

**OREGON PSYCHOANALYTIC INSTITUTE**  
**PROGRESSION COMMITTEE POLICIES AND PROCEDURES**  
*(Revised November 2023)*

**Purpose**

The Progression Committee is a committee of the OPI EC and reports to that Committee. It reviews the progress of candidates to ensure that the appropriate standards of training are being met in accordance with the standards set by the American Psychoanalytic Association. In addition, it acts in whatever way possible to support and enhance the educational process and experience for candidates, to identify problems in candidate progression, and to help candidates work out these problems. By regularly reviewing the training records, the Chair of the Progression Committee can ensure that required reports are submitted and can act to ensure that the training records are being appropriately maintained.

**Structure**

The Chair of the Progression Committee is appointed by the Director of the OPI EC to a four-year term. A second four-year term may be served by the Chair, but the terms may not be consecutive. The Director makes the appointment at the beginning of his/her term. The Chair of the Committee reports to the OPI EC. The Chair is also responsible for setting the agenda, convening the meeting, and making sure that the information for the meeting has been sent to the members of the Committee. Monthly Progression Committee meeting minutes are sent to the OPI Director and institute administrator.

**Functions**

The functions of the Progression Committee include but are not limited to carrying out the policies and procedures regarding advisors, supervisors, the training analysis, and candidate review (including graduation, leave of absence, etc.) Meetings in which these functions will be addressed will include Progression Review Meetings, involving the review of the progression of individual candidates, and Progression Committee Meetings, involving consideration of individual candidate progression in addition to other matters that are before the committee. Faculty members who are not regular members of the committee may be invited to participate in Progression Review Meetings.

**Membership**

The Chair of the Progression Committee shall be an OPI faculty analyst appointed by the Institute Director. At least two training analysts shall be present at all Progression Review Meetings. The Chair shall appoint members to the committee, and will determine with the committee who from the faculty or advanced candidates shall be invited to attend progression review meetings. At the Chair's discretion, s/he may invite other individuals to attend a meeting in an ex officio capacity. Supervisors of the candidate reviewed are required to attend and are members of the Committee for that meeting. Likewise, the Advisor of the candidate is to attend and is a non-voting member of the Committee for that meeting. Recusal from participation in progression review meetings by committee members should occur under the following circumstances: the committee member is or was the training analyst or a previous analyst or psychotherapist for the candidate being reviewed; the committee member was a classmate of the candidate being reviewed during most of the institute curriculum; the committee member is the training analyst for the spouse of the candidate being reviewed; the committee member has a personal relationship with the candidate being reviewed which, in the opinion of the member or the Chair could potentially create a conflict of interest in relation to the review process.

Membership decisions are made with the consultation of the OPI EC.

**Meetings**

Progression review meetings are held on a regular basis throughout the academic year. The Committee may meet on other occasions at the discretion of the chair to address matters other than candidate progression reviews. An agenda for progression review meetings is circulated prior to the meeting to the OPI EC, the Progression Committee, and to the involved candidates, supervisors, and advisors. The Chair of the Progression Committee verbally reports the results of the Progression Review meeting to the OPI EC. If a candidate objects to the decision of the OPI EC regarding the progression report, s/he may apply to the Director for a review of that decision.

The Director's decision, if appealed, goes to the OPC Board of Directors for review only as to whether the policies and procedures of OPI were followed.

## **Advisors**

Advisors are considered an integral part of candidates' analytic education. The Chair of the Admissions Committee will appoint an Advisor for each candidate upon admission to OPI. A candidate may request a particular Advisor. In making such an appointment the Chair of Admissions may convene a committee for assistance and consult with the Progression Committee or the OPI EC. In making the assignment, the Chair's decision takes into account (but is not limited by) the candidate's request.

Following the initial appointment of an Advisor, a candidate may decide they prefer to work with a different Advisor. If this occurs, it is the candidate's responsibility to contact the Chair of the Progression Committee to discuss a reassignment. Because of the size of the faculty, a reassignment may not always be possible. If a candidate elects to work with a current Advisor as an OPI supervisor, the candidate will decide on a new Advisor, reach out to them to confirm they are available and willing, and communicate this to the Chair of Progression. The new Advisor also will confirm with the Chair of Progression that they are willing to take on this responsibility.

