

ICP INSTITUTE OF CONTEMPORARY PSYCHOANALYSIS

Candidate Progression Procedures Manual

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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-transference 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. 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.
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.

B. 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.
 4. 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.
 5. 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. A minimum of one analytic case must have been supervised for 18 months by an ICP-approved supervising analyst during training at ICP.
 6. 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.

C. Research Candidates

1. An applicant for Research training must meet the criteria for eligibility originally established by the APsaA and now accepted by ICP. This means that the candidate cannot be a mental health professional, nor can he/she have been educated in the field of mental health. Rather, he/she must have been educated in the humanities, broadly speaking, and received a doctorate, or, alternatively, the highest degree offered in the field of study. The potential candidate must have done some kind of work in the study of psychoanalytic theory, or have had some verifiable interest in psychoanalysis, before seeking admission as a Research Candidate. The potential candidate may have taught psychoanalysis at a school, college, or university. He/she might have published a psychoanalytically informed paper in an academic journal. He/she might be strategically placed to carry psychoanalytic influence into the environment in which he works or teaches.
2. The potential candidate must meet the criteria for admission established by ICP for all of its potential candidates in training for psychoanalysis.
3. If the applicant wishes to train as a Clinical Research Analyst, he/she must apply to be registered at the Board of Medical Assurance. If the applicant is interested only in didactic Research Analyst Training, there is no need for such registration.
4. If the applicant wishes to train as a Clinical Research Analyst, he/she must have at least a year of supervised work in a clinical setting. This training can begin after the candidate is accepted and begins matriculation, but it must be completed before the individual can begin a Control Case.
5. Once the Clinical Research Candidate has been accepted, has had the required year of supervised work in a clinical setting, and has been registered by the Board of Medical Assurance, his/her performance will be monitored in precisely the same way as any other candidate in training. What follows are ICP'S criteria for candidate evaluation.

D. Matriculation

1. 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.

2. 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 Candidate must report to the Candidate's Advisor on a yearly basis the dates and frequency of the Candidate's training psychoanalytic sessions using the Certification of Analytic Hours Form.

When an interruption in the required frequency exists (not attributable to common vacations or illness) the following actions must be taken: the Candidate must notify the Candidate's Advisor immediately and develop a plan for continued training, since participation in training analysis at a frequency of 4 sessions per week for 300 hours is required in order for the Candidate to get credit for control case work and to participate in and get credit for course work. The Advisor will convey the plan to the CPC for consideration.

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 using the Certification of Analytic Hours During Supervised Control Case Form.

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.

3. 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

It is important that Candidates are free to discover the level of participatory engagement in class discussions that suits their preferred method of learning.

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.

Video Conferencing Policy

Candidates are not permitted to video conference into ICP classes for credit, except under extraordinary circumstances. To request permission to participate in a class using video conferencing, the candidate must petition the Curriculum Committee stating the date(s) of the class(es) and the reason for the waiver request.

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.

a. 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

1. 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.

2. 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
- If the course appears to duplicate another course in the ICP training program (or other previous program of graduate studies), the Candidate must 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.

Upon completion of the independent study both Candidate and Instructor must submit course evaluation forms.

4. 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.

- 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.
- 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 analyst prior to the official start of counting hours for a control case that the Candidate is in analytic training and that the analyst is a control case.
- **For Candidates matriculating after September 2017 or beginning a control case after September 2017:** Once the Candidate has obtained someone's 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 analyst 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 and his advisor 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.) Upon completion of a Control Case the Candidate must make sure that the Supervisor completes the Confirmation of Supervision Completion Form and send it in to the office.

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. The candidate must complete an initial case report for each of the combined control cases.

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 analyst and that the Candidate is in analytic training and that the analyst 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. If a candidate combines control cases then an initial report needs to be completed for each of the 2 combined cases.

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.

If the candidate does not turn in their control case report by the appropriate deadline (either March 1 or September 1) they will have a grace period to submit their reports by either March 31 (for the March 1 deadline) or September 30 (for the September 1 deadline). If the candidate does not submit their report by these final deadlines, then they will not receive credit for the 6 months that the report was supposed to cover. They will then have to extend the control case treatment and supervision to ensure that they meet both the 18 months of treatment and the 65-70 supervisory sessions.

