

Inter-Regional Society of Jungian Analysts

Training Manual



TRAINING YEAR 2024-2025

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I. TRAINING PROGRAMS

A. Overview

The Inter-Regional Society of Jungian Analysts seeks to achieve diversity, equity, and inclusion. The Society does not discriminate on the basis of race, religion, ethnic origin, disability, sex, gender identity, gender expression, or sexual orientation. We strive to identify systemic racism and other forms of discrimination in our Society, and we continue to challenge racial and cultural biases in ourselves, our teachings, and practices, and in our organization.

This Training Manual applies to every candidate in training, faculty, IRSJA Committees that engage in training, and Society members.

The Inter-Regional Society of Jungian Analysts (IRSJA) Training Program is a postgraduate program that offers training in Jungian Analytical Psychology to professionals in mental health and allied fields. Since Inter-Regional Society members live and work throughout the Americas, the training program can meet the training needs of professionals who live a distance from available Jungian training centers in the United States.

To become a candidate, applicants for training must possess at least a master's degree. Most applicants come from clinical fields, such as medicine, psychiatry, psychology, counseling, nursing, or social work. IRSJA will consider applicants for admission to the training program if they demonstrate the potential for understanding depth psychology and present an ability to work with people in an analytic setting.

IRSJA trains candidates in Local Training Seminars and semi-annual IRSJA Society meetings. Non-members, except those applying for membership, may not attend IRSJA Society meetings. Candidates must be affiliated with an IRSJA Local Training Seminar throughout training. Areas of study include theoretical foundations of Analytical Psychology, archetypal material, fields related to Analytical Psychology, and the practice of Jungian analysis. Candidates are expected to be in individual analysis with a Jungian analyst throughout their training as required by the training manual.

Graduates of the IRSJA's Training Program receive a diploma in Analytical Psychology. A graduate can apply for membership in the IRSJA and other Jungian societies and institutes. Upon acceptance into a society's membership, the graduate automatically becomes a member of the International Association of Analytical Psychology (IAAP).

A diploma from the IRSJA does not confer the right to practice psychoanalysis or psychotherapy legally in a given state, province, territory, or nation. Training candidates have a personal and ethical responsibility to acquire the legal right to practice psychotherapy/psychoanalysis in the states in which their clients reside. IRSJA requires

applicants for membership to sign a statement releasing the Society from responsibility for their practice.

B. Areas of Study

Theoretical Foundations

Basic Principles of Analytical Psychology
Structure and Function of the Psyche
Psychological Types and Functions
Theory of Dream Interpretation
Individuation Process
Complex Theory, including Cultural Complex Theory
The Association Experiment
History of Analytical Psychology
Comparative Study of Current Psychoanalytic Theories
Comparative Study of Newer Therapies
Psychopathology
Developmental Psychology

Archetypal Material

Dreams and Fantasies
Mythology and Folklore
Interpretation of Tales and Stories
Comparative Religions
Symbolic Formulations
Alchemy

Fields Related to Analytical Psychology

Anthropology: Study of Cultures
Social Psychology
Group Dynamics
Creativity in the Arts

The Practice of Jungian Analysis

Practical Use of Dream Interpretation
Active Imagination and Other Creative Techniques
Transference and Countertransference
Diversity, Equity, and Inclusion Sensitivity in Analytic Practice
Case Seminars

C. Graduation Requirements

The minimum requirements for graduation from the IRSJA training program are:

REQUIREMENT

APPLICANTS FOR ADMISSION	HOURS OR #
• Analysis—hours of individual analysis with an IAAP analyst before March 1 of the year of application.	100
• Analysis—hours of individual analysis with an IAAP analyst, minimum in person.	50 of 100
• Analysis—hours of individual analysis with an IAAP analyst within the last three years.	100
PRE-CONTROL & CONTROL/DIPLOMA CANDIDATES	HOURS OR #
• Analysis—hours of individual analysis with an IAAP member, total in order to graduate.	300
• Analysis—hours of individual analysis per year.	40
• Analysis—hours of individual analysis between admission and sitting for Diploma examinations.	200
• Analysis—hours of individual analysis between admission and sitting for Diploma examinations, minimum with an IRSJA analyst.	100 of 200
• Analysis—hours of individual analysis between admission and sitting for Diploma examinations, minimum in person.	100 of 200
• Analysis—hours of individual analysis after the minimum 100 hours in-person is met, the candidate may opt to do any combination of in-person and telecommunication hours as agreed with the analyst.	As agreed and documented w/analyst.
• Analysis- hours of group analysis—If a candidate participates in an interpersonal, analytic process group with an analyst, the candidate may count group hours at a 2:1 ratio, e.g., 60 hours of group analysis count as 30 hours of individual hours, up to a maximum of 50 hours during training.	Maximum 50 hours
• Affiliation with a Local Training Seminar.	Ongoing
• Yearly meeting with the candidate’s Review Committee.	1
• Attendance at spring and fall IRSJA meetings.	2

	HOURS OR #
PRE-CONTROL CANDIDATES	
<ul style="list-style-type: none"> • Case consultation—Pre-Control candidates—individual sessions with an IRSJA analyst who has been certified for at least three years. Case consultation hours may be face-to-face or through telecommunication. Individual case consultation applies to candidates admitted in 2021 and after. 	40 During Pre-Control
<ul style="list-style-type: none"> • Pre-Control candidates may not count colloquium hours or presentations as individual case consultation hours. 	0
<ul style="list-style-type: none"> • Months in Pre-Control—minimum—before a candidate is eligible to take • Propaedeuticum exams with Local Training Seminar approval. 	23
<ul style="list-style-type: none"> • Minimum hours of verified clinical experience and documented ability to practice legally in the states where their clients are located. A clinical license meets this requirement. 	1500
<ul style="list-style-type: none"> • Ability to practice legally--submit to Propaedeuticum Exam Coordinator. 	1 document per clients' regions.
<ul style="list-style-type: none"> • Oral and Written Propaedeuticum exams—pass four oral and one written exam. 	5 exams passed
CONTROL/DIPLOMA CANDIDATES	
<ul style="list-style-type: none"> • Case consultation—Control candidates—total individual sessions with an IRSJA analyst, during the Control/Diploma stage, at the rate of 2-3 hours per month. 	100 During Control
<ul style="list-style-type: none"> • Individual case consultation—Control candidates— minimum hours in-person sessions with an IRSJA analyst 	50
<ul style="list-style-type: none"> • Individual case consultation—Control candidates—after the minimum 50 hours in-person is met-- the candidate may opt to do any combination of in-person and telecommunication hours as agreed with the analyst consultant at a minimum of two hours per month. 	As agreed and documented w/analyst. Minimum 2
<ul style="list-style-type: none"> • Control colloquia—Control/ Diploma Candidates, hours per year. 	60
<ul style="list-style-type: none"> • Control/Diploma candidates may count case presentation hours in a colloquium at a 2:1 ratio, e.g. if a Control candidate presents for four hours, the Control/Diploma candidate may claim two hours of individual case consultation, up to a maximum of 15 case consultation hours. 	Maximum 15

	HOURS OR #
• Individual case consultation hours—Control candidates—with one analyst individual case consultant on a first case . Half of the hours may be by telecommunication.	50
• Individual case consultation hours—Control candidates—with one or more analyst individual case consultants on a second case . Half of the hours may be by telecommunication.	20
• Individual case consultation hours—Control candidates—with one or more analyst individual case consultants on a third case . Half of the hours may be by telecommunication.	Any number
• Meet with Local Training Faculty, at the discretion of the Local Seminar.	LTS decides
• Fulfill the requirements to sit the Diploma Exams:	
Hours of personal analysis with an IAAP member, minimum.	300
• Hours of personal analysis with a member of IRSJA, minimum.	100
• Years in the Control/Diploma stage, minimum.	2
• Case consultation hours.	As above
• Clearance by the Cases Committee to sit the Cases Exam.	Cleared
• Clearance by the Thesis Committee to sit the Thesis Exam.	Cleared
• Successful completion of the Cases Diploma exam.	1 Cases exam passed
• Successful completion of the Thesis Diploma exam.	1 Thesis Exam passed
• Payment in full of outstanding dues and fees.	\$\$

Additional requirements are set out at the beginning of the sections of this manual devoted to each stage of training. The numerical fulfillment of hours does not oblige the Training Committee to advance a candidate through the training program.

II. ADMISSIONS GUIDELINES

A. General Considerations

The IRSJA has no permanent headquarters. The IRSJA trains in Local Training Seminars located throughout the United States, at semi-annual IRSJA Society meetings, and in training analysis and case consultation that candidates arrange. The IRSJA seminars are listed on the IRSJA website: irsja.org.

The IRSJA requires potential applicants to participate in an IRSJA Local Training Seminar for a minimum of at least six months before submitting a request to the Local Training Seminar to apply to IRSJA for training. When a seminar participant wishes to apply to the IRSJA training program, the Local Training Seminar Committee conducts screening interviews. When the Local Training Seminar assesses that the potential applicant is ready to train, the Local Training Seminar recommends the applicant to the IRSJA Admissions Committee. The Admissions Committee meets once each year, at the Spring IRSJA Society meeting, to interview and decide which applicants to admit to the Training Program in the respective training year.

B. Prerequisites for Applying to the Inter-Regional Training Program

The IRSJA requires each applicant for training to meet these prerequisites:

- Possess at least a master's degree in a field of study. Before the Propaedeuticum Exams, each applicant admitted to training must be legally able to practice psychotherapy/psychoanalysis in the states, provinces, or regions in which their clients reside.
- Engage in a minimum of 100 hours of personal analysis with an IAAP analyst before March 1 of the year of application. A minimum of 50 of the 100 hours must be face-to-face. The applicant must be in analysis at the time of application for training. The applicant must document 100 hours of analysis within three years of the application to train. Due to COVID, all hours of analysis from March 31, 2020 to May 31, 2022 count as in-person hours.
- Participate in an IRSJA Local Training Seminar for a minimum of six months before applying to the IRSJA. The IRSJA Admissions Committee requires a letter of approval from the Local Training Seminar Coordinator in order for an applicant to qualify for an IRSJA admissions interview.
- Identify the financial and personal resources to invest in training that may take from six to ten years and cost at least \$15,000-\$20,000 a year (for analysis, case consultation, seminar fees, books, travel/lodging for the local seminar and semi-annual IRSJA meetings). Local Training Seminar fees may vary or change for Control Diploma candidates. Assure the legal authority to practice psychotherapy /analysis in the state, province, territory, or nation in which their clients reside.

- Document a minimum age of 25 years.
- Submit the IRSJA Training Application Cover Sheet (Appendix A) and supporting documents to the Director of Admissions by March 1.
- Pay the invoice for the \$500 application fee that the IRSJA Treasurer sends each applicant.

C. Admissions Procedures

Potential IRSJA applicants contact a Local Training Seminar Coordinator to interview to join that Seminar. Names and contact information for Local Training Seminar Coordinators are on the IRSJA website. If accepted into a Local Training Seminar, the potential IRSJA applicant must attend the seminar for a minimum of six months before submitting an application for training in the IRSJA training program.

When a seminar member is ready to apply to the IRSJA, the applicant contacts the Local Training Seminar Coordinator to request an interview with the Local Training Seminar faculty. If the Local Training Seminar approves, the Local Training Seminar Coordinator recommends to the IRSJA Director of Admissions that the IRSJA Admissions Committee interview the applicant at the IRSJA Spring meeting.

To apply to the IRSJA, the applicant must complete the application materials available on the IRSJA website (www.irsja.org) and send them to the Director of Admissions; no return receipt is required, postmarked on or before March 1. The Director of Admissions will inform the applicant of the dates and times of IRSJA admissions interviews. The IRSJA Treasurer will send an invoice to each applicant for the application fee of \$500.00. If the applicant withdraws their application before their interview day in April, the application fee will be refunded. The application fee will not be refunded if the applicant withdraws their application after the April in-person interview process.

The IRSJA Review Committee Coordinator assigns each candidate admitted into the IRSJA training program to an IRSJA Review Committee. The Review Committee meets with the candidate at the IRSJA annual fall meetings.

D. Application Materials

The applicant must submit the following materials together in the application packet:

- IRSJA Training Application Cover Sheet.
- Recent black-and-white or color passport-size photo
- Personal Statement (no more than three double-spaced pages, one-inch margins and 12-point font). The last paragraph must be handwritten.
- Signed IRSJA Applicant/Candidate Waiver

- Signed Consent for Release of Information
- Official academic (college, graduate school) transcripts (if the school insists on sending them directly to the Director of Admissions, make sure they will arrive by the deadline of March 1st)
- CV or resume (no more than 3 pages)
- A brief letter from the applicant’s analyst(s) verifying the time span and the number of analytic hours. The analyst(s) should specify the total hours that were face-to-face vs. telecommunication. (All “remote” analytic hours from March 31, 2020 – May 31, 2022, count as face-to-face due to COVID.)
- Letter of recommendation from the Local Training Seminar.

Each applicant will submit application materials postmarked no later than March 1 of the year of application. Applicants will print documents on one side only. The Director of Admissions will confirm receipt of application documents to the applicant via email. The applicant will keep a paper copy of all application materials.

E. Transfers to the IRSJA

A candidate who seeks to transfer from another IAAP-approved Institute must be in good standing in that training program and apply to the Inter-Regional training program in the same way as a non-transfer applicant, beginning with being admitted to an IRSJA Local Training Seminar. The rules in this Training Manual also apply to applicants and candidates who seek to transfer.