Once a faculty member agrees to be an Advisor, both candidate and Advisor will be sent a copy of these policies by the Chair that has appointed them, either of the Admissions or Progression Committee.

The Advisor's primary role is to provide guidance around educational matters in a supportive, non-evaluative relationship that helps facilitate the candidate's education and professional development as an analyst. It should foster an atmosphere of trust and respect where matters pertaining to the candidate's education can be freely discussed. Progression issues are expected to be a regular part of the conversation. The Advisor must be willing and able to function in a dual role representing both OPI and the candidate. Ideally, the Advisor should be someone to whom the candidate can go for straight talk about supervisors, classes, faculty, etc. and who can facilitate the candidate's seeking further support with any training-related issue, including Progression issues. The Advisor should also be able to provide guidance that is in the best interest of the candidate's analytic training and development, including at times giving advice that may be difficult for the candidate to hear.

An Advisor will attend Progression Committee Reviews where the candidate is discussed. The Advisor participates in the meeting as someone who can help the Progression Committee have a fuller picture of the candidate's development. It is expected that the Advisor/advisee dyad discuss prior to the meeting what the Advisor will bring to the Progression Review. For example, a candidate or Advisor may want the Progression Committee to know something important about the candidate's development as an analyst that would not have been reported by supervisors or instructors. After the candidate receives the Progression Review letter that follows the semiannual Progression Review meetings, it is expected that the candidate and Advisor discuss the candidate's review as summarized in the letter.

The Advisor may assume a mentor role that evolves over time as candidates move forward in their analytic development. While it is the candidate's privilege to have or to use their advisor, the Advisor can do much to advance the advising relationship, including actively seeking out and developing a relationship with the candidate, rather than waiting for their advisee to call them. The Advisor should meet with the candidate at least twice a year, preferably more often. Making certain that channels of communication are open on a regular basis between candidate and advisor is part of the Advisor's role.

The Progression Committee understands that the Advisor role presents certain challenges to the Advisor. For example, there may be times that the Advisor is pulled out of their role as educational advisor and into a role of being a

candidate's friend or ally that is no longer acting in the best interest of the candidate's analytic education and development. In these circumstances, the Progression Committee will be available to Advisors for consultation to help the Advisor carry out their Advisory function. This consultation could be initiated by the Advisor, the advisee/candidate or the Progression Committee. In rare instances, it may become clear to the Progression Committee that an Advisor is unable to function adequately in the capacity of an Advisor. In this circumstance, in consultation with the Executive Committee, the Progression Committee may decide that the faculty member may no longer serve as an OPI Advisor.

### **Supervision**

Supervision is understood as an essential component of the education of candidates, as well as a crucial source of support for candidates in their efforts to develop as psychoanalytic clinicians and thinkers. Upon matriculation, the candidate selects a supervisor. The Chair of the Progression Committee and other faculty are available for consultation in this process. The candidate should notify the Chair of her/his selection. Occasionally, a supervisor is not available and another choice must be made. The first two supervisors must be with an OPI supervising analyst. For subsequent cases, and after third-case permission is received from the Progression Committee, candidates may obtain supervision from a non-OPI supervisor who is a Training and Supervising Analyst from an APsA-affiliated Institute. This requires the prospective supervisor to make a request to the Chair of the OPI TA/SA Committee to grant him/her Geographic Rule Supervising Analyst status. Each control case required for graduation must be supervised by a different supervising analyst.

Fees for supervision are left to the supervisee and supervisor to determine. For a case having a low fee, consideration of fee would include assessment of the candidate's financial need for a reduced fee; in cases where a reduced fee is deemed appropriate, the fee would be negotiated by supervisor and supervisee. Supervision on all approved cases is once a week. When the case is well advanced and the candidate's progression satisfactory, either the candidate or the supervisor may request a reduction in the frequency of supervision. If this is mutually agreed upon the supervisor will notify the Progression Committee, which will then take up the request as soon as it is feasible.

Occasionally, a supervisee may wish to change to a different supervisor. If the candidate wishes to change the supervisor a second time, the candidate and/or supervisor must request a Progression Committee review. It is expected that candidates will not conduct clinical

psychoanalysis without supervision unless and until this has been approved by the Progression Committee during a progression review.

