



JPA Handbook

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About The JPA

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

Analytic Training Programs

All candidates are accepted into the IAAP Jungian Certifying Program. Those without clinical licenses are also enrolled in the NYS License Qualifying Program. The curriculum and requirements of the LQP are embedded in the overall curriculum of the IAAP program, with a few exceptions. Only LQP candidates are eligible to sit for New York State Board licensure exams upon graduating from the LQP track.

Applicants for admission to analytical training at the Jungian Psychoanalytic Association shall attest to having accumulated at least 100 hours of analysis provided by a certified Jungian analyst by the time of application, accrued within 3 years prior to the May 1st application deadline.

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

The JPA Learning Community Ethos

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

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, one community-wide clinical evening, and a Colloquium. Classes are usually held Monday evenings in New York City, divided into 3 class periods: 4:00, 6:30, and 8:30PM Eastern Time. Zoom Etiquette (see Candidate Responsibilities) should be observed for all online training.

The Seven Components of the Overall Curriculum

1. **Intro Class:** All incoming candidates take a year-long Introduction to Jungian Theory and Clinical Process course that teaches basic foundations of Jungian theory and practice and prepares them for clinical work.
2. **Reading Courses:** A minimum of 12 Trimesters of required courses in readings from the Collected Works of C. G. Jung: These four years of readings repeat in a rotation, such that within any four-year period, all 12 required courses would be offered.
3. **Electives:** A minimum of 12 Trimester courses in additional elective content: These classes explore integral and related topics in the Jungian field and the broader field of psychoanalysis, such as ethics, clinical field theories, transference and counter-transference, symbol systems, mythologies, other schools of theory, etc. (The first year Intro class fulfills one year (three courses) of this requirement).
4. **Case Seminar** is required every trimester (beginning the first year for IAAPs and the 2nd year for LQPs) until all coursework and the final exam have been completed, for a minimum of 4 years.
5. **Dream practica** are day-long, one-credit classes that develop various perspectives on interpretation and theory of dreams. A total of 24 Dream practica credits are required for graduation. Six Dream practica are offered each year, typically on Sundays. In addition to the Sunday practica, the JPA sometimes offers the alternative format of a trimester-length once a week three-credit course in Dream studies.
6. **Colloquia:** Colloquium weekends begin on Friday morning and end on Sunday afternoon in the autumn and spring trimesters. Classes are held Friday morning and afternoon in lieu of the following Monday's regular classes. Fall and Spring Colloquia are held in person (attendance in person is required of all matriculated candidates) usually 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 held virtually, usually on a Sunday in February. The specific topics studied, and the overall structure of each colloquium is designed yearly. These colloquia are opportunities for the whole community, analysts, and students, to

explore a topic in depth. Attendance at Colloquia is required of all matriculated candidates.

7. **Independent study/tutorials** can be arranged with JPA faculty members (footnote/link). Students may use these tutorials to deepen their understanding in a particular area of interest or to assist with their preparations for the JPA Exam.

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

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

Auditing

Candidates may audit courses at teaching analyst's discretion (free). It is recommended to take no more than one per trimester. Candidates may audit JPA public program courses at \$100/course or attend at full cost for course credits. All courses with a high participatory component such as dream practica cannot be audited.

Transfer Credit

All IAAP program credits are accepted (with transcripts and syllabi); non-IAAP credits are evaluated case-by-case by the Steering Committee, and LQP candidates get up to 2 courtesy transfer courses transferred from other NYS License Qualifying Programs.

Assessment / Evaluation / Feedback Processes

Candidate performance in analytical training at the Jungian Psychoanalytic Association shall be evaluated in two ways:

- **Annual clinical supervisor's evaluation** to flag any significant problems in training progress and to support and affirm the ongoing work and strengths of the candidate.
- **Point-of-contact evaluations by every course instructor** to be done by the conclusion of each course in conjunction with faculty course evaluations completed by every candidate for every course.

