

ADMINISTRATIVE POLICIES
of the
C.G. Jung Institute Pacific Northwest
creating an
ANALYTIC TRAINING PROGRAM

Adopted January 23, 2010

Division 2: Analytic Training Program

The administrative policies for the Analytic Training Program are organized under the following headings:

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I. Guiding Philosophy and Core Value

An integral part of the CGJIPN is a commitment to the education and training of candidates, fellow analysts, and the community at large and to maintain standards consistent with the best traditions of the healing professions. It is in this spirit that we create the Analytic Training Program (ATP) which shall be guided by the philosophy and psychology of C.G. Jung.

The core value of the CGJIPN program leading to certification as a Jungian Analyst is to help qualified and dedicated individuals undergo a course of individual development aimed at cultivating a relationship with the deepest aspect of themselves, with that psychic source of their core nature which Jung defined as the Self. This value means, with respect to each candidate, attending to the ego-Self axis, the individuation process, and the development of the person. The emphasis will be on finding an embodied way of relating, and on working with the psyche from the inside out both personally and professionally.

We aim to strike a balance between emphasizing the role of individuation and the ego-Self relationship and the need to assess this fundamental quality in our candidates, and our wish to respect the implicit and necessarily private nature of the deepest levels of this process. However the program's core value cannot be overlooked in the assessment process. We seek a good-enough development of the individual's connection to the deeper psyche in him/her self and in others.

To address the values of both an individualized and a more structured approach, this program includes the development of individual learning agreements which are created in the initial meeting of each candidate with his or her Mentoring Committee at the start of training. These agreements are intended to strike a balance between the generalized tasks and competencies expected of all candidates, and those activities which reflect each candidate's unique individuation.

All structures and tasks in this program aim to serve each candidate's connection to the deeper aspects of the psyche. This core value serves as the source of inspiration for this program and for those involved with it.

II. The Three Domains: Overview

The program has three domains: 1) individuation, 2) content, and 3) practice.

The domain of individuation emphasizes the candidate's individual development as described above. Of key importance is the development of the ego-Self axis, character, integrity and the ability to work well with unconscious material both intrapsychically and interpersonally.

The domain of content refers to an understanding of the principles of Jungian theory and a general familiarity with the Collected Works. We emphasize the importance of "experience-near" integration of the material, such that the candidate relates to, integrates and communicates the material meaningfully through her or his personal experience.

The domain of practice addresses the capacity to access deeper, symbolic, and more unconscious levels of the psyche and to integrate this material through a grounding in Jungian theory when working with oneself and with clients. Embodied practice refers to the competent integration of the candidate's inner and outer life as demonstrated in the capacity to be present in a felt relationship with another person.

Each domain draws upon and is interwoven with the other two. Individuation draws upon an awareness of theory and on the capacity to be in relationship to clients as a way of understanding and living the relationship to oneself. The study of content seeks to bring perspective and understanding to the

conscious and unconscious experience of oneself and of clients both in analysis and in daily life. Practice requires the use of self and of theory in the service of the development of another in an intimate therapeutic relationship.

III. Program Overview

A. The primary components of the program are as follows:

1. Individual analysis.
2. Individual and group supervision.
3. A Mentoring Committee that has an ongoing individually attuned guiding and evaluating function for each candidate.
4. A three to four year series of seminars exploring the principles and application of Jungian and related psychological perspectives.
5. A mandatory process group.
6. Assessment procedures regarding theoretical content, practice, and individual development.
7. A final project or thesis.
8. A grievance process.

B. The steps toward certification for each candidate will entail :

1. Application, interviews and acceptance into program.
2. Individual analysis throughout the program.
3. Mentoring committee meetings to create or modify an individual learning agreement with annual meetings thereafter.
4. Participation in seminars.
5. Writing a symbol paper.
6. Passing the Advanced Candidacy Examination.
7. Participation in a candidate process group.
8. Participation in individual and group supervision.
9. Passing the practice assessment, e.g. case exam.
10. Completing and presenting a thesis or other final project.
11. Presentation of diploma.

IV. Program Structure

The Analytic Training Division is responsible for establishing and implementing a professional training program for individuals interested in becoming Jungian analysts. The division's function is to establish criteria for admission, curricula, ongoing review, case supervision, and certification upon completion of training. To implement the functions of the Division, the following positions and Committees will be created.

