ACEPT
Association of Chicagoland Externship and Practicum Training

Universal Site Information Form

Please Note: Training sites should complete this form annually and send to the academic programs from which they would like to receive applications. This form allows academic programs to maintain a database of training sites to which their students can apply. All academic programs listed at the end of this form have agreed to accept this ACEPT Universal Site Information form. Training sites may also send this form to academic programs not listed if they wish.

DATE COMPLETED:	
Has your site's information changed from the previously completed Universal Site Information Form? ☐ Yes ☐ No	
If yes, please indicate the areas changes were made: ☐ Agency Information ☐ Positions Available ☐ Position Information ☐ Populations ☐ Activities ☐ Supervision ☐ Application & Offers ☐ Attachments	

AGENCY INFORMATION

Site Name:					
Contact Name:				Title:	
Address:				Dept.	
City:		State:		Zip:	
Phone:		Fax:		Email:	
Website:					

Site Location (if different than above)

Address:					
City:		State:		Zip:	

Setting

Primary:	
Secondary:	
Other:	

Site Preferences

Is a car required to work at this site? ☐ Yes ☐ No

Is this site accessible by public transit? ☐ Yes ☐ No — If "Yes," please indicate nearby routes/stations:

Language Skills? ☐ Yes ☐ No — Specific language(s):

Other:

POSITIONS AVAILABLE

Total Number of Students Trained per Year (all types of training from all academic programs):

Positions (check all that apply and indicate the total number of positions for each type of training)

☐ Clinical MA (Counseling/Mental Health)	☐ Clinical MA (ABA)	☐ Forensic MA
# of positions:	# of positions:	# of positions:
☐ Clinical Forensic PsyD Diagnostic	☐ Clinical Forensic PsyD Therapy	☐ Clinical Forensic PsyD Advanced
# of positions:	# of positions:	# of positions:
☐ Clinical PsyD/PhD Assessment	☐ Clinical PsyD/PhD Therapy*	☐ Clinical PsyD/PhD Advanced
# of positions:	# of positions:	# of positions:
☐ School Psychology PsyD Advanced	☐ Doctorate in Counseling Sup. & Ed.	☐ Supplemental ("partial" training experience)
# of positions:	# of positions:	# of positions:

* *PsyD Therapy students must have completed a prior graduate level therapy training experience (e.g., MA internship)?* ☐ Yes ☐ No

POSITION INFORMATION (Students in these programs typically complete one training experience per academic year, lasting nine (9) to twelve (12) months during which students accumulate a minimum number of hours.)

Start Date:		Flexible? ☐ Yes ☐ No	End Date:		Flexible? ☐ Yes ☐ No

Total Months:		Total Hours Anticipated:		Average Days/Week:		Average Hours/Week:	

Weekend Hours? ☐ Yes ☐ No Evening Hours? ☐ Yes ☐ No Required Training Days: ☐ M ☐ T ☐ W ☐ R ☐ F ☐ Sa ☐ Su

Comments:	

This site would provide the following service modalities: ☐ In-Person Services ☐ Tele-therapy and remote services ☐ Both
This site would provide the following training modalities: ☐ In-Person training ☐ Remote or virtual training ☐ Both

This site would provide particularly good training for Clinical PsyD students interested in the following concentrations:

☐ Child/Adolescent ☐ Expressive & Creative Arts ☐ Forensic
☐ Health ☐ Multicultural ☐ Organizational
☐ Neuropsychology ☐ Older Adult ☐ Adult
☐ Trauma/Traumatic Stress ☐ Substance Abuse Treatment ☐ Other:

This site would provide particularly good training for Clinical students in the following intervention tracks:

☐ Cognitive/Behavioral ☐ Humanistic/Existential ☐ Psychodynamic ☐ Systems

POPULATIONS (Indicate all that apply to the clientele serviced by the agency.)

