



# **JPA Handbook**

Effective July 2018

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The Jungian Psychoanalytic Association (JPA), founded in August 2004, is a professional organization and educational community of certified Jungian analysts, which follows the trajectory of C. G. Jung's work as a theory of psychodynamics and the basis for effective psychoanalytic practice. The JPA seeks to promote and cultivate the continuing education and professional competence of its members and employs its professional experience to foster clinical expertise in the training of psychoanalysts. Members participate in seminars and intensive colloquia offered by the JPA's analytic training programs. The JPA seeks to promote the creative understanding and applications of Jungian psychology in their contemporary conceptions in the larger professional, artistic, political, cultural, and scientific communities through research, conferences, and publications.

### **Analytic Training Programs**

All candidates are accepted into the IAAP Jungian Certifying Program. Those without clinical licenses are also enrolled in the NYS License Qualifying Program. The curriculum and requirements of the LQP are embedded in the overall curriculum of the IAAP program, with a few exceptions.

The graduation requirements for each program are outlined below. The overall learning community ethos pertains to all, and all are expected to participate in the full JPA experience.

### **Academic Structure of JPA Training**

There are 33 weeks of coursework divided into three 11-week trimesters per year. Each trimester is composed of ten classes and one community-wide clinical evening per trimester and a Colloquium. Classes are usually held Monday evenings in New York City, divided into 3 class periods: 4:00, 6:30 and 8:30.

The overall curriculum has seven components:

1. All incoming candidates take a year-long Introduction to Jungian Theory and Clinical Process course that teaches basic foundations of Jungian theory and practice and prepares them for clinical work.
2. A minimum of 12 Trimesters of required courses in readings from the Collected Works of C. G. Jung: These four years of readings repeat in a rotation, such that within any four-year period, all 12 required courses would be offered.
3. A minimum of 12 Trimester courses in additional elective content: These classes explore integral and related topics in the Jungian field and the broader field of psychoanalysis, such as ethics, clinical field theories, transference and counter-transference, symbol systems, mythologies, other schools of theory etc. (The first year Intro class fulfills one year (three courses) of this requirement).
4. Case Seminar is required for two trimesters each year for four years. Candidates are encouraged to take more than the minimum standard of eight Case Seminars.

5. Dream practica are day-long, one-credit classes that develop various perspectives on interpretation and theory of dreams. A total of 24 Dream practica credits are required for graduation. Six Dream practica are offered each year, typically on Sundays. In addition to the Sunday practica, the JPA sometimes offers the alternative format of a trimester-length once a week three-credit course in Dream studies.
6. Colloquium weekends begin on a Friday afternoon and end on Sunday afternoon in the autumn and spring trimesters. They are usually held at the Beekman Arms/Delamater Conference Center in Rhinebeck New York. They include theoretical and clinical lectures, by both analysts and candidates, presentations of works-in-progress, seminars with visiting scholars or analysts, and community affairs and process. The winter colloquium is usually held on a Sunday in New York City. The specific topics studied and the overall structure of each colloquium is designed yearly. These colloquia are opportunities for the whole community, analysts and students, to explore a topic in depth. Attendance at Colloquia is required of all matriculated candidates.
7. Independent study/tutorials can be arranged with JPA faculty members. Students may use these tutorials to deepen their understanding in a particular area of interest or to assist with their preparations for the JPA Exam.

The above summarizes the basic minimum requirements in the IAAP training program which all candidates, regardless of training track, must fulfill. LQP candidates are subject to additional NYS requirements. Minimum requirements may change during one's course of study, either as a result of initiatives of the JPA itself, or as directed by New York State.

The programs are designed to be completed in a minimum of five years. However, candidates are strongly encouraged to progress through the program at their own pace guided by their own personal and training requirements and processes.

### **Assessment /Evaluation / Feedback Processes**

#### Point-of-contact meetings

Instructors give feedback throughout a course and are expected to meet, either in person or by phone, with each candidate at the end of a course to talk evaluatively about the candidate's work for that trimester. Likewise, candidates are encouraged to speak about their experiences of the class during these conversations. Candidates are further encouraged to speak with the Dean of Candidates if anything emerges from these meetings that raises any concerns about their progress or class experience.

#### Grading /Evaluations

When a candidate successfully completes a course, this information is logged into the JPA database and the candidate receives credit. For Candidates seeking IAAP certification, grades are noted as Pass/Fail. For Candidates who are in the NYS License Qualifying Program, letter grades are assigned along with written evaluations.

In situations where faculty concern about a candidate's commitment to the class or understanding of the material in a course has not been satisfactorily resolved in the class or as a result of the point-of-contact meeting, a grade of "C", or lower, or a "Fail" will be

given. Any grade below “B” prompts a meeting with the candidate, the Dean and the instructor. If there is consensus\* from this meeting that everyone present understands the concern and is satisfied with the means by which it will be addressed and resolved then the matter is left within that group. The Dean will write up a summary of their meeting and a copy of the report will be given to each member of that group.

- Note: In this Handbook the concept of consensus appears frequently. The JPA identifies itself as working within an ethos of “generating consensus”: creating collective accord despite individual differences of opinion

### Special Review of Candidacy:

In the event that a serious concern is raised regarding a candidate’s progress in training or capacity for training, a special review process is initiated by the Director of Training. Every effort will be made to find a way to assist the candidate to continue to train. However, the following special review process can result in termination of the candidate’s training.

Overall this process is intended to provide the candidate with all relevant feedback, a concise direct explanation of the perceived issues, and an opportunity to respond. Possible outcomes could include: (a) agreeing to specific training objectives with suggestions about how to meet them; (b) providing time to work through identified training, supervision or examination issues, with the option of taking a leave of absence from active training to address these issues; (c) particular coursework.

This Special Review may take up to 6 months. The objective is to enter into the evaluative process together to open up and understand what in a candidate’s training is going awry. The Special Review Committee may need to consult the candidate’s supervisor during this review. The supervising analyst is in the unique position to evaluate the clinical work of the candidate and provide input on the question of suitability for training.