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, their advisor and send a copy to the ICP administration office.

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 their advisor and the ICP administration office.

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) 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. If the supervisor has not received the candidate's Control Case Report that should have preceded the Supervisory Report, the supervisor should still submit the Supervisory Report and note that it was submitted without receipt of the candidate's Control Case Report. If a supervisor does not submit their report by the April 15 or October 15 deadline they will have a grace period until May 15 for the April 15 date or November 15 for the October 15 date. If the supervisor does not submit their report by that final deadline the candidate will be REQUIRED to change supervisors.

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

The CPC uses the supervisory reports to formally review each Candidate's core competencies twice during the Candidate's training. The Advisor oversees this process by reviewing the first supervisor report of the Candidate's first control case. The second review of the Candidate's progress in developing core competencies is based on the final/third supervisory report of the Candidate's second control case. A candidate can receive a 1 rating (core competency not yet evident) on their first control case supervisory report but if they receive either a 1 or 2 (emerging core competency) on their third supervisory report of their second control case then the advisor needs to bring it to the CPC's attention. The committee will then decide what action to take.

The final review of the Candidate's core competencies is described below under the section on obtaining a Certificate of Psychoanalysis.

5. 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.

Each Candidate's file should include the following:

- (a) Class Progression Forms
- (b) Supervisory Agreement for each Control Case
- (c) Control Case Certification Form for each Control Case
- (d) ICP Candidate Disclosure Form for each Control Case to be kept by Candidate only

- (e) Control Case Reports for each Control Case (due March 1 and September 1)
- (f) Supervisor Report for each Control Case (due April 15 and October 15)
- (g) Confirmation of Supervision Completion Form for each Control Case
- (h) Annual Advisor reports

6. 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.

7. 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.

8. 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. . The Advisor will oversee the evaluation of the candidate's core competencies by reviewing the first Supervisory Report of the Candidate's first control case and the third Supervisory Report of the Candidate's second control case. A candidate can receive a 1 rating (core competency not yet evident) on their first control case supervisory report but if they receive either a 1 or 2 (emerging core competency) on their third supervisory report of their second control case then the advisor needs to bring it to the CPC's attention. The committee will then decide what action to take.

Waiver Requests

ICP allows Candidates to request waivers of particular requirements of the training program. To do this the Candidate should contact the Advisor and discuss the possibility of seeking a waiver of a training requirement. The Candidate then drafts a waiver request including the nature of the request and the circumstances justifying the waiver. The Candidate submits the waiver request to the Advisor. Additionally, the Advisor and/or the Candidate submits the waiver request to the CPC. The CPC considers the request and recommends to the Board that they either approve or deny the waiver request. The Board then makes a final determination.

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.

9. 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 Chair 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 file 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.

10. 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.

D. Leave of Absence

1. Granting of Leave

Leave of Absence from candidacy may be requested at any time due to personal reasons. This is true for both full time Candidates and post seminar Candidates. The request for a Leave of Absence must come from the Candidate in the form of a letter to the Candidate's Advisor. The letter should include an explanation as to the reasons for the requested and the Advisor will inform the CPC chair. The CPC chair will use their discretion to decide if the entire CPC needs to be informed of the Candidate's reason for the request.

As of July 1, 2020 an annual fee of \$300 is required, and must accompany the letter. If the candidate leaves during the school year then they will get a prorated refund upon request. The date of when their fees get prorated will be the date that the office has received BOTH the request for the LOA and the \$300 fee. 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 \$300 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.

While on Leave, the Candidate will not have membership privileges including, but not limited to, PEP web, the right to vote, attending or teaching classes.

2. Duration of Leave

Leave of Absence status may be renewed up to five years. By October of the fifth year, the office will notify the Candidate Progression Committee Chair that the Candidate is in the last year of leave of absence. The Candidate Progression Committee Chair will arrange a meeting with the Candidate to review the Candidates 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 the Candidate becomes inactive. If the person wishes to become active again 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 person intends to be considered an active Candidate once again.

