Candidate Progression Procedures Manual
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I. FULL-TIME ADMISSION AND SUBSEQUENT PROGRESSION

A. Full-time Weekly Candidates

Full-time candidacy may be contingent on the following expectations:

1. The Candidate will enroll in all required first-year courses, with continued enrollment until the required 32 units have been completed. Upon completion of all required units, the Candidate may enroll in classes as desired.¹

2. The Candidate will begin, or continue an existing schedule of, full-time personal psychoanalysis (minimum 4 sessions per week) with a Training Analyst approved by ICP.

3. The Candidate must begin that full-time personal psychoanalysis before the first day of class in September.

4. Provided personal psychoanalysis is full time and ongoing, control cases under the supervision of an ICP-approved supervisor may be initiated at any time.

B. Full-time Weekend Candidates

1. The Candidate will enroll in all required first-year courses; with continued enrollment of at least 4 units per semester² (10 weeks = 2 units; 5 weeks = 1 unit) until the required 32 units have been completed. Upon completion of all required units, the Candidate may enroll in classes as desired.

2. The Candidate will begin, or continue an existing schedule of, full-time personal psychoanalysis (minimum 4 sessions per week) with a Training Analyst approved by ICP.

3. The Candidate must begin that full-time personal psychoanalysis before the first day of class in September.

4. Provided the personal psychoanalysis is full time and ongoing, control cases under the supervision of an ICP-approved supervisor may be initiated at any time.

C. Full-time Candidacy – Exceptions

In some instances, there are exceptions to the expectations outlined above.

1. A Candidate may be in full-time personal psychoanalysis with an ICP member who, at the time of the Candidate’s entry-level matriculation, is not yet an ICP-approved Training Analyst. In such cases, the Candidate may petition the Board of Directors, through the CPC, for a waiver before classes begin in September. If the waiver is granted, the

¹ Full-time weekly Candidate: 15 weeks = 2 units; 7/8 weeks = 1 unit
² Full-time weekend Candidate: 10 weeks = 2 units; 5 weeks = 1 unit
Candidate’s current analyst would be permitted to serve as the Training Analyst for that Candidate. If the waiver is refused, the Candidate must wait to begin matriculation until his or her analyst achieves Training Analyst status. Regardless, the Candidate must begin full time personal psychoanalysis with an ICP-approved Training Analyst before classes begin in September.

2. A Candidate may be in full time personal psychoanalysis with an analyst who is two years post graduation at another approved psychoanalytic institute. That analyst must be willing to seek admission to ICP as a new member and, if accepted, submit an application for Training Analyst status at ICP to be approved by the ICP Board of Directors. The Candidate cannot begin matriculation at ICP until the Candidate’s analyst is accepted for both membership and Training Analyst status. If the analyst is accepted, that analyst must participate in a monthly study group to sustain the Training Analyst status. This is a five year commitment. When all of these conditions are fulfilled, the Candidate may then matriculate and continue with their current analyst.

3. Prior to matriculation at ICP, the Candidate may have previously completed coursework as part of psychoanalytic training at a psychoanalytic institute approved by the Board of Directors. In such cases, the Candidate, through his/her Advisor, may petition the Candidate Progression Committee (CPC) to receive credit for coursework that is equivalent to that required or accepted at ICP. Regardless of the amount of training previously acquired, the Candidate must have, at a minimum, one year of residence in the ICP psychoanalytic training program in order to graduate from ICP’s training program. Credit earned by Independent Study may not exceed 25 percent in one year.

4. A Candidate may have previously completed analytic cases under the supervision of a Training Analyst while receiving analytic training at a Board-approved institute for psychoanalytic training other than ICP. In such cases, no more than two completed supervised cases may be considered for credit at ICP; at a minimum, one such analytic case must have been supervised for 18 months by an ICP-approved supervising analyst during training at ICP.

5. When exceptions are requested, the Candidate’s application for training is considered first by the Admissions Committee and then by the Board of Directors. Requests for waivers must be submitted in writing to the CPC by the Candidate. Final approval must be granted by the Board of Directors.
II. MATRICULATION – FULL-TIME CANDIDATES

A. Assignment of Advisor

Following admission to ICP, the CPC assigns an Advisor to each Candidate. Advisors may remain assigned to the Candidate until his/her graduation. A Candidate may request a new Advisor at any time without explanation or justification. To do so, the Candidate secures the agreement of the preferred Advisor, informs the Administration and the former Advisor of the change, and ensures that the former Advisor forwards all applicable records to the Administration.

B. Assessing the Training Level and Status of the Candidate

1. Training Analysis

A Candidate in full-time training is not permitted to begin course work at ICP before the initiation of a full personal psychoanalysis with an ICP-approved Training Analyst. The personal psychoanalysis required is a minimum of 4 sessions per week for a period total of at least 300 hours. The Training Analyst must report to the Candidate's Advisor on a yearly basis the dates and frequency of the Candidate's personal psychoanalytic sessions. When an interruption in the required frequency exists (not attributable to common vacations or illness) the following actions must be taken: the Training Analyst notifies the Candidate's Advisor, who in turn, will communicate with the Candidate regarding the reasons for the interruption and the Candidate's professional aspirations. No Candidate may continue in training before the 300-hour requirement is completed without participating in a personal psychoanalysis with an ICP-approved Training Analyst. Following the completion of the 300-hour requirement, there will be no further recording of the Candidate's analysis.

However, if a Candidate is still in the process of completing one or more control cases after the 300 hour requirement, the Candidate must remain in analysis for a minimum of 2 sessions per week until the control case(s) are completed.

