Appendix D: IRSJA Candidate Transcript Instructions

The Director of Training will send each Candidate a link to the automated IRSJA Transcript embedded in Adobe.

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
   - If you were in more than one Seminar, list the Seminar you were a member of upon admission.

3. Review Committee Section
   - Note "Updated" if members of your Review Committee changed or if you changed Local Training Seminars.

4. Propaedeuticum Examination History
   - Insert dates exam taken, outcome, and retake dates.

5. Diploma Exam Committees: 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 their committees, based on whether the candidate has fulfilled the requirements for personal analysis and personal consultation. Once the Training Committee has approved your request to form committees, you may complete this section with:

   > Thesis: 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.

   Fill in graduation information on the <u>final</u> transcript.

6. Diploma Examination History
   - Insert exam taken, outcome, and retake dates.

7. Analytic Record Section

   - Record all of your analytic hours: Pre-Acceptance, Pre-Control and Control/Diploma accrued during the Training Year June 1 of one year to May 31 of the following year.

- EACH YEAR'S TRANSCRIPT REPORTS ONLY THAT YEAR'S ACTIVITY (from June 1st of one year to May 31st 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 status 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.

  Newly-admitted candidates may count the hours after the date of admission until May 31 of the year of admission under Hours Since Acceptance As Candidate for the following Training Year when they submit their first transcript. Do not double count the hours as Pre-Acceptance hours.

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

8. Pre-Control Stage Section

   Report all analyst(s) names, IRSJA membership, hours in person, hours by teleconference (phone or Zoom), and total hours of **individual case consultation** for the current transcript year. **Pre-control Candidates may not count hours of colloquium or hours presenting at a colloquium as individual case consultation**. ADD the hours from this Training Year's transcript to the hours from your **previous year's** transcript. Put the total on the "Total Hours Since Acceptance" line.

9. Control/Diploma Stage Section

   Control Case consultation: Report all analyst(s) names, IRSJA membership, hours in person, hours by teleconference (phone or Zoom), 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 consultation). 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."

10. 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 <u>you</u> presented in the Hours Presented Column.

11. 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 Training Year document for your personal record.

12. Submission and Verification Section

   - Sign your transcript after double-checking all information being reported.
   - When in Pre-Control Stage: Submit your transcript ONLY to your Local Seminar Training Coordinator, along with all the documentation required for verification,(see below) for her/his signature.
   - When in Control/Diploma Stage: Submit your transcript ONLY to the IRSJA Director of Training, along with all documentation required for verification, (see below) for her/his signature.
   - When you have just passed the Propaedeuticum in the spring, submit the transcript for June of that analytic year to your Local Seminar Training Coordinator for the final time.

   Verification Documents Required
   Submit these confirmation documents at the time you sign and submit 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 1st and ending on May 31st of the following year, in each of these categories:
      - In-person analysis
      - Teleconference analysis
      - Total hours of analysis

   2. Case Consultation Record:
      Pre-Control Candidates: Signed and dated letter from each analyst listed, affirming the number of hours of **individual case consultation hours** attended for the Training Year beginning June 1st and ending on May 31st of the following year, in each of these categories:
      - In-person consultation
      - Teleconference consultation
      - Total hours of consultation

      Diploma/Control Candidates: Signed and dated letter from each analyst listed, affirming the number of hours of **personal case consultation hours** (presentation hours may be reported here at a 2:1 ratio. See section 9 above. Record hours for the Training Year beginning June 1st and ending on May 31st of the following year, in each of these categories:
      - In-person consultation
      - Teleconference consultation
      - Total hours of consultation

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 1st and ending on May 31st of the following year in each of these categories:
   - Total hours attended
   - Total hours presented case material