E. 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.

III. GRADUATION FOR CERTIFICATE OF PSYCHOANALYSIS AND PSY.D.

A. Graduation Requirements for Certificate of Psychoanalysis

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 and has completed all other requirements from instructors. 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 three supervised control cases for which the candidate meets core competency requirements (see Candidate Progression Manual).
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 control cases are completed.
4. A fourth requirement for determining readiness for graduation is an interactive review of the Candidate's core competencies with a team of three analysts. The committee will be composed of one analyst from the CPC, one assigned by the CPC, and one of the Candidate's choosing. CCR committee members should be as neutral and objective as possible so that advisors, current or past supervisors, analysts, and members with whom the Candidate has a relationship outside of ICP, should not be on the committee. The Candidate is welcome to have their advisor present at the CCR meeting. The Candidate will present to this committee a Comprehensive Case Report using one of his/her control cases. The Comprehensive Case Report is a written report and an oral interactive discussion. The candidate is welcome to ask for feedback from any person at ICP to help them with the written case presentation. The Comprehensive Case Report gives the Candidate an opportunity,

in discussion with the committee, to present how he/she works and thinks analytically.

The Comprehensive Case Report may be completed any time after the completion of the second control case. When the Candidate is ready to submit their written report the Candidate does so to the CPC chair and provides the chair with the name of the ICP Analyst they have chosen to have on their committee for the Final Comprehensive Case Report Review and oral case discussion. Further they ask the CPC to assign both a CPC member analyst and a second analyst to complete their committee of three ICP analysts. The CPC analyst will manage the process by setting up the meeting date and communicating with the Candidate and the CPC. The Candidate must send the written report to the three analysts on their committee no later than 3 weeks before their scheduled meeting date.

At the culmination of this meeting the committee will decide whether or not the Candidate has achieved sufficient competence to graduate. The Candidate will be told of the decision by the CPC analyst, no later than a week after the CCR oral discussion. If the three analysts agree that the Candidate has achieved sufficient competence to graduate, the CPC analyst will inform the CPC. If the three analysts feel that the Candidate has not yet achieved sufficient competence, they will meet with the CPC to strategize about 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 will ask the Board to approve the Candidate's graduation. Upon approval by the Board, the Candidate will be given a Certificate of Psychoanalysis. See appendix for Comprehensive Case Report Guidelines.

B. Graduation Requirements for Psy.D.

1. In addition to completing the above requirements to earn 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 knowledge, and be of a level capable of being published by a peer-reviewed journal. If the Candidate is using a case example they must obtain permission from their patient and state that they have permission in a page following their title page of their dissertation. The Psychoanalytic Research and Writing Course will help prepare Candidates to write a Psy.D. Dissertation. In addition, all Candidates working on writing a dissertation are welcome to audit the Psychoanalytic Research and Writing course. For details about the Psy.D. Dissertation refer to the PsyD. Dissertation and Psy.D. Dissertation Project manual located in the Manuals tab of the Membership menu on the ICP website.

2. Candidates matriculating before September 2017 may choose to write a PsyD Dissertation, for which they will receive both a Psy.D. Degree and a Certificate of Psychoanalysis. They are not required to take the Psychoanalytic Research and Writing Course or participate in the Psy.D. Colloquium. However they are encouraged to participate in both. Alternatively, they may choose to write only a Comprehensive Case Report and receive a Certificate of Psychoanalysis.

GRADUATION CEREMONY DEADLINE REQUIREMENTS

A. Certificate of Psychoanalysis Graduation Ceremony Deadlines

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 met. In order to participate in the spring graduation ceremony Candidates wishing to receive a Certificate of Psychoanalysis, must notify the CPC by November 1st of the year preceding the ceremony year that they have completed their Comprehensive Case Report written paper. In addition, the Candidate must provide the name of the ICP Analyst they have chosen to have on their committee for the Final Comprehensive Case Report Review and oral case discussion. Further they ask the CPC to assign both a CPC member analyst and a second analyst to complete their committee of three ICP analysts. The Candidate

must send the written report to the three analysts on their committee no later than 3 weeks before their scheduled meeting date. The candidate then meets with the committee to engage in an interactive discussion about the Final Comprehensive Case Report. This meeting must take place before April 1st. The CPC analyst will notify the CPC by April 1st of the ceremony year that the Candidate's Comprehensive Case Report has been approved and that the Candidate has verified that their Candidate File is complete. The CPC then votes to recommend to the Board that the Candidate be graduated and awarded a certificate of graduation. Once the Board has approved the graduation the Candidate receives a Certificate of Psychoanalysis, and will then be allowed to participate in the Graduation Ceremony.