Recording forms will be distributed on an annual basis to each Candidate. The Candidate, on a monthly basis, is responsible for ensuring that the Training Analyst accurately records the Candidate’s personal analysis hours, and that the records are submitted to the Candidate’s Advisor. Please see a sample ‘Certification of Analytic Hours’ recording form in the Appendix section of this document.

C. Coursework

1. First-year Core Courses

The first year includes the following required, core courses:

- An Introduction to Contemporary Psychoanalytic Concepts
- The Observed Infant and Toddler
• A Critical-Historical Overview of Sigmund Freud

• One 7- or 8-week Clinical Case Conference in which Training Analysts present their work to the Candidates

• One 7- or 8-week Clinical Case Conference in which Candidates present their own work

2. Subsequent-year Courses

In subsequent years, required courses are balanced against electives. These required courses include:

• Object Relations Theory and Self Psychology Theory (second year)

• Intersubjectivity Theory and Relational Studies (third year)

• Final Integration Course (fourth year)

• Boundary Dilemmas (second, third, or fourth year)
3. Equivalent Experience/Elective Credit

Candidates may request that required core courses be waived based on prior equivalent experience in other psychoanalytic training programs. Candidates may also request that courses completed in other psychoanalytic training programs be credited as elective coursework at ICP.

Only coursework completed as part of a psychoanalytic training program from an ICP Board-approved psychoanalytic institute will be considered equivalent for waiver or elective substitution.

Should the Candidate request credit for previous coursework or advancement to a higher level of training based on equivalent experience, it is the responsibility of the Candidate’s Advisor to review the Candidate’s documentation of previously completed studies and petition the Board of Directors on the Candidate’s behalf. Such documentation must accompany a written request for waiver and course credit and must be presented to the CPC for their decision.

4. End-of-Course Reviews

At the end of each course, instructors review each Candidate’s progress by completing a Candidate Progression form (please refer to page 33). These assessments are distributed by the ICP office to the Candidate and the Advisor, to be kept in the Advisor’s file. Credit is based exclusively on the Candidate having met the attendance requirement of 70 percent of seminar sessions. Additional comments are made by the Instructor but these comments are not influential for the purpose of granting credit.

Candidates also write a review of their course Instructors at the end of the class by completing a Course Evaluation form (please refer to page 34). A number of criteria are included in the review. Both the Instructor and Curriculum Committee receive a copy of the review.

Once the office receives every instructors’ completed Candidate Progression forms and every candidates’ completed Class Evaluations for a course, the staff will distribute the assessments, as outlined above, so that all recipients receive the appropriate forms on the same day.

D. Supervised Control Cases

1. Control Case Requirements

- The ICP Candidate must be in full-time personal psychoanalysis (4 or 5 sessions per week) in order to begin supervised control cases.

- **This is applicable to Candidates who matriculated after September 2013:** The candidate must inform each control case analysand prior to the official start of counting hours for a control case that the candidate is in analytic training and that the analysand is a control case.
ICP requires the Candidate complete three supervised control cases in order to graduate from training. One of the three required supervised cases may be a child case and requires supervision with a supervising child analyst.

In order for the candidate to have a diversity of supervisory experiences, it is required that each supervised control case be supervised by a different supervisor.

Each control case must be supervised on a weekly basis for 18 months. If supervision for the 18 months of treatment is fewer than 65-70 hours, the supervisor and candidate should continue the supervision until at least a minimum of 65-70 hours are completed.

Two of the three cases must be in analysis a minimum of four sessions per week, and one case may be in analysis a minimum of three sessions per week.

2. Choice of Supervisor

Supervisors are to be selected from among ICP Training and Supervising Psychoanalysts. In order for the candidate to have a diversity of supervisory experiences, it is required that each supervised control case be supervised by different supervisor.

Corresponding members may also supervise control cases. Candidates may choose a corresponding member for only one of their three control cases. Because some corresponding members are not supervising and training analysts only corresponding members who are supervising and training analysts may be used as supervisors for control cases.

It will be the candidate’s responsibility to confirm and inform the CPC that the corresponding member they are using as supervisor for their control case is a supervising/training analyst at their respective Institute.

A candidate’s training analyst shall not be the candidate’s control case supervisor, as it constitutes a dual relationship.

3. Supervisor Fees

The fee paid by the Candidate for a supervisor is mutually agreed upon between the Candidate and Supervisor; however, all Supervisors are required to provide at least one low-fee supervision ($75). Candidates who desire a low-fee supervision may inquire of their supervisor if the low-fee slot is available. Some Candidates ask to be put on a waiting list for low-fee supervision.

4. Combining Supervised Control Cases

While all three cases must be supervised for 18 months each, one of these three supervisions may consist of two patients whose analyses total a minimum of 18 months of
supervision. This policy has been instituted by ICP in order to allow the Candidate to take into analysis an analysand who may not appear to have good analytic prognoses according to the mainstream criteria for analyzability. Another motivation for this policy is to facilitate the gathering of accurate data on what actually happens in the analytic situation when working with difficult patients. ICP encourages broadening the mainstream and supporting the efforts of our own Candidates in this regard. The ability to combine two cases facilitates the Candidate’s willingness to consider the more difficult case for analysis without risking the penalty of losing that supervisory time if the patient interrupt treatment prior to 18 months. It is the entire span of the Candidate’s analytic experience that is used as a measure in determining whether the Candidate has learned to perform analysis; therefore, the absolute adherence to an 18-month minimum for all three supervised control cases is not the objective. If a case that is seen three sessions per week is combined with a case that is seen four sessions per week, that combined case is counted as a three time per week analysis.

