



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

Doctoral Internship Policy & Procedures

Mandatory Training Policy (Yale University)

Revised 05-09-16

1. **Training Management System:** The Yale University Training Management System (TMS) manages information related to required training and required forms that must be completed by University faculty, staff, and trainees. TMS helps educate the Yale community about required training and forms, facilitates online training registration, and ensures training completion.
2. **Complete a Training Assessment:** Log in to <http://www.yale.edu/training/> with a Net ID and password. Click on “Take Your Assessment”, which is located on the left hand side of the page. Once finished with this assessment, click on “My Training Information” to complete all training requirements that were selected based on the outcome of the assessment.
3. **Priority Trainings:** It is a priority to complete the following three requirements at the start of an internship or practicum: HIPAA Privacy Training, HIPAA Security Training, and Yale University HIPAA Attestation.
4. **Deadlines:** The Assessment and all required trainings should be completed within the first two weeks of internship or practicum, and absolutely no later than the first month.
5. **Questions:** Inquiries about the Training Management System or training requirements should be directed to the Department of Psychiatry Compliance Officer, Kathy Underkofler, by email at kathy.underkofler@yale.edu or by phone at 203-737-1375.