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I. Introduction

A goal of the ICP Psychoanalytic Training is to enable Candidates to become competent psychoanalysts. To that end, ICP has created a statement of Core Psychoanalytic Competencies that Candidates should be able to develop during their training and demonstrate by the end of their training. Below is the statement of Core Psychoanalytic Competencies.

A. Core Psychoanalytic Competencies

Contemporary psychoanalysis is a treatment for emotional discomfort and pain, an avenue for self-discovery and personal growth, and a means toward establishing and enhancing relationships with others. It is an interpersonal experience that emphasizes the healing properties of two or more people working collaboratively to make sense of things in a way that is meaningful to the patient. It is a form of psychotherapy that aims to explore unconscious processes and relational patterns, in order to expand understanding, facilitate development of psychological capacities, and enable character change. Psychoanalytic work is characterized by depth and intensity, achieved through frequent sessions over a long term, and by the use of the therapeutic relationship as an important vehicle for understanding and change. Candidates acquire core psychoanalytic competencies through undergoing their own personal analysis, participating in didactic learning of psychoanalytic theory, concepts, and skills, and by conducting three supervised control cases. Psychoanalysis has evolved over time to include many different theoretical models, and Candidates learn how different theories influence their understanding and approach to psychoanalysis. Candidates are encouraged to find their own analytic voice, and a way of working that is responsive to the uniqueness of each patient and analytic dyad. The following core competencies are used as a guideline to develop curriculum and assess a Candidates growing capacity to use psychoanalytic knowledge to formulate an in-depth understanding of their patients and develop certain clinical skills, and to reflect on the analytic process and communicate their knowledge:

Assessment & Diagnosis

a) Formulate a psychoanalytic understanding of the patient’s psychology and unconscious dynamics. Make appropriate clinical diagnoses and treatment recommendations with consideration of the patient’s history, symptoms, level of functioning, and psychological capacities- both strengths and vulnerabilities.
b) Identify unconscious organizing principles, ways of being, beliefs, and patterns. Understand the effects and interplay of various factors such as internal object relations, attachment dynamics, deficits, traumas, phenomena of self-experience, central conflicts, and defenses.

c) Consider the person in context - including developmental, biological, and socio-cultural influences.

**Analytic Listening & Attitude**

a) Listen on multiple levels, for multiple meanings.

b) Develop and demonstrate an analytic attitude – such as being: empathic, reflective, non-judgmental, curious, open-minded, tolerant of ambiguity/uncertainty/complexity, sufficiently flexible, interested in discovering the truth about the patient's emotional experience, and being respectful of the patient's individuality.

**The Treatment - Facilitating a Psychoanalytic Process**

a) Working alliance & frame - establish and maintain a working relationship with the patient, and address issues related to handling of fees, use of couch, frequency of sessions, and communication outside of session.

b) Technique- choose appropriate interventions to facilitate the deepening of a psychoanalytic process, such as: empathic inquiry, interpretation, free association, exploration of fantasies and dreams, clarification, confrontation, following affect, noticing what's avoided, containment, and holding.

c) Transference- uses the therapeutic relationship as a central vehicle for understanding and change, and shows the ability to work with positive and negative transference. Understand the differences and inter-relationship between the repetition of old patterns in the transference, the need/hope for new relational experience, and the way experience is co-created in the present by two interacting subjectivities - the patient’s and analyst’s.

d) Countertransference - use countertransference to facilitate understanding of patients’ unconscious processes, demonstrate a capacity to contain reactivity in response to countertransference pressures, and explore how countertransference reactions stem from one’s own dynamics and are co-created out of intersubjective experience.

e) Working through- conduct on going work with the patient’s unconscious dynamics as they are revealed over time in the transference and extra-transferential material.

f) Resistance- address fears and defenses (self-protective measures) that interfere with understanding, change, or the analytic process.
g) Enactments- explore and work through impasses, and consider unconscious factors emerging from both the patient and the analyst.

h) Termination- be able to recognize characteristics that may indicate readiness for termination, and describe the termination process.

Supervision

a) Supervision- remain open to feedback from supervisors, as well as peers and other mentors. Be able to consider alternative interventions and theories.

b) Is increasingly able to develop ideas independently, using supervision more for discussion rather than direction.

