

Florida Psychoanalytic Center

Education Committee

Policies and Procedures Manual

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EDUCATION COMMITTEE

Purpose

The formal duties of the Education Committee (EC) are spelled out in the Center by-laws, Subsection 6.4b. It states that the EC has responsibility for all educational affairs of the Institute related to the training of psychoanalysts. It says: The EC shall, through the establishment of committees and other procedures 1) select, promote, graduate, suspend and discontinue candidates, 2) appoint, promote, retire and discontinue faculty including Training and Supervising Analysts, 3) devise curricula; 4) establish tuition and fees (5) stimulate and support psychoanalytic research.

The purpose of the EC is also to discuss and articulate the overarching values and principles of the psychoanalytic training program. The articulation of those values and principles is in the Mission Statement, Philosophy of Training, and Guiding Principles of the Education Committee.

The EC is a committee of the Center, however, the By-Laws have been structured such that the term “Florida Psychoanalytic Institute” can be used. The EC creates, organizes, and implements the training program of the Florida Psychoanalytic Institute.

Membership

The Education Committee is made up of all training and supervising analysts of the Center, including waiver TA/SAs who have candidates in analysis or supervision, Chairs of Committees, the Secretary of the EC, the President and Treasurer of Center (provided they are analysts), the Candidate Liaison, and Members-At-Large. Training and supervising analysts of the Institute and Waiver TA/SAs who have candidates in analysis or supervision are automatically members of the EC. They do not need approval by the full EC membership. All other members are appointed by the EC Chair, subject to approval by a majority of the EC.

The current EC membership consists of: 1) the Education Committee Chair; 2) Any Training/Supervising Analyst or waiver Training/Supervising Analyst (TA and SA waiver analysts are eligible for EC membership during the time they have candidates in analysis or supervision); 3) Secretary; 4) Candidate Liaison; 5) President of the Center; 6) Treasurer of the Center (only if an analyst); 6) Chairs of the Major Committees, i.e., Curriculum, Admissions, Faculty, Progression, Nominating, PPC, TA/SA Development, Faculty Development, Ad-hoc Technology; 7) Members at-large. Members-At-Large are appointed by the EC Chair, subject to majority

approval by the full EC. There is no limit to the number of Members-At-Large that can be appointed.

Only active members can be members of the EC. Exceptions can be made if this requirement is explicitly waived by the Education Committee. All members of the EC are automatically voting members.

Election of Officers

The EC must assemble an ad-hoc Nominating Committee when it is time to elect new officers. The Nominating Committee is appointed by the EC membership. The only elective positions the By-Laws mandate to go through the Nominating Committee process are EC Chair and Representative and Alternate Representative to the Psychoanalytic Education and Training Forum of the Department of Psychoanalytic Education of the American Psychoanalytic Association.

The process for determining all other EC positions is appointment by the EC Chair, subject to approval by a majority vote of the members.

Terms of Office

Terms of office for the EC Chair, Secretary, and Chairs of EC Committees are mandated by the Center By-Laws. Term limits are spelled out in in section *6.4(f) Nominating Committee*, see below.

The term limit mandated by the Center By-Laws for the EC Chair and Secretary is no more than 2 consecutive 2-year terms. The term limit mandated by the Center By-Laws for Chairs of EC Committees is no more than 3 consecutive 2-year terms.

The Center By-Laws do not address terms limits for Members-At-Large. The Education Committee has determined that Member at Large positions have a 2-year term limit. There is no limit as to the number of consecutive terms allowed.

The relevant sections of the Center By-Laws are quoted below:

Center By-Laws 6.4f

- f. Nominating Committee of the Education Committee.** The Nominating Committee of the Education Committee shall consist of three (3) voting members of the Education Committee, one of whom shall serve as the chair of such committee. The members of such Nominating Committee and its chair shall be appointed by the Education Committee Chair and such appointment shall be ratified by a majority vote of the Education Committee. Committee members may succeed themselves, but shall not serve more than three (3) consecutive terms. The Nominating Committee of the Education Committee shall select nominees for the offices of Education Committee Chair and the representative and alternate representative to the Psychoanalytic Education and Training Forum of the Department of Psychoanalytic Education of the American Psychoanalytic Association. Nominees for Education Committee Chair, the Training and Education Forum of the Department of Psychoanalytic Education of the American Psychoanalytic Association and for the Faculty Representatives to the Education Committee shall be confirmed by a majority vote of the Education Committee. The election of the Education Committee Chair shall be subject to ratification by the voting Members of the Center as provided in Section **Error! Reference source not found.** of these Bylaws.