### **The Training Analysis**

If, upon admission, the pre-matriculation candidate is not in their 4-5x/week training analysis with an OPI training analyst, they should begin the analysis as soon as possible. We strongly recommend that a candidate be in their training analysis at least 6 months prior to beginning their first year of classes. If this is not possible, a candidate must be involved in their 4-5x/week training analysis by the start of classes of their first year of training. Candidates must be in their 4-5x/week training analysis for at least 6 months before beginning their first control case. The candidate selects their training analyst from among the available OPI TA's. It is beneficial to the candidate to begin the training analysis as much in advance of training as possible as it is a requirement that the training analysis overlap for a significant period of time (three years at a minimum) with the candidate's analysis of control cases. Were this analysis to terminate before supervised control cases begin, the candidate must return to analysis with an OPI training analyst so that the overlap with supervised control cases may occur.

Special instances that require a waiver of these policies are to be taken up with the Progression Committee which will forward its determination to the OPI EC for review.

This is a non-reporting institute. However, it is the responsibility of both the candidate and the TA to notify the institute's Administrator of the date of the beginning and ending of the training analysis.

Analytic fees are privately negotiated.

If a candidate changes training analyst during candidacy the institute Administrator must be notified.  
**This is an important matter. We recommend the candidate seek consultation in this process.**

### Waiver for Non-Training Analysts

The purpose of the policy is to assess, on a case-by-case basis, an analyst whose accepted candidate patient wishes to continue his/her personal analysis with a non-Training Analyst. The aim is to avoid the interruption of an ongoing analysis. Ongoing is here defined as “at least a year” in actual analysis, four times per week. This pathway cannot serve as an alternate track for Training Analyst appointment. Non-Training Analysts should not take into analysis individuals wanting analytic training, with the hope of obtaining a waiver.

Since the waiver process is not an alternate track for TA appointment, it should be understood that the Institute will avoid granting more than one per analyst. Because the procedure of waivers continues to evolve, OPI will continue to consult and to work with other institutes who are developing and refining similar policies.

Criteria for eligibility includes:

- The analyst is a graduate of an APsaA or International Psychoanalytic Association (IPA) affiliated institute, is at least five years post-graduation, and/or is a member of either APsaA or the IPA or both.
- The analyst has worked with at least 4 cases in 4x/week psychoanalysis post-graduation in which an analytic process can be demonstrated.
- Two of those cases have been in treatment for at least three years post-graduation.
- The total number of analytic hours of 4x/week cases seen by the analyst post-graduation is a minimum of 1800.
- The analyst demonstrates evidence of independent work by having at least two new psychoanalytic cases started after graduation.
- The analyst has terminated at least one case, including cases seen during candidacy.
- The analyst is in good ethical standing.

Process to assess suitability of the personal analyst includes:

At the time of request, the accepted candidate must be in an ongoing 4x/week analysis of at least one year’s duration with the personal analyst. The personal analyst must be a Faculty Member of OPI in good standing for a minimum of 3 years. The candidate will contact the Director of OPI, who will inform the personal analyst by letter of the candidate’s request. The Director will ask the treating analyst if he/she wishes to proceed with the assessment process. If so, the Director will supply the necessary forms (e.g. Standard CV for Training Analyst Appointment) to the analyst to begin the waiver assessment process. If the analyst does not wish to proceed, the Director will communicate this decision to the requesting candidate.

When the forms are completed, the OPI TA/SA Committee will convene a committee consisting of two TAs and one non-TA. The applicant analyst will be consulted regarding possible conflicts with committee members, and in some cases, it may be appropriate for committee members to be selected from another institute. This committee will then review the documentation to determine eligibility and to initiate an evaluation process that consists of several meetings to assess the personal analyst’s clinical work.

The analyst will meet with the committee members to discuss the analyst’s clinical work, excluding the work with the accepted candidate, and to explore the analyst’s understanding of working with a candidate. The Committee will be looking for evidence that supports suitability in functioning as the personal analyst for a candidate.

The Progression Committee will then be informed of the outcome of the review. If the personal analyst has met criteria, s/he will be offered the opportunity to meet with a subcommittee of the TA/SA committee to discuss issues particular to training analysis: how the training analysis is different from a personal analysis, the problems inherent in functioning in the role of a training analyst, and ethical issues relevant to functioning in the role of a training analyst. The personal analyst will be encouraged to be part of an ongoing study group or groups.