Evaluating the Process & Outcome

a) Demonstrate the capacity for ongoing self-reflection- understand the analyst's contribution to the process, be aware of feelings/fantasies/reactions to the patient, avoid imposing personal agendas on the patient or the treatment, and be able to admit possible mistakes or misjudgments.

b) Use feedback from the patient- assess the effects of interventions, noticing what deepens or disrupts the process. Make adjustments in the wording and timing of interpretations to accord with the patient's readiness.

c) Outcome- describe your understanding of what helped the patient (therapeutic action) and what changed in the patient (i.e. developed new capacities and insights, improved relations, more integrated sense of self, etc.). Assess what was accomplished and what was left undone.

Writing

a) Write clinical reports and comprehensive case summaries that demonstrate a psychoanalytic understanding of the patient, their major dynamics and the process - including important transference themes, countertransference experience, and an assessment of what changes. Demonstrate coherence, without rigidity, between one's espoused theory and one's understanding and approach.

b) Psy.D. Candidates complete a dissertation. It should be the application of the single case study method, integrating theory and clinical practice, or a well-researched investigation or exposition of a subject relevant to the practice of psychoanalysis or relevant to the application of psychoanalytic knowledge in other contexts. It should make a scholarly contribution to psychoanalytic knowledge and be publishable by a peer-reviewed journal.
Ethics

a) Conduct self professionally, with uncompromising commitment to the patient’s well-being.

b) Act with integrity, upholding boundaries and ethical standards. Seek consultation when needed.

c) Protect the patient’s confidentiality and anonymity in all communication.
II. 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 courses, with continued enrollment until the required 32 units have been completed. After completion of 32 units all Candidates may audit classes. 1 2

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

3. In order to fully participate in the program, it is strongly recommended that the Candidate begin a full personal psychoanalysis with an ICP approved Training Analyst before the beginning of classes. If there are extenuating circumstances that prevent a Candidate from beginning the training analysis in September, the Candidate is urged to begin as soon as possible and has until January to commence. The training psychoanalysis requirement is a minimum of 4 sessions per week for a period total of at least 300 hours. The 4 sessions must be on at least 3 different days. The fourth session may be on a fourth day or combined in some way with one or more of the other 3 sessions.

4. Provided training 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 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 training psychoanalysis (minimum 4 sessions per week) with a Training Analyst approved by ICP.

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1 Full-time weekly Candidate: 15 weeks = 2 units; 7/8 weeks = 1 unit
2 Full-time weekend Candidate: 6 weekends per year; 8 units per year
3. In order to fully participate in the program, it is strongly recommended that the Candidate begin a full personal psychoanalysis with an ICP approved Training Analyst before the beginning of classes. If there are extenuating circumstances that prevent a Candidate from beginning the training analysis in September, the Candidate is urged to begin as soon as possible and has until January to commence. The training psychoanalysis requirement is a minimum of 4 sessions per week for a period total of at least 300 hours. The 4 sessions must be on at least 3 different days. The fourth session may be on a fourth day or combined in some way with one or more of the other 3 sessions.

4. Provided the training 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 whom, 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 Candidate Progression Committee (CPC), for a waiver before classes begin in September. If the waiver is granted, the 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 five 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 maintain 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 both the Candidate Progression Committee (CPC) and Curriculum committees 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 or Candidate’s advisor. Final approval must be granted by the Board of Directors.
III. 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. Training Analysis

In order to fully participate in the program, it is strongly recommended that the Candidate begin a full personal psychoanalysis with an ICP approved Training Analyst before the beginning of classes. If there are extenuating circumstances that prevent a Candidate from beginning the training analysis in September, the Candidate is urged to begin as soon as possible and has until January to commence. The training psychoanalysis requirement is a minimum of 4 sessions per week for a period total of at least 300 hours. The 4 sessions must be on at least 3 different days. The fourth session may be on a fourth day or combined in some way with one or more of the other 3 sessions. The Training Analyst must report to the Candidate’s Advisor on a yearly basis the dates and frequency of the Candidate’s training 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. Candidates must complete the 300-hour requirement and participate in a training psychoanalysis with an ICP approved Training Analyst in order to continue psychoanalytic training.

