



JPA Handbook

Effective/September 2015

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JPA HANDBOOK

Revision Date: September 2015

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

The JPA has two training programs:

1. The JPA IAAP (International Association of Analytical Psychology) Certifying Program. This program is for licensed mental health professionals who wish to be trained as Jungian analysts.
2. The JPA NYS Psychoanalytic License Qualifying Program. This program is for those who hold an appropriate masters degree but who are not licensed, and who wish to become licensed as a psychoanalyst.

Candidates may be enrolled in both programs simultaneously. 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.

Admission Standards

Candidates for Admission to the JPA Training Program must have a minimum of 100 hours of personal Psychoanalysis within the (5) years prior to Admission, of these (50) hours of Analysis must be with an IAAP Jungian Analyst. Advanced Degrees are required for Admission to either track. IAAP Candidates will have Advanced Degrees in the Mental Health Field and a License to practice in NYS. Candidates applying to the NYS License Qualifying Program (NYS License in Psychoanalysis) must have an Advanced Degree in a related Field of study and show a substantial commitment to the work of psychotherapy and the studies in the field of Mental Health in general and with Jungian Analysis in particular as evidenced by their prior 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 (C/E) per

trimester and a Colloquium. Candidates' meetings are scheduled during these community events to promote feedback between candidates and JPA faculty/administrators. The JPA is a residential program. Classes are usually held Monday evenings in New York City, divided into 3 class periods.

(Classes often begin at 4:00 and end at 10:00)

The overall curriculum has seven components:

1. All incoming candidates take a year long Introduction to Jungian Theory and Process course which teaches basic foundations of Jungian theory and practice and prepares them for clinical work as Jungians.
2. A minimum of 12 Trimesters (four years) 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 (four years) 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. These (8) Case seminars are considered to be a minimum standard for Case seminars.
5. Dream practica: These daylong classes develop various perspectives on interpretation and theory of dreams. Six Dream practica are offered each year, typically on Sundays. A total of 24 Dream practica are required for graduation. In addition to the Sunday practica the JPA offers traditional (3) Credit courses in Dream studies. Two class may be taken each year via a traditional course and fulfill (6 credit) per year of Dream course work.
6. Colloquium weekends. These 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 on a Sunday and is held 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. Colloquia are 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 IAAP training program at the JPA. All LQP candidates are also subject to NYS requirements for their track that may change periodically. In all cases: All candidates are subject to requirements of the IAAP for training as Jungian Analysts, which may also change during the course of

their study. Most candidates elect to study more given the scope of the field and their personal readiness for the exam. As well, candidates are encouraged to be engaged with the full learning community throughout their training.

Although the IAAP curriculum may be fulfilled in as few as 4 years for some advanced Degree candidates in the JPA /IAAP certifying program, and/or the NYS LQP program may be completed in a minimum of 5 years by advanced candidates in that program track, to do so assumes a high level of training effort, as well as prior experience with Jungian theory and psychotherapeutic practice. 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 may give point-of-contact 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 about the candidate's work for that trimester. Likewise candidates are encouraged to speak about their experiences of the class during in these point-of-contact meetings. Candidates are further encouraged to speak with their advisors 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 must be 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, the instructor and the candidate's advisor. 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.

Special Review of Candidacy:

In the event that a serious concern arises regarding a candidate's progress in training, or capacity for training a special review process is initiated by the Director of Training. Details of this process are extensive and described in Appendix C of the Handbook.

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. Intra-psychic: Complexes, Archetypes, Dreams, Character Structures
 - 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
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. Although meant to be a demonstration of adequate knowledge, it will also indicate what still needs to be grasped and taught. As the JPA curriculum is designed to maximize the integration of theory and practice, the exam should reflect this integration.

The exam may be taken in a number of ways: 1. Exam may be designed in collaboration with the exam committee and the format may be in written and/or oral format. 2) Exam may be self-designed, also in written or oral format as approved by the exam committee; or 3) Exam may use a traditional exam format, (consisting of several questions prepared by an exam committee and answered within an agreed upon time frame).

Timing: A candidate, after consultation with his/her advisors, 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. 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 candidates will demonstrate the six areas of proficiency to the examiners, and agree on a method to document the results of exam.

A candidate's exam committee may be made up of any three JPA analysts, except the candidate's analyst. If a candidate wants their supervisor to serve on the exam

committee, the request would require the support of all members of the exam committee as well as the DoT. Candidates are strongly encouraged to choose their committees after careful consideration and deliberation as the committee will be critically responsible for determining whether the candidate has passed the exam. 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 that will improve their preparation, or readiness 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 there is an impasse and the committee cannot move forward or dissolve, the DoT and the Dean of Candidates are to be consulted to assist. (See section below for protocols in event of impasse.)

The exam committee will operate in a consensual style in its review of the exam. Depending on the agreements made by the committee and the candidate in the design of the exam, a candidate may be asked to rewrite portions of the exam at the request of the committee. The goals for the exam include that the candidate will demonstrate professional competency in their exam; the committee will be satisfied with the exam results; and the exam process will provide the candidate with an experience that is a constructive part of becoming an analyst as well as a demonstration of their competency in analytic theory & practice.

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 on the exam the exam committee. The departing member must work with new examiner and the candidate to insure that the work that was in the process is preserved so that the exam continues in the least disruptive manner.

Re-Examination Protocol: If the exam committee does not pass the candidate on the first exam, the candidate must continue with the exam with the same committee. The responsibility for setting new exam standards and stipulations for the second exam will rest with the committee members and the Candidate. In rare circumstances the exam committee and the candidate may unanimously agree that a second exam should be pursued with a new exam committee. In this case the exam committee must discuss this decision with the Dean of Candidates and the Director of Training. If the committee members are unable to reach a consensus regarding the exam (eg. passing/failing, second attempt), the matter is referred to the Dean of Candidates and the candidate's advisor for further discussion with the Committee. The goal is that every exam committee reaches consensus on a candidate's exam process. If consensus is not reached after consult with the Dean of Candidates and the candidate's Advisor, the matter is referred to the DoT to discuss with the committee members. If the exam committee does not reach a consensus and/or cannot agree with the candidate on a course of action for a candidate to correct an exam, the DoT can authorize a majority vote of the committee Members to adopt a course of action to fairly conclude the exam. Once the exam is passed, the chairing member of the exam committee is to certify to the Registrar that the exam was passed, giving the date of certification.

Graduation /Final Project

The Final Project is an original project or paper, developed in conjunction with a panel of analysts similar to an exam committee. Its purpose is to demonstrate and provide an opportunity for 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 to them. Faculty consultation is essential throughout this intensive study. When the candidate and the project committee consider the project complete, it is presented to the entire training 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 3 JPA analysts, except the candidate's analyst. As with the exam committee, candidates are discouraged from selecting their supervisor for the final project committee. If a candidate seeks to include the supervisor on the committee the full support of the Final Project committee and the DoT would be required to approve the decision before it would be considered. 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 insure that the title of the Final Project is duly recorded.

