

Inter-Regional Society of Jungian Analysts

Training Manual



Academic year 2019-20

INTER-REGIONAL SOCIETY OF JUNGIAN ANALYSTS

TRAINING MANUAL

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I. TRAINING PROGRAM

A. Overview

The Training Program of the Inter-Regional Society of Jungian Analysts (IRSJA) is a post-graduate program which offers training in Jungian Analytical Psychology to professionals in mental health and allied fields. Since Inter-Regional Society members live and work throughout North America, the training program is able to meet the training needs of professionals who live at a distance from available Jungian training centers in the United States.

To become a candidate, applicants are required to possess at least a master's degree. Most applicants come from clinical fields, such as medicine, psychiatry, psychology, counseling, nursing, or social work. Applicants from non-clinical fields are considered for admission to the training program if the potential for understanding depth psychology is demonstrated and an ability to work with people in an analytic setting is presented.

Training takes place in IRSJA Local Training Seminars and semi-annual IRSJA Society meetings. Candidates are required to be affiliated with an IRSJA Local Training Seminar throughout training. Areas of study include theoretical foundations of Analytical Psychology, archetypal material, fields related to Analytical Psychology and the practice of Jungian analysis. Candidates are expected to be in individual analysis with a Jungian analyst throughout their training as required by the training manual.

Graduates of the IRSJA's Training Program receive a diploma in Analytical Psychology. A graduate is eligible to apply for membership in the IRSJA and to other Jungian societies and institutes. On acceptance into the membership of a society, the graduate automatically becomes a member of the International Association of Analytical Psychology (IAAP).

Graduation from the IRSJA does not provide the legal right to practice psychoanalysis or psychotherapy. Training candidates have a personal and ethical responsibility to acquire legal status in the state in which he or she practices. Applicants will be required to sign a statement releasing the Society from any responsibility in this respect.

B. Subjects Covered

Theoretical Foundations

Basic Principles of Analytical Psychology
Structure and Function of the Psyche
Psychological Types and Functions
Theory of Dream Interpretation

Individuation Process
Complex Theory
The Association Experiment
History of Analytical Psychology
Comparative Study of Current Psychoanalytic Theories
Comparative Study of Newer Therapies
Psychopathology
Developmental Psychology

Archetypal Material

Dreams and Fantasies
Mythology and Folklore
Interpretation of Fairy Tales
Comparative Religions
Symbolic Formulations
Alchemy

Fields Related to Analytical Psychology

Anthropology: Study of Traditional Cultures
Social Psychology
Group Dynamics
Creativity in the Arts

The Practice of Jungian Analysis

Practical Use of Dream Interpretation
Active Imagination and Other Creative Techniques
Transference and Countertransference
Case Seminars

C. Graduation Requirements

The minimum requirements for graduation from the IRSJA training program are:

- A minimum of 300 analytic hours with an IAAP member.
- 200 analytic hours are required between admission and sitting for Diploma examinations, 25% of which may be performed using telecommunications; a minimum of 100 of these required 200 hours must be with an IRSJA analyst.
- A minimum of 40 analytic hours is required per year during training, 25% of which may be performed using telecommunications.
- Successful completion of oral and written Propaedeuticum exams.
- Control/Diploma candidates are required to have at least 100 hours of case consultation. An average of two – three hours of consultation per month with an IRSJA analyst is recommended. Up to 50% of control/diploma case consultation may be performed using telecommunications.

- Successful completion of the Diploma exam on the candidate's written cases.
- Successful completion of the Diploma exam on the candidate's thesis.
- Payment in full of outstanding dues and fees.

Additional requirements are set out at the beginning of the sections of this manual devoted to each stage of training.

II. ADMISSIONS GUIDELINES

A. General Considerations

The IRSJA has no permanent headquarters. Training takes place in Local Training Seminars located throughout the United States, at semi-annual Society meetings and in training analysis and supervision arranged by the candidate.

Potential applicants are required to spend a pre-application period of at least six months in an IRSJA Local Training Seminar. The currently available seminars are listed on the IRSJA website: irsja.org. When a seminar participant wishes to apply for the IRSJA training program, screening interviews are conducted by IRSJA Local Training Seminar analysts, who recommend the applicant to the IRSJA Admissions Committee. The Admissions Committee meets once each year, at the Spring Society meeting, to interview and make admissions decisions for applicants to the training program.

B. Prerequisites for Applying to the Inter-Regional Training Program

Applicants are required to meet the following prerequisites:

- All applicants must possess at least a master's degree. It should be noted that a graduate degree qualifying an applicant to practice psychotherapy in their state must be obtained prior to entering the Control/Diploma Stage of training.
- One hundred hours of face-to-face personal analysis with an IAAP analyst before March 1 of the year of application. The applicant is expected to be in analysis at the time of application and the 100 hours of analysis must have taken place within three years of application for candidacy.
- Participation in an IRSJA Local Training Seminar for a minimum of six months before application to the Inter-Regional Society. A letter of approval from the Local Training Seminar Coordinator is required in order for an applicant to have an IRSJA admissions interview.
- The financial and personal resources to invest in training that may take from six to ten years and cost at least \$15,000 a year (costs of analysis and case consultation, seminar fees, travel and lodging for seminars and to semi-annual Society meetings in various cities around North America).
- Legal authority to practice psychotherapy/analysis in the state or country of residence, except in states where, at the time of application for the propaedeuticum, licensure is not required to see clients.
- Minimum age: 25 years.
- Submission of application (Appendix A) and supporting documents to the Director of Admissions by March 1.

C. Admissions Procedures

Potential applicants contact a Local Training Seminar Coordinator to interview to join that Seminar. Names and contact information for Local Training Seminar Coordinators are on the IRSJA website. If accepted, the potential applicant must attend the seminar for a minimum of six months before submitting an application for training in the IRSJA Program.

When the applicant is ready to proceed with application to the IRSJA, he or she contacts the Local Training Seminar Coordinator to request an interview with the local seminar faculty. If the applicant is approved, the Local Training Seminar Coordinator recommends to the Admissions Director that the applicant be given admissions interviews at the IRSJA Spring meeting.

In order to apply to the IRSJA, the applicant completes the application materials available on the IRSJA website (www.irsja.org) and sends them to the Director of Admissions, no return receipt required, postmarked on or before March 1. The Director of Admissions will inform the applicant of dates and times of IRSJA admissions interviews.

An applicant admitted into the training program is assigned to an IRSJA Review Committee. The Review Committee meets with the candidate at the IRSJA annual fall meetings.

D. Application Materials

The following materials must be included in the application packet and sent together:

- IRSJA application form, downloaded from the website (IRSJA.org), completed, signed and notarized. (Appendix A)
- A recent black and white or color passport size photo.
- Academic transcripts (from college level).
- Curriculum vitae (three pages or less).
- An autobiographical statement (no more than three double-spaced pages, one-inch margins and 12-point font). The last paragraph of the statement should be written by hand.
- Application fee of \$500 (\$100 non-refundable and \$400 refundable if the individual withdraws from the admissions process before attending the interviews). Checks should be made out to the Inter-Regional Society of Jungian Analysts.
- IRSJA Waiver for Prospective Trainees signed and notarized. (See Appendix B).
- Verification by the applicant's analyst(s) of analytic hours. The analyst(s) should specify total hours that were face-to-face and/or by telecommunication during the 3 years prior to application.

E. Transfers to the IRSJA

A candidate seeking to transfer from another IAAP-approved Institute must be in good standing in that training program and apply to the Inter-Regional training program in the same way as a non-transfer applicant, beginning with being admitted to a Local Training Seminar. Transfer applicants and candidates are subject to the rules governing admissions and candidacy in this Training Manual.

III. CANDIDATE GUIDELINES

A. All Candidates

1. Personal Analysis during Training

Candidates are required to be in analysis throughout the course of training and are encouraged to work with both a male and female analyst.

Interpersonal as well as intrapersonal knowledge is necessary for a mature approach to analysis. A candidate may receive up to 50 hours credit toward the minimum requirement of 300 hours of personal analysis in an analytic group with an IRSJA analyst. Two hours of group analysis count as one hour of personal analysis (for example, 60 hours of group analysis will be counted as 30 hours of individual analysis).

To protect the privacy of the analytic relationship, the candidate's personal analyst(s) will be excluded from all evaluative aspects of the candidate's training. The personal analyst(s) shall have no input into an applicant's application to the IRSJA training program other than to report the number of analytical hours. The personal analyst(s) cannot function as a case consultant or evaluator of an analysand who is a candidate, or lead a case colloquium that includes their analysand as a participant. Also, candidates must not seek case consultation or analysis from their personal analyst's spouse or partner.

2. Local Training Seminar

Candidates are required to be affiliated with a Local Training Seminar during the entire course of training. Candidates must follow the requirements of the specific Local Training Seminar with which they are affiliated and may be required to write theoretical papers and present clinical cases from time to time. Local Training Seminars may have requirements in addition to the IRSJA requirements.

Toward the end of each seminar year, the Local Training Seminar faculty meets with the candidate, discusses the candidate's training process, receives any candidate requests regarding their training progress, and writes a report of their meeting. This report will also summarize evaluations submitted by the candidate's case consultants, seminar instructors, and colloquia leaders. Analysts with dual relationships to the candidate are excluded from the evaluation. The Local Training Seminar Coordinator sends this report by September 15th to the IRSJA Review Committee Chair, the candidate, and the IRSJA Director of Training.

3. IRSJA Review Committee

Upon admission to the IRSJA training program, candidates are assigned to an IRSJA Review Committee, which advises, mentors, and supports the candidate's training from admission to graduation. The Review Committee is composed of at least three IRSJA analysts, two of whom will be senior analysts. A senior analyst is defined as one who has been certified for at least five years.

Candidates meet with their Review Committee at each annual fall meeting of the Society. These meetings are an important aspect of the candidate's training and provide a forum for the candidate to discuss their accomplishments, examine their training progress, and address the challenges they face in training. The Review Committee seeks to obtain a comprehensive view of a candidate's progress and offers specific guidance and assistance with all aspects of the candidate's training.

In general, the candidate is responsible for decisions about his or her progress through the training program. These decisions are based both on issues of eligibility and readiness. In instances when a candidate's claim of readiness to advance to the next level of training is questioned by the candidate's local seminar and/or IRSJA review committee, the training committee makes the final decision regarding a candidate's advancement to the next level of training, regardless of the candidate's eligibility and intention to do so. In cases where the training committee rules against a candidate's move to the next level of training, a meeting is held between the training committee, the candidate, and the candidate's review committee and local seminar coordinator. After this meeting, the training committee presents a written plan for advancement to the candidate.

The candidates will address these issues with their Review Committees. However, Review Committee approvals may, under some circumstances, be required as provided in this Training Manual under General Supervision and Case Colloquia Guidance.

In preparation for the annual Review Committee meeting, the candidate's Review Committee Chair may request in writing additional information related to the candidate's training. This information may include, but is not limited to:

- Candidate's Local Seminar Yearly Report
- Candidate Transcript
- Verification of personal analytic hours
- Verification of case consultation hours and evaluative report from the supervising analyst
- Written requests from the candidate
- Personal statement from the candidate about his/her training process

All guidance and advice from the candidate's Review Committee are forwarded to the Training Committee for review.

4. IRSJA Meetings

Candidates are required to attend each annual spring and fall Society meeting. Candidates prepare materials for and participate in seminars and case discussions, as well as develop a sense of how the Society functions as a whole. Candidates, as a group, organize their seminars and case discussions and decide upon presenters for each semi-annual meeting.

In general, diploma examinations and the propaedeuticum examinations are administered at the spring meeting with any propaedeuticum examination retakes at the fall meeting. Also at the fall meeting, all candidates, including those candidates on Leave of Absence, are required to meet with their Review Committees.

Candidates are responsible for covering the costs of training activities at these meetings.