When the review is complete, the TA/SA Chair will complete the waiver documentation.

An appeals process may be initiated by the candidate or personal analyst if s/he believes bias has led to an unjustified negative decision. The candidate will contact the Director of OPI. The Director will appoint an ad hoc committee of two analysts who did not serve on the original committee to determine whether the procedures were followed. If the procedures were followed, the appeal will be turned down. If the procedures were not followed, the committee will report back to the EC, which will redress the procedural problems and convene a different committee to reconsider the application.

### **Progression Criteria and Procedures**

Each candidate is reviewed twice yearly. Any faculty or candidate may initiate additional reviews. Likewise, the Progression Committee may recommend reviews at a greater frequency. The Progression Committee reports to the OPI EC as to whether the candidate's progress is satisfactory or not. Its recommendations include routine review, approval for the next step toward graduation (see below), probation, termination, or leave of absence.

The Progression Review considers the following factors in reaching its recommendations: reports of academic progress, supervised analyses (see section on supervised analyses for more detail), whether the training analysis is ongoing or stopped, and direct input from candidates. Candidates can convey any pertinent information, including their view of their progression, either by writing a letter to the Chair, by asking their advisor to speak on their behalf, or by speaking in person to the committee either prior to the Review or for part of the Review meeting.

### **Recording and Reporting Practices**

The Progression Committee conducts regular Reviews of candidate performance, utilizing the results of classroom evaluations, supervisors' reports, and other training records. Current practice is for an OPI faculty member to present salient points from the candidate's training records to the Committee and then to write a draft "summary" of the outcome of the Review. This summary is used by the Chair and Progression Committee to write a letter, which is sent to the candidate and placed in the candidate's official record. The Chair of the Progression Committee also verbally reports the results of the Progression Review meeting to the OPI EC. In this current model, the Advisor then sets up a meeting with the candidate to informally discuss the outcome of the Progression Review.

The Progression Committee is seeking to improve communication with the candidate and ensure that useful specifics identified in the Review are conveyed in a direct and useful manner. The Committee believes it is important to have a clear, "official" procedure for recording and communicating the results of the Review promptly and efficiently. We also want to protect and preserve the role of the Advisor as a confidential mentor. To these ends, the Progression Committee process is as follows:

- 1) An OPI faculty member presents a synopsis of the candidate's training record at the Progression Review Meeting.
- 2) After discussion by those participating in the Review, the reviewer writes a draft summary of the findings and recommendations.
- 3) The draft summary is circulated (via email) to all Progression Committee members for editing and revisions, and a final summary is conveyed to the Chair.
- 4) The Chair of Progression uses the final summary to write a letter from the Progression Committee that, after being circulated to the Committee for editing and revisions, is sent to the candidate. The Progression Committee's letter, but not the summary, is placed in the candidate's official record.
- 5) A short time after this meeting, the candidate is expected to meet with her/his Advisor to discuss concerns, questions, or any other issues that the candidate may wish to bring up.

## Seminar Work

A candidate is expected to attend all the seminars that are required. Attendance at less than 80 % of a seminar will result in a candidate not receiving credit toward graduation for that seminar. It is the candidate's responsibility to arrange to make up that seminar. Each instructor is required to assess and submit an evaluation of each candidate's seminar participation.

These reports become part of the Progression Committee's evaluation of a candidate and are part of the candidate's permanent record.

## Supervised Analyses

All supervised analyses are to be conducted at no less than four times a week, with the exception that a three times per week case can be applied towards the graduation requirement of 1200 total hours of supervised analyses. See further detail below under "Graduation".

Note that a "control case" is a supervised analysis conducted at four or five times per week with the supervisor's approval. A supervised analysis conducted at three times per week is referred to as an "immersion case".

Candidates are encouraged to become immersed in analytic work to gain more experience.

The first control case is selected in consultation with the candidate's first supervisor. A control case is selected based on its suitability as a training case and the candidate's level of experience. A candidate is required to write an initial summary within three months of beginning the analysis and yearly summaries afterwards. This report is shared with the supervisor who may approve or request further work on the report before its acceptance. Upon acceptance it is the candidate's responsibility to submit a signed cover sheet to the institute administrator for filing.