5. Transfer of Previous Supervisions

Candidates transferring from an ICP-approved psychoanalytic training program may request credit for no more than two previous 18-month supervisions. Candidates must provide documentation for such supervised work. The documentation must be supplied to the Candidate’s Advisor and is forwarded by the Advisor to the CPC.

If the Candidate transferring from another psychoanalytic training institute is continuing their education and has a training case with less than 18 months supervision, the patient in question must continue in analysis in order for credit to be considered for the previous supervision. When the Candidate enters ICP, the Candidate must change supervisors, entering into supervision with an ICP-approved Supervising Analyst for the remainder of the 18 months of supervised work. Thus, the Candidate who is changing institutes may receive credit for the prior supervision by having those months of supervision credited to the supervised work with the ICP analyst.

To reiterate, credit for only two supervised cases may be considered for the transferring Candidate. ICP requires that any transferring Candidate complete a minimum of one 18-month supervision with an ICP-approved Training Analyst.

6. Control Case Reports

The Candidate is responsible for composing reports on supervised control cases at specified periods during matriculation.

a) Case Report First Page Requirements:

On the first page of the initial case report, and on all subsequent case reports, information should include the following:

- The Candidate name
• The control case number (begin numbering with, #1, #2, etc.),

• Supervisor's name

• The date case went into supervision

• Period of time covered by the report.

• This is applicable to Candidates who matriculated after September 2013:
  The date Candidate informed the analysand that the candidate is in analytic training and that the analysand is a control case.

• Cover sheets should not be used. (Please see page 29 for a First Page template.)

b) Initial Case Report

The Candidate writes an initial brief report on each case at the time the case is taken into analysis. The Candidate gives a copy of this report to the supervisor and sends a copy to the ICP administrative office. This brief report might include such considerations as description of treatment prior to the inception of analysis; presenting problems; genetic history; and diagnostic and dynamic considerations.

c) Case Report Due Dates

In addition to the initial brief report, Candidates are required to write a minimum of three reports on each analytic case. Case reports are due on March 1st and September 1st of each year. Thus, the first case report is due on either March 1st or the September 1st date following the initial date of analysis—regardless of the date the initial brief report was submitted. Thereafter, at least two more case reports must be presented. Hence, the second case report is due on the following March 1st or September 1st and the third report is due six months thereafter. For example, an analytic case may be started on May 15th. Shortly thereafter, the Candidate writes a brief initial report. The first case report is due that September 1st, covering the analysis from its inception to that point. On March 1st, the second case report is due, covering the analysis from September to March. Finally, on the following September, the third case report is due, covering the analysis from March to that September. This completes the required case write-ups at six-month intervals. (Note that, in the above example, 18 months of supervision have not yet been completed. Further reporting requirements are described below.)

d) Case Report Content

Case reports are designed to provide for the reader a picture of the progress of the analysis. The focus is on the Candidate, demonstrating a capacity to do analytic work. As such, the report may contain consideration of such issues as transference; counter-
transference; significant interactions in the dyad; and some indication of what the experience is like – both as imagined for the patient and as experienced by the Candidate-analyst. Case write-ups need be no longer than two pages but may exceed two pages at the Candidate’s discretion.

e) Distribution of Supervised Control Case Reports

The distribution of case reports is as follows: Candidates give a copy of all case reports to their supervisors and send a copy to the ICP administration office. The ICP administration office forwards a copy to the Advisor. However, ICP does recognize that some analysands must be given additional protection to maintain their confidentiality. For example, analysands who are in the mental health field or individuals who have great notoriety are cases to be considered extraordinarily confidential, and case write-ups on these analysands are treated differently. Firstly, a determination of extraordinary confidentiality is made between the supervisor and Candidate. Secondly, a letter conveying this decision is submitted by the supervisor to the CPC. On these extraordinarily confidential cases, the Candidate sends a brief letter indicating that the case report has been given to the supervisor, in lieu of sending a case write-up to the ICP administration office.

Distribution of all case write-ups to the Advisors is the responsibility of the administrative office, facilitating the Advisors’ ability to maintain a complete file on each advisee.

f) Approval of Case Reports Prior to Graduation

All case reports must be received and approved in a timely fashion. If the Candidate is to be approved for Spring graduation, final case reports must be completed and submitted to the office by April 29th.

g) Case Reports Beyond Those Required

Once the 18-month supervision is completed or three case reports have been written, the Candidate is no longer required to submit case reports. If the Candidate chooses to continue producing case reports, two options are available for the documentation of the case through graduation or termination (whichever transpires first):

**Option 1:** Case write-ups may be continued each March 1st and September 1st until the analysand terminates or the Candidate graduates from training. If the case terminates before graduation, a final report concerning the termination process is required. This report may include a brief overview of the treatment process, a consideration of transference-countertransference evolution, reasons for termination, and a description of the final phase of analysis.

**Option 2:** The Candidate may opt to prepare only three required case reports. In such cases, a final summary must be written for the period following the last-prepared case report, covering the time in analysis, and ending either when the patient terminates or when the Candidate reaches the point of graduation.
h) Supervisory Reports

Corresponding to the three case reports written by the Candidate, there are supervisory reports written by the supervisor. These reports are due on April 15th and October 15th and take into consideration the Candidate’s respective case reports. Further, the supervisory reports reflect on the Candidate’s participation in the analytic process and on the Candidate’s growth as a maturing clinician. This report is first signed by the Candidate and then sent to the ICP administrative office. The ICP administrative office forwards a copy to the Advisor and the Candidate.

i) Candidate’s Responsibility in Archiving Documentation

It is highly recommended that each Candidate maintain a complete file of all case reports; class progression forms; supervisory forms; analytic recording hours report forms; and any other correspondence related to the Candidate’s progression at ICP. This documentation will ensure that the Candidate’s records and the ICP administrative records are consistent when the Candidate is considered for graduation.