5. IRSJA Training Documents

The IRSJA Training Transcript (Appendix E and Appendix F) is to be used throughout the training process. The Transcript provides the candidate's Review Committee, the Local Seminar Coordinator, and the Training Committee with a comprehensive and up-to-date record of the candidate's training. The Training Transcript originates from and is maintained by the candidate. The training transcript is submitted on an annual basis for the previous analytic year (June 1 – May 31).

All Pre-Control candidates submit their training transcript, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and a Personal Statement to the candidate's Local Training Seminar Coordinator (LTSC). The LTSC is responsible for verifying that the information on the transcript is correct. The transcript and documentation are sent to the IRSJA Director of Training, who will send all necessary documents to the Review Committee Chair.

Control/Diploma candidates who passed the propaedeuticum examinations in that analytic year submit their training transcript, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and a Personal Statement to the candidate's Local Training Seminar Coordinator (LTSC). The LTSC is responsible for verifying that the information on the transcript is correct and will send all documents to the IRSJA Director of Training.

Once a candidate is in the Control/Diploma phase of training, they submit their training transcript, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and a Personal Statement to the IRSJA Director of Training (DoT). The DoT is responsible for verifying the transcript and will forward all documents to

the Review Chair. The DoT will use the verified training transcript as a resource document when Control/Diploma candidates discuss formation of their Thesis and Cases committees.

Candidates are responsible for ensuring that their yearly transcript and supporting documentation are submitted to either the Local Training Seminar Coordinator or the IRSJA Director of Training by June 15. Official transcripts are to be forwarded only electronically. It is preferred that other documents related to a candidate's training be sent electronically, but submission by post will be accepted. For Pre-Control and new Control/Diploma candidates, the Local Training Seminar Coordinators, after verifying the transcript, forward the transcripts to the DoT for inclusion in the permanent record.

Candidates are not to send their training transcripts directly to their Review Committee. Candidates are required to maintain paper copies of all documents related to their training.

The form for the yearly training transcript is found in Attachment E and on the IRSJA website. IRSJA Training Transcript Instructions can be found in Attachment F.

B. Pre-Control Stage

Pre-Control stage is the period between June 1 following admission to training by both a Local Training Seminar and the IRSJA and completion of the first set of exams (the Propaedeuticum). This phase of training will last for at least two training years. (A training year is defined as beginning June 1 and ending May 31.) The requirements for this stage are:

- Regular ongoing personal analysis. A minimum of 40 analytic hours is required per year during training, 25% of which may be by electronic format.
- Monthly Local Training Seminar meetings.
- Yearly meetings with the candidate's Local Seminar Review Committee.
- Yearly meetings with the candidate's IRSJA Review Committee.
- Semi-annual IRSJA meetings.
- At least one hour of face-to-face case consultation per month with an IRSJA analyst.
- Theoretical papers and/or clinical case presentations as required by their Local Training Seminar.
- Document 1,500 clinical experience hours or provide the specific requirements met while pursuing an academic degree.
- Pass the Propaedeuticum.

1. Case Consultation

Pre-Control candidates are required to have at least one face-to-face case consultation session per month with a senior IRSJA analyst. Additional case consultation is encouraged. Supervision hours before passing the propaedeuticum and entering the Control/Diploma

stage are not included in the 100 hours of case consultation required for graduation. Candidates are not to seek case consultation or analysis from an analyst who has an intimate personal relationship with their personal analyst.

2. Clinical Experience

Before taking the propaedeuticum exams, candidates are required to have completed at least 1,500 hours of clinical experience. “Hours of clinical experience” are defined as all activities performed as part of a clinical placement, not solely face-to-face patient hours, and are conducted for patient care in either an inpatient or outpatient setting.

For candidates who do not have prior clinical experience, the 1,500 hours of clinical work are arranged by the candidate. Those arrangements are discussed with the candidate’s Local Training Seminar Committee and their IRSJA Review Committee. Candidates must submit a written request for special arrangements for such experience to the Training Committee for consideration. Completion of the required 1,500 hours and a report from the sponsoring institution(s) or supervisor(s) is to be submitted to the chair of the candidate’s IRSJA Review Committee by September 15 before the fall meeting at which the candidate plans to discuss an intention to take the propaedeuticum exam.

Before taking the propaedeuticum, the candidate must have satisfied the legal requirements to conduct psychotherapy with analysands in their state of practice, including licensure, except in states where licensure is not required to see clients.

3. Preparing for the Propaedeuticum Exam

A candidate who has completed at least two training years in the Pre-Control stage is eligible to take the propaedeuticum exams. (A training year is defined as beginning June 1 and ending May 31.) The candidate discusses the decision to take these exams with their Local Seminar Committee and their IRSJA Review Committee. The candidate’s Local Seminar includes their impressions of the candidate’s readiness to take the exam and enter Control/Diploma stage in their annual report on the candidate’s progress to the candidate’s IRSJA Review Committee.

Eligibility to take the propaedeuticum examination is confirmed by the Training Committee. In instances when a candidate’s claim of readiness to take the propaedeuticum examination and advance to the control/diploma stage of training is questioned by the candidate’s local seminar and/or IRSJA review committee, the training committee makes the final decision regarding a candidate sitting for the propaedeuticum examination, regardless of the candidate’s eligibility and intention to do so.

All required fees and dues must be current in order to sit for the exams.

4. Propaedeuticum Examinations

The IRSJA Propaedeuticum Examination is a central part of the candidate's training process. The examination is designed to assess a candidate's basic knowledge of Jungian and depth psychological theory, the capacity to integrate and apply this material in a clinical setting, and psychological readiness to enter the Control/Diploma stage of training. The oral examinations cover the History and Development of Analytical Psychology, Complex and Psychopathology, Dreams, and Archetypal Material. A written examination requires answering three of four questions and interpreting a dream provided by the Training Committee.

While the propaedeuticum is an evaluation of the candidate's theoretical knowledge, it also evaluates the candidate's capacity to be present interpersonally and to understand the way in which their psychology influences their clinical work and their experience of the examination process. Because the Propaedeuticum holds such an important and often affectively charged place in the candidate's training experience, it takes on aspects of an initiatory process in which the passage of the examination also signals a crossing of the threshold into the Control/Diploma stage of candidacy.

The examinations take place at the IRSJA spring meeting. The results of each day's exams are presented to a meeting of the Training Committee and the entire group of propaedeuticum examiners. After that meeting, results are given individually to the candidates by their examining committees.

a. History and Development Exam

The History and Development Exam covers the history and evolution of Jungian theory. The candidate is examined on major Jungian theoretical concepts and terms, psychic structure, and the dynamics and manifestations of these concepts in clinical practice and everyday life. Some knowledge of the differences and similarities between analytical psychology and Freudian psychology is expected, along with some understanding of contemporary analytic theory.

b. Complex and Psychopathology Exam

The Complex and Psychopathology Exam asks the candidate to demonstrate an understanding of complex theory and to give examples from their clinical practice. Candidates are expected to be familiar with the most recent version of the DSM, as well as diagnostic criteria and concepts from Analytical Psychology and other depth psychologies that are commonly associated with psychopathological processes. Candidates should have an understanding of how disruptions in developmental processes can result in the emergence of psychopathology.

c. Dream Exam

The Dream Exam focuses on the candidate's knowledge of Jungian dream theory and differences between Jungian and Freudian dream theory. The candidate's ability to apply dream theory is evaluated based on their work on a short dream provided by the Dream exam committee. Approximately ten minutes before the beginning of the Dream Exam, the candidate is given a sample dream on which they will be examined.

d. Archetypal Exam

The Archetypal Exam evaluates the candidate's knowledge of archetypal theory and familiarity with archetypal material from world mythology and religions, fairytales, and alchemy. In preparation for this exam, candidates select four samples of archetypal material: a myth, a fairytale, an alchemical motif, and a religious motif. The candidate then sends four copies of their chosen archetypal material to the Propaedeuticum Exam Coordinator. During the exam, the candidate is expected to discuss these archetypal materials from a depth psychological perspective and apply them to clinical and personal experiences.

e. Written Exam

The written exam is an open book essay exam consisting of theoretical questions and a dream. The Propaedeuticum Examination Coordinator sends the written exam questions and dream to the candidate five weeks before the date of the spring meeting. The candidate answers three of four theoretical questions and writes an interpretation of the dream. The candidate has two weeks in which to complete the exam and return it to the Propaedeuticum Exam Coordinator.

The entire written examination must be no more than twelve pages in length, double-spaced, with one-inch margins, and printed in 12-point font. Candidates' names do not appear on their submissions sent to the Written Exam Committee and are not revealed to the Written Exam Committee members until after the submissions have been evaluated.

In their evaluation of the written exam, committee members assess the following: a) general knowledge of Jungian theory and related depth psychologies; b) the candidate's ability to articulate what they think and feel; c) the candidate's ability to be specific in responses; and d) ability to integrate clinical experiences. Although the examiners do not evaluate the candidate's writing skills, they consider clarity of expression and the creative use of words and imagery and how the candidate organizes and focuses their answers. The Written Exam Committee provides feedback to the candidates on the last day of the propaedeuticum examinations at the spring meeting.

5. Retaking Examinations

A candidate who fails one oral exam and/or the written exam may take those exams again at the next fall meeting. If the candidate fails more than one oral exam, they may take those exams again at the following spring meeting. A candidate does not have to retake any exam they have passed.

More than three failures of the same propaedeuticum exam will require a meeting between the candidate and the training committee to determine available options.

6. Advancement

Candidates advance to the Control/Diploma stage of training upon the successful completion of the propaedeuticum exams and a report of the examination results to the Society by the IRSJA Director of Training.

C. Control/Diploma Stage

Control/Diploma stage is the time between successfully completing the propaedeuticum exams and graduation. This phase of training lasts for at least two years. The requirements for this stage are:

- Regular, ongoing personal analysis. A minimum of 40 analytic hours is required per year during training, 25% of which may be by electronic format.
- Yearly meetings with the candidate's IRSJA Review Committee.
- Attendance at semi-annual IRSJA meetings.
- At the discretion of the Local Seminar, meet with Local Training Faculty.
- 100 hours of control case consultation. An average of 2-3 hours of face-to-face consultation per month with an IRSJA analyst is recommended. Up to 50% of control/diploma supervision may be performed using telecommunications.
- Participation in control colloquia for a minimum of 60 hours per year.
- Preparation of written cases for examination.
- Preparation of a thesis for examination.
- Passing both cases and thesis examinations.

1. Individual and Colloquium Case Consultation

Individual Case Consultation

During the Control/Diploma stage, the candidate conducts therapeutic analysis with analysands under the supervision of an IRSJA senior analyst. A minimum of 100 hours of case consultation at a frequency of at least two face-to-face hours per month is required during this phase of training.

Up to 50% of control/diploma case consultation may be performed using telecommunications. The number of face-to-face and teleconference individual hours of case consultation are verified yearly in an evaluative report written by the Control/Diploma candidate's supervisor(s). These hours are to be recorded on the transcript by the candidate. Candidates are responsible for seeing that supervising analysts submit evaluations of their Control/Diploma stage work to the IRSJA Director of Training before the IRSJA Fall meeting.

Case Colloquia

Case colloquia provide a forum for presentation and discussion of ongoing cases from the practices of Control/Diploma candidates. Colloquium participants explore current and emerging clinical challenges and promote the vitality and potential of Jungian analysis within the analytic setting.

A case colloquium consists of an IRSJA senior analyst and a minimum of three candidate participants. In situations where three candidates are unavailable, the colloquium leader

may include mental health professionals from other disciplines. Control/Diploma candidates may join a case colloquium with the agreement of the IRSJA analyst supervising the colloquium. Candidates are free to seek out case colloquia without going through a formal process.