III. CANDIDATE GUIDELINES

A. All Candidates

1. Personal Analysis during Training

IRSJA requires all candidates to be in analysis throughout the course of training. IRSJA encourages candidates to work with at least two analysts, one at a time, over the course of training. For a diverse experience, IRSJA encourages each candidate to define themselves and seek at least one analyst who is other by gender, race, sexual orientation, or analytic style

Over the course of training, each candidate must engage in at least 300 hours of analysis with an IAAP member in order to graduate. Each candidate will accrue at least 40 hours of analysis per year. Each candidate will participate in at least 200 hours of analysis between admission and sitting for the Diploma exams. Of the 200 hours, a minimum of 100 hours must be with an IRSJA analyst. Of the 200 hours, a minimum of 100 must be in person. Once the candidate meets the requirement for the 100 hours in-person, the Candidate may choose any combination of in-person and telecommunication hours as agreed upon with the analyst.

Interpersonal and intrapersonal knowledge is necessary for a mature approach to analysis. If a candidate participates in an interpersonal, analytic process group with an analyst, the candidate may count group hours at a 2:1 ratio. For example, 60 hours of group analysis count as 30 hours of individual hours, up to a maximum of 50 hours during training.

To protect the privacy of the analytic relationship, the candidate's personal analyst(s) will recuse themselves from every evaluative aspect of the candidate's training. The personal analyst(s) will not contribute to an applicant's application to the IRSJA training program except to report the number of analytical hours. The personal analyst(s) may not function as a case consultant or evaluator of an analysand who is a candidate, nor lead a case colloquium that includes their analysand as a participant. Furthermore, candidates must not seek case consultation or analysis from their personal analyst's spouse or partner.

2. Local Training Seminar

The IRSJA requires that each candidate will affiliate with a Local Training Seminar during the entire course of training. Candidates must follow the requirements of the specific Local Training Seminar with which they are affiliated. Local Training Seminars may require that candidates write theoretical papers and present clinical cases from time to time. Local Training Seminars may have requirements in addition to the IRSJA requirements. If a candidate applies to another seminar and the other seminar accepts the candidate, the candidate must stay affiliated with the new seminar during the remainder of the candidate's course of training.

Toward the end of each seminar year, the Local Training Seminar faculty meets with the candidate, discusses the candidate's training process, and hears the candidate's questions or requests regarding the candidate's training process. The Local Training Seminar faculty excludes analysts with dual relationships with the candidate from the evaluation process. The Local Training Seminar summarizes their interview with the candidate, evaluations from by the candidate's case consultants, seminar instructors, and colloquia leaders into a Local Training Seminar report. The Local Training Seminar Coordinator submits the Local Training Seminar report to the IRSJA Review Committee Chair, the candidate, and the IRSJA Director of Training by September 15.

3. IRSJA Review Committee

When a candidate enters the IRSJA training program, the Review Committee Coordinator, a member of the Training Committee, assigns the candidate to a Review Committee whose role is to mentor, support, and advise the candidate from admission to graduation. A review committee comprises at least three analysts, two of whom are senior analysts who have been certified for at least five years.

Each candidate, including a candidate who is on a Leave of Absence, meets with their Review Committee at the IRSJA annual fall meeting. Meeting with their Review Committee is an important aspect of each candidate's training. Review Committee meetings provide a forum for the candidate to examine their training progress, reflect on their development of analytic capacity, discuss their accomplishments, and address the challenges they experience in training. A candidate's Review Committee seeks a comprehensive understanding of a candidate's progress through the Training Program, mentors the candidate, encourages the candidate's development of analytic capacity, and offers specific guidance and assistance.

In general, each candidate makes decisions about their progression through the IRSJA Training Program. Candidates make their decisions based on eligibility and readiness—their development of analytic skills and analytic capacity. Candidates will address their eligibility and development with their Review Committee.

In preparation for the annual Review Committee meeting, the candidate's Review Committee Chair will assemble the annual documentation that reflects the candidate's progress. The annual documentation will include, but is not limited to, the candidate's:

- Letter of Admission and admission packet. (for new candidates only).
- Local Training Seminar Annual Report.
- Annual Transcript.
- Analyst(s) verification of personal analytic hours.
- Verification of case consultation hours and evaluative report from the case consultation analyst.
- Verification of colloquium hours and evaluative report from the colloquium leader(s).
- Personal statement/reflection paper from the candidate about their training process.
- Written requests from the candidate.

The Review Committee Chair completes the Review Committee Feedback Form during the IRSJA Fall meeting to record the meeting with the candidate. The Review Committee Chair gives the Review Committee Coordinator a copy of the Feedback Form. By Nov 15, The Review Committee Chair writes a letter/report to the candidate, and copies the Director of Training and the Local Training Seminar.

In instances when a Pre-control candidate's Local Training Seminar and/or IRSJA Review Committee questions a candidate's assertion of readiness to advance to the next level of training, the Local Training Seminar makes the final decision regarding the candidate's advancement to the next level of training. The IRSJA Training Committee makes the final decision about a Control candidate's advancement regardless of the candidate's eligibility and intention to do so.

In cases where the Training Committee rules against a candidate's request to move to the next level of training, it organizes a meeting between the Training Committee, the candidate, the candidate's Review Committee, and the Local Training Seminar coordinator. After this meeting, the Training Committee presents the candidate with a written plan for advancement.

4. IRSJA Meetings

The IRSJA requires each candidate to attend the Society's annual spring and fall meetings. Candidates prepare materials for and participate in seminars and case colloquia discussions as well as develop a sense of how the Society functions as a whole. Candidates, as a group, organize their seminars, seminar presenters, and case colloquia discussions for each semi-annual meeting.

IRSJA usually administers Diploma Exams and Propaedeuticum Exams at the spring meeting and offers Propaedeuticum Exam retakes at the fall meeting. IRSJA Review Committees meet with their candidates, including those on a Leave of Absence, at each fall meeting.

Candidates cover the costs for travel, lodging, meals, and training activities at the annual spring and fall meetings of the Society.

5. IRSJA Training Documents

Candidates will complete the IRSJA Training Transcript authorized by the IRSJA Training Committee each training year. The Training Transcript provides the candidate's Review Committee, the Local Training Seminar Coordinator, and the Training Committee a comprehensive and up-to-date record of the candidate's training. Every training year, each candidate completes the authorized Training Transcript. Each candidate responds to the emailed link to the authorized Training Transcript fillable pdf, signs, and, according to the

instructions, returns it electronically for signature(s). Each candidate maintains a paper copy of the transcript they sign and return electronically.

Candidates submit the annual IRSJA Training Transcript for the previous IRS Training Year (June 1 – May 31) to the Director of Training by July 15. Local Training Seminars may require an earlier due date.

Newly-admitted candidates submit their first Training Transcript at the end of the Training Year that follows their admission date. A newly admitted candidate may include hours after the date of their admission and before the beginning of the new Training Year in that initial post-admission Training Year Training Transcript.

Pre-Control candidates submit their transcript, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, confirmation of colloquium hours with an evaluative report, and a Personal Statement to the candidate's Local Training Seminar Coordinator (LTSC). The LTSC verifies that the information on the transcript is correct. The LTSC provides the Pre-Control Candidate's transcript and documentation to the IRSJA Director of Training, who provides all necessary documents to the Review Committee Chair.

Control/Diploma candidates who pass the Propaedeuticum exams in April provide their transcript for the year in which they passed, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, confirmation of colloquium hours/evaluations, and a Personal Statement to the candidate's Local Seminar Coordinator (LTSC). The LTSC verifies that the information on the transcript is correct. The LTSC provides the new Control/Diploma Candidate's transcript and documentation to the IRSJA Director of Training, who provides all necessary documents to the Review Committee Chair.

Once a candidate is in the Control/Diploma phase of training, the candidate provides their transcript, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, confirmation of colloquium hours/evaluations, and a Personal Statement to the IRSJA Director of Training (DOT). The Director of Training verifies the transcript and provides the documents to the Review Committee Coordinator and Diploma Exam Coordinator. The Diploma Exam Coordinator will use the verified training transcript as a resource document when Control/Diploma candidates discuss the formation of their Thesis and Cases committees.

Pre-Control candidates will provide their yearly Training Transcript and supporting documents to the Local Training Seminar Coordinator by the LTS due date.

Control/Diploma candidates will provide their yearly Training Transcript and supporting documents to the IRSJA Director of Training by July 15.

Candidates should not send their Training Transcript directly to their Review Committee.

The IRSJA Training Committee encourages candidates to maintain paper copies of every document related to their training.

IRSJA Training Transcript Instructions appear at Appendix D.

B. Pre-Control Stage

Pre-Control stage is the period between June 1 following admission to training by both a Local Training Seminar and the IRSJA. The Pre-control stage of training will last for at least 23 months (Twenty-three months is defined as June 1 of the first year of Pre-Control to the Spring IRSJA meeting or April 1 of the second year of Pre-Control.)

The IRSJA requires each Pre-Control Candidate to:

- Engage in ongoing personal analysis for a minimum of 40 analytic hours per year during training, of which a minimum of 20 hours are in-person. Once the minimum number of in-person hours is fulfilled (100), the candidate may opt to do any combination of in-person and telecommunication hours as agreed upon with the analyst.
- Participate in monthly Local Training Seminar meetings.
- Attend annual Local Training Seminar Review Committee meetings.
- Attend the annual fall meeting with their IRSJA Review Committee, even if on a Leave of Absence.
- Participate in spring and fall IRSJA meetings.
- Engage in 40 hours of individual case consultation per year with an IRSJA analyst. Hours may be in person or by telecommunication.
- Prepare theoretical papers and/or clinical case presentations as required by their Local Training Seminar.
- Demonstrate to the Local Training Seminar that they notify clients they are in training, discuss cases with analyst consultants, and obtain a release to use client material.
- Document 1,500 clinical experience hours or provide the specific requirements met while pursuing an academic degree.
- Pass the Propaedeuticum Exams.

1. Individual Case Consultation

Pre-Control candidates will engage in 40 hours of individual case consultation per year with an IRSJA analyst who has been certified for at least three years. Pre-Control candidates may not count colloquium hours or presentations as individual case consultation hours. Case consultation hours earned before passing the Propaedeuticum Exams and entering the Control/Diploma stage are not included in the 100 hours of individual case consultation required for graduation. Candidates must not seek individual case consultation from an

analyst who has an intimate personal relationship with their personal analyst. The required 40 hours per year may be in-person or by telecommunication. (Effective for Candidates admitted 2021 and after.)

2. Clinical Experience

Before taking the Propaedeuticum Exams, each candidate must demonstrate they have at least 1500 hours of clinical experience. IRSJA defines “hours of clinical experience” as all activities performed as part of a clinical placement conducted for patient care in either an inpatient or outpatient setting, not solely face-to-face patient hours. A candidate who enters training with a clinical license may use that license as evidence of 1500 hours of clinical experience.

A candidate who lacks 1500 hours of clinical experience will arrange to earn the 1500 hours of clinical work. The candidate will discuss the arrangements with their Local Training Seminar Committee and their IRSJA Review Committee. The candidate must submit a written request detailing their arrangements to the IRSJA Director of Training for consideration and approval.

After completion of 1500 hours of clinical experience, the candidate must submit a report from the sponsoring institution(s) or supervisor(s) that validates completion of the 1500 hours to the IRSJA Review Committee Coordinator by September 15 before the IRSJA fall meeting at which the candidate plans to discuss their intention to take the Propaedeuticum Exams with their Review Committee.

Before taking the Propaedeuticum Exams, each candidate must satisfy the legal requirements to practice psychotherapy with clients in the state, province, territory, or nation where their clients are located. The right to practice legally usually includes licensure or registration, except in a few locations that do not require licensure or registration. The candidate must provide evidence they have satisfied the legal right to practice before they sit the Propaedeuticum Exams.

3. Preparing for the Propaedeuticum Exams

A candidate who has completed at least 23 months in the Pre-Control stage is eligible to apply to take the Propaedeuticum Exams. (Twenty-three months is defined as June 1 of the first year of Pre-Control to the Spring IRSJA meeting or April 1 of the second year of Pre-Control.) The candidate discusses the decision to take these exams with their Local Seminar Committee and their IRSJA Review Committee. The candidate’s Local Seminar includes their impressions of the candidate’s readiness to take the exam and enter the Control/Diploma stage in their Annual Report on the candidate’s progress to the IRSJA Review Committee.

The IRSJA Training Committee confirms each candidate's eligibility to take the Propaedeuticum Exams. If a Local Training Seminar or an IRSJA Review Committee questions a candidate's claim of readiness to take the Propaedeuticum Exams and advance to the control/diploma stage of training, the IRSJA Training Committee makes the final decision on whether a candidate may sit the Propaedeuticum Exams, regardless of the candidate's eligibility and intention to do so.

Each candidate will ensure they have paid their fees and dues before sitting the Propaedeuticum Exams.

4. Propaedeuticum Exams

The IRSJA Propaedeuticum Exams center and ground each candidate's training process. They assess a candidate's basic knowledge of Jungian and depth psychological theory, the analytic capacity to integrate and apply the material in a clinical setting, as well as psychological readiness to enter the Control/Diploma stage of training.

Four oral exams and a written exam comprise the IRSJA Propaedeuticum Exams.

The four oral exams cover:

- History and Development of Analytical Psychology
- Complex and Psychopathology
- Dreams
- Archetypal material.

The written exam requires the candidate to answer three questions and interpret a dream.