A progression review of first year candidates occurs about three months after the beginning of classes. Unless there are special considerations, permission to start a first case is given at that time. However, a candidate may request early permission from the Progression Committee to begin a first control case when the assigned supervisor agrees this is a suitable training case and recommends to the Progression Committee that the supervised analysis begin.

A second control case may be started when the first case is solidly begun and the supervisor approves the candidate's readiness to undertake a second control case. The candidate chooses a second supervisor to discuss the evaluation of possible second control case. Acceptability of the case is contingent on the approval of the second supervisor.

Third case permission requires a more detailed assessment of a candidate's progress by the full Progression Review Committee before a third control case can be started. This assessment includes a thorough review of the first two control cases (these would include only the four or five times a week cases as explained above); this assessment includes supervisory reports regarding the conduct of the first two control cases, and the timeliness of writeups. Permission to begin a third control case is a benchmark indicating that there has been a deepening of the candidate's work as an analyst, which signals that the candidate is on the path to graduation. This process is part of OPI's structured educational format for supervised analytic work. The candidate is expected to put their request for third-case permission in writing and forward to Progression Committee Chair and the OPI institute administrator. Subsequent control cases do not require a progression review. Cases that are being conducted at 3x/weekly (i.e. "immersion cases") will not be included for consideration of third case permission.

Permission for unsupervised work may be requested after third-case permission has been given and the third control case has been well-established; and the candidate has demonstrated a capacity to do independent analytic work. Unsupervised analyses are a part of a candidate's private practice and are not part of the formal educational program. Being granted permission for unsupervised work does not imply imminence of graduation; rather it conveys a judgment regarding one's capacity to work as an analyst. Supervision on the required three control cases must continue until graduation, or termination, whichever comes first. The candidate must have different supervisors for each of the required control cases.

## **Graduation**

The overarching criteria for graduation as assessed by the Progression Committee are that the candidate: 1) demonstrates a mature and independent capacity to facilitate a deepening psychoanalytic process; and 2) demonstrates a comprehensive knowledge and understanding of the psychoanalytic process and situation, and the clinical methods and technique used in the practice of psychoanalysis.

Specific additional requirements are as follows:

All required coursework must be completed satisfactorily.

There are minimum immersion requirements. These include: 1) A total of 1200 hours of documented supervised analytic work; and 2) Three control cases at four to five times per week with the following requirements: of these, two should be at least two years in duration; the third should be at least one year in duration. At least one case should be in a solid middle phase, compatible with a potential transition into a termination phase; the other cases should show evidence of a deepening analytic process.

These three control case analyses should include both genders.

In addition to the above control cases at four or five times per week, there are two ways that three times per week supervised analytic cases ("immersion cases") may be counted towards the immersion requirement of 1200 hours: 1) A case is conducted three times per week under supervision by a TA/SA prior to moving to four or five times per week, at which time it can become a control case; 2) A TA/SA supervised case is initiated and continued at a frequency of three times per week. The three times weekly case would not be counted as one of the three control cases with specific duration requirements as outlined above; and it will not be considered a control case for third case permission, but will count for the requirement of hours.

All immersion requirements must be fulfilled while the candidate is in an active status within the institute, not on a leave of absence or in any status other than a fully active one unless the Progression Committee has approved an alternative arrangement during a partial Leave of Absence. One of the three control cases may be a child supervised by an OPI-approved child supervising analyst. All case write-ups must be completed before the Progression Review, at which point the graduation request will be discussed. It is strongly recommended that candidates who have graduated prior to the termination of a case return to supervision after graduation during the termination phase of an institute case.

The three final control case write-ups should conform to the format required by the American Board of Psychoanalysis (ABP) for certification and summarize the entire analysis. All fees must be paid before graduation can occur. These are the minimum requirements for graduation. requirements for immersion.

It is a requirement that the training analysis overlaps for a significant period of time (ordinarily three years) with the candidate's analysis of control cases.

Graduation may be considered after the candidate has satisfactorily completed the requirements as outlined above. To initiate consideration for graduation, the candidate must make that request in writing to the Progression Committee. Graduation may be requested at either of the bi-yearly Progression Reviews. If the candidate is approved for graduation, the date of EC approval is the official date of graduation.