E. Research Candidates

Research Candidates have unique matriculation requirements, including approval by the State of California. Once the Candidate is accepted, the Advisor will work with the Research Committee to assist the Candidate in securing appropriate clinical experience. The Research Committee will be available to assist the Research Candidate throughout their training.

F. Independent Study

1. Independent Study Requirements

ICP requires the equivalent of four years of coursework comprised of the core courses listed above and electives. A list of electives is made available prior to each academic year, allowing Candidates to select electives that are of interest to them. In addition to core courses and electives, a Candidate may opt to develop a course of Independent Study. To develop a course of Independent Study, the following four steps must be taken in this order:

   Step 1:  The Candidate must design an appropriate topic and bibliography for the Independent Study.

   Step 2:  The Candidate must find a faculty member to work with him or her.

   Step 3:  The Candidate must provide a written description of the proposed course of Independent Study for the Curriculum Committee’s approval.

   Step 4:  The Candidate must provide the administrative office with the written description of the course of Independent Study as approved by the Curriculum Committee.
2. Developing an Independent Study

a) Purpose of the Independent Study

The option of an Independent Study is available for Candidates pursuing an idea or area of study that is not offered through standard coursework. ICP strives to foster a spirit of psychoanalytic inquiry and encourages Candidates to explore their interests.

b) Criteria for Independent Study

The following information must be submitted to the Curriculum Committee for review:

- A statement of the objectives and goals of the course

- A week-by-week syllabus with topics for each week clearly defined. The relevance of the readings to the topic and course objectives should be evident

- A statement explaining how this course duplicates another course in the ICP training program (or other previous program of graduate study); if duplication is evident, include a statement as to why an Independent Study is being requested

- A statement regarding the selection of the Instructor for the Independent Study with reference to the topic; indicate the frequency of meetings or other monitoring of progress.

- Independent Study should be the Candidate’s own study; in a tutorial manner with an Instructor (it is possible that four other Candidates could be involved in the process).

Should the area of Independent Study not adhere to the above criteria, the Candidate may request a waiver for special consideration from the Curriculum Committee.

The role of the CPC in this process is limited to determining if the Candidate is eligible for such an Independent Study. A Candidate may not exceed 25 percent of the elective coursework (32 units) in Independent Study during the entire process of matriculation.

G. Ongoing Advisement
1. Function of Advisor

The function of the Advisor is to serve as the Candidate’s advocate, mediating between the CPC and the Candidate during the course of the Candidate’s education. The Advisor remains with the Candidate throughout matriculation, meeting with the Candidate upon acceptance to ICP, interacting with the CPC initially if the Candidate requests waiver(s), and maintaining regular contact until graduation.

2. Advisor Report Form

At the end of each academic year, an Advisor Report form will be sent to the Advisor in preparation for a meeting between the Advisor and the Candidate. This meeting provides an opportunity for the Candidate and Advisor to review the Candidate's experience during the academic term and address any questions or concerns that may arise. Following this meeting, the Advisor Report form is completed and must first be reviewed and signed by the Candidate before being sent to the administrative office. These reports are reviewed by the Candidate Progression Committee on a yearly basis.

3. Resolution of Differences

Problems may arise between an individual Candidate and a particular ICP member (i.e., between a Candidate and a Supervisor or Instructor). Problems may also arise between Candidates and fellow students.

It is not, to list all the ways problems may arise; however, the first step to resolve a problem is to deal with it in the classroom. The Candidates should initiate a corrective process that will prove satisfactory in most situations.

When the problems are not resolvable, the Chairs of the CPC should be notified. The CPC has many options to mediate difficult situations, including consulting with the Advisor, appointing a class facilitator, appointing an ad hoc committee to investigate the issue, etc. If necessary, the CPC may present the problem to the Board of Directors.

If the Candidate or Candidates do not feel comfortable addressing the problem in class or to a Committee, they may contact the president of the Institute – who will decide on a course of action.

If the Candidate’s Advisor becomes aware of a problem situation involving the Candidate through a review of the Supervisor or from an Instructor Assessment form, the Advisor will discuss the issue directly with the Candidate. If necessary, the Advisor may initiate and mediate a meeting to address a difficulty. If resolution proves difficult, the Candidate may choose to write a statement to be placed in the Candidate’s explaining the Candidate’s response to the problem.

As a final attempt at resolution to seemingly irresolvable problems, a Grievance Committee (an ad hoc committee of the Candidate Progression Committee) may be formed. Such a committee may be initiated either by the Candidate or by the other party to the difficulty. The Grievance Committee is composed of the Candidate, the member
with whom there is an impasse, the Candidate’s Advisor, an ombudsman selected by the Candidate from among the membership of ICP, and a representative of the CPC who will act as Chair of the Grievance Committee. Should this ad hoc committee be unable to resolve the grievance, the Chair(s) of the Candidate Progression Committee will refer the matter to the Board of Directors, who would be empowered to make a final and binding decision.

The Advisor ordinarily mediates between the Candidate and the Candidate Progression Committee; however, at times the Candidate may choose to meet directly with the CPC regarding particular concerns or requests, or submit a written request to the CPC.