While the Propaedeuticum Exams evaluate the candidate's theoretical knowledge, the exams also evaluate the candidate's capacity to be present interpersonally and to understand the way in which their psychology influences their clinical work and their experience of the examination process. Because the Propaedeuticum Exams hold such an important and often affectively charged place in the candidate's experience of training, the examination process takes on aspects of an initiation in which the passage of the exams also signals a crossing of the threshold into the Control/Diploma stage of candidacy.

Committees of three analysts examine candidates at the IRSJA spring meeting. The Chair of each exam committee presents the results of each day's exams to the Training Committee and the entire group of Propaedeuticum examiners. Each analyst recuses themselves from a report on their analysis. After reporting results to the Training Committee, the exam committees meet individually with each candidate to give them feedback on their exam process and results. A candidate who passes all five exams moves into the Control/Diploma stage of training. A candidate who fails an exam has an opportunity to retake an exam in the following fall or spring. (See section 5. Retaking Exams below.)

a. History and Development Exam

The History and Development Exam covers the history and evolution of Jungian theory. Examiners ask questions about major Jungian theoretical concepts and terms, psychic structure, and the dynamics and manifestations of Jungian concepts in clinical practice and everyday life. Examiners expect the candidate to demonstrate some knowledge of the differences and similarities between analytical psychology and Freudian psychology, along with some understanding of contemporary analytic theory.

b. Complex and Psychopathology Exam

The Complex and Psychopathology Exam asks the candidate to demonstrate an understanding of complex theory, its development, and functions and be conversant with how they use complex theory in their clinical work. Examiners expect the candidate to be familiar with personal and cultural complexes, how they develop, and how they function in personal and collective psychology. Examiners expect the candidate to describe how DSM diagnoses may be understood analytically and use Jungian and post-Jungian language to describe psychological processes. The candidate should demonstrate an understanding of how disruptions in developmental processes can result in the emergence of psychopathology.

c. Dream Exam

The Dream Exam evaluates the candidate's knowledge of Jungian dream theory and its application in a clinical setting. During the first half of the exam, examiners ask questions that apply to dream theory in general. In the second half of the exam, the examiners give the candidate a dream to interpret (without information on the dreamer). The candidate demonstrates their ability to work symbolically, conceptualize themes, and demonstrate how they might work with the dream in session with a client.

d. Archetypal Exam

The Archetypal Exam evaluates the candidate's knowledge of archetypal theory and their familiarity with archetypal material from world mythology, religions, tales, stories, and alchemy. In preparation for this exam, candidates select four samples of archetypal material: a myth, a tale, an alchemical image (picture), and a religious image (picture).

Twelve weeks before the Propaedeuticum Exams, the Propaedeuticum Exam Coordinator mails the Archetypal Exam instructions to the candidate. Eight weeks before the Propaedeuticum Exams, the candidate submits their written examples and images to the Propaedeuticum Exam Coordinator, who makes the exam available to the examiners. During the exam, the candidate demonstrates their ability to discuss

archetypal materials from an in-depth psychological perspective and apply them to clinical and personal experiences.

e. Written Exam

The Written Exam is a blinded exam. Analysts do not know who they are examining. The candidate does not know who their examiners are until the Written Exam feedback. The Written Exam is an open-book essay exam consisting of theoretical questions and a dream. The Propaedeuticum Exam Coordinator sends the Written Exam instructions to the candidate exactly eleven weeks before the Propaedeuticum Exams. The Propaedeuticum Exam Coordinator sends the Written Exam questions and dreams to the candidate exactly eight weeks before the date of the Propaedeuticum Exams. The candidate has three weeks to complete the Written Exam. The candidate answers three of four theoretical questions and writes an interpretation of the dream. Exactly five weeks before the Propaedeuticum Exams, the candidate submits the completed Written Exam to the Propaedeuticum Exam Coordinator, who removes the candidate's name to blind the exam.

Written Exam committee members assess a candidate's general knowledge of Jungian theory and related depth psychologies, ability to articulate what they think and feel, ability to give specific responses, and ability to integrate clinical experiences. Although the examiners do not evaluate the candidate's writing skills, they consider clarity of expression, creative use of words and imagery, and how the candidate organizes and focuses their answers. The Written Exam Committee provides feedback to candidates on the last day of the Propaedeuticum Exams at the IRSJA spring meeting.

5. Retaking Exams

A candidate who fails one oral exam and/or the written exam may take those exams again at the next fall meeting. If the candidate fails more than one oral exam, they may take those oral exams again at the following spring meeting. A candidate does not have to retake any exam they have passed.

If a candidate fails the same Propaedeuticum Exam more than three times, the Training Committee will call a meeting with the candidate to determine available options.

6. Advancement

A candidate advances to the Control/Diploma stage of training after successfully completing the Propaedeuticum Exams, and the Director of Training reports exam results to the Society at the spring meeting.

C. Control/Diploma Stage

Control/Diploma stage is the time between successfully completing the Propaedeuticum exams and graduation. The Control/Diploma stage of training lasts for at least two years.

The IRSJA requires each Control/Diploma Candidate to:

- Engage in ongoing personal analysis for a minimum of 40 analytic hours per year during training. Once the minimum number of in-person hours is fulfilled (100), the candidate may opt to do any combination of in-person and telecommunication hours as agreed upon with the analyst.
- Meet with Local Training Faculty, at the discretion of the Local Seminar.
- Attend the annual fall meeting with their IRSJA Review Committee, even if on a Leave of Absence.
- Participate in spring and fall IRSJA meetings.
- Engage in an average of 2-3 hours of individual case consultation per month with an IRSJA analyst. The Control/Diploma candidate must participate in 50 in-person hours of control/diploma individual case consultation. Once the Control/Diploma candidate has completed 50 hours of in-person individual case consultation, the candidate may opt to do any combination of in-person hours and telecommunication hours as agreed upon with the case consultant at a minimum of two hours per month.
- Participate in control colloquia for a minimum of 60 hours per year.
- Prepare three cases for examination.
- Write a thesis for examination.
- Pass the Cases Exam.
- Pass the Thesis Exam.

1. Individual Case Consultation and Case Colloquium

Individual Case Consultation

During the Control/Diploma stage, the candidate conducts therapeutic analysis with analysands while engaging in case consultation with an IRSJA senior analyst. Control/Diploma candidates must accrue at least 100 hours of individual case consultation with an IRSJA analyst, of which 50 hours must be in-person hours. Once the candidate has completed 50 in-person hours, the candidate may opt to engage in any combination of in-person hours and telecommunication hours as agreed upon with the Individual case consultant, at a minimum of two hours per month.

As the Control/Diploma candidate engages in individual case consultation in order to accrue the total 100 hours of individual case consultation (50 hours, which must be in-person), the candidate must also attend to the requirements for individual case consultation on three cases. The Control/Diploma candidate will engage in 50 hours of individual case consultation with one analyst case consultant on a first case (25 hours must be in person.) The Control/Diploma

candidate will engage in at least 20 hours of individual case consultation with one or more analysts on a second case, (10 hours must be in-person). The Control/Diploma candidate will engage in any number of individual case consultation hours of their choice with one or more analyst individual case consultants on a third case (half of the hours must in-person.)

Analysts offering individual case consultations will verify the number of face-to-face and teleconference hours in an evaluative report of the Control/Diploma candidate's development of analytic capacity and progress. Candidates may prompt their individual case consultants to submit evaluations of their Control/Diploma stage work to the IRSJA Director of Training in August, before the IRSJA Fall meeting. The candidate will record the individual case consultation hours on the IRSJA Training Year Transcript.

Case Colloquium Consultation

Case colloquia provide a forum for presentation and discussion of ongoing cases from the practices of Control/Diploma candidates. Colloquium participants explore current and emerging clinical challenges and promote the vitality and potential of Jungian analysis within the analytic setting.

A case colloquium consists of an IRSJA senior analyst and a minimum of three candidate participants. In situations where three candidates are unavailable, the colloquium leader may include mental health professionals from other disciplines. Control/Diploma candidates may join a case colloquium with the agreement of the IRSJA analyst supervising the colloquium. Candidates are free to seek out case colloquia without going through a formal process.

Control/Diploma candidates must attend IRSJA case colloquia regularly and accrue a minimum of 60 hours of case colloquia hours per analytic training year, 12 hours of which they may accrue at the IRSJA annual meetings. If a candidate is unable to meet this requirement, the deficit is to be made up the next analytic training year, in addition to the required 60 hours of case colloquia during that analytic training year.

Individual Case Consultation and Case Colloquium Guidance

IRSJA allows 15 hours of a Control/Diploma candidate's presentations at a case colloquium to count toward the total 100 hours of individual case consultation that are required for graduation in the following situation:

Control/Diploma candidates may count case presentation hours in a colloquium at a 2:1 ratio, e.g., if a Control/Diploma candidate presents for four hours, the Control/Diploma candidate may claim two hours of individual case consultation, up to a maximum of 15 case consultation hours.

Diploma/Control candidates may count whole colloquium hours (not a ratio) toward the annual requirement of control colloquium hours. They may also count half of those same

presentation hours (a 2:1 ratio) as individual control case consultation hours, up to a maximum of 15 individual case consultation hours.

A Control/Diploma candidate who seeks to engage in individual control case consultation or a case colloquium with a non-IRSJA analyst will discuss their request with their IRSJA Review Committee. The decision is subject to approval by the Review Committee and the IRSJA Director of Training.

An analyst who leads a colloquium with Control/Diploma candidates will write a yearly report on each Control/Diploma candidate's work that verifies the candidate's number of hours of case colloquium, the number of hours of case colloquium presentation (at a 2:1 ratio), as well as an evaluation of the candidate's work with analysts. The colloquium leader submits the report to the Director of Training.

An analyst who conducts individual case consultation with Control/Diploma candidates will write a yearly report on each Control/Diploma candidate's work that verifies the candidate's number of hours of individual case consultation hours, the number of hours by teleconference, as well as an evaluation of the candidate's work with analysts. The individual case consultant submits the report to the Director of Training.

2. Diploma Exams

Each Control/Diploma candidate, in coordination with the Diploma Exam Coordinator of the IRSJA Training Committee, establishes two separate Diploma Exam Committees: Cases and Thesis. A candidate may elect, after consultation with their Diploma Exam and Review Committees, to take the exams at the same time or separately.

The Control/Diploma candidate discusses the formation of their Cases and Thesis Diploma Exam Committees with their Review Committee at the fall meeting 18 months before the spring meeting at which the candidate plans to sit the Diploma Exams. The candidate selects the chair of the Cases Committee. The Training Committee selects two additional members. The candidate chooses a thesis topic, the chair of their Thesis Committee, and one committee member. The Training Committee assigns one additional member. Candidates must inform the IRSJA Director of Training of their choices for Diploma Exam Committees and their thesis title at or shortly after that fall meeting.

A candidate may choose an analyst or other professional outside of the IRSJA for their Thesis Committee. The candidate will discuss any exceptions to the requirement that examiners must be members of IRSJA with the Diploma Exam Committee Chair and the Diploma Exam Coordinator, who will present the candidate's request to the IRSJA Training Committee for a decision. The candidate will address travel and communication expenses with the non-IRSJA analyst or other examiner.

The candidate needs to work closely with their Diploma Exam Committees as their written work develops. Prior to the submission of written drafts, the candidate works directly with each Diploma Exam Committee Chair, who gives the candidate written feedback from the other committee members. Occasionally, the Chair may suggest that the candidate seek feedback from individual committee members. The candidate must implement the Committee's suggested changes before being allowed to sit a Diploma Exam.

When presenting clinical material in the Cases Exam and Thesis Exam, candidates must take special precautions to protect the identity of analysands.

The Diploma Exams consist of an oral defense of the Thesis and the Case reports. The Diploma Exams are an opportunity for an intellectual and psychological demonstration of the candidate's integration of the fundamental aspects of analytical psychology and the development of analytic capacity to work as a Jungian analyst. The Diploma Exams are a collegial discussion of the candidate's written work, its psychological meaning for the candidate, and its implications for the field of analytical psychology. The candidate must be able to range widely in the exam discussion, in and out of the written work, with respect to its applicability and importance to clinical practice, Jungian theory, personality, and the development of analytic capacity.

A Control/Diploma Candidate may apply to sit the Diploma Exams after:

- Consultation with their Diploma Exam Committees and their Review Committee.
- Completion of a minimum of 300 hours of personal analysis with an IAAP analyst (a minimum of 100 hours must be with a member of the IRSJA).
- Completion of a minimum of 200 hours of individual personal analysis between admission and sitting for Diploma examinations.
- Completion of a minimum of two years of control work.
- Fulfillment of the required 100 hours of case consultation, which will include 50 hours of case consultation (50% of which may be by telecommunication) with one case consultant on one case and at least 20 hours of consultation (50% of which may be by telecommunication) on one additional case.

After consulting with their Diploma Exam and Review Committee, candidates may choose to take the exams concurrently or separately.

Cases and Thesis examiners evaluate the candidate's capacity to:

- Apply theoretical knowledge to the dynamics of analytical situations.
- Work with symbolic material in dreams, fantasies, pictures, and representations of unconscious contents.
- Deal appropriately with transference and countertransference phenomena.
- Write a thesis that contributes to the body of knowledge of analytical psychology.

- Relate their written work to clinical practice, personality development, and Jungian and post-Jungian theory.