All such evaluative documentation is to be in the Director of Training's custody with adequate safeguards to protect confidentiality.

Point-of-contact meetings

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

Clinical Hours and In-Person Requirements

All LQP candidates must establish a Zoom account through the JPA Zoom Portal/Administrator before seeing patients virtually.

In-person clinical hours policy

Candidates must complete 750 face-to-face LQP clinical hours, of which a minimum of 375 must be conducted in person at the JPA Treatment Center.

Supervision Requirements and Compensation

Every candidate in good standing in JPA training must be in supervision throughout their training, even if they have completed the minimum hours of supervision.

The exception is that first year LQP candidates must enter supervision at the end of their first year of coursework at least one month before seeing their first patient at the treatment center and upon passing their introductory exams taken in the first-year Jung Introduction seminar.

LQP's can see their first patient as early as the day following the end of year event, provided they have at least one month of supervision preceding their first appointment and have passed the first-year Jung seminar exams.

Four distinct hourly rates of compensation for clinical supervision of JPA Candidates shall be effective as follows:

- \$60 shall be the hourly rate of compensation for individual supervision of Candidates whose patients average no more than \$60 per hour.
- \$61 to \$110 shall be the hourly rate of compensation for individual supervision of Candidates whose patients pay \$61 to \$110 per hour.
- At least \$111 shall be the hourly rate of compensation for individual supervision of IAAP Candidates with full-time private practices whose patients pay at least \$61 per hour.
- \$75 per candidate shall be the rate of compensation for 90 minute group supervision. Max 3 candidates.

LQP Candidates

LQP candidates must have one supervisor for every four patients. The candidate's first four patients must be supervised together within a single supervisory relationship (i.e., one supervisor overseeing all four cases). For additional patients, candidates may fulfill supervision requirements through either individual or group supervision. Group supervision consists of one supervisor and three candidates. Candidates receive one hour of supervision credit for each group supervision session.

Completion of a minimum of 750 hours of supervised clinical/analytic work that is supervised and defined by the JPA is required for graduation from the LQP program. Supervisors for these 750 hours must be licensed and registered in New York State to practice Psychoanalysis, medicine, as a physician assistant, psychology, licensed clinical social work, or as a registered professional nurse or nurse practitioner and competent in the practice of Psychoanalysis, or must have the equivalent qualifications as determined by the Department for experience completed in another jurisdiction. Additional supervision hours are needed to graduate from the IAAP program. Required supervisory hours for the LQP training are folded into the requirements for the IAAP program.

Of the required 300 supervisory hours LQP Candidates must obtain 100 hours with one supervisor and 50 hours with another control supervisor. Control Supervision is one of the last stages of the training and involves following only one patient with one supervisor over the course of two years.

IAAP Candidates

IAAP Candidates

IAAP Candidates in JPA's non-license certification track are independently licensed, and therefore, technically receiving 'consultation' at JPA, although this may be informally called supervision.

Given IAAP Candidates are licensed/certified within their own states (based on the state in which they are practicing), and carry various mental health licensures in a variety of different ways, each IAAP Candidate is legally responsible to their own organizing body according to applicable state guidelines and applicable standards of care. Under most circumstances, the supervisor/consultant/supervisor is not legally responsible for their consultee's patients and is only providing consultation/supervision regarding the psychoanalytic aspects of the treatments presented during consultation.

Individual supervision is 50 – 60 minutes; group supervision is 90 minutes.

Completion of a minimum of 260 hours of clinical supervision with one or more IAAP certified Jungian analysts who are JPA members is required for graduation. Of those hours, 88 hours must

take place in Control Supervision. Control Supervision is one of the last stages of the training and involves following only one patient with one supervisor over the course of two years.

Supervisory Evaluations

At the end of each academic year, the Supervisor is required to submit a supervisory evaluation of each candidate they are supervising to the Director of Training using the Supervisory Evaluation Rubric. This evaluation will be first discussed and shared between supervising analyst and analyst-in-training prior to submission. These evaluations are kept confidential.