B. Psy.D. Graduation Ceremony Deadlines

In addition to the above requirements for the Certificate of Psychoanalysis, in order to participate in the spring graduation ceremony Candidates wishing to receive a Psy.D., must submit a first complete rough draft (see PsyD. Dissertation and PsyD. Dissertation Project Manual for details of what this draft should include) of their Psy.D. Dissertation to the CPC by August 1st 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.

If, for some reason, candidates are unable to meet these deadlines for either the Certificate of Psychoanalysis or the Psy.D., a waiver request explaining the Candidate's circumstances may be filed for the CPC to consider.

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

	<h1 style="margin: 0;">Candidate Progression Form</h1>
---	--

Candidate: _____ Semester: _____ Year: _____
 Course Title: _____
 Instructor(s): _____
 Course Number: _____ Total Number of Sessions: _____

EVALUATOR'S SPECIFIC RATING OF STUDENT'S LEARNING:

Assessment Areas:	Exceptional	Good	Average	Below Average	Not Acceptable
1. Understands relevant theory	<input type="checkbox"/>				
2. Applies/integrates theory effectively	<input type="checkbox"/>				
3. Demonstrates relevant clinical skills	<input type="checkbox"/>				
4. Demonstrates capacity for self-reflection	<input type="checkbox"/>				
5. Can use and respond to feedback	<input type="checkbox"/>				
6. Respects frames of reference beyond one's own	<input type="checkbox"/>				
7. Understands socio-cultural influence on norms/values	<input type="checkbox"/>				
8. Can learn from experience of others	<input type="checkbox"/>				
9. Interpersonal effectiveness with instructors/peers	<input type="checkbox"/>				
10. Exemplifies professionalism w/attendance, punctuality, ethics	<input type="checkbox"/>				

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

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.

	Date submitted report to ICP Office:	Additional reports if applicable:	NOTES: <i>(Early termination, hours of supervisory hours completed, etc.)</i>			
<u>Advisor Reports:</u> Due August 1 st						
<u>Control Case 1:</u> Due March 1 st & September 1 st	<u>Initial Report:</u>	<u>1st Report:</u>	<u>2nd Report:</u>	<u>3rd Report:</u>		
<u>Supervisory Reports:</u> Due April 15 th & October 15 th						
<u>Control Case 2:</u> Due March 1 st & September 1 st	<u>Initial Report:</u>	<u>1st Report:</u>	<u>2nd Report:</u>	<u>3rd Report:</u>		
<u>Supervisory Reports:</u> Due April 15 th & October 15 th						

<u>Control Case 3:</u> Due March 1 st & September 1 st	<u>Initial Report:</u>	<u>1st Report:</u>	<u>2nd Report:</u>	<u>3rd Report:</u>		
<u>Supervisory Reports:</u> Due April 15 th & October 15 th						
<u>If applicable: Control Case 4:</u> Due March 1 st & September 1 st	<u>Initial Report:</u>	<u>1st Report:</u>	<u>2nd Report:</u>	<u>3rd Report:</u>		
<u>Supervisory Reports:</u> Due April 15 th & October 15 th						

Certification of Analytic Hours



CONFIDENTIAL

Certification of Analytic Hours

MONTH	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	SIGNATURE TRAINING ANALYST
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

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



CONFIDENTIAL CERTIFICATION OF ANALYTIC HOURS DURING SUPERVISED CONTROL CASE WORK

Control Case # 1 2 3 4

Date Supervision Began: _____

Name of Supervisor: _____

MONTH	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	SIGNATURE TRAINING ANALYST
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						

December						
----------	--	--	--	--	--	--

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 of 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 concerns; history of psychiatric/psychological treatment; developmental history; initial clinical 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 your efforts to bring the experience of your patient and the process to life should not be impinged upon. While the length of a report does not directly correlate with its quality, most reports are 15-30 pages (double spaced). 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:

1. Description of the Patient - basic identifying information, and your subjective experience of the patient (how it feels over time to be with and interact with him/her).
2. Presenting Problem - the patient's initial complaints, including why they are seeking help now.
3. Relevant History- developmental issues, neglect/abuse/traumas, significant events & memories, F.O., biological & socio-cultural influences, previous treatments, etc.
4. Assessment of Patient's Deficits & Strengths - psychological capacities, sense of self, and coping strategies - adaptive & maladaptive defenses, values, etc.
5. 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.