A candidate may fail to pass the Diploma Exams even though the candidate may have written satisfactory or even excellent case reports and thesis, If the candidate was not able to demonstrate intellectual and psychological understanding, integration of the fundamental aspects of Jungian Psychology, and analytic capacity to the satisfaction of the examiners. If necessary, the candidate may apply at the fall meeting to re-sit the Diploma Exam(s) again in the spring.

The candidate's Local Training Seminar, IRSJA Review Committee, and Diploma Exam Committees must coordinate and stay in communication during the final stage of the candidate's training.

A candidate may choose an analyst or other professional outside of the IRSJA for their Thesis Committee if approved by their Thesis Committee chair and the Thesis committee. The candidate will be responsible for travel and communication expenses for the non-IRSJA analyst or other examiner.

The candidate must remit all required fees and dues prior to sitting the Diploma Examinations.

a. Written Case Reports

Control/Diploma candidates must present three written cases of analyses they worked with while under individual case control. Ideally, the clients will differ from each other in gender, sexual orientation, race, and/or religion. The candidate will write each case report within the required page length, have one-inch margins, and be double-spaced with 12-point font.

In the first case report, the candidate will describe the work with a client in analysis for a minimum of 100 face-to-face hours over at least one year. The candidate will engage in regular case consultation of the first case with the same case consultant for at least 50 hours, 50% of which may be by telecommunication. The candidate will write a case report 25-35 pages long, with a maximum of 50 pages.

In the second case report, the candidate will describe the work with a client in analysis for at least 20 face-to-face hours. The candidate will engage in case consultation of the second case with multiple individual case consultants for a total of 20 hours, 50% of which may be by telecommunication. The candidate will write a case report 25-35 pages long, with a maximum of 50 pages.

In the third case report, the candidate will describe a case of particular interest or challenge to the candidate or one that the candidate deems to have been a failure in some way. For the third case, the candidate determines the number of client analysis hours and case

consultation hours. The candidate will write a case report 10-15 pages long, with a maximum of 15 pages.

Candidates must document, on the first and all subsequent drafts of each case report, the number of case consultation hours for each case, with the number of the face-to-face and telecommunication consultation hours.

The candidate will submit the first draft of the cases to the Case Committee by September 1st of the year before the candidate wishes to sit the Cases Exam. Following the submission of the draft reports, the candidate will meet with their Cases Committee at the fall IRSJA meeting. In the event that no committee members are present at the fall meeting, the Case Committee chair and the candidate will coordinate a Zoom or Skype conference during the fall conference, whenever possible.

After the Cases Committee discusses the candidate's draft with the candidate at the fall meeting, the chair of the Cases Committee writes a summary of the committee's feedback. By November 15, the chair of the Cases Committee submits a summary of the feedback to the Candidate and the IRSJA Director of Training.

At least two Cases Committee members must approve the Candidate's case reports before the candidate may sit the Cases Exam. By February 1, the Cases Committee chair will send written approval to the candidate and IRSJA Director of Training. April 1 is the deadline for the candidate to provide a final draft of the case reports to the Case Committee members. Cases Committee acceptance of the written cases for examination does not assure the candidate will pass the oral exam. Cases Committees should not approve a candidate's written work unless they consider it adequate for the candidate to sit the Cases Exam.

One case report model is:

- Presenting Problem
- Background/History
- Treatment History
- Psychic Structure
- Transference/Countertransference Dynamics
- Course of Analysis
- Archetypal patterns or images where appropriate
- Concluding Remarks
- Bibliography

The Cases Committee may require a different case report model. The Training Committee suggests a bibliography in APA style or the style in which the candidate may submit their thesis with case examples for publication.

b. Thesis

The Control/Diploma candidate will write and present a thesis on an aspect of Analytical Psychology. The candidate may write a thesis between 75 to 125 pages long (one-inch margins, double-spaced, 12-point font). The thesis will include:

- A clear statement of the work's hypothesis, argument, or intention (i.e., why the work is being undertaken, how it is significant, and what is to be proved or demonstrated by the thesis).
- Adequate development of the thesis concerning Jungian theory and Jungian psychology in general.
- Demonstrated familiarity with relevant literature and knowledge of how the topic has been handled previously.
- A clear delineation of conclusions and results.
- Implications of the work for clinical application, future research, and Jungian psychology in general.
- A summary, footnotes, and bibliography.

The Training Committee suggests a bibliography in APA style or the style in which the candidate may submit their thesis for publication.

The Control/Diploma candidate will submit the first draft of the thesis to their Thesis Committee by September 1st of the year before the candidate wishes to sit the Thesis Exam. The candidate will meet with their Thesis Committee at the fall IRSJA meeting following the submission of the draft of the thesis. In the event that no committee members are present at the fall meeting, the Thesis Committee chair and the candidate coordinate a Zoom or Skype conference.

After the Thesis Committee discusses the candidate's draft with the candidate at the fall meeting, the chair of the Thesis Committee writes a summary of the committee's feedback. By November 15, the chair of the Thesis Committee submits a summary to the Candidate and the IRSJA Director of Training.

At least two Thesis Committee members must approve the Candidate's thesis before the candidate may sit the Thesis Exam. By February 1, the Thesis Committee chair will send written approval to the candidate and IRSJA Director of Training. April 1 is the deadline for the candidate to provide a final draft of the thesis to the Thesis Committee members. A candidate's Thesis Committee acceptance of the thesis for examination does not assure the candidate will pass the oral exam. Thesis Committees should not approve a candidate's written work unless they consider it adequate for the candidate to sit the Thesis Exam.

In some circumstances, the candidate's Thesis Committee may recommend that the candidate obtain help editing their thesis. The candidate will propose an editor who is

not an analyst to their Thesis Committee. When the Thesis Exam Committee approves the candidate's choice of editors, the candidate may proceed with their choice of editor. The candidate will pay the expenses of the outside editor.

3. Graduation

A Control/Diploma candidate graduates after successfully completing the requirements for personal analysis, case consultation hours, case colloquia hours, the Diploma Exams, and the recommendation of the Cases and Thesis Committees. The IRSJA grants diplomas and celebrates graduates at the spring meeting Saturday evening banquet, when graduates are welcomed into the Society.

Candidates who are eligible for graduation submit an updated transcript to the IRSJA Director of Training by March 15, prior to the Spring meeting, to document that they have completed all the hours required for training.

Upon graduation, new graduates will submit a copy of their thesis to the IRSJA Archivist at the C.G. Jung Educational Center, Houston, TX. The graduate may contact the Diploma Exam Coordinator of the IRSJA Training Committee or read the IRSJA Photo Directory regarding how to send their contribution to the knowledge of Jungian psychology to the IRSJA archives.

4. Diploma and Certification

The IRSJA grants a Diploma in Analytical Psychology after the affirmative recommendation of the Control/Diploma candidate's Cases and Thesis Committees.

A candidate who plans to graduate at the IRSJA spring meeting must apply for membership in the IRSJA by sending a letter of intent to the IRSJA Director of Training prior to the Spring meeting. Upon acceptance into the membership of the IRSJA, the graduate automatically becomes a member of IAAP.

IV. GENERAL TRAINING INFORMATION

A. Dues and Fees

1. Annual Dues

Candidates pay their annual dues to the IRSJA Treasurer by February 1. The Treasurer will assess late fees after February 1. Applicants admitted to the training program at the spring meeting pay dues for half a year. In the event that a candidate has financial hardship, the candidate may formulate a payment plan with the Treasurer. The candidate must negotiate the payment plan within three months of the February 1 due date, or no later than May 1. By May 1, either the candidate must pay their dues in full, plus assessed late fees, or a payment plan must be in place. If the candidate has not paid their dues, plus late fees, or negotiated a payment plan, the Treasurer will inform the IRSJA Director of Training, who will notify the candidate that his/her candidacy in IRSJA is suspended until all delinquent dues and fees are paid. IRSJA will not count toward graduation requirements, any hours of analysis, case consultation, or case colloquium the candidate accrues while the candidate is on suspension.

2. Seminar Tuition

Each Local Training Seminar sets its seminar tuition. Candidates pay fees for seminar tuition to their Local Training Seminar. For planning purposes, Candidates should know the Local Training Seminar tuition fees for the PreControl stage and the Control/Diploma stage.

3. Analysis/Case Consultation Fees

Candidates pay fees for analysis directly to the analyst(s). Candidates pay fees for individual case consultation directly to the consulting analyst(s).

4. Examination Fees

Candidates must pay Propaedeuticum and Diploma examination fees to the IRSJA treasurer by March 15. Exam fees are not refundable after April 1. Candidates retaking Propaedeuticum exams pay a fee for each exam.

To sit for an exam, candidates must have paid dues and fees in full. For information about specific IRSJA fees, see Appendix C, "IRSJA Candidate Dues and Fees".

B. Candidate Transfers between Seminars

Local Training Seminars evaluate Pre-Control candidates. IRSJA evaluates Control/Diploma candidates. Candidates must stay affiliated with a Local Training Seminar throughout their training. The Local Training Seminar to which the candidate seeks to transfer must evaluate the candidate, discuss their request, and make a decision about their request. The candidate must also meet with their IRSJA Review Committee to discuss the reasons for requesting a change. If there is agreement among all parties, the new Local Training Seminar will write a letter of acceptance to

the IRSJA Director of Training and the candidate's Review Committee will send a letter of approval to the IRSJA Director of Training.

C. Telecommunications Policy

Candidates will count analysis hours, individual case consultation hours, and colloquium hours as directed in this Training Manual. Candidates may count telecommunication hours in the percentages recorded in this Manual. Candidates may count all hours during the COVID pandemic, from March 1, 2020 through May 31, 2022 as in-person hours.

1. IRSJA Telecommunications Policy

The standard of care for assessing whether analysis or control work using telecommunications technology is appropriate is:

- A. The analyst must assess the candidate's ego strength, capacity for reflection, and impulse control to determine whether the use of telecommunications technology would be appropriate.
- B. A face-to-face therapeutic relationship must be established before beginning telecommunications work, including enough face-to-face contact to establish trust and a good working relationship.

2. Percentage of Telecommunication Hours

- A. Pre-Control and Control/Diploma training candidates are required to be in analysis throughout the course of training. The requirements are:
 1. A minimum of 300 analytic hours with an IAAP member is required for graduation from the IRSJA.
 2. 200 individual analytic hours are required between admission and sitting for Diploma examinations. A minimum of 100 of the required hours must be in-person, and a minimum of 100 of the required 200 hours must be with an IRSJA analyst. A minimum of 40 analytic hours per year is required throughout training. Once the minimum number of in-person hours is fulfilled (100), the candidate may opt to do any combination of in-person and telecommunication hours as agreed upon with the analyst.
- B. Control/Diploma training candidates are required to have at least 100 hours of case consultation. IRSJA recommends a frequency of two to three hours per month with an IRSJA analyst. Control/Diploma candidates must have at least 100 hours of case consultation with an IRSJA analyst. A minimum of 50 in-person hours of control/diploma case consultation must be performed. Once the 50 in-person hours have been completed, the candidate may opt to do any combination of in-person hours and telecommunication hours as agreed upon with the consultant at a minimum of two hours per month.

Fulfillment of the required 100 hours of case consultation, which shall include 50 hours of case consultation (25 hours of which must be in-person) with one case consultant on one case, and at least 20 hours of consultation (10 hours of which must be in-person) on one additional case.

- C. Analytic hours required for graduation may be performed using telecommunications technology after waivers have been signed by both candidate and analyst and filed with the IRSJA Director of Training.
- D. Waiver forms are available on the IRSJA website at Member Resources>Training>Candidate Training Forms OR Member Resources>Training>Analyst Forms.
- E. By signing the waiver, the analyst and candidate indemnify and hold the Society harmless of and from any claims resulting from the decision to utilize telecommunications technology.

3 Legal Requirements

- A. Analysts and candidates may use telecommunications technology in accordance with this policy only insofar as analysis or consultation by telecommunications technology is legally authorized in both the analyst's and candidate's jurisdictions under all applicable regulations, including licensure requirements, and performed strictly in accordance with such regulations.
- B. Responsibility for determining the legality of such work rests with both the candidate and the analyst providing the consultation or analysis.

D. Leave of Absence

A candidate may request a leave from training if there are compelling circumstances. The candidate must discuss taking a leave with the chair of their IRSJA Review Committee and their Local Training Seminar. If, when requesting the leave, the candidate is in Control/Diploma stage and actively preparing for either or both Diploma Exams, the candidate must also talk to the chairs of those exam committees.

The candidate sends a written request for a leave of absence, including their reasons for the request, to their Local Training Seminar Coordinator, their IRSJA Review Committee Chair, and the IRSJA Director of Training. The Local Training Seminar Coordinator and the IRSJA Review Committee Chair discuss the request, communicate with the candidate, and jointly send a written report concerning the candidate's request to each other, the candidate, and the IRSJA Director of Training.

Based on the candidate's circumstances, their IRSJA Review Committee, in consultation with the candidate's Local Training Seminar, may or may not modify the following training requirements:

- Attendance at seminars
- Attendance at fall and spring meetings of the Society
- Continuation of analysis
- Continuation of case consultation

IRSJA encourages a candidate on a Leave of Absence to continue personal analysis and Individual case consultation while on leave. A candidate on a leave of absence may count analysis and individual case consultation hours accrued while on leave for the first year of leave only. The candidate may not count analysis or individual case consultation hours toward graduation requirements for any subsequent leaves over the course of training.

A candidate on a leave of absence will pay IRSJA \$250.00 per year during the leave.

A candidate who has been on a leave of absence and who plans to take one or more exams needs to resume full training activities by September, before the spring meeting at which they intend to take the exam or exams.

