

Appendix I: Annual Training Calendar

January 15 Control/Diploma candidate's draft of thesis and/or cases due to appropriate committee chair.
February 1 Payment of annual dues from candidates ; late fee assessed. 1 Two Case and/or Thesis Committee members send approval to proceed to oral exam to candidate and Director of Training (DoT).
March 1 Application for Training due to Director of Admissions. 15 Propaedeuticum and Final examination fees and dues due to Treasurer. 15 Propaedeuticum Archetypal exam materials due to Training Committee (TC) Propaedeuticum Coordinator. 15 Candidates for graduation update transcript, submit to DoT.
April 1 Final draft of Diploma exams submitted to Thesis/Cases Examination Committee members. 1 Examination fees become non-refundable. TBD - IRSJA Spring meeting.
May 1 Hardship payment plan in place or dues plus late fee paid in full. 1 Treasurer informs DoT of delinquent dues and fees. 31 END OF TRAINING YEAR.
June 1 BEGINNING OF TRAINING YEAR. 15 Candidates send training transcript, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and personal statement to Local Training Seminar Coordinator (LTSC) or DoT, depending on the stage of training.
July 15 Verified candidate training transcripts with case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and personal statement sent from LTSC to DoT.
August Candidates assure that <u>case consultation</u> analysts submit evaluations to DoT before Fall meeting.
September 1 For candidates taking diploma exams, submit complete first draft of thesis and/or cases to Thesis and/or Case committees. 15 Report on each candidate from the LTSC due to the Review Committee (RC) Chairs, DoT, and candidate. 15 Pre-Control Candidate verifies 1,500 clinical hours to RC prior to stating intention to take propaedeuticum. 30 Local Training Seminar Report filed electronically with the DoT, using the form on IRSJA.org.
October TBD Diploma candidates meet with RC at fall meeting to discuss cases/thesis first draft. TBD IRSJA fall meeting.
November 1 RC chair sends report to candidate summarizing discussion at fall meeting, copy to DoT and LTSC. 15 Case and/or Thesis Committee chair sends feedback and recommendations to candidate and DoT.
December

Note: Additional dates may be established by Propaedeuticum Examination Committees, Diploma Committees, RCs, LTSCs, and/or the Training Committee as part of each candidate's training process.