Grading / Evaluations

For Candidates seeking IAAP certification, grades are noted as Pass/Fail. For Candidates who are in the NYS License Qualifying Program, letter grades are assigned along with written evaluations.

In situations where faculty concern about a candidate's commitment to the class or understanding of the material in a course has not been satisfactorily resolved in the class or as a result of the point-of-contact meeting, a grade of "C", or lower, or a "Fail" will be given. Any grade below "B" prompts a meeting with the candidate, the Dean, and the instructor. If there is consensus* from this meeting that everyone present understands the concern and is satisfied with how 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.

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

Special Review of Candidacy

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

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

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

Special Review Protocol

Stage 1:

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

Stage 2:

If the candidate does not agree with the Special Review Committee's evaluative assessments and recommendations, then the committee instructs the candidate to contact faculty and supervisors who taught them so far in the training to get specific written feedback around the issues that are being raised. It is up to the candidate to solicit this feedback in order to explore the questions with the community that has been training them. The feedback is in written form and is

submitted to the Special Review Committee. At this stage, the committee and the candidate meet again and may reach agreement on a course of action for further training or on termination. Both the candidate and the Special Review Committee write up reports of their experiences of the process with recommendations and suggestions. The Director of Training carries these reports to the Steering Committee, to be filed and held by the SC.

Stage 3:

The Steering Committee of the JPA bears the ethical and legal responsibility for the training program at the JPA, so the final determination rests with the SC. The SC takes up the process and reviews the reports from the Special Review Committee and the candidate. The SC may request further written feedback from other JPA instructors including the candidate's supervisors. At the end of Stage 3, the SC will vote on the recommendations of the Special Review Committee. The Director of Training and the

President then meet with the candidate to explain and discuss the determination. If the determination is to terminate, the SC will issue a letter outlining the legal stipulations.

The JPA Exam

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

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

The JPA examination is designed to assess whether the candidate has attained a baseline level of knowledge and clinical competency appropriate to an early-career analyst. Examining committees are responsible for evaluating candidates according to this baseline threshold. Assessments should be guided by the expectation of foundational competence, not advanced expertise, in order to ensure consistency and fairness across candidates. In addition to confirming readiness for entry-level analytic practice, the examination may also indicate areas for further learning and professional development.

Candidates are guided to take the exam between the third and fourth year (IAAP) or fifth year (LQP) of training. The candidate informs the Director of Training and the Dean of Candidates of their intention to take the exam and chooses three analysts to serve as an exam committee, one designated as chair. A candidate's exam committee may be made up of any three JPA analysts, except the candidate's analyst and current supervisor. The candidate then notifies the Registrar of their committee selection. This committee helps the candidate select a format for the exam itself, agree on the standards and methods by which the candidate will demonstrate the six areas of proficiency to the examiners and agree on the criteria for evaluating the result.

If the exam committee does not pass the candidate's first attempt at the exam, the candidate must negotiate with the committee to develop a plan of action to improve preparation for a second exam and must obtain the committee's approval regarding the timing of the next exam. An exam committee will not be disbanded at the request of any one member of the committee including the candidate. The committee may only be dissolved with all members voting to do so. If a

committee member withdraws from the committee prior to the completion of the exam, the candidate will choose another analyst to take the place of that examiner to fulfill the requirement that three analysts pass the exam. The departing member must work with the new examiner and the candidate to ensure that the process of the exam is preserved.

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

Graduation / Final Project

The Final Project of the IAAP Certifying Program is an original paper or creative project that emerges directly from the training experience at the JPA and is developed with a committee of analysts (like an exam committee), to be submitted after passing the JPA exam. Its purpose is to demonstrate the integration of a candidate's development and work, as well their personal analytic voice and style. Candidates are encouraged to explore an aspect of the curriculum, theory, or practice that is of particular interest. Faculty consultation is essential throughout this intensive study. When the candidate and the project committee consider the project complete a portion is presented to the entire community.