ICP stresses the importance of following the laws of fairness and confidentiality. This is crucial when dealing with issues that may involve accusations related to professional practice.

4. ICP Board of Directors Grievance Policy
III. LEAVE OF ABSENCE

A. Granting of Leave

Leave of Absence from candidacy may be taken at any time due to personal reasons. The request must come from the Candidate in the form of a letter to the CPC, advising of the need to take a Leave of Absence. The letter might include a brief explanation as to the reasons for the requested Leave, but such justification is not mandatory. All leaves are automatically granted. It is the Candidate’s discretion as to whether a Leave is required or if some other alternative may be explored and implemented through the CPC. An annual fee of $200 is required, and must accompany the letter. Leaves of Absence are renewed on an annual basis each June, and a letter confirming whether the Leave is to be continued through the next year is required by June of each year. If the Leave is to be continued, the $200 must accompany the renewal letter.

While on Leave, a Candidate may not take classes and will not get credit for ongoing supervision, control case hours or ongoing recorded personal analytic hours. Also, a Candidate may not hold graduation committee meetings for their graduation paper during this time.

B. Duration of Leave

Leave of Absence status may be renewed up to five years. By October of the fifth year, the Candidate is to contact the Chair of the Candidate Progression Committee to arrange a meeting to review the Candidate’s position at the Institute. The purpose of the meeting will be to explore and determine possibilities for future matriculation.

If a Candidate exhausts the five-year period and becomes inactive, the individual would be required to engage in a re-admission procedure. The re-admission procedure would include a modified application and an interview to determine if the individual intends to be considered an active Candidate once again.

IV. POLICY ON PREGNANCY AND NEW PARENTHOOD

While we uphold the tripartite model of the training model at ICP, occasionally life events make that difficult to adhere to. In recognition of that, the following policy has been approved:

- A full time candidate who is pregnant or a new parent and who has already begun control case work, can, upon paying half tuition, get credit for that control case and analytic hours for up to one academic year.
- If a candidate is following this policy and wants to begin another control case, approval from the CPC needs to be obtained.
- That candidate can either take classes part time or not attend classes.

A candidate wanting to utilize this policy should send a statement to the CPC Chair for inclusion in the file and to the Treasurer for tuition reduction.
IV. GRADUATION

A. Graduation Requirements

1. Graduation from ICP requires that the Candidate complete, in a satisfactory manner, the equivalent of four years (420 hours) of didactic coursework, including the required core courses. While the Instructors complete evaluation forms for each Candidate, it is recognized that, because neither written papers nor exams are required as part of the seminar format used at ICP, evaluation of the individual Candidate’s performance is difficult. Course Instructors are asked to indicate on the evaluation form whether course credit is given. Course credit is awarded when the Candidate has a minimum attendance rate of 70 percent. Additionally, Instructors are asked to make any comments deemed useful and appropriate. However, it is an important policy at ICP that Candidates are free to remain quiet in class; they are not to be judged as inadequate on this basis. Therefore, the academic requirement for graduation is met when the Candidate completes four years of academic courses in a satisfactory manner.

2. A second requirement for determining readiness for graduation is the completion of the analytic supervised control cases.

3. A third requirement for determining readiness for graduation is the completion of the minimum number of hours of Training Analysis.


If the Candidate chooses instead, or in addition, to pursue a Ph.D., different requirements will apply, including additional required courses. For a description of the requirements for the Ph.D. Candidate, see materials describing the ICP Ph.D. program (formulated by the Ph.D. Committee and outlined in the Ph.D. section of this manual.)

B. Graduation Ceremony: Deadlines

The graduation ceremony is held each year in the Spring. Four deadlines must be met in order for the Candidate to participate in the Spring graduation ceremony:

1. NO LATER THAN THE JUNE CPC MEETING of the previous year, the Advisor must submit to the CPC the Graduation Paper/Project, along with a letter announcing the names and titles of the Graduation Paper/Project committee members, and request the appointment of the Candidate Progression Committee Reader.

2. NO LATER THAN THE NOVEMBER CPC MEETING of the previous year, the Advisor must send the CPC a letter stating that the entire Graduation Committee has met and approved the Candidate’s Graduation Paper/Project and requesting a date for a Graduation Committee review meeting with the CPC. This letter must be accompanied by
an unstapled copy of the Candidate’s final approved Graduation Paper/Project.

3. PRIOR TO GRADUATION, all case reports and supervisory reports must be completed and submitted to the office by April 29th.

The administrative office will contact each year’s prospective graduates to arrange a meeting to review their respective candidate files prior to graduation. The candidate is responsible for submitting any outstanding control case reports and Supervisory Reports by April 29th.

4. Graduation from ICP requires that the Candidate complete, in a satisfactory manner, the equivalent of four years (420 hours) of didactic coursework, including the required core courses, by the last session of the academic year.

The Advisor is responsible for urging all members of the Graduation Committee to pursue the Candidate’s draft paper/project in a timely fashion, thereby facilitating the Candidate’s opportunity to complete a final paper/project for the November of the previous year CPC deadline. If the November deadline is not honoured, the Candidate may graduate at the time the Board of Directors approves the recommendation of the CPC, but the Candidate may not participate in the approaching Spring graduation ceremony; however, the Candidate may participate in the Spring graduation ceremony of the following year.
V. PART-TIME ADMISSION AND SUBSEQUENT PROGRESSION

A. Part-Time Candidates

1. The part-time Candidate will enroll in no more than one first-year required class per semester. The option to register for a weekend analytic class is not available to part-time Candidates.

2. The part-time Candidate will begin, or continue an existing schedule of, a minimum of two-session per week personal psychotherapy with a Training Analyst approved by ICP.

