



Doctoral Internship Policy & Procedures

Verification of Internship Policy

Revised 10-01-17

- 1. Who to Contact:** Requests for verification of your internship experience should be sent to:
 - a. Your Primary Advisor if the form requests verification from a supervisor;
 - b. The Student Coordinator (psychsec@yale.edu) if the form requests verification from the Training Director OR your Primary Advisor is no longer at Yale.
- 2. Complete a Draft of the Form:** It is the fellow's responsibility to fill out a draft of the form, completing as much information as possible. License numbers for your internship supervisors, which are required on many forms, are available online at:
<https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx>
- 3. What to Provide:** Provide your supervisor OR the Student Coordinator with: (a) your draft completed form and (b) a blank copy of the form so that it can be corrected if necessary.
- 4. Indicate How the Form is to be Submitted:** Provide clear instructions on how Yale is to submit the completed form. Options include, but are not limited to: Yale returning the completed form to the fellow; Yale submitting the completed form directly to the requesting organization; Yale returning the form to the fellow in a sealed, signed envelope.
- 5. Proof/Advice of Insurance or Claims History:** To obtain Proof of Insurance, Advice of Insurance, or your Claims History related to your professional activities while at Yale, download the Insurance and Claims History Form from the internship handbook, which is online at:
<http://medicine.yale.edu/psychiatry/psychology/education/predoc/handbook.aspx>.
- 6. Questions:** Email questions about verifications to the Student Coordinator at psychsec@yale.edu.