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. These hours will also be recorded.

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

C. Coursework
First-year Core Courses

- Basic Concepts in Psychoanalysis
- The Observed Infant and Toddler
- Freud: A Critical-Historical Overview
- Clinical Case Seminar: Analysts & Candidates Present

Subsequent-year Courses

In subsequent years, Candidates take both core courses and electives.

Subsequent-year Core Courses

- Object Relations Theory (second year)
- Self-Psychology Theory (second year)
- Intersubjectivity Theory (third year)
- Relational Studies (third year)
- Final Integration Seminar (fourth year)
- Ethics and Boundary Dilemmas (second, third, or fourth year)
- Diversity, Power & Privilege in the Field of Psychoanalysis and the Consulting Room
- Research and Writing Seminar

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 and/or Curriculum Committee for their decision.

End-of-Course Review

At the end of each course, instructors review each Candidate’s progress by completing a Candidate Progression form (please refer to appendix). 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 Appendix). 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 instructor’s completed Candidate Progression forms and every Candidate’s 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

- 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.

- 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.

- Control case sessions must take place on at least three different days/week.

Requirements for Initiating Supervised Control Case

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

- For Candidates who matriculated between September 2013 and September 2017 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.

- For Candidates matriculating after September 2017 or beginning a control case after September 2017: Upon the Candidate has obtaining someone’ agreement to become a control case, the Candidate must give the person the Control Case Disclosure Form and obtain the control case’s signature on the form. (See Appendix) This form includes a requirement that the Candidate inform the analysand if the Candidate withdraws from psychoanalytic training. It also includes information about where to obtain
information grievance and complaint procedure. This form must be kept with the Candidate’s records.

- The Candidate must notify the office that he has started a new control case, state the frequency of the analysis, give the name of the supervisor and attach a signed Candidate Control Case Certification Form. These documents will be placed in the Candidate’s file (see Appendix.)

- 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.

- Control case sessions must take place on at least three different days/week.

**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.

- Upon selection of a supervisor for each control case, the Supervisory Agreement (See agreement) must be completed and submitted to the office and advisor. A copy should be kept by the Candidate and 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.

• It is the Candidate’s responsibility to provide the core competencies to the corresponding member as well as the 2017 supervisory report. (See Appendix)

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

**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.

**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 interrupts 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.

**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-Training/Supervising Analyst.

**Control Case Reports**
The Candidate is responsible for composing reports on all three 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 Appendix for 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 described in the Core Psychoanalytic Competencies Document. 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.

\textit{f)} \textit{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.

\textit{g)} \textit{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. In the Supervisory Report Form (see Appendix, ICP Supervisor Report) the supervisor rates the Candidate on each of the Core Competencies identified in the Core Psychoanalytic Competencies document. In addition, the supervisor adds narrative comments about how the Candidate and supervision are progressing.

This report is first signed by the Candidate and Supervisor and then sent to the ICP administrative office. The ICP administrative office forwards a copy to the Advisor and the Candidate.

The CPC uses the supervisory reports to formally review each Candidate’s core competencies twice during the Candidate’s training. The first review is based on the first supervisor report of the Candidate’s first control case. If there are significant concerns the Advisor will address these with the Candidate. If necessary, the Advisor will discuss this further with the CPC to determine if further action might be needed.

The second CPC review of the Candidate’s progress in developing core competencies is based on the final/third supervisory report of either the Candidate’s first or second control. The Candidate will choose which of these two supervisor reports will serve as the basis of this second CPC review.
The final review of the Candidate’s core competencies is described below under the section on obtaining a Certificate of Psychoanalysis.

h) **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.

Each newly matriculated Candidate will be given a copy of the Candidate Progression Tracking Form (see Appendix). This form should be kept in the Candidate’s personal file updated by the Candidate throughout the Candidate’s training to insure that the Candidate has received and/or completed all Control Case Reports, Supervisory Reports and Advisor Reports. An updated Candidate Progression Tracking Form should be shared by the Candidate with the Advisor at the annual meeting between Candidate and advisor.