Control/Diploma candidates are required to attend IRSJA case colloquia regularly and accrue a minimum of 60 hours of case colloquium per analytic training year, 12 hours of which may be acquired at the IRSJA annual meetings. If a candidate is unable to meet this requirement, the deficit is to be made up the next analytic training year, in addition to the required 60 hours of case colloquia during that analytic training year.

General Case Consultation and Colloquium Guidance

IRSJA allows 15 hours of case colloquium to count toward the total 100 hours of face-to-face supervision hours that are required for graduation in the following situation:

Case colloquium hours count toward the 100 required supervision hours ONLY when a candidate is presenting a control case to the colloquium group. Hours in which a candidate's control case is presented are counted at a 2:1 ratio (i.e., the candidate must present their control case material for a total of 30 colloquium hours to acquire the maximum 15 hours of credit allowed).

Colloquium hours can be counted in whole toward the annual requirement of control colloquium hours and also be counted, as defined above, for control case consultation hourly requirement for a maximum of 15 hours in the Control/Diploma stage of training.

Requests for individual control case consultation or case colloquia with non-IRSJA analysts are discussed by the candidate with their IRSJA Review Committee and are subject to the approval by that committee and the IRSJA Director of Training.

Analysts and colloquia leaders doing case consultation with Control/Diploma candidates are required to write a yearly report on the candidate's work, which shall verify the number of hours of individual or colloquium consultation, number of hours by teleconference, as well as an evaluation of the candidate's work with analysts. This report is sent to the IRSJA Director of Training.

2. Diploma Examinations

Each Diploma Examination, both Cases and Thesis, requires the establishment of separate exam committees by each candidate.

The candidate discusses the formation of both thesis and cases Diploma Exam Committees with their Review Committee at the fall meeting eighteen months prior to the spring meeting at which the candidate plans to take final/diploma exams. The candidate selects

the chair of the Cases Committee; two additional members are selected by the Training Committee. The candidate selects a thesis topic, the chair of their Thesis Committee, and one committee member. The Training Committee assigns one additional member. Candidates are required to inform the IRSJA Director of Training of their choices for Diploma Exam Committees and their thesis title at or shortly after that fall meeting. All Diploma Examination Committee members must be senior analysts and members of IRSJA. Exceptions to this are to be discussed with a candidate's Diploma Exam Committee Chair and approved by the Training Committee.

The candidate is responsible for working closely with the Diploma Exam Committees as their written work develops. Prior to the submission of written drafts, the candidate works directly with each Diploma Exam Committee Chair, who gives the candidate feedback from the other committee members. Occasionally, the Chair may suggest that the candidate receive feedback from individual committee members. The candidate must work with the Committee on suggested changes before being allowed to take the exam.

When presenting clinical material in the thesis and cases, candidates must take special precautions to protect the identity of analysands.

The diploma exam consists of the oral defense of the thesis and case reports. These exams are an opportunity for an intellectual and psychological demonstration of the candidate's integration of the fundamental aspects of analytical psychology and analytic work. They are a collegial discussion of the candidate's written work, its psychological meaning for the candidate, and its implications for the field of analytical psychology. The candidate must be able to range widely in the examination discussion, in and out of the written work, with respect to its applicability and importance to clinical practice, personality development, and Jungian theory.

Requirements for a candidate to apply to take the Diploma Examinations after consultation with their Diploma Exam Committees and their Review Committee are as follows:

- **completion of a minimum of 300 hours of personal analysis (a minimum of 100 hours must be with a member of the IRSJA)**
- **completion of a minimum of two years of control work**
- **fulfillment of the required 100 hours of case consultation, which shall include 50 hours of case consultation (50% of which may be by telecommunication) with one case consultant on one case and at least 20 hours of consultation (50% of which may be by telecommunication) on one additional case.**

A candidate may elect, after consultation with their Diploma Exam and Review Committees, to take the examinations at the same time or take them separately.

Case and Thesis examiners evaluate the candidate's capacity to:

- Apply theoretical knowledge to the dynamics of analytical situations.
- Interpret symbolic material, such as dreams, fantasies, pictures, and representations of unconscious contents.
- Deal appropriately with transference and countertransference phenomena.
- Write a thesis that contributes to the body of knowledge of analytical psychology.
- Relate their written work to clinical practice, personality development, and Jungian and post-Jungian theory.

It is possible the candidate may not pass the examinations even though she or he may have written satisfactory or even excellent case reports and thesis. Such circumstances would exist if the candidate were unable to demonstrate intellectual and psychological understanding and integration of the fundamental aspects of Jungian Psychology and analysis to the satisfaction of the examiners. If necessary, the candidate may apply at the fall meeting to retake the oral examinations in the spring.

The candidate's Local Training Seminar, IRSJA Review Committee, and Diploma Exam Committees must coordinate and stay in communication during the final stage of the candidate's training.

A candidate may choose an analyst or other professional outside of the IRSJA for their Thesis Committee if approved by their Thesis Committee Chair and the Training Committee. The candidate will be responsible for travel and communication expenses for the non-IRSJA analyst or other examiner.

All required fees and dues must be current in order to sit for the exams.

a. Written Case Reports

Control/Diploma candidates are required to present three written cases that have been conducted under control analysis. It is suggested that one of these clients be male and another female. Each case report is to be written within the required page length, have one-inch margins, and be double-spaced with 12-point font.

One case report will reflect the work with a client in analysis for a minimum of 100 face-to-face hours over a period of at least one year. The candidate will obtain regular case consultation of that case with the same case consultant for at least 50 hours, 50% of which may be by telecommunication. This case report is suggested to be 25-35 pages in length with a maximum of 50 pages.

The second case report requires a case that involves a minimum of 20 hours of face-to-face analysis with the client. This case requires 20 hours of case consultation, may involve multiple

supervisors, and 50% of these case consultation hours may be by telecommunication. The case report is suggested to be 25-35 pages in length with a maximum of 50 pages.

The third case is a case of special interest or challenge to the candidate or one that the candidate deems to have been a failure in some way. For this case, neither the number of case consultation hours nor the number of client hours is specified. The case report is suggested to be 10-15 pages in length with a maximum of 15 pages.

The first draft of the cases is to be submitted to the Case Committee by September 1st of the year before the candidate wishes to take the diploma exams. The candidate is required to meet with their Case Committee at the fall IRSJA meeting following the submission of the draft reports. In the event that no committee members are present at the fall meeting, a conference call or Skype is arranged. The Case Committee chair and the candidate coordinate these arrangements.

Candidates are required to document, on the 1st and all subsequent drafts of the cases, the number of case consultation hours for each case, listing separately the face-to-face and telecommunication consultation hours.

After discussion of the candidate's draft with the candidate at the fall meeting, the chair of the Case Committee writes a summary of the committee's feedback. Copies of the summary are sent by November 15th to the candidate and the IRSJA Director of Training.

The candidate must have approval of their written cases by at least two Case Committee members before sitting for the case exam. The Case Committee chair sends written approval to the candidate, with a copy to the IRSJA Director of Training, by February 1. April 1 is the deadline for the final draft of the case reports to be provided to the Case Committee members. Acceptance of the written cases for examination does not assure the candidate will pass the oral exam. Case Committees are urged not to approve a candidate's written work unless they consider it adequate for examination.

One model for writing a case report is as follows:

- Presenting Problem
- Background/History
- Treatment History
- Psychic Structure
- Transference/Countertransference Dynamics
- Course of Analysis
- Concluding Remarks

[Bibliography and separate archetypal patterns or images where appropriate.]

b. Thesis

The Control/Diploma candidate is required to present a thesis on some aspect of Analytical Psychology. The thesis is recommended to be 75 to 125 pages (one inch margin, double-spaced, 12-point font) and generally includes the following:

- A clear statement of the hypothesis, argument, or intention of the work (i.e., why the work is being undertaken, how it is significant, and what is to be proved or demonstrated by the thesis).
- An adequate development of the thesis in terms of its relation to Jungian theory and to Jungian psychology in general.
- Demonstrated familiarity with relevant literature and knowledge of how the topic has been handled previously.
- A clear delineation of conclusions and/or results.
- Implications of the work for clinical application, future research, and Jungian psychology in general.
- A summary, footnotes, and bibliography.

A candidate preparing for the Thesis Exam submits the first draft of the thesis to their committee by September 1st prior to the proposed April exam. Committee members present at the following fall meeting have a face-to-face meeting with the candidate. In the event that no committee members are present at the fall meeting, a conference call or Skype with the candidate is arranged. The committee chair and the candidate coordinate these arrangements.

After discussion of the candidate's draft with the candidate at the fall meeting, the chair of the candidate's Thesis Committee writes a summary of the committee's feedback. Copies of the summary are sent by November 15th to the candidate and the IRSJA Director of Training.

The candidate must have the approval of at least two Thesis Committee members before sitting for the exam. The Thesis Committee chair sends written approval to the candidate, with a copy to the IRSJA Director of Training, by February 1. April 1 is the deadline for a final copy of the thesis to be provided to the Thesis Committee members. Acceptance of the thesis for examination does not assure the candidate will pass the oral exam. Thesis Committees are urged not to approve a candidate's written work unless they believe that it is adequate for examination.

In some circumstances, the candidate's Thesis Committee may recommend that a candidate obtain editing help. The candidate chooses an editor who is not an analyst with the consent of their exam committee. The candidate is responsible for expenses involved in working with an outside editor.

3. Graduation

Graduation follows the successful completion of all personal analysis, case consultation and case colloquia hourly requirements, the Diploma examinations, and the recommendation of Case and Thesis Committees. The diploma is normally granted at the Saturday evening banquet, and graduates are welcomed into the Society.

Candidates are responsible for confirming their eligibility for graduation by submitting an updated transcript to the IRSJA Director of Training by March 15 prior to the Spring meeting, showing that all graduation requirements have been completed.

Upon graduation, new graduates are required to submit a copy of their thesis to the IRSJA Archivist at the C.G. Jung Educational Center, Houston, TX. Information about the IRSJA archives and how to submit a thesis is found in the IRSJA photo directory.

4. Diploma and Certification

The IRSJA grants a Diploma in Analytical Psychology on the affirmative recommendation of the candidate's Case and Thesis Committees.

A candidate planning to graduate at the spring meeting may apply for membership in the IRSJA by sending a letter of intent to the IRSJA Director of Training prior to the Spring meeting. Upon acceptance into the membership of the IRSJA, the graduate automatically becomes a member of IAAP.

IV. General Training Information

A. Dues and Fees

1. Annual Dues

Annual candidate dues are paid to the IRSJA Treasurer by February 1. Applicants admitted to the training program at the spring meeting will be required to pay dues for one half year. Late fees will be assessed after February 1. In the event that a candidate has financial hardship, a payment plan may be formulated with the Treasurer. Within three months of the due date, on May 1, either a payment plan must be negotiated between the candidate and Treasurer or dues must be paid in full, plus assessed late fees. If neither of these has occurred by May 1, the Treasurer will inform the IRSJA Director of Training, who will notify the candidate that his/her candidacy in IRSJA is suspended until all delinquent dues and fees are paid. Any hours of analysis, case consultation, or case colloquium accrued during this suspension will not be counted toward graduation requirements.

2. Seminar Tuition

Seminar tuition is set by each Local Training Seminar. Candidates pay fees for seminar tuition to their Local Training Seminar.

3. Analysis/Case Consultation Fees

Candidates pay fees for analysis directly to the analyst(s). Fees for case consultation are paid directly to the supervising analyst.

4. Examination Fees

The propaedeuticum and diploma examination fees are paid to the IRSJA treasurer by March 15 and are non-refundable after April 1. Candidates retaking propaedeuticum exams pay a fee for each exam.

5. General

To sit for an exam, all dues and fees must be paid in full. For information about specific fees, see Appendix C, "Candidate Dues and Fees".

