation is a 5-point Likert scale, with the following rating values: 1=Significant Development Needed, 2=Development Needed, 3=Meets Expectations, 4=Exceeds Expectations, and 5=Significantly Exceeds Expectations. On the first formal evaluation (3-months), a score of 2 on any competency or training element will result in close monitoring by program supervisors. A score of 1 on any competency or training element in the first evaluation will initiate the program’s Due Process procedures. If an intern receives a score less than 3 on any competency or training element on the second formal evaluation (7-months), or if supervisors have reason to be concerned about the student’s performance or progress, the program’s Due Process procedures will be initiated. The Due Process guidelines can be found on [www.nv-pic.org](http://www.nv-pic.org) and in the Intern Handbook. Interns must receive a rating of 3 or above on all training elements, profession wide competencies, and program specific competencies by the final evaluation to complete the program successfully.

Additionally, all NV-PIC interns are expected to complete 2000 hours of training during the internship year. Meeting the hours requirement, attending required training experiences (e.g., didactic seminars), and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program. Feedback to the interns’ home doctoral program is provided at or near the mid-point and the culmination of the internship year. Doctoral programs are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program. 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 also 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 in order 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 as a result of the Due Process procedures, up to and including termination from the program.

In addition to the evaluations described above, interns will complete a self-evaluation form three times during the internship year. Interns complete a self-evaluation at the beginning of the internship year, 7-months into internship (March), and at the conclusion of the internship year. Additionally, interns will complete an evaluation of their supervisor and a program evaluation concurrent with the evaluations done by their supervisors (November, March, and July) in order to provide feedback that will inform any changes or improvements in the training program. All evaluation forms can be located on [www.nv-pic.org](http://www.nv-pic.org) and in the Intern Handbook.

Information about interns’ training experiences, evaluations, and certificates of completion are maintained in a secure digital location by the Training Director for future reference and credentialing purposes.