



TO: DIRECTORS OF INSTITUTES, EDUCATION CHAIRS,  
CHAIRS OF TA/SA NOMINATING COMMITTEES, ADMINISTRATORS

FROM: Dr. Ingrid Pisetsky, Co-Chair, Committee on Institutes (COI)  
Dr. Gail Eisenberg, Co-Chair, Committee on Institutes (COI) **(new)**  
Dr. Phil Lebovitz, Chair, Committee on Collaborative Institute Development **(note new name)**  
*(formerly New Training Facilities (CNTF))*

DATE: **Revised – 7/11/2016**

RE: **ADULT TRAINING and/or SUPERVISING ANALYST APPOINTMENTS**  
**PROCEDURES FOR SUBMITTING CURRICULUM VITAE**  
(Including Adult Geographic Rule Appointments)

#### **SUBMISSION DEADLINE DATES:**

- **DECEMBER 15 for the January Meeting**
- **MAY 15 for the June Meeting**

#### **MINIMUM REQUIREMENTS**

The following are the minimum requirements (from the *Educational Standards\**) that confirms eligibility and determines suitability for appointment to Training and/or Adult Supervising Analyst Status:

1. The analyst is in good ethical standing.
2. The analyst has completed five years of post-graduate clinical experience prior to the appointment.
3. The analyst has conducted analyses of different genders
4. The analyst has had experience with the termination of psychoanalytic treatment
5. The analyst has shown evidence of clinical immersion, conducting at least four analytic treatments at a frequency of at least four times per week over at least five years (3000 hours) or comparable experience as defined by the Board on Professional Standards. All control cases post-graduation, whether supervised or not, will count towards immersion. It is required to have a minimum of two cases which have started independently after graduation and continued for at least three years.
6. The analyst is certified by the Board on Professional Standards (BOPS) in adult psychoanalysis.
7. The analyst is an Active Member in good standing of the American Psychoanalytic Association.

\*For additional information please review the Selection and Development of Training and Supervising Analysts section of the *Educational Standards* which are located on APsAA's website ([www.apsa.org](http://www.apsa.org)) under the top button labeled Training.

## SUBMISSION PROCEDURES

The procedural steps an institute should take in filing applications are:

- A. File a current copy of the institute's Training and Supervising Analyst appointment procedures with the Committee on Institutes (COI).
- B. Follow the institute's usual procedure for appointment.
- C. Write a cover letter addressed to the Chair of the Board on Professional Standards (Dr. Dwarkanath Rao) in which the Board's approval of the institute's appointment is requested. The letter should indicate either that the usual procedure was followed or indicate variations and the reasoning behind them. There should be a brief but specific description of the concerns the institute had in making the appointment and how they were resolved as well as a specific affirmative statement of the reasons for the appointment.
- D. If a waiver of the Board's usual standards are required, please state a request for the waiver in the letter and provide an explanation of the reasons and a statement of why the individual's capacities justify the appointment none the less.
- E. Applications for Geographic Rule Training and Supervising Analyst and for someone previously approved by BOPS as a Training and Supervising Analyst who is being appointed at a different institute; the institute requesting a GRSA or GRTA appointment may follow the same procedure as for an initial appointment of a TA or SA or at its discretion consider prior appointment as TA/SA and good standing as equivalent criteria. Please indicate whether the institute's procedure for new appointments was used or some specific variation thereof substantiating the individual's qualifications to your satisfaction.
- F. Please make **5 copies** of the cover letter (addressed to the Chair of BOPS) and **5 copies** of the Curriculum Vitae application of the prospective candidate for Training and/or Supervising Analyst or Geographic Rule appointment. **Send 1 copy directly to the appropriate Chairs of the Committee\*** (listed below) **and 3 copies to the National Office.**

***\*The Committee Chair copies are mailed as follows:***

**New:** When sending applications, please only use a mail service that does not require a delivery signature -OR- only request "No Signature Required" for delivery. When a signature is required, typically patient sessions are interrupted or the chairs have to make a special trip to the post office to retrieve it. Usually US mail (priority or otherwise), can be left in a mailbox but Certified US mail requiring a signature is not okay. If you feel uncomfortable about sending something without a signature, please send the committee chairs an email to confirm receipt.

**For Adult Training & Supervising Analysts, send 1 copy to each:**

**Ingrid Buhler Pisetsky, M.D., Co-Chair, COI**  
1601 Hermitage Ct  
Durham, NC 27707-1636

**Gail C. Eisenberg, M.D., Co-Chair, COI**  
3321 SW 58th St  
Fort Lauderdale, FL 33312-6366

For applications from **New Training Facilities or Provisional Institutes**, send to:  
*(In addition, send copies to the members of your Collaborative Institute Development  
(formerly CNTF) subcommittee.)*

**Phil S. Lebovitz, M.D., Chair, Committee on Collaborative Institute Development  
122 S Michigan Ave Ste 1311  
Chicago, IL 60603-6184**

**Attention Institute/Center Faculty: Online TA/SA Applications are available for download by  
your Administrator** *(applications located in the Administrators' Section of the APsaA website).*

Please note that the sender of the Institute's application and the Administrator of the Institute/Center usually receive an acknowledgment from the Secretary of the BOPS. If you do not receive this email acknowledgment or have questions about the procedure, please contact Debra Steinke Wardell in the National Office on x26 or email: [dsteinke@apsa.org](mailto:dsteinke@apsa.org).

Information on Training & Supervising appointments can be found in the Educational Standards located on APsaA's website ([www.apsa.org](http://www.apsa.org)) under the top button labeled Training.

**Note:** There are separate applications for the appointments of *Child & Adolescent Supervisors* and *Geographic Rule Child/Adolescent Supervisors*. Contact the National Office for the application or ask your Institute Administrator to download them from the *Administrator's Section of the APsaA website*.