A. Director of Training. There will be a Director of Training (DOT) who is charged with the coordination and administration of the training program. In carrying out these duties, the Director of Training will serve as the chair of, consult with and obtain the approval of the

Training Committee where appropriate or where required by these policies. The Director of Training will be appointed by the CGJIPN president with the approval of the Executive Committee, which appointment must be ratified by a majority vote of the CGJIPN/PNSJA members present at the meeting in which the ratification is submitted to the membership. The Director shall report to and obtain the approval of the CGJIPN/PNSJA membership where appropriate or required by these policies. The Director shall keep all records of admission, evaluations, hours of analysis and supervision, and other relevant material in the candidate's files. The Director shall serve as a voting member of the Admissions and Training Committees, and may serve as a member ex officio or as a participant-observer on all committees of the Training Division in order to coordinate and expedite the candidates' progress. The DOT shall not serve on an Individual Mentoring Committee or on an examination committee or on the Ethics Committee in a grievance process. The DOT may serve as a candidate's personal analyst or supervisor, in which case an assistant DOT will carry out the function of the DOT with respect to that candidate.

B. Assistant Directors of Training. There may be one or more Assistant Directors of Training who will be appointed by the CGJIPN president with the approval of the Executive Committee and the DOT. The appointment must be ratified by a majority vote of the CGJIPN/PNSJA members present at the meeting in which the appointment is presented to the membership. An Assistant Director shall be appointed to serve and to carry out all of the duties of the DOT for a candidate where the analyst serving as the DOT has a dual role conflict with the candidate that would impede the DOT from an impartial exercise of responsibilities. An Assistant Director may also aid the DOT in the execution of the duties of that office at the request of the DOT, and may be temporarily appointed by the Executive Committee to carry out the duties of the DOT in the event that the DOT is unable to function due to illness, absence or other circumstances.

C. Training Committee. There will be a Training Committee which, in conjunction with the Director of Training, has primary responsibility for carrying out the functions of the Analytic Training Program. The Training Committee oversees the functions of the Admissions Committee, the Mentoring Committee, and any other committee or individual created or selected to carry out the purposes of the training program. In addition to its general responsibilities, the Training Committee oversees the creation of the curriculum, the process group, individual and group supervision, and the evaluations and examinations of the candidates.

This Training Committee, which will consist of up to five members including the DOT, shall be appointed by the president of the CGJIPN in consultation with the Executive Committee and the DOT. Members shall serve a term of two years. The chairpersons of the Admissions Committee and the Mentoring Committee shall automatically be members of the Training Committee.

D. Admissions Committee. There will be an Admissions Committee consisting of five members which will be charged with selecting the individuals admitted to the training program. This Committee will review all applications, interview selected applicants, and determine which candidates will be recommended to the PNSJA membership for formal admission to the

program. The chairperson and members of the Committee will be appointed by the president of the CGJIPN/PNSJA in consultation with the Executive committee and the DOT. After candidates have been selected, admitted, and have entered the training program, the Admissions Committee will be dissolved. The Committee may be reconstituted at a later time at the request of the President with an affirmative vote of the Executive Committee.

Analysts who are not members of the Admissions Committee may be appointed by the Chair of the Admissions Committee to assist the Committee in carrying out specific tasks such as reviewing applicant files or conducting interviews. Such adjunct committee members may make reports and recommendations and will attend Committee meetings considering the applicants reviewed or interviewed, but may not vote on the final selection of applicants.

E. Mentoring committee. There will be a Mentoring Committee consisting of five members which will oversee the guiding, mentoring and evaluating process for each candidate throughout the program. The chairperson and members of the Committee will be appointed by the president of the CGJIPN/PNSJA in consultation with the Executive committee and the DOT. Members shall serve a term of two years.

The chairperson of the Mentoring Committee, in consultation and with the approval of the full committee, shall appoint a three member subcommittee known as the Individual Mentoring Committee (IMC) for each candidate. Under appropriate circumstances, including but not limited to analyst illness, impairment, or concerns about harmful dual roles, an Individual Mentoring Committee may consist of two members. Each IMC will have an appointed chairperson. The IMC will be assigned to work with an individual candidate during the entire period of the candidate's training. To the extent possible continuity of membership on the committee shall be maintained throughout training. Each candidate may choose one member of the IMC to serve as the primary contact for the candidate regarding matters relevant to that candidate's progress through the training program, which person may or may not be the chair of the committee. A member of the full Committee may serve on more than one Individual Mentoring Committee.

The IMC's purpose is to recognize and encourage the unique dimensions of the candidate's individuation process, and be a source of guidance as well as assessment regarding the candidate's self development. Every effort shall be made to avoid harmful dual roles in the appointment of each Individual Mentoring Committee.

Where necessary and appropriate, an analyst who is not a member of the full Mentoring Committee may be appointed as an Adjunct Committee Member to serve on a candidate's Individual Mentoring Committee, with the right to vote on the IMC but not in the full Committee except on matters pertaining to that IMC's particular candidate.

F. Ethics Committee. The Ethics Committee shall remain as a freestanding committee within the CGJIPN/PNSJA and is not under the oversight of the Training Committee. Concerns regarding questions of professional ethics should be addressed to the Ethics Committee under Section XI(B) of these policies.

