



**POLICIES GOVERNING A WAIVER OF STANDARDS
FOR PSYCHOANALYTIC TRAINING
AND
PROCEDURES FOR APPLYING FOR A WAIVER**

**COMMITTEE ON PREPAREDNESS AND PROGRESS (COPAP)
OF THE
BOARD ON PROFESSIONAL STANDARDS (BOPS)**

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**COMMITTEE ON PREPAREDNESS AND PROGRESS
OF THE
BOARD ON PROFESSIONAL STANDARDS**

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**COMMITTEE ON PREPAREDNESS AND PROGRESS
OF THE
BOARD ON PROFESSIONAL STANDARDS
AMERICAN PSYCHOANALYTIC ASSOCIATION**

**Policies Governing Waiver of Standards for Psychoanalytic Training
and
Procedures for Applying for a Waiver**

The Board on Professional Standards (BOPS) has adopted a policy to permit the waiver of the usual standards for full psychoanalytic training to those potential analytic candidates with diverse educational backgrounds who are not automatically eligible under the bylaws of the APsaA. It is expected that those wishing full psychoanalytic training who do not possess one of the required degrees will have completed some form of post-graduate didactic education and clinical training and will be able to demonstrate excellence in clinical aptitude and a potential for excellence as analytic practitioners.

If an Institute wishes to train an individual who is not already eligible, a waiver of usual standards is required before that individual can begin formal psychoanalytic training. It is also expected that those wishing full psychoanalytic training will adhere to the BOPS policy of maintaining the tripartite model of psychoanalytic education. It is further understood that the waiver is granted to the Institute on behalf of a qualified applicant. The candidate is directly responsible to the Institute to which the waiver is granted. The Institute may activate, de-activate, or reactivate the waiver at its own discretion. A waiver is not automatically transferable to another Institute.

The Committee on Preparedness and Progress (COPAP) functions to evaluate waiver applications prepared by local Institutes. In accord with the Gaskill Report as amended by Ross, it is the responsibility of the local Institute to evaluate an applicant's suitability and clinical aptitude and to document their evaluation process. It is the responsibility of the COPAP to evaluate the eligibility of the applicant and the completeness of the local Institute's evaluation of suitability and clinical aptitude. If the applicant is found to be eligible and the application is found to be complete and fully documented, the COPAP recommends to the Board on Professional Standards that the Institute be granted a waiver to train the designated individual. We recommend that you thoroughly inform possible waiver applicants that, if they are auditing institute classes, their acceptance is provisional and dependent on receiving a waiver from our committee and the Board on Professional Standards.

I. Procedures for Applying for Waiver

The waiver application is an evolving process. During the first several years of this process, to assure itself that the Institute carefully evaluated such issues as analyzability, maturity, those personal qualities necessary for an individual to become an analyst, and that the Institute had also carefully assessed an applicant's didactic preparation, clinical immersion, and clinical aptitude, the COPAP asked for reports of suitability interviews, reports of clinical aptitude interviews, and two case reports from the applicant. However, the COPAP has now had sufficient experience with Institutes to dispense with the raw data from suitability/analyzability interviews, and to dispense with the case reports written by the applicant.

A. Information to be supplied by the Institute

For mental health clinicians:

1. A detailed, lucid, comprehensive, all-inclusive summary statement from the appropriate officer of the Institute in the form of a cover letter. This letter should be as complete as possible and include the following:
 - a. A summary of the evaluation procedure followed by the Institute. This should describe not only the procedures for establishing personal suitability followed by the Institute but also the procedures by which the Institute established the applicant's clinical aptitude and capacity for conducting clinical psychoanalysis.
 - b. A summary of the application materials presented, including a summary of the letters of reference. If there were discrepancies among the letters of reference, or potential problems noted, the Institute's discussion about these should be summarized.
 - c. A full description of the applicant to include a summary of the applicant's professional statement tracing the history of the individual's interest in psychoanalysis. This description of the applicant should also, to the extent appropriate, touch on any personal biographical details that could help the COPAP understand the applicant's development to this point. If appropriate, any personal qualities that particularly impressed the Institute about the individual's aptitude or their capacity to engage in psychoanalytic work should be noted.
 - d. An informative, detailed description of the process that evolved between applicant and Institute during the course of the suitability evaluation, i.e., relevant examples of the individual's interactions with evaluators, relevant details of the findings, with examples wherever possible, a full description of the process by which each evaluator reached a conclusion and their conclusions. Should any issues surface from the personal interviews that lead an Institute to anticipate later difficulties in the individual's training, their ability to conduct an analysis, or their ability to utilize supervision, an accounting of how the Institute nevertheless came to a positive conclusion and the Institute's thinking about ways they might approach these problems would also be helpful.
 - e. A description of admission and education committee discussions. In cases where there has been a disagreement among evaluators, the process whereby a positive recommendation finally resulted should be described.
 - f. A detailed, fully documented, description of the Institute's process by which they reached their conclusions, and their findings, and the conclusions about the individual's clinical aptitude. As before, should any issues surface from the clinical evaluations that lead an Institute to anticipate later difficulties in the individual's training, their ability to conduct an analysis, or their ability to utilize supervision, an accounting of how the Institute nevertheless came to a positive conclusion and the Institute's thinking about ways they might approach these problems would also be helpful.
 - g. A statement about the Institute's assessment of the applicant's didactic educational preparation and clinical training and experience. This description should include a detailed listing of the seminars attended during graduate school and after with participation in psychodynamically oriented courses and clinical seminars (minimum of 60 hours). It should also include the total number of hours of clinical

experience during graduate training and during the postgraduate period (minimum of 3000 hours) and the total number of hours of individual psychotherapy supervision during both graduate and postgraduate years (minimum of 60 hours).

- h. If you identify any deficits in the waiver applicant's eligibility, please detail how you plan to address these.
 - i. A detailed description of the postgraduate psychotherapy program in which the applicant has participated if it is to qualify as an organized two-year postgraduate program. To qualify, the program must be of at least two years duration, must include a broad range of didactic seminars, and must include significant clinical experiences with supervision.
 2. Reports of interviews to establish clinical aptitude. In place of case write-ups from the applicant, the COPAP asks the Institute evaluators to assume more of a responsibility for establishing clinical aptitude and eligibility. We, therefore, request that clinical interview reports be as complete and as descriptive as possible. If an applicant presents process notes on one or two patients as a part of the assessment process, it would be helpful for the interviewer to describe some details about the case presented, the applicant's manner of presentation, details of the process that took place between interviewer and applicant, and some examples of the applicant's clinical work. The findings and the basis on which a positive or negative conclusion was reached that the individual has the potential and clinical aptitude to engage in psychoanalytic clinical work should be substantiated, with specific examples whenever possible.
 3. A statement from the Institute describing and summarizing the applicant's published or presented work and their evaluation of this work, if applicable.
 4. A description of any other material relied on by the Institute at the time of the applicant's admission that the Institute believes would help the COPAP come to a positive recommendation.
 5. Minutes of Admission and Education Committees discussing applicant and application procedure.

For clinicians other than mental health clinicians:

1. A detailed, lucid, comprehensive, all-inclusive summary statement from the appropriate officer of the Institute in the form of a cover letter. This letter should be as complete as possible and include the following:

 - a. A summary of the evaluation procedure followed by the Institute. This should describe not only the procedures for establishing personal suitability followed by the Institute but also the procedures by which the Institute established the applicant's clinical aptitude and capacity for conducting clinical psychoanalysis.
 - b. A summary of the application materials presented, including a summary of the letters of reference. If there were discrepancies among the letters of reference, or potential problems noted, the Institute's discussion about these should be summarized.
 - c. A full description of the applicant to include a summary of the applicant's professional statement tracing the history of the individual's interest in psychoanalysis. This description of the applicant should also, to the extent appropriate, touch on any personal biographical details that could help the COPAP

understand the applicant's development to this point. If appropriate, any personal qualities that particularly impressed the Institute about the individual's aptitude or their capacity to engage in psychoanalytic work should be noted.