### Protocol

#### Stage 1:

When faculty members report failing grades to the Dean of Candidates, or a supervisor conveys a clinical concern to the Dean, or an exam or final project committee reports to the Director of Training that it has failed a candidate, a course of action to formally identify the issues begins. The Director of Training forms a Special Review Committee, consisting of the Director of Training (as representative of the SC), the Dean of Candidates, and an analyst of the candidate’s choosing (but not the candidate’s training analyst or current supervisor). The Special Review Committee meets with the candidate to talk about the negative feedback in the context of the candidate’s understanding of where she/he is in training. At this stage, the committee and the candidate may reach agreement on a course of action to further training or on termination. Both the candidate and the Special Review Committee write up reports of their experiences of the process with recommendations and suggestions. The Director of Training carries these reports to the Steering Committee, to be filed and held by the SC.

#### Stage 2:

If the candidate does not agree with the Special Review Committee’s evaluative assessments and recommendations, then the committee instructs the candidate to contact

faculty and supervisors who taught her/him so far in the training to get specific written feedback around the particular issues that are being raised. It is up to the candidate to solicit this feedback in order to explore the questions with the community that has been training her/him. The feedback is in written form and is submitted to the Special Review Committee. At this stage, the committee and the candidate meet again and may reach agreement on a course of action for further training or on termination. Both the candidate and the Special Review Committee write up reports of their experiences of the process with recommendations and suggestions. The Director of Training carries these reports to the Steering Committee, to be filed and held by the SC.

### Stage 3:

The Steering Committee of the JPA bears the ethical and legal responsibility for the training program at the JPA, so the final determination rests with the SC. The SC takes up the process and reviews the reports from the Special Review Committee and the candidate. The SC may request further written feedback from other JPA instructors including the candidate's supervisors. At the end of Stage 3, the SC will vote on the recommendations of the Special Review Committee. The Director of Training and the President then meet with the candidate to explain and discuss the determination. If the determination is to terminate, the SC will issue a letter outlining the legal stipulations.

## **The JPA Exam**

The JPA exam is a comprehensive examination of a candidate's mastery of 6 areas of proficiency that cover the breadth of Jungian theory and practice:

1. Symptom and Symbol Formation, Psychopathology and Psyche-Soma Conjunctions
2. Fields of Psychological Process
  - a. Intrapsychic: Complexes, Archetypes, Dreams
  - b. Interpersonal
  - c. Transferential and Field Phenomena
  - d. Community/Group/Culture
  - e. Transpersonal
3. Transformational Systems: Images and Amplifications
4. Mythology, Mythopoeisis and Mythologems
5. Jungian and post-Jungian Theory, and Theoretical Variations in Psychoanalysis
6. Analytic Attitude, Ethics and Techniques

The JPA exam is the candidate's primary opportunity to demonstrate what is known and has been learned in the course of JPA training. The JPA exam is a demonstration of a baseline in the competency needed to practice as an analyst. Therefore, it will also indicate what still needs to be learned.

A candidate decides when to take the exam. The candidate informs the Director of Training and the Dean of Candidates of his/her intention to take the exam and chooses three analysts to serve as an exam committee, one designated as chair. A candidate's exam committee may be made up of any three JPA analysts, except the candidate's analyst and current supervisor. He/she then notifies the Registrar of his/her committee selection. This committee helps the candidate select a format for the exam itself, agree on the standards and methods by which

the candidate will demonstrate the six areas of proficiency to the examiners, and agree on the criteria for evaluating the result.

If the exam committee does not pass the candidate's first attempt at the exam, the candidate must negotiate with the committee to develop a plan of action to improve preparation for a second exam and must obtain the committee's approval regarding the timing of the next exam. An exam committee will not be disbanded at the request of any one member of the committee including the candidate. The committee may only be dissolved with all members voting to do so. If a committee member withdraws from the committee prior to the completion of the exam, the candidate will choose another analyst to take the place of that examiner to fulfill the requirement that three analysts pass the exam. The departing member must work with the new examiner and the candidate to ensure that the process of the exam is preserved.

The goal is that every exam committee reaches consensus on a candidate's exam process and outcome. If there is an impasse and the committee cannot move forward or dissolve, the Director of Training and the Dean of Candidates are to be consulted to assist. Once the exam is passed, the chairing member of the exam committee is to notify the Registrar that the exam was passed, giving the date of completion.

### **Graduation /Final Project**

The Final Project of the IAAP Certifying Program is an original paper, developed with a committee of analysts similar to an exam committee. Its purpose is to demonstrate the integration of a candidate's development and work. Candidates are encouraged to explore an aspect of the curriculum, theory or practice that is of particular interest. Faculty consultation is essential throughout this intensive study. When the candidate and the project committee consider the project complete a portion is presented to the entire community.

In preparing to develop the final project, the candidate notifies the Director of Training that he/she is ready, and the Project Committee is formed. A candidate's Final Project committee may be made up of any three JPA analysts, except the candidate's analyst and current supervisor. Any one of the three on the Final Project committee may serve as the primary reader/adviser to the candidate. The candidate is to communicate with the Registrar and the members of his/her committee to ensure that the members of the committee and the title of the Final Project are duly recorded.

Although the Final Project is a much more openly creative process than the Exam, the candidate is still held to the committee's standards for quality of content and form; therefore, it is likely that the candidate will be asked to rewrite portions of the work by the committee. The committee is solely responsible for approving the candidate's work on the Final Project. Once the committee approves, the candidate may request a date from the DoT for its presentation at a JPA Colloquium.

As with the exam committee, if a committee member withdraws from the Final Project committee, the candidate must choose another analyst to take that place and the departing member and the remaining committee are expected to work together to ensure that the work continues as smoothly as possible.

The ethos of this committee, as well as the Exam committee, is that the Committee finds consensus, which assumes all standards, processes and issues are worked out among the committee members and the candidate. If only two analysts agree that the final project is completed, the DoC and the DoT will be asked to discuss the reasons for the impasse with the Committee.

The candidate must inform the DoT no later than 30 days before the colloquium that the candidate is ready to present his/her work to the community. The hour-long presentation itself is intended to be a demonstration of readiness for graduation and a contribution to the on-going programs and development of the JPA learning community.

### **Training Fees**

Annual full-time tuition/course fees, including matriculation fees, LQP training fees, and pre-license fees cover all costs to the JPA of training candidates in both tracks.

Fees for personal analysis and professional/clinical supervision are negotiated privately with JPA Members of the candidate's choice, so costs vary. The JPA recommends \$150 per hour for supervision.

Course and matriculation fees are due upon receipt of invoice and must be paid in full before the beginning of the trimester. Only candidates who have paid for courses will be registered and allowed to attend classes.

