

Colorado 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
December	<p><u>Complete the Internship Matrix</u> with available internship positions by December 21st. Positions can be edited and/or posted after this date, but we ask you to provide your best estimate by the 21st.</p> <p><u>Review the CDE internship guidance document.</u></p>	<p>Monitor internships available on the <u>Matrix</u>.</p> <p><u>Review the CDE internship guidance document.</u></p>
January	<p>Set an application due date within January. Districts may set their own due date.</p> <p>Review applications.</p>	<p>Complete applications to districts/administrative units of interest following the requirements noted for each district on the <u>Matrix</u>.</p>
February	<p>Invite top candidates for interviews during the month of February with flexibility during the week of NASP (Feb. 17 - 21st).</p>	<p>Interview for positions, and decide on which internship matches your needs and wants. Possibly create a ranking of internships.</p>
March	<p>Offer internships to best matched candidates.</p> <p>Internship offers can be made on (but no sooner than) 9:00 AM on Monday, March 3rd, 2025.</p>	<p>Be prepared to receive internship offers starting at 9:00 AM on Monday, March 3rd, 2025.</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>
May	<p>Provide clear communication to selected interns regarding the start date, expectations, placement details, and next steps.</p>	<p>Complete <u>intern authorization</u> paperwork. This license is good for one calendar year. 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](#)
- [Special Service Provider Intern Authorization](#)
- [CDE School Psychology](#)