

## **POLICIES AND PROCEDURES**

### **PURPOSE**

The purposes of the Psychoanalytic Psychotherapy Program are:

1. To provide psychoanalytic psychotherapy training and an educational experience for licensed psychotherapists who wish to enhance their knowledge and skills in working with patients.
2. To develop a community of psychoanalytic psychotherapists who will continue their professional development by participating in OPC activities, serving on committees, and teaching and supervising in the psychoanalytic psychotherapy program.

### **DESCRIPTION**

The Psychoanalytic Psychotherapy Program (PPP) of the Oregon Psychoanalytic Center (OPC) is a two-year certificate/training program in adult psychoanalytic psychotherapy. The PPP is a series of integrated seminars and clinical case conferences, supported by individual supervision and past or current psychoanalytic therapy. Faculty and supervisors are psychoanalytic psychotherapists or psychoanalysts, and members of the Oregon Psychoanalytic Center in good standing. The program is led by the PPP Committee, which is made up of members of the PPP faculty. The chair of the PPP Committee also sits on the OPC Program Coordination Committee (PCC), which integrates the activities of all educational programs.

### **STRUCTURE**

The PPP Committee elects a chairperson for a term of at least two years. The chairperson provides leadership to the committee and ensures that the policies and procedures of the program are effectively carried out. In addition, the chairperson becomes a member of the PCC and coordinates the PPP with the PCC. The PPP committee members (4-8 in number) decide upon membership on the committee with ultimate decisions made by the chairperson. A current PPP student could serve on the committee to support the function of the committee, should the committee agree on this.

Membership on the committee is based upon:

1. Membership in OPC in good standing.
2. Being graduate of a psychoanalytic psychotherapy program, or an analytic candidate or graduate of an analytic training program, or having equivalent training and experience.
3. Interest in teaching psychoanalytic psychotherapy.
4. Interest in doing psychoanalytic psychotherapy supervision.
5. Consent to a term of at least two years.

Meetings are held monthly at the OPC office unless determined otherwise.

## **FUNCTIONS**

The PPP committee oversees the following:

## **ADMISSIONS**

All aspects of the admission procedure are confidential.

Requirements of applicants:

### **Eligibility for the Program**

The certificate program is open to mental health professionals with at least a master's degree from the disciplines of psychiatry, psychology, social work, counseling, and psychiatric nursing.

All participants must be licensed in good standing in the state of Oregon and adhere to the ethical and legal standards of their respective professions. Applicants must provide proof of malpractice insurance of one million/three million dollars.

### **Admission Decisions**

The PPP committee makes the final decision on admission of an applicant based upon the information provided by the applicant, the letters of reference and the interview, as well as other credentialing and licensure criteria. All admission materials are kept secure in the OPC office to protect the confidentiality of the applicant. A formal letter is sent to the applicant with a notification of the committee's decision.

### **Psychoanalytic Treatment:**

A personal experience of psychoanalytic treatment is considered a crucial part of a student's training. This requirement can be met by recent (during the past five years, or with special permission from the PPP Committee) or current twice-weekly psychoanalytic psychotherapy or psychoanalysis of at least one year, preferably longer. This therapy is kept confidential, and details (fees, scheduling) are arranged by the student and therapist.

### **Application:**

Applications are obtained either from the OPC office, or online on OPC's website. Applications will be considered complete when the office receives all required information, including letters of reference, before the application deadline of April 1st. There is a non-refundable application fee of \$150.00.

Applications are accepted year-round, and reviewed by the committee September to May.

Applications are completed and sent to the OPC office for distribution to the PPP committee.

Information in the application includes the applicant's reasons for applying, educational background, clinical training, post licensure training, research and teaching experience, professional experience, and psychoanalytic psychotherapy experience. A current CV and two names of mental health professionals who can provide a letter of reference are required.

### **Interview**

The applicant will be interviewed by at least one of the PPP committee members. The purpose of the interview is to further assess the suitability of the applicant for the program, as well as the suitability of the program for the applicant. It also provides an opportunity for the applicant to ask questions regarding all aspects of the program. A minimum of one interview is required.