Age:

☐ Infant/Toddler (0-3) ☐ School Age (6-12) ☐ Adult (18-64)
☐ Preschool (3-5) ☐ Adolescent (13-17) ☐ Older Adult (65+)

Gender:

☐ Female ☐ Male ☐ Non-binary ☐ Transgender ☐ Other:

Sexual Orientation:

☐ Bisexual ☐ Gay ☐ Heterosexual ☐ Lesbian ☐ Other:

Ethnicity

☐ African-American/Black/African Origin ☐ American Indian/Alaska Native/Aboriginal Canadian
☐ Asian-American/Asian Origin/Pacific Islander/South Asian ☐ Bi-Racial/Multi-Racial
☐ European Origin/White ☐ Latinx/Hispanic
☐ Middle Eastern/Arab/North African ☐ Other:

Disability

☐ Blind/Visually Impaired ☐ Deaf/Hard of Hearing ☐ Developmental
☐ Learning/Cognitive ☐ Severe Mental Illness ☐ Physical/Orthopedic Disability
☐ Other:

Presenting Concerns

☐ Adjustment ☐ Anxiety ☐ Attention-Deficit & Disruptive Behavior
☐ Communication ☐ Dementia ☐ Dissociative
☐ Eating ☐ Impulse-Control ☐ Learning
☐ Mental Impairment ☐ Mood ☐ Motor Skills
☐ Personality ☐ Pervasive Developmental ☐ Schizophrenia & Other Psychotic
☐ Sexual ☐ Sleep ☐ Substance-Related
☐ Trauma ☐ Other:

SES

☐ Low SES ☐ Middle SES ☐ High SES

Religion

☐ Baha'i ☐ Buddhist ☐ Christian ☐ Hindu
☐ Jewish ☐ Muslim ☐ Other:

International & Refugee (specify):	

Languages Spoken (specify):	

ACTIVITIES

Clinical & Forensic Intervention Activities

☐ Career Counseling	☐ Case Management	☐ Couples Therapy/Counseling	☐ Court Liaison/Advocacy
☐ Crisis Intervention	☐ Family Therapy/Counseling	☐ Group Therapy/Counseling	☐ Individual Therapy/Counseling
☐ Medical/Health Interventions	☐ Milieu Therapy	☐ Outreach Programming	☐ Program Development
☐ Rehabilitation	☐ School Counseling	☐ Substance Abuse Interventions	☐ Supervision of Other Students
			☐ Other:

Clinical & Forensic Assessment Activities

☐ Achievement/Aptitude Testing	☐ Diagnostic Clinical Interviews	☐ Intake Interviews
☐ Intelligence Testing	☐ Learning Disability Testing	☐ Mental Status Exam
☐ Neuropsychological Testing	☐ Objective Testing	☐ Projective Testing
☐ Self-Report Measures	☐ Structured Interviews	☐ Other:

Specific Tests Utilized

☐ Bender Gestalt	☐ California Psychological Inventory-Revised	☐ Connors Scales (ADD)
☐ Halstead-Reitan	☐ Hare Psychopathy Checklist-Revised	☐ MCMI-III
☐ MMPI-A	☐ MMPI-II	☐ Myers-Briggs Type Indicator
☐ Parent Report Measures	☐ Peabody Picture Vocabulary Test	☐ Personality Assessment Inventory
☐ Projective Drawings	☐ Projective Sentences (e.g., Rotter)	☐ Rorschach
☐ Self-Report Measures (e.g., BDI)	☐ Strong Interest Inventory	☐ Structured Diagnostic Interviews
☐ TAT	☐ Trail Making Test A & B	☐ Vineland
☐ WAIS-IV	☐ Wechsler Memory Scale IV	☐ WISC-V
☐ WPPSI-III	☐ WRAT-IV	☐ Other:

Average Total Number of Integrated Batteries

PsyD/PhD Assessment Externs:	PsyD/PhD Therapy Externs:	PsyD/PhD Advanced:

Note: *PsyD: A battery includes a history, an interview, and at least two tests from one or more of the following categories: personality (objective and/or projective), intellectual, cognitive, and/or neuropsychological. The report must be synthesized into a comprehensive report providing an overall picture of the patient.*

Research Opportunities

Are there research opportunities at this site? ☐ Yes ☐ No (If "Yes," please attach a description of opportunities as requested.)