V. Admissions

A. Applicant Qualifications

To be eligible to apply to the training program, an individual must:

1. Give evidence of maturity and stability.
2. Have completed 150 hours of Jungian analysis with one or more IAAP analysts.
3. Have a degree in a mental health discipline, such as a Masters, Psy.D. or Ph.D. in clinical, counseling, or pastoral psychology, an M.D. with a completed residency in psychiatry, an advanced practice Masters or Doctorate degree in psychiatric nursing, or a Masters or Doctorate degree in clinical social work.
4. Be licensed or certified to practice in a mental health discipline in the state where one is practicing during analytic training.
5. Show proof of having a minimum of \$1,000,000 - \$3,00,000 professional liability insurance with an “also-named” clause for the C.G. Jung Institute of the Pacific Northwest, which is to be maintained throughout training.
6. Have satisfactorily completed at least 2,000 hours of supervised, clinical work acceptable to the Admissions Committee. For licensed clinicians whose degree and license requires an internship and/or residency equalling or exceeding 2000 hours of supervised clinical work, a license and/or other documents indicating completion of the internship and residency may meet this requirement.
7. Exhibit a potential for psychological thinking, including but not limited to an appreciation for unconscious processes, the influence of complexes, the power of symbolic expression, and a capacity for empathic relating to others.
8. CGJIPN/PNSJA does not discriminate on the basis of race, gender, sexual orientation or religion.
9. Under extenuating circumstances, exceptions to the requirements set forth above may be granted on an individual basis by the Admissions Committee at the Committee's discretion, with the approval of the Training Committee and the Society, upon written request of the applicant.

B. Admissions Process

1. The applicant must submit a written application which includes demographic data, education, clinical training and experience, Jungian training and Jungian analysis, and a report of any ethical complaints. The application will also require an autobiographical statement, academic transcripts, a report and recommendations from primary

supervisors of clinical training, current personal photograph, and verification from the candidate's analyst(s) of previous analytic hours.

2. Each applicant must sign an Agreement and Waiver form clarifying certain practical and legal responsibilities between each candidate in the training program and CGJIPN/PNSJA.
3. There is an initial application fee which must accompany the application. See Fee Schedule Section XIII.
4. Members of the Admissions Committee will be assigned applications to review and recommend for nonacceptance or for applicant interviews based on the applicants' paper qualifications.
5. The committee will meet to determine the applicants to be interviewed.
6. There is an interview fee for those applicants who are invited to be interviewed which must be paid prior to the first interview. See Fee Schedule Section XIII.
7. A three member subcommittee will be assigned as an Interview Committee to meet with each applicant selected by the Admissions Committee. Each member of the Interview Committee will conduct two one-hour interviews with each applicant for a total of 6 hours per applicant.
8. The full Admissions Committee will meet to review the applications of those interviewed and determine who will be recommended for admission into the training program.
9. The list of applicants recommended for admission into the program will be submitted to the Training Committee, and subsequently to the members of CGJIPN/PNSJA for approval.

VI. Mentoring Process

Throughout the training process, each candidate will be assigned to meet with and be guided by an Individual Mentoring Committee (IMC), which is a subcommittee of the full Mentoring Committee, as established in section IV(E) above. The candidate will select a member of the IMC to be the candidate's primary contact with the committee in all matters having to do with the IMC's work with the candidate, who may or not be the chair of the subcommittee.

The duties of the Individual Mentoring Committee are:

- A. To hold an initial extended meeting with each candidate at the beginning of the training program to review the individual's background and experience and to discuss with the candidate his or her strengths and weaknesses as well as areas of interest and potential personal development. At the initial meeting, the sub-committee and candidate should reach a written

agreement which outlines the candidate's primary interests, needs, and course of study with a primary emphasis on the first year of the program.

B. To meet with the candidate thereafter as needed, but at a minimum annually, to review progress during the training experience, to discuss the possibilities for the following year and to modify the Individual Learning Agreement with the candidate.

C. To determine with the candidate whether he or she is ready to be passed from the preliminary candidacy to the candidacy stage of training, when he or she is ready to take the Advanced Candidacy Examination, the Case Assessment Examination and the diploma thesis or final project, and when the candidate may have fulfilled the requirements of the program and be eligible to receive the diploma. The IMC has the authority to recommend that a candidate's progress through the training program be delayed and if necessary recommend that a candidate be placed on probation or leave the training program. See Section XIV.

VII. The Three Domains - Guiding Principles, Implementation, and Assessment

A. The Individuation Domain

1. Guiding Principles of the Individuation Domain

The individuation process lies at the heart of Jung's work. This process emphasizes cultivating a relationship with the deepest aspect of oneself, with that psychic source which Jung defined as the Self. Each candidate is encouraged to attend to the development of the ego-Self relationship, and the growth of the personality. The emphasis will be on finding an embodied way of working and relating, on experience-near understanding, and on working from the inside out.