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

Although the Final Project is a much more openly creative process than the Exam, the candidate is still held to the committee's standards for quality of content and form; therefore, it is likely that the candidate will be asked to rewrite portions of the work by the committee. The committee is solely responsible for approving the candidate's work on the Final Project. Once the committee approves, the candidate may request a date (no later than 30 days before the fall or spring colloquium) from the DoT for its presentation at a JPA Colloquium.

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

The ethos of this committee, as well as the Exam committee, is that the Committee finds consensus, which assumes all standards, processes, and issues are worked out among the

committee members and the candidate. If only two analysts agree that the final project is completed, the DoC and the DoT will be asked to discuss the reasons for the impasse with the Committee.

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

Training Fees

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

Fees for personal analysis are negotiated privately with JPA Members of the candidate's choice, so costs vary.

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

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

Matriculation

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

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

Registration

Candidates register for classes and pay online. The matriculation fee and Pre-license Training Fee must be paid before one can register for classes.

There is a \$150 Late Fee for either a late registration or a late payment. The Treasurer will invoice candidates who miss these deadlines.

The JPA offers no form of financing or payment plan.

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

Leave of Absence

If a student feels the need to take a leave of absence, they must first discuss this possibility with the Dean of Candidates. Leaves of absence can be granted by the DoT for up to one academic year. The candidate on a leave of absence will pay an administrative fee of \$150.00 per trimester. Due to the value of sustained connection with the community and the continuing development of the candidates, any leave of more than one year will need to be reviewed and discussed with the Dean and the DoT. Once a candidate is on a leave of absence, they may not attend classes, practica, colloquia, or clinical evenings.

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

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

Refund Policy

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

Withdrawal from Training

If a candidate withdraws from the program completely, they will have to re-apply if they wish to return to training. Contact the DoT.

Requirements for Graduation from the JPA IAAP Certifying Program

Minimum academic requirements include the completion of the full cycle of required readings of CG Jung's Collected Works, 12 elective courses, a minimum of 8 case seminars, 24 dream practica or equivalent dream study course format, attendance at 3 Colloquia and 4 Clinical Evenings each training year.

The completion of a minimum of 300 hours of Jungian analysis with an IAAP analyst. 100 hours of analysis with an IAAP analyst completed within three years prior to admission (50 of the 100 immediately preceding application deadline of May 1st), can be counted towards the 300. This stated minimum of 300 hours does not limit the requirement that a candidate must be in analysis during their entire training period. Analytic hours must be confirmed by the analyst and submitted for record with the Registrar.

The completion of a minimum of 260 hours of clinical supervision with a Jungian analyst who is a JPA member. Of those hours, 88 are Control supervision. However, a candidate is required to be in supervision throughout training. These supervision hours must be verified by the Supervisor and submitted for record with the Registrar.

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.

Passage of the JPA Examination.

Completion and presentation of the Graduation Project to the JPA community.

Requirements for Graduation from JPA 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, see NYSED OP for details). 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.

The completion of 405 clock-hours of course work (required & independent studies).

The completion of a minimum of 120 clock-hours of clinical case seminar.

The completion of a minimum of 300 clock-hours of personal psychoanalysis. Please note personal psychoanalysis is required throughout the term of training.

The completion of a minimum of 150 clock-hours of clinical supervision, including 50 clock-hours are Control supervision of one case with a separate designated control supervisor. Please note Supervision is required throughout the term of training.

The completion of 22 hours of Clinical Presentation Programs typically held once a trimester throughout the academic year.

The completion of 750 clock-hours of supervised face-to-face clinical work with patients in an approved location.

Child Abuse Training: In addition to the professional education requirement, every applicant for Psychoanalysis licensure or a limited permit must complete coursework or training in the identification and reporting of child abuse in accordance with Section 6507(3)(a) of the Education Law.