## **Tuition and Fees 2023-2024**

Application fee .....	\$125 (non-refundable)
Tuition, years 2 (2023-24) ....	\$3,340/yr*
Tuition years 3 to 5 .....	\$765/yr*
PEP-Web fee .....	\$100/yr
Leave of Absence (LOA) fee ..	\$250/yr maximum of 2 years (refundable – see below)
Reapplication fee .....	\$375 (non-refundable)
Late fee .....	\$100

*\*reflects a 3% increase as of July 1, 2025.*

Tuition is due at the beginning of the fiscal year, July 1. For the convenience of students, one half may be paid July 1, and the remainder by Dec. 31. Tuition entitles the student a membership in OPC, access to PEP-Web and other library resources, and a 50% discount for educational programs.

A late fee of \$100.00 will be charged for all late tuition payments or as an administrative fee for payment plans.

See Leave of Absence (LOA) section below.

The Center does not refund fees after a student has begun classes. If an accepted student decides not to enroll *one month or more* prior to the start of classes, fees will be refunded, less administrative costs of \$100.

### **Advisor**

The committee assigns each student an advisor from the PPP Committee. The advisor acts as an educational mentor and resource for the student. The student is encouraged to arrange a meeting with the advisor by January 15<sup>th</sup> and May 15<sup>th</sup> each academic year to discuss the student's progress and experience. The advisor does not perform an evaluative function. If the student is experiencing educational or program concerns, the student should contact their advisor. If necessary the advisor can consult with the PPP Committee to check the current policies and procedures for the program. If the policies and procedures do not answer their concerns, the chairperson of the PPP will consult with the PCC for further advisement.

### **Grievances and formal complaints**

If a student or applicant has a grievance or formal complaint, it is submitted in writing to the chair of the PPP. If more consultation is needed for decision-making, the complaint is reviewed by the PPP Committee. If further decision-making is necessary, the complaint is discussed in the Program Coordinating Committee (PCC) for advisement. As a last resort if the issue has not been resolved, the complaint is sent to the Executive Committee of the OPC for final determination.

## REQUIREMENTS OF THE PROGRAM

Successful completion of the two-year course curriculum is required for graduation. The courses include psychoanalytic theory, psychopathology, development, technique, diversity and clinical process. Psychoanalysts and psychoanalytic psychotherapists who are members of the PPP faculty teach these courses. Students need to attend at least 80% of the classes in order to get credit.

### Evaluations

To fulfill the program requirement and earn CMEs, students will evaluate each course and instructor following each course. *It is of the utmost importance that students complete their evaluations within two weeks of the course's conclusion.*

Additionally, at the end of each course, the instructors will evaluate each student's progress. Faculty evaluations will be made available to each student in the student's online portal and used as part of the student's overall evaluation.

If a student's therapist is an instructor, the instructor does not evaluate the student and vice-versa.

### Supervision

Students select supervisors from the list of PPP Faculty Supervisors. The practical issues (fee, location, etc.) are negotiated between the student and supervisor. When supervisors have been selected, the student is responsible for filling out a form that includes the name of the supervisor, the initials of the patient, and the **approved** date that the case was started under supervision.

Supervisors submit an evaluation of their supervisees on December 15<sup>th</sup> (winter) and April 15<sup>th</sup> (spring) of each academic year. The Program Administrator files these forms at the OPC office.

Supervision hours start to accrue after the first day of class, although students may begin with their supervisors before the start of the program.

In Year 1, if case supervisors have not worked with a student for more than 8 weeks, a December 15<sup>th</sup> (winter) report is not expected.

### Training Cases

Psychoanalytic psychotherapy training cases may be started as soon as the student has chosen a faculty supervisor and has a patient who is approved by that supervisor as appropriate to fulfill the training requirements of the program. It is not necessary to have a case when starting the program. By the end of the first year, the student should have a supervisor even if s/he doesn't have a case.

Students need to treat two psychoanalytic psychotherapy cases with supervision throughout their duration in the PPP. The first case is treated twice weekly for at least 12 consecutive months and supervised weekly for a minimum of 45 supervision hours during that year. Students will write a case paper once most of the hours of supervision have been met. Students may elect to meet with their supervisors beyond the minimum required hours to complete their paper. The second case should be treated at least once a week for a minimum of six months. The student must select a different supervisor for this case to get different perspectives. The supervision for this second (once-weekly) case will continue for the duration of the six months that the case is going and must have at least 15 supervision sessions, occurring at a minimum frequency of every other week.

### **PPP Statement about Dual Relationships**

The decision of whether or not a student is taught by their therapist should be up to the dyad.

If a therapist takes on a patient who s/he knows may be a present or future PPP student, and whom s/he is scheduled to teach, this should be shared early in the treatment.