Center By-Laws 6.4g

- g. Secretary.** The Secretary of the Education Committee shall be appointed by the Chair for a two (2)-year term and confirmed by a majority vote of the Education Committee. The Secretary shall be a Faculty member of the Psychoanalytic training program. The Secretary shall be a voting member of the Education Committee, but shall not be a member of the Nominating Committee of the Education Committee, unless he or she is a Training Analyst, in which case he or she may serve on any Education Committee. He or she shall keep the minutes of the Education Committee meetings, and maintain records of its official correspondence, transactions and proceedings. He or she shall maintain, or cause to be maintained, a current list of Education Committee members, their addresses, and dates of appointment to Committee membership. He or she shall maintain, or cause to be maintained, a current roster of candidates in the Training Program, their year of progression, date of matriculation and graduation, and any leaves of absence, suspensions, resignations, or terminations.

Meetings

Education Committee meetings shall be scheduled by the EC Chair on a regular basis. The current structure is that the EC meets the fourth Monday of every month for approximately one hour. At any time, any three (3) members of the Education Committee may request in writing a

special meeting, specifying the reason for the same and the Chair shall call any such meeting as soon as practicable. Notice of all meetings including an Agenda shall be circulated in advance to Committee members.

Quorum

A quorum (defined as the minimum number of voting members who must be present at a properly called EC meeting in order to conduct EC business) consists of one-third (1/3) of the members of the EC. A majority vote of the quorum shall prevail, except in the instance of a vote on a recommendation by the Ethics Committee of disciplinary or corrective measures for a faculty member, in which event a two-thirds (2/3) vote of members present shall be necessary.

Duties and Limits of the Chair of the Education Committee

The EC Chair is responsible for the preparation of an Agenda for all EC meetings. The Chair does not vote on matters presented at EC meetings, except to break a tie. The EC Chair appoints the Secretary and all standing and ad-hoc committees, with the exception of the Nominating Committee. The Nominating Committee is appointed by the EC membership. The EC Chair must participate as a member of the Board of Directors of the Center. The EC Chair is responsible for the preparation of an annual report on the psychoanalytic training program of the Center and shall present such report at the Annual Business Meeting of the Center.

Duties of The Secretary Of The Education Committee

The Secretary keeps the minutes of the EC meetings and maintain records of its official correspondence, business transactions and proceedings.

Establishing and Disbanding Committees

The EC Chair may recommend the establishment or dissolution of a committee, subject to approval by a majority vote of the EC.

Mission Statement

The mission of the Florida Psychoanalytic Institute is to provide the highest quality education possible in the theory and technique of psychoanalysis to candidates in psychoanalytic training. We are committed to providing the kind of educational and relational experiences a candidate needs to develop into a fulfilled clinician and independent psychoanalytic thinker.

A second mission of the Florida Psychoanalytic Institute is to cultivate a vibrant, interconnected community of psychoanalysts locally, across South Florida, nationally, and internationally. We offer our Institute as a local, national, and international option for psychoanalytic learning.

Philosophy of Training

Today's psychoanalytic world, nationally and internationally, is marked by burgeoning theoretical pluralism and a breadth of theoretical diversity perhaps never-before seen in psychoanalysis. Our identity as an Institute is anchored in a fundamental value of robust engagement didactically and clinically with multiple theoretical perspectives and broad technical diversity. We seek to prepare candidates to feel equipped to participate confidently in the contemporary psychoanalytic world.

Our commitment to theoretical diversity is evident in both our didactic coursework and clinical supervision offerings. Didactic classes will include courses in Freud, Klein, Bion, Modern Ego Psychology, British Object Relations, Self-Psychology, Interpersonal Psychoanalysis, Relational Psychoanalysis, Intersubjectivity, Lacan, and Field Theory, as well as other theoretical and clinical approaches. Clinically, we offer ongoing case conferences where candidates present case material to analysts from a variety of different theoretical traditions to provide an opportunity to experience how diverse theoretical ideas look and feel when applied in the clinical situation.

The provision of supervision opportunities encompassing a broad range of clinical approaches is also an anchoring priority for our psychoanalytic training program. We offer a combination of local and long-distance supervision options to allow maximum flexibility in being responsive to candidates' supervisory needs and desires.

Guiding Principles of the Education Committee

A guiding principle of the Education Committee is that psychoanalytic learning is a lifelong endeavor.* We as analysts strive to personally embody a commitment to lifelong learning, and we hope to inspire that commitment in our candidates. We conceive of what it means to be a graduate analyst less in terms of a candidate having “completed” their psychoanalytic learning and more in terms of their having developed a personal investment in continuing their learning throughout their career.

A second guiding principle is to maintain an awareness of complexity, uncertainty, and relationality in each aspect of our endeavors as analysts, including our clinical work, other professional activities, and collegial interactions with each other and with candidates.

A third guiding principle involves the application of critical thinking and a non-judgmental approach in evaluating theory, assessing and reassessing our prized ideologies, and considering the multiple factors that are inevitably involved in any clinical, theoretical, or interpersonal situation. We aspire to be reflective in our engagements with all aspects of the Institute.

* Based on, “The American Psychoanalyst.” Harriet Wolfe; president’s report; January 2018.