The parameters of the final project are quite open in form and content. The Final project is an opportunity to delve deeply into an area of theory and practice that the candidate feels drawn to, and then to present this work to the community as a whole. 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 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 insure that the work continues as smoothly as possible.

The format for the approval of the Final Project is consensual. All three analysts on the committee are expected to approve the final project. If only two (2) analysts agree that the final project is completed, the DoC will be asked to discuss the reasons for the impasse with the Committee. If a majority vote is still needed after consult with the DoC, the DoT must be advised of this situation and preside over the process of majority vote decision. 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.

The candidate must inform the Dean of Candidates and the Curriculum Coordinator no later than 30 days before the colloquium that the candidate is ready to present his/her work to the community. The 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.

Candidate/Faculty/ Administration Responsibilities

Candidates' responsibilities: Candidates must uphold professional standards of ethics throughout their training, with their supervisors, analysts and colleagues.

Advisors: A candidate's admissions panel becomes his/her initial advising panel upon acceptance. This panel can serve as advisors throughout the candidate's training or be altered by the candidate. Candidates consult with their advisors on all academic matters, from course selection to difficulties in classes, or review of their training progress and transcripts to determine that they are fulfilling their requirements. Candidates may choose to reconfigure their advising panel of (3) Members as they proceed in their training. It is the candidate's right and responsibility to choose their advisors. Changes of advisors must be reported to Registrar.

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 the IAAP and/or the minimum of 350 hours 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 month. Candidates negotiate with the IAAP Analyst of their choice regarding fees. 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, or "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 monthly 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 analysts 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 analysts and forwarding this 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 above section on Supervisors.)

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 handbook. In light of the fact that supervision is considered essential to training the JPA Members strongly encourage 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. Members will maintain a Professional Standards and Ethics Panel as stipulated in the JPA CHARTER and BY LAWS.

Teaching: Faculty members will teach course material and evaluate the candidate's learning of course 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 communication about a student's work.

Although faculty may assign written material and tests, depending on their teaching style, 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. Faculty must provide syllabi for each course to the candidates and the Registrar that conform to the NYS format in the JPA database, and comport with pass/fail determinations for IAAP candidates and letter grades for the LQP candidates, as well as provide all grading information to the Registrar in a timely manner.

The JPA continues to pioneer the concept of a training program as a learning community that endorses a philosophy of ongoing learning so it cultivates an ethos that 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 communications, comments, and engaged participation is a means to deepen learning within this community. This ideal is adopted to develop and support an ethos that values creativity, comity and the free exchange of ideas, critiques, and commentary.

Advising: The (3) Faculty/JPA Members who serve on a candidate's admissions panel are the first advising panel for the candidate as they are the first ones to support a candidate for training. A candidate or member may choose to alter this arrangement; but members are expected to serve as advisors for a few candidates if asked. Members are expected to familiarize themselves with the Policies and protocols of the JPA so they will be conversant with JPA Policies and protocols. The JPA advising plan is based on a mentoring model. Members who serve on these panels are expected to stay in touch with their advisees and to consult with them as needed. At the very least, Members are expected to follow their advisee's progress with JPA requirement. In times of difficulty

advisors have a key role to play with faculty, committees, or the DoC as needed. Advisors are expected to help the candidate organize their training to fulfill their requirements and develop as analysts.

Supervision: JPA members are periodically asked to become Supervisors to oversee and evaluate the candidate's clinical work. 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.

Supervisors and supervisees should bear in mind the following criteria for a qualifying clinical hour: It is based on a consensual contract, established and maintained between a practitioner and patient in the service of the patient's psychological process and welfare, psychic integrity and psychological integration. It consists of a professional and verbal therapeutic relationship within the boundaries informed by, and consistent with, analytic neutrality and abstinence. It requires the practitioner's ability to understand and interpret ego states, unconscious material and process, transference and counter-transference, and both the real and symbolic aspects of the therapeutic relationship.

Additionally, the supervisor must be satisfied that the supervisee has determined and represented to the supervisor that his or her 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 transferential dynamics specifically.

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

Supervisors are also 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 and/or the candidate's advising committee. Legal responsibility for the treatment of a candidate's analysts (whether the candidate is licensed or unlicensed) rests with the supervisor even though it ultimately rests with the JPA and its Officers and Directors as legal representatives of the JPA. It is incumbent upon the supervisor to immediately alert the SC of a serious or questionable clinical situation whenever necessary. In the event of any confusion about this issue, the Supervisor is expected to consult with the Dean of Candidates or the Director of Training, or the SC for guidance.

JPA Organizational Structure:

The JPA is a 5013C 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, the 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/Directors:

Positions are filled by vote of the Analysts/Members of the JPA on varying cycles; as of Fall 2015 position are held by the following Analysts: President: Donald Grasing; Vice President: Andrea Fiuza-Hunt; Secretary: Cynthia Luft; Treasurer: Michael Marsman; Director of Training: Diane Fremont; Public Representative: Tarz Palomba

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 interfaces with the larger Jungian community as the JPA's representative and communicates with other organizations such as NAAP, IAAP, and NYS.

Vice President: Assists the President's with management duties, and takes on specific projects. Vice President is acting President if President is absent.

Secretary: Is responsible for minutes of the SC and business meetings, including distribution to all appropriate parties and maintaining 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 copies of essential documents including the By-Laws and keeps custody of the seal of the Association. The Secretary shall make such documents available to any member in good standing upon request.

Treasurer: Is responsible for the oversight of the financial matters of the JPA. The Treasurer along with the Registrar 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 participating and review of votes and acts of the organization so that the SC is consistent with best practices in all matters of matter of public health and interest.

Director of Training (DoT): Is responsible for management and implementation of the JPA Training program, including the curriculum, managing and coordinating with all administrative support positions that assist in delivering the JPA training program, and coordinating 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, Clinical evenings and Practica each year. The various positions and committees over which the DoT presides include the following:

1. Training Committee (TC) Committee includes the following positions: DoT as Chair, Curriculum Coordinator, Clinical Practice Coordinator, Dean of Candidates, and Director of Admissions, as well as several JPA Members who volunteer to serve for (2) years to assist in planning and review of all aspects of Training program. 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 is a critical asset to the DoT who is a legal representative of the JPA as the Director of Training on the Steering Committee specifically responsible for organizing the Training program of the JPA. The TC creates programs, policies, and courses as well as vets all training issues, for the Members. 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) 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; serves on Training Committee (TC). The Curriculum Coordinator works closely with the DoT on the curriculum, keeping track of the sequences of required courses and noticing under-represented areas of study. 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 Transfer Credit Committee.
 - b. Registrar: Responsible for maintaining all Academic records for all Candidates, Courses and training efforts at JPA. Registrar certifies completion of Graduation requirements and prepares Diplomas for Candidates who have successfully completed both IAAP and NYS LQP tract programs. 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 manages and supervises the Database for the JPA

including managing any administrative or programming assistants that are required. Registrar as keeper of all Academic records is responsible for the production of Official transcripts for JPA Graduates.