B. Candidate Transfers between Seminars

Pre-Control candidates are under the evaluative guidelines of their Local Training Seminars. Therefore, in order to transfer from one training seminar to another, the candidate must be evaluated by the receiving Local Training Seminar faculty and have this request discussed, evaluated, and approved. The candidate must also meet with his/her IRSJA Review Committee to discuss the reasons for requesting a change. If there is agreement among all parties, a letter of acceptance from the new seminar and a letter of approval from the candidate's Review Committee will be sent to the IRSJA Director of Training.

C. Telecommunications Policy

Telecommunication hours of analysis or case consultation may count toward the hours required for graduation as set out in this Manual. The policy and a copy of the waiver to be signed by a candidate wishing to count telecommunication hours toward graduation requirements are in Appendix D of this manual. Signed waivers are sent to the IRSJA Director of Training.

D. Leave of Absence

A candidate may request a leave from training if there are compelling circumstances. Candidates are required to discuss taking a leave with both the chair of their IRSJA Review Committee and their Local Training Seminar. If, at the time of requesting the leave, the candidate is in Control/Diploma stage and actively preparing for either or both diploma exams, the candidate is also required to talk to the chairs of those exam committees.

The candidate sends a written request for a leave, including their reasons for the request, to their Local Training Seminar Coordinator and their IRSJA Review Committee chair, with a copy to the IRSJA Director of Training. The Local Training Seminar Coordinator and the IRSJA Review Committee Chair discuss the request, communicate with the candidate and, jointly, send a written report concerning the candidate's request to each other, the candidate and the IRSJA Director of Training.

The following training requirements may or may not be modified by their IRSJA Review Committee, in consultation with the candidate's Local Seminar, based on the candidate's circumstances:

- Attendance at seminars.
- Attendance at fall and spring meetings of the Society.
- Continuation of analysis.
- Continuation of case consultation.

Candidates on Leave of Absence are encouraged to continue personal analysis and case consultation while on leave. Analysis and case consultation hours accrued while on leave may count toward graduation totals for the first year of leave only. Analysis and case consultation hours for any subsequent leaves over the course of training will not count toward graduation requirements.

A candidate on leave of absence is required to pay \$250.00 per year during the leave of absence.

Candidates returning from leave and planning to take one or more exams need to resume full training activities by the September before the Spring meeting at which they intend to take the exam or exams.

After the end of the training year (May 31), candidates on leave file a transcript and personal statement, with supporting documents. They are expected to attend an annual meeting with their Local Training Seminar and their IRSJA Review Committee. At the discretion of the Local Training Seminar or the IRSJA Review Committee, a Skype or telephone call may replace a face-to-face meeting.

After each year of leave, a candidate's Local Training Seminar and IRSJA Review Committee will file an annual report, reviewing the candidate's current circumstances and intentions about returning to training.

All leaves are approved for one training year. Up to four consecutive leaves may be granted. If the initial leave requested is for less than one training year, that leave will be considered a one-year training leave for these purposes. After the fourth leave, a candidate either returns to full training activities or resigns from the program.

E. Candidate Waiver

Upon being accepted to training, candidates are required to sign a waiver (Appendix B) acknowledging their understanding that their practice of Jungian analysis does not infringe on any law relating to the practice of psychology, psychotherapy, psychiatry, counseling, or any other mental health profession in their state of residence.

F. Conflict Resolution

Between Analyst and Candidate

Conflicts between and among analysts and candidates participating in the candidate's training are contained within the relationships affected by the conflict and handled in informal ongoing conversations. Following discussions with all those concerned, the candidate and/or one or more of the other participants in the candidate's training may, in writing, bring a conflict that cannot be satisfactorily resolved to the Training Committee. The Training Committee meets with the candidate and anyone else involved in the conflict at the next meeting of the Society and makes a recommendation for resolution.

Review Committee

All recommendations of the candidate's Review Committee, along with the recommendations of the Local Training Coordinator, are forwarded to the Training Committee for review and approval by the Society. In cases of disagreement among the various parties involved, the Training Committee strongly recommends a meeting of the Review Committee and any Local Training Seminar members present at the fall meeting as

a first step. A second step to resolve a disagreement would be an appeal to the Training Committee as a whole. The Training Committee's decisions are subject to Society approval by way of the acceptance of the Training Director's report at the business meeting.

G. Termination

A candidate may be asked to leave the IRSJA analyst training program at any stage of their training. Acceptance into the analyst training program of the IRSJA or passage from any stage of training to another does not guarantee completion of the program or the granting of a diploma.

The Training Committee considers termination only after consultation with a candidate's local seminar coordinator and Review Committee chair. Following this consultation, the Training Committee meets with the candidate to discuss the identified issues and, if warranted, to establish a probationary plan. A probationary plan shall include written terms for remediation within a specified completion date. During the probationary period, the candidate may not sit for any propaedeuticum or diploma examinations. The Training Committee shall inform the candidate in writing that failure to complete the remediation plan satisfactorily within the specified completion date shall result in termination.

At the IRSJA meeting immediately following the specified completion date, the Training Committee shall meet with the candidate. At that meeting, the Training Committee shall determine whether the candidate has satisfactorily completed the remediation plan. If the candidate has satisfactorily completed the remediation plan, the candidate returns to training in good standing. If, however, the Training Committee concludes that the candidate has not successfully completed the remediation plan, the Training Committee shall offer the candidate the opportunity to resign. If the candidate chooses not to resign, the Training Committee shall terminate the candidate from training immediately. The decision of the Training Committee is final.

Grounds for termination are, solely, or in combination:

- Failure to comply with the training requirements set out in this manual for each stage of training.
- Non-payment of dues.
- Repeated failure of exams.
- Violation of IRSJA Code of Ethics.
- A consistently negative evaluation by the candidate's evaluating bodies (Review Committee, local training seminar, examination chair).
- Other extraordinary circumstances, as determined by the Training Committee in consultation with the candidate's Local Training Seminar, Review Committee and, if applicable, the candidate's Diploma Exam Committee chair or chairs.

H. Modification of Training Requirements

Modifications of any training requirement in this manual for an individual candidate must be approved by the Training Committee. The candidate submits a written, formal request to the Training Committee for any modification. The Training Committee will discuss the request with the candidate's Local Training Seminar and IRSJA Review Committee. Following those discussions, the Training Committee will make a decision concerning the requested modification. The IRSJA Director of Training will then provide the decision, in writing, to the candidate, their Local Training Seminar, and their IRSJA Review Committee.

I. Applicable Policies

All candidates, faculty, and Society members are subject to the requirements outlined in this manual.

V. Dual Relationships

A dual relationship exists when a candidate and an analyst, or two analysts, have a significant pre-existing and/or ongoing association of some duration. The association may be as an analyst/analysand, supervisor/candidate, Local Training Seminar Coordinator/candidate, IRSJA Committee member/candidate, or analysts with close personal relations. Other possible dual relationships not listed above occur and, depending on the context, must be raised for a decision to the appropriate IRSJA organization level (Local Training Seminar Coordinator, Review/Examination Committee Chair, IRSJA Director of Training) if there is any question.

A. Personal Analyst

To protect the privacy of the analytic relationship, the candidate's personal analyst(s) are excluded from all evaluative aspects of the candidate's training. The personal analyst(s) shall have no input into an applicant's application to the IRSJA training program other than to report the number of analytical hours. The personal analyst cannot function as supervisor of an analysand and may not make recommendations about decisions of committees, local seminar, or Society about their analysands. The personal analyst may teach seminars where their analysands are present. However, either within the local seminar or the Society, they may not lead case colloquia or serve on any decision-making committee that includes their analysands. Personal analysts may not make recommendations regarding the vote or the decisions of committees, local seminar, or Society regarding their analysands.

An analyst/analysand relationship is an ongoing analytic relationship of some duration. A single or preliminary consultation does not necessarily establish an analytic relationship that would preclude the analyst from participating in training decisions.

B. Examinations

An examiner is expected to recuse him/herself if a dual relationship exists. Review Committee analysts may not examine a candidate who is evaluated by their committee. The IRSJA Director of Training will make every effort, by checking with candidates and examiners before the examination, to prevent such a conflict of roles. If there is a question of a dual relationship, the analyst must recuse him/herself from the examination. The candidates are also requested to raise any issue about dual relationships with examiners before the examination begins.

C. Teaching

Clinical teaching (case colloquia, seminars on clinical issues) is often of most benefit when done by the same faculty member over a period of time. That faculty member should not be the analyst of any of the participating candidates. While a former analyst may serve as a candidate's teacher, he/she must not serve as evaluator. Whether a current analyst can serve fruitfully as teacher for a given lecture, seminar, or workshop is a matter of diverse opinions.

While it is often best avoided, there may be times when the analytic dyad concludes it would be neutral, possibly valuable, and not necessarily detrimental to the analytic process.

Problems with dual relationships can be minimized by having available an ample number of teaching analysts. The smaller the seminar's teaching faculty, the harder it is to avoid such difficulties.

D. Personal Relationships

The question of dual relationship may also arise when an intimate personal relationship exists between analysts and both analysts are involved in training candidates. When one significant other (e.g. the wife or husband, or partner in a couple) is a candidate's analyst, supervisor or teacher, there may exist a complex set of transferences onto the other partner or upon the candidate. While not impossible to resolve, such situations require great effort at consciousness. Review, examining, supervising, and evaluating functions are not be carried out by one partner in an intimate relationship with candidates for whom the other partner functions as analyst.

E. Enmity

The question of dual relationship may also arise when an animosity exists between analysts involved in training. When a known animosity exists between two analysts, it is usually advisable that neither analyst be involved in primary training functions (Review Committee, Examination Committee, Supervisor, or any other function of evaluation) of the training candidates.

F. General

Candidates are expected to adhere to the dual relationship policies of their professional associations and the IRSJA Code of Ethics.

VI. FACULTY GUIDELINES

A. IRSJA Training

From its inception, the Inter-Regional Society has been a training society. Membership in the IRSJA is rich and diverse, with analysts who have graduated from many training institutes around the world. This diversity allows the IRSJA to provide candidates with a broad and rich analytic training experience. Members of the Society participate in training activities as members and teachers at Local Training Seminars, the IRSJA Training Committee, IRSJA Review Committees, Propaedeuticum Exam Committees and Diploma Exam Committees. A senior analyst is defined as one who has been certified for at least five years.

The IRSJA gives a great deal of attention to both the content of training and the training environment. The Training Committee provides a container for the interaction between analysis and training for both candidates and analysts. Further, it is the intention of the Society to provide a secure vessel for the process of training through a series of checks and balances which are a vital part of our principles, necessitating communication among Local Training Seminars, IRSJA Review Committees, Propaedeuticum Examination Committees, and Final Examination Committees.

B. IRSJA Training Committees

Analyst's participation on committees is a cornerstone of the IRSJA training process. Analysts who accept an appointment to a committee are asked to serve on that committee as long as possible in order to maintain continuity of the candidate's training experience. Analysts involved in direct contact with candidates in the training program are expected to be aware of relationships between analysts and candidates and to be respectful in all their interactions with candidates.

C. Admissions Committee

The Admissions Committee of the IRSJA consists of nine members (eight members and a Chair) at least four of whom (including the Chair) are senior analysts. All committee members are elected by the Society, with attention given to gender and geographical considerations. Members are elected for a period of 2 years. If more than 12 applicants are approved for interviews in a given year, or if elected members are unable to attend the meeting, additional members may be appointed for that year by the Chair of the Admissions Committee.

The Admissions Committee meets once each year in the spring. The function of the Committee is to conduct interviews and to evaluate and select individuals for candidacy. Applicants interviewed at the spring meeting must be recommended by their Local Training Seminar.

