

## Appendix F: IRSJA Candidate Transcript Instructions

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

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

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

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

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

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

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

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

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

5. Pre-Control Stage Section

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

6. Control/Diploma Stage Section

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

7. Colloquium Section

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

8. Didactic Training Section

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

9. Submission and Verification Section

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

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

#### **Verification Documents Required:**

These must be included along with your transcript:

1. **Analytic Record:**  
Signed and dated letter from each analyst listed, affirming the number of hours of analysis for the analytic year beginning June 1<sup>st</sup> and ending on May 31<sup>st</sup> of the following year, in each of these categories:
  - In-person analysis
  - Teleconference analysis
  - Total hours of analysis
2. **Case Consultation Record:**  
Signed and dated letter from each analyst listed, affirming the number of hours of individual supervision attended for the analytic year beginning June 1<sup>st</sup> and ending on May 31<sup>st</sup> of the following year, in each of these categories:
  - In-person supervision
  - Teleconference supervision
  - Total hours of supervision
3. **Colloquium Record:**  
Signed and dated letter from each analyst leader listed, outlining the number of hours of each **colloquium** attended, for the analytic year beginning June 1<sup>st</sup> and ending on May 31<sup>st</sup> of the following year in each of these categories:
  - Total hours attended
  - Total hours presented case material