Successful completion of Clinical Thesis Paper (LQP 903)

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

Additional Information for License Qualifying Program

Clinical Hours in the License Qualifying Program

All IAAP and LQP Candidates must complete 750 clock-hours of supervised face-to-face analytic work.

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

Since all LQP candidates' patients are legally patients in the care of the JPA, payment for service cannot be paid directly to an LQP candidate/analyst-in-training. The protocol for payments is the patient pays online and these are sent to accounting twice a month. Checks are then mailed to LQPs. Admin sends initials, payments, dates to the candidate for their records.

Personal Analysis for Candidates in the License Qualifying Program

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

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

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

When the candidate is ready to begin control supervision, the Director of Training and Administrator shall be notified. Candidates must do control with a different analyst than their ongoing supervisor(s). Candidates choose their supervisors from among the analyst members of the JPA who are licensed and registered in New York State to practice Psychoanalysis, medicine, as a physician assistant, psychology, licensed clinical social work, or as a registered professional nurse or nurse practitioner and competent in the practice of Psychoanalysis, or must have the equivalent qualifications as determined by the Department for experience completed in another jurisdiction. JPA analyst members who are available to supervise the License Qualifying

Program's candidates all meet the requirements for supervision established by the NYS Regulation. It is understood that analyst members who do not live or work in New York State, and who do not have a New York State License, will not supervise anyone in the License Qualifying Program.

JPA analyst members will be eligible to be a supervisor and/or lead a case seminar provided they have a NYS License that includes psychoanalysis in its scope of practice and have fulfilled all of the JPA's post-graduation professional practice requirements as a Jungian analyst. This pertains to graduation from the JPA or another IAAP certified Jungian training program.

Supervisors bill candidates monthly.

The LQP candidate pays the supervision invoice amount online to the JPA. Admin submits these payments twice monthly to accounting and the JPA mails checks to the supervisor. Following LQP graduation (usually not the same date as IAAP graduation), when submitting documentation to NYSED, the candidate must have each supervisor sign "Form 4B—Certification of Supervision Experience" for the date-range of their supervision. The supervisor must personally mail the form to the state.

Evaluations

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

Child Abuse Prevention Training

In addition to the professional education requirement, every applicant for Psychoanalysis licensure or a limited permit must complete coursework or training in the identification and reporting of child abuse in accordance with Section 6507(3)(a) of the Education Law. Proof of completion must be on record with the Registrar.

Insurance

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

Hiatus between LQP graduation and Limited Permit status

According to NYS regulations, when a candidate graduates the LQP and applies for the Limited Permit, the candidate enters a hiatus period during which time they cannot see patients until the Limited Permit is received. This means that the candidate must inform their patients that there will be an indeterminate break in the treatment (usually no more than six weeks but often around 3 months, sometimes longer). During this hiatus period, the supervisor is responsible for these patients unless the patients choose to terminate. The candidate and patients may also choose to refer the patients back to the Clinical Practice Coordinator to be placed with other candidates.

Candidates working on the Limited Permit

Once a Limited Permit is acquired, the candidate may resume seeing patients in the JPA Treatment Center. All efforts should be made to keep current appointment hours reserved, with the understanding that decisions regarding office space availability might need to be made according to demand. Candidates may wish to discuss with candidate representatives how best to negotiate preserving their preferred scheduled office space times during the hiatus. Once the Limited Permit is acquired the candidate must resume supervision.

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

Candidate/Faculty/Administration Responsibilities

Candidates' Responsibilities

Candidates must uphold professional standards of ethics throughout their training with their supervisors, patients, and colleagues. For clinically licensed training candidates (IAAP track only), these professional standards of ethics will be outlined by the standards of their professional license. Both IAAP and LQP/IAAP candidates are expected to adhere to JPA professional standards of ethics (see JPA Code of Ethics).