2. Implementation of the Individuation Domain

Within this program, the individuation process is stimulated by experiences in analysis, process group, supervision, Individual Mentoring Committee meetings, seminar dialogues, and in informal conversations within the community of analysts and fellow candidates.

3. Assessment of the Individuation Domain

The assessment of individuation is complex and nuanced. Ideally, it is guided by an empathic sensitivity to the candidate's process through the use of the full range of thinking, feeling, sense and intuitive perceptions and judgments. The following criteria may guide the assessment process. These qualities represent aspirations rather than fixed goals. However a good-enough development of these psychological capacities is an essential part of the training program. They include authenticity, depth, presence, a congruence of mind and body, integrity versus psychic splitting, and openness. The capacity to identify projections, tolerate ambiguity, be receptive to interpersonal exchanges in the four functions, and to robustly live in the world are important.

B. Content Domain:

1. Guiding Principles of the Content Domain

Candidates need to acquire a basic familiarity with the principles underlying Jung's approach to the psyche as set forth in the Collected Works and in the broader literature of analytical psychology. The theory provides a common language and sensibility for those practicing in the field. It also provides critical points of reference when working with clients and with the complexities of their life experience. Theory is an attempt to organize and speak for experience; it does not replace it. An awareness of theory is meaningful to the extent it can be related to actual life experience, to the extent it is experience-near rather than only understood intellectually.

2. Implementation of the Content Domain

a. A series of seminars offered over three to four years interweave the study of ideas, inner experience and human exchange. The topics are determined based on the basic principles of analytical psychology, on the perceived needs and interest of the candidates, and on the interests of the analysts. The seminars serve to familiarize candidates with the literature of analytical psychology and to provide contact with a range of analysts who bring their own relationship to Jungian ideas. The seminars also provide a forum for the candidates to interact with each other, to learn in groups and to form a cohort.

Seminars will generally run during the academic year, September through May. The material in the seminars will include many of the primary topics for which candidates are responsible on the Advanced Candidacy Exam.

Seminars may be scheduled weekly or at times on weekends in a workshop format. For either weekly or weekend seminars, candidates are expected to travel to the site of the seminar, some of which may be outside the Portland area. Attendance at the seminars is strongly encouraged but not required.

b. Curriculum Each year the Director of Training and the Training Committee will develop a schedule of seminars, including seminar leaders and topics to be presented in the seminars for the following academic year. They will also develop a group supervision schedule for the year. The proposed curriculum and schedule will be presented to the members of CGJIPN/PNSJA for approval. During the year changes to the curriculum must be approved by the Training Committee, and to the extent possible under the circumstances, approved by the members of CGJIPN/PNSJA.

3. Assessment of the Content Domain

A mid-course assessment of competency, the Advance Candidacy Examination, will cover the content requirements of the program. This evaluation includes the candidates experience of and

personal relationship to the content material as well as an intellectual understanding of it.

C. Embodied Practice

1. Guiding Principles of the Embodied Practice Domain

The guiding principle is to facilitate the development and integration of content and practice skills. These skills include:

- a. The ability to empathically relate to, reflect on, and creatively use the candidate's own thoughts, emotions, images, memories, sensations, and behaviors, and to do so with clients.
- b. The ability to work effectively with the candidate's own complexes and those of his or her clients through dynamic processes such as dreams, pictures, active imagination, somatic signs and symptoms, and transference and countertransference phenomena.
- c. The ability to amplify symbolic content in dreams, fairy tales, myths, comparative religion, and contemporary events as well as for key events in the client's own life story. Skilled amplification of personal and symbolic content will assist candidates and their clients to give meaning to specific psychological issues as well as to a long-term course of development.

2. Implementation of the Embodied Practice Domain

Individual analysis as well as individual and group supervision are the primary means of fostering development in this domain. Participation in meetings with the Individual Mentoring Committee, engagement in seminars, the individualized parts of the learning contract, the case assessment work, and the process of developing and sharing the final project or thesis all offer venues in which to develop embodied practice.

3. Assessment of the Embodied Practice Domain

The assessment of a candidate's development of embodied practice would occur in three ways. Monitoring and evaluation will occur as the Individual Mentoring Committee works with the candidate throughout the program as well in individual and group supervision. Assessment will also occur through formal exams, written case presentations, and a final project or thesis. The important dimensions of the candidates to be measured follow from the guiding principles:

- a. Capacity for embodied empathy with self and others.
- b. Capacity for discerning and amplifying symbolic content through myth, fairy tales, comparative religion, and contemporary events in relation to oneself and clients.
- c. Capacity to work effectively and creatively with the candidate's own complexes and those of his or her clients.