Tuition includes a membership to the Kristine Mann Library. It is expected that candidates will have access to the Collected Works of C. G. Jung, as this collection forms the basis for our core curriculum. However, no one is required to buy books.

### **Matriculation**

It is assumed, when a candidate is accepted into the training programs, that she/he is committing to being a part of the JPA learning community and to pursuing training with as much participation as possible. Although a candidate is encouraged to progress at his/her pace, the JPA training program is not part-time. Matriculation assumes that the candidate will be taking classes in person on a weekly basis and will be attending all the Colloquia and Clinical Evening events.

By paying the matriculation fee, candidates are enrolled in the baseline program of Colloquia and Clinical Evenings. Candidates then choose, and pay for, the classes that they will take each trimester. Thus, the minimum full-time participation would be attendance at the Colloquia and the Clinical Evenings, although this low level of participation in the program is not ideal for the candidate or for the community.

### **Registration**

Candidates register for classes and pay via PayPal or credit card. The matriculation fee and Pre-license Training Fee must be paid before one can register for classes.

There is a \$50 Late Fee for either a late registration or a late payment. Treasurer will invoice candidates who miss these deadlines. Registration process closes approximately



one month before trimester. Payments are due in full before official beginning of trimester on 1st Clinical Evening.

The JPA offers no form of financing or payment plan.

Please notify Treasurer and Administrator if you are unable to register.

### **Leave of Absence**

If a student feels the need to take a leave of absence, first she/he must discuss this possibility with the Dean of Candidates. Leaves of absence can be granted by the DoT for up to one academic year. The candidate on a leave of absence will pay an administrative fee of \$100.00 per trimester. Due to the value of sustained connection with the community and the continuing development of the candidates, any leave of more than one year will need to be reviewed and discussed with the Dean and the DoT. Once a candidate is on a leave of absence, she/he may not attend classes, practica, colloquia or clinical evenings.

A candidate on a leave of absence is required to remain in analysis and, if seeing patients, must also be in supervision throughout the leave.

Candidates in the License-Qualifying Program may take a leave of absence. However, if an LQP candidate continues to see patients, they must do so in the JPA space and thus must continue to pay the pre-license fee.

### **Refund Policy**

A candidate is able to withdraw from a class up through the second week of a trimester and receive an 80% tuition refund. The candidate must notify the Treasurer and the Administrator in writing. There are no refunds for colloquia or practica. To request a refund due to extraordinary circumstances, a candidate must apply in writing to the Steering Committee.

### **Withdrawal from Training**

If a candidate withdraws from the program completely, she/he will have to re-apply if she/he wishes to return to training. Contact the DoT.

### **Requirements for Graduation from the JPA IAAP Certifying Program**

1. Minimum academic requirements include the completion of the full cycle of required readings of CG Jung's Collected Works, 12 elective courses, 8 case seminars, typically accomplished in 2 trimesters a year for 4 years, 24 dream practica or equivalent dream study course format, attendance at 3 Colloquia and 4 Clinical Evenings each training year.
2. The completion of a minimum of 300 hours of Jungian analysis with an IAAP analyst. 50 hours of analysis with an IAAP analyst completed within three years prior to admission, can be counted towards the 300. This stated minimum of 300 hours does not limit the requirement that a candidate must be in analysis during his/her entire training period. Analytic hours must be confirmed by the analyst and submitted for record with the Registrar.

3. The completion of a minimum of 260 hours of clinical supervision with a Jungian analyst who is a JPA member. Of those hours, 88 are Control supervision. However, a candidate is required to be in supervision throughout training. These supervision hours must be verified by the Supervisor and submitted for record with the Registrar.
4. The completion of a minimum of 750 hours of supervised clinical/analytic work that is supervised and defined by the JPA. As noted above clinical supervision and practice is required to be continual throughout training.
5. Passage of the JPA Examination.
6. Completion and presentation of the Graduation Project to the JPA community.

### **Graduation Requirements: NYS Psychoanalytic License Qualifying Program**

Specific requirements for the License Qualifying Program and the IAAP certifying Program are somewhat different. The LQP track is framed by the State's requirements that are outlined below. Candidates who are in both programs will note that the majority of requirements overlap.

The State divides the required learning goals into 9 areas of proficiency (not to be confused with the JPA's 6 areas of proficiency for the JPA Exam). Candidates must complete 45 clock-hours of instruction in each of these areas. Within the JPA curriculum, these 45 hours can be attained through completion of the CW reading courses, the first year introduction class and a few other courses designed specifically for them.

1. The completion of 405 clock-hours of course work (required & independent studies).
2. The completion of a minimum of 120 clock-hours of clinical case seminar.
3. The completion of a minimum of 300\*clock-hours of Jungian psychoanalysis with an IAAP certified analyst.
4. The completion of a minimum of 150\* clock-hours of clinical supervision with a New York State licensed JPA member Jungian analyst, including 50\* clock-hours are Control supervision of one case. Please note Supervision is required throughout the term of training.
5. The completion of 22 hours of Clinical Presentation Programs typically held once a trimester throughout the academic year.
6. The completion of 300 clock-hours of supervised face-to face clinical work with patients in an approved location (not to be confused with the NYS OP requirement of 1500 clinical hours for licensure).
7. The completion of the Child Abuse Prevention course established by the State of New York.
8. Successful completion of Clinical Thesis Paper (LQP 903)

Add Independent course/reading/study hours to meet NYS standards as needed.

\*NYS confirmation of these required hours is pending.

## **Additional Information for License Qualifying Program**

### Clinical Hours in the License Qualifying Program

All Candidates must complete 750 clock-hours of supervised face-to-face analytic work (not to be confused with NYSED requirement of 300 clinical hours for completion of the License Qualifying Program).

Candidates in the License Qualifying Program may only see their patients in an approved office space provided and supervised by the JPA, per the requirement of the New York State Education Department.

Since all candidates' patients are legally patients in the care of the JPA, certain restrictions apply: for instance, payment for service cannot be paid directly to an LQP candidate/analyst-in-training. The protocol for payments for clinical hours for those in the License-Qualifying Program is as follows: The candidate bills their patients; the patient writes a check to the JPA for that amount. The candidate then sends the check, with a notation of the clinical clock-hours it represents, to the JPA. The JPA then issues the candidate a check for the full amount.