As stated above, the overarching requirements are that the candidate demonstrates a mature and independent capacity to facilitate a deepening psychoanalytic process and has a comprehensive knowledge and understanding of the psychoanalytic process and situation, and the clinical methods and technique used in the practice of psychoanalysis. This may require more supervised psychoanalytic work than the minimum requirements for immersion.

## **OUTLINE OF OPI GRADUATION REQUIREMENTS**

### **1) CANDIDATE REQUEST**

The candidate has made a request for consideration of graduation in writing to the Progression Committee.

### **2) MATURE AND INDEPENDENT CAPACITY**

The Progression Review Committee has assessed that the candidate demonstrates a mature and independent capacity to facilitate a deepening psychoanalytic process.

### 3) COURSEWORK

All required coursework is completed satisfactorily.

### 4) THREE CONTROL CASES

Immersion requirement: Three control cases approved by a supervising analyst have been conducted at a frequency of four to five times per week.

- Two should be of at least two years in duration; the third should be at least one year in duration.
- One analysis is in at least a solid middle phase, compatible with the potential transition into a termination phase. The other two should show evidence of a deepening psychoanalytic process.
- Gender requirement: These three analyses should include both genders
- Child option: One of the three control cases may be a child supervised by an OPI-approved child supervising analyst.
- Telephone/Video option: One control case, with supervisor approval, may be conducted via telephone or video teleconferencing that is HIPAA compliant (see details, p. 11-12).

*[Note that under emergency circumstances such as a pandemic all aspects of analytic work may be conducted by remote technology as agreed to with the case supervisor.]*

### 5) THREE TIMES PER WEEK

Immersion requirement: A total of 1200 hours of supervised analytic work has been documented.

Three times a week option: There are two ways that a supervised three-times-per-week case may be counted toward the immersion requirement of 1200 hours:

- a) A case supervised by a TA/SA is conducted three times per week prior to moving to four or five times per week.
- b) A TA/SA supervised case is initiated and continued at a frequency of three times per week. The three-time-per-week case would not be counted as one of the three control cases with specific duration requirements as outlined above, and would not be included in consideration of third-case permission.
- c) The Immersion hours case is considered part of the educational progress of the candidate and the supervisor will submit a report and participate in the Progression Review process.

### 6) ACTIVE STATUS

All immersion requirements have been fulfilled while the candidate is on active status within the institute, not on a leave of absence unless the Progression Committee had approved an alternative arrangement during a partial Leave of Absence.

### 7) OVERLAP WITH TRAINING ANALYSIS

The training analysis has overlapped for a significant period of time (ordinarily three years) with the candidate's analysis of control cases.

### 8) REPORTS

All case write-ups have been completed before the Progression Review, at which point the graduation request will be discussed.

The final three case write-ups should conform to the format required by the American Board of Psychoanalysis (ABP)

for certification and summarize the entire analysis.

#### 9) FEES PAID

All tuition and fees have been paid in full.

#### **Use of Telephone or Video Teleconferencing for a Control Case**

*NOTE: During emergency circumstances such as a pandemic, all aspects of analytic work may be conducted by remote technology as agreed upon with the case supervisor. This includes starting new cases as approved by an OPI supervisor or Geographical Rule Supervising Analyst approved by the OPI TA/SA Committee. Under such emergency circumstances, remote technology may be used until the analyst and analysand are comfortable resuming to in-person work.*

One control case may be conducted via telephone or video teleconferencing that is HIPAA compliant with the approval of the supervisor. Currently, a control case conducted via electronic transmission will count for graduation from OPI but will not be counted for the purposes of the ABP certification process. There should first be a significant period of live, in-person analytic work that precedes the telephone or video teleconferencing contact and agreement that the patient is well engaged in the treatment. For a first case, a minimum of one year of live work must have occurred before such a shift may be considered. Also, for any case conducted via telephone or video teleconferencing, provision should be made, wherever possible, for in-person contact to occur periodically between analyst and analysand during the course of that work.