After the end of the Training Year (May 31), a candidate on leave files a transcript and personal statement with supporting documents. The candidate must attend the annual meetings with their Local Training Seminar and their IRSJA Review Committee. At the discretion of the Local Training Seminar or the IRSJA Review Committee, the candidate may meet with their committees by Zoom or telephone instead of in-person.

After each year of leave, the candidate's Local Training Seminar and IRSJA Review Committee will write an annual report that reviews the candidate's current circumstances and intention to return to training.

Each leave lasts one year. A candidate may request up to four consecutive leaves. If the initial leave request is for less than one training year, IRSJA will consider it a one-training-year leave. After the fourth leave, the candidate will either return to full training activities or resign from the program.

E. Candidate Waiver

Upon acceptance into training, each candidate must sign the Candidate Waiver (Appendix B) acknowledging their understanding that their practice of Jungian analysis must not violate any law relating to the practice of psychology, psychotherapy, psychiatry, counseling, or any other mental health profession in the states in which they practice.

F. Conflict Resolution

Between Analysts and Candidates

When a conflict arises between or among analyst(s) and/or candidate(s) participating in a candidate's training, the analysts and candidates will contain the conflict within their relationships and manage the conflict in ongoing, professional, collegial conversations. Following discussions with all those concerned, the candidate and/or one or more of the other participants in the candidate's training may bring, in writing, a conflict that they cannot resolve satisfactorily to the Training Committee. The Training Committee will meet with the candidate and anyone else involved in the conflict at the next meeting of the Society and make a recommendation for resolution.

Review Committee

The candidate's Review Committee and the Local Training Seminar will forward their recommendations to the Training Committee for review and approval by the Society. If there is disagreement between the candidate's Review Committee and the Local Training Seminar, as a first step, the Director of Training will convene a meeting of the Review Committee and any Local Training Seminar members present at the fall meeting. To resolve the issue. If the candidate's Review Committee and Local Training Seminar representatives cannot resolve the issue with the Director of Training, they may arrange to meet with the IRSJA Training Committee as a whole. If the Society approves the Director of Training report of the Training Committee's decision at the ISJA Business meeting, the Society affirms the Training Committee's decision.

G. Termination

The IRSJA reserves the right to request a candidate to leave the training program at any stage of the candidate's training. Neither a candidate's acceptance into the training program nor their passage from one stage of training to another guarantees completion of the program or a diploma.

The Training Committee considers termination only after consultation with a candidate's Local Training Seminar Coordinator and Review Committee Chair. Following the consultation, the Training Committee meets with the candidate to discuss the identified issues and, if warranted, to establish a probationary plan. The Training Committee will require the candidate to propose a probationary plan that includes written terms for remediation by a specified completion date. The Training Committee may add stipulations to the candidate's proposal. During the probationary period, the candidate may not sit for any Propaedeuticum Exams or Diploma Exams. The Training Committee will inform the candidate in writing that failure to complete the remediation plan satisfactorily within the specified completion time frame will result in termination.

At the IRSJA meeting immediately following the specified completion date, the Training Committee will meet with the candidate. At the meeting, the Training Committee will determine whether the candidate has satisfactorily completed the remediation plan. If the candidate has satisfactorily completed the remediation plan, the candidate will return to training in good standing. If, however, the Training Committee concludes that the candidate has not successfully completed the remediation plan, the Training Committee will offer the candidate the opportunity to resign. If the candidate chooses not to resign, the Training Committee will terminate the candidate from training immediately. The decision of the Training Committee is final.

Grounds for termination are, solely, or in combination:

- Failure to comply with the training requirements set out in this manual for each stage of training.
- Non-payment of dues.
- Repeated failure of Propaedeuticum Exams.
- Repeated lack of readiness to sit Diploma Exams.
- Violation of IRSJA Code of Ethics.
- A consistently negative evaluation by the candidate's evaluating bodies (Review Committee, Local Training Seminar, Exam Chair).
- Other extraordinary circumstances, as determined by the Training Committee in consultation with the candidate's Local Training Seminar, Review Committee and, if applicable, the candidate's Diploma Exam Committee Chair or Chairs.

H. Modification of Training Requirements

The Training Committee must approve any modification in this manual for an individual candidate. A candidate who seeks a modification will submit a formal, written request to the Training Committee. The Training Committee will discuss the request with the candidate's Local Training Seminar and IRSJA Review Committee. Following the discussions, the Training Committee will decide on the requested modification. The IRSJA Director of Training will communicate the decision, in writing, to the candidate, their Local Training Seminar, and their IRSJA Review Committee.

I. Applicable Policies

This Training Manual applies to every candidate in training, faculty, IRSJA Committees that engage in training, and Society members.

V. DUAL RELATIONSHIPS

When a candidate and an analyst, or two analysts, have a significant pre-existing and/or ongoing association of some duration, that association creates a dual relationship. An analyst/analysand, supervisor/candidate, Local Training Seminar Coordinator/candidate, IRSJA Committee member/candidate, or analysts with close personal relations may identify a dual relationship. IRSJA attempts to avoid dual relationships because they create conflicts of interest. The most common dual relationship occurs when an analyst is in more than one evaluative role with a candidate. Any person who identifies a possible dual relationship not listed above may raise their concern for a decision to their (Local Training Seminar Coordinator, Review/Examination Committee Chair, IRSJA Director of Training) when there is a question or concern.

Training Committee members will inquire, maintain a log of conflicts, and prior to Exams, update dual relationships/conflicts of interest in order to avoid them. The IRSJA Training Committee will attempt to prevent a dual relationship/conflict of interests by checking with candidates first and examiners second before Exams.

A. Personal Analyst

To protect the privacy of the analytic relationship, the candidate's personal analyst(s) will recuse themselves from any evaluative aspect of the candidate's training. (Outdated) will have no input into an applicant's application to the IRSJA training program other than to report the number of analytical hours. The personal analyst may not function as a case consultant of an analysand and may not make recommendations about decisions of Local Training Seminars, IRSJA Review Committees, the IRSJA Training Committee nor the Society about their analysands. The personal analyst may teach seminars where their analysands are present. However, either within the Local Training Seminar or the Society meetings, they may not lead a case colloquium or serve on any evaluative decision-making role that includes an analysand. Personal analysts may not make recommendations regarding the vote or the decision of committees, Local Training Seminars, or the IRSJA regarding their analysands.

An analyst/analysand relationship is an ongoing analytic relationship of some duration. A single or preliminary consultation does not necessarily establish an analytic relationship that precludes the analyst from participating in training decisions.

B. Exams

When there is a question of a dual relationship, the analyst must recuse themselves from the examination. When an IRSJA Training Committee member or a candidate asks an analyst to serve on an exam, the analyst will recuse if there is a dual relationship. Review Committee analysts may not examine a candidate whom their Committee evaluates. If a candidate identifies a dual relationship as they enter an exam, they will raise the issue before the exam begins.

C. Teaching

Candidates learn best when they engage with an analyst mentor (seminar leader, individual case consultant, case colloquia leader) over a period of time. Faculty members and candidates will identify potential dual relationships before a seminar or case colloquia to avoid conflicts. When an analyst/candidate dyad concludes that a candidate's participation in a seminar or case colloquium would be neutral, possibly valuable, and not necessarily detrimental to the analytic process, the candidate may participate. The analyst with a dual relationship will validate the candidate's participation hours and recuse from evaluating the candidate.

Local Training Seminars can avoid problems with dual relationships when the seminar has an ample number of teaching analysts. The smaller the Local Training Seminar's teaching faculty, the harder it is to avoid difficulties.

D. Personal Relationships

Dual relationships may arise when analysts have an intimate personal relationship and are involved in training candidates. When one's significant other is a candidate's analyst, supervisor, or teacher, a complex set of transferences onto the other partner or upon the candidate may constellate. One analyst partner in an intimate relationship with another analyst partner must not review, examine, supervise, or evaluate a candidate when their partner is the candidate's analyst.

E. Enmity

When animosity arises between analysts who are training a candidate, they will exert every effort to bridge their differences. If analysts with animosity for each other are in primary training functions (Review Committee, Exam Committee, Consultant) or any other evaluative function of a candidate, they should recuse themselves from that candidate's training.

F. General

Analysts and candidates will adhere to the dual relationship policies of their professional associations, licensing boards, and the IRSJA Code of Ethics.

VI. FACULTY GUIDELINES

A. IRSJA Training

The IRSJA founders organized the Society to train future analysts. IRSJA analyst members are graduates of diverse training institutes from around the world, including IRSJA. Our inherent diversity allows the IRSJA to offer candidates a broad and rich analytic training experience sensitive to diversity issues. Members of the Society participate in training activities as members and teachers in Local Training Seminars, the IRSJA Training Committee, Review Committees, Propaedeuticum Exam Committees, and Diploma Exam Committees. The IRSJA defines a “senior analyst” as an analyst who has been certified for at least five years.

The IRSJA attends closely to the training environment, the content of training, and feedback to candidates. The IRSJA Training Committee strives to secure a container for the alchemical interactions between analysts and candidates actively engaging in analysis and training. The Society provides a secure vessel for the training process by supporting the clarification of roles and responsibilities, collaboration, and communication among Local Training Seminars, IRSJA Review Committees, Propaedeuticum Examination Committees, and Final Examination Committees.

Analysts who examine, consult, or evaluate candidates write descriptive feedback for each candidate that identifies the candidate’s acquisition and ability to demonstrate an understanding and the application of the core concepts of analytical psychology with their clients. Review Committee analysts who support the progression of candidates throughout their training process write descriptive feedback for each candidate that documents the candidate’s development as an analyst-to-be. Local Training Seminar committees and IRSJA Exam and Review committees meet to discuss each candidate’s performance on exams and their development of analytic capacity, then write a report to the candidate and the Director of Training.

B. IRSJA Training Committees

IRSJA analysts contribute to the training process by actively serving on committees. Analyst service is a cornerstone of the IRSJA training process. Analysts who accept an appointment to a committee will serve on that committee as long as possible in order to maintain the continuity of a candidate’s training experience. Analysts involved in direct contact with candidates in the training program will be aware of relationships between analysts and candidates and will be respectful in all their interactions with candidates.

C. Admissions Committee

The Society elects nine Admissions Committee members (eight members and the Director of Admissions). At least four Admissions Committee members (including the Director) are senior analysts. Members serve terms of two years. Members may serve more than one consecutive term. If the Admissions Committee approves more than 12 applicants for interviews in a given year, or if elected members cannot attend the meeting, the Director of Admissions may appoint additional members.

The Admissions Committee meets once each spring. The Local Training Seminars recommend applicants to the IRSJA Admissions Committee, which interviews, observes, evaluates, and selects individuals to train as IRSJA candidates.

The Director of Admissions will:

- Receive and respond to inquiries about IRSJA admissions.
- Appoints substitutes or additional Admissions Committee members.
- Receive applications, check for completeness, and distribute to Admissions Committee members.
- Send a list of applicants with their contact information to the IRSJA Treasurer, who invoices each applicant for their application fee.
- Schedule applicant Admissions Committee interviews.
- Organize and run Admissions Committee meetings to a) appoint interview committees, b) create an interview schedule, copy and distribute it to committee members and applicants, c) orient committee members prior to the interviews, d) orient applicants prior to interviews, e) chair committee's deliberations following the interviews, and f) arrange feedback to applicants at the end of each day of interviews, present the Admissions Committee report at Society business meetings, and submit a copy of the report to the IRSJA Secretary for the Society minutes.
- Write and send each applicant an official letter that notifies them of the interview results.
- Send a copy of each applicant's letter to the Local Training Seminar Coordinator and Review Committee Chair.
- Announce new candidates at the Society banquet at the subsequent fall meeting.
- Maintain, for five years, the application files of each applicant who was not admitted.
- Maintain communication with Local Training Seminar leaders.
- Serve on the Society's Executive Committee.

D. Training Committee

The Society elects Training Committee members. Four members and the IRSJA Director of Training comprise the Training Committee. Three of the members must be senior analysts. The fourth

member may be an IRSJA graduate who has been an analyst for at least three years. The President and Vice President serve on the Training Committee as ex-officio members.

Training Committee members attend the spring and fall Society meetings. The Training Committee meets in advance of the IRSJA spring and fall Society meetings. The IRSJA Director of Training may schedule additional meetings of the Training Committee between regular Society meetings.

The Training Committee plans, organizes, and implements training activities that the IRSJA conducts at the Society level. Each Training Committee member coordinates a function of the training program. The Review Committee Coordinator plans, organizes, schedules, and reports the activities of the Review Committees. The Propaedeuticum Exam Coordinator plans, organizes, schedules, and reports the activities of the Propaedeuticum Exam Committees. The Diploma Exam Coordinator plans, organizes, schedules, and reports the activities of the Diploma Exams. The Liaison to the Local Training Seminars communicates, facilitates, and supports collaboration between the IRSJA Training Committee(s) and the Local Training Seminars and their shared activities.

The IRSJA Director of Training reports significant Training Committee decisions to Society members at the Society's spring and fall meetings. When the Society membership accepts the report from the IRSJA Director of Training, it ratifies the Training Committee's decisions. The Director of Training may propose a motion for discussion to change or modify IRSJA policy by a vote of the Society members.