### Personal Analysis for Candidates in the License Qualifying Program

Candidates must be in Jungian analysis throughout their training. A minimum of 300 clock-hours of analysis is required for graduation. These hours must be on record with the Registrar provided by the candidate and verified by the analyst. Candidates are free to choose any analyst in good standing with the IAAP. Analysts set their own fees.

### Supervision of Candidate's Clinical Experience in the License Qualifying Program

Candidates must treat patients in a NYS approved site during their training and under clinical supervision with a JPA analyst. In addition, during the final two years of training, candidates are in "control" supervision, an intensive supervision of one ongoing case. A minimum of 150 clock-hours is required, with 50 of those clock-hours being with one supervisor on one case (control supervision), and 100 clock-hours with another supervisor working on one or more cases. These hours must be on record with the Registrar, through monthly recording by the candidate and verification by the supervisor.

When the candidate is ready to begin control supervision, the Director of Training and Administrator shall be notified. Candidates must do control with a different analyst than their ongoing supervisor. Candidates choose their supervisors from among the analyst members of the JPA who are licensed to practice psychoanalysis in New York State. JPA analyst members who are available to supervise the License Qualifying Program's candidates all meet the requirements for supervision established by the NYS Regulation. It is understood that analyst members who do not live or work in New York State, and who do not have a New York State License, will not supervise anyone in the License Qualifying Program.

JPA analyst members will be eligible to be a supervisor and/or lead a case seminar provided a) they have a NYS License that includes psychoanalysis in its scope of practice and b) the member must have at least five years of professional practice as a Jungian analyst post-graduation from the JPA, or another IAAP certified Jungian Training Program.

Supervision fees vary; but the JPA recommends \$150/hr. to its members who offer to supervise candidates. Supervisors bill candidates monthly. The candidate pays the invoice amount to the JPA. The JPA pays the supervisor. All supervised experience will be verified on "Form 4B--Certification of Supervision Experience."

### Evaluations

In addition to the JPA point of contact feedback and assessment meetings, candidates in the License Qualifying Program will be given grades--A through F --at the completion of each course. LQP Candidates will also submit evaluations of the courses and instructors at the end of each course.

### Child Abuse Prevention Training

Candidates in this program will take the State approved Child Abuse Prevention Training. This training can be achieved on-line at: "[www.ocfs.state.ny.us/main/prevention](http://www.ocfs.state.ny.us/main/prevention)". Proof of completion must be on record with the Registrar.

### Insurance

All LQP candidates must carry malpractice insurance, which can be obtained through NAAP. They must provide a copy of the insurance to the Clinical Practice Coordinator.

### Hiatus between LQP graduation and Limited Permit status

According to NYS regulations, when a candidate graduates the LQP and applies for the Limited Permit, she/he enters a hiatus period during which time he/she cannot see patients until the Limited Permit is received. This means that the candidate must inform his/her patients that there will be an indeterminate break in the treatment (usually no more than six weeks but unpredictable). During this hiatus period, the supervisor is responsible for these patients unless the patients choose to terminate. The candidate and patients may also choose to refer the patients back to the Clinical Practice Coordinator to be placed with other candidates.

### Candidates working on the Limited Permit

Once a Limited Permit is acquired, the candidate may resume seeing patients in the JPA Treatment Center. All efforts should be made to keep current appointment hours reserved, with the understanding that decision must be made on many factors, including demand for the space by other candidates. Candidates may wish to discuss with candidate representatives how best to negotiate preserving their preferred scheduled office space times during the hiatus.

Once the Limited Permit is acquired the candidate must resume supervision.

Also, once a Limited Permit is acquired and the candidate resumes seeing patients in the JPA Treatment Center, the pre-license training fee resumes until the time when the candidate receives the NYS license in psychoanalysis.

## **Candidate/Faculty/ Administration Responsibilities**

### **Candidates' Responsibilities:**

Candidates must uphold professional standards of ethics throughout their training, with their supervisors, patients and colleagues.

#### Analysis:

Candidates are required to be in Jungian analysis with any certified IAAP analyst throughout their training with the JPA, which means that analytic hours may exceed the minimum of 300 analytic hours that is required by both the JPA and NYS for the LQP program. Candidates may choose any analyst in good standing with the IAAP in a geographic area that is accessible to them on a weekly basis. Analytic hours are expected to occur weekly, in-person, with phone/internet sessions kept to a minimum. Analytic hours must be recorded with the Registrar. Candidates have the number of analytic hours verified by their analysts each year. Candidates negotiate fees with the IAAP Analyst of their choice. JPA Members are all IAAP analysts and have a traditional and recommended rate of \$150/hr. for candidates in training.

#### Supervision of Candidate's Clinical Experience:

Candidates must be in clinical supervision with a JPA analyst throughout training. Analysts who are not Members of the JPA must apply to become JPA Members to serve as Supervisors. Initially this supervision is for all cases. During the final years of training, candidates enter a specific "control" supervision that is an intensive supervision of one ongoing case. It is expected that the control supervisor will be different from the on-going supervisor. Supervision hours must also be of record with the Registrar. Candidates must record their supervisory hours yearly for verification by their supervisors.

Candidates choose their supervisors from among the Members of the JPA who are duly licensed in New York State and whose scope of practice includes psychoanalysis. If the candidate is seeing patients in a State other than New York State, their supervisor must have a license to practice in that State. Supervision fees are recommended at \$150/hr. in the JPA, but fees are not set. All candidates negotiate their fees directly as part of choosing their supervisor.

Candidates are also responsible for recording weekly clinical contact/analytic hours that occur with their patients and forwarding this record to the Registrar. All clinical hours are recorded for their supervisors to confirm before being sent to Registrar. (Please see the description of what constitutes an analytic hour in the section on Supervisors below.)

#### Special NOTE: RE supervision in previous Handbooks:

- 1) IAAP Candidates who entered the training program before the fall of 2009 are grandfathered into the ambiguity of the supervision requirement and *may* stop supervision after completing the required minimum hours stated in previous handbooks. In light of the fact that supervision is considered essential to training the JPA strongly encourages candidates to remain in supervision until their graduation.
- 2) LQP candidates, regardless of their entry date, must be in supervision with a JPA analyst throughout training.