VIII. Candidacy Stages

A. Preliminary Candidacy

The Preliminary Candidacy stage lasts for one year. During this period both the newly admitted candidate, the IMC, and the CGJIPN faculty continue to assess the candidate's suitability for analytic training. In this stage the candidate will continue personal analysis, develop an Individual Learning Agreement, participate in seminars, begin individual and group supervision, participate in the process group, and undertake other elements of the Analytic Training Program. At the end of the first year, and if needed thereafter, the candidate's Individual Mentoring Committee will review the candidate's suitability for continued training and promotion to the Candidacy Stage. The recommendation of the IMC and the approval of the Training Committee and the CGJIPN/PNSJA membership must be obtained in order for the candidate to move to the Candidacy Stage. The IMC, the Training Committee and the CGJIPN/PNSJA membership may determine at this time that the candidate should not continue in the training program.

B. Candidacy

The Candidacy Stage lasts a minimum of two years. Candidates will continue to participate in all aspects of the training program. After one and one-half years in the Candidacy Stage and after having completed all other prerequisites, the candidate, after consultation with and with the approval of the IMC, may submit a written request to the Director of Training for permission to take the Advanced Candidacy Exam (ACE). Permission will be granted upon approval by the Training Committee and the CGJIPN/PNSJA membership. The exam will be scheduled after the third year of participation in the program.

C. Advanced Candidacy

Upon passing the Advanced Candidacy Exam (ACE), the candidate enters the Advanced Candidacy Stage during which the candidate may intensify individual supervision, group supervision, and individual analysis, and in consultation with the IMC, prepare for the case assessment and undertake the final project.

IX. Faculty

All members of the PNSJA are on the faculty of the Analytic Training Program. Other IAAP analysts and qualified individuals may be invited to teach or supervise as part of the training program with the approval of the Training Committee, and where feasible the CGJIPN/PNSJA membership.

X. Specific Training Requirements

A. Individual Analysis

Candidates are required to be in analysis with an analyst who is a member of the International Association for Analytical Psychology (IAAP) during the entire period that they are in the training program. Analysis may occur with an analyst who is not a member of the PNSJA with the approval of the IMC. After admission into the training program, candidates are required to have no fewer than 300 hours of analysis to be eligible to receive the diploma.

Reports from the candidate's personal analyst are required annually, but to insure confidentiality such reports are limited to confirming the hours of analysis.

B. Candidate Practice

It is assumed that candidates will be providing psychotherapy to clients as part of their professional practice throughout the training program. A candidate who ceases or significantly curtails professional practice should discuss this decision with the Individual Mentoring Committee.

C. Individual and Group Supervision

Individual and group supervisors must have at least five years of practice experience after receiving their diploma as analysts. Exceptions to this requirement may be considered upon written request and review by the DOT and the Training Committee.

1. Individual Supervision

Candidates are required to be in individual supervision a minimum of two hours every 4 weeks from the beginning of the training program until passing the Advanced Comprehensive Examination. After passing the ACE, candidates must be in weekly supervision until passing the Case Assessment, after which supervision is optional once the required number of hours has been achieved. Supervision schedules may make reasonable accommodations for vacations and holidays with the consent of the supervisor. It is recommended that individual supervision be with a member of the PNSJA, although exceptions may be considered upon written request and review by the candidate's Individual Mentoring Committee.

120 hours of individual supervision with at least two different analysts are required in order to receive the diploma. A candidate must have a minimum of 50 hours with one supervisor. There must be at least 10 hours of supervision with any one analyst in order to count those hours toward the total required.

The fee for individual supervision for all CGJIPN/PNSJA analysts is set at \$110 per supervision hour, which fees will be paid directly to the supervisor.

Supervisors will submit yearly evaluations to the Director of Training and the Chair of the Individual Mentoring Committee one month prior to the annual meeting between the IMC and the candidate. These evaluations are to be signed by both the candidate and the supervisor .

2. Group Supervision

Candidates are required to be in group supervision in which candidates will present material from their clinical work from the beginning of the training program until they pass the Case Assessment Examination during Advanced Candidacy.

It is recommended that prior to passing the Advanced Candidacy Examination, group supervision occurs no less than two hours every four weeks from September through May for a total of nine sessions per year, under a schedule to be established by the Training Committee.

After passing the ACE, Advanced Candidates are required to be in group supervision on a more frequent basis until such time as the candidate has passed the Case Assessment Examination, with groups meeting up to once per week. The schedule and course of required group supervision for Advanced Candidates will be established by the Training Committee in consultation with the Mentoring Committee, and submitted to the members of the CGJIPN/PNSJA for approval.

The group supervisor, in consultation with the DOT and Training Committee, may organize group supervision meetings around specific topics such as dreams, archetypal material, transference-countertransference, etc. in order to further develop an awareness and facility with important elements of clinical work.