COMMITTEES OF THE EDUCATION COMMITTEE

The EC establishes Curriculum, Faculty, Nominating, Progression, Training Analyst Committees, and whatever other committees it may deem necessary for its functioning. A Faculty Liaison to Candidates is also appointed whose status is comparable to that of a Chair of a committee. These committees, with the exception of the Nominating Committee (see 6.1.4(a) *Nominating Committee*), are appointed by the Chair of the EC subject to approval by the full EC.

NOMINATING COMMITTEE

Purpose

The Nominating Committee of The Education Committee shall select nominees for the offices of Education Committee Chair and the representative and alternate representative to the Psychoanalytic Education and Training Forum of the Department of Psychoanalytic Education of the American Psychoanalytic Association. Nominees for Education Committee Chair, the Training and Education Forum of the Department of Psychoanalytic Education of the American Psychoanalytic Association and for the Faculty Representatives to the Education Committee Chair shall be subject to ratification by the voting Members of the Center as provided in Section 5.2 of these Bylaws.

Membership

The Nominating Committee of the Education Committee shall consist of three (3) voting members of the Education Committee, one of whom shall serve as the chair of the committee. The members and chair of the Nominating Committee are appointed by the Education Committee Chair with the appointment ratified by a majority vote of the Education Committee. Committee members may succeed themselves. If the nominees are not elected by a majority vote of the full EC, then a replacement nominee shall be proposed by the appropriate nominating procedures.

Admissions Committee

Membership

The Admissions Committee consists of a Chair appointed by the EC Chair subject to approval by the full EC, plus one or several Faculty members who are appointed by the Committee Chair in consultation with the EC Chair.

Purpose and Procedures

The purpose of the Admissions Committee is to promote applications to the Center, to coordinate the evaluations of any applicants who may apply for admissions, and to present evaluations and recommendations to the Education Committee.

The Committee will schedule periodic open house recruitment events and will arrange for or facilitate arrangements for other events or meetings or public information announcements to promote applications to the Center. The Committee will receive completed candidate applications, and will meet as needed to consider any such application. In order for there to be a clear distinction between recruitment and evaluation of potential candidates, two interviewers who are not members of the admissions committee would be appointed by the EC chair. Interviewers must be analysts. Interviewers will prepare written reports of their evaluations, and will present these reports to the committee on an individual basis without prior communication between themselves. The Admissions Committee chair will assimilate and integrate all the information regarding the applicant and finalize the recommendation with regard to acceptance. This recommendation should then be brought by the interviewers and Admissions chair to the EC for a final determination regarding acceptance. The Chair of the Education Committee will notify or will arrange for notification of the candidate applicant regarding his/her acceptability to the Center.

Application Procedures

1. Application for Training, and Letter.
2. Notification to the Admissions Committee Chair from Administrator that application has been received, with copy of application.
3. Notification to applicant of receipt of application.

4. Notice to members of Education Committee from Chair of Admissions Committee requesting comments relating to application.
5. Request for applicant references sent by Administrator.
6. Letter to applicant if letters of reference not received within four weeks of requests.
7. Acceptance letter sent by Chair of Education Committee; wording includes *“Please contact the administrative office to confirm your acceptance within three weeks of the date of this letter.”*
8. New Candidate notification form to American Psychoanalytic Association.
9. Training Analysis Beginning Report sent to new Candidate.
10. Faculty Advisor notice to Candidate: *“You will be assigned your faculty Advisor”*
11. Advisor notice to Candidate: *“Your faculty Advisor is...”*.
12. Candidate Worksheet: used temporarily when candidate first applies.

Duties of the Chair of the Admissions Committee

1. To schedule, prepare agenda for, and conduct all Admissions Committee meetings.
2. Assisted by the administrator
 - (a) to communicate with individuals who inquire about admissions.
 - (b) to send appropriate materials to and receive written responses from applicants, references, etc.
3. To communicate with the Education Committee regarding applicants, and to work closely with the Education Committee Chair in evaluating applicants.
4. To assemble interview reports, references and other materials regarding the applicant.
5. To be responsible for coordinating and presenting all such materials to the Admissions committee, and subsequently to the Education Committee.
6. To direct the Administrator to assemble a file for the accepted candidate to facilitate the candidate’s beginning progression in training. This file initially to include dates of application and acceptance, names of interviewers, Advisor and Training Analyst. (Subsequently this file will record courses taken and supervisory information. These records are to be destroyed upon graduation by successful Candidates; kept for seven years for all rejected applicants and unsuccessful Candidates.)
7. To prepare written periodic reports or minutes of the proceedings of the Admissions committee, for presentation to the Education Committee, and annual reports to be presented at Annual Center Meetings.
8. In conjunction with committee members, to consider modifications in the purposes and procedures of the committee and to present these to the Education Committee.