The Chair of the Admissions Committee is responsible for the following duties:

- Receive and respond to inquiries about IRSJA admissions
- Appoint substitutes or additional Admissions Committee members
- Receive applications, check for completeness, copy and distribute them to Admissions Committee members
- Send application fees to Treasurer
- Notify applicants about Society interviews
- Organize and run Admissions Committee meetings, which includes a) appointing interview committees, b) creating an interview schedule and copying and distributing it to committee members and applicants, c) orienting applicants prior to interviews, d) orienting committee members prior to the interviews, e) chairing committee's deliberations following the interviews, and f) providing feedback to applicants at the end of each day of interviews
- Give Admissions Committee report at Society business meetings and submit a copy of that report to the Secretary of the Society to be included in the Society minutes
- Send official letters notifying applicants of interview results
- Send report of new candidates' interviews to their Local Training Seminar Coordinator and Review Committee Chair
- Announce new candidates at Society banquet at next fall meeting
- Keep a record of rejected applications
- Maintain liaison with Local Training Seminar leaders
- Serve on Society's Executive Committee

D. Training Committee

The Training Committee is made up of four members and the IRSJA Director of Training, all of whom are elected by the Society. Three Training Committee members must be senior analysts; the fourth may be an IRSJA graduate who has been an analyst for at least three years. The President and Vice-President serve on the Training Committee as ex-officio members.

Training Committee members attend the spring and fall Society meetings and meet in advance of both meetings. In addition, the IRSJA Director of Training may schedule additional meetings of the Training Committee between regular Society meetings.

The Training Committee plans, organizes, and implements IRSJA training activities. Each Training Committee member is responsible for an aspect of the training program. Current positions include: Liaison to the Review Committees, Liaison to the Local Training Seminar Coordinators, Liaison to Final Exam Committees, Liaison to CEU Committee and Liaison to Propaedeuticum Committees.

Significant Training Committee decisions are reported to the Society in the IRSJA Director of Training's Report to the membership at each meeting. Acceptance by the Society of the

IRSJA Director of Training's report is considered to be ratification of those decisions by the membership of the Society.

E. IRSJA Director of Training

The IRSJA Director of Training and the Training Committee have the following responsibilities:

- Maintain candidate records
- Review candidate transcripts and documentation as required
- Work with the Training Committee in planning and organizing presentations for the Training Committee program at the spring and fall meetings
- Work with the CEU Committee to enable analysts and candidates to receive CEU credits for their participation in the spring and fall meetings when available
- Solicit requests from candidates wishing to sit for exams in April
- Prepare propaedeuticum and final exam schedules and work with the Vice-President to coordinate rooms for exams
- Before the spring meeting, remind potential graduates to send letters of request to join the IRSJA before the April meeting
- Meet with all members of exam committees at the spring meeting to review the schedule
- Confirm examinations results with candidates
- Announce examination results at the spring business meeting
- Oversee graduation ceremony at the spring meeting banquet
- File exam committee reports in candidates' files
- Send a letter of welcome to new candidates admitted at the spring Society meeting. This letter includes information about resources available to candidates during their training, the names of their Review Committee chair and committee members, the dates of the fall meeting, and the date and time Review Committee meetings will begin
- Set up Review Committee meetings at the Society's fall meeting and work with the Vice-President to arrange rooms for Review Committee meetings
- Be present at reports from the Review Committees and Examination Committees
File reports from Review Committees and Exam Committees in candidates' files
- Facilitate resolution of conflicts between or among candidates, committees, Local Training Seminars, Review Committees, and the Training Committee
- Present recommendations to the Society on new, suspension, or reinstatement of local training seminars
- Meet with the Training Committee before the spring and fall IRSJA meetings
- Make a Training Report to the Society at spring and fall IRSJA meetings and copy that report to the Secretary of the IRSJA to be included in the minutes
- Serve as the IRSJA delegate at the annual CNASJA Directors of Training Meeting
- Serve on the IRSJA Executive Committee

F. Review Committees

Review Committees are appointed by the Training Committee. Each committee consists of at least three analysts, two of whom are senior analysts. One senior analyst will be designated chair of the committee.

Review Committees meet the day before the start of the fall IRSJA meeting. The function of the Review Committee is to help guide and support the candidate's progress throughout training and to assist in all decisions the candidate makes in regard to applying for examinations and moving toward the next stage of training or graduation. The Review Committee mentors the candidates in their personal development and their interactions with the Society.

Analysts who agree to be Review Committee members are asked to serve for a reasonable length of time to provide continuity for the candidates they review.

The Chair of the Review Committee communicates candidate requests and direction provided by the Review Committee at the annual fall meeting to the IRSJA Director of Training before the close of the fall meeting. In addition, the Chair of the candidate's Review Committees sends a report by November 1st to the candidate summarizing the Committee's discussion with them at the fall meeting. The chair sends copies of that report to the IRSJA Director of Training and the Local Training Seminar Coordinator.

Review Committee members may not serve on an exam committee for a candidate who is evaluated by that committee.

G. Propaedeuticum Examination Committees

Propaedeuticum oral and written examination committee members are appointed by the Training Committee.

1. Oral Examination Committees

Each oral examination committee has four members. The chair of each committee is a senior analyst and other committee members have at least three years of post-graduation experience at the time they serve on the committee. Members are encouraged to rotate off exam committees after four years.

The Propaedeuticum oral exams cover four content areas: History and Development of Analytical Psychology, Complex and Psychopathology, Dreams, and Archetypal Material. A more complete description of the specific areas of content for each exam is outlined in the Candidate Guidelines (see Propaedeuticum Examination).

Each examining committee is encouraged to discuss among themselves what they are looking for from the candidate, what they consider to be basic knowledge of the content area covered by the exam, and what material they consider to be advanced knowledge. Each Propaedeuticum oral examining committee determines the structure of their exam. The committees evaluate both the candidate's knowledge base and personal development by assessing whether the candidate:

- Shows that their intellectual/academic understanding of the material has been metabolized and internalized
- Demonstrates the ability to apply that knowledge in their clinical work
- Demonstrates application of knowledge through personal and/or clinical illustrations
- Demonstrates a level of personal solidity that allows them to contain and handle the stress of the examination
- Recognizes and sufficiently contains the emergence of internal dynamics, triggered by the examination process or content.

Typically, committees take a break midway through the exam to explore how the experience of the first part of the exam might affect their approach in the second half of the exam.

Results of examinations are presented at the end of each day of exams to the Training Committee and reported to the examinees by the examining committees.

2. Written Examination Committee

The Written Examination Committee is composed of three senior analysts who are appointed by the Training Committee. Committee members evaluate the written exams without knowing the identity of the candidate writing the exam.

At the IRSJA Conference, the candidate has a face-to-face meeting with members of the Written Examination Committee. Results of examinations are presented at the end of each day of exams to the Training Committee and reported to the examinees by the Written Exam Committee.

H. Diploma Exam Committees

There are two Diploma Examination Committees, Thesis and Cases. Diploma Examinations are given during the spring meeting each year.

The chair of a control/diploma candidate's Case Committee is selected by each candidate, after discussion with their Review Committee. The Training Committee appoints two other Case Committee members. The chair of a control/diploma candidate's Thesis Committee and one other committee member are selected by the candidate. The Training Committee

appoints the third member of the Thesis committee. Names of selected committee members and a thesis title are included in the candidate's request to the Training Committee to take one or both diploma exams the following spring.

Diploma Exam Committee members need to allow sufficient time to read and digest the candidate's case and/or thesis material prior to arriving at the fall meeting, so that productive face-to-face discussion of the candidate's preliminary drafts can occur. The Case Committee Chair is required to confirm with supporting documentation the client and supervision hours required for each of the candidate's cases prior to planned graduation and notify the IRSJA Director of Training.

At the fall meeting before a Diploma Examination, the Diploma Committees meet with the candidate to discuss first drafts of the candidate's thesis and/or cases. The chair of each Diploma Exam Committee drafts a summary of the discussion from the meeting, including any Committee recommendations. By November 1st, copies of this summary are sent to the candidate and to the IRSJA Director of Training.

By February 1st, at least two members of each committee must recommend that the candidate be allowed to proceed to the oral exam, notifying the IRSJA Director of Training. Diploma committees are strongly urged not to recommend that a candidate be allowed to sit for an oral examination if they do not consider the candidate's written drafts adequate for examination. April 1st is the deadline for final drafts to be provided to the Diploma Exam Committee members.

During the oral examination, the committees evaluate the candidates' written material and psychological maturity. While the cases and thesis material is a prominent aspect of the candidate's interaction with their Diploma Committees, the Committees are also evaluating the candidate's psychological readiness for the practice of independent analytic work.

All Thesis and Case Committee members should be present at oral examinations unless there are exceptional circumstances. If a Diploma Exam Committee member cannot be present in person, the committee chair notifies the IRSJA Director of Training and alternatives are discussed. The Training Committee discourages telecommunication exams.

I. Additional Faculty Requirements

1. Telecommunications Policy

Telecommunication hours of analysis or case consultation may count toward the hours required for graduation as set out in the IRSJA Telecommunications Policy. Appendix D of this manual includes the telecommunications policy and a copy of the waiver that must be signed by any analyst wishing to do analysis, case consultation, or control work with a candidate using telecommunications technology. Signed waivers are sent to the IRSJA Director of Training.

2. Individual and Control Case Consultation of Control/Diploma Candidates

Analysts and case colloquium leaders doing case consultation with Control/Diploma candidates write an annual evaluative report, which includes a verification of the number of hours of case consultation, both face-to-face and teleconference, or colloquia. The report is sent to the candidate and the IRSJA Director of Training.

VII. LOCAL TRAINING SEMINAR GUIDELINES

Overall responsibility for training within the Inter-Regional Society of Jungian Analysts rests with the Training Committee and with the Society as a whole. Local Training Seminars must meet training requirements of the IRSJA and follow its guidelines, as these represent the Society's ideals for effective training.

Local Training Seminar functions include:

- Interview applicants for participation in seminars
- Determine eligibility and readiness to apply for candidacy to the IRSJA training program
- Plan curriculum and conduct training seminars, teach theory and clinical practice, including case colloquia, relevant to the IRSJA training program
- Conduct annual meetings with candidates and report to IRSJA Review Committees and the Training Committee
- Maintain open communication with all Seminar participants, the respective IRSJA Committees, and the IRSJA Director of Training

Candidates may choose to attend any IRSJA training seminar to which they are admitted. In general, candidates live geographically close to the training seminar they attend. Consequently, IRSJA analysts in that area also function as analysts, mentors, and supervisors of candidates participating in the Local Training Seminar.

Local Training Seminars are encouraged to use the resources of the IRSJA, the Jungian community as a whole, and the professional clinical community at large when planning seminars and case colloquia. Local Training Seminars are strongly encouraged to develop seminar programs that incorporate a diversity of perspectives of theory and practice, while ensuring the "Subjects Covered" outlined at the beginning of this manual are taught.

In establishing training seminars, there is a range between "minimum requirements" and "optimal settings", and most training endeavors fall somewhere between the two points on that continuum. Within the context of these general considerations, the Society has established the following minimum requirements for establishment and operation of the Local Training Seminars:

A. Faculty

The Local Training Seminar faculty is comprised of "core faculty" and "adjunct faculty."

1. Core Faculty

The core faculty must include at least six senior IRSJA analysts. Out of these six faculty, at least three must be "on site," residing within an area where in-person contact between candidate and analyst is possible within a day's round-trip.

When an intimate personal relationship exists between faculty analysts, the impact of close relationships amongst members in a small group is significant. Therefore, efforts should be made to balance that effect through enlarging the core faculty group.

The core faculty meets regularly to plan and organize training activities. Committees of core faculty interview prospective seminar applicants and potential applicants for IRSJA training on dates and times arranged by the seminar. One member of the core faculty is the Local Training Seminar Coordinator, who is an information resource for training candidates, maintains candidate files, and represents the seminar at the Local Training Seminar Coordinators meeting at fall IRSJA meetings.

