

2025 CoA Portal

Reliability Check Tip Sheet:

Internship Programs

Reliability Check (ARO Submit page):

This page compares information from the Prog./Admissions page to the information included in individual profiles for interns and supervisors. Rows will be shaded in red if there is a discrepancy (see sample reliability check table below). Programs will have to fix the errors in order to submit the ARO.

- Remember: some of the categorical questions in the ARO are specific for ARO data collection purposes only and are not always designed to correspond with data that impacts the self-study.

This tip sheet will help:

- to define the reliability check fields
- provide examples of common errors for troubleshooting

The Reliability Check compares information for the following areas:

Intern Data:

This section includes all interns present for any portion of the reporting year. The system will cross-check the numbers entered on the Prog./Admissions page with the data entered for individual records in the Trainees section.

- Number of new interns who were full-time in 2024-2025 training year
- Number of new interns who were part-time in 2024-2025 training year
- Number of new interns who were funded fully
 - The system checks the stipend amount entered for each individual trainee against the full-time stipend amount entered on the Program & Admissions page. Any stipend amounts below the minimum amount or any amounts entered with a comma/period will be flagged as an error.
- Number of new interns who were unfunded or not fully funded

Supervisor Data:

This section includes all supervisors present for any portion of the reporting year. The ARO requires that there is an individual record for each supervisor counted on the Program & Admissions page.

- Number of Training Supervisors
- Number of Other Agency/Institution Supervisors
- Number of Other Contributors
 - Currently, Other Contributors are entered into the ARO at program discretion. However, they are required for the online self-study, which is auto-populated using ARO data. Providing a number of Other Contributors requires a full profile for each individual to be completed into the ARO/CoA portal.

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Sample Internship Reliability Check Table

ADMISSIONS INFORMATION & PROGRAM NUMBERS FOR THE 08/02/2024 - 08/01/2025 REPORTING YEAR	PROGRAM ADMISSIONS DATA	INDIVIDUAL RECORDS FOUND
Number of applicants	60	--
Number of interns who were ranked during APPIC match, overall	30	--
INTERN DATA		
Number of new interns who were full-time	5	5
Number of new interns who were part-time	0	0
Number of new interns who were funded fully	5	0
Number of new interns who were unfunded or not fully funded	0	5
INTERNSHIP PROGRAM DATA		
Number of hours per week required for full-time intern	40	--
Minimum stipend for full-time intern	28000	--
Number of hours per week required for part-time intern	0	--
Minimum stipend for part-time intern	0	--
Number of hours required to complete program	2000	--
SUPERVISOR DATA		
Number of Training Supervisors	12	12
Number of Other Agency/Institution Supervisors	4	4
Number of Other Contributors	25	5

The system reliability check found 3 errors:

1. and 2. Intern Data Error

The reliability check table indicates a mismatch in number of interns fully funded and number of interns unfunded or not fully funded.

- *Cause of Error: The stipend may have been entered incorrectly (e.g., comma or dollar sign entered) or the minimum stipend indicated on the Prog./Admissions page is incorrect (e.g., not the stipend for the current reporting year).*
- *Solution: Review the stipends entered in the minimum stipend field in the Prog./Admissions page and those entered for each individual intern in the Trainees section.*

3. Supervisor Data Error

25 supervisors were reported as Other Contributors, however only 5 supervisor profiles were classified as being an Other Contributor.

- *Cause of Error: Either the 25 Other Contributors were misreported on the Prog./Admissions page, or profiles were not created for all 25 Other Contributors in the Faculty section.*
- *Solution: If only 5 Other Contributors contributed to the program this year then on the Prog./Admissions page change 25 to 5. If there are 25 faculty you wish to classify as Other Contributors for this reporting year and you want to represent these faculty in the ARO and on your Self-Study, then you need to add the missing 20 individual faculty profiles to the ARO.*

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Note on Other Contributors: Supervisors classified as Other Contributors may change from year to year, therefore programs should contact our office at ARO@apa.org to reactivate faculty records from the supervisor Archives section or to archive supervisors who were not involved in the current reporting year as needed. Before entering a new supervisor profile, please check the archived supervisor profiles to make sure individuals have not already been entered into the ARO in previous years.