Procedures for Applicants who completed portions of their Analytic Training at another Institute

The chair of the Admissions Committee will forward to the chair of the Progression Committee a copy of the main application and course transcript of all accepted applicants for psychoanalytic training who have completed components of training requirements toward graduation. The Progression Committee will in turn notify the Education Committee of their determination as to which, if any, of their previous classes can be accepted by our Institute toward completion of our didactic requirements.

CURRICULUM COMMITTEE

Membership

The committee shall consist of at least three members of the faculty who are active in the teaching program for candidates. The Chair or co-Chairs shall be members of the Teaching Faculty appointed by the Chair of the Education Committee. The other members shall be appointed by the Chair(s) of the Curriculum Committee with the approval of the Education Committee. One or more Candidate Representatives may attend all meetings of the subcommittee and participate fully in its deliberations and decision-making.

Purpose and Procedures

The committee will meet as needed to review, discuss and formulate plans for the curriculum, which are then forwarded to the Education Committee for review. The committee will regularly discuss and consider variations at every level of educational programming, from the organization of the entire curriculum, to the introduction of new courses or omission or revision of others, to the nature and quantity of reading assignments in particular courses and seminars. To facilitate these deliberations it will consider both the pre-existing curriculum of this Center and outside resources, including guidelines and suggestions provided by the American Psychoanalytic Association or its committees and exemplary curricula obtained from other Centers.

The Committee shall propose a schedule of dates, times and instructors for all courses. It shall add assessment to areas as warranted to APsaA's required CME evaluation forms regarding the candidates' experience of the teacher and course content and use that data to evaluate and improve the curriculum.

Duties of the Curriculum Committee include:

1. To develop and organize the curriculum for training in psychoanalysis.
2. To obtain semi-annually critical commentary from both candidates and faculty as to the overall effectiveness of course content, instruction, and syllabi.
3. To annually review and update the curriculum in considered response to developments in psychoanalysis and relevant related fields, and commentary by candidates and faculty.
4. To develop annually a schedule of dates, times and instructors for courses.

5. To coordinate distribution of schedules, syllabi, readings and other instructional materials to candidates.

Policies

The committee shall meet on an as needed basis for the above purposes. Meetings will ordinarily be on a frequent and regular basis when specific curriculum planning is required and less frequent at other times of the year. Minutes of the committee shall be taken by a member of the committee designated by the Chair(s) as secretary. A copy of the minutes of each meeting will be forwarded to the Chair of the Education Committee.

Duties of the Chair of the Curriculum Committee

1. To call, prepare agenda for, and conduct all Curriculum Committee meetings.
2. To schedule dates and times for classes by June 1 for the following academic year.
3. To review and update the curriculum with the help of the committee members and the teachers in the courses, who will regularly review and update readings in their respective courses.
4. To present recommendations of the Curriculum Committee about the above matters to the Education Committee for discussion. Substantive curriculum innovations and changes are subject to approval by a majority vote of the EC. Specific teachers, course offerings, and readings do not require review and discussion by the EC.
5. To collect information about Candidate attendance and present problems to the Education Committee or designate the collection of that information to an administrator.
6. To ensure that evaluations of the curriculum and teachers from the Candidates, are distributed and collected.
7. To put policies and programs in place to develop recent graduates as new teachers.
8. To prepare an annual report from the Curriculum Committee for presentation at the Annual Meeting of the Center, and inclusion in the records of the Education Committee

THE TRAINING ANALYST/SUPERVISING ANALYST SELECTION COMMITTEE

Purpose

The Committee for Training and Supervising Analysts is charged with reviewing the personal and professional credentials of each new applicant for consideration for appointment as a Training Analyst, Supervising Analysts, or Waiver TA or SA and determining that the applicant has fulfilled all criteria for eligibility for appointment. Those qualifications for appointment as an analyst or supervisor of candidates are outlined below.

Membership

The Training Analyst/Supervising Analyst Selection Subcommittee is composed of a Chair appointed by the EC Chair and at least two analysts.

Procedures

The TASC reviews the applicant's personal and professional credentials and informs the Education Committee whether the applicant appears to fulfill the requirements for appointment. The Education Committee decides by vote whether or not approve the appointment.

Approve the Appointment

Qualifications for Appointment as an Analyst or Supervisor of Candidates

It is required that any analyst who is applying to analyze or supervise candidates has shown a strong commitment to psychoanalysis through clinical work and teaching.

There are four categories through which one may apply to become eligible to analyze or supervise candidates: 1. Training and Supervising Analyst (TA/SA), 2. Training Analyst Waiver (TA Waiver), 3. Supervising Analyst Waiver (SA Waiver).

Requirements for TA/SA

1. The psychoanalyst must be a member or be eligible to be a member of the American Psychoanalytic Association or the International Psychoanalytic Association.