**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. Tele-therapy Policy**

It is incumbent upon each ICP analyst conducting a training analysis with an ICP candidate, and each ICP candidate conducting control case analyses, by phone or other online video methods, to be in compliance with the laws and regulations governing the ethical and legal practice of tele-therapy in the state and country in which he or she is licensed and in the state and country where the analysand resides.

**G. Independent Study**

**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.

**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 up to 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 in Independent Study during the entire process of matriculation.

H. Ongoing Advisement

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.

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 and signed by the Candidate Progression Committee on a yearly basis. Advisor reports are due by September 1st of each year.

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.

The first step to resolve a problem, if possible, is for the Candidate to have a conversation with the other person involved in the problem. If this is not possible or has been unsuccessful, the second step is for the Candidate to discuss the problem with the Candidate’s advisor to see if they can develop a plan.

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’s Advisor becomes aware of a problem situation involving the Candidate through a review of the Supervisor report 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.

I. The Two File System

As of the academic year 2017-2018 ICP has established a two-file system. Each Candidate will have an Education file and a Clinical file. The Education file will contain information pertaining to the Candidate’s progression including application, licensing requirements, advisor reports and course work. The Clinical file will include control cases and supervisor reports. The Clinical file, which is understood to be a health care record, would be available to specific persons: the Candidate, supervisor, the advisor and Candidate progression committee. Candidate files of prior academic years will be adjusted to the two-file system.
IV. 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 on going 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.

C. 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 casework, 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.
V. GRADUATION

A. Graduation Requirements

1. Graduation from ICP requires that the Candidate complete the equivalent of four years (480 hours) of didactic coursework, including all required core courses. The Instructors complete evaluation forms for each Candidate. Course Instructors are asked to indicate on the evaluation form whether course credit is given. Course credit is granted when a Candidate has a minimum attendance rate of 70 percent. It is important that Candidates are free to discover the level of participatory engagement in class discussions that suits their preferred method of learning. 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 300 hours of training analysis at a frequency of 4x a week and 2x week psychoanalytic psychotherapy until all cc are completed.

4. A fourth requirement for determining readiness for graduation is a review of the Candidate’s core competencies. In order to demonstrate competence, the Candidate must write one comprehensive case report and discuss how they work and think analytically with a panel of three ICP training and supervising analysts (one from the CPC Committee, one assigned by the CPC and one of the Candidate’s choosing). Those three analysts would also offer feedback on the written comprehensive case report. At the end of this meeting the three analysts would determine whether or not the Candidate has achieved sufficient competence to graduate, and report their decision to the CPC. If the three analysts feel that the Candidate has not yet achieved sufficient competence, they will meet with the CPC to determine what further steps are needed for the Candidate to demonstrate competence. When it is determined that the Candidate has achieved sufficient core competence, the CPC asks the Board to approve the Candidate’s graduation. Upon approval by the Board, the Candidate will be given a Certificate of Psychoanalysis. The required Psychoanalytic Research and Writing class is designed to help Candidates learn to write a comprehensive case report. See appendix for Comprehensive Case Report Guidelines.

5. In addition to earning a Certificate of Psychoanalysis, a Candidate may also choose to earn a Psy.D. degree. To do this the Candidate must write a Psy.D. dissertation. The Psy.D. dissertation is expected to be a single case study or a well-researched investigation or exposition of a subject relevant to the practice of psychoanalysis or relevant to the application of psychoanalytic

**B. Graduation Ceremony & Graduation Requirements**

The graduation ceremony is held each year in the Spring. Both Candidates who are receiving a Certificate of Psychoanalysis and a Psy.D. are eligible to participate. To participate in the Graduation Ceremony of any particular year the following deadlines must be meet.

In order to participate in the Spring graduation ceremony Candidates wishing to receive a Certificate of Psychoanalysis, must notify the CPC by July 1 of the year preceding the ceremony year that they have completed their Final Comprehensive Case Write Up. In addition, the Candidate must provide the name of the Training and Supervising Analyst they have chosen to have on their committee for the Final Comprehensive Case Write Up Review and oral case presentation. Further they ask the CPC to assign both a CPC Member and a Second Supervising and Training Analyst to complete their committee of three Training and Supervising Analysts. The Candidate and this committee must then follow the procedures outlined in the manual for meeting and approving their Final Comprehensive Case Write Up and discussion. Once the Candidate’s committee has met and approved the Final Comprehensive Case Write Up and discussion, the Candidate will notify the CPC by April 1 of the ceremony year that their committee has approved their Comprehensive Case Write Up and discussion and that the Candidate has verified that their Candidate File is complete. The Candidate will then be allowed to participate in the Graduation Ceremony.