3. The part-time Candidate must begin that personal analysis BEFORE the first day of class in September.

4. The first analytic case started by the Candidate while under the supervision of an ICP-approved supervisor may be initiated only when the Candidate is in full-time psychoanalysis (4 to 5 sessions per week).

5. A Candidate may be PART-TIME ONLY for two years. After two years on part-time status, the Candidate must progress to FULL-TIME status and may take weekday and weekend classes. After two years as a part-time candidate, all candidates pay full tuition regardless of the number of classes they choose to take.
VI. MATRICULATION – PART-TIME CANDIDATES

A. Assignment of Advisor

Following admission to ICP, the CPC assigns an Advisor to each Candidate. Advisors may remain assigned to the Candidate until graduation. A Candidate may request a new Advisor at any time without explanation or justification. To do so, the Candidate secures the agreement of the preferred Advisor, informs the Administration and the former Advisor of the change, and ensures that the former Advisor forwards all applicable records to the Administration.

B. Assessing the Training Level and Status of the Candidate

1. Training Analysis

A Candidate in part-time training is not permitted to begin coursework at ICP before the initiation of a minimum two times per week personal psychotherapy with an ICP-approved Training Analyst. Upon becoming a full-time candidate, the personal psychoanalysis required is a minimum of 4 sessions per week for a period total of at least 300 hours. The Training Analyst must report to the Candidate's Advisor on a yearly basis the dates and frequency of the Candidate's personal psychoanalytic sessions. When an interruption in the required frequency exists (not attributable to common vacations or illness) the following actions must be taken: the Training Analyst notifies the Candidate's Advisor, who in turn, will communicate with the Candidate regarding the reasons for the interruption and the Candidate's professional aspirations. No Candidate may continue in training before the 300-hour requirement is completed without participating in a personal psychoanalysis with an ICP-approved Training Analyst. Following the completion of the 300-hour requirement, there will be no further recording of the Candidate's analysis.

However, if a Candidate is still in the process of completing one or more control cases after the 300 hour requirement, the Candidate must remain in analysis for a minimum of 2 sessions per week until the control case(s) are completed.

Recording forms will be distributed on an annual basis to each Candidate. The Candidate, on a monthly basis, is responsible for ensuring that the Training Analyst accurately records the Candidate's personal analysis hours, and that the records are submitted to the Candidate’s Advisor. Please see a sample ‘Certification of Analytic Hours’ recording form in the Appendix section of this document.

C. Coursework

1. First Two Years

For part-time Candidates, the first two years include the following required, core courses:

- An Introduction to Contemporary Psychoanalytic Concepts
• The Observed Infant and Toddler

• A Critical-Historical Overview of Sigmund Freud

• One 7- or 8-week Clinical Case Conference in which Training Analysts present their work to the Candidates

• One 7- or 8-week Clinical Case Conference in which Candidates present their own work

The first two years of part-time coursework constitute one year of the required full-time coursework at ICP. After completion of these requirements, a part-time Candidate will become a full-time second year Candidate.

2. Subsequent-year Courses

In subsequent years, required courses are balanced against electives. These required courses include:

• Object Relations Theory (second year)

• Self Psychology Theory, Intersubjectivity Theory and Relational Studies (second year)

• Boundary Dilemmas (second, third, or fourth year)

• Final Integration Course (fourth year)

3. Equivalent Experience/Elective Credit

Candidates may request that required core courses be waived based on prior equivalent experience in other psychoanalytic training programs. Candidates may also request that courses completed in other psychoanalytic training programs be credited as elective coursework at ICP.

Only coursework completed as part of a psychoanalytic training program from an ICP Board-approved psychoanalytic institute will be considered equivalent for waiver or elective substitution.

Should the Candidate request credit for previous coursework or advancement to a higher level of training based on equivalent experience, it is the responsibility of the Candidate’s Advisor to review the Candidate’s documentation of previously completed studies and petition the Board of Directors on the Candidate’s behalf. Such documentation must accompany a written request for waiver and course credit and must be presented to the CPC for their decision.
4. End-of-Course Reviews

At the end of each course, instructors review each Candidate’s progress by completing a Candidate Progression form (please refer to page 33). These assessments are distributed by the ICP office to the Candidate and the Advisor, to be kept in the Advisor’s file. Credit is based exclusively on the Candidate having met the attendance requirement of 70 percent of seminar sessions. Additional comments are made by the Instructor but these comments are not influential for the purpose of granting credit.

Candidates also write a review of their course Instructors at the end of the class by completing a Course Evaluation form (please refer to page 34). A number of criteria are included in the review. Both the Instructor and Curriculum Committee receive a copy of the review.

Once the office receives every instructors’ completed Candidate Progression forms and every candidates’ completed Course Evaluations for a course, the staff will distribute the assessments, as outlined above, so that all recipients receive the appropriate forms on the same day.

D. Supervised Control Cases

The ICP Candidate must be in full-time personal psychoanalysis (4 or 5 sessions per week) in order to begin supervised control cases. ICP requires the Candidate complete three supervised control cases in order to graduate from training. Each control case must be supervised on a weekly basis for 18 months. Two of the three cases must be in analysis a minimum of four sessions per week, and one case may be in analysis a minimum of three sessions per week. If supervision for the 18 months of treatment is fewer than 65-70 hours, the supervisor and candidate should continue the supervision until at least a minimum of 65-70 hours are completed.

E.

F. Research Candidates

This information is the same as that outlined for full-time Candidates (Section II, E).