2. The psychoanalyst must be at least five years post-graduation from an Institute that is a member of the American Psychoanalytic Association or the International Psychoanalytic Association.
3. The psychoanalyst must have 3000 hours of post-graduation of 4-5 times per week psychoanalysis, documented with differing genders represented.
4. The psychoanalyst must be an active member of the Florida Psychoanalytic Center.
5. The psychoanalyst must fill out our required application. The applicant must also have at least one ongoing analysis occurring.
6. The psychoanalyst must have a license to practice his/her profession in the State of Florida

Procedures for Applying to be a TA/SA

1. Applicant should send a letter or email to chair of Training Analysis/Supervision Committee (TASC) and EC chair notifying them that he/she is applying to be a TA.
2. Applicant should fill out TA application and send it to chair of TASC who will share it with the committee.
3. The TASC will arrange for 2 out of town interviewers/evaluators who are senior analysts to meet with the TA applicant. (This process may take an average of 6 weeks to 6 months). Most evaluators will not require that all meetings be in person. Applicant should meet with evaluators one or more times in person. Typically, the interviewers ask for presentation of clinical material in 2 or more cases. Some interviewers may ask for written material of clinical work.
4. The evaluators send their reports to the TASC chair who then reviews it with the committee. Then the TASC chair reports back to the EC who makes the final decision.
5. This process is kept confidential by the TASC and EC chair until it is complete.
6. In rare cases, if there is disagreement between the evaluator's reports regarding the suitability to become a TA the TASC has the option of assigning a third evaluator.
7. All expenses involved in this process are paid for by the applicant.

Requirements for TA/SA Waiver

In order to be eligible for consideration as a Waiver of Training and/or Supervising Analyst at the Florida Psychoanalytic Center, the psychoanalyst must meet the following criteria:

1. The psychoanalyst must be a member or be eligible to be a member of the American Psychoanalytic Association or the International Psychoanalytic Association.
2. The psychoanalyst must be at least five years post-graduation from an Institute that is a member of the American Psychoanalytic Association or the International Psychoanalytic Association.
3. The psychoanalyst must have 1800 hours of post-graduation of 4-5 times per week psychoanalysis, documented with differing genders represented
4. To apply for a TA waiver because of an existing treatment relationship, the analyst must be in an ongoing treatment of intensive psychotherapy or psychoanalysis for at least six months.
5. The psychoanalyst must be an active member of the Florida Psychoanalytic Center.
6. The psychoanalyst must fill out our required application. The applicant must also have at least one ongoing analysis occurring.
7. The psychoanalyst must have a license to practice his/her profession in the State of Florida.

Procedures for TA/SA Waiver

1. Applicant should send a letter or email requesting a waiver for analysis or supervision of candidates to chair of TASC and EC chair.
2. Applicant should fill out TA/SA waiver Application and submit it to chair of TASC who will share it with the committee.
3. Applicant will be interviewed by a member of TASC or someone designated by the TASC.
4. Report of TASC will be presented to EC for final approval. Waiver TA's may not have more than two candidates in analysis. Waiver applicants are encouraged to pursue becoming full TA/SA's. Waiver Supervising Analysts are not limited to the number of candidates they supervise.
5. Once approved the analyst will be required to have a supervisor from another institute for at least twice a month for one year. The analyst can of course continue the supervision for a longer period of time.
6. Waiver analysts can request permission for a second case.
7. Waiver analysts will be encouraged to apply to be a TA when sufficient hours are accumulated.

Appeals Procedure

The appeals process applies when an applicant believes bias or some other factor played a role in their appointment being denied. The appeal is directed to the Education Committee Chair who will discuss further actions on how to proceed with the Education Committee.

PROGRESSION COMMITTEE

Purpose

The Progression Committee is a committee of the Education Committee (EC) that monitors and facilitates the progress of each candidate throughout the course of analytic training. Written reports from supervisors are used to help assess the candidate's development as an analyst and his or her readiness to progress to the next training milestone. The Progression committee has an evaluative function. Candidates are evaluated on their progress throughout the training. However, the philosophy of the progression process is to facilitate candidates' success by recognizing and reinforcing a candidate's strengths and also identifying if there are any areas of difficulty that need to be addressed.

Membership

The Progression Committee consists of a Chair appointed by the EC Chair and approved by the EC and four graduate analysts selected by the Chair of Progression in consultation with the EC Chair.

Meetings

The Progression Committee, meets twice a year with each candidate's advisor and supervisor(s) to discuss the candidate's progress in their work with patients and their participation in classes. The supervisor for each control case also evaluates the candidate in order to assess his or her strengths and areas in need of further development in conceptualizing, listening, intervening analytically and learning (see Appendix B, FPI Learning Objectives for Progression Criteria to assess Beginning, Mid-Level and Senior Level of Candidates' Clinical Development). Supervisors provide a written evaluation of clinical work and discuss the evaluation with the candidate every six months. (See Appendix B) Prior to each biannual meeting the Administrator after consulting with the Progression Subcommittee notifies all advisors and supervisors of the dates and times of the Progression meetings as well as the deadline for supervisory reports. Copies of each supervisor's evaluation are sent to the Advisor, the members of the Progression Committee, and each of the candidate's other supervisors. The Administrator distributes and collects from the candidates the Candidates' Report to the Progression Committee Regarding the Training Analysis. The completed forms are shared with the Progression Chair.