Virtual Learning Guidelines and JPA Zoom Etiquette for On-line Learning

1. Treat the class in all ways possible as though it were a live class, and with due respect, attention, and consideration for your classmates and instructor. Actively imagine we are in person with one another. Leave your camera on.
2. As per the above, there should be no other screens on, no distractions, no eating, no lounging, no interrupting phone calls, no one else in the room or background while you are in class, just as it would be if one was in a classroom with one's peers (emergencies excepted.)
3. If you must be away one week for work or vacation, find a private place from where you can Zoom into class, or consider taking an absence.

Analysis

Candidates are required to be in Jungian analysis with any certified IAAP analyst throughout their training with the JPA, which means that analytic hours may exceed the minimum of 300 analytic hours that is required by both the JPA and NYS for the LQP program. Candidates may

choose any certified IAAP analyst in good standing with the IAAP. Analytic hours are expected to occur weekly.

Analytic hours must be recorded with the Registrar: Candidates must submit to the registrar the number of analysis hours, the analyst's name, and the analyst's signature by the last day of the academic year each year.

Candidates negotiate fees with the IAAP Analyst of their choice. JPA Members are all IAAP analysts and have a recommended rate of \$200/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 control supervision that is an intensive supervision of one ongoing case. The control supervisor is different from the on-going supervisor.

Supervision hours must be recorded with the Registrar: Candidates must submit to the registrar the number of supervised hours, the supervisor's name, and the supervisor's signature by the last day of the academic year each year.

Control supervision hours must be recorded with the Registrar: Candidates must submit to the registrar the number of supervised hours, the control supervisor's name, and the control supervisor's signature by the last day of the academic year each year.

Candidates choose their supervisors from among the Members of the JPA who are duly licensed in New York State and whose scope of practice includes psychoanalysis. If the candidate is seeing patients in a State other than New York State, their supervisor must have a license to practice in that State. These candidates negotiate their fees directly as part of choosing their supervisor. See candidate supervision rates.

Candidates are also responsible for recording weekly clinical contact/analytic hours that occur with their patients and forwarding this record to the Registrar. All clinical hours are recorded for their supervisors to confirm before being sent to the Registrar.

Faculty Responsibilities

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

Teaching: Faculty members will teach course material and evaluate the candidates' learning of course material. There is only one major exam in the JPA program, so it is essential for the faculty to offer serious and rigorous critique to the candidates, and to provide concise feedback

on any areas of weakness they see in the candidate's comprehension of the theory or clinical application of the material. Point of contact conversations, which are immediate and direct conversation between the instructor and the candidate, are essential in this process, and instructors are responsible for clear and rigorous evaluative communication about a student's work.

Faculty must provide syllabi for each course to the candidates and the Curriculum Coordinator that conform to the NYS format (see sample syllabus) and comport with pass/fail determinations for IAAP candidates and letter grades for the LQP candidates, in-putting these grades into the JPA database at the end of each trimester. All course syllabi shall include the JPA Zoom Etiquette for On-line Learning Document:

Learning Community Ethos

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

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

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

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

As supervisors they are responsible for determining that the clinical hours the candidate is accruing towards the JPA required 750 hours of clinical work meet the criteria for analytic hours. The JPA defines the analytic hour, at an absolute minimum, as a consensual uninterrupted one-on-one session, from 45 minutes to one hour long, in a closed room (in person or virtual).

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

Patient Eligibility for Training Cases:

Training cases should involve patients appropriate for outpatient, insight-oriented analytic treatment and within the scope of practice for non-licensed candidates. Patients with active psychosis, severe personality disorganization, acute suicidality, or conditions requiring inpatient or intensive levels of care are not appropriate for training cases.

At the same time, candidates are expected to develop clinical capacity through engagement with moderately complex and psychologically meaningful cases. Appropriate training cases may include patients presenting with depression, anxiety, trauma histories, relational difficulties, and stable personality dynamics, provided these are accompanied by sufficient ego strength, reality testing, and capacity for reflective engagement.

Cases involving dissociation, personality vulnerability, or trauma may be appropriate when symptoms are stable, risk is manageable, and the patient can participate in the analytic process without requiring crisis-level intervention.

