

## Candidate Responsibilities

**Candidates are expected to carry the primary responsibility for their progression through the ICP training program.**

The responsibilities assigned to Advisors, and the Candidate Progression Committee (CPC) provide the framework within which candidates can accomplish matriculation. Candidates are advised to keep the lines of communication open and to take full advantage of the knowledge that the Advisor and CPC have to offer.

Candidates have the following responsibilities:

- Read and follow the policies in the ICP Candidate Progression Manual
- Newly matriculating candidates - After you receive an admission letter, you will be informed of the name of your Advisor. Immediate contact with your Advisor is essential prior to matriculation to determine if there are any unusual circumstances that need to be addressed or any waiver requests that need to be submitted to the CPC.
- A full time candidate must be in a minimum of 4x weekly analysis with an ICP approved training analyst by January 1 of the academic year in which they begin. Part time candidates are required to be in 2x weekly psychoanalytic psychotherapy until they begin their first control case at which time they need to be in 4x weekly analysis.
- Maintain an up to date file containing copies of the following:
  - “Candidate Tracking” Form
  - Class Progression Forms
  - “Candidate Disclosure” Form for each control case
  - “Candidate Control Case Certification” Form for each control case
  - “Supervisory Agreement” Form for each control case
  - Control Case Write-ups for each control case (due March 1st and September 1st)
  - Supervisor Reports for each control case (due April 15th and October 15th)
  - Conformation of Completion of Supervision for each control case
  - Annual Advisors Reports
  - “Certification of Analytic Hours” Form
  - “Certification of Analytic Hours During Supervised Control Case Work” Form (if candidate has completed analysis but is still seeing a control case they need to have their required twice weekly analysis documented)
  - Correspondence/other material pertinent to your education process

- Annual Reporting Requirements
  - Meet with Advisor on an annual basis to enable your advisor to prepare an Advisor Report which addresses all aspects of your educational process including coursework, casework and observations of your experience at ICP.
  - Maintain a “Certification of Analytic Hours” Form. This form can be found in the Candidate Progression Manual. The form should be completed and signed by your training analyst and you need to forward the original to your advisor prior to the completion of the annual Advisor Report (Sept 1).
  - If you have completed your 300 required analytic hours and you are still seeing control cases you need to have your analyst complete and sign the “Certification of Analytic Hours during Supervised Control Case Work” Form. The completed form needs to be sent to your advisor prior to the completion of the annual Advisor Report (Sept 1)
  
- Adhere to the following policies with regard to control cases:
  - Notify the ICP administrative office and your advisor when a control case begins. Include the following information: Control case number, name of supervisor, start date of case, number of times per week patient is seen.
  - Submit signed “Supervisory Agreement” Form for each control case to office and your advisor
  - Submit “Candidate Control Case Certification” Form for each control case to the office and your advisor
  - Submit initial case write-up within six weeks of beginning a control case to the office and your advisor
  - Submit bi-annual case write-ups each March 1 and September 1 to ICP administrative office, your advisor and your supervisor. Use the “Control Case Report Requirements” Form as a template of what to include on the first page of the report.
  - Upon receipt of the completed supervisory reports from your supervisor on April 15 and October 15 forward a copy to your advisor so they are aware that the report has been completed.

All of the above forms that are required can be found in the Appendix section of the Candidate Progression and Procedures Manual and on the ICP Portal under the Forms and Policies tab.

- Attend a minimum of 70% of all classes in which you enroll.

- Actively participate in the class selection process.

## **Graduation**

Candidates are required to adhere to the guidelines for the “Review of Candidate Core Competencies” (see manual) including the Comprehensive Case report and oral presentation. To participate in the Graduation Ceremony the rough draft of your Comprehensive Case Report must be completed and submitted to the CPC by Aug 1 of the year preceding the ceremony year that you want to graduate. Include the name of the Analyst that you have chosen to be on your committee for the Final Comprehensive Case Write Up Review and oral case presentation. You must have your final Comprehensive Case Write Up submitted by November 1 of the year preceding the ceremony year that you want to graduate. Your Comprehensive Case presentation must take place before April 1 of the year you want to graduate.

For those who choose to earn a PsyD:

Adhere to deadlines for submission outlined in the manual, titled Psy.D. Dissertation and Psy.D. Dissertation Project Manual. Only the candidates who meet the August 1 and November deadlines (as outlined in the manual) will be allowed to participate in the following May graduation ceremony.