### **Faculty Responsibilities:**

Faculty members will maintain the highest professional standards of ethics throughout their work as faculty, supervisors and colleagues. (see JPA Constitution and By-laws)

Teaching: Faculty members will teach course material and evaluate the candidates' learning of course material. There is only one major exam in the JPA program, so it is essential for the faculty to offer serious and rigorous critique to the candidates, and to provide concise feedback on any areas of weakness they see in the candidate's comprehension of the theory or clinical application of the material. Point of contact conversations, which are immediate and direct conversation between the instructor and the candidate, are essential in this process, and instructors are responsible for clear and rigorous evaluative communication about a student's work.

Faculty must provide syllabi for each course to the candidates and the Curriculum Coordinator that conform to the NYS format, outlined in the Information section of the JPA database and comport with pass/fail determinations for IAAP candidates and letter grades for the LQP candidates, in-putting these grades into the JPA database at the end of each trimester.

The JPA continues to pioneer the concept of a training program as a learning community that endorses a philosophy of ongoing learning, hence all members of the JPA are learning and all have something to teach whether teaching as faculty of a specific course or not. This ethos implies that all communications, comments, and engaged participation are a means to deepen learning, creating a community that values creativity, comity and the free exchange of ideas, critiques, and commentary.

Admissions: JPA members periodically serve on admissions panels. The Director of Admissions sends out a request for three volunteer analysts who each conduct one-on-one interviews with applicants. The panel then confers as to the appropriateness of admitting the applicant into JPA training. As with the exam committee and the final project committee, consensus within the committee is the goal.

Supervision: Supervisors' first responsibility is for the well-being of their supervisee's patients. Their second responsibility is to the clinical development of their supervisee. Supervisors help the supervisee to integrate Jungian theory and clinical practice, including the ability to understand and interpret ego states, unconscious material and process, active imagination and amplification, transference and counter-transference, and both the real and symbolic aspects of the therapeutic relationship.

It is expected that the supervisors will ascertain that supervisees have a working relationship with a consulting psychiatrist and help the supervisees to establish such a contact if they do not have one. Similarly, supervisors are expected to confirm that supervisees know the protocols in mental health emergencies.

As supervisors they are responsible for determining that the clinical hours the candidate is accruing towards the JPA required 750 hours of clinical work meet the criteria for analytic hours. The JPA defines the analytic hour, at an absolute minimum, as a consensual uninterrupted one-on-one session, from 45 minutes to one hour long, in a closed room. Also, for training purposes the patient would preferably have no psychotic diagnosis and would not be an in-patient. In such instances, the supervisor must determine the suitability of the case for analytic training. When documenting the clinical hours of LQP candidates, the supervisor doubles the recorded hours on the State form, to take into account the supervisee's preparations, process note-taking and research.

Legal responsibility for the treatment of a candidate's patients (whether the candidate is licensed or unlicensed) rests primarily with the supervisor even though it ultimately rests with the JPA and its Officers and Directors as legal representatives of the JPA. Supervisors are therefore responsible for communicating any serious issues they encounter with their supervisees and/or their work. They should first, of course, speak to the candidate. If, after such conversation, the situation does not improve, and the supervisor feels there is an ethical/clinical issue at stake, the supervisor should bring it to the Dean of Candidates who will notify the DoT and the SC if necessary.

NOTE: For candidates seeing patients in a clinical setting outside of the JPA, supervisors must be satisfied that the clinical methods (including those mentioned above) are in compliance with the regulations of the counseling center, hospital, or employer. Furthermore, the counseling center, hospital, or employer would be aware of, and not object to these guidelines for talk therapy in general as well as insight-based techniques such as reflection and the interpretation of patient material and transference dynamics specifically.

Supervisors must provide the DoT with a copy of their license and their malpractice insurance policy.

According to NYS regulations, a supervisor may not supervise more than 5 supervisees at any one time.

### **JPA Organizational Structure**

The JPA is a 501-3C non-profit corporation and as such must be governed by a Board of Directors, which for the JPA is called the Steering Committee, (SC). The SC is comprised of 4 Officers, a Director of Training and a Public Representative. All members of the SC are charged with administering the JPA training program and managing the Business of the JPA and their actions must abide by the JPA By-Laws. The Steering Committee is legally responsible for the management and administration of all business and training at the JPA. Officers and directors of the SC are elected to terms of office by the members of the JPA

in accord with the JPA by-laws and serve their terms at the pleasure of a majority of the JPA membership.

### **Description of Officers' and Directors' Roles**

President: acts as the chief executive officer, manages program and legal affairs of the JPA subject to the majority vote of SC and the Membership. The President oversees and coordinates all JPA programs and committees and convenes the monthly SC meetings and the quarterly business meetings. The President interfaces with the larger Jungian community as the JPA's representative communicating with other organizations such as NAAP, IAAP, NYS, and the Alliance of Psychoanalytic Training Institutes. The President attends the Council of Societies Meeting in Zurich held once every three years and the yearly CNASJA meeting.

Vice President: assists the President with management duties and takes on specific projects. Vice President is acting President if President is absent.

Secretary: is responsible for taking the minutes of the SC and business meetings, distributing them to all appropriate parties and archiving the minutes for the community. The Secretary ensures that proper notice is given for meetings and maintains current lists of members and officers of the Association. The Secretary maintains the official documents and keeps custody of the seal of the Association. The Secretary shall make such documents available to any member in good standing upon request. He/she also prepares diplomas and certificates for candidates who have successfully completed both IAAP and NYS LQP track programs.

Treasurer: is responsible for the oversight of the financial matters of the JPA. The Treasurer, with the JPA administrator, coordinates with the JPA Accountant and Lawyer in all matters having to do with money, tuition, dues, taxes etc. He/she is responsible for generating financial reports and communicating to the membership any concerns that arise around financial matters. The Treasurer arranges for payments of candidates' fees for memberships to the Kristine Mann Library or any other approved service and for sending out tuition and Members' dues invoices in a proper and timely manner.

### **Directors:**

Public Representative: may not be a member of the JPA; but is highly knowledgeable about small non-profit organizations and psychology. His/her job is to represent the public, to maintain the public's point of view in matters of ethics, governance and clarity of communication within the JPA and between the JPA and the public. The PR is the legal representative for the public on the SC and is responsible for reviewing votes and acts of the organization so that the SC is consistent with best practices in all matters of public health and interest.