Each candidate is required to submit a written case report once during each year of group supervision, both before and after the ACE. The report should be 5 double-spaced pages, with copies for the supervisor and each member of the group.

When a candidate's personal analyst is the supervisor of a group, the candidate is not required to attend that group supervision even if attendance is otherwise required by these policies or by the Training Committee.

120 hours of group supervision are required in order to receive the diploma.

Fees for group supervision are included in the annual tuition.

D. Symbol Paper

During the Candidacy Stage, candidates must write a Symbol Paper in which they choose a single symbol which has personal meaning and then explore the nature and qualities of that

symbol. The paper may include the personal, historical, emotional, imaginative, or archetypal aspects of the symbol, and is designed to assist the candidate in symbolic exploration and thinking. The paper should be typewritten, double-spaced and between 10 and 20 pages in length. The subject of the paper should be discussed and orally approved by the candidate's personal contact on the IMC. The paper should be submitted to the candidate's IMC for discussion and acceptance or modification. A copy of the accepted paper signed by the personal contact person on the IMC and the candidate should be submitted to the Director of Training. The Symbol Paper must be written and accepted before applying to sit for the ACE.

E. Process Group

Candidates are required to participate in an ongoing process group which will meet monthly, or at some other frequency determined by the Training Committee, for a period of three years from the beginning of the training program. After the three years, the Training Committee, in consultation with the Mentoring Committee and the candidates, may elect to continue the process group for one or more years. The purpose of the process group is to: 1) facilitate development of a cohort among the candidates, (2) give candidates an opportunity to develop group process skills and gain insights for personal development, and (3) offer a safe place to explore differences and clarify grievances. The group will be facilitated by a therapist selected by the Training Committee who is not a member of the CGJIPN/PNSJA. The group facilitator and the proceedings of the group will not be part of any evaluation process in the program. Reports from the group facilitator will be limited to confirming candidate participation. Fees for the group facilitator will be included in the annual tuition.

F. Individual Learning Agreement

Each candidate will meet with his or her Individual Mentoring Committee at the beginning of training for a collaborative discussion of the candidate's particular interests, passions, hopes, and concerns relating to the candidate's individual development. Such a discussion may include the candidate's strengths and weaknesses and the candidate's own sense of his or her individuation path. This discussion will be set forth in writing in a jointly created Individual Learning Agreement which will guide the candidate throughout the training program.

The IMC and the candidate may meet as needed thereafter, but no less than once a year, at which times the candidate's progress and process in the training program will be mutually explored, and the candidate's Individual Learning Agreement modified as needed.

G. Seminars

Attendance at the seminars offered in the training program is strongly encouraged but not required. Significant absences from the seminars should be discussed with the candidate's Individual Mentoring Committee. When a candidate's personal analyst is a seminar leader, the candidate is not required to attend the seminar and any such decision will not be seen as a significant absence from the seminars. Candidates and analysts are encouraged to be sensitive to the implications of a candidate's participation in a seminar when the personal analyst is the seminar leader.

H. Advanced Candidate Examination and Case Assessment

1. Advanced Candidate Examination (ACE)

A candidate is eligible to take the Advanced Candidate Exam after completing three years of the training program. The candidate may initiate the process after two and one-half years in the program and after the Symbol Paper has been accepted. The candidate should obtain approval of the IMC and send a written request to take the ACE to the Director of Training, signed by the candidate and the chair of the IMC. After approval by the Training Committee and the members of CGJIPN/PNSJA, the DOT and Training Committee will appoint a 3 person Examining Committee with a designated chair and schedule the examination. The Training Committee may appoint examiners who are not members of PNSJA with notice to and the approval of the PNSJA if feasible. The candidate, with the consent of the DOT, may choose one member of the examining committee which may include the candidate's supervisor but not the personal analyst.

The Advanced Candidate Examination will cover the basic principles of Jungian theory and practice. There will be both a written and oral part of the examination. The candidate may confer with the chair of the Examining Committee before the ACE in order to discuss and clarify the examination process.

If a candidate does not pass either the written or oral portion of the examination, the candidate may retake the examination no sooner than six months after the date of the previous examination. Membership on the Examining Committee may change, though if possible one member of the original committee will serve as an examiner for the subsequent examination. The fee for retaking only the written or oral portion of the examination will be one-half of the full examination fee.

Written Examination: The written examination will precede the oral examination. It will consist of three questions selected by the Examining Committee from a longer list of potential questions developed in consultation with the Training Committee. The candidate is encouraged to submit questions which may be included in the list of potential questions for the examination.

From the date and time the questions are given to the candidate, he or she has 72 hours to answer them and turn the examination in to the Examining Committee. Answers must be limited to no more than 5 typewritten double-spaced pages for each question. The answers must be submitted electronically to each member of the examining committee, unless the candidate is otherwise instructed by the Committee.