It is the responsibility of the core faculty as a group to:

- Think through and articulate the seminar's philosophy of and approach to training within the context of the theoretical and clinical framework of the IRSJA
- Discuss, plan, and review training activities
- Evaluate applicants and candidates, including teacher evaluations
- Determine how it will coordinate its relation to the structure of the IRSJA with focus on who will do what and when to insure a proper flow of communication

It is the responsibility of the Local Training Seminar Coordinator to implement the decisions made by the core faculty and communicate, in writing, local decisions to the relevant IRSJA committees (Admissions and Review Committees) and to the IRSJA Director of Training.

Since the core faculty carries major responsibility for local training, some of the core faculty must have previous experience in training. All core faculty are encouraged to be active and available for a period of several years to attend to the needs of the seminar.

2. Adjunct Faculty

A Local Training Seminar must have at least four additional adjunct faculty. Adjunct faculty must be members of the IRSJA, who do not need to be senior analysts or on site.

3. Visiting Faculty

Visiting faculty do not need to be senior analysts and may be invited from other Jungian training institutes and the larger professional clinical and/or academic community. Visiting faculty who are not IRSJA members may not participate in official decisions concerning training of IRSJA candidates.

B. Insularity

When only a few analysts teach in a given seminar, the seminar's world becomes very small, tending toward insularity. In an insular environment, the idiosyncrasies of the faculty have an effect that is disproportionately large. It is advised that analysts desiring to establish a training seminar think through what will be necessary to minimize dual relationships, to avoid insularity, and to reduce the impact of faculty idiosyncrasy.

C. Dual Relationships

A major challenge for each local seminar revolves around the need to minimize dual relationships. Problems with dual relationships can be minimized by having available an ample number of teaching analysts. The smaller the teaching faculty, the harder it is to avoid such difficulties. (See Section V. Dual Relationships)

D. Seminar Participants

A Local Training Seminar consists of enough participants to provide a training environment with stimulating discussion and enrichment. A seminar should have enough participants (some of whom are interested in becoming candidates) in order to ensure the ongoing functioning of the seminar. To ensure that the training environment aims consistently at in-depth psychological understanding and clinical work, the core faculty should evaluate the suitability of all prospective participants before admission to the seminar.

As candidates advance through training, they will need seminars that address increasing levels of complexity, subtlety, and difficulty in theoretical and clinical teaching. It is up to the faculty of each seminar to determine how best to meet those needs while maintaining a seminar of interest to non-candidate participants, if a seminar has both candidate and non-candidate participants.

E. Relationship with the IRSJA

The Local Training Seminar maintains communication with IRSJA Committees and the IRSJA Director of Training both formally, as described in this manual, and informally. To facilitate that communication, the Local Training Seminar Coordinator participates in meetings of Local Training Seminar Coordinators at the fall meeting. A Local Training Seminar that encounters difficulties or has concerns must immediately contact the IRSJA Director of Training for proper notification, consultation, advice, and discussion.

F. Relationship between the Training Committee and Local Training Seminars

The membership of the IRSJA has delegated to the Training Committee ultimate responsibility for training, a responsibility that it fulfills in cooperation with the Local Training Seminars and various IRSJA committees to whom it has delegated responsibility.

The Training Committee strives to stay informed of local developments through review of local core faculty reports, feedback from IRSJA committees, and direct communication from faculty and candidates. When concerns arise, the Training Committee will seek to discuss such issues in a timely way and aim at resolution of conflicts or dilemmas. The Training Committee may fulfill this function through naming one of its members as a liaison, through the IRSJA Director of Training, or working as a committee of the whole.

G. Reports

The Society depends on the reports from the local training seminars to raise issues about which the Society needs to be aware. Those issues may include, but are not limited to, transition points, requests, relevant psychological issues, the seminar's concerns about a candidate, admissions and/or overall training.

1. Reports to the Society

An annual Local Seminar Report is filed online by the Local Seminar Coordinator by September 30th of each year, using the form available on the IRSJA website.

2. Reports to Review Committees

The Local Seminar Coordinator sends an annual report on each Pre-Control and Control/Diploma candidate to the Chair of each candidate's Review Committee by September 15th with copies to the IRSJA Director of Training and to the candidate. This report is based on faculty evaluations, input from case colloquia leaders, and an annual in-person meeting with the candidate by the faculty. An annual in-person meeting with a Control/Diploma candidate is discretionary.

3. Reports to the Admissions Committee

At least four weeks before the annual meeting of the Admissions Committee, an evaluative report is sent to the Director of Admissions about each person from the Local Seminar who is applying for candidacy.

H. Establishment and Suspension

1. Establishment

Policies concerning the establishment and ongoing operation of IRSJA Local Training Seminars were adopted by the Society in 1999.

A group of IRSJA analysts wishing to establish a Local IRSJA Training Seminar prepares a detailed, written proposal to be submitted to the IRSJA Training Committee including the following information:

- Names and relevant information about core faculty, adjunct faculty, and visiting faculty, indicating whether each faculty member is a senior analyst and their graduation date
- A statement of training philosophy and curriculum
- An outline of training activities for the initial year and plans for ensuing years
- Plans for evaluation of applicants and candidates
- A proposed budget
- Plans for ongoing contact amongst faculty and the required annual meetings
- Plans for communication with IRSJA Committees and the IRSJA Director of Training
- Name and contact information for the Local Training Seminar Coordinator

The written proposal is submitted to the IRSJA Director of Training at least three weeks before the next regularly scheduled meeting of the Training Committee at a spring or fall Society meeting. A face-to-face meeting with the applying group and the Training Committee is scheduled at that meeting to discuss all aspects of the application. The Training Committee makes a recommendation to the Society to grant training status to a new or returning group.

The Training Committee is available for consultation to any group of analysts wishing to establish a Local Training Seminar. The local group is required to cover any expenses involved in the consultation(s).

2. Suspension

- a. A Local Training Seminar that encounters difficulties or has concerns is required to contact the Training Committee for consultation. It is especially important that consultation be sought when a seminar finds that its resources for maintaining a viable teaching container are declining. The Training Committee will assist the Local Seminar in developing and implementing a plan for working through the dilemma or, if the resources cannot be replenished, in transferring candidates to another seminar.

If a Local Training Seminar's resources are not adequate to sustain high quality training activities, and a solution under a) above cannot be found with the Local Seminar, the Training Committee may recommend to the IRSJA membership that the seminar's formal training activities be suspended. Of course, analysts from the suspended seminar would remain available as analysts or supervisors, although applicants and candidates would have to travel to another seminar for formal training activities.

- b. If a Local Training Seminar's faculty determines that due to their resources no longer being adequate to sustain training activities or other factors pertaining to the ability of the seminar to continue to function, the Local Training Seminar Coordinator sends a letter, signed by the Coordinator and the core faculty, to the IRSJA Director of Training requesting that their formal training program be suspended. The Training Committee meets with the Local Training Seminar at the next scheduled meeting of the Society and works with their candidates to ensure continuity in their training process in another seminar.

- c. Existing Local Training Seminars should periodically evaluate their programs in the context of these guidelines. In areas where a Local Training Seminar does not meet these criteria (H.1, above), a plan to alleviate the discrepancies within three years is to be submitted to the Training Committee within one year of the new policies going into effect. The Training Committee will be available for consultation in developing such a transition plan.

3. Reinstatement

IRSJA analysts wishing to reestablish a Local Training Seminar need to prepare a detailed, written proposal to be submitted to the IRSJA Training Committee. The proposal includes the same items listed under "Establishment," above, and the Training Committee and the Local Training Seminar follow the same procedures described in that Section.

Appendix A

TRAINING INSTITUTE of the INTER-REGIONAL SOCIETY OF JUNGIAN ANALYSTS

APPLICATION FOR TRAINING IN JUNGIAN ANALYSIS

(add additional pages if necessary)

PLEASE ENCLOSE THE FOLLOWING WITH YOUR APPLICATION, WHICH MUST BE LEGIBLE:

1. A recent photograph (passport with light background)
 2. An autobiographical statement of one to three type-written pages (one paragraph handwritten)
 3. An application fee of \$500
 4. Academic transcripts and letters from analyst(s), giving number of face-to-face analytic hours and inclusive dates
 5. The entire application to be sent in one packet by mail (that requires no signature) to Director of Admissions by March 1
-

1. Name
Address
- Date of application:
Telephone numbers:
Office:
Home:
Cell:

Permanent address, if different

Email address:
Date of birth:
Place of birth:

2. Education (Names of schools, places and dates)
Elementary:
High school:
College:

Graduate and Professional Schools (names, places, dates and degrees)

Psychological or Psychiatric training and experience, including IRSJA Training Seminar (places and dates)

Have you made a previous application to this Training Program? If yes, provide dates of application.

Have you ever applied to or studied at another Jungian Training Program? If yes, please provide places and dates and return release form.

3. Personal analysis:
- | Name of analyst(s) | Address | Dates (from _ to _) | Frequency of sessions | Total Hours |
|--------------------|---------|----------------------|-----------------------|-------------|
|--------------------|---------|----------------------|-----------------------|-------------|

4. Employment history with pertinent dates. Enclose expanded curriculum vitae.

5. Present Occupation.

Appendix B

Candidate Waiver

I pledge to the Inter-Regional Society of Jungian Analysts of North America and to the public-at-large that I will not use any wording regarding my professional identity that will infringe on a legally defined field of psychotherapeutic or medical practice. I also understand that I am not to imply that I have a legal right to practice analytical psychology or Jungian analysis if there is any possibility that I may be infringing on any law relating to the practice of psychology, psychotherapy, psychiatry, counseling, or any other mental health profession.

I hereby acknowledge that if the Society grants me a diploma, such diploma confers no legal right to practice as a psychotherapist. Arrangement for legal practice is my own responsibility.

I understand that if I present myself publically or privately by any title that infringes on a legally defined psychotherapeutic profession, such action will mean expulsion from the training program; or if graduated and a member of the Society, such action will mean expulsion from the Society and recommendation to the International Association for Analytical Psychology (IAAP) for expulsion from the IAAP organization. Expulsion will be implemented through a review by the IRSJA Ethics Committee and ratified by a two-thirds vote of the Society.

As consideration for the provision to me of training by the Society, I agree to indemnify the Society, its incorporators, officers, members, directors, agents and employees for, and hold them harmless from and against, any and all liability, losses, damages, costs, expenses (including reasonable attorneys' fees), causes of action, suits, claims, demands and judgments of any nature or form incurred by or on behalf of the Society, its incorporators, officers, members, directors, agents, and employees, arising in any manner in connection with my practice of counseling, psychology, psychotherapy, psychiatry, analysis or other related activity while I am a training candidate. Upon notice from the Society, I agree to defend the Society, its incorporators, officers, members, directors, agents and employees in any action or proceeding brought in connection with the activities described in this paragraph.

I certify that I have read The Training Manual of the Inter-Regional Society of Jungian Analysts and agree to accept and abide by the terms of the training program outlined in that Training Manual. I understand that by the Society's continuing my status in the training program, the Society does not make a guarantee or promise, either express or implied, that the Society will pass me from any stage of training to another or that it will ever confer a diploma upon me. I also understand that the Society may expel me from the training program at any time and for any reason that the Society considers appropriate. I agree, as a condition of continuation in the training program, that I will forego any legal claim against the Society arising from any action that the Society may take with respect to my training or my continued participation in the training program; however, that nothing in this sentence shall preclude me from the right to appeal decisions of the committees or boards of the Society as outlined in "The Training Manual of the Inter-Regional Society of Jungian Analysts."

Signature of applicant

Signature of Notary

Date:

Date Commission expires:

Appendix C

Candidate Dues and Fees

Admission Fees

- Application fee \$500
- Half year dues if accepted to candidacy 310

Examination Fees

- Propaedeuticum Examination \$800
- Each Propaedeuticum Examination Retaken 200
- Thesis Examination 850
- Cases Examination 850

Annual Dues

\$620

Appendix D

I. IRSJA Telecommunications Policy

Standard of care for assessing whether analysis or control work using telecommunications technology is appropriate.