- c. Clinical Practice Coordinator: (CPC) 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 JPA administration. He/she is there to answer questions of procedure, and mediate in circumstances of conflict. The Dean coordinates with candidate's advisors when appropriate as well as with the DoT as needed. The DoC is also responsible for communicating with the Student Representatives, and for articulating the various structures and procedures of the JPA to the candidates.
- e. Director of Admissions (DoA) manages candidate's initial contact with the JPA through interviewing and selection. The Dir. of Admissions organizes the Admissions panels and also serves on the Transfer Credit Committee.

JPA POLICIES: Academic/Administrative

Tuition, Course Registration, Leaves of Absence, Withdrawal from Training, Refunds

- Annual full-time tuition/course fees including matriculation fees and training fees are dependent on track of study. (Details of program's total cost is listed below)
- Fees for personal analysis and professional/clinical supervision are negotiated privately with JPA Members of the candidate's choice so costs vary among analysts.
- Course and matriculation fees are due upon receipt of invoice and must be paid in full before the beginning of the term. Only candidates who have paid for courses will be registered and allowed to attend classes, unless arrangements have been made with the Treasurer.

Registration/Matriculation:

It is assumed, when a candidate is accepted into the training program, 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 their pace, the JPA training program is not part-time. Matriculation assumes that the candidate will be primarily "in residence" and will be taking classes in person on a weekly basis, except for independent study classes and/or Exam and Final project work, and will be attending all the Colloquium and Clinical evening events. To be matriculated, candidates pay a tuition fee that includes the costs of the colloquia and clinical evenings. Candidates then choose and pay for the classes that they will take each trimester. Thus, the minimum full-time participation can be attendance at the

colloquia, although this low level of participation in the program is not ideal, for the candidate or for the community.

Registration Procedures: Basics

1. Registrar opens Registration on **“jpaclasses.org”**
2. Candidates register for classes and pays via PayPal or credit card. The matriculation fee and LQP training fee must be paid before one can register for classes. If a candidate intends to pay by check notice should be sent to Treasurer and Registrar first
3. Then check is mailed to Treasurer at JPA, 34th St. address below:

Jungian Psychoanalytic Association
105 East 34th Street #192
New York, NY 10016

4. Please include description of registration courses. Once payment is received Registrar will register courses on jpaclasses.org. Please note checks are only recorded once a week so leave time for check to arrive within Registration period.
5. If Candidate is taking a tutorial Treasurer will send invoice to candidate based on course information provided to Treasurer by CC. Payment procedures are as noted above.
6. 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 proximately one month before trimester. Payments are due in full before official beginning of trimester on 1st Clinical evening.
7. Please note the JPA offers no form of financing or payment plan.
8. Please notify Treasurer and Registrar if you are unable to register.

Leave of Absence: If a student feels the need to take a leave of absence, she/he must discuss this with her/his advisers and the Dean of Candidates. Leaves of absence can be granted for up to one academic year. The candidate on a leave of absence will pay an administrative fee . Due to the value of sustained connection with the community and the continuing development of the candidates, any leaves of more than one year will need to reviewed and discussed with the advisors and the Dean. Once a candidate is on a leave of absence, she/he may not attend credit-accruing JPA events: colloquia, clinical evenings, practica, or classes.

NB: Even though a candidate is on a leave of absence, she/he must remain in analysis and, if seeing analysts 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 analysts, they must do so in the JPA space and thus must continue to pay the LP training fee as well as a fee of \$1,500 per trimester to do so.

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 Registrar in writing. There are no refunds for community Colloquia Weekends 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 c/o **Jungian Psychoanalytic Association, 105 East 34th Street #192, New York, NY 10016**

Worksheet for Program Costs:

IAAP Certifying Program

Application Fee	\$150
Course fees/credit: Estimate at \$2300/year x 4 years or (92 units @ \$100/unit)	\$9,200
Matriculation fees/(Tuition) \$1800 /year x 4 years	\$7,200
Clinical supervision: Phase 1: min of 172 clock-hours @ estimate \$150 per hour**	\$25,800
Control supervision: Phase 2: min of 88 clock-hours @ est rate \$150 per hour**	\$13,200
Analysis: minimum 300 clock-hours estimated at \$150 per hour***	\$45,000
Total estimated cost for IAAP Certification Program:	\$100,550

The NYS License Qualifying Program

Application Fee	\$150
Course fees/credits estimated @ \$2,300/year =(115 units at \$100 per unit)	\$11,500
Matriculation fees/(Tuition) \$1800 /year	\$9,000
LQP Training fees at \$4,500/year	\$22,500
Clinical supervision: Phase 1: min. of 140 clock-hours estimated at \$150 per hour	\$21,000
Control supervision: Phase 2: min. of 58 clock-hours* estimated at \$150 per hour	\$ 8,700
Analysis: minimum 350 clock-hours* estimated at \$150 per hour	\$52,500
Total estimated cost for License Qualifying Program:	\$125,350

NOTES:

- ** Please note: All Analysis and Supervision can be depicted here as estimated fees only; Fees set with Supervisor and Analyst directly. Supervision required throughout training. Analysis required throughout training.
- Total for full-time IAAP tuition/course fees is \$4100. Full-time = 35 units per year.
- The LQP training fee covers costs to the JPA for all aspects of administering the LQP Program. All fees are only estimates and subject to change.
- 1 "Unit" =15 clock-hours
- Cost of books: It is hoped that candidates will already have or will acquire 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. Most of the assigned reading for classes can be found at the Kristine Mann Library or can be borrowed from faculty if necessary

- All estimates are for guidance and information purposes only. Each Candidate will have a unique course of study and time in training and therefore costs will vary. Each candidate will also be responsible for negotiating their fees as supervisees, and eventually as Analysts-in-Training with analysts so the Net costs will vary widely.

Financial Aid: At this time the JPA do not offer any financial aid. As we develop, we plan to offer financial aid to the extent that our funds and budget allow.