In order to participate in the Spring graduation ceremony Candidates wishing to receive a Psy.D., must submit a first final draft of their Psy.D. Dissertation the CPC by July 1 of the year preceding the ceremony year in which they wish to participate. This should be accompanied by a request for the assignment of the CPC reader to their Psy.D. Dissertation Committee. By the November CPC meeting of the year preceding the Graduation Ceremony, the advisor must submit a copy of the final approved Psy.D. Dissertation along with a request that a Graduation Review be scheduled with the CPC Committee. Once the Graduation Review has occurred and the Board has approved the Candidate’s graduation, the Candidate will be allowed to
participate in the Graduation Ceremony.

VI. 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 personal psychoanalytic psychotherapy 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.
VII. 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. Psychotherapy and Training Analysis

*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 psychoanalytic psychotherapy with an ICP-approved Training Analyst. Upon becoming a full-time Candidate, the training psychoanalysis required is a minimum of 4 sessions per week for a period total of at least 300 hours. The 4 sessions must be on at least 3 different days. The fourth session may be on a fourth day or combined in some way with one or more of the other 3 sessions. The Training Analyst must report to the Candidate's Advisor on a yearly basis the dates and frequency of the Candidate's training 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. 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 training 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)
- Course on Diversity
- Research and Writing
- 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 and Curriculum Committee 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 (See appendix). 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 (see appendix). 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 instructor’s completed Candidate Progression forms and every Candidate’s 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. Research Candidates

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

F. Independent Study

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

Ongoing Advisement

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

VIII. Leave of Absence

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

A. Graduation

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

B. Ongoing advisement

1. Graduation from ICP requires that the Candidate complete the equivalent of four years (480 hours) of didactic coursework, including all required core courses. The Instructors complete evaluation forms for each Candidate. Course Instructors are asked to indicate on the evaluation form whether course credit is given. Course credit is granted when a Candidate has a minimum attendance rate of 70 percent. It is important that Candidates are free to discover the level of participatory engagement in class discussions that suits their preferred method of learning. Therefore, the academic requirement for graduation is met when the Candidate completes four years of academic courses in a satisfactory manner.

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APPENDIX

Advisor’s Report

Candidate: ___________________________ Period covered by report from 2017 to 2018

Please complete the following information of your Advisee’s progress at ICP this academic year. This includes the number of analytic hours accumulated by your advisee, an overview of classroom evaluations, supervisory reports, status of case write-ups. Please provide the CPC with the information asked for below before writing your review:

- Number of reported analytic hours this academic year: ____________
- Start date of Training Analysis: ________________
- Number of cumulative hours to date: ______
- After 300 hours, if control work is still in process, the Candidate is continuing in twice weekly analysis? ______ (yes or no)
- 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 WPTP courses ____________ 10 week WPTP courses ____________
6 week WPTP courses ____________ 12 week WPTP courses ____________

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.
Agreement of Confidentiality

ICP recognizes that confidentiality is requisite in both psychoanalytic training and professional life. In its broadest application ICP defines “confidentiality” in accordance with the American Psychoanalytic Association as follows:

Confidentiality. Confidentiality of the patient’s communications is a basic right and an essential condition for effective psychoanalytic treatment and research. A psychoanalyst must take all measures necessary to not reveal present or former patient confidences without permission, nor discuss the particularities observed or inferred about patients outside consultative, educational or scientific contexts. If a psychoanalyst uses case material in exchanges with colleagues for consultative, educational or scientific purposes, the identity of the patient must be sufficiently disguised to prevent identification of the individual, or the patient’s authorization must be obtained after frank discussion of the purpose(s) of the presentation, other options, the probably risks and benefits to the patient, and the patient’s rights to refuse or withdraw consent.