A. The analyst must assess the candidate's ego strength, capacity for reflection, and impulse control to determine whether use of telecommunications technology would be appropriate.

B. A face-to-face therapeutic relationship must be established before beginning telecommunications work, including enough face-to-face contact to establish trust and a good working relationship.

II. Percentage of Telecommunication Hours

A. Pre-Control and Control/Diploma training candidates are required to be in analysis throughout the course of training. The requirements are:

1. A minimum of 300 analytic hours with an IAAP member is required for graduation from the IRSJA.
2. 200 analytic hours, 25% of which may be performed using telecommunication, are required between admission and sitting for Diploma examinations.
3. A minimum of 100 face-to-face analytic hours must be with a member of IRSJA.
4. **Analytic hours beyond the 200 required hours during training may be by telecommunication.**
5. **A minimum of 40 analytic hours is required per year during training, 25% of which may be by telecommunication.**

B. Control/Diploma training candidates are required to have at least 100 hours of case consultation. A frequency of two - three hours per month with an IRSJA analyst is recommended. Up to 50% of control/diploma case consultation may be performed using telecommunications. The required 100 hours of case consultation must be met at the time of graduation.

C. Analytic hours required for graduation may be performed using telecommunications technology after waivers have been signed by both candidate and analyst and filed with the IRSJA Director of Training.

D. Waiver forms are available at [www.irsja.org/Download files/Training Documents](http://www.irsja.org/Download%20files/Training%20Documents)

III. Legal Requirements

A. Analysts and candidates may use telecommunications technology in accordance with this policy only insofar as analysis or consultation by telecommunications technology is legally

authorized in both the analyst's and candidate's jurisdictions under all applicable regulations, including licensure requirements, and performed strictly in accordance with such regulations.

B. Responsibility for determining the legality of such work rests with both the candidate and the analyst providing the consultation or analysis.

C. By signing the waiver, the analyst and candidate indemnify and hold the Society harmless of and from any claims resulting from the decision to utilize telecommunications technology.

Candidate Telecommunications Waiver

I understand that the following number of hours of analysis and control supervision required for graduation may be performed using telecommunications technology in accordance with this policy only insofar as it is legally authorized in both jurisdictions under all applicable regulations, including licensure requirements, and performed strictly in accordance with such regulations.

A:

1. A minimum of 300 analytic hours with an IAAP member is required for graduation from the IRSJA.
2. 200 analytic hours, 25% of which may be by telecommunication, are required between admission and sitting for Diploma examinations.
3. A minimum of 100 face-to-face analytic hours must be with a member of IRSJA.
4. **Analytic hours beyond the 200 required hours during training may be by telecommunication.**
5. **A minimum of 40 analytic hours is required per year during training, 25% of which may be by telecommunication.**

B:

Control/Diploma training candidates are required to have at least 100 hours of case consultation at a frequency of no less than two hours per month with an IRSJA analyst. Up to 50% of control/diploma case consultation may be performed using telecommunications. The required 100 hours of case consultation must be met at the time of graduation.

C:

I accept full responsibility for determining the legality of such work.

D:

I indemnify and hold the Inter-Regional Society of Jungian Analysts (IRSJA) harmless of and from any claims resulting from my decision to utilize such technology.

E:

Before engaging in such analysis or control work, I will file a signed copy of this waiver form with the Director of Training of the IRSJA.

Signature

Date

Analyst Telecommunications Waiver

A:

I understand that I may engage in analysis or control work using telecommunications technology with a candidate enrolled in the training program of the Inter-Regional Society of Jungian Analysts (IRSJA) in accordance with this policy only insofar as it is legally authorized in both jurisdictions under all applicable regulations, including licensure requirements, and performed strictly in accordance with such regulations.

B:

I accept full responsibility for determining the legality of such work.

C:

I indemnify and hold the Inter-Regional Society of Jungian Analysts (IRJSA) harmless of and from any claims resulting from my decision to utilize such technology.

D:

Before engaging in such analysis or control work, I will file a signed copy of this waiver form with the Director of Training of the IRSJA.

Signature

Date

Appendix E

IRSJA Training Transcript
June 1, 20__ through May 31, 20__
Submit Transcript by June 15.

Personal Information:		
Name:		
Address:		
City:		
State:		
Zip Code:		
Email Address:		
Candidate Information: (Latest Applicable)		
Joined Local Training Seminar (Year):		
Accepted into IRSJA (Year):		
Passed Propaedeuticum (Year):		
Entered Control (Year):		
<u>Local Training Seminar</u>		
Name/Site:		
Coordinator:		
<i>Leave(s) of Absence (Month/Year)</i>		
From:	To:	
From:	To:	
From:	To:	
<i>Examination History</i>		
<u>Propaedeuticum</u>	Date Taken (Month/Year)	Passed (Yes/No)
<i>Archetypal</i>		
Retake (if applicable)		
<i>Complex</i>		
Retake (if applicable)		
<i>Dream</i>		
Retake (if applicable)		
<i>History and Development</i>		
Retake (if applicable)		
<i>Written</i>		
Retake (if applicable)		
<u>Final: Thesis</u>		
Retake (if applicable)		
<u>Final: Cases</u>		
Retake (if applicable)		
<i>Review Committee</i>		
Chair:		
Member:		
Member:		
Member:		

Thesis
Proposed Title:
Thesis Committee
Chair:
Selected Reader:
Appointed Reader:
Cases Committee
Chair:
Appointed Reader:
Appointed Reader:
Graduation
Date: (Day/Month/Year)

Analytic Record

<u>Prior to IRSJA Acceptance</u>				
Analyst's Name	IRSJA Analyst (Yes/No)		Hours	
TOTAL HOURS				
<u>Hours Since Acceptance As Candidate</u>				
Analyst's Name	IRSJA Analyst (Yes/No)	Hours in Person	Hours by Tele-Conf	Total Hours
TOTAL HOURS THIS REPORTING PERIOD				
TOTAL HOURS SINCE ACCEPTANCE AS CANDIDATE (refer to prior transcript for base)				

Case Consultation Record

Pre-Control Stage				
<u>Pre-Propaedeuticum Case consultation</u>				
(Minimum 12 hours annually face-to-face with IRSJA analyst)				
Analyst's Name	IRSJA Analyst (Yes/No)	Hours in Person	Hours by Tele-Conf	Total Hours
TOTAL HOURS THIS REPORTING PERIOD				
TOTAL HOURS SINCE ACCEPTANCE AS CANDIDATE (refer to prior transcript for base)				

Didactic Training (List at End of Transcript)

Control/Diploma Stage					
<u>Control Case consultation</u>					
			Hours in Person	Hours by Tele-Conf	Total Hours
TOTAL CASE CONSULTATION HOURS THIS REPORTING PERIOD					
Cases Diploma Examination Requirements	Analyst's Name	IRSJA Analyst (Yes/No)			
CASE #1 (50 hrs. total required; 50% may be teleconf.)					
CASE #2 (20 hrs. total required; 50% may be teleconf.)					
CASE #3 (Required hrs. not specified)					
Non-Cases-exam case consultation hours					
TOTAL HOURS SINCE ACCEPTANCE IN CONTROL (refer to prior transcript for base)					

Case Colloquia			
Leader Name:	Date:	Hours Attended:	Hours Presented: *
Total			

Didactic Training		
Local Seminar Name/Site:		
Course Title:	Instructor:	Hours Attended:

SUBMISSION AND VERIFICATION	
Submitted by: (Candidate Signature)	Date:
Verified by:	
Pre-Control (LSTC Signature):	Date:
Control/Diploma (DoT Signature):	Date:

Revised: April 20, 2015

Appendix F

IRSJA Candidate Transcript Instructions

1. Personal Information Section
 - Fill in information as required.
 - If any information changes from your previous transcript, please note “Updated” on the line after the new information.
2. Candidate Information Section
 - Note “Updated” if members of your Review Committee change, or if you change Local Training Seminars.
 - If you were in more than one Seminar, list the Seminar you were a member of upon admission.
3. Thesis/Thesis Committee/Cases Committee/Graduation Section

After passing all Propaedeuticum exams, the Candidate makes a request to their Review Committee in the Fall Meeting to form Thesis and Cases Committees. The Training Committee then reviews the candidate’s eligibility to form these committees, based on whether the candidate has fulfilled the requirements for personal analysis and personal supervision. Once the Training Committee has approved your request to form committees, you may complete this section with:

Thesis: proposed Title, Chair, selected reader
Cases: Chair

The Training Committee will select a reader for the Thesis Committee and two readers for the Cases Committee and supply the candidate with those names. Fill those names in once you receive them.

Graduation information is to be filled in on your final transcript.

4. Analytic Record Section
 - Record all of your analytic hours: Pre-Acceptance, Pre-Control and Control/Diploma.
 - EACH YEAR’S TRANSCRIPT ONLY REPORTS THAT YEAR’S ACTIVITY (from June 1st of one year to May 31st of the next).

Pre-Acceptance: Indicate the analyst(s) and hours of **analysis** that were included on your admission application and add any hours from the time of your application until your admission as a candidate. (Do this only on your first transcript).

Hours Since Acceptance As Candidate: Indicate the analyst(s), IRSJA membership of the analyst, hours of in-person analysis, hours by teleconference, and total hours for the current transcript year. ADD the hours from this transcript to the hours from your **previous year’s** transcript. Put the total on the “Total Hours Since Acceptance” line.

The following sections all relate to your case consultation and colloquium hours. EACH YEAR'S TRANSCRIPT ONLY REPORTS THAT YEAR'S ACTIVITY (from June 1st of one year to May 31st of the next).

5. Pre-Control Stage Section

Report all analyst(s) names, IRSJA membership, hours in person, hours by teleconference (phone or Skype), and total hours of **case consultation** for the **current** transcript year. If you present at a case colloquium during Pre-Control, indicate the number of hours here, at a 2:1 ratio (i.e. if you present for 2 hours, you report 1 hour of in-person supervision). ADD the hours from this transcript to the hours from your **previous year's** transcript. Put the total on the "Total Hours Since Acceptance" line.

6. Control/Diploma Stage Section

Control Case consultation: Report all analyst(s) names, IRSJA membership, hours in person, hours by teleconference (phone or Skype), and total hours of **personal case consultation** for the current transcript year. If you present at a case colloquium during Control, indicate the number of hours here, at a 2:1 ratio (i.e. if you present for 2 hours, you report 1 hour of in-person supervision). ADD the hours from this transcript to the hours from your **previous year's** transcript. Put the total on the "Total Hours Since Acceptance" line. Control candidates who do not immediately form a Cases Exam committee during the academic year after passing into control OR who do case consultation during the control phase on cases other than those to be written for the Cases Exam should file those hours under "Non-Cases Exam Case Consultation Hours."

7. Colloquium Section

Report the analyst(s) names who led the colloquium under Leader Name column. Indicate the date/date range of each colloquium in the Date column. Indicate the total hours attended for each date/date range in the Hours Attended column. If you presented case material during that colloquium, note the hours you presented in the Hours Presented Column.

8. Didactic Training Section

Indicate your Local Training Seminar name/site (for example, Memphis/Atlanta). Report the course title, instructor, and hours attended under their respective columns. You may also list any relevant training you receive at IRSJA or other conferences, if you wish to detail all your training in one document for your personal record.

9. Submission and Verification Section

- Sign your transcript after double-checking all information being reported.
- When in Pre-Control: send your transcript ONLY to your Local Seminar Training Coordinator, along with all the documentation required for verification, for her/his signature.
- When in Control/Diploma: send your transcript ONLY to the IRSJA Director of Training, along with all documentation required for verification for her/his signature.

- When you have just passed the Propaedeuticum in the spring, send the transcript for June of that analytic year to your Local Seminar Training Coordinator for the final time.