Director of Training (DoT): is responsible for managing and implementing of the JPA Training programs including the curriculum, and coordinating with all administrative support positions that assist in delivering the JPA training programs. The DoT coordinates with all other Officers on the SC. The DoT is chair of several committees including the Transfer Credit Committee, and the Training Committee. The DoT coordinates with all JPA



faculty members who organize the colloquia and clinical evenings each year. The Director of Training recuses herself/himself from Exam Committees and Final Project Committees, in order to be available in the case of an impasse. The various positions and committees over which the DoT presides include the following:

1. Training Committee (TC): includes the following positions: DoT as Chair, Curriculum Coordinator, Clinical Practice Coordinator, and Director of Admissions, as well as several JPA Members who volunteer to serve for two years. The TC serves to support and advise the DoT. The TC is not a formal governing body so it has neither legal liability nor authority. The TC assists the DoT in formulating and recommending changes in training policies to the SC and the Membership as needed.
2. Key Administrative Positions: Reporting to DoT or SC/All standing members of TC:
  - a. Curriculum Coordinator (CC): is responsible for overseeing and coordinating the curriculum. He/she solicits course ideas from the faculty and coordinates volunteer instructors with required courses, insures all required courses are taught and sufficient number of electives are offered. He/she works closely with the DoT on the curriculum. The CC will work closely with the Registrar and if needed with the Dean of Candidates on issues that may arise around requirements, student academic performance and the exam and final projects. CC serves on the Training Committee and the Transfer Credit Committee.
  - b. Registrar: is responsible for maintaining all academic records for all candidates, courses and training efforts at JPA. Registrar certifies completion of graduation requirements. Registrar is responsible for coordinating with CC to provide and document the Curriculum, Calendar, and Programs that are offered by the JPA each year. Registrar serves on the sub-committee for Transfer Credit requests to assist DoT in making determinations in such matters. Registrar as keeper of all Academic records is responsible for the production of official transcripts for JPA graduates. These tasks are shared with the JPA administrator.
  - c. Clinical Practice Coordinator (CPC): is responsible for overseeing all phases of the clinical referral program, including intake and referrals, legal forms, supervisor interface and clinical suite use.
  - d. Dean of Candidates (DoC): assists candidates and interfaces with the SC and JPA faculty. He/she is available to answer questions of procedure and mediate in circumstances of conflict. The DoC is also responsible for articulating the various structures and procedures of the JPA to the candidates. The Dean of Candidates recuses herself/himself from Exam Committees and Final Project Committees in order to be available in the case of an impasse.
  - e. Director of Admissions (DoA): manages applicants' initial contact with the JPA through interviewing and selection. The Director of Admissions organizes the Admissions panels and also serves on the Transfer Credit Committee.

## **The JPA Treatment Center**

The JPA offers a low fee psychotherapy treatment service and is the legal provider of this service to the public. All inquiries that arise from any source, private or public, or obtained via JPA advertising or by advertising created by candidates are screened by the Clinical Practice Coordinator. All LQP candidates see their patients in the JPA clinical suite. As the legal provider the JPA has appointed the CPC as the responsible party for certifying that all placements to our candidates are appropriate for both the patient and the candidate.

Supervisors or analysts are encouraged to make referrals to the service, but not to candidates directly. Candidates are also encouraged to refer potential patients to the treatment center, again, not to other candidates directly. In all cases the CPC must conduct an Intake interview and agree to the appropriateness of the patient for service in the JPA clinical practice. The CPC will make her/his determination via the intake process. From information gathered in the intake, the CPC makes a referral to a JPA training candidate.

The JPA Treatment Center is primarily organized to provide referrals to those candidates training for NY State licensure (LQP candidates). Licensed IAAP candidates in the training program may receive an occasional referral from the Referral service and the CPC, especially if they are offering low fee rates because the JPA Referral Service is designed to provide low cost fee for services to the NYC community.

The JPA is not equipped to provide IAAP candidates with a reliable source of referrals. Nor can the JPA provide IAAP candidates with office space in the practice suite to see patients except on the most limited basis in non-peak hours of practice and at market rate rental fees.

To be eligible to receive referrals, an LQP candidate must have successfully completed one year of training with the JPA or hold equivalent approved transfer credits. In addition, candidates must submit the following to the CPC:

- A completed Candidate Information Form
- A copy of their current malpractice insurance certificate
- Certify they are enrolled in supervision with a JPA approved supervisor

### **Scheduling Clinical Space**

Many candidates use the office suite. It is imperative that guidelines be followed so that not only all candidates are respected but the patients seen in the space are as well. To that end, please note that only those candidates who have scheduled time for a consulting room on the JPA calendar may occupy it. There can be no ‘drop in’ appointments that are not entered on the calendar.

Candidates schedule their weekly sessions on the JPA Google calendar. For instructions for accessing the calendar, please refer to document “Treatment Center Protocols” at [jpaclasses.org/Information](http://jpaclasses.org/Information).

Scheduling is based on an honor system. Each LQP candidate is allowed 8 hours each week – 4 during the day (before 5pm) and 4 in the evening (after 5pm). Candidates are permitted to trade hours with one another, but it is imperative that candidates work respectfully with one another in a shared office space.

At the discretion of the CPC, based on low-fee referral requests and space availability, a candidate may be able to schedule more than 8 hours per week. No more than 2 additional hours can be scheduled during ‘low demand’ times for a total of 10 clinical hours. High demand times are 7am to 11am and 5pm to 9pm on weekdays. (Thus, low demand hours are after 11am and before 5pm each weekday as well as the weekend.)

### Calendar Issues and Disputes

If there is any difficulty in the honor system, a best effort must be made for resolution between parties involved before approaching the CPC. Adherence to these guidelines is essential. Putting a patient’s process in logistical risk by not adhering to these guidelines will not be tolerated.

### Scheduling – Non-LQP Candidates

Licensed IAAP candidates may book up to 4 hours of available space during low- demand periods, at the discretion of the CPC, for the purpose of providing low-fee (under \$50) treatment to individuals who have been referred through the JPA service.

If a non-LQP candidate books space, payment is based on an honor system. He or she should send a check monthly covering the time that he or she reserved, billed at \$20/hour. The check can either be deposited in the lockbox in the JPA office or mailed to our 34th Street address.

### Collecting Analytic Session Fees from Patients

Patients can pay for sessions weekly or monthly. Patients can pay in cash or check.

Typically, candidates will send in their analytic session fees once monthly but if there is a high number of sessions, send the fees more often. Here are the steps to follow:

Have patients make out their checks to “Jungian Psychoanalytic Association”. Please have them write out our full name on their checks instead of “JPA”.