The Examining Committee will review the candidate's answers and meet to determine whether the candidate did or did not pass, which will be decided by a majority vote of the Committee. Each examiner will prepare brief written comments regarding the candidate's responses and submit these to the chair of the Examining Committee, who will in turn inform the candidate in writing of the Committee's decision, including the comments of the individual examiners. The Chair will send a copy of the Committee's decision and the individual comments to the Director of Training and the chair of the IMC.

Passing the written examination is required in order to take the oral examination. Upon sending notice that the candidate has passed the written part of the ACE, the chair of the Examining Committee will schedule a time and place for the oral examination which should be set within 60 days of sending such notice if feasible.

Oral Examination: The oral examination will last 3 hours, with a 20 minute break. The Examining Committee will meet and confer immediately after the exam to determine whether the candidate did or did not pass. The Committee will then meet with the candidate to inform him or her of its decision, to review the candidate's responses and give feedback regarding the examination. The chair will write a brief report summarizing the Committee's decision and comments, and send it to the Director of Training and the chair of the IMC.

2. Case Assessment Examination

Advanced candidates are required to write two extended case reports and undergo a case examination process in order to assess the candidate's capacity to work analytically with clients. An Advanced Candidate is eligible to take the Case Assessment Examination after they have completed 100 of the 120 hours of required individual supervision, and 100 of the 120 required hours of group supervision, and received the approval of the Individual Mentoring Committee. The candidate should send a written request to sit for the Case Assessment Examination to the Director of Training, signed by the chair of the IMC and the candidate.

After approval by the Training Committee and the members of CGJIPN/PNSJA, the DOT and Training Committee will appoint a three person Case Assessment Committee with a designated chair and schedule the examination after consulting with the candidate. The DOT and Training Committee may appoint examiners who are not members of CGJIPMN/PNSJA as needed, with notice to and the approval of the Institute and Society if feasible. The candidate, with the approval of the IMC, may choose one member of the Case Assessment Committee which may include the candidate's supervisor but not the personal analyst.

Case Studies: To prepare for the Case Assessment Examination, the candidate will prepare two extended case reports which will be submitted to the Case Assessment Committee at least 30 days prior to the case examination. One report will review the work with a client of at least 100 contact hours, and should be no more than 60 pages in length. A second report will review the work with a client of at least 75 contact hours and should be no more than 40 pages in length. Each case study should include at least two verbatim transcripts of parts of sessions with the client of 3 to 5 double-spaced pages each. The case studies should be typewritten and double-spaced.

A written informed consent must be obtained from the client before discussing the work with the client in a written case study or the Case Assessment Examination.

Oral Case Assessment: The Case Assessment Committee will choose one of the case studies for the examination. The assessment will consist of a 90 minute oral discussion of

the selected case, with a 20 minute break. The Examining Committee will meet and confer immediately after the exam to determine whether the candidate did or did not pass. The Committee will then meet with the candidate to inform him or her of its decision, to review the candidate's responses and give feedback regarding the examination. The chair will write a brief report summarizing the Committee's decision and comments, and send it to the Director of Training and the chair of the IMC.

If a candidate does not pass the Case Assessment Examination, it may be retaken after 6 months. The subsequent examination will include at least two of the three original members of the Examining Committee. The Committee may have the candidate modify one or both of the two case reports submitted for the earlier examination, and may choose either of the case studies for the subsequent examination. The fee for retaking the exam is the same as the original fee.

I. Diploma Thesis or Final Project:

All candidates are expected to do an original thesis or final project. The thesis or final project is intended to be a significant work that demonstrates the candidate's ability to conduct creative research or to carry out a creative endeavor that reflects his or her special interest, individuation process and Jungian orientation.

1. Diploma Thesis

- a. The candidate should select a principal diploma thesis advisor from the members of CGJIPN/PNSJA to chair the Diploma Thesis Committee and to work with the candidate while researching and writing the thesis. The Individual Mentoring Committee, in consultation with the Director of Training, must approve both the topic and the thesis advisor. A 2 to 3 page thesis proposal should be submitted to the chair of the IMC. When approved, the proposal should be signed by the candidate and the chair of the IMC with a copy submitted to the DOT.
- b. With the approval of the Training Committee, the candidate will choose two persons in addition to the diploma thesis advisor to constitute the Diploma Thesis Committee, which will review the thesis and conduct the Thesis Discussion when the work is completed. One member of the committee may be an analyst or other outside expert who is not a member of CGJIPN/PNSJA. Candidates are to make their own financial arrangements with the thesis advisor.
- c. The chair of the Thesis Committee, in consultation with the members of the committee and the candidate will determine a time and place for the Thesis Discussion. The members of the Thesis Committee should receive the thesis no later than eight weeks prior to the Thesis Discussion.
- d. The Thesis Discussion will take place before the Committee and other interested members of CGJIPN/PNSJA. The Thesis is subject to approval or requests for revision by the Thesis Discussion Committee. The Thesis Advisor will prepare a brief report on the results of the Thesis Discussion, and send the report to the Director of Training and the

chair of the IMC.

e. The candidate must complete the Thesis and sit for the Thesis Discussion within two years of submitting an approved thesis proposal to the Director of Training and the chair of the IMC. This time period may be extended only after a request in writing approved by the IMC and the Training Committee.