Supervisors bear primary responsibility for determining case suitability. This assessment must include consideration of diagnostic presentation, clinical stability, level of risk, and the candidate's stage of training. Supervisors are responsible for ensuring that training cases are both clinically appropriate and developmentally calibrated—offering sufficient complexity for learning without exceeding the candidate's capacity to provide safe and ethical care.

Recording hours on the state form: When documenting the clinical hours of LQP candidates, the supervisor doubles the supervised hours on the State form to take into account the supervisee's preparations, process note-taking, and research.

Legal responsibility:

The degree of legal responsibility for the treatment of a candidate's patients varies depending on whether the candidate is independently licensed, licensed/permitted but required to work under supervision, or unlicensed. Nevertheless, regardless of the licensure status of the candidate, the candidate's designated supervisor is acting as a representative of JPA, and therefore, holds primary responsibility for overseeing the clinical work of candidates. rests primarily with the supervisor even though it ultimately rests with the JPA and its Officers and Directors as legal representatives of the JPA.

Supervisors are, therefore, responsible for reporting to JPA's Dean of Candidates communicating any serious issues they encounter with their supervisees and/or their clinical work. If possible, they should first, of course, speak to the candidate to try to proactively address and resolve issues before they become significant enough to require further involvement of JPA's leadership. If, after such a conversation, the situation does not improve, and the supervisor determines feels there is an ethical, clinical, or safety issue at stake, the supervisor should immediately bring the issue to the attention of it to the Dean of Candidates who will notify the DoT and the SC if necessary.

In terms of ultimate legal responsibility for any given treatment, this will depend upon the licensure of the candidate in question and circumstances of any potential issue that may arise.

NOTE: For all candidates seeing patients in a clinical setting outside of the JPA, supervisors must be satisfied that the clinical methods (including those mentioned above) are in compliance with the regulations of the counseling center, hospital, or employer.

Furthermore, the counseling center, hospital, or employer would be aware of, and not object to these guidelines for talk therapy in general as well as insight-based techniques such as reflection and the interpretation of patient material and transference dynamics specifically.

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

JPA Organizational Structure

The JPA is a 501(c)(3) 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 four Officers, a Director of Training, and a Public Representative. All members of the SC are charged with administering the JPA training program and managing the Business of the JPA, and their actions must abide by the JPA By-Laws. The Steering Committee is legally responsible for the management and administration of all business and training at the JPA. Officers and directors of the SC are elected to terms of office by the members of the JPA in accord with the JPA By-laws and serve their terms at the pleasure of a majority of the JPA membership.

Description of Officers' and Directors' Roles

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

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

Secretary: is responsible for taking the minutes of the SC and business meetings, distributing them to all appropriate parties and archiving the minutes for the community. The Secretary ensures that proper notice is given for meetings and maintains current lists of members and officers of the Association. The Secretary maintains the official documents and keeps custody of the seal of the Association. The Secretary shall make such documents available to any member in

good standing upon request. He/she also prepares diplomas and certificates for candidates who have successfully completed both IAAP and NYS LQP track programs.

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

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

Director of Training (DoT): is responsible for managing and implementing the JPA Training programs including the curriculum, and coordinating with all administrative support positions that assist in delivering the JPA training programs. The DoT coordinates with all other Officers on the SC. The DoT is chair of several committees including the Transfer Credit Committee, and the Training Committee. The DoT coordinates with all JPA faculty members who organize the colloquia and clinical evenings each year. The Director of Training recuses themselves from Exam Committees and Final Project Committees, in order to be available in the case of an impasse. The various positions and committees over which the DoT presides include the following:

Training Committee (TC): includes the following positions: DoT as Chair, Curriculum Coordinator, Clinical Practice Coordinator, and Director of Admissions, as well as several JPA Members who volunteer to serve for two years. The TC serves to support and advise the DoT. The TC is not a formal governing body, so it has neither legal liability nor authority. The TC assists the DoT in formulating and recommending changes in training policies to the SC and the Membership as needed.