If patients pay in cash, either: 1) accept the cash yourself and then write the Jungian Psychoanalytic Association a check for the amount of the cash or 2) submit the cash directly. Please use option #2 only if using the drop box in the JPA office to submit payments. Do not mail cash. Give patients who pay with cash a receipt so both have a record and verification of the transaction. Receipt booklets are easily purchased from an office supply store.

When ready to submit payments to the JPA, fill out the Analytic Sessions Fees Hours Form including a total owed and a breakdown of that total by patients. This is helpful in tracking down errors in case what we receive does not match what is on the form.

Enclose the checks and the form in an envelope and put it in the dropbox in the JPA office or mail it to:

Jungian Psychoanalytic Association

105 East 34th Street #192

New York, NY 10016

If you have any questions about this, feel free to contact the Treasurer.

**Protocols for the JPA suite: 347 5th Avenue/ 1210**

The first person to arrive each day:

1. Unlock the bolt-lock on the front door.
2. When seasonally appropriate, turn on BOTH air conditioners
3. Turn on lights in waiting room.
4. Turn on all white-noise machines.

The last person to leave each day:

1. Seasonally, turn off both air conditioners.
2. Empty garbage from Common Room and consulting rooms.
3. Turn off all white-noise machines.
4. Seasonally, check all rooms for heaters left plugged in/on.
5. Turn off waiting room light
6. Lock bolt-lock on front door.

**Office Use Daily Routine**

Please hang coats in the Common Room closet and leave the waiting room coat rack for patients.

When arriving for a session, go to the In/Out magnet board in the Common Room and slide a colored magnet for the room you have scheduled to the “In” position to note that the room is presently occupied. If a magnet is in the “in use” position, that consulting room should be vacated by five minutes before the next scheduled hour giving the new candidate time to get situated. Any candidate who has scheduled a consulting room and does not feel that it is vacated by five minutes till the hour has the right to knock and enter. It is imperative that candidates end sessions on time.

If a candidate is not in the office suite or restroom, there should not be a magnet on that candidate's consulting room. For security purposes, it is critical to know if someone else is in the office space; magnets indicate personal occupancy- not reservation status. If you are the final occupant of the day (and you should know this based on observing magnets “in use” and being aware of the calendar schedule), or if you leave the office unoccupied during the middle of the day, it is your responsibility to follow the "last out" policy as outlined in the handbook. Classes that meet late Monday evenings or on weekends must take this responsibility. *The office should never be left unoccupied with an unlocked deadbolt even in the middle of the day.*

It is imperative that everyone follows this simple protocol to avoid confusions about which offices are in use.

#### Building Emergencies:

Please call the superintendent of the Building, in emergencies (such as leaks, broken locks or air problems), with a follow up call to the CPC.

Superintendent's number and CPC's number, as well as other contact numbers, and copy of these protocols, are posted in the Common Room.

#### Cleaning:

The suite will be cleaned once a week.

Cleaning and office supplies (Kleenex, disinfecting wipes for door knobs etc. and small garbage bags) will be provided. The JPA administrator will keep an eye on the supplies and will have more delivered as needed. There is a vacuum cleaner in the closet in the common room if there is a major mess. It is expected that each candidate will take the garbage from his/her office to the common room for the last person to put in the hallway.

#### The Common Room:

It is expected that everyone will use this space communally. It is not for private meetings or phone sessions; patients will not be allowed in the common room.

The Common Room houses the locked filing cabinets for patient files. Therefore-- the Common Room must always remain locked.

The lockbox for LQP patient payments is located in Common Room.

#### Mail:

The building delivers mail once a day, usually in the early afternoon, through the mail slot in the front door. If there in the afternoon, please check for the mail and put anything that comes into the basket labeled 'mail' in the Common Room.

#### Key-code system:

Give the front door code to your patients and they will let themselves into the waiting room.

There are three codes. 1) the code for the top bolt-lock on the front door, 2) the code for the handle lock on the front door, 3) the code for the common room door. Patients are given only #2: the code for the handle lock.

The Common Room door must never be left unlocked.

The door to the suite has two signs: one that says "suite 1210" and the other that reads, "the Jungian Psychoanalytic Association." There is no place for individual candidates to put their names on the front door or the office doors.

### Rest Rooms:

The rest rooms are outside of the suite, at the end of a short hall. There are keys marked men's and women's in a bowl in the waiting room. There are enough copies so that patients will not have to wait for one another to come back with the key.

### Decorations:

We ask that if you have a small special object that you wish to have in the space, that it fit into the cabinet provided and that it is put away when the session is over.

### Forms:

When LQP candidates in the JPA space see patients, the patient holds a relationship not only with the training candidate, but also with the candidate's supervisor and the JPA. It is therefore imperative that all candidates file necessary paperwork with their supervisor *and* the CPC. If a candidate changes supervisors during treatment, it is the responsibility of the candidate to provide paperwork to the new supervisor as well as notify the CPC of the change by updating the Candidate Information Form. The Candidate Information Form, which includes the list of patients being seen at the JPA offices, is required by all candidates using the office space regardless of status and must be updated twice a year at the request of the CPC.

Within the first two sessions, the candidate must complete the following forms with the patient:

1. Prescribing physician release form (if the person is on medication)
2. Release of information form (HIPAA)

Candidates should make copies of each completed form for:

1. Your own patient files
2. Your supervisor
3. JPA central file

In addition, inform your patient that he or she has the right to know the name of the person with whom you are supervising.

Furthermore, if a patient terminates, file a termination form with the CPC.

This is essential to be in compliance with NAAP training institute requirements as well as with New York State and is good professional practice.

All forms are available at [www.jpaclasses.org](http://www.jpaclasses.org) in the section: "Information."

## **The JPA Database**

The JPA's database is accessed at [www.jpaclasses.org](http://www.jpaclasses.org). Once issued a password, one can register for classes, pay fees, access transcripts and website pages for all classes. One may

also access records of clinical, supervisory and analytic hours, which will have been previously sent to the Registrar by the candidate.

Instructors will be able to update their syllabi and course materials as needed. Further, all grades and evaluations can be entered directly into the database and must be done at the end of each trimester. A candidate will not receive credit for a class until the instructor has entered that information.

The database also contains all pertinent documents of the JPA including: under “Analyst Information” our By-laws and Constitution can be found; under “Information” one can find the JPA Ethics Code, this Handbook, the JPA Exam reading list, the JPA directory, all the forms for the Clinical Treatment Center and all the forms for NYS Licensure application.