6. 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.).
7. 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). Discuss any issues relating to the frame (e.g. fees, sitting up or use of couch, frequency of sessions, communications outside of session)
8. 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. Discuss how any termination issues were addressed.

Comprehensive Case Report Evaluation

IDENTIFICATION, HISTORY, AND PRESENTING SYMPTOMS:

1. Candidate provided basic identifying information, and his/her subjective experience of the patient, that is how it felt to him/her to be with, and interact with, the patient.

Yes No

2. Candidate described the patient's initial complaints, including why the patient was seeking help.

Yes No

3. Candidate described the patient's developmental issues, including neglect, abuse, traumas, significant events, memories, family of origin information, biological & socio-cultural issues, and previous treatments.

Yes No

4. Candidate formulated an initial psychoanalytic understanding of the patient's psychology and unconscious dynamics, and made appropriate clinical diagnoses and treatment recommendations.

Yes No

DYNAMICS AND PSYCHOANALYTIC FORMULATION:

5. Candidate discussed the patient's psychological capacities, sense of self, adaptive and maladaptive coping strategies, values, etc.

Yes No

6. Candidate discussed the way the patient had learned to organize his/her world in terms of basic beliefs, expectations, relational patterns, internalized representations of others, etc.

Yes No

7. Candidate identified patient's unconscious organizing principles, ways of being, beliefs, and patterns. Candidate understood the effects of the interplay of various factors such as internal object relations, attachment dynamics, deficits, traumas, phenomena of self-experience, central conflicts, and defenses.

Yes No

DEMONSTRATION OF PSYCHOANALYTIC THINKING AND CAPACITY TO FACILITATE A PSYCHOANALYTIC PROCESS:

8. Candidate developed and demonstrated analytic attitudes such as being empathic, reflective, non-judgmental, curious, open-minded, tolerant of ambiguity or uncertainty, awareness of complexity, sufficiently flexible, interested in discovering the truth about the patient's emotional experience, and being respectful of the patient's individuality.

Yes No

9. Candidate used appropriate psychoanalytic interventions to facilitate the deepening of psychoanalytic process.

Yes No

10. Candidate understood and effectively used the concepts of transference and countertransference.

Yes No

11. Candidate explored and worked through impasses, while considering unconscious factors emerging from both patient and the analyst.

Yes No

12. Candidate explored with him/herself and with the patient the ways in which each partner has influenced and changed the other in the relational analytic process.

Yes No

13. Candidate described and gave examples of how the patient changed. Examples being: achieved greater insight, developed psychological capacities, strengthened and expanded sense of self, modified organizing principles and internal representations, etc.

Yes No

14. Candidate presented an assessment of what changed and what did not change and demonstrated an ability to discuss possible theoretical explanations for this.

Yes No

15. Candidate utilized his/her understanding of theory to accurately describe the analytic process.

Yes No

16. Candidate established and maintained a working relationship with the patient and addressed issues related to the frame, for example such things as handling of fees,

sitting up or use of couch, frequency of sessions, and communication outside of sessions.

Yes No

PSYCHOANALYTIC ETHICS AND TERMINATION:

17. Candidate dealt with the end of the control case status for the patient sensitively and ethically, including any changes to the frame and including number of sessions or fee structure.

Yes No

18. Candidate recognized characteristics that may indicate readiness for termination, or change in session frequency, and was able to discuss this with patient sensitively and openly.

Yes No

19. Candidate has sought consultation when needed and protected the patient's confidentiality and anonymity in all communication.

Yes No

20. Candidate has conducted her/himself professionally with commitment to the patient's well-being. Candidate has acted with integrity, upholding boundaries and ethical standards.

Yes No

Control Case Report First Page Template

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



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:

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.

