

Dear Psychologist-in-Training Applicant:

The New York City Department of Education is pleased to announce that the Psychologist-In-Training Program is accepting applications for admission to the bilingual internship program for the school year beginning September 2023. Please note that implementation of the program is contingent upon funding.

The Psychologist-In-Training (PIT) Program represents the collaborative efforts of the Division of Specialized Instruction and Student Support, Division of Human Resources, the United Federation of Teachers, the Council of Supervisors and Administrators, the university community, and the New York State Education Department (SED). The PIT Program offers a one-year, salaried internship to students of bilingual school psychology who have completed a minimum of forty-two (42) graduate credits and who have passed the State's Bilingual Evaluation Assessment (BEA) exam. Applicants must demonstrate language proficiency before acceptance into the PIT Program. School psychologist interns are provided with field-based experiences in the SED-mandated competency areas of assessment, counseling, consultation, and intervention. These experiences are intended to provide PITs the opportunity to integrate their academic training with professional practices.

Following a program of orientation and professional staff development, which includes seminars and workshops from NYC DOE staff during the month of September, the PITs are assigned to schools. Upon assignment, PITs perform school psychologist duties and services under direct supervision of experienced New York State certified School Psychologist Field-Trainers. Placement of interns/PITs alongside of Field-Trainer Mentors is at the discretion of the Office of Supervisors of School Psychologists and prioritized in the districts of most need.

Because the purpose of the PIT Program is to recruit and prepare participants to serve in the New York City Public Schools in critical shortage areas, participants are required to sign a 2-year service obligation contract with the Department of Education. In order to be considered for acceptance to the PIT Program, please complete all application components, including:

- Online application
- Unofficial transcript (official transcript will be required at the time of interview)
- Letters of recommendation (2)
 - One letter from a staff member of the recommending graduate program
 - One letter from a person with whom the student has a professional relationship
- Resume
- Copy of a comprehensive psychological or psychoeducational report without child's identifying information (redacted or renamed)
- One-page statement discussing the reason for seeking an internship with the NYC Department of Education and your background and demonstrated experience in working with a culturally diverse population.
- BEA Scores (if scores are not available, kindly state the anticipated date of testing)

*Acceptance to the program is contingent upon BEA scores

We are confident that the Psychologist-In-Training Program will continue to provide the ongoing guidance, assistance, and training, which will facilitate the professional growth of PITs into highly qualified school psychologists. For any additional information, please email questions to officesupofpsych@schools.nyc.gov with a subject "PIT Application Inquiry".



Office of Supervisors of School Psychologists Psychologist-in-Training Program Application Steps:

1. Applicants must complete the 2023-2024 online application form:
 - a. Upload all required documents, including the attached certificate of eligibility
Application form: <https://forms.gle/ufdLn2Jb6cvkPpUv9>
2. Application must include 2 Letter of Recommendation:
 - a. Letters must be sent via email, directly from those making the recommendation on behalf of the candidate
 - b. Email: LSullivan11@schools.nyc.gov
 - c. Email subject must include: **PIT Recommendation Letter: Applicant First Name Applicant Last Name**
 - d. Letters must be signed
 - e. One of the two letters must be from a current graduate university/college representative
 - f. Candidates should confirm with the recommender that the letters have been sent via email no later than December 14, 2022
3. Candidates will be required to mail OFFICIAL transcripts prior to the interview. At the time of the application, the applicant must certify that he/she has requested official transcripts from the college/university. Official transcripts include a seal from the university/college and may not be opened by the applicant.

Mailing address for all transcripts:
Lauren Sullivan
NYC Department of Education, 333 7th Avenue, 7th Floor, New York, NY 10001
4. Applicants will be contacted via email for an interview conducted by the Office of Supervisors of School Psychologists, which will be conducted either in person or virtually with video and audio.

All applications must be received by 9am December 13, 2022.

Interviews will begin December 14, 2022

**Office of Supervisors of School Psychologists Psychologist-in-Training Program
Signed Certification of Eligibility for Internship**

To be completed by School Psychology Program Director

Student/Intern name: _____

Last 4 digits of SSN: XXX-XX- _____

Graduate school: _____

Anticipated graduation date: May 2024

The university/college internship supervisor assigned to this intern is:

Business Phone Number (_____) _____ - _____

Email address: _____

As of December 2022, the internship applicant has satisfactorily met all the eligibility requirements and standards of the university/college, and specifically of the school psychology program (including completing all required courses), and is, therefore, being recommended for an internship for the 2023-2024 school year.

School Psychology Program Director (signed)

Date

***This signed document must be uploaded with the application*