## **APPENDIX A: POLICIES/ REVISED, EXTENDED AND AMENDED**

### **JPA Policy Memo**

**Adopted January 2, 2012**

#### **Policy Statement on Electives:**

The following correction is an amendment to be included in the new JPA Handbook; and is now effective retroactively to the 2nd semester (winter term) 2011 as discussed at the meeting of the Candidates and Members at the fall 2011 Colloquium.

The Handbook's stated requirement to take 3 Electives per year for each of the first 4 years of Training will be in effect for Candidates entering Training in the Fall of 2011. The total number of Electives for Graduation will be (12) for all New Candidates.

All other matriculated Candidates are required to take (1) Elective per trimester for each of their remaining trimesters beginning in the 2nd trimester of 2011-12 or (Winter term) of 2011 until their Fourth year of Training is completed. The total number of Electives for matriculated Students will vary and should be calculated and documented in accordance with this requirement and accumulated during each remaining trimester.

This exception to the Handbook is made because Electives had not been offered consistently during the years prior to Fall 2011. Beginning in the Fall 2011 Elective courses will be offered each trimester and Candidates will be able to fulfill this requirement.

It is still JPA Policy that "Introduction to Jungian Theory and Clinical Process" does partially satisfy the Elective requirement. As a full year (three trimester) Course, it is equivalent to completing (3) Elective courses of the total required for Graduation.

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### **JPA Policy Memo**

**Adopted May 7, 2012**

#### **Transfer Credit Guidelines**

This memo outlines the JPA transfer credit policy that has been adopted by the Steering Committee of the JPA and is meant to serve as a guide for calculating the transfer of credits from other Training institutes to the JPA. These guidelines will be applied to all applications for the transfer of credit to the JPA. Questions or appeals regarding the transfer of credits may be made to the transfer credit committee that will consist of the Director of Training, the Registrar and the Director of Admissions, with an advising role by at least one member of the Steering committee.

The transfer of credit to the JPA is governed by the JPA requirement that all Candidates regardless of prior experience and training must be "in residence" for a minimum of two years in the JPA to be eligible for graduation. "In residence" means a Candidate is fully matriculated and completes a full two-year cycle of training at the JPA, including general



supervision, as well as Control supervision with JPA analysts, and the JPA Exam and Final Project.

Applicants may transfer credits from all NYS recognized LQP programs, all IAAP programs, and any certified psychoanalytic training institution as described in the guidelines below. The only limit\*\* to the number of transfer credits is the residency requirement: the total number of credits, supervision hours, or completed study and training will not vacate the requirement of being fully matriculated for a period of two years in the JPA training program to be eligible for a JPA graduation.

**Courses and training eligible for credit transfer:**

- LQP courses: All successfully completed LQP courses are accepted by the JPA if they are from a NYS registered LP training program.
- IAAP courses: All successfully completed IAAP courses are accepted by the JPA if they are from an IAAP Jungian Analytic training program.
- LQP Supervision and Control hours: All certified supervision hours in a registered NYS LP program are accepted without restriction.
- IAAP Supervision: All IAAP supervision hours are transferable; but do not vacate the requirement for two years of residency supervision by JPA analyst(s).
- DSM and Ethics courses: NYS requirements for these courses govern; if course satisfied NYS standards then credits are transferable.

Summary of additional course credit transfers:

- All successfully completed courses from an IAAP training program are transferrable for credit
- Psychoanalytic training program, or non-IAAP courses: Three courses from a NYS LP program, or any recognized out-of-state psychoanalytic training program, will be eligible for transfer.
- Academic courses: Academic courses cannot be directly transferred for credit into the JPA. Academic courses may be used as the basis for independent study\* with JPA analysts so that the courses' content becomes more focused clinically and with a deeper understanding of a Jungian Analytic emphasis.

RE: Prior Exam Results from IAAP training programs:

- Examinations taken at IAAP training institutes will be considered transferrable to the JPA to the extent that the Applicant fully complies with all JPA standards and protocols for convening Exam Committee of JPA Analysts to read and approve the Exam after discussions with Candidate.

\*Independent Study courses are offered by JPA Analysts and approved by the sponsoring individual JPA analyst in concert with JPA professional Members course requirements and standards for training in JPA.

\*\*The sentence is contradicted by the summary of additional course credit transfers below in the same document. The policy of “the only limit’ was almost immediately superseded by the policy of ‘summary of additional course credit transfers.’” (Note part of Handbook Revision 2018)

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## **JPA Policy Memo**

**Adopted September 2, 2012**

### **Registration and Clinical Practice Readiness**

Registration and Clinical practice arrangements will only be processed if all necessary documents regarding the Candidates' work as JPA "analyst in training" are in order: i.e., anyone supervised by a JPA analyst and seeing patients at JPA site must provide their Supervisor with copies of these documents with copies to Clinical Practice Coordinator.

The necessary Documents are: proof of professional practice insurance, the candidate information form with patient lists, and contact information. This information is to be sent to the Candidate's JPA supervisor with copies to CPC. All information will be held confidentially by CPC, who will be able to certify the Candidates' compliance with this requirement. This information is necessary for the proof of insurance protection for the Candidate, the Supervisor, and ultimately the JPA as the sponsoring training institute. The supervisor's professional Practice insurance is secondary to the Candidates' practice insurance; and both policies protect the JPA.

Candidate must also provide their supervisor with a certificate of their Insurance coverage, a list of their patients and a professional plan of contact in the event of the Candidate being unable to contact their patients. The Clinical Practice Coordinator is not charged with the task of pursuing this information from Candidates and will not do so. The Clinical Practice Coordinator is to hold hard copies of the documents needed by all parties: candidates and supervisors and the JPA. Candidates must confirm you have your papers in order.

As of May, 2012, Registration for the winter term rests upon providing the Clinical Practice Coordinator with a copy of the documents that each supervisor will need from the Training Candidate. A delay in this small bureaucratic task will be grounds to deny Registration for the next semester.

Practice in Clinical Suite will be dependent on the successful completion of all course work during the first year of Training, as well as JPA Clinical Supervision being underway for at least two meetings prior to seeing the first patient.

**JPA Policy Memo****Adopted September 2, 2012****Class Size at the JPA**

A class can convene only if two Candidates register. If only one Candidate registers for a class, the Instructor and Candidate will make arrangements as needed.