- d. An informative, detailed description of the process that evolved between applicant and Institute during the course of the suitability evaluation, i.e., relevant examples of the individual's interactions with evaluators, relevant details of the findings, with examples wherever possible, a full description of the process by which each evaluator reached a conclusion and their conclusions. Should any issues surface from the personal interviews that lead an Institute to anticipate later difficulties in the individual's training, their ability to conduct an analysis, or their ability to utilize supervision, an accounting of how the Institute nevertheless came to a positive conclusion and the Institute's thinking about ways they might approach these problems would also be helpful.
- e. A description of admission and education committee discussions. In cases where there has been a disagreement among evaluators, the process whereby a positive recommendation finally resulted should be described.
- f. A detailed, fully documented, description of the Institute's process by which they reached their conclusions, and their findings, and the conclusions about the individual's clinical aptitude. As before, should any issues surface from the clinical evaluations that lead an Institute to anticipate later difficulties in the individual's training, their ability to conduct an analysis, or their ability to utilize supervision, an accounting of how the Institute nevertheless came to a positive conclusion and the Institute's thinking about ways they might approach these problems would also be helpful.
- g. Documentation of the inclusion of the following components to have been completed in a two-year part-time pre-matriculation didactic and clinical experience, some of which may have been completed by the applicant previously:
 - (1) Mentoring Experience - A mentor is assigned to the applicant who coordinates their clinical experience and who makes the applicant aware of the institute policies for psychoanalytic training including the personal analytic experience, supervision, and seminars.
 - (2) Clinical Experience - Varied and sequential clinical experiences of six months each are assigned to the applicant with the goal of exposure to a wide range of psychopathology including severe psychopathology, to mental health diagnostic interviewing and assessment, and to a variety of treatment modalities. These experiences might include work in an inpatient treatment setting with a mental health team, in a day treatment setting, in an emergency room setting including crisis intervention and assessment of suicidality, and in an outpatient setting including assessing suitability for psychotherapy and exposure to various types of psychotherapy.
 - (3) Psychotherapy Experience - Two individual psychotherapy patients are seen one-two times per week with weekly individual supervision with two different psychoanalyst supervisors for a period of two years.
 - (4) Didactic Experience - At least sixty hours of a wide range of seminars are attended which cover human development; psychopathology; psychological theories including psychoanalytic theories of the mind as well as behavioral, cognitive, and learning theories; therapeutic approaches including

psychopharmacological, supportive, and psychodynamic; interviewing techniques, history taking, and report writing; techniques of psychotherapy; and the principles of clinical ethical conduct. This seminar experience could be achieved by tutorials or by auditing the coursework in an institute's psychotherapy program.

- (5.) Personal Analytic Experience - Beginning a personal analytic experience is recommended considering the complicated choice the non-mental health clinician is making but should follow the individual institute's requirements.
- h. If you identify any deficits in the waiver applicant's eligibility, please detail how you plan to address these.
2. Reports of interviews to establish clinical aptitude. In place of case write-ups from the applicant, the COPAP asks the Institute evaluators to assume more of a responsibility for establishing clinical aptitude and eligibility. We, therefore, request that clinical interview reports be as complete and as descriptive as possible. If an applicant presents process notes on one or two patients as a part of the assessment process, it would be helpful for the interviewer to describe some details about the case presented, the applicant's manner of presentation, details of the process that took place between interviewer and applicant, and some examples of the applicant's clinical work. The findings and the basis on which a positive or negative conclusion was reached that the individual has the potential and clinical aptitude to engage in psychoanalytic clinical work should be substantiated, with specific examples whenever possible.
 3. A statement from the Institute describing and summarizing the applicant's published or presented work and their evaluation of this work, if applicable.
 4. A description of any other material relied on by the Institute at the time of the applicant's admission that the Institute believes would help the COPAP come to a positive recommendation.
 5. Minutes of Admission and Education Committees discussing applicant and application procedure.