Requirements for Graduation from JPA IAAP Certification Program

1. Minimum academic requirements include the completion of the full cycle of required readings of CG Jung's Collected Works; (12) additional/elective courses, (4) years of case seminars (8 case seminars); (24) Credits in Dream course and/or practicum format; Attendance at (3) annual Colloquia and (4) Clinical evenings each training year. Any other required course as defined by NYS or IAAP.
2. The completion of a minimum of 300 hours of Jungian analysis with an IAAP analyst. This stated minimum does not limit the requirement that a candidate must be in analysis during their entire training period. Analytic hours must be confirmed by analyst and submitted for record with the Registrar.
3. The completion of a minimum of 260 hours of clinical supervision with a Jungian analyst that is a JPA member. Of those hours, 88 are Control supervision. This requirement does not limit that **a candidate is required to be in supervision throughout their 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.
6. Passage of the JPA Examination.
7. 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 350 clock-hours of Jungian psychoanalysis with an IAAP certified analyst.
4. The completion of a min. of 198 clock-hours of clinical supervision with a New York State licensed or exempt JPA member Jungian analyst; (58) 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 analysts in an approved location.
7. The completion of the Child Abuse Prevention course established by the State of New York.
8. Successful completion of Clinical Thesis Paper
9. Add Independent course/reading/study hours to meet NYS standards as needed

Sample course of study: the following breakdown is an example of a possible course of study over five years in each of the 9 areas of proficiency of the New York State education requirement for psychoanalysis

CONTENT AREAS FOR COURSE WORK	Course Numbers, Titles and Clock- hours		
A1	Personality development	THE546: Jungian Theory and Clinical Practice I	15
		JUR353: Symbols of Transformation, CW vol 5	15
		JUP585: Emotion: Theoretical and Clinical Perspectives	15
		total	45

A2	Psychoanalytic theory of psychopathology	THE441: History and Development of Jung's Thought 15 THE454: History and Development of Jung's Thought 15 JUR458: Two Essays on Analytical Psychology 15 total 45
A3	Psychoanalytic theory of psychodiagnosis	JUP535: Jung and the DSM 15 JUR252: Archetypes of the Collective Unconscious I 15 JUR253: Archetypes of the Collective Unconscious II 15 total 45
A4	Sociocultural influence on growth and psychopathology	JUP537: Religion and the Psyche, CW vol.11 15 MYT420: Patterns of Consciousness in Creation Mythology 15 MYT323: Oedipus, Psychological Process 15 total 45
A5	Practice technique (including Dreams and symbolic processes);	JUP538: Jungian Theory and Clinical Process II 15 JUR456: Research into the Phenomenology of the Self 15 JUR457: Research into the Phenomenology of the Self 15 total 45
A6	Analysis of resistance, transference, and countertransference	JUR450: Psychology of the Transference, CW vol 16 15 JUR351: Mysterium Conjunctionis, CW, vol 14 -I 15 JUR352: Mysterium Conjunctionis, CW vol 14 - II 15 total 45
A7	Case seminars on clinical practice	CAS101, CAS102, 201. 202. 301. 302, 401, 402 (15 hours each x 8 Seminars) total 120

A8	Practice in psychopathology and psychodiagnosis	JUP539: Jungian Theory and Clinical Practice III	15
		JUR151: Clinical Methodology-Basic Concepts to Late Works -I	15
		JUR152: Clinical Methodology-Basic Concepts to Late Works - II	15
		total	45
A9	Professional ethics and psychoanalytic research methodology	JUP590: Course in Research	15
		JUP591: Graduation/Research Project	15
		JUP534: Jung and the DSM-II	15
		total	45
		TOTAL:	480 clock-hours

Additional Information for LQP Program: Clinical Hours in the License Qualifying Program

All Candidates must complete 750 clock-hours of supervised face-to-face analytic work. Once LQP candidates have completed 300 clock-hours of clinical experience, they will be given a certificate of completion of those clock-hours, which they can then use as part of their application to take the NYS licensing exam.

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

Since all analysands/patients are under the legal auspices 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 analysands; the analysand 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 psychoanalysis throughout their training. A minimum of 350 clock-hours of analysis is required for graduation. These hours must be of 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 be in clinical supervision with a JPA analyst member in a NYS "approved site" during their training. In addition, during the final two years of training, candidates are in "control" supervision, an intensive supervision of one ongoing case. A minimum of 198 clock-hours is required, with 58 of those clock-hours being with one supervisor on one case, and 140 clock-hours with another supervisor working on one or more cases. These hours must be of record with the Registrar, through monthly recording by the candidate and verification by the supervisor.

When the candidate is ready to begin control supervision and his/her Advisory Committee concurs, the Director of Training and Administrator shall be notified so that the hours will be correctly recorded. Candidates are encouraged to 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 or are exempt. JPA analyst members who are available to supervise the License Qualifying Program's candidates all meet the requirements for supervision established by the 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.

A JPA Member 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, or acquired an "LP" in NYS at least one year prior to the beginning of leading a Seminar or providing Supervision; 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 provide evaluations of the courses and instructors at the end of each course. Receipts of these evaluations are needed for credit to be given.

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". Proof of completion must be on record with the Registrar.

Insurance

All LQP candidates must carry malpractice insurance, which can be obtained through NAAP.

The JPA REFERRAL SERVICE

The JPA offers to the public a low fee referral service and is the legal provider of services to the public that utilizes our services. All referrals that arise from any source, private or public, or obtained via JPA advertising or by advertising created by candidates are all screened by the Clinical Practice Coordinator (CPC). All LQP candidates see their analysts 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. The CPC will make her/his determination via an intake process. Supervisors or analysts are encouraged to make referrals to the Candidates but 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. From information gathered in the intake, the CPC makes a referral to a JPA training candidate. In event that the referral was made to a particular LQP candidate, the CPC will verify that the referral is appropriate for the JPA fee service system.

The JPA Referral service 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 you are offering low fee rates because the JPA Referral Service is designed to provide low cost fee for services to the NYC community; but 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 analysts except on the most limited basis in non-peak hours of practice.

Candidates should refer to the Referral Service Handbook for more detailed protocol.

CLINICAL PRACTICE EXPERIENCE for LQP Training Candidate

All LQP candidates are entitled to 8 hours a week. Please refer to the Referral Service Handbook for exceptions to this rule. The rule of thumb is that these hours will be divided between evening and daytime hours; but these hours must also be managed with an understanding that a “peak times” exists for all candidates during the week. Tuesdays, Wednesday and Thursday 5 to 9 pm are considered Peak time, and any LQP candidate is only allowed 4 hours during this period of time. All hours during this peak time must be scheduled on the hour so that there is maximum efficiency for the offices. There are 4 offices with 4 hours available in each office so the total is 80 clinical office hours of Peak time. There are 200 office hours of “Non Peak” time for the practice. You may trade amongst yourselves, for those who can only work mornings or evenings, but we cannot allow someone to have all evenings as going forward, we need to be able to offer incoming candidates the same 4/4 options.

You may book make-up times in free times on the Google calendar

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 4 white-noise machines.

The last person to leave each day:

1. Turn off A/C
2. Empty garbage from Common Room
3. Turn off all 4 white-noise machines.
4. Turn off waiting room lights
5. Lock bolt-lock on front door.

OFFICE USE DAILY ROUTINE

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

2. Take a colored hoop from the basket on the file cabinet in the Common Room and place it on the hook labeled A, B, C or D, to show that you are occupying a particular office. When you have finished your sessions for that day, take the hoop down and put it back in the basket.

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

Emergencies: Please call the superintendent of the Building, in emergencies with a follow up call to the Dean of Candidates, and/or the Vice President of the JPA.