ICP Candidate Disclosure

- I. I am aware that I will be treated by a post-graduate analyst-in-training at the Institute of Contemporary Psychoanalysis in Los Angeles. The candidate analyst is a licensed clinician, engaged in obtaining a specialty certification in psychoanalysis. I am aware that my candidate analyst will be in supervision with an ICP Training and Supervising Analyst.
- II. I also understand that while my identity will be held strictly confidential, aspects of my analysis may be discussed at clinical presentations in classes or other conferences under the aegis of ICP. My anonymity will be preserved under all circumstances.
- III. I am aware I am entering into a treatment relationship with my clinician only. I understand that from now forward all aspects of my treatment will fall entirely within the practice of my candidate analyst. These aspects of my treatment include, but are not limited to, all payment arrangements, clinical documentation, clinical decisions and responsibility, treatment policies and procedures, and any other treatment arrangements.
- IV. I have been informed about the frequency of visits, duration of treatment and financial arrangements.
- V. I am aware that if my candidate analyst withdraws from psychoanalytic training or otherwise changes their status, I will be informed of the change. Although I am aware that it is recommended that psychoanalytic treatment continue for a minimum of 18 months, I understand that I am free to terminate psychoanalytic treatment at any time.
- VI. I am aware that information about grievance and complaint procedures are available on the ICP website at icpla.edu

Aware of all of the above, I consent to psychoanalytic treatment with

Control case analyst signature: _____

Candidate analyst signature: _____

Date: _____

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- chooses 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-transference 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: _____

Supervisory Agreement

Please read this carefully for information regarding due dates of your reports

_____ and _____
 (Candidate) (Supervisor)
 have agreed to work together weekly in the supervision of a control case.

Date supervision began: _____

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.

Candidate:

1. I agree that immediately after beginning supervision, I will submit an initial brief case report. This report must be submitted to my Supervisor, my Advisor and the ICP office no later than 6 weeks after beginning supervision.
2. I will submit three six-month control case reports by March 1 and September 1 deadlines. These reports will be submitted to the Supervisor, the Advisor, and the ICP office.
3. I understand that my Control Case reports are due on March 1 and September 1. I will have a grace period until March 31 for the March 1 due date and September 30 for the September 1 due date. If the report is not in by those final deadlines, I will lose credit for the control case hours for the time period that the delinquent report covers. _____(initial)
4. Upon receipt of the Supervisory report I will be responsible for submitting the report to my Advisor and the ICP office.

Supervisor:

1. I will submit three supervisory reports by 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 their Advisor and the ICP office. I understand that my Supervisory Reports are due on April 15 and October 15 even if I did not receive a Control Case Report from the Candidate. I will have a grace period until November 15 for the October 15 deadline and May

15 for the April 15 deadline. If the report is not in by those final deadlines the candidate will be required to choose a new Supervisor. _____(initial)

- 2. The supervision will only be considered completed when I have signed off that at least 18 months of treatment occurred and there were a minimum of 65 supervisory sessions. I will complete the Confirmation of Supervision Completion form and send it in to the Candidate and the ICP office when these criteria have been met.

Candidate's Signature

Date

Supervisor's Signature

Date

Confirmation of Supervision Completion

This is to certify that

Candidate

has completed supervision of control case _____ .
number

_____ has seen the control case for at least 18
Candidate

months and has attended the required 65-70 supervisory sessions.

Supervisor Name

Signature

Date

Research Candidate History

History:

The Research Candidate was originally a category of candidate in training recognized by the APsaA. These were supposed to be rare individuals whose backgrounds made them especially desirable for psychoanalytic training. The criteria for acceptance by the APsaA included that the individual:

1. Could not be a mental health professional, nor could he/she have been educated in the field of mental health. Rather, he/she must have been educated in the humanities, broadly speaking, and received a doctorate, or, alternatively, the highest degree offered in the field of study. For example, if the degree were in creative writing or poetry from UCLA, or any of the UC schools, then the individual seeking research training would have to have earned a masters level degree, as no UC school offers a doctorate in either creative writing or poetry. However, if the individual had a creative writing or poetry degree from USC, for example, then the individual would have need to have earned a doctorate in those fields, as there are doctoral level program at USC. In contrast, in most of the humanities at most universities, doctorates are the highest degree offered, so that the doctorate in, say, English Literature or History from a UC school is required for the Research Candidate applicant in those fields.