In order to comply with HIPPA requirements, E-mail communication of case reports between supervisors and Candidates must use encrypted Word or PDF files.

I agree to abide by the confidentiality practices as defined by the American Psychoanalytic Association, the appropriate Licensing Board for my profession and the appropriate Ethics Code established by my profession.

Signature: _______________________

Date: _________________________
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 Area</th>
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<th>Good</th>
<th>Average</th>
<th>Below Average</th>
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<td>1. Understands relevant theory</td>
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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
310.297.6441 phone  310.297.6083 fax  programcoord@icpla.edu
Candidate Tracking Form

Candidate Name: ________________________

Advisor Name: ________________________

Candidates are responsible for submitting a copy of all Advisor, Supervisor, and control case reports to the ICP office. Please follow the instructions below:

1.) Submit a copy of your report to the ICP Office.
2.) Add the date you submitted a copy of your report to the ICP Office in the designated boxes below.
3.) Confirm with an ICP Staff person that your report was received.

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<th>Date submitted report to ICP Office:</th>
<th>Date submitted report to ICP Office:</th>
<th>Date submitted report to ICP Office:</th>
<th>Additional reports if applicable:</th>
<th>NOTES: (Early termination, hours of supervisory hours completed, etc.)</th>
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## Certification of Analytic Hours

**CONFIDENTIAL**

Certification of Analytic Hours

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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.
Certification of Analytic Hours During Supervised Control Case Work

Control Case # 1 2 3 4
Date Supervision Began: ____________________
Name of Supervisor: _____________________

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Notes on the ‘Certification of Analytic Hours During Supervised Control Case Work’ Form

This form is designed for reporting analytic hours while Candidates are doing supervised control case work. 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. 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 or 2 sessions per week until the control case is completed. To verify the fulfilment of the requirement of being in analysis during control case work, the Candidate must complete this form for each control case.

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 that the Candidate has fulfilled the analytic requirement while in supervision on the annual Advisor Report Form. The completed form will not be maintained in the Candidate’s file. After the Advisor has certified the fulfilment of the analytic requirement while in supervision, the signed form need not be kept at all.

The Candidate should address questions or concerns regarding this form to their Advisor.
Comprehensive Case Report Guidelines

A comprehensive clinical case report usually includes, in formal terms: identifying data; presenting complaint and history of present illness; history of psychiatric/psychological treatment; developmental history; initial diagnostic and prognostic impressions; a working psychodynamic formulation; and a review of therapeutic work elaborating an analytic process.

The creation of a psychoanalytic formulation is necessarily subjective, individualized, speculative, and comprehensive. It contains more than a DSM diagnosis, as it attempts to convey a deep understanding of what it is like to live as that person, and it takes into consideration the complexity of influences that have shaped and organized the patient’s conscious and unconscious experience of him/herself, others, intimate relationships, and the world. The comprehensive case report should also convey how you think about, conduct, and participate in an analytic process with this person, including examples of attending to unconscious processes and transference-countertransference phenomenon.

Listed below are important elements for consideration in your comprehensive case report. Nevertheless, there is no set formula for how to compose this report, both because there is no singular “right” way, and because we would prefer not to impinge on your efforts to bring the experience of your patient and the process to life. While the length of a report does not directly correlate with its quality, most reports are 15-30 pages (double spaced), and it should be well written and thorough enough to demonstrate that you have developed the necessary knowledge and skill to work psychoanalytically (see ICP’s Core Psychoanalytic Competencies).

Things you may include or elaborate on in a comprehensive case report:

Description of the Patient - basic identifying information, and your subjective experience of the patient (how it feels to be with and interact with him/her).

Presenting Problem – the patient’s initial complaints, including why they are seeking help now.

Relevant History - developmental issues, neglect/abuse/traumas, significant events & memories, F.O., biological & socio-cultural influences, previous treatments, etc.

Assessment of Patient’s Deficits & Strengths - psychological capacities, sense of self, and coping strategies - adaptive & maladaptive defenses, values, etc.