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

Cleaning:

There will be a cleaning person once a week.

Cleaning and office supplies (Kleenex, disinfecting wipes for door knobs etc and small garbage bags) will be provided. Allison Tuzo and Andrea Hunt 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 out the garbage from his/her office.

The Common Room:

It is expected that everyone will use this space communally. It is not for private meetings; 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.

>LOCKBOX for LQP patient/payments is located in Conference Room

Mail:

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

The official JPA address remains: 9 West 31st Street / 18 B / NYC 10001

Key-code system:

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

There is a different code for the Common Room door.

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. Candidates will get their own keys.

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 you make sure you put it away when you leave.

CLINICAL PRACTICE AND SUITE Summary of INFORMATION
JPA REFERRAL SERVICE HANDBOOK

The JPA offers to the public a low fee referral service. Prospective patients call our 800 #. The Clinical Practice Coordinator (CPC) via a phone intake interview screens all referrals. From information gathered in the intake, the CPC makes a referral to a JPA training candidate. Candidates training for NY State licensure (also called LQP candidates) receive priority for referrals.

REFERRALS

To be eligible to receive referrals, a 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 and
- * Certify they are enrolled in supervision with a JPA approved supervisor

INSURANCE

Student rate insurance is available from several sources. Please consult your supervisor or the CPC for options.

PRIVATE REFERRALS

Candidates can receive referrals through other sources. However, any patient seen at the JPA office suite must be processed through the Referral Service. Please direct the referral to call the JPA “800” telephone number prior to committing to treatment or scheduling a first consultation, with the instruction to request a specific analyst in training. This is essential for liability concerns as well as for the safety of candidates.

SCHEDULING – LQP CANDIDATES

Candidates schedule their weekly sessions on the JPA Google calendar. Instructions for accessing the calendar are: Go to google.com/calendar, username: JPATraining, password: jpanewyork (note: jpa is lower case). Sessions are scheduled on the hour. When scheduling, candidates should enter each hour used, even when the candidate is blocking several hours at once.

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 CCP. 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 (ASF) FROM ANALYSANDS

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

Typically, candidates will send in their ASF once monthly but if you have a high number of sessions you may wish to send in ASF more often than that. Here are the steps you will need to follow:

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

If your analysands pay in cash, you can 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 you are using the drop box in the JPA office to submit your payments. We prefer that you not mail cash. You may wish to give analysands who pay with cash a receipt so you both have a record and verification of the transaction. Receipt booklets are easily purchased from an office supply store.

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

Enclose the checks and your 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

The schedule for processing these checks is as follows: Allison picks up checks early on Thursday mornings. Checks are cut on Friday. This means you need to have your checks arrive by USPS by Wednesday if you would like them processed that week since Allison will be picking checks up before Thursday's mail arrives.

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

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 clients 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. Note: This is a requirement for registration.*

ALL FORMS ARE AVAILABLE AT www.jpaclasses.org IN THE CANDIDATE FOLDER.

When a patient is referred to you, you must complete the following:

- *prescribing physician release form (if the person is on medication)
- *release of information form (HIPPA)
- *release to be discussed in supervision

Candidates should make copies of each completed form for:

- 1) your own patient files
- 2) your supervisor

In addition, you must 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, you must file with the CPC a termination form

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

SUITE USE LOGISTICS AND PROTOCOL:

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. When arriving for a session, first place a colored paper clip on the room you have scheduled (if one does not already exist) or note that the room is presently occupied. If a paperclip does exist, 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 paperclip hanging on that candidate's consulting room. For security purposes, it is critical to know if someone else is in the office space; paper clips indicate personal occupancy- not reservation status. If you are the final paperclip of the day (and you should know this based on the calendar), 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.*

The JPA database

The JPA's database is accessed at jpaclasses.org. Once you are issued a log-in code, (contact Douglas Tompkins) you will find tutorials for all the procedures, including registering for classes, payment for classes, the recording of clinical, supervisory and analytic hours, the accessing of transcripts and the internal sites for all classes.

The database also contains all pertinent documents of the JPA including: our By-laws, Constitution, Ethics Code, the handbook, the JPA Exam reading list, and the JPA directory.

Candidates are expected to log in their various hours monthly and the system will notify the analysts when to verify those hours. Also, 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 in a timely manner. A candidate will not receive credit for a class until the instructor has entered that information.

APPENDIX A: POLICIES and PROTOCOLS

JPA EXAM

MEMO: The following Exam Document will explain the process for initiating and completing this exam and provide you with a framework for your discussions with the exam committee that you will eventually select. This note is meant only to welcome you to the process and highlight the basic protocols of this process as a checklist.

The following steps will begin your Exam process:

- Notify Dean of Candidates of your intent to begin this process. The Dean will brief you on the process and assist you in the understanding the process of forming your exam committee
 - Select three JPA analysts to serve on your exam committee.
 - Please be sure to coordinate with the Dean of Candidates to insure that all analysts meet the basic requirements for serving on your committee: these requirements are generally related to Members being at least five year post graduation, and neither your personal analyst or practice supervisor.
 - Notify the Registrar of your committee members.
 - Please maintain contact with your committee.
 - Your experience of this phase of training is meant to be a learning experience and a collaborative effort with your exam committee. The Dean of Candidates will be available to you if you have any questions about the exam protocol. You may also consult your current advising group of Analysts, who are your first stop for developing the background understanding and discussion that will help you make an informed choice about your choice of an exam committee.
- Approved/2012

JPA EXAM: Process and Content

The JPA exam is your opportunity to demonstrate an adequate level of proficiency in regard to the integration of theory and clinical practice. Specifically, the material to be covered in the exam should indicate your grasp of the six areas of proficiency described in the Handbook and outlined below.

When you are ready to approach the exam you may wish to meet with the Dean of Candidates who can walk you through the process. When you are ready to take the exam, select an exam committee consisting of three JPA analysts (not a personal analyst or supervisor). Then meet with your committee to establish and finalize standards of expectations, agree on how the six areas will be demonstrated, and discuss the best format in which to take the exam. When that is finalized, inform the Registrar of the composition of your exam committee.

The exam may be taken in one of several ways: a) a traditional exam format (written

followed by oral discussion at a later date) consisting of a small number of questions and vignettes composed and reviewed by your exam committee, or b) an alternative format designed in consultation with your committee. Choose the format that optimizes the opportunity to show what you have learned. Prepare as best suits your needs. As usual, you may call on any JPA faculty you feel can assist your preparation.

The exam is a collaborative process, while at the same time being a formal examination. All members of your committee are expected to approve and sign off on your successful passage of the exam. In the event this is not possible, the matter may be referred to the Dean of Candidates for further discussion, who, in turn, may consult with your advising panel, and the DoT to arrive at a final decision.

AREAS OF PROFICIENCY

The texts in italics are samples of how exam questions might be framed and approached in each area of proficiency.