If a PPP student's therapist is scheduled to teach his/her class, the options are:

1. The teacher could opt not to teach, and if already assigned, could collaborate with the PPP to find a replacement teacher. This usually works best if anticipated far in advance.
2. The teacher and/or student could opt for the student to miss the class taught by the student's therapist and request a tutorial instead. A tutorial would involve a number of individual meetings with a separate teacher, going over the missed curriculum. The student should contact the PPP committee to arrange this tutorial, as far in advance as possible. This option applies to a didactic class only. If the student/therapist opt for the student to miss a case conference, an equivalent experience would be organized at the discretion of the PPP Committee.
3. The teacher and student could opt to be in class together. The teacher would not evaluate the student, and the student would not evaluate the teacher.

This policy is not limited to the mixed role of patient and student. It might also pertain to other complex relationships, such as spouses or family of patients or other conflicts.

### **PROGRESSION**

The PPP committee determines the overall progress of each student's academic and supervised clinical work based on combined written evaluations of performance from supervisors and instructors. These evaluations occur at the end of December and May of each academic year. The advisor assesses progress with the student following each review. A record of the student's progress is kept on file at the OPC office.

A student's psychotherapy is kept entirely out of the progression review, except to note that the overall psychotherapy requirement has been met. The advisor is responsible for noting that the requirement has been met.

### **Attendance Requirements for Didactic Courses**

Students must attend at least 80% of the classes of each course in order to obtain credit for the course. If the student does not meet the 80% attendance rate, the student will be expected to contact their instructors for make-up work.

### **Attendance Requirements for Case Conferences and Process Group**

In each academic year, a combination of approximately 33 case conference seminars and Process Groups are scheduled. For attendance purposes, all of these (approximately) 33 meetings will be counted as one class requiring a minimum of 80% attendance. If a student's attendance falls below this 80% level s/he will be required to participate in additional case conferences proportional to the percentage of sessions missed. Students may consult the chart below to determine the course of action required.

<u>% Sessions Attended</u>	<u>Make up sessions required</u>
80% and above	None
70-79%	1 additional case conference segment of comparable length
60-69%	2 additional case conference segments of comparable length
Below 60%	To be addressed by the committee

Students requiring make up sessions will speak with their PPP advisor, who will consult with relevant parties including instructors and the PPP chair. The advisor will help the student formulate a plan for completing the course requirements. The student may be required to join a case conference with the next cohort of PPP students or another equivalent activity. Variations to the individual student's situation and make up needs will also be considered with the approval of the PPP Committee.

### **Graduation**

Certificates of completion will be awarded when the above requirements have been satisfied. This certificate gives graduates eligibility to apply to the PPP faculty.

### **Continuing Education**

Students will receive CME credits from OPC for attendance in classes. The total possible CMEs varies by year but is approximately 55 hours. These CMEs are given following the standards of the American Psychoanalytic Association and the ACCME.

### **Leave of Absence**

A student may request a leave of absence (LOA). The request should be made in writing to the PPP Committee for review and final decision. This request should include the student's reasons for the LOA and the student's plans for returning. A LOA is granted for a maximum of two years.

If the LOA is granted, the student will be responsible for an administrative fee of \$250.00 per year. This fee allows the student to save their spot without reapplying (no need to pay \$75 reapplication fee) and saves the PPP committee time and energy. If a student chooses to pay the LOA fee for 2 years (totaling \$500) and starts with the next cohort, that amount will be subtracted from their tuition.

### **Advanced PPP Student Status**

If a student does not complete the requirements for graduation in two years, they will become an "Advanced PPP Student," which includes ongoing work with cases and supervisors to complete clinical requirements and completion of the final paper, ongoing contact with advisors, ongoing progression review by the PPP Committee, and participation in a monthly Advanced PPP Student Seminar led by a PPP faculty member. For the seminar, they will receive 12 CMEs for these eight and one half hour classes. 80% attendance is required to obtain this credit. The tuition will be \$675.00/yr until they have satisfied the requirements for graduation. Advanced PPP student status is granted for a maximum of 5 years.

## **PPP Committee Student Representative (SR) Role**

The Student Representative (SR) is a member of the PPP cohort who serves as a liaison between the committee and their cohort for a 2-year term. The SR attends monthly PPP committee meetings, discussing development of the PPP Program and its policies, including PPP applicants, faculty assignment to classes, curriculum development, and other policy matters. The role also includes sharing concerns that affect the entire cohort on a broad range of issues such as the curriculum, course format, and overall student experience. Individual student concerns or questions should not be directed to the SR, students should contact their academic advisor, the committee chair, or course instructors.