E. IRSJA Director of Training

The IRSJA Director of Training and the Training Committee will:

- Plan, organize, and implement training activities that the IRSJA conducts at the Society level.
- Avoid dual relationships and conflicts.
- Maintain candidate records.
- Review candidate transcripts and documentation within their respective role.
- Work with the Vice President of the IRSJ Executive Committee to plan and organize presentations for the educational program at the spring and fall meetings.
- Work with the CE Committee to enable analysts and candidates to receive CE credits for their participation in the spring and fall meetings when available.
- Solicit requests from candidates who may want to sit for exams in April.
- Prepare Propaedeuticum and Diploma exam schedules and work with the Vice-President to coordinate rooms for exams and feedback to candidates.
- Remind potential graduates before the IRSJA spring meeting, to send letters of request to join the IRSJA before the April meeting.

- Meet with all members of Exam Committees at the spring meeting to review the schedules.
- Confirm examination results with Exam Committees and candidates.
- Announce examination results at the spring business meeting
- Arrange, coordinate, and oversee the IRSJA graduation ceremony at the spring meeting banquet
- File exam committee reports in each candidate's file.
- Send a welcome letter to each new candidate admitted at the spring Society meeting. The letter will inform the new candidate about resources available to them during their training, the names of their Review Committee Chair and committee members, the dates of the fall meeting, and the date and time Review Committee meetings will begin.
- Populate and arrange Review Committee meetings at the Society's fall meeting and work with the Vice-President to arrange rooms for Review Committee meetings.
- Attend Review Committees, Examination Committees, Final Examination Committees, Examiner meetings, and Examiner feedback meetings. Capture the results and feedback. Assure the Committees file their reports.
- Contribute to the IRSJA Newsletter to communicate with analysts and candidates.
- Maintain a list of dual relations/conflicts to support populating Exam and Review Committees.
- Maintain a desk procedure for each Training Committee function with dates, actors, and actions.
- Facilitate resolution of conflicts between or among candidates, committees, Local Training Seminars, Review Committees, and the Training Committee.
- Present recommendations to the Society on new, suspension, or reinstatement of local training seminars.
- Meet with the Training Committee before the spring and fall IRSJA meetings.
- Report to the Society at spring and fall IRSJA meetings and copy the report to the Secretary of the IRSJA, who will include the report in the minutes.
- Participate as the IRSJA delegate at the annual CNASJA Directors of Training Meeting.
- Participate as a member of the IRSJA Executive Committee.

F. Review Committees

The IRSJA Training Committee, via the Review Committee Coordinator, appoints Review Committees. At least three analysts, two of whom are senior analysts, comprise each Review Committee. The Review Committee Coordinator designates one senior analyst to chair each Review Committee. Analysts who agree to participate as Review Committee members will serve for a reasonable length of time to provide continuity for the candidates they review. Review Committee members may not serve on an exam committee for a candidate who that committee evaluates.

Review Committees support, guide, and observe candidate development throughout training. The Review Committees mentor candidates in their personal development, their development of analytic capacity, and their interactions with the Society. Review Committees assist candidates as they decide to apply to take exams, move forward into the next stage of training, or prepare to graduate.

Review Committees meet the day before the start of the annual fall IRSJA meeting. (Moved sentence.) Before the end of the annual fall IRSJA meeting, the Chair of each Review Committee communicates candidate requests, Review Committee observations, and guidance to the IRSJA Director of Training via a feedback form. In addition, by November 15, the Chair of each Review Committee submits a written report to the candidate summarizing the Committee's discussion with them at the fall meeting. The chair submits a copy of each report to the IRSJA Director of Training and the respective Local Training Seminar Coordinator.

G. Propaedeuticum Exam Committees

The IRSJA Training Committee, via the Propaedeuticum Exam Coordinator, appoints the Oral and Written Exam committees.

1. Oral Exam Committees

IRSJA conducts four Propaedeuticum Oral Exams. Each oral Exam committee consists of three analysts. The Chair and one other member must be senior analysts. A third analyst member must have at least three years of post-graduation experience at the time they serve on the committee. Oral Exam committee members expect to serve for at least four years. Members are encouraged to rotate off exam committees after four years. The Propaedeuticum Oral Exams cover four content areas: History and Development of Analytical Psychology, Complex and Psychopathology, Dreams, and Archetypal material.

For a description of the content of each Propaedeuticum Exam, refer to Section III Candidate Guidelines, B. Pre-Control Stage. 4. Propaedeuticum Exams.

Each exam committee will discuss among themselves what they expect from an examining candidate, what they consider to be basic knowledge of the content area covered by the exam, and what they consider to be advanced knowledge. Each Propaedeuticum Oral Exam committee determines the structure of their exam. Each committee evaluates the candidate's knowledge of analytic psychology, their application with clients, and their personal development by observing whether the candidate:

- Reveals they have metabolized and internalized an intellectual/academic understanding of the exam subject material.
- Demonstrates the ability to apply their knowledge in their clinical work.

- Demonstrates the application of their knowledge through personal and/or clinical illustrations.
- Demonstrates a level of personal solidity that allows them to contain and handle the stress of the examination.
- Exhibits a developing analytic capacity to recognize and manage the emergence of internal dynamics triggered by the examination process or content.

Typically, Oral Exam committees take a break midway through the exam to explore how the experience of the first part of the exam may affect their approach in the second half of the exam.

At the end of each exam day, Oral Exam committees present the results to the Training Committee and then to each individual candidate examinee.

2. Written Exam Committee(s)

Three senior analysts comprise a Written Exam committee. The Training Committee, via the Propaedeuticum Exam Coordinator, will attempt to reduce the workload of Written Examiners by appointing another Written Exam committee when the number of candidates sitting for the Written Exam exceeds four to five. The Written Exam is a blinded exam. Candidates taking a Written Exam do not know the identity of the Written Exam committee members. Written Exam committee members do not know the identity of the candidate who wrote the exam.

Examiners score the Propaedeuticum Written Exam using a rubric the Training Committee developed in 2020 to support examiner consensus and identify candidates who will benefit from consultation from an analyst writer before they undertake their Diploma Exams. The Candidate must answer three of the four questions offered on the exam and the dream question.

Under the leadership of the Written Exam Committee Chair, a Written Exam Committee compiles written feedback for the respective (blinded) candidates prior to the society's fall meeting. The Propaedeuticum Exam Coordinator reveals each candidate's identity after the written examiners score the exams. On the last day of the Propaedeuticum exams, the Written Exam Committee gives oral feedback to the Training Committee and candidates.

The Chair of a Written Exam Committee submits a Written Exam feedback report for each examined candidate to the Propaedeuticum Exam Coordinator, who then forwards the feedback to the Director of Training and Seminar Coordinators.

A candidate who passes the Propaedeuticum Exams moves into the Control Stage of training. A candidate who does not pass one or more exams may retake those exams.

H. Diploma Exam Committees

IRSJA conducts two Diploma Exams: Thesis and Cases. IRSJA offers Diploma Exams at the spring meeting of the Society each year. Senior analysts and members of IRSJA qualify to serve on Diploma Exam committees. A candidate may choose an analyst or other professional outside of the IRSJA for their Thesis Committee.

The control/diploma candidate selects the Chair of their Cases Committee after discussion with their Review Committee. The Training Committee appoints two other Cases Committee members.

The control/diploma candidate selects the Chair and one other member of their Thesis Committee after discussion with their Review Committee. The Training Committee appoints the third member of the Thesis Committee. A candidate who submits a request to the Training Committee to sit a diploma exam the following spring will include the names of their committee members and their thesis title in their request.

Diploma Exam Committee members will set aside sufficient time to read and digest the candidate's case and/or thesis material prior to arriving at the fall meeting, so that they may engage in productive face-to-face discussion of the candidate's preliminary drafts. The Cases Committee Chair will obtain, verify, and confirm with supporting documentation, then submit to the Director of Training, the candidate's client and consultation hours prior to the planned graduation.

At the fall meeting before the Diploma Exams, the Exam Committees(s) meet with the candidate to discuss first drafts of the candidate's thesis and/or cases. The Chair of each Diploma Exam Committee drafts a summary report of the discussion from the meeting, including any Committee recommendations.

By November 1, the Chair will submit a summary report to the candidate and the IRSJA Director of Training. By February 1, at least two members of each committee must communicate with the candidate and the Director of Training whether the candidate should be allowed to proceed to the oral exam.

IRSJA strongly urges Diploma Exam committees not to recommend a candidate to sit for an oral examination if they do not consider the candidate's written drafts adequate for examination. A candidate must submit a final draft of their exam to their Diploma Exam committee members by April 1.

During an oral examination, the committee evaluates the candidate's written material and their psychological maturity/analytic capacity. While evaluating a candidate's written material, a Diploma Exam committee evaluates a candidate's analytic capacity/ readiness for the practice of independent analytic work.

The Training Committee discourages telecommunication exams unless there are exceptional circumstances. Thesis and Cases Committee members will attend exams in person. If a Diploma Exam Committee member cannot be present in person, the committee chair notifies the IRSJA Director of Training to discuss.

I. Additional Faculty Requirements

1. Telecommunications

Candidates may count telecommunication hours of analysis or case consultation toward the hours required for graduation as set out in the IRSJA Telecommunications Policy. Refer to Appendix D of this manual for the telecommunications policy and a copy of the waiver that any analyst who offers analysis, case consultation, or control work with a candidate using telecommunications technology must sign. The analyst will send the signed waiver to the IRSJA Director of Training.

2. Individual and Control Case Consultation of Control/Diploma Candidates:

Analysts and case colloquium leaders who conduct individual case consultations will write a report about each candidate's development of analytic capacity that verifies the number of hours of individual and case consultation, both face-to-face and teleconference, in addition to colloquium presentation hours. The analyst submits their report to the candidate and the IRSJA Director of Training.

VII. LOCAL TRAINING SEMINAR GUIDELINES

The IRSJA Training Committee administers the IRSJA training program at the behest and with the active participation and collaboration of Society members as a whole. Local Training Seminars must meet the IRSJA's training requirements, as the Society's guidelines represent its ideals for effective training.

Local Training Seminars:

- Interview applicants for participation in seminars.
- Determine eligibility and readiness of seminar participants to apply to the IRSJA training program by reviewing application materials and conducting interviews. If a Local Training Seminar endorses an individual's application the Local Training Seminar write a letter of recommendation for the applicant to include in their application packet.
- Plan **curricula**, conduct training seminars, teach theory and clinical practice, and **offer** case colloquia relevant to the IRSJA training program.
- Conduct annual meetings with candidates, **then report** on candidate progress to IRSJA Review Committees and the Training Committee.
- Maintain open communication with all seminar participants, the respective IRSJA Committees, and the IRSJA Director of Training.

Candidates may choose to attend any IRSJA training seminar to which they are admitted. In general, candidates live geographically close to the training seminar they attend. Consequently, IRSJA analysts in the area also function as analysts, mentors, and **clinical case consultants** of candidates participating in the Local Training Seminar.

IRSJA welcomes Local Training Seminars to use the resources of the IRSJA, the Jungian community as a whole, and the professional clinical community at large when planning seminars and case colloquia. IRSJA strongly encourages Local Training Seminars to develop seminar programs that incorporate a diversity of perspectives of theory and practice while they ensure that they teach the “Areas of Study” covered in Section B at the beginning of this manual.

To function effectively, Local Training Seminars will strive to operate at or between the optimal number of participating analysts and the minimal number to avoid dual relationships/conflicts of interest. IRSJA Local Training Seminars will also meet the minimum requirements to establish and operate a Local Training Seminar detailed in the IRSJA Training Manual Sections VII below.

A. Faculty

“Core faculty” and “adjunct faculty” comprise a Local Training Seminar’s faculty.

1. Core Faculty

At least six senior analysts must serve as a Local Training Seminar’s core faculty. Of the six, at least three must be “on-site”- reside within a range in which in-person contact between candidate and analyst is possible within a day’s round-trip.

When faculty analysts are partners in an intimate personal relationship, their relationship significantly changes the dynamics within a small group. Therefore, the faculty will attempt to enlarge the core faculty to balance the group dynamics.

The Local Training Seminar core faculty meets regularly to plan and organize training activities. Committees of core faculty interview prospective seminar applicants and potential applicants for IRSJA training. The Local Training Seminar posts application dates, arranges applicant interviews, and communicates dates, times, and training costs. One member of the core faculty serves as the Local Training Seminar Coordinator. The Local Training Seminar Coordinator provides information to training candidates, responds to training candidate questions, oversees candidate training transcript files, maintains candidate training files on the IRSJA transcript portal, and represents the seminar at the Local Training Seminar Coordinators’ meeting at fall IRSJA meetings.

Within the context of the theoretical and clinical framework of the IRSJA, the Local Training Seminar faculty as a group will:

- Reflect on the seminar's philosophy of training in the context of IRSJA's training.
- Articulate the seminar's approach to training.
- Discuss, plan, and review training activities.
- Observe and support the development of analytic capacity.
- Evaluate IRSJA applicants and candidates, including evaluation by those who teach.
- Determine how the seminar will coordinate its activities and communications with the organizational representatives and activities of the IRSJA.
- Identify to IRSJA who within the seminar performs which seminar activity to ensure effective communication.

The Local Training Seminar Coordinator will implement the decisions of the core faculty and will communicate seminar decisions in writing to the relevant IRSJA committees (Admissions and Review Committees) and to the IRSJA Director of Training.

Since the Local Training Seminar core faculty bear significant responsibility and accountability for local training, some of the core faculty must have previous experience in training. Each member of the core faculty is encouraged to be active and available for several years to attend to the needs of the seminar, seminarians, applicants, and candidates.

2. Adjunct Faculty

A Local Training Seminar must have at least four additional adjunct faculty. Adjunct faculty must be members of the IRSJA and do not need to be a senior analyst or on-site.