Procedures

Each biannual meeting of the Progression Committee will include a review of each candidate's readiness to begin either their first analytic case or their readiness for a next case(s). Typically, before being approved to begin seeing a first control patient a candidate must be in their training analysis at a frequency of four to five times weekly for a minimum of six months and if they are in supervision, there should be input from the current supervisor regarding readiness to begin analyzing a control patient. If these criteria are met permission is often given after the completion of the first semester of classes. Having the possibility of a control case in one's practice is not relevant to the question of candidate readiness to take on a case. Candidates who do not yet have a case will be reviewed for readiness in connection with the criteria to take on their first case (i.e. the candidate must be in their own training analysis at a frequency of 4-5 times a week and if relevant input by a current supervisor regarding readiness). In the event that a candidate has a potential analytic case and the Supervising Analyst agrees on the candidate's readiness, but the timing of the next Progression Committee could interfere in developing the case, the candidate can request an interim review by the Progression Committee. An email to the Chair of the Progression Committee will suffice. A review would involve members of the Progression Committee, the Advisor and any Supervisors of current control cases. It is also possible that a Supervisor who is not an SA could weigh in on the readiness determination.

1. A candidate's first control case must be supervised by a local supervisor.
2. For the second and third control cases a candidate may choose an approved Supervising Analyst from another institute. A list of non-local analysts who have been approved to supervise is available on the website. The supervising analyst must agree to submit twice yearly reports to the Progression Subcommittee in accordance with Progression Committee deadlines. The analyst must also agree to participate in the twice-yearly Progression Committee meetings.
3. If difficulties arise in obtaining a local supervisor for the first case, a candidate may submit a request to the Progression Committee that their first case be supervised by a non-local supervisor. The Progression Committee will evaluate such request on a case-by-case basis.
4. To appropriately protect the privacy and confidentiality of candidates, the Progression Committee has leeway to choose to report or not report such requests to the EC for approval.
5. A candidate may request a supervisor who is not on the list of approved supervisors. That analyst would need to go through the process of being evaluated and approved by the Training/Supervising Analyst Development Committee.

The procedures for beginning second and third supervised cases are as follows:

1. Readiness to begin the next supervised case (with a new Supervising Analyst) is determined by the candidate in consultation with the current supervisor, and requires a review by the Progression Committee and approval by the EC, on recommendation by the Progression Committee. The candidate should initiate contact with the Chair of Progression to request permission to begin another control case.
2. In the event that a candidate has a potential analytic case and the Supervisor agrees on the candidate's readiness, but the timing of the next Progression Committee meeting could interfere in developing the case, the candidate can request an interim review by the Progression Committee. An email to the Chair of the Progression Committee will suffice. A review would involve members of the Progression Committee, the Advisor and any Supervisors of current control cases. It is also possible that a Supervisor who is not an SA could weigh in on the readiness determination.

When any new case is begun (after consultation with the Supervisor), the candidate completes the Patient Informed Consent form (Appendix A) with the patient and retains that completed form in his/her case file. The form must also be forwarded to the Administrator of the Institute to be placed in the Institute's files. He/she then promptly notifies the Advisor, the Chair of the Progression Committee and the Administrator of the Center by means of the "Report of New Control Case" Form. Samples of these forms are in Appendix A.

All decisions by the Progression Committee regarding a candidate's readiness to begin a case must be approved by the EC. In the event there is an interim review of a candidate's situation, the EC will be informed of the Progression Committee's decision to allow the candidate to take on a case and there is an opportunity for any EC member to express concerns if they have them.

Duties of the Chair

1. To schedule, prepare agenda for, and conduct the full Progression Committee meetings (semi-annual Student Reviews) in January and June of each year.
2. To transmit, in a timely manner with the assistance of the Administrator, forms and notices

(described above) to Candidates, instructors, supervisors, Advisors, Training Analysts, and members of the Progression Committee.

3. To assemble, also in a timely manner and with the assistance of the Administrator, the appropriate forms and notices into a packet or booklet (described above), and to distribute them to Committee members in preparation for the semi-annual Student Reviews, and for any interim Progression Committee meetings.
4. To report to the Education Committee on the proceedings of each Progression Committee meeting, and on any other Committee business that may arise from time to time.

Readiness for Graduation

The Progression Committee assesses candidates' readiness for graduation: Candidates who have fulfilled all the criteria for graduation apply to the Progression Committee for permission to graduate. After determining that all the criteria have been met and that the candidate's supervisors are in support of the request, the Committee will recommend to the Education Committee that the candidate be approved to graduate.