Verification Documents Required:

These must be included along with your transcript:

1. Analytic Record:

Signed and dated letter from each analyst listed, affirming the number of hours of analysis for the analytic year beginning June 1st and ending on May 31st of the following year, in each of these categories:

- In-person analysis
- Teleconference analysis
- Total hours of analysis

2. Case Consultation Record:

Signed and dated letter from each analyst listed, affirming the number of hours of individual supervision attended for the analytic year beginning June 1st and ending on May 31st of the following year, in each of these categories:

- In-person supervision
- Teleconference supervision
- Total hours of supervision

3. Colloquium Record:

Signed and dated letter from each analyst leader listed, outlining the number of hours of each **colloquium** attended, for the analytic year beginning June 1st and ending on May 31st of the following year in each of these categories:

- Total hours attended
- Total hours presented case material

Appendix G

IRSJA

Candidate Requirements in Training

(Effective as of October 2014)

General: Pre-Control and Control/Diploma

1. Training candidates are required to be in analysis throughout the course of training.
 - a. **A minimum of 300 *analytic* hours with an IAAP member is required for graduation from the IRSJA.**
 - b. **200 *analytic* hours (25% may be performed by telecommunication) are required between admission and sitting for Diploma examinations.**
 - c. **A minimum of 100 face-to-face *analytic* hours must be with a member of IRSJA.**
 - d. ***Analytic* hours beyond the 200 required hours during training may be by telecommunication.**
 - e. **A minimum of 40 *analytic* hours is required per year during training, 25% of which may be by telecommunication.**
 - f. It is recommended that a candidate be in analysis with at least two analysts during the course of training and desirable for the candidate to work with both a male and female analyst at some time during training.
 - g. The numerical fulfillment of hours does not oblige the Training Committee to advance a candidate through the training program.
 - h. Candidates are required to be affiliated with a Local Training Seminar throughout the course of training.
2. A candidate may request a **leave of absence** by written request if there are compelling circumstances presented to the Local Training Seminar and the Review Committee.
 - a. Dues will continue to be paid.
 - b. There is an expectation that analysis will continue during the leave of absence.
3. **Candidates are required to complete a correct transcript annually and submit it electronically no later than June 15 to the LTSC or DoT, as appropriate to the stage of training.**
4. **Candidates are required to meet with their Review Committee at the Fall meeting.**

Pre-Control

5. Pre-Control candidates are required to have at least **1 hour of face-to-face *case consultation* monthly** with an IRSJA analyst.
6. To be eligible to take the Propaedeuticum, a candidate must complete at least 2 training years of candidacy. (A training year is defined as beginning June 1 and ending May 31.)
7. Prior to taking the Propaedeuticum, provide documentation of at least 1,500 hours of clinical experience and satisfy the legal requirements to conduct psychotherapy with analysands in their state of practice, including licensure, as applicable.
8. Readiness to take Propaedeuticum examination:
 - a. The candidate is in charge of his/her decisions on readiness to take the Propaedeuticum examination.
 - b. The Local Training Seminar Coordinator, serving in a consultative manner as mentor, includes the candidate's decision in their letter sent to the Review Committee Chair.
 - c. The candidate may then proceed to communicate their readiness to take the Propaedeuticum to their Review Committee at the IRSJA Fall meeting, at which time the Review Committee will consult with the candidate on this decision to sit for the examination.
9. **It is mandatory before taking the Propaedeuticum that the candidate will have satisfied the legal requirements to conduct psychotherapy with patients in their state of residence and provide documentation to their Local Training Seminar Coordinator, Review Committee Chair and the Training Committee.**

Control/Diploma

10. Control candidates are required to have at least 100 hours of *case consultation* (50% may be performed using *telecommunication*). A frequency of two - three hours per month with an IRSJA analyst is recommended.
 - a. Control candidates may count *case consultation* hours on a 2:1 ratio if a case is presented in case colloquium (If you present a case for 8 hours, you may count 4 hours of case consultation; up to a maximum of 15 *case consultation* hours).
11. Control candidates are required to participate for 60 hours annually in control case colloquia.
 - a. Fifteen of those hours may be counted from case colloquia at IRSJA meetings.
12. Diploma Examinations: Candidates work with the Review Committee at the fall meeting to establish their Case Committee and Thesis Committee.
13. Case Diploma Examination:
 - a. The candidate selects the Chair of the Case Committee and the Training Committee assigns two additional members.
 - b. Candidates are required to present three written cases that have been conducted under control analysis. It is suggested that one of these clients be male and another female.
 - Case #1:
 - Reflect the work with a client in analysis for a minimum of 100 face-to-face hours over a period of at least one year.
 - Obtain regular *case consultation* of that case with the same case consultant for at least 50 hours, 50% of which may be by electronic/telecommunications format.
 - Case report suggested to be 25-35 pages in length with a maximum of 50 pages.
 - Case #2:
 - Requires 20 hours of *case consultation*.
 - Multiple case consultants may be used and 50% of these *case consultation* hours may be by electronic/telecommunications format.
 - This case should involve a minimum of 20 hours of face-to-face analysis with the client.
 - Case report suggested to be 25-35 pages in length with a maximum of 50 pages.
 - Case #3:
 - A case of special interest or challenge to the candidate or one that the candidate deems to have been a failure in some way.
 - Case report suggested to be 10-15 pages in length with a maximum of 15 pages.
 - For this case, neither the number of *case consultation* hours nor the number of client hours is specified.
 - c. A first draft of the cases must be submitted to the Case Committee by September 1 of the year before the Candidate wishes to take the Diploma examination.
 - d. Candidates are required to document, on the 1st and all subsequent drafts of the cases, the number of case consultation hours for each case, listing separately the face-to-face and telecommunication case consultation hours.
 - e. Exceptions to these guidelines can be made at the discretion of the Exam Committee if such revisions further the candidate's training.
14. Thesis Diploma Examination:
 - a. The Diploma candidate is required to present a thesis on some aspect of Analytical Psychology or related clinical work.
 - b. The thesis topic, the thesis advisor, and one committee member are selected by the candidate and approved by the Review Committee and the Training Committee. A third committee member is assigned by the Training Committee. The Thesis Committee Chair (Advisor) shall work closely with the candidate in preparing the thesis.
 - c. The first draft of the thesis should be submitted to the Thesis Committee by September 1 of the year before the Candidate wishes to take the Diploma examination.

Appendix H

GUIDELINES FOR DIPLOMA EXAM CHAIRS

The Diploma exam committees, both cases and thesis, are composed of a chair and two readers. Diploma exam chairs are senior analysts chosen by the candidate, usually sometime after the candidate has passed all propaedeuticum exams and moved into the control phase of training.

Exam chairs largely advise the candidate's process in researching and writing the cases or thesis and organize the work of the committee. The chair often works one-on-one with the candidate answering questions, discussing resources, providing feedback, and generally guiding the initial draft and any subsequent drafts until a final coherent document is obtained. This is done in conjunction with the two other exam readers on the committee. To ensure consistency and clarity, the Training Committee highly recommends that contact about thesis and cases be first and foremost between the candidate and the committee chair rather than between the candidate and selected or appointed readers. However, communication among members of the committee is essential, from the beginning to the end of the process, to ensure that all readers are actively engaged in the cases or thesis process.

During the exam, the chair generally leads the discussion, mediates if the committee gets into a complex either with itself or with the candidate, and provides the exam committee's decision to the training committee during the exam feedback session, which is scheduled after all diploma exams have been completed.

Specific duties of the chair include the following:

- To confirm, with supporting documentation for each case, that the required number of client and supervision hours have been met.
- To organize and direct the work of the exam committee in guiding the candidate through the writing, rewriting, and examination process for either the thesis or cases.
- To coordinate the work of review of the exam drafts and final document with the other readers, to ensure readers are actively engaged in the process, and to ensure deadlines are met at the appropriate stages of writing thesis or cases.
- To serve as primary resource to the candidate for any questions or difficulties that arise during research and writing of the thesis and cases.
- To coordinate a meeting between the candidate and the entire committee at the October IRSJA meeting to discuss the candidate's progress and first draft or outline.

- To ensure the candidate is aware of the various required deadlines (see time table below) and is on target to meet them and to inform the training committee of any difficulties.
- To determine, in conjunction with the readers, whether the candidate is prepared to sit for the exam after the final draft has been submitted and to notify both the candidate and the training committee of this decision.
- To coordinate the specifics of the 90-minute final exam, to assess and modulate to the extent possible the dynamics of the committee's process with the candidate during the exam, to discuss exam content and process with the two readers and determine pass or fail, to provide pass/fail information and other useful comments during the candidate feedback session immediately after the exam, and to provide pertinent information to the training committee during the exam feedback session when all candidate diploma exams have been completed.

Diploma-Exam Timetable

October meeting of IRSJA, after a candidate has chosen a chair and a full exam committee has been assembled by the training committee: discuss with the candidate the first draft of the thesis and cases; this discussion should include progress and problems.

January 15 - February 1, after first draft has been discussed with the candidate at October meeting: An adequate draft of the thesis and cases must be in the hands of the committee chair by January 15, so the chair is able to determine with the readers whether the candidate may sit for the exam at the coming April meeting. The exam chair will inform the training committee of this decision by February 1. At least two members of the committee must recommend that the candidate proceed to the final examination in April.

April 1: Final draft of the thesis or cases exam must be submitted to the chair and readers by the candidate.

April meeting of IRSJA: examination is scheduled and conducted, and feedback provided at the appointed time to both candidate and training committee.

Appendix I Annual Training Calendar

<p>January 15 Control/Diploma candidate's draft of thesis and/or cases due to appropriate committee chair.</p>
<p>February 1 Payment of annual dues from candidates ; late fee assessed. 1 Two Case and/or Thesis Committee members send approval to proceed to oral exam to candidate and Director of Training (DoT).</p>
<p>March 1 Application for Training due to Director of Admissions. 15 Propaedeuticum and Final examination fees and dues due to Treasurer. 15 Propaedeuticum Archetypal exam materials due to Training Committee (TC) Propaedeuticum Coordinator. 15 Candidates for graduation update transcript, submit to DoT.</p>
<p>April 1 Final draft of Diploma exams submitted to Thesis/Cases Examination Committee members. 1 Examination fees become non-refundable. TBD - IRSJA Spring meeting.</p>
<p>May 1 Hardship payment plan in place or dues plus late fee paid in full. 1 Treasurer informs DoT of delinquent dues and fees. 31 END OF TRAINING YEAR.</p>
<p>June 1 BEGINNING OF TRAINING YEAR. 15 Candidates send training transcript, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and personal statement to Local Training Seminar Coordinator (LTSC) or DoT, depending on the stage of training.</p>
<p>July 15 Verified candidate training transcripts with case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and personal statement sent from LTSC to DoT.</p>
<p>August Candidates assure that <u>case consultation</u> analysts submit evaluations to DoT before Fall meeting.</p>
<p>September 1 For candidates taking diploma exams, submit complete first draft of thesis and/or cases to Thesis and/or Case committees. 15 Report on each candidate from the LTSC due to the Review Committee (RC) Chairs, DoT, and candidate. 15 Pre-Control Candidate verifies 1,500 clinical hours to RC prior to stating intention to take propaedeuticum. 30 Local Training Seminar Report filed electronically with the DoT, using the form on IRSJA.org.</p>
<p>October TBD Diploma candidates meet with RC at fall meeting to discuss cases/thesis first draft. TBD IRSJA fall meeting.</p>
<p>November 1 RC chair sends report to candidate summarizing discussion at fall meeting, copy to DoT and LTSC. 15 Case and/or Thesis Committee chair sends feedback and recommendations to candidate and DoT.</p>
<p>December</p>

Note: Additional dates may be established by Propaedeuticum Examination Committees, Diploma Committees, RCs, LTSCs, and/or the Training Committee as part of each candidate's training process.

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