

Application Procedure

1. Please check directly with each program to which you are applying to see if they are accepting the Common Application, and for any additional requirements of the individual program.
2. Complete a copy of the Common Child & Adolescent Psychiatry Residency Application form.
3. Complete an updated Curriculum Vita. Describe any lapses of more than one month in training, if applicable.
4. Request a minimum of three letters of reference (including Program Director) and Medical School Program Evaluation/Dean's Letter. These should be sent directly to the CAP Training Director.
5. Write a Personal Statement describing your interest in child and adolescent psychiatry and plans for future professional work. This Statement should not be more than 1,000 words, and should be submitted with your application package.
6. Please have the Training Documentation Form completed by your Program Director and sent directly to the CAP Training Director.
7. Complete the Attestations page.
8. Mail (or send electronically, if appropriate) a completed application package containing the Common Child and Adolescent Psychiatry Residency Application form, Personal Statement, Attestations page, as well as your CV to each program to which you are applying.

Common Child & Adolescent Psychiatry Residency Application Form

Date of Application: _____ Beginning Year: _____

Full Name _____
Last First Middle

Present Mailing Address: _____ Permanent Mailing Address: _____

Current PG Yr. _____

Telephone: Home () _____ Work () _____ Cell () _____

Email: _____

Place of Birth _____

Legally eligible to work in USA? _____ Visa Status (if foreign national) _____

NRMP Participant Code: _____

Passed USMLE Step I _____ (Date) (Score)	USMLE Step II _____ (Date) (Scores)
USMLE Step III _____ (Date) (Scores)	
Passed COMLEX Level 1 _____ (for DO training) (Date)	Level 2 _____ (Date)
	Level 3 _____ (Date)

ECFMG number /date _____

Board Certified? If "yes" enter name of Board and Year Certified _____

LICENSURE: State _____ Number _____ Date _____ Type _____ Expiration _____

REFERENCES:

Please have at least three and no more than four letters of recommendation from professionals with whom you have worked and/or studied (one from your current Program Director), sent directly to the attention of the Program Director of the Child and Adolescent Psychiatry program to which you are applying.

1. _____
2. _____
3. _____
4. _____

Educational Data

Undergraduate Education: Please provide full name and mailing address for all schools listed

Institution
Attended From : _____ to _____

Address
Degree awarded: _____

Institution
Attended From : _____ to _____

Address
Degree awarded: _____

Graduate Education (Medical and Masters or Doctoral Program)

Institution
Attended From : _____ to _____

Address
Degree awarded: _____

Institution
Attended From : _____ to _____

Address
Degree awarded: _____

Postgraduate Medical Education:

Internship: (if more than one, please provide additional information on a separate sheet)

Institution
Specialty
From (Month/Day/Year) To (Month/Day/Year)

Address
ACGME Accredited Yes No

Residencies: (if more than one, please provide additional information on a separate sheet)

Institution
Specialty
From (Month/Day/Year) To (Month/Day/Year)

Address
ACGME Accredited Yes No

Fellowships: (if more than one, please provide additional information on a separate sheet)

Institution
Specialty
From (Month/Day/Year) To (Month/Day/Year)

Address
ACGME Accredited Yes No

Other Professional training:

Institution	Specialty	From (Month/Day/Year)	To (Month/Day/Year)
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Address: _____ ACGME Accredited Yes No

Work Experience

Relevant Work Experience:

Research Experience and/or Interests:

Publications/Presentations at scientific meetings Yes No (Please list)

Honors / Awards:

Professional Memberships:

Outside Interests / Achievements:

Training Documentation Form

(To be completed by the current Program Director)

Date: _____

To: **Child and Adolescent Psychiatry training program**

From: _____
(Program Director)

Residency Training Program: _____

Re: _____
Applicant

This is to verify that Dr. _____ entered our program as a PG _____ on _____ . By (date) _____ he/she will have satisfactorily completed the following training.

_____ FTE months of primary care: internal medicine, pediatrics, family practice (4 months minimum)

_____ FTE months of neurology (2 months minimum; one month may be child neurology)

_____ FTE months of adult inpatient psychiatry (6 FTE months)

_____ FTE months of adult outpatient psychiatry (12 FTE months, of which a minimum of 20% must be continuous experience)

_____ FTE months of child and adolescent psychiatry (not required if resident will be completing training in child and adolescent psychiatry)

_____ FTE months of consultation/liaison psychiatry (2 months minimum; 1 month may be child C-L)

_____ FTE months geriatric psychiatry (1 month minimum, in – or outpatient)

_____ FTE months addiction psychiatry (1 month minimum, in- or outpatient)

_____ Psychotherapy competencies

He/She has successfully completed the following Interviewing Clinical Skills Verification (CSV) Evaluations:

1. Date _____ 2. Date _____ 3. Date _____

He/She has had/will have experience by (date) _____ in (please check):

community psychiatry forensic psychiatry
 emergency psychiatry ECT

The following general psychiatry requirements will not be completed by (date) _____

Signature of Program Director : _____ (Date)

Personal Statement

Please describe your interest in child and adolescent psychiatry and plans for future professional work. (1,000-word limit)

Attestations

A. Malpractice

If there have been settlements, malpractice claims, and/or lawsuits pending or closed during the previous 10 years, please describe on a separate page.

B. Miscellaneous

- a. Has your professional license in any state ever been revoked, suspended, canceled or restricted
 Yes No
- b. Have you ever been denied a professional license in any state? Yes No
- c. Have you ever been requested to appear before any professional society or licensing board because of a complaint or charge? Yes No
- d. Have you ever had any action against you by the Narcotics Bureau of the Treasury Department, or a Federal, State or local drug enforcement agency or had your DEA permit denied or revoked? Yes No
- e. Has your status as a member of the staff of any hospital, clinic or other facility, or the scope of your privileges at any such facility, ever been decreased or terminated, for any reason?
 Yes No
- f. Are you now, or have you ever been, dependent upon the use of alcohol, stimulants or other habit-forming drugs? Yes No
- g. Have you ever been convicted of a felony in a criminal action? Yes No

Important: If you answered “Yes” to any of the above questions, please attach a written explanation.

Applicant’s affidavit:

I certify that all the information contained in this application is correct to the best of my knowledge. I authorize investigation of all matters contained in this application and agree that any misleading or false statements would be cause for rejection of this application or would be sufficient cause for dismissal after my appointment.

Signature of Applicant: _____ Date: _____