



FASP 2025 INTERNSHIP STANDARDIZATION PROCESS

The Florida Association of School Psychologists (FASP) recommends the following guidelines to standardize the application, interview, and selection of school psychology interns in the state of Florida. The success of this process depends upon the cooperation of the districts that offer internship training programs as well as the faculty and students in school psychology training programs. It is FASP's goal to ensure consistency and fairness in this process as well as to encourage support of our graduate education programs and the state's public school districts:

Guiding Principles

1. FASP acknowledges the fiscal constraints that educators are facing within our state. In an effort to support graduate students during this capstone phase of their graduate education, we encourage districts to do everything possible to offer paid internship positions.
2. If you lose funding for your internship program, please inform applicants as soon as possible to allow prospective interns to take financial variables into consideration during their decision-making process.
3. When selecting interns for your program, please consider the value of supporting the graduate students and the training programs within the state of Florida.
4. All applicants and districts are expected to follow the dates set forth in this standardization process, including those applicants from out-of-state training programs.
5. In order to ensure fairness in this process, it is extremely important that all districts follow the guidelines below. If your district is not willing to abide by the Internship Standardization Process guidelines, please inform Sharon Bartels-Wheless so that we can reflect this in our database.

2025 Internship Process Timeline

January 2025

- Prospective interns submit applications and/or letters of interest to the districts throughout the month.

February 2025

- District representatives interview prospective interns throughout the month.

March 2025

- Monday, March 3 – Call Day 1
 - Supervisors of Psychological Services or their designee(s) will offer positions to prospective interns via telephone no earlier than 8:00 a.m. EST on Monday, March 3.
 - Students who have been offered an internship position have until 10:00 a.m. EST on March 3 to notify the district(s) of their decision to accept or to decline the offer. If a student fails to notify the district of their decision by this time, they automatically forfeit the offer.
 - We encourage trainers to have students inform a district(s) as soon as possible if they decide to accept a position elsewhere so that the district has the opportunity to offer the position to others.
 - If a prospective intern declines an offer at the time they are called, the district administrator may immediately call another candidate. This candidate will have two hours to accept or decline the offer. This process will continue until 2:00 p.m. EST on Monday March 3.
 - When the offer is made, the Supervisors of Psychological Services or their designee(s) should confirm the time of the two-hour deadline.

- Tuesday, March 4 and Wednesday, March 5 – Call Days 2 & 3
 - Supervisors of Psychological Services or their designee(s) will repeat the process as specified above until all positions have been filled. On each day, students will have two hours to accept or to decline each offer. Failure to notify the district making the offer by that time will constitute a forfeit of the offer.
- Thursday, March 6
 - Districts that have not secured interns for all available positions by Thursday, March 6 may advertise those openings via the FASP Trainer’s listserv by emailing this information to internshipprocess@fasp.org. Students who have not yet accepted an internship will be encouraged to apply to those districts that have remaining openings.

Thank you very much for your participation in and adherence to this process! Please contact us at internshipprocess@fasp.org if you have any questions.

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