Basic Unconscious Organizing Principles - the way the patient has learned to organize his/her world in terms of basic beliefs, expectations, relational patterns, internalized representations of others/relationships, etc.
Aims of Treatment - what core dynamics and issues were addressed (i.e. developmental deficits, primary anxieties & defenses, maladaptive patterns & beliefs, problems w/ affect & impulse control, unresolved conflicts, etc.).

Analytic Process - reflect on and explain the analytic process as it unfolded, including work with transference & countertransference. Provide sufficient details about the process to exemplify your thinking and psychoanalytic approach (what attitudes, beliefs, and theories influence your choices and perspective).

Therapeutic Outcome - describe and give examples of how the patient changed (i.e. achieved greater insight, developed psychological capacities, strengthened and expanded sense of self, modified organizing principles & internal representations, etc.), what experiences facilitated change (what constituted therapeutic action), and what remains to be done.
Control Case Report Requirements

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: __________
Course Summary Evaluation

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:
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 backside of this form.

10760 Santa Monica Boulevard, Suite 350 • Los Angeles, CA 90025-4779 • 310.207.8441 office • 310.207.0083 fax • email: programcoord@icpta.edu
ICP Candidate Disclosure Form

Candidate Form Regarding Control Case Analysis

Disclosure of the following information is required as part of the conduct of control case analysis:

1. Candidates in training are not yet psychoanalysts and cannot be represented as such.
2. Control case analysands must be informed that they are serving as control cases.
3. If the Candidate conducting a control case withdraws from psychoanalytic training or their status otherwise changes the control case analysand must be informed of the change.
4. Information about grievance and complaint procedures are available on the ICP website at icpla.edu.

I have read this form and agree to be a control case analysand.

Control case analysand signature: ______________________

Candidate signature: ____________________________

Date: ________________________________

Completed form to be retained in Analysand’s confidential patient record. Provide a copy to the Analysand.
Candidate Control Case Certification Form

I certify that my control case analysand #_____ has read and signed the Candidate Control Case Disclosure Form on (date)___________________.

Candidate signature: ______________
Date: __________________________

Completed form to be placed in Candidate’s file.
ICP Supervisory Report

Supervisor: ____________________________

Candidate: ____________________________

Control Case #: ________________________

Supervisor Report # (6 months, 1 year, 18 months): ____________________________

Total number of supervisory hours to date: _____________________

Please evaluate the Candidates growing capacity to use psychoanalytic knowledge to formulate an in-depth understanding of their patients, develop certain clinical skills, reflect on the analytic process and communicate their knowledge. Rate the Candidates developing competencies on a scale of 1-5, along with a brief written assessment, every six months, until three reports are completed. These competencies often evolve slowly, over the four-year process of training. These ratings are intended to help Candidates appreciate their progress and growing competency, while also bringing awareness to areas still needing further development. The scale reflects whether the following core competencies are:

1 = Not yet evident
2 = Emerging
3 = Developing
4 = Sufficiently developed
5 = Exceptional

Assessment & Diagnosis:

__ Formulates a psychoanalytic understanding of the patient's psychology and unconscious dynamics. Makes appropriate clinical diagnoses and treatment recommendations, considering the patient’s history, level of functioning & symptoms, and psychological capacities - both strengths and vulnerabilities.

__ Identifies unconscious organizing principles, ways of being, beliefs and patterns. Understands the effects and interplay of various factors such as internal object relations, attachment dynamics, deficits, traumas, phenomena of self-experience, central conflicts, and defenses.

__ Considers the person in context - including developmental, biological, and socio-cultural influences.

Analytic Listening & Attitude:
__ Listens on multiple levels, for multiple meanings.

__ Demonstrates an analytic attitude that includes: being empathic, nonjudgmental, curious, open-minded, sufficiently flexible, tolerant of ambiguity/uncertainty/complexity, interested in discovering the truth about the patient’s emotional experience, and being respectful of the patient’s individuality.

**The Treatment - Facilitating a Psychoanalytic Process:**

__ Frame & working alliance- establishes and maintains a working relationship with the patient, and addresses issues related to handling of fees, use of couch, frequency and time of sessions, communication outside of session.

