

## School Psychology Internship Timeline

This timeline outlines the steps for both districts/administrative units and graduate students to facilitate a smooth internship process.

Time	Districts/Administrative Units	Graduate Students
<b>December</b>	<p><a href="#">Complete Internship Matrix</a> with available internships by <b>Dec. 15th</b>.</p> <p>Review <a href="#">CDE internship guidance documents</a>.</p>	<p><b>Monitor</b> internships available on the <a href="#">Matrix</a>.</p> <p>Review <a href="#">CDE internship guidance documents</a>.</p>
<b>January</b>	<p>Have applications <b>due during this month</b>. Districts may set their own due date.</p> <p><b>Review</b> applications.</p>	<p><b>Complete applications</b> to districts/administrative units of interest following the requirements noted for each district on the <a href="#">Matrix</a>.</p>
<b>February</b>	<p>Invite <b>top candidates</b> for interviews during the month of February with flexibility during the week of NASP (Feb. 14-18th).</p>	<p>Interview for positions, and decide on which internship <b>matches your needs and wants</b>. Possibly create a ranking of internships.</p>
<b>March</b>	<p>Offer internships to best matched candidates.</p> <p>Internship offers can be made on (but no sooner than) <b>9:00 AM on Monday, February 26th, 2024</b></p>	<p>Be prepared to receive internship offers starting at <b>9:00 AM on Monday, February 26th, 2024</b>.</p> <p>Consider and accept or decline an internship within 24 hours of the offer. Do not hold more than one offer at a time.</p>
<b>May</b>	<p>Provide clear communication to selected interns regarding the start date, expectations, placement details, and next steps.</p>	<p>Complete <a href="#">intern authorization</a> paperwork. This license is good for <b>one calendar year</b>. We recommend submitting your application at the beginning of June.</p>

### Important Websites

- [School Psychology Internship Form](#)
- [Available Internship Matrix](#)
- [Colorado School Psychology Internship Guidance Document](#)
- [CDE School Psychology](#)
- [Special Service Provider Intern Authorization](#)