G. Independent Study

This information is the same as that outlined for full-time Candidates (Section II, F).

H. Ongoing Advisement

This information is the same as that outlined for full-time Candidates (Section II, G).

VII. LEAVE OF ABSENCE

This information is the same as that outlined for full-time Candidates (Section III).
VIII. GRADUATION

This information is the same as that outlined for full-time Candidates (Section IV).
IX. PH.D. PROGRAM

A. Admission Requirements

Regardless of full or part-time status, Candidate admission requirements for the Ph.D. Program are the same as those for the Psy.D. Program (Section IV); however, Ph.D. Candidates must complete the following additional courses and criterion:

- Philosophy of Science
- Research Methods
- Attend one 15-week Dissertation Writing Seminar
- Write and defend a Ph.D. dissertation
- A total of at least 32 units of coursework (or 40 if pursuing both PhD and PsyD)

B. Difference Between Psy.D. Graduation Project and Ph.D. Dissertation

A Candidate for either the Psy.D. or the Ph.D. degree must complete 32 units of coursework including first and second year core courses. For the Ph.D. degree, there are three additional required courses: Philosophy of Science (1 unit), Psychoanalytic Scholarship Research Methods (2 units), and a Dissertation Writing Seminar (2 units). These classes are not offered every year.

If you choose to pursue both Psy.D. and Ph.D. degrees, you must do an additional one year (8 units) of coursework for a total of 40 units. You may choose one of the two options: Complete the Psy.D. degree first with a graduation paper/project, do the additional year of coursework, and write the Ph.D. dissertation. The second option is to write a dissertation proposal that also meets the requirements of the Psy.D. graduation paper/project, do the additional year of coursework and then complete the Ph.D. dissertation based on the proposal.

The Psy.D. and Ph.D. degrees may be granted in the same year if the candidate has completed 40 units of coursework (including all required Ph.D. courses) and has completed both the Psy.D. graduation paper/project and the Ph.D. dissertation according to the timeline requirements for both programs.

C. Ph.D. CANDIDATES REFERENCE DOCUMENTS

1. FULL- AND PART-TIME PH.D. CANDIDATES MUST FOLLOW THE POLICIES AND PROCEDURES OUTLINED IN THE PSY.D. SECTION OF THIS MANUAL.

2. FULL- AND PART-TIME PH.D. CANDIDATES MUST FOLLOW THE GUIDELINES AND POLICIES OUTLINED N THE DOCTORAL DISSERTATION MANUAL.
Advisor’s Report

Candidate: ____________________________                  Period covered by report: From 2012 to 2013

Please write a summary of your advisee’s progress at ICP this academic year, including the number of analytic hours accumulated by your advisee, an overview of classroom evaluations, supervisory reports, status of case write-ups and any questions or concerns that you or your advisee may have. Please provide the CPC with the information asked for below before writing your review.

- Number of reported analytic hours this academic year: __________
- Number of cumulative hours to date: ______
- Start date of Training Analysis: ______________
- Is this Candidate: (Please circle one) Full-time         Part-time
- Academic year this Candidate has completed: (Please circle one) 1st  2nd  3rd  4th

Status of Control Cases: (Please circle one)
1st Control Case: ongoing complete  2nd Control Case: ongoing complete
3rd Control Case: ongoing complete
Other(s):

Number of courses completed by Candidate during this academic year:
7/8 week courses: __________  15 week courses: ______
5 week WPIT courses: ________ 10 week WPIT courses: __________
6 week WPIT courses: ________ 12 week WPIT courses: __________

Also, please use the space below for your own narrative of the Candidate’s experience this year (i.e., Whether the Candidate is on a committee, working on their Graduation paper) and your own evaluation of your Advisee’s case write-ups. This summary will form the basis of the yearly evaluation of the candidates by the CPC. Please use a separate form if you need additional space.

Candidate: ____________________________                  Date: __________________
Advisor: ______________________________                  Date: __________________
CPC Member: ____________________________                  Date: __________________

ICP = 10780 Santa Monica Blvd., Ste. #350 = Los Angeles, California 90025
310.207.8441 phone = 310.207.6083 fax = programcoord@icpla.edu
## Certification of Analytic Hours

<table>
<thead>
<tr>
<th>MONTH</th>
<th>WEEK 1</th>
<th>WEEK 2</th>
<th>WEEK 3</th>
<th>WEEK 4</th>
<th>WEEK 5</th>
<th>SIGNATURE/TRAINING ANALYST</th>
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Notes on the ‘Certification of Analytic Hours’ Form

This form is designed for reporting analytic hours. As stated in the Manual for Candidates, the personal psychoanalysis required for Candidates is a minimum of 4 sessions per week. A total of 300 hours must be reported.

The Candidate and analyst are to decide how often the form needs to be completed and signed in order to minimize any potential for the reporting process to be disruptive. This can be done on a weekly, monthly, or annual basis. The Candidate is responsible for maintaining and submitting the form on an annual basis to his/her Advisor. The Advisor will then report only the number of hours on the annual Advisor Report Form. The completed form will not be maintained in the Candidate’s file. After the Advisor has certified the number of hours, the signed form need not be kept at all.

Analysis, with an ICP Training and Supervising Analyst, is a requirement of the educational process. Any extended interruption beyond two months must be addressed as quickly as possible and reported to the Advisor by the Candidate. If the Candidate has trouble continuing in an analysis, the Candidate should consult the Advisor.