2. The potential candidate must have done some kind of work in the study of psychoanalytic theory, or have had some verifiable interest in psychoanalysis, before seeking admission as a Research Candidate. The potential candidate may have taught psychoanalysis at a school, college, or university. He/she might have published a psychoanalytically informed paper in an academic journal. He/she might be strategically placed to carry psychoanalytic influence into the environment in which he works or teaches. For example, the individual might be the director of a school that has a psychoanalytic or psychological orientation, or teach courses that might carry such a perspective, or he/she might be an editor on a Journal. In any of these cases, such an individual with an advanced psychoanalytic understanding

would be in a position to carry psychoanalytic ideas forward and would be considered to be in a strategic position for advancing psychoanalytic ideas.

3. The expectation is that once graduated from the psychoanalytic institute, even if the Research Candidate has had, not just theoretical, but also a clinical, training in that Institute, he/she is expected to continue working in his/her original field, with only 1/3 of his/her professional time spent in psychoanalytic practices.

4. The procedure was for the prospective Research Candidate to apply to a given American-affiliated institute first and found to be desirable by that Institute as a Research Candidate, but before that person could be accepted for training, he/she had to apply to the APsaA for their acceptance. That acceptance would not have been for clinical training, but merely for academic training. Once accepted, the Research Candidate might then apply to the American for permission to do clinical training. There was no required time period between acceptance for academic and then acceptance for clinical training. One might do these applications to the American virtually simultaneously. But a research candidate's acceptance for training required the approval of the American first.

5. Once accepted, some American-affiliated institutes required a degree of therapeutic experience with patients before a Research Candidate might see control cases. Other Institutes did not require such therapeutic experience before a Research Candidate might begin control case work. The latter believed that the best possible training for doing Psychoanalysis was the doing of psychoanalysis under supervision of a training analyst, whereas the former believed in the efficacy of some therapeutic work under supervision before such control cases could be started. This was a decision made by the individual Institute itself.

6. Originally there had been no medical board of approval under which Research Candidates might practice. Research candidates who wanted to not only be educated in the theory of psychoanalysis, but also to be trained clinically, could analyze their control cases under the egis of the training institute itself without a license. If, once graduated, the individual wanted to continue to practice, a license obtained from within another discipline was required, so individuals would attend social work or MFT programs while training or after graduation in be licensed to

practice. But in 1977, three Research candidates from Los Angeles Institutes who didn't want to attend other schools in addition to their psychoanalytic training, took the matter into their own hands and sought to have a bill passed in the State of California allowing Research Candidates graduated from a recognized psychoanalytic training program to continue to practice once graduated, and the Research Training law was passed that, under the department of medical assurance, permitted such graduates to practice with the same restrictions that had been recognized by the APsaA.

Research Candidacy at ICP

When ICP began, several of the Founders were Research Analysts, trained at one of the two extant American affiliated institutes in Los Angeles. Nevertheless, none of us considered the question of Research training until a candidate applied for admission who was not licensed as a mental health professional, but fit under the rules established by the American for Research Candidacy. It seemed obvious to us that this was a tradition we wanted to continue, so this individual was admitted with the understanding that he/she would apply to the Board of Medical Assurance for their acceptance as a Research Candidate. Given that we founders had different experiences in regard to whether clinical experience was needed before such individuals were allowed to begin control cases, it was (as so many things were) left unclear and unstated. Slowly the practice began to favor, and then to require, such preliminary experience, but it wasn't ever really articulated: it just was.

Then ICP confronted the matter of the distinction between the Research Candidate and the Clinical Research Candidate. Again, it had not been spelled out that there could be such a distinction. Early in our ICP history someone wanted to be trained in psychoanalytic theory, and was accepted as a Research Candidate who joined in the seminars but did not take control cases, because history had taught us that that was a conceivable course in some American-affiliated institutes (but not in others). Then, more recently, a second such individual appeared and began his training as a Research Candidate. Because this particular individual seemed gifted,

it was suggested that he might enter the clinical program and begin taking control cases. This was the beginning, in ICP, of the two categories of Research Candidate: the RC (research candidate) and the CRC (clinical research candidate).

Written by Estelle Shane PhD 09/2020