Key Administrative Positions (reporting to DoT or SC/All standing members of TC):

Curriculum Coordinator (CC): is responsible for overseeing and coordinating the curriculum. The CC solicits course ideas from the faculty and coordinates volunteer instructors with required courses, ensures all required courses are taught and sufficient number of electives are offered. They work closely with the DoT on the curriculum. The CC works 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. The CC serves on the Training Committee and the Transfer Credit Committee.

Registrar: is responsible for maintaining all academic records for all candidates, courses and training efforts at JPA. The Registrar certifies completion of graduation requirements. Registrar is responsible for coordinating with CC to provide and document the Curriculum, Calendar, and Programs that are offered by the JPA each year. Registrar serves on the sub-committee for Transfer Credit requests to assist DoT in making determinations in such matters. Registrar as keeper of all Academic records is responsible for the production of official transcripts for JPA graduates. These tasks are shared with the JPA administrator.

Clinical Practice Coordinator (CPC): is responsible for overseeing all phases of the clinical referral program, including intake and referrals, legal forms, supervisor interface and clinical suite use.

Dean of Candidates (DoC): assists candidates and interfaces with the SC and JPA faculty. They are available to answer questions of procedure and mediate in circumstances of conflict. The DoC is also responsible for articulating the various structures and procedures of the JPA to the candidates. The DoC recuses themselves from Exam Committees and Final Project Committees in order to be available in the case of an impasse. If a supervisor feels there is an ethical/clinical issue at stake with a candidate, the supervisor should bring it to the Dean of Candidates who will notify the DoT and the SC if necessary.

Director of Admissions (DoA): manages applicants' initial contact with the JPA through interviewing and selection. The DoA organizes the Admissions Committees and serves on the Transfer Credit Committee.

The JPA Treatment Center

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

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

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

rates because the JPA Referral Service is designed to provide low-cost fee for services to the NYC community.

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

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

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

Scheduling Clinical Space

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

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.)

139 Fulton Street Suite 612 space

- **Google Calendar access** - candidates book space for their in-person sessions using Google Calendar. Please see Clinical Practice Coordinator for instructions on how to access the JPA Google Calendar and book space.
- **Door entry code/Bell system** - the entry code for the front door is 1875. For patient access, each room has a bell/door release button. Make sure to tell your patient which of the three bells to ring - you can then buzz them into the waiting area from your treatment room.
- **In/Out Board** - there is a magnetic board in the waiting room with In/Out columns and a magnet disk for each room. Please be sure to put the disk for your room in the In columns when arriving, and back to the Out position when leaving. It is important that everyone in

the space knows which rooms are occupied and which are not, to avoid inadvertent interruptions, and so that you know if you are the last one leaving.

- **Entry/Exit Procedures** - if you are the first to arrive at the space on a given day, please: turn on the overhead lights, the torchiere lamp, the white noise machines, and the air purifier in the waiting area. If you are the last to leave, please turn all lights and machines off.
- **General** - if you occupy one room for several hours, or if you are the last person to leave the room for the day, please take out the garbage from the room. If you are the last person to leave the suite for the day, please also take out the trash from the waiting room. Fresh trash bags are in the black armoire in Room A; please replace with a fresh bag when taking trash out. Trash can be dropped off on the ground level on your way out -

turn left instead of right coming out of the elevator, and the building trash area is just through the gray door.

- **Supplies** - Cleaning supplies (Swiffer cloths, magic erasers, vacuum, all-purpose cleaning spray) are in the black armoire in Room A. Cups for water are also in the armoire. Extra boxes of tissues can be found in the credenzas in both Rooms A and B.

The JPA Database

The JPA's database is accessed with a password. There one can register for classes, pay fees and access transcripts. One may also access records of clinical, supervisory, and analytic hours, which will have been previously sent to the Registrar by the candidate. Instructors will be able to update their syllabi and course materials as needed.

The database also contains all pertinent documents of the JPA.