



JPA INFORMATION

September 2, 2012

Memo Re: JPA Policy reminders

Dear Candidates and Members:

Please note that two policy decisions made at the end of last Training year are now in place:

- 1) **Registration for the Winter Term** will only be processed if all necessary documents regarding the Candidates' work as JPA "analyst in training", i.e., supervised by a JPA analyst and seeing patients at the JPA site, are provided to their Supervisor with copies of these documents sent to Leslye as the Coordinator of Clinical Practice. The necessary documents are: proof of professional practice insurance, patient lists, and contact information. This information is to be sent to the Candidate's JPA supervisor with copies to Leslye. All information will be held confidentially by Leslye and she will be able to simply certify the Candidates' compliance with this requirement. I expect all know that this information is for the proof of protection for the Candidate, the Supervisor, as well as 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 need only 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. Leslye is not charged with the task of seeking this information and is not expected to do so. She is willing to hold copies of the documents needed by all parties: candidates and supervisors and the JPA. And confirm you have your papers in order. As of May 2012 Registration for the Winter term rests upon providing Leslye with a copy of the documents that each supervisor will need from the Training Candidate. Please do not delay this small bureaucratic task.
- 2) **Class size at the JPA** A class can convene if two Candidates register. If only one Candidate registers for a class, the Instructor and Candidate will make arrangements as needed. This policy is now in the Handbook as of September as it was agreed by a vote of the Members in May of 2012.

Thank you,

Bruce/bgparent as Dir. Of Training