



or documents should be sent directly to the Division of Psychological Services (DPS). To apply online:

- Access [MCPS Careers](#);
- Follow the [Teachers and Student Services](#) link;
- Create an account; and
- Complete the online application per the instructions on the website.

The following information should be submitted online from **November 1, 2022 through**

the recommender's letterhead;

- letters must be signed and dated.
- Letters of Reference may be uploaded by the applicant or sent by recommenders to Michelle Palmer ([michelle\\_palmer@mcpsmd.org](mailto:michelle_palmer@mcpsmd.org)).
- **All recommendations must be sent or uploaded prior to the deadline of December 4, 2022**
- **Transcripts (electronic)** - Undergraduate and Graduate. May be uploaded by the applicant or sent electronically to Ms. Palmer.
- **Writing Sample** - One draft, deidentified psychological report. The submitted report

**December 4, 2022.**

Interviews will be conducted virtually in early January 2023. As paid school psychology internships are extremely competitive, candidates recommended for an internship have 24 hours to respond indicating whether or not they are accepting the internship.

All internship positions are made available to qualified candidates once the positions are approved in the MCPS school district budget. If you have any questions please contact: Ms. Michelle Palmer