Approval for conducting a control case by telephone or video teleconferencing includes several steps. First, the candidate will discuss this with the supervisor and the supervisory dyad will determine on a case-by case basis whether or not an analytic process has been established and analytic change has occurred. It is essential in each case to discuss every aspect from an analytic point of view, fully documented with analytic understandings in both the candidate's case write-up and the supervisor's written assessment of the analytic work. If the case meets these criteria, then the requesting candidate will complete a OPI Video Teleconferencing and Phone Checklist as well as submit any requested documentation to the Progression committee to verify licensure in both states, malpractice insurance covering interstate treatment, and that measures have been taken to insure confidentiality/security.

#### **Procedures For TA/SA Reporting**

Didactic Analysis Information required from Training Analysts includes:

The Training Analyst should report in writing (to the institute administrator) that the candidate started analysis and the date it began.

The Training Analyst should also report in writing when "the analysis has ended", or whatever words the Training Analyst chooses, and the date.

Semi-annual reports on the supervision of control cases are due before each fall and spring Progression Reviews. The supervisor will be notified one month before a candidate's progression review and his/her report is due in the institute administrator's office on a date to be specified. A copy of every supervisory report will be given to and discussed with the supervisee by the supervisor. Supervisory reports must be full and complete; the following section is a suggested guide for reporting on control cases.

The initial report on the candidate would include the following:

A paragraph would briefly state the patient's history and current problems. Some comment on how this patient was referred for analysis might be relevant here as well.

A paragraph concerning the candidate's initial ability to understand the case and deal with transference and resistance – in addition, a brief description of the beginning steps of the analysis.

Another paragraph would include discussion of the candidate's ability to present in supervision, including comments on the candidate's style of relating to the supervisor and supervision. The candidate's initial ability to learn could also receive comment.

Subsequent reports on the candidate should include the following:

A paragraph on how the analysis being supervised has proceeded in the year since the last report; this could include brief mention of major external events for the patient, significant events in the analysis itself, how the candidate has conducted the analysis and how it compares to previous reports.

A paragraph on how the supervision has proceeded in the year since the last report: this would include brief references to attendance and the candidate's presentation style. It would also include the candidate's ability to use the supervision in terms of overall understanding of analytic theory and technique and in terms of the specific analytic treatment being supervised.

Reference should be made to the candidate's yearly written summary; has it been done and has it been discussed in supervision and with what results. Each supervising analyst must pay scrupulous attention to the requirements of an annual write-up, and make that write-up an important part of the learning process.

Supervisors will be notified of their candidates in supervision who have not submitted case write-ups to the institute administrator for their files. Supervisors are expected to follow up with these candidates and urge them to submit the write-ups.

### **Case Records and Reports/Records Retention**

A supervised analytic case becomes a matter of record as an official control case if the evaluation of analyzability by the candidate and supervisor leads to the decision to undertake analysis. This is true even if the case fails shortly thereafter. The experience and performance of the candidate in assessing analyzability and attempting to engage the analysis is relevant in the assessment of training and development as an analyst.

A case rejected as unsuited for analysis is not to be listed among the control cases. The supervisor may or may not choose to report on the candidate's work on a rejected case; such a report would be entered as usual in the cumulative training log.

Upon completion of assessment of analyzability and a decision to undertake analysis of a control case, the candidate must fill out the identifying information on a Candidate Record of Supervised Analysis form (available in the institute administrative office) and submit it to the institute administrator. This is essential because it activates the monthly tabulation of hours of control analyses and supervision which must be maintained. This form identifies the supervisor, indicates the start date of analysis (and subsequent end date), frequency, sex, age, and diagnosis of the analysand. This form will be updated by the candidate prior to each progression review, as requested by the institute administrator.

Initial, annual and final clinical case reports are required from the candidate. The initial write-up is required within three months of starting a case; it should emphasize psychoanalytic diagnosis, assessment of analyzability, projected dynamics, transference, countertransference, expected resistance in the analysis, and the evolution of the opening phase. Thereafter, annual reports are due annually prior to the fall Progression Review meeting, and should convey the course and process of the analysis. All case reports must be discussed with and approved by the supervisor and submitted no later than the first of the month prior to the month of the appropriate Progression review meeting.