1. Symptoms and Symbol Formation, Psychopathology and Teleology, Psychic Energy

- a) *From the basis of a clinical vignette, discuss your understanding of the relationship between symptom and symbol, and how you might diagnose a case from this perspective. Indicate how this diagnosis might inform your work with the case.*
- b) *From the basis of a clinical case discuss the dynamics of progression, libido, and regression with regard to both psychic energy and the personal and objective psyche.*

2. Fields of Psychological Process

- a. Intra-psychic: Complexes, Archetypes, Dreams, Character Structures
 - b. Interpersonal, Transferential, and Field Phenomena
 - c. Community/Group/Culture
 - d. Transpersonal
- 1) *Interpret a series of dreams as a way of demonstrating your understanding of Jungian dream work with regard to psychological process. Ground your discussion with amplificatory material and translations of the dream images into the psychological import of those images---both subjectively and objectively.*
 - 2) *From a clinical vignette or case, discuss the interaction of a number of types of psychological process.*
 - 3) *Discuss your understanding of the interaction between complex and archetype and how that informs your clinical work, with examples. Include how these impact the transferential and counter-transferential fields. Discuss how these*

concepts relate to psychoid phenomena.

3. Transformational Systems: Images and Applications

- 1) *Describe how a transformational system such as alchemy offers amplification for clinical material.*
- 2) *Give illustrations of the bivalence of archetypal images and patterns, including examples of when they may be progressive and/or regressive.*
- 3) *Give examples of imagery from the personal unconscious and the collective unconscious, and discuss their interplay.*

4. Mythology, Mythopoeisis and Mythologems

- 1) *Amplify a clinical situation with a mythic narrative, figure, or image. Indicate the psychological meaning and clinical benefit of this amplification.*
- 2) *Discuss and illustrate the difference between myth and mythologem.*
- 3) *Explain when, why, and how you might use amplificatory material in a session. Give examples.*
- 4) *Interpret a myth or fairy tale.*

5. Jungian and post-Jungian Theory

- 1) *Explain which aspects of Jung's work, based on material from the Collected Works and the published Seminars have been the most important in the formation of your thinking and manner of your practice. Why? Discuss the relevant post-Jungian theories that have also influenced your thinking. Give examples.*

6. Analytic Attitude, Ethics and Techniques

- 1) *Discuss the ethos of a Jungian analytic attitude, and the role of the analyst within the perspectives of the creative and reconstructive aspects of psychic imagery and energy and of analytical process and dynamics.*
- 2) *Discuss the symbolic dimension of the vas/frame, and how this informs an ethical attitude.*
- 3) *Indicate the ethical valences of your technique and interactions with your patients as they manifest an analytic attitude. Include references to learning from effectiveness, and from miscues or "mistakes". In which instances and in what ways might harm occur, might healing be effected.*
- 4) *What did Jung mean by describing Mercurius as both 'poison and panacea'? How does this inform the ethics of analytic work?*

JPA FINAL PROJECT

The Final Project is an original project or paper, developed in conjunction with a panel of analysts. Its purpose is to demonstrate and provide an opportunity for a full integration of your work. Candidates are encouraged to explore in small groups or individually, an aspect of the curriculum that is of particular interest to them. Faculty consultation is encouraged and given throughout this intensive study. When the candidate and the project committee consider the project complete, it is presented to the entire training community. In preparing to develop the final project, the first step is to walk through the process with the Dean of Candidates. Then, notify the Director of Training that you are ready, and choose a Final Project advisor (who will also be the head of the Final Project committee), as well as two additional JPA analysts. Your analyst cannot serve on your committee. The JPA does not recommend that supervisors be selected for Final Project committees; but if a candidate wishes to select their personal supervisor, they must obtain the unanimous support of the Final Project committee and the DoT to petition for this selection. Once your committee is in place, and all have agreed to the basic parameters of your project, notify the Registrar of the composition of your committee. You will notify the Registrar once again, with the accepted title of your project.

The project is to be completed in close consultation with at least one of the committee members serving as advisor. The parameters of the project are quite open as to form and content, providing an opportunity to delve deeply into an area of theory and practice that you feel drawn to. All members of the committee must approve and sign off on both the project, and on the presentation of the project that you will make to the whole JPA community. The Final Project process ethos is consensual, with differences worked out in discussion among the committee members and the candidate. In the absence of a consensus regarding the final approval of the Project, a majority vote of the Committee may resolve the matter but only after it is referred to the Dean of Candidates for further discussion and the DoT is involved. The DoC may consult with the candidate's advisor to assist the Committee in making a decision; and/or if needed will refer the matter to the DoT before a majority decision is used to resolve the impasse.

Once your Final Project committee approves both the project and the community presentation, you may request a date to present it at a JPA Colloquium. Notice to the DoT, Dean of Candidates, and Curriculum Coordinator must arrive no less than one month before the intended date of the graduation/presentation colloquium. The presentation itself is an integral part of JPA training and 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.

CASE PRESENTATION FORMATS

This section is to introduce you to a Case Presentation format that was designed to assist you in developing a case presentation in keeping with a Jungian analytic lens. We know that you all have a wide range of experience in the clinical area and that many are proficient in this area, but we hope this will be a means to bias those skills towards a more Jungian orient. Although there is no requirement for you to undertake this task, it is our hope that the JPA community will benefit from a more rigorous

presentation of clinical case material. To that end, the possibility of adding an independent study requirement that will focus on preparing a case for presentation in this format for new IAAP Candidates is being considered. In concert with this we ask all IAAP Candidates to consider also taking up this task so that all are familiar with and conversant in a format for documenting and discussing clinical material from a Jungian point of view. To help you prepare this Case Presentation paper, you may choose to work with an analyst of your choice, who will supervise and assist you in developing a substantial and critical Case Presentation. Your analyst may not serve in this capacity; and as with Exams and Final projects, it is recommended that you choose a faculty member other than your supervisor to mentor this work on a presentation. This work is required of all LQP candidates; and is a one credit Elective for IAAP Candidates.

Since case presentations usually demand written and oral proficiency we ask that all candidates consider how best to present their Case; and encourage you to work with your colleagues and your advisors and your Independent Study analyst to consider ways to present this material to your colleagues in the JPA. A case presentation may be a challenge to some; but developing creative approaches to the task of presenting case material in a critical manner will make this task more useful and beneficial to those who are in the JPA now as well as to others who may come.

We are open to suggestions on the formats that candidates may choose for these case presentations: whether delivered formally or as part of a panel discussion with another, or as part of a clinically focused discussion that would highlight a clinical aspect of the case. We expect Clinical Evenings could become a new forum for more presentations by the candidates and analysts and welcome your suggestions about the formats that you might choose to use. If you have any questions about these new templates or protocols, please do not hesitate to ask your advisors, the Dean of Candidates, and us for assistance.