The Candidate should address questions or concerns regarding this form to their Advisor.
Supervisory Report

Candidate: _____________________________________________

First Session Date: ____________________________________

Supervisory Hours Since Last Report: _______________________

Total Supervisory Hours: _________________________________

Last Report Date: _____________________________________

Supervision Form: _____________________________________

Please give a brief description of how the supervision is progressing. Please complete the applicable areas and sign by typing your name. Submit the form by email to the ICP office or fax it to (310) 207-6083.

Supervisor: __________________________ Date: _____________

Supervisor: __________________________ Date: _____________
Control Case Report First Page Requirements

CONTROL CASE # ____  REPORT # ____ (Please circle one: Initial, 1, 2 or 3)

CANDIDATE: __________________________

ADVISOR: __________________________

SUPERVISOR: _________________________

DATE SUPERVISION BEGAN: ______________

DATE OF BEGINNING OF ANALYSIS: ___________

REPORT COVERS PERIOD: __________________

DATE OF SUBMISSION: ___________________

THE FOLLOWING IS APPLICABLE TO CANDIDATES WHO MATRICULATED AFTER SEPTEMBER 2013:

DATE CANDIDATE INFORMED THE ANALYSAND THAT THE CANDIDATE IS IN ANALYTIC TRAINING AND THAT THE ANALYSAND IS A CONTROL CASE: ___________
Candidate Progression Form

Candidate: ___________________________  Semester: _____  Year: ______

Course Title: ____________________________

Instructor(s): ____________________________

Course Number: ________  Total Number of Sessions: ________

EVALUATOR'S SPECIFIC RATING OF STUDENT'S LEARNING:

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<th>Assessment Areas</th>
<th>Exceptional</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
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<td>2. Applies/integrates theory effectively</td>
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<td>3. Demonstrates relevant clinical skills</td>
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<td>4. Demonstrates capacity for self-reflection</td>
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<td>5. Can use and respond to feedback</td>
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<td>6. Respects frames of reference beyond one's own</td>
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<td>7. Understands socio-cultural influence on norms/values</td>
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<td>8. Can learn from experience of others</td>
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<td>9. Interpersonal effectiveness with instructors/peers</td>
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<td>10. Exemplifies professionalism w/attendance, punctuality, ethics</td>
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ADDITIONAL COMMENTS:

Candidate has met 70% attendance requirement to satisfactorily complete course (check one):  □ Yes  □ No

CREDIT AWARDED ________  INCOMPLETE ________  CREDIT NOT AWARDED ________

Instructor: ___________________________  Date: ___________________________

Instructor: ___________________________  Date: ___________________________

ICP  10780 Santa Monica Blvd., Suite #350  Los Angeles, California 90025  310.207.8441 phone  310.207.6083 fax  programcoord@icpla.edu

ICP Institute of Contemporary Psychoanalysis
SUMMARY COURSE EVALUATION 2013-2014

In order to receive CE credit for this class, you must complete this evaluation during the allotted time. It is curriculum policy that the first 15 minutes of class of the last class be used for evaluating this class. Late submissions will not be accepted.

Course Title: ______________________
Semester: ______________________
Instructor(s): ______________________

Please respond to the following questions using this scale:
1 = Absolutely  2 = Somewhat  3 = Uncertain  4 = Probably Not  5 = Absolutely Not  N/A = If question is not applicable to course or instructor.

COURSE EVALUATION:

1. Were the course objectives explicit? ______
2. Was the course taught at the promised level? ______
3. Was the material relevant to your growth as a psychoanalyst? ______
4. Did the course expand your knowledge of this topic? ______
5. Was the course appropriately challenging? ______
6. Were the readings generally of high quality? ______
7. Did the course help you understand socio-cultural influence on norms/values? ______
8. What were this course's greatest strengths? ______________________________________
9. How do you think this course could be improved? ______________________________________

10. How much did you learn as a result of this course? Please circle one: Very Little  Some  A Good Bit  A Great Deal

EVALUATION OF INSTRUCTOR:

A
11. Did the instructor know the subject area? ______
12. Was he/she well prepared? ______
13. Would you take another course offered by him/her? ______
14. Was he/she a stimulating teacher? ______
15. Was his/her presentation clear and understandable? ______
16. Was he/she objective about the material? ______
17. Did he/she facilitate participation? ______
18. Was he/she receptive to differing ideas? ______
19. Did he/she effectively handle digressions? ______
20. Did he/she bring in clinical material when relevant? ______
21. Did he/she make clearly evident, prior to registration, the accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught and the severe and most common risks? Please circle one: Yes or No

OVERALL EVALUATIONS:

Please respond to the following questions using this scale:
1 = Excellent  2 = Good  3 = Average  4 = Below Average  5 = Poor

22. Overall evaluation of course. ______
23. Overall evaluation of instructor. ______

Please make additional comments & suggestions in this space or use the backsides of this form.
Required format for graduation paper title page

[Title]

by

[Name of Candidate]

Submitted in partial fulfilment of the requirements for the degree of

Psy. D.

Institute of Contemporary Psychoanalysis

[Date of Submission]

Graduation Committee
[Name], Advisor
[Name], Mentor
[Name], Supervisor
[Name], Reader
[Name], CPC Reader
## DOCUMENT HISTORY LOG

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<td>Emiko Gerber</td>
<td>Program Administrator</td>
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<td>05/19/2010</td>
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<td>Added cpf form and case report template images under appendix</td>
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<td>Added new two/week analysis requirement for part-time candidates</td>
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<td>Program Administrator</td>
<td>Added course evaluation form under appendix</td>
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<td>Changed part-time analysis to 2x week where it wasn’t yet changed.</td>
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<td>Changed LOA fee to $100.</td>
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