B. Information to be supplied by the applicant

1. The applicant's curriculum vitae. This should include the details about formal undergraduate, graduate and postgraduate education; academic and professional honors; professional certification, if any; license number and date; and names of professional societies and related organizations in which membership is or has been held (with dates). The curriculum vitae should also include a detailed description of all internships or clinical placements, with a description of the clinical responsibilities held, the patient population, and the nature of supervision (individual or group), frequency, etc. The C.V. should also include a description of post-graduate educational pursuits, i.e. formal didactic post-graduate programs, and/or more informally pursued didactic and clinical training. Include names and qualifications of supervisors.
2. A personal/professional autobiography is requested. This should include a brief statement tracing the history of the individual's interest in psychoanalysis and touching on personal issues that could help the COPAP understand the applicant's development to this point.

3. A bibliography of any published, unpublished, or presented work. For works with several authors, the degree of responsibility by the applicant should be indicated. A copy of one article, selected by the applicant as representative of his or her thinking might be included.
4. A profile of current professional activities, including any teaching or supervision of others, as well as supervision received, and a description of clinical practice over the last three years. These details can be included on the enclosed line grid on which should be listed the age, sex, diagnostic category of each case, frequency of sessions, and supervision received if any. Please include any other information thought helpful to allow the COPAP to sense the degree of clinical immersion of the applicant. This information will be particularly helpful for future research on the progress of waivered individuals.

NOTE: The COPAP recognizes that an application for a waiver represents an important step in an individual's career and wants to do all it can to expedite a thoughtful and fair review. The Committee especially does not want to delay action on an application for technical or procedural reasons. It is, therefore, important, since the COPAP now relies almost totally on reports from the Institute, that the cover letter be as detailed a description of the process, findings, and conclusions as possible and that statements be substantiated with examples whenever appropriate or possible. If there are any questions about what to include, the Institute should be in touch with the chair of the COPAP as early as possible.

II. Timing of Application

- A. Applications are reviewed formally twice a year on the Monday preceding the meeting of the Board on Professional Standards. In order to allow the minimum time needed for Committee study and for any necessary communication with the Institute about the application, the complete application should be received by December 15th for action by the Board on Professional Standards at the Winter meeting and by May 15th for action at the Annual (spring) meeting.
- B. In order for the COPAP to plan its reviews, it would be ideal to have a fairly accurate idea of the number of applications to be expected. The COPAP, therefore, requests that the Institute notify the COPAP by writing or telephoning the Chairperson of the COPAP as soon as it knows that an application will be submitted for fall or spring review.
- C. Applications for waivers (10¹ copies of all material) should be sent to the Board on Professional Standards via COPAP and should be addressed in care of The Administrative Director, The American Psychoanalytic Association, 309 East 49th Street, New York, New York 10017.

III. Reapplications

Reapplications for applicants previously not recommended for a waiver should be handled as new applications. In order to protect the privacy of applicants, committee members are asked to hand over to the Central Office the application material when it has been acted upon, and these copies are destroyed. Therefore, in the case of reapplications, 10¹ copies of the originally submitted waiver application should be sent along with 10¹ copies of the new reapplication material.

¹ Contact the National Office to confirm the number of copies required.

IV. PSYCHOTHERAPY PRACTICE

List patients by number in sequence of beginning date for past three academic years. Give total hours under ending date and indicate interruption (I) or termination (T). Use lower case letters to tag anything you would like to explain at the bottom of the page. (i.e., supervision, reason for interruptions or significant changes in frequency, etc.) PLEASE DUPLICATE THE FORM IF ADDITIONAL SPACE IS REQUIRED.

ADULT

PLEASE FILL IN APPROPRIATE YEARS TO COMPLETE THE DATA

Yr _____

Yr

Yr

CHILD

SUPERVISION OF OTHERS

Yr _____ Yr _____ Yr _____

SUPERVISEE LEVEL	AGE*	SEX*	DIAGNOSIS*	SUPERVISION BEGAN	SUPERVISION ENDED	HRS/WK	HRS/YR	HRS/WK	HRS/YR	HRS/WK	HRS/YR

TEACHING ACTIVITIES

DATES	COURSE / SUBJECT	LEVEL	STUDENTS	# SESSIONS

OTHER PROFESSIONAL ACTIVITIES

DATES	ORGANIZATION	ACTIVITY	RESPONSIBILITY

*Please note: Categories above indicate patient information.

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USE ADDITIONAL SHEETS IF NECESSARY