Benefits or Resources Available to Practicum Students

SUPERVISION

Hours of Individual Supervision/Week:		Hours of Group Supervision/Week:	

Does the site train in Evidence Based Practice and Outcome Assessment? ☐ Yes ☐ No

If Yes, please explain:

Other Learning Experiences Are Available at This Site

☐ Peer/Professional Case Presentations ☐ Structured Didactic Learning Experiences

☐ Other (specify):

Supervisors

Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:
Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:
Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:
Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:
Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:
Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:
Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:
Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:
Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:
Name:	Degree:	Licensed? ☐ Yes ☐ No	License #:

APPLICATION & OFFERS

Application Materials (check all that apply)

☐ Cover Letter ☐ Vitae/Resume ☐ Letters of Recommendation (# _____)
☐ Transcript ☐ Site Application Form (attach copy) ☐ Background Check
☐ Writing Sample: ☐ Other:

Applications Accepted

Identify any limitations on the number of applications you would like to receive from schools for the various training positions you may offer. Schools will do their best to try and comply with these application limits:

Method of Application Contact from Students (check all that apply)

☐ Online ☐ Email

Method of Preferred Contact from Students (check all that apply)

☐ Online ☐ Email ☐ Telephone ☐ Other:

Site-Specific Application Instructions (format/order of application materials, instructions for submission, etc.)

Directions to Site Location (driving directions, public transportation options, directions to specific office/building, etc.)

Offer Process

☐ The site abides by the practicum application and offer timeline established by ACEPT for doctoral students only.
☐ The site abides by the practicum application and offer timeline established by ACEPT for masters students only.
☐ The site abides by the practicum application and offer timeline established by ACEPT for both doctoral and masters students.
☐ The site does not abide by the timeline established by ACEPT. If you don't follow ACEPT, please specify your site's timeline:

Out of Pocket Expenses by Students (once matched)

☐ Vaccinations ☐ Background Check ☐ Health Insurance ☐ Other:
Estimated Total Out of Pocket Costs: _____

ATTACHMENTS

Required Narratives (on separate pages, describe each of the following)

1) Ideal Applicants to Your Program 2) Supervision Philosophy of Site 3) Research Opportunities (if applicable)

4) ACEPT Site Conduct Pledge (required for ACEPT Member sites)

Please email this form to the school(s) you would like to receive information about your training site.

Adler University
Dr. Paul Cantz: pcantz@adler.edu

The Chicago School of Professional Psychology
Dr. Reema Obaid Ross- DCT Forensic MA
robaid@thechicagoschool.edu

Dr. Rachel Nitzarim- DCT Clinical PsyD
rnitzarim@thechicagoschool.edu

Fran McClain- DCT Counseling MA
FMcClain@thechicagoschool.edu

Dr. Corey Milsap- DCT School Psychology
cmilsap@thechicagoschool.edu

Dr. Megan Heary- DCT Clinical Mental Health Counseling MA
mheary@thechicagoschool.edu

Fielding Graduate University, Clinical Psychology Program
Dr. Elaine Hanson / Dr. Joan Reid: clintraining@fielding.edu

Illinois School of Prof. Psychology at National Louis University
Dr. Anissa Rivers: arivers2@nl.edu

Loyola University
Dr. Rufus Gonzales- DCT Counseling Psychology
rgonza1@luc.edu

Dr. Leah Marks- DCT School Psychology
lmarks2@luc.edu

Midwestern University
Dr. Lorna London: llondo@midwestern.edu

Moody Bible Institute
Dr. Valencia Wiggins: Valencia.Wiggins@moody.edu

Roosevelt University
Dr. Patricia Kimbel: pkimbel@roosevelt.edu

Wheaton College
Dr. Megan Happel: megan.happel@wheaton.edu