3. Visiting Faculty

A Local Training Seminar may invite visiting faculty from other Jungian training institutes and the larger professional clinical and/or academic community. Visiting faculty do not need to be senior analysts. Visiting faculty who are not IRSJA members may not participate in official decisions about the training of IRSJA candidates.

B. Insularity

When only a few analysts teach in a Local Training Seminar, the seminar's world narrows and tends toward insularity. In an insular environment, the idiosyncrasies of a few faculty may result in a disproportionately large effect. Analysts who desire to establish a training seminar plan ahead to minimize dual relationships, avoid insularity, and reduce the impact of faculty idiosyncrasies.

C. Dual Relationships

Each Local Training Seminar will identify and implement plans to minimize dual relationships. The smaller the teaching faculty, the harder it is to avoid dual relationships. Seminars will pursue an ample number of teaching analysts. (See Section V. Dual Relationships)

D. Seminar Participants

To create a training environment with stimulating, educational, developmental, discussion and enrichment, a Local Training Seminar must attract enough participants to ensure the ongoing functioning of the seminar. To ensure that the Local Training Seminar focuses on psychological understanding, analytical psychology, and clinical practice, the core faculty will evaluate the suitability of each prospective participant before admission to the seminar.

As candidates advance through training, they need seminars that offer theoretical and clinical teaching that address the increasing complexity, subtlety, and difficulty of the material and cases. If a seminar has both candidate and non-candidate participants, it is up to the seminar's faculty to determine how best to meet the increasing needs of candidates while maintaining the interest of non-candidate participants.

E. Relationship with the IRSJA

Each Local Training Seminar communicates with IRSJA Committees and the IRSJA Director of Training formally and informally, as described in this manual. To facilitate Seminar communication, each Local Training Seminar Coordinator participates in the Local Training Seminar Coordinators meeting at the fall IRSJA meeting. A Local Training Seminar encountering difficulties or concerns must immediately contact the IRSJA Director of Training for notification, consultation, advice, and discussion.

F. Relationship between the Training Committee and Local Training Seminars

As documented in the IRSJA Membership Manual bylaws, IRSJA delegates responsibility and accountability for training to the Training Committee. The Training Committee plans, organizes, and trains candidates in cooperation with the Local Training Seminars and IRSJA committees to whom it delegates functions.

The Training Committee utilizes local core faculty reports, feedback from IRSJA committees, and direct communication from faculty and candidates to stay informed of Local Training Seminar developments. When conflicts or dilemmas arise, the Training Committee will discuss the concerns in a timely way and aim at resolution. The Director of Training and members of the Training Committee work together as a team to identify issues and opportunities. The Liaison to the Local Training Seminars is a communication link between the Local Training Seminars and the Training Committee.

G. State of the Local Training Seminars

The Society depends on Local Training Seminars to raise issues about which it needs to be aware. Issues may include, but are not limited to, transition points, requests, relevant psychological issues, concerns about a candidate, admissions, or overall training.

1. Reports to the Society

The Local Seminar Coordinator files an annual Local Seminar Report online by September 30th of each year using the form available on the IRSJA website.

2. Reports to Review Committees

The Local Seminar Coordinator submits an annual report on each Pre-Control and Control/Diploma candidate to the Chair of each candidate's Review Committee, the Director of Training, and the candidate by September 15. The Local Seminar Coordinator bases the annual report on faculty evaluations, input from case colloquia leaders, and an annual in-person meeting by the faculty with the candidate. The faculty meets with a Control/Diploma candidate at the discretion of the Local Training Seminar.

H. Establishment and Suspension

1. Establishment

The IRSJA adopted policies about establishing and operating Local Training Seminars in 1999.

A group of IRSJA analysts who wish to establish a Local IRSJA Training Seminar write a detailed, proposal to the IRSJA Training Committee. The proposal will include:

- Names and relevant information about core faculty, adjunct faculty, and visiting faculty with their graduation date and whether each faculty member is a senior analyst.
- A statement of training philosophy and curriculum.
- An outline of training activities for the initial year and plans for the ensuing years.
- Plans for evaluation of applicants and candidates.
- A proposed budget and a budget review process.
- Plans for ongoing contact amongst faculty and the required annual meetings.
- Plans for communication with IRSJA Committees and the IRSJA Director of Training.
- Name and contact information for the Local Training Seminar Coordinator.
- Name, contact information, and role for any analyst who assumes part of the Local Training Seminar Coordinator's role.

The applying group submits their written proposal to the IRSJA Director of Training at least three weeks before the next regularly scheduled meeting of the Training Committee at a spring or fall Society meeting. The Director of Training schedules a face-to-face meeting with the applying group to discuss each aspect of the application. The Training Committee recommends to the Society whether to grant training status to a new or returning group.

A group of IRSJA analysts who wish to establish a Local Training Seminar may consult the IRSJA Training Committee. The local group will cover any expenses incurred in the consultation(s).

2. Suspension

- a. A Local Training Seminar encountering difficulties or concerns will consult with the IRSJA Training Committee. When a Local Training Seminar's resources to maintain a viable teaching container are declining, It is essential to consult with the IRSJA Training Committee. The Training Committee will assist the Local Training Seminar develop and implement a plan to resolve the dilemma, or if resources cannot be replenished, transfer candidates to another seminar.

When a Local Training Seminar's resources are inadequate to sustain high-quality training activities, and the Seminar cannot find a solution in consultation with the IRSJA Training Committee, the Training Committee may recommend to the IRSJA membership that the Seminar suspend formal training activities. Applicants and candidates must transfer to another Local Training Seminar for formal training activities. Analysts from the suspended seminar may remain available to candidates as analysts or consultants.

- b. When a Local Training Seminar's faculty determines that their resources are no longer adequate to train or other factors that impede the Seminar's ability to function, the Local training Seminar Coordinator sends a letter, signed by the Coordinator and the core faculty, to the IRSJA Director of Training requesting suspension of the Seminar's formal training program. The Training Committee meets with the Local Training Seminar at the next scheduled meeting of the Society. The Director of Training works with the Seminar's candidates to transfer to another seminar.
- c. Each Local Training Seminar will periodically evaluate the resources and viability of their training program. When a Local Training Seminar does not meet the criteria at H.1, above, the Local Training Seminar Coordinator and faculty develop a plan to remediate the deficiencies within three years. Within one year of proposing the new plan(s), the Local Training Seminar submits the new plan(s) to the IRSJA Training Committee. The IRSJA Training Committee will be available to consult on developing a transition plan.

3. Reinstatement

IRSJA analysts who seek to reestablish a Local Training Seminar write a detailed, proposal to the IRSJA Training Committee. The proposal will include the same items listed under "Establishment" above. The IRSJA Training Committee and the Local Training Seminar will follow the procedures described in that section.

APPENDICES

Appendix A: Application for Training in Jungian Analysis

TRAINING PREREQUISITES AND APPLICANT MATERIALS CHECKLIST

Prerequisites:

1. The applicant must possess at least a master's degree prior to application.
2. The IRSJA requires candidates entering the "control" stage of training to have the legal right to practice psychotherapy in the jurisdiction in which they practice.
3. The applicant is required to have completed 100 hours of face-to-face personal analysis with an IAAP Jungian analyst prior to the March 1 application deadline. The applicant is expected to be in analysis at the time of application and the 100 hours of analysis must have taken place within three years prior to application. Due to Covid, all hours of analysis via telecommunication from March 1, 2020 to May 31, 2022 will count as in-person hours.
4. Potential applicants are required to spend a pre-application period of at least six months in an IRSJA Local Training Seminar. When a seminar participant wishes to apply for the IRSJA training program, screening interviews are conducted by Local Training Seminar analysts, who recommend the applicant to the IRSJA Admissions Committee.
5. The applicant must have the financial and personal resources to invest in training that may take six or more years and cost at least \$15,000 - \$20,000 per year (analysis, supervision, seminar fees, books, travel/lodging for the local seminar and semi-annual IRSJA meetings).
6. The applicant must be at least 25 years old.

Application Materials Checklist:

1. **IRSJA Training Application Cover Sheet**
2. Recent black-and-white or color passport-size photo
3. **Autobiographical Statement** (no more than 3 double-spaced pages, 1-inch margins and 12-point font), last paragraph to be handwritten
4. Signed **IRSJA Applicant/Candidate Waiver**
5. Signed **Consent for Release of Information**
6. *Official* academic (college, graduate school) transcripts (if school insists on sending directly to Admissions Director, make sure they will arrive by deadline of March 1st)
7. CV or resume (no more than 3 pages)
8. Brief letter from applicant's analyst(s) verifying time span and number of analytic hours. The analyst(s) should specify total hours that were face-to-face vs. telecommunication. (All "remote" analytic hours from 3/1/2020 – 5/31/2022 count as face-to-face due to Covid)
9. Copy of applicant's license to practice psychotherapy (if applicant has one)
10. Letter of recommendation from local seminar
11. Check made out to the IRSJA: \$500.00

All materials are to be mailed in 1 packet, postmarked no later than March 1 of the year of application. Print only on one side. Do not staple documents or send application materials "signature required." Director will confirm receipt to the applicant via email. Applicant should keep their own copies.

Send packet in entirety to:

Peggy Hanson, IRSJA Director of Admissions
1704 Sunset Drive
Northfield, MN 55057

IRSJA Training Application Cover Sheet

(Use additional pages if necessary)

Complete application packet as listed below, no staples, printing on one side only. Mail packet in its entirety, no signature required and post-marked no later than March 1, to:

Peggy Hanson, Director of Admissions
1704 Sunset Drive
Northfield, MN 55057

Attach passport-size photo here

In addition to completing this form, the application packet must include:

1. A recent photograph (passport type with light background)
2. Autobiographical statement (maximum of 3 double-spaced pages, 1-inch margins, 12-point font) - last paragraph handwritten
3. A letter of support from local training seminar
4. Academic transcripts (college, graduate school, other training)
5. Letter from analyst(s) with number of *face-to-face and telehealth analytic* hours and dates
6. Resume or curriculum vitae (no more than 3 pages)
7. Signed Applicant/Candidate Waiver and Consent to Release Information

Name:	Date of Application:	
Address:	Cell Phone:	
	Date of Birth:	
Email Address:	Professional License:	
Has your license ever been suspended or revoked? If yes, explain on a separate page. Yes/No		

Summary of education and training: name, place, dates and degree/certification

Undergraduate:

Graduate:

Post Graduate training:

Name(s) of Local IRSJA Seminar and dates of participation:

Have you made a previous application to this Training Program? If yes, provide dates.
Have you ever applied to or studied at any Jungian analytic training program? Yes / No
If yes, provide places and dates.

Personal Jungian analysis

Analyst	Location	Date Range / Total Hours

Present/Recent Occupation: dates, employer, address, job title

Appendix B: IRSJA Waivers

Applicant/Candidate Waiver

I represent the following to the Inter-Regional Society of Jungian Analysts of North America (the "Society") as a candidate to the Society:

- I. I understand that the submission of an application to the training program does not guarantee acceptance into the program. If I am admitted to the program I agree to the following:
- II. I will not use any wording regarding my professional identity that will infringe on a legally defined field of psychotherapeutic or medical practice. I also understand that I am not to imply that I have a legal right to practice analytical psychology or Jungian analysis if there is any possibility that I may be infringing on any law relating to the practice of psychology, psychotherapy, psychiatry, counseling, or any other mental health profession. I understand that if I present myself publicly or privately by any title that infringes on a legally defined psychotherapeutic profession, such action will result in expulsion from the training program.
- III. I hereby acknowledge that if the Society grants me a diploma, such diploma confers no legal right to practice as a psychotherapist. Arrangement for legal practice is my responsibility.
- IV. I certify that I have read The Training Manual of the Inter-Regional Society of Jungian Analysts (the "Training Manual") and agree to accept and abide by the terms of the training program outlined in that Training Manual, including all revisions and versions of which I receive notice. I understand that the Training Manual is modified from time to time by the vote of the membership of the Society, and I agree to abide by any modifications to the training program that are adopted during my term of candidacy.
- V. I understand that by the Society's continuing my status in the training program, the Society does not make a guarantee or promise, either express or implied, that the Society will pass me from any stage of training to another or that it will ever confer a diploma upon me. I also understand that the Society may expel me from the training program at any time and for any reason that the Society considers appropriate. I agree, as a condition of continuation in the training program, that I will forego any legal claim against the Society arising from any action that the Society may take with respect to my training or my continued participation in the training program; however, that nothing in this sentence shall preclude me from the right to appeal decisions of the committees or boards of the Society as outlined in the Training Manual.
- VI. I understand that some portion of the hours of analysis and case consultation required for graduation may be performed using telecommunications technology, as specified in the Training Manual. I agree to utilize this policy *only insofar as* it is legally authorized in both jurisdictions under all applicable regulations, including licensure requirements, and

performed in accordance with such regulations. I accept full responsibility for determining the legality of such work. I indemnify and hold the IRSJA harmless of and from any claims resulting from my decision to utilize such technology.

VII. I understand that all candidates to the Inter-Regional Society of Jungian Analysts (IRJSA) are required to comply with relevant state and federal laws governing the practice of counseling, psychology, psychotherapy, psychiatry, psychoanalysis and analysis, and I agree to comply with this requirement for the term of my candidacy. This waiver extends to any professional services I may provide via telecommunications.

