

APPENDIX H : ANNUAL TRAINING CALENDAR	
January	15 Control/Diploma candidate submits draft of thesis and/or cases to committee chair.
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 their exams to the Propaedeuticum Exam Coordinator. Five weeks before the Propaedeuticum Exams, the candidate submits the completed Written Exam to the Propaedeuticum Exam Coordinator.
March	1 Applicants submit Application for Training to Director of Admissions. 15 Candidates applying to sit Cases exam have fulfilled the required number of case consultation hours. 15 Candidates pay Propaedeuticum and Final examination fees and dues due to Treasurer. 15 Candidates for graduation update transcript, submit to DoT. 15 Candidates who plan to graduate and seek to join IRSJA as a member submit a request to the Director of Training.
April	1 Final draft of Diploma exams submitted to Thesis/Cases Examination Committee members. 1 Examination fees become non-refundable. TBD - IRSJA Spring meeting.
May	1 Hardship payment plan in place or dues plus late fee paid in full. 1 Treasurer informs DoT of delinquent dues and fees. 31 END OF TRAINING YEAR.
June	1 BEGINNING OF TRAINING YEAR. 1 Candidates submit training transcript, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and a Personal Statement/Reflection Paper to Local Training Seminar Coordinator (LTSC) by June 15 or DoT by July 15, depending on their stage of training.
July	15 LTS provides access to a candidate's signed, verified, training transcript, an LTS Annual Review Letter, case consultation evaluations, confirmation of case consultation hours, confirmation of analytic hours, and Personal Statement/Reflection Paper to the IRSJA DoT. 15 Candidates assure that <u>case consultation</u> analysts submit evaluations to DoT before Fall meeting.
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 LTS Coordinators file Annual Seminar Report electronically with the DoT, using the form on IRSJA.org.
October	TBD Diploma candidates meet with RC at fall meeting to discuss cases/thesis first draft. TBD IRSJA fall meeting.
November	1 RC chair submits an Annual Review Committee letter 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.
December	