The role will be introduced to each new cohort at Orientation by the PPP Committee chair and the current or most recent SR. The SR will be chosen autonomously by the cohort in the first 2-3 months of the first year, no later than the end of November.

There can be up to two SRs at a time, one from the current cohort and one from the Advanced group of students, made up of participants from the previous cohort. If there are two, they can collaborate.

To maintain the confidentiality of student information, committee meetings are divided into two parts, one with and one without the SR, and, respectively, two versions of the meeting minutes are distributed and kept on file.

### **Advanced SR role:**

Continuing as an SR in a potential Advanced PPP class is optional. The Advanced cohort, if there is one, is not required to have a representative, but can if they wish.

## **ANNUAL PROGRAM EVALUATION**

At the end of each academic year, the PPP Committee will evaluate all aspects of the program. They will base this assessment on student, faculty, and administrative evaluations, as well as the committee's interaction with the program. A report will be written by the PPP chair and submitted to OPC. It will be used to make appropriate changes as needed.

## **PPP FACULTY**

The PPP Faculty includes faculty and candidates from the Oregon Psychoanalytic Institute in good standing, as well as psychoanalytic psychotherapists who have completed a formal course of study in psychoanalytic psychotherapy or equivalent experience/training, and have been accepted onto the PPP faculty. Faculty dues are \$525.00/year, which are waived if the faculty member is on the OPI faculty or is paying tuition as a psychoanalytic candidate. Faculty members will comply with deadlines and requirements for student evaluations and are to be available to help with the writing and editing of the final paper if they are supervising a student with their twice-weekly case.

Graduates of a psychoanalytic psychotherapy program, including the PPP, or those with equivalent experience/training may submit an application to join the faculty. Advanced OPI candidates after year three can apply to supervise students and teach in the PPP. These applications, including evaluations of prior teaching experience, will be considered by the PPP Committee, and if accepted, the applicant will be notified by the PPP chair. A non-faculty guest instructor may also be invited to teach, with the approval of the PPP committee.

## **PPP SUPERVISORS**

PPP faculty members have the option of also being put on a list of PPP faculty supervisors if they have the experience, time, and desire to supervise PPP students. There is no guarantee that a faculty member on the list of supervisors will be chosen as a supervisor, as the choice of supervisor is up to the student. If a chosen supervisor is supervising a twice-weekly case, the supervisor is expected to help with the writing and editing of the student's final paper.

## **VIRTUAL ATTENDANCE**

The PPP is designed as an in-person training program for Oregon-licensed mental health professionals. Students and instructors are expected to attend class in person.

Exceptions:

- 1) Students may live somewhere far enough away that meeting weekly in Portland is not possible. These circumstances will be reviewed during the application process and the committee may give consideration for these students to attend virtually, under the condition that they're able to attend the first meeting of each session and half the process groups in person.

- 2) There may be special circumstances where a student who normally attends in person may request to meet virtually. Some special circumstances include a student or instructor being at risk of acquiring a communicable disease; feeling too ill to attend, but able to participate remotely; or having a positive test for COVID-19. The reason for the request should not be because meeting in-person is simply less convenient. These requests should be made in writing to the committee chair and the instructor whose class the student cannot attend in-person. The request should be made as far in advance as possible, whenever possible to do so.
- 3) In rare circumstances (i.e., pandemic, dangerous road conditions due to inclement weather or other natural disaster), virtual attendance may be used for all class members until a time when it is safe for all to attend class again in person.
- 4) Instructors are also expected to teach in-person but may request exceptions from the committee for the same exceptions described above. Occasionally, a guest instructor may teach remotely for one or more classes.

COVID-19 protocols should be followed, as mandated by the CDC and The Oregon Psychoanalytic Center.

In addition, it is an APsaA requirement that all Candidates and PPP Students have the following statement for each session of class:

*IMPORTANT DISCLOSURE INFORMATION FOR ALL LEARNERS: None of the planners and presenters of this CME program have any relevant financial relationships to disclose.*

By clicking the email link provided to join the class virtually, the Candidate or PPP Student is validating participation, including acknowledgement that the Candidate or PPP Student has read the disclosure provided in the email.