VIII. As consideration for the provision to me of training by the Society, and as an applicant to the Society, I agree to indemnify the Society, its incorporators, officers, members, directors, agents and employees for, and hold them harmless from and against, any and all liability, losses, damages, costs, expenses (including reasonable attorneys' fees), causes of action, suits, claims, demands and judgments of any nature or form incurred by or on behalf of the Society, its incorporators, officers, members, directors, agents, and employees, arising in any manner in connection with my practice of counseling, psychology, psychotherapy, psychiatry, psychoanalysis or analysis or other related activity while I am a training candidate. Upon notice from the Society, I agree to defend the Society, its incorporators, officers, members, directors, agents and employees in any action or proceeding brought in connection with the activities described in this paragraph.

Signature of Applicant/Candidate

Date

Printed Name of Applicant/Candidate: _____

Analyst Waiver

I understand that membership in the Inter-Regional Society of Jungian Analysts (IRJSA) requires all members to comply with relevant state and federal laws governing the practice of psychotherapy and analysis, and I agree to comply with this requirement for the term of my membership. I do hereby waive and release the IRJSA from any and all claims or causes of actions which I may have against the IRJSA arising from my practice of psychological counseling, psychotherapy or analysis, my consultation of psychological counseling or analysis, my duties as a teacher, examiner, reviewer, committee member, or any other administrative duty I may perform relative to the IRJSA.

This waiver extends to all services provided via telecommunications. As to such services, I also represent the following:

A. I understand that I may engage in analysis or case consultation using telecommunications technology with a candidate enrolled in the training program of the IRJSA in accordance with this policy *only insofar as* it is legally authorized in both jurisdictions under all applicable regulations, including licensure requirements, and performed in accordance with such regulations.

B. I accept full responsibility for determining the legality of such work.

C. I indemnify and hold the IRJSA harmless of and from any claims resulting from my decision to utilize such technology.

Analyst:

Signature

Date

Printed Name: _____

Adopted October, 2021

Appendix C: IRSJA Candidate Dues and Fees

Admission Fees

- | | |
|---|-------|
| • Application fee | \$500 |
| • Half year dues if accepted to candidacy | 310 |

Examination Fees

- | | |
|---|-------|
| • Propaedeuticum Examination | \$800 |
| • Each Propaedeuticum Examination Retaken | 200 |
| • Thesis Examination | 850 |
| • Cases Examination | 850 |

Annual Dues

\$620

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 final 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 case consultation and colloquium 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 you 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

Appendix E: IRSJA Transcript Portal File, Folder, Header, Footer Conventions

ISSUE	CONVENTION	COMMENT
Font	Calibri	Convert as new documents created and existing documents utilized. Calibri is available in Word or at www.freefonts.com and other sites.
Names	Last, (nee), first (or first initial).	Use legal name. Avoid nicknames.
Dates	Full year, month, day.	Example: 2023.02.09. Utilize 0s in single digit months and days to support computerized sequential filing, so that 02 will file before 12 and 09 will file before 19.
Headers/Headings	Date, title. Optional: Draft #/Revision #.	2024.05.17 CONVENTIONS: AUTOMATED RECORDS, TRANSCRIPT, TRAINING MANUAL IRSJA. Date using date (by convention), title. If use IRSJA, put last in title.
Footers	Date, author or origin name, revision date, revisor name.	1985.05.08.CBates.Revised 2023.05.29.MBlake.
Individual transcript folders On 2024-2025 Transcript Portal	Admissions Agreements Colloquia Communications Consultations(s) Diploma Exams Local Training Seminar Personal Statement Propaedeuticum Exams Review Committee Transcript	
Labels on files to upload	Date(by convention), Candidate last name and initial in sentence case, Item name in caps.	2024.02.08 Rigby, E. REVIEW COMMITTEE FEEDBACK

2023. Approved Training Committee. Revised 2024 MBlake.

Appendix F: Written Exam Assessment

WRITTEN EXAM ASSESSMENT WORKSHEET

BACKGROUND:

The Training Manual notes that Examiners for the Written Examination look for the Candidate's:

- a. General knowledge of Jungian theory and related depth psychologies.
- b. Ability to articulate what they think and feel.
- c. Ability to utilize specificity in fleshing out their responses.
- d. How well they integrate clinical experiences, where appropriate, into their answers.

While not specifically grading on the candidate's writing skills, examiners look for:

- a. Clarity of expression and creative use of words and imagery.
- b. How well the candidate organizes and focuses their answers.

The Written Exam Committee compiles written feedback to the Candidates. The Written Exam Committee provides oral feedback to the Candidates on the first or second day of the Propaedeuticum Examinations. The Written Exam Committee submits the written feedback for the Candidates to the Propaedeuticum Exam Coordinator who then forwards the feedback to the Director of Training and Seminar Coordinators.

The Candidate must answer 3 of the 4 questions offered on the exam and the dream question.

A Candidate who passes their Propaedeuticum Exams is deemed ready to move into the control stage of training under supervision.

NOTE TO EXAMINERS: THIS WORKSHEET IS DESIGNED TO SUPPORT YOUR GRADING PROCESS. IT BELONGS TO YOU AS AN EXAMINER. NO ONE SEES YOUR DOCUMENT EXCEPT YOU.

2020 Approved by Training Committee. Revised 2023.MBlake.

WRITTEN EXAM RUBRIC 8.23.20					
POINT SCORE	1 FAIL	2 FAIL	3 PASS	4 PASS	5 PASS
EXAM COMMITTEE RECOMMENDATION	Recommend Candidate seek Consultation with an analyst who demonstrates writing skill.	Recommend Candidate seek Consultation with an analyst who demonstrates writing skill.	Recommend Candidate seek Consultation with an analyst who demonstrates writing skill.		
TRAINING MANUAL CRITERION					
Knowledge of Jungian theory and related depth psychologies.	The respondent is unable to define core Jungian and Jungian-related concepts clearly and cannot explain them in their own words.	The respondent is often unable to define Jungian and Jungian-related concepts clearly and has difficulty explaining them in their own words.	The respondent usually defines core Jungian and Jungian-related concepts by rote and can usually explain them in their own words.	The respondent most often defines core Jungian and Jungian-related concepts well enough and can most often explain them in their own words.	The respondent defines core Jungian and Jungian-related concepts clearly and can explain them in their own words.
Ability to articulate what they think and feel.	The respondent is unable to articulate clinical thoughts and express transference/ countertransference feelings.	The respondent is often unable to articulate clinical thoughts and express transference/ countertransference feelings.	The respondent can usually articulate clinical thoughts and expressing transference/ countertransference feelings.	The respondent is most often able to articulate clinical thoughts and express transference/ countertransference feelings.	The respondent is able to articulate clinical thoughts and express transference/ countertransference feelings.
Ability to utilize specificity in fleshing out their responses.	The respondent does not demonstrate the ability to utilize specificity in fleshing out their responses.	The respondent is often unable to demonstrate the ability to utilize specificity in fleshing out their responses.	The respondent usually demonstrates the ability to utilize specificity in fleshing out their responses.	The respondent is most often able to demonstrate the ability to utilize specificity in fleshing out their responses.	The respondent demonstrates the ability to utilize specificity in fleshing out their responses.
How well they integrate clinical experiences, where appropriate, into their answers.	The respondent ineffectively integrates clinical experiences, where appropriate, into their answers.	The respondent is often unable to effectively integrate clinical experiences, where appropriate, into their answers.	The respondent usually effectively integrates clinical experiences, where appropriate, into their answers.	The respondent is most often able to effectively integrate clinical experiences, where appropriate, into their answers.	The respondent effectively integrates clinical experiences, where appropriate, into their answers.
COMMUNICATION					
Clarity of expression	The response is not clear. Style and word choice are often inappropriate. Major errors interfere with meaning.	The response often unclear. Style and word choice are sometimes inappropriate. Errors interfere with meaning.	The response is usually clear. Style and word choice are usually effective.	The response is most often clear. Style and word choice are most often appropriate. Minor errors do not interfere with meaning.	The response is clear. Style and word choice are appropriate and contribute to meaning.
Creative use of words & imagery	The response does not utilize words and imagery creatively.	The response often does not utilize words and imagery creatively.	The response usually utilizes words and imagery creatively.	The response most often utilizes words and imagery creatively.	The response utilizes words and imagery creatively.
Organization	The response is not organized.	The response often lacks organization.	The response is usually organized,	The response is most often well organized.	The response is organized.
Focus of answer	The response is not focused.	The response often lacks focus.	The response is usually focused.	The response is most often focused.	The response is focused.

Appendix G: Guidelines for Diploma Exam Chairs

The Diploma exam committees, both cases and thesis, are composed of a chair and two readers. Diploma exam chairs are senior analysts chosen by the candidate, usually sometime after the candidate has passed all Propaedeuticum exams and moved into the control phase of training.

Exam chairs largely advise the candidate's process in researching and writing the cases or thesis and organize the work of the committee. The chair often works one-on-one with the candidate, answering questions, discussing resources, providing feedback, and generally guiding the initial draft and any subsequent drafts until a final coherent document is obtained. This is done in conjunction with the two other exam readers on the committee. To ensure consistency and clarity, the Training Committee highly recommends that contact about thesis and cases be first and foremost between the candidate and the committee chair rather than between the candidate and selected or appointed readers. However, communication among members of the committee is essential, from the beginning to the end of the process, to ensure that all readers are actively engaged in the cases or thesis process.

During the exam, the chair generally leads the discussion, mediates if the committee gets into a complex either with itself or with the candidate, and provides the exam committee's decision to the training committee during the exam feedback session, which is scheduled after all diploma exams have been completed.

Specific duties of the chair include the following:

- To confirm, with supporting documentation for each case, that the required number of client and consultation hours have been met.
- To organize and direct the work of the exam committee in guiding the candidate through the writing, rewriting, and examination process for either the thesis or cases.
- To coordinate the work of review of the exam drafts and final document with the other readers, to ensure readers are actively engaged in the process, and to ensure deadlines are met at the appropriate stages of writing thesis or cases.
- To serve as primary resource to the candidate for any questions or difficulties that arise during research and writing of the thesis and cases.
- To coordinate a meeting between the candidate and the entire committee at the October IRSJA meeting to discuss the candidate's progress and first draft or outline.

- To ensure the candidate is aware of the various required deadlines (see time table below) and is on target to meet them and to inform the training committee of any difficulties.
- To determine, in conjunction with the readers, whether the candidate is prepared to sit for the exam after the final draft has been submitted and to notify both the candidate and the training committee of this decision.
- To coordinate the specifics of the 90-minute final exam, to assess and modulate to the extent possible the dynamics of the committee's process with the candidate during the exam, to discuss exam content and process with the two readers and determine pass or fail, to provide pass/fail information and other useful comments during the candidate feedback session immediately after the exam, and to provide pertinent information to the training committee during the exam feedback session when all candidate diploma exams have been completed.

Diploma-Exam Timetable

October meeting of IRSJA, after a candidate has chosen a chair and a full exam committee has been assembled by the training committee: discuss with the candidate the first draft of the thesis and cases; this discussion should include progress and problems.

January 15 - February 1, after first draft has been discussed with the candidate at October meeting: An adequate draft of the thesis and cases must be in the hands of the committee chair by January 15, so the chair is able to determine with the readers whether the candidate may sit for the exam at the coming April meeting. The exam chair will inform the training committee of this decision by February 1. At least two members of the committee must recommend that the candidate proceed to the final examination in April.

April 1: Final draft of the thesis or cases exam must be submitted to the chair and readers by the candidate.

April meeting of IRSJA: examination is scheduled and conducted, and feedback provided at the appointed time to both candidate and training committee.

Appendix H: Annual Training Calendar

<p>January 15 Control/Diploma candidate submits draft of thesis and/or cases to committee chair.</p>
<p>February 1 Candidates pay annual dues or Treasurer will assess late fee. 1 Two Case and/or Thesis Committee members send approval to proceed to oral exam to candidate and Director of Training (DoT). Eight weeks before the Propaedeuticum Exams, Pre-Control Candidates submit heir exams to the Propaedeuticum Exam Coordinator. Five weeks before the Propaedeuticum Exams, the candidate submits the completed Written Exam to the Propaedeuticum Exam Coordinator.</p>
<p>March 1 Applicants submit Application for Training to Director of Admissions. 15 Candidates pay Propaedeuticum and Final examination fees and dues due to Treasurer. 15 Candidates for graduation update transcript, submit to DoT.</p>
<p>April 1 Final draft of Diploma exams submitted to Thesis/Cases Examination Committee members. 1 Examination fees become non-refundable. TBD - IRSJA Spring meeting.</p>
<p>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.</p>
<p>June 1 BEGINNING OF TRAINING YEAR. 15 Candidates submit 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.</p>
<p>July 15 LTS submits verified candidate training transcripts with case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and personal statement to DoT.</p>
<p>August Candidates assure that <u>case consultation</u> analysts submit evaluations to DoT before Fall meeting.</p>
<p>September 1 Candidates taking diploma exams, submit complete first draft of thesis and/or cases to Thesis and/or Case committees. 15 LTSC submit report on each Candidate 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 LTSC files Local Training Seminar Reports electronically with the DoT, using the form on IRSJA.org.</p>
<p>October TBD Diploma candidates meet with RC at fall meeting to discuss cases/thesis first draft. TBD IRSJA fall meeting.</p>
<p>November 1 RC chair submits report to candidate summarizing discussion at fall meeting, copy to DoT and LTSC. 15 Case and/or Thesis Committee chair submits feedback and recommendations to candidate and DoT.</p>
<p>December</p>

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

NOTES