Guidelines for IAAP Clinical Case Presentation

As an elective, a case presentation project for IAAP candidates can be pursued as an independent study. The goal is to develop a written presentation of a clinical case that elucidates and demonstrates the Jungian approach to clinical process. This presentation should be approximately 20 pages in length. It should touch on all the points listed below; you may however enter into the material from any point and in any order. It is understood that depending on the case, differing aspects of the points below will be highlighted.

You should work on the paper with any analyst you choose as the instructor of this independent study. Any case seminar leader, or another faculty member in the JPA may be selected to mentor this work. It is recommended that you choose someone other than your current supervisor; and it cannot, of course, be your analyst. You may be asked to present this paper in some form to the JPA community either at a clinical evening or a colloquium.

CONTENT: Please include the following:

1. Age, sex, gender identification, racial/ethnic background, cultural context, socio-

economic context, children, marriages, etc., other relevant 'givens'.

2. Context of referral and first impressions.

3. Analytic vessel/frame: Length and frequency of treatment, Information about any previous treatment, Any unusual features of the "frame", i.e. appt. changes, fee issues, location etc., Overall impression of the analytic vessel, anything pertinent in your (therapist) life and psyche which affects the vessel.

4. Initial sessions; first dreams and your interpretations.

5. Presenting problems and issues: A history of the problem up to the point of treatment (onset, severity, duration, variations on the theme), Specific symptoms, extent and nature of psychological and/or symbolic relationship to symptoms, Relevant unconscious material (dreams, fantasies, memories), What is *prima materia*?

6. History: Relevant life history, Brief history of family of origin, Current life situations, childhood dreams, memories, dramas, games, fantasies.

7. Diagnostic Assessment and Treatment Process:

a. Persona presentations and identifications

b. Ego complex resilience: Responses to trauma and "fate" and a general impression of ego-Self axis functioning.

c. Collective adaptation: Subjective and objective dimensions, overall relationship to collective "rites of passage", overall relationship to collective life, i.e. relationship to collective matrix.

d. Major complexes, and how they manifest intrapsychically, interpersonally, and in the T/CT field.

e. Archetypal patterns: dramas, images, affects and emotions, identifications. Relate to character disorders if possible and relevant.

f. Functioning of self-regulating mechanisms: Compensation, Regression, Symbolization and transcendent function, Self-imagos, Imagination.

g. DSM categories and references from other psychoanalytic schools if meaningful.

8. Prognosis

9. Movements and Treatment Process

a. History of therapy: History of transference/ct field, Key moments and shifts, dreams, clinical process, synchronicities etc. Follow the movement of psyche in its broad strokes.

b. Developments in psychological process: Intrapsychic, interpersonal and transpersonal, including shadow integration and Anima/animus dynamics.

c. Relate the treatment to your diagnostic assessment and include an explanation about what, how, and why you did what you did in this treatment, and how it unfolded.

10. Amplificatory material that was either used within the treatment or simply informed your work with the patient.

11. Theory: reference Jung and at least one other Jungian as support for your treatment, demonstrating integration of theory and practice.

12. Living Pictures: Include these throughout (dreams, vignettes, process notes).

13. Summary: Put together a mosaic of the *prima materia* and *opus* of the treatment process, including history, symptoms, complexes, evolving narratives, amplificatory material, integrations, differentiations, conjunctions, transference fields, dreams. What is the life drama in process?

JPA Guidelines for LQP Clinical Case Presentation

LQP903 is an independent study that supports the written presentation of a clinical case that also clearly demonstrates the Jungian approach to clinical process. A case presentation should be approx. 20 pages in length and it should touch on all the points listed below. You may enter into the material from any point and in any order that you choose as appropriate; and should be able to discuss your approach. It is understood that depending on the case, differing aspects of the points below will be highlighted.

You should work on the paper with the analyst you choose for your independent study. This analyst can be your supervisor, case seminar leader, or another analyst in the JPA. It cannot, of course, be your analyst.

You will be asked to present this paper at a clinical evening or colloquium. The presentation will serve as a mark of your graduating from the LQP program.

OUTLINE:

Please include the following:

1. Age, sex, gender identification, racial/ethnic background, cultural context, socio-economic context, children, marriages, etc., other relevant 'givens'.
2. Context of referral and first impressions.
3. Analytic vessel/frame: Length and frequency of treatment, Information about any previous treatment, Any unusual features of the "frame", i.e. appt. changes, fee issues, location etc., Overall impression of the analytic vessel, anything pertinent in your (therapist) life and psyche which affects the vessel.
4. Initial sessions; first dreams and your interpretations.
5. Presenting problems and issues: A history of the problem up to the point of treatment (onset, severity, duration, variations on the theme), Specific symptoms,

extent and nature of psychological and/or symbolic relationship to symptoms, Relevant unconscious material (dreams, fantasies, memories), What is *prima materia*?

6. History: Relevant life history, Brief history of family of origin, Current life situations, childhood dreams, memories, dramas, games, fantasies.

7. Diagnostic Assessment and Treatment Process:

a. Persona presentations and identifications

b. Ego complex resilience: Responses to trauma and “fate’ and a general impression of ego-Self axis functioning.

c. Collective adaptation: Subjective and objective dimensions, overall relationship to collective “rites of passage”, overall relationship to collective life, i.e. relationship to collective matrix.

d. Major complexes, and how they manifest intrapsychically, interpersonally, and in the T/CT field.

e. Archetypal patterns: dramas, images, affects and emotions, identifications. Relate to character disorders if possible and relevant.

f. Functioning of self-regulating mechanisms: Compensation, Regression, Symbolization and transcendent function, Self-imagoes, Imagination.

g. DSM categories and references from other psychoanalytic schools if meaningful.

8. Prognosis

9. Movements and Treatment Process

a. History of therapy: History of transference/countertransference field, Key moments and shifts, dreams, clinical process, synchronicities etc. Follow the movement of psyche in its broad strokes.

b. Developments in psychological process: Intrapsychic, interpersonal and transpersonal, including shadow integration and Anima/animus dynamics.

c. Relate the treatment to your diagnostic assessment and include an explanation about what, how, and why you did what you did in this treatment, and how it unfolded.

10. Amplificatory material that was either used within the treatment or simply informed your work with the patient.

11. Theory: reference Jung and at least one other Jungian as support for your treatment, demonstrating integration of theory and practice.

12. Living Pictures: Include these throughout (dreams, vignettes, process notes).

13. Summary: Put together a mosaic of the *prima materia* and *opus* of the treatment process, including history, symptoms, complexes, evolving narratives, amplificatory material, integrations, differentiations, conjunctions, transference fields, dreams. What is the life drama in process?