__ Technique- chooss appropriate interventions to facilitate the deepening of a psychoanalytic process, such as: empathic inquiry, interpretation, free association, exploration of fantasies and dreams, clarification, confrontation, following affect, noticing what’s avoided, containment, and holding.

__ Transference- uses the therapeutic relationship as a central vehicle for understanding and change, and shows the ability to work with positive and negative transference. Understands the differences and inter-relationship between the repetition of old patterns in the transference, the need/hope for new relational experience, and the way experience is co-created in the present by two interacting subjectivities – the patient's and analysts’.

__ Countertransference - uses countertransference to facilitate understanding of patients’ unconscious processes, demonstrates a capacity to contain reactivity in response to countertransference pressures, and explores how countertransference reactions stem from one’s own dynamics and are co-created out of intersubjective experience.

__ Resistance- addresses fears and defenses (self-protective measures) that interfere with understanding, change, or the analytic process.

__ Working through- conducts ongoing work with the patient’s unconscious dynamics as they are revealed over time in the transference and extra-transferential material.

__ Enactments- explores and works through impasses, and considers unconscious factors emerging from both the patient and the analyst.

__ Termination- recognizes characteristics that may indicate readiness for termination, and can describe the termination process.

**Supervision:**
__ Supervision- remains open to feedback, and is able to consider alternative interventions and theories.

__ Is increasingly able to develop ideas independently, using supervision more for discussion rather than direction.

**Evaluating the Process & Outcome:**

__ Demonstrates the capacity for ongoing self-reflection- understands the analyst’s contribution to the process, is aware of feelings/fantasies/reactions to the patient, avoids imposing personal agendas on the patient or the treatment, and is able to admit mistakes or misjudgments.

__ Uses feedback from the patient- assesses the effects of interventions, noticing what deepens or disrupts the process. Makes adjustments in the wording and timing of interpretations to accord with the patient's readiness.

__ Outcome- describes their understanding of what helped the patient (therapeutic action) and what changed in the patient (i.e. new capacities, insights, improved relations, integrated sense of self, etc.). Can assess what has been accomplished and where more work is needed.

**Writing:**

__ Writes clinical case reports that describe the evolution of the analysis, including an understanding of macro and micro processes, important transference themes and countertransference experience.

__ Writes clinical case summaries that demonstrate a psychoanalytic understanding of the patient and the process, including an assessment of what changed, or didn’t, with efforts to explain why. Demonstrates coherence, without rigidity, between their espoused theory and their understanding and approach.

**Ethics:**

__ Conducts self professionally, with uncompromising commitment to the patient’s well-being. Acts with integrity, upholding boundaries and ethical standards. Seeks consultation when needed.

__ Protects the patient’s confidentiality, privacy and anonymity in all communication.

*Add your own comments about how the Candidate and supervision is progressing:
Date: __________ Signature of Candidate: ____________

Date: __________ Signature of Supervisor: __________

Submit completed documents by email to e.lozano@icpla.edu or fax to 310-207-6083.
Supervisory Agreement

As of ________________________,

(Date)

_________________________ and _______________________

(Candidate) (Supervisor)

have agreed to work together in the supervision of a control case. This control case
will meet at a frequency of _____ times per week. We understand that the
supervisor's evaluation of this process is essential to evaluating one aspect of each
Candidate's progress in achieving the core competencies required for graduation.
Therefore, we understand that the Control Case Reports and the Supervisory
Reports must be completed and turned in by the required deadlines.

We agree that immediately after beginning supervision ___________________ will

(Candidate)

submit an initial brief case report, and subsequently will submit three six-month
control case reports by the subsequent March 1 and September 1 deadlines. These
reports will be submitted to the supervisor, the advisor and the ICP Program
Coordinator.

We agree that___________________ will submit three supervisory reports by

(Supervisor)

April 15 and October 15 deadlines following receipt of each of the Candidate's
control case reports. These reports will be given to the Candidate who will in turn
submit them to the advisor and the ICP Program Coordinator.

We understand that all reports must be up to date before the Candidate begins
classes each fall. We also understand that timely submission of supervisory reports
is a requirement of maintaining Training and Supervising Analyst status.

_____________________________________________________________________________

Candidate’s Signature Date

_____________________________________________________________________________

Supervisor’s Signature Date