A final report is due upon an interruption and/or termination of the analysis. As above, it must be approved by the supervisor and submitted no later than one month prior to the next Progression review. A complete case summary (no more than twenty double-spaced pages) is required for at least three control cases prior to graduation. If a candidate has

elected to have additional supervised cases during training, briefer (no more than two pages) summaries are required. No reports are required on unsupervised cases.

A copy of the cover page for each case report, following approval by the supervisor, is submitted to the institute administrator for the candidate's file by the first of the month prior to the Progression review. Note that all case reports are confidential and must be treated as such. Report cover sheets must be up-to-date and filed with the institute administrator to progress to the next seminar year, progress to a third case or unsupervised status, or to graduate.

The training records of a candidate may be reviewed by the candidate. This review will take place with the candidate's advisor or an OPI training analyst so that the record may be interpreted more fully.

When a candidate has been accepted and while in training, application materials (autobiography, admission interview reports) are kept separate from training records, in a separate, locked file cabinet, thus protecting their privacy. Upon graduation, the institute administrator will destroy candidate files, retaining only a face sheet for each candidate -- Summary of Candidate Training Progress -- which contains all the information thought to be necessary for future reference.

Each supervising analyst must pay scrupulous attention to the requirements of an annual write-up, and make that write-up an important part of the learning process. Supervisors will notify their candidates in supervision who have not submitted case write-ups. Supervisors are expected to follow up with these candidates and urge them to submit the write-ups. Status of write-ups should be included in the supervisory reports for Progression Reviews.

### **Leave of Absence**

Under certain circumstances a candidate may decide that it is necessary to go on a leave of absence from active status. A leave of absence may be approved by the Progression Committee following a request by a candidate. The candidate should submit a letter to the Progression Committee describing the reasons that s/he believes a leave of absence is necessary. The Progression Committee will then consider the request, and specify conditions, such as the provision of supporting documents, under which the leave of absence would be approved. In general, because of the advantages of continuity for psychoanalytic education, it would be desirable for leave of absence status not to extend beyond two years. A leave may apply to academic work only or be a full leave from both clinical and academic work. Conditions which the Committee may set for a leave of absence may include, but are not limited to length of time, fees to the institute, conditions regarding credit for supervised analytic work during a time-limited academic leave, and issues concerning the training analysis.

The Committee will hold periodic reviews during the LOA and will review the candidate's request to be reinstated. At its discretion, the Committee may require multiple interviews to determine a candidate's suitability to return. More extended leaves may require more extensive evaluation of suitability for return from leave. Candidates going on leave from both clinical and academic work should consult with supervisors, and, if necessary, with the Committee about appropriate clinical management of current analytic cases. When supervised analytic work is continued during a full LOA, this work will not count toward the graduation immersion requirement for supervised analytic work. The candidate on leave is expected to keep in contact with his/her advisor on a regular basis, but not less than every six months. This facilitates the faculty's ability to assist the candidate during the LOA and to help prepare for eventual return to class and/or clinical work.

When a candidate is on a full LOA and continues clinical work with patients initiated while a candidate, that clinical work and any related supervision will not be under the auspices of Oregon Psychoanalytic Institute or Oregon Psychoanalytic Center. The full LOA candidate will sign a form acknowledging this change and also inform the patient. The form can be developed when needed/appropriate.

### **Transfer from OPI Fulltime Clinical Psychoanalytic Candidate Program to OPI Academic Candidate Program**

A candidate participating as a Clinical Candidate in the full OPI psychoanalytic training program who wishes to transfer to the Academic Candidate status will initiate the process by submitting a written request for such change to the Chair of

the OPI Progression Committee.

The Progression Committee will review this request and make a recommendation to the OPI EC who will then make a final decision.

The Progression Committee recommendation will be based on the candidate's classroom participation, supervisory reports, fulfillment of administrative requirements (written reports, payment of fees, etc), and involvement in an analytic treatment with a graduate analyst.

If approved for a transfer to become an Academic Candidate, then the candidate will agree to complete all requirements for graduation as specified for the Academic Candidate Training Program. In addition, the Academic Candidate will continue working with the supervisor(s) to plan and facilitate a suitable ending of any existing control case psychoanalyses through a termination, a transfer or a conversion into a psychoanalytic psychotherapy. The Academic Candidate will sign an agreement stating he/she will not practice psychoanalysis.