If a candidate's work is not progressing satisfactorily, the Progression Committee and the Education Committee will make every attempt to assist the candidate. Possible suggestions include: alteration of the candidate's curriculum, a change of supervisor, resumption of personal analysis if this has been terminated or adding another control case, among other possibilities. If problems persist, academic or interpersonal, the candidate may be asked to take a leave of absence or, if the difficulties are deemed unresolvable, permanently discontinue training.

It is the policy of our Center that if a candidate's Training Analyst is in the room as a member of the Progression Committee or Education Committee when that candidate is being discussed, the analyst leaves the room or otherwise absents him/herself.

In order to protect the boundaries of the analytic relationship, strict confidentiality of the training analysis is maintained. The Candidate reports to the Progression Committee only the date the analysis began, the frequency, if it is interrupted, and the date it ends.

Criteria for Graduation

Graduation from the Center requires that all of the requirements described in this manual have

been satisfactorily completed.

Requirements for Clinical Candidates:

- 1) Completion of all Didactic Courses and participation in Continuing Case Conference until graduation.
- 2) Training Analysis for a significant portion of the period of training.
- 3) Frequency of 4-5 times weekly for the first two control cases and 3-5 for the third case. The length and frequency of supervision varies depending on the progress of the candidate.

The Progression Committee is interested in the overall quality of the candidate's development as an analyst. Candidates are occasionally concerned about whether a case will "count" if the frequency of sessions attended is less than 4 times weekly for a portion of the treatment or if the treatment ends prematurely. The Institute understands that not all psychoanalytic treatments are ideal for a variety of reasons that may or may not be related to the quality of the candidate's efforts. The Progression Committee pays particular attention to how the candidate worked with each patient and to his or her analytic understanding of what happened in the treatment. All cases are evaluated by the Progression Committee in the context of the entire body of the candidate's work. Although a terminated case is not required for graduation, it is the responsibility of the graduate to resume supervision during the termination phases of all analysis begun during candidacy, even in the termination occurs post- graduation.

- 4) Written reports on all cases are up to date.
- 5) The candidate has presented at a Continuous Case Seminar at least once during candidacy.
- 6) The candidate has completed all writing and case presentation requirements as.
- 7) Tuition payments and registration fees have been paid in full.

Requirements for Didactic Candidates

- 1) Completion of all Didactic Courses and participation in Continuing Case Conference until graduation.
- 2) The candidate has completed one of the following: a clinical presentation, a clinical paper or a colloquium on a psychotherapy patient.

- 3) A didactic candidate may incorporate a case vignette as part of a case presentation of psychodynamic psychotherapy, a theoretical paper that illustrates the theoretical ideas clinically, or some other format.
- 4) Didactic candidates are not offered the opportunity to present a full certification-style case write-up for their graduation writing requirement. The rationale for this policy is that the didactic option was created for candidates who wish to have theoretical but not clinical training in psychoanalysis. The certification-style write-up is an exercise designed to develop the candidate clinically and to prepare them to apply for certification as a psychoanalyst. It is, thus, outside the scope of what the didactic track encompasses.
- 5) Tuition payments and registration fees have been paid in full.

Leave of Absence

Definition and Eligibility

A candidate has the option of requesting a formal Leave of Absence from the training program. A leave of absence is not the same as a time-limited interruption of training due to a personal or medical situation. A candidate on a LOA is not eligible to attend classes or to conduct control case analysis. Clinical work conducted during a formal LOA is not within the purview, liability, or legal responsibility of the Florida Psychoanalytic Center and will not count towards fulfillment of the requirements for graduation.

A candidate on LOA must inform control case patients, if any, that she/he is on a LOA from the training program. The Candidate must submit a document signed by the patient to the Progression Subcommittee attesting that the patient has been informed that the candidate is on a LOA. Florida Psychoanalytic Institute TA/SAs or waiver SAs will not supervise control case analysis with a candidate on LOA.

Process for Requesting a Leave of Absence

A candidate who wants a formal LOA should meet with their Advisor to discuss their request. If the candidate wishes, the details of the reason for the request may be kept private between the Advisor and the candidate. After meeting with their Advisor, the candidate should write a formal request to the EC Chair asking for a Leave of Absence. The EC Chair will inform the EC of the candidate's request.

Process During a Leave of Absence

A candidate on LOA must meet with their Advisor once a year before the Spring Progression meetings to inform their Advisor whether they intend to return to training yet or not. Their Advisor will report their status to the Progression Committee. There is a 2-year window for a candidate on LOA before they must either return to training or withdraw from candidacy. There is a \$500 annual LOA fee.

Exceptions

Exceptions to the length of time and other parameters of the LOA may be made on a case by case basis upon request and review by Progression and the EC.