APPENDIX B: FORMS

**JUNGIAN PSYCHOANALYTIC ASSOCIATION (“JPA”)
REFERRAL SERVICE
DISCLOSURE AND CONSENT**

The JPA welcomes you to its Referral Service. Please read, acknowledge and consent to the following disclosures:

- A. The JPA provides low-fee services by referring you to one of its candidates, who are post-graduate students training to become Jungian analysts in the JPA’s program. It is a mutually beneficial arrangement.
- B. JPA candidates are qualified to provide psychoanalytic services to you because they participate in JPA’s training program, which meets the rigorous requirements of the State of New York Department of Education as well as the standards of the International Association of Jungian Analysts.
- C. JPA candidates participate in coursework with qualified Jungian analysts, and case supervision with Jungian analytic supervisors. These studies and supervision include professional and confidential discussion of their cases, in accordance with the privacy standards of the JPA and the 2003 Health Insurance Portability and Accountability Act (“HIPAA”).
- D. By signing below, you consent to your candidate-analyst’s disclosure of your case information (excluding your name) within the setting and standards of the JPA training program and his or her case supervision.
- E. You acknowledge that you have been adequately informed and knowingly consent to the foregoing.

Name: _____ Date: _____

Signature: _____

Intake Signatory: _____

RECORDS RELEASE AUTHORIZATION

TO: _____ (DOCTOR OR HOSPITAL)

_____ (ADDRESS)

I HEREBY AUTHORIZE AND REQUEST YOU TO RELEASE TO: **Jungian Psychoanalytic Association, 105 East 34th Street SUITE #192, New York, NY 10016**

THE COMPLETE HISTORY RECORDS IN YOUR POSSESSION, CONCERNING MY ILLNESS AND/OR TREATMENT DURING THE PERIOD FROM _____ TO _____

NAME _____ DATE _____

ADDRESS _____

SIGNATURE _____

(IF RELATIVE, STATE RELATIONSHIP)

WITNESS _____

JUNGIAN PSYCHOANALYTIC ASSOCIATION CANDIDATE PATIENT INFORMATION

Date: _____

CANDIDATE NAME _____ YEAR OF ENTRY _____

OFFICE ADDRESS _____

PHONE 1 _____ PHONE 2 _____

EMAIL ADDRESS _____ SUPERVISOR _____

HOURS/AVAILABILITY _____

TIMES NOT AVAILABLE _____

CURRENT # OF PATIENT HOURS _____ FEE RANGE _____

LICENSED? _____; IF YES, LICENSE TYPE & # _____

INSURANCE CARRIER AND POLICY # _____
(PLEASE ATTACH COPY OF CURRENT POLICY)

PLEASE LIST NAME AND CONTACT INFO FOR ALL PATIENTS (IF PATIENT TERMINATES TREATMENT, YOU MUST SUBMIT A TERMINATION FORM FOR OUR RECORDS)

NAME _____ PHONE _____ STARTDATE _____

ADDRESS _____

NAME _____ PHONE _____

START DATE _____

ADDRESS _____

NAME _____ PHONE _____ START DATE _____

ADDRESS _____

NAME _____ PHONE _____ START DATE _____
ADDRESS _____

(CONTINUE ON ANOTHER PAGE IF NECESSARY)

JPA Low-Fee Referral Service
INTAKE FORM

NAME of patient: _____

DATE of first phone call to referral service: _____

DATES and history of follow up contact: _____

Date of intake interview _____

Intake Analyst: _____

Follow up referral summary (JPA) (Did patient begin treatment with a JPA therapist?)

Name of Therapist _____

Therapist's supervisor _____

Additional notes attached to Intake Form? _____

Patient's Personal Information:

Phone (H): _____

Phone (W): _____

Phone: (Other): _____

Address: _____

Additional Information:

Age of patient: _____

Gender: _____

Marital Status (optional) _____

Disabled? _____

Preferences requested (if any) Male or female analyst? ___ Age? _____

Further comments?

FEE RANGE: Moderate _____ Low-Fee

Employment Status (full/p.t./unempl.): _____

Hours available for therapy (day/eve.): _____

Page 2 intake for _____

Presenting Issues:

History

Has patient ever received psychological services in the past? If so, when, and what was the issue?

Further comments?

Has patient ever been hospitalized for psychiatric reasons?

Describe:

INFORM PATIENT to please let their therapist know if they are currently taking any prescribed medications.

Substance Abuse History

Any significant substance abuse issues, current or in the past?

Current details

Past details

Any current or past significantly serious suicidal or homicidal ideation?

Details:

Page 3 intake

for _____

Has patient ever been arrested?

Criminal?

Child Abuse?

Are there other details significant to our understanding of the patient for the purposes of intake?

Intake Analyst's recommendation: (circle one)

- 1. Refer patient through JPA referral service
- 2. Recommend an alternative to patient

Details of assessment:

____ fini _____

Monthly Statement to Jungian Psychoanalytic Association

Jungian Psychoanalytic Association 105 East 34th Street #192 New York, NY 10016

ATTN: Allison Date _____

I, _____, have provided _____ hours of individual psychoanalytical therapy:

- 1. _____, initials, _____, fee, _____ 2. _____, initials, _____, fee, _____
- 3. _____, initials, _____, fee, _____ 4. _____, initials, _____, fee, _____
- 5. _____, initials, _____, fee, _____ 6. _____, initials, _____, fee, _____
- 7. _____, initials, _____, fee, _____

These hours have been provided through me for the Jungian Psychoanalytic Association as part of my training process. The total amount owed to the JPA is \$_____, which payment to the JPA is attached.

Signature of Candidate

further Leave. I know that it is my responsibility to apply for an extension in sufficient time prior to the Return Date to allow consideration of my request. Extension of this Leave will only be valid if this Leave of Absence Agreement is amended in writing, signed by the Dean of Candidates and me.

These are my responsibilities during Leave:

1. I will not attend credit-accruing JPA events, including colloquia, clinical evenings, practica, and classes.
2. I will continue personal analysis.
3. In order to maintain my status as a candidate with JPA during my Leave, I agree to pay a Leave Administration Fee, which may be as high as \$1500. The Registrar will send me an invoice each trimester
4. I understand that my name will be removed from the JPA directory, JPA referral list, and email distribution lists during the time of my leave.
5. If I am in the LP Program and wish to continue to see patients in the JPA offices, I will pay the LP fee each trimester, in addition to the Leave fee, and I will continue in supervision throughout the Leave.

I have read the foregoing and have had an opportunity to ask questions. By signing below, it means that I understand this document and agree to be bound by it.

This Agreement may be signed electronically and will be as valid as if executed by me on paper. Electronic signature consists of typing my name and the date below, and returning this document via email from my email account to the Dean of Candidates at [email address]. The Dean of Candidates will then return an electronically executed document back to me via email at the address below.

Candidate: _____

Date _____

Email address: _____

On behalf of the JPA:

Dean of Candidates: _____

Date _____

Email address: _____

APPENDIX C: 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.

**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.

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 depend 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.

Adopted May 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.

HANDBOOK APPROVED AND DISTRIBUTED FALL 2015

**SECTION "D" TO BE INSERTED HERE: " NEW POLICIES" /APPROVED AFTER
10/1/2015**