Process for Returning from a Leave of Absence

If the candidate wishes to return from the LOA, they must contact their Advisor. After meeting with their Advisor, the candidate should write a formal request to the Progression Chair asking to return to training. The candidate must be in analysis 4-5 times per week *at the time of the request* to the Progression Committee. It will be the candidate's responsibility to make up all classes that were missed. Missed classes can be made up in accordance with the parameters detailed in the Independent Study Procedures for candidates who missed a class by choice. The Administrator will be responsible for keeping a record of the classes missed by a candidate on LOA and the Progression Committee will determine the made-up classes' equivalence to the classes that were missed. The Progression Committee will review the candidate's request including the plan for completing any requirements that were missed during the Leave of Absence. The Progression Committee will make a recommendation to the EC to review and vote on.

Ethical Considerations for the Leave of Absence

It is an ethical breach for a candidate on LOA to continue analyzing control cases while on leave. Under the terms of our malpractice insurance for the Center, candidates on LOA may not continue conducting analysis and they should work with their supervisors to transition control patients to psychotherapy. The candidate must inform their control patient(s) of their leave of absence and the patient should be offered two options: a) to continue seeing the candidate for psychotherapy that is at a reduced frequency to be determined by the candidate and patient b)

to be referred to another clinician for psychoanalysis. The candidate will provide the patient with a form that acknowledges these terms and the signed form must be returned to the FPC administrator. The candidate must inform the Advisor of the patient's decision and if necessary the Supervising Analyst will facilitate the referral to another clinician.

Modified Candidacy

Definition and Eligibility

If the candidate wishes to continue working with a control case, they must request a modified candidacy rather than a Leave of Absence. There are many possible variations on what a modified candidacy might entail. A modified candidacy may involve the candidate taking classes but not seeing patients, or withdrawing from classes but continuing to see patients, and so on.

If the candidate is seeing patients in analysis, the candidate must remain in their personal analysis 4-5 times per week unless they have already completed their analysis. They are also required to continue weekly or bi-weekly supervision of their control cases by approved supervisors. If a supervisor and candidate wish to modify the supervision requirement in any way, they must submit a request to the Progression Committee. The Progression Committee will review the request and present it to the EC to review and vote on.

Process for Requesting a Modified Candidacy

A candidate who wishes a modified candidacy should meet with their Advisor to discuss their request. After meeting with their Advisor, the candidate should write a formal request to the Progression Chair and the EC Chair asking for a modified candidacy. The Progression Committee will review the details of the request with the Advisor and make a recommendation to the EC. The EC will review and vote on the recommendation made by the Progression Committee.

Process During a Modified Candidacy

The candidate in a modified candidacy will be reviewed by the Progression Committee twice a year as usual. Their supervisors and Advisor will discuss their progress in the usual way. The candidate will be progressed or not in the customary way. Candidates who are not seeing

control cases should make every effort to continue their personal analysis 4-5 times per week. The personal analysis is considered the foundation for all other learning. The fee for a modified candidacy is the full tuition fee.

Process for Returning from Modified Candidacy

There is a 2-year window for the modified candidacy. If the candidate wishes to return, they must contact their Advisor. After meeting with their Advisor, the candidate should write a formal request to the Progression Chair asking to resume their training without modifications. The candidate must currently be in analysis 4-5 times per week *at the time of the request* to the Progression Committee. It will be the candidate's responsibility to make up all classes that were missed. Missed classes can be made up in accordance with the parameters detailed in the Independent Study Procedures for candidates who missed a class by choice. The Progression Committee will be responsible for keeping a record of the classes missed by a candidate on modified candidacy and/or determining the equivalence of the made-up classes to the classes that were missed. The Progression Subcommittee will review the candidate's request including the plan for completing any requirements that were missed during modified candidacy. The Progression Subcommittee will make a recommendation to the EC to review and vote on.

Exceptions

Exceptions to the length of time or other parameters of the modified candidacy may be made on a case by case basis upon request and review by Progression and the EC.

Withdrawal from Training

If a candidate decides to withdraw from the training program they must notify their advisor and the Progression Committee. The Progression Committee Chair will inform the EC and as well as the Administrator who will notify APsaA about the candidate's status.

If the candidate who opts to withdraw wishes to resume their training at any point, they must reapply and go through an application process to be determined on a case by case basis by the Progression Committee.

FACULTY LIAISON TO CANDIDATES

Purpose and Procedures

1. The Liaison, a faculty member of the Florida Psychoanalytic Center, shall be appointed by the Chair of the EC.
2. The Liaison will meet at least twice a year with the Candidates at a meeting of all the Candidates. The first meeting should be shortly after classes begin each year.
3. The liaison will convey information from the EC to the Candidates and from the Candidates to the EC.
4. The Liaison shall inform the Candidates that he/she, in addition to the Candidate's advisor, can be contacted about problems and suggestions concerning any aspect of training, and that they are invited to do so. The Liaison shall also inform all Candidates at a meeting that they can, upon request, meet with the Education Committee.
5. The Liaison shall make regular reports that will keep the EC fully informed on all activity.