2. Final Project

Candidates may choose to do a final project rather than a thesis. The scope and personal investment in the project should be equal to the time, energy, and commitment required of a thesis. A final project other than a thesis should be extensively discussed with the candidate's IMC and approved by the IMC and Training Committee. A final project would include all the procedural elements of a thesis set forth above including the selection of a principal adviser, submitting a proposal, selecting a committee, and sitting for a Final Project Discussion.

XI. Grievance Process and Dual Roles

A. Grievance and Resolution Process

In case of a concern or grievance arising in the course of the training program, candidates should first try to resolve the concern by speaking to the individual(s) involved. If unsuccessful, the candidate may pursue the following resolution process. To the extent possible under the circumstances, candidates are encouraged to seek informal resolution of a concern following steps one, two and three set forth below.

1. First the candidate is encouraged to report the concern and discuss the issue with his or her Individual Mentoring Committee contact person.
2. If the concern is not resolved, the candidate may report the concern and discuss the issue with the Director of Training.
3. If the concern is not resolved, the candidate may report the concern and discuss the issue with the Training Committee.
4. If a candidate has been unable to resolve a concern or grievance through an informal process, the candidate may file a formal grievance by writing a letter stating the nature of the concern or grievance and submitting it to the DOT and the contact person on the candidate's IMC.
5. In addressing either an informal or a formal concern or grievance, either the IMC, the DOT or the Training Committee may refer the issue to and/or consult with the membership of CGJIPN/PNSJA.

B. Ethical Complaints

If the candidate's concern involves a question of professional ethics, the candidate may discuss

the concern informally with the chair of the Ethics Committee. The candidate may also file a formal grievance or complaint directly with the Chair of the Ethics Committee by submitting the complaint in writing to the chair of the Ethics Committee. The chair may refer the concern or complaint to the full Ethics Committee and the membership of CGJIPN/PNSJA as he or she deems appropriate.

C. Dual Roles

Harmful dual roles during a candidate's training experience are to be avoided. To promote this goal, the following guidelines are adopted.

1. A current or former personal analyst of an applicant to the training program will not vote or have any other active function on the Admissions Committee regarding that individual's application.
2. A candidate's current or former personal analyst will not serve on the candidate's Individual Mentoring Committee or as an individual supervisor or examiner, and will not participate in any evaluation or discussion of or vote upon the candidate's progress through the training program. The personal analyst can serve as a seminar leader or as a group supervisor although both candidate and analyst should be sensitive to the candidate's participation in such a group process, and the candidate is free not to participate even if the participation is otherwise required.
3. A candidate's current supervisor, and any former supervisor who has served in that capacity within the previous twelve months, will not serve on the candidate's Individual Mentoring Committee, but may serve as a seminar leader, group supervisor, and participate in any other assessment process including, with the candidate's consent, sitting as an examiner.
4. If, in the selection of examiners for any examination such as the ACE, the Case Assessment, or the Final Project Discussion, the candidate is concerned that there is a potentially harmful dual role, the candidate should bring those concerns to the Director of Training for discussion and potential resolution prior to the examination or discussion.

XII. Granting the Diploma

The diploma will be granted when all requirements specified in these policies regarding the Analytic Training Program have been completed, all financial obligations to the Institute have been met, and the IMC and the Training Committee have recommended and the members of CGJIPN/PNS have voted to grant the diploma.

In making their recommendations, the IMC and the Training Committee will review all relevant reports, evaluations, and other documentation, including the Individual Learning Agreements, final reports of the chairpersons of the Advanced Candidacy and Case Examinations, the Diploma Thesis or Final Project Committee Chair, the supervisors reports, and the records of required hours of analysis and supervision.

Diplomates of the Institute are eligible to immediately be admitted as voting members of the

Pacific Northwest Society of Jungian Analysts/C.G. Jung Institute Pacific Northwest and members of the International Association for Analytical Psychology upon payment of the required dues .

Possession of the diploma does not indicate that the diplomate has satisfied legal or licensure requirements under the laws of any state or country. If the individual wishes to practice in the field of Analytical Psychology, it is the individual's responsibility to comply with local, municipal, state, or national statutes and regulations which regulate practice in any given geographic location.

XIII. Fees and Tuition

A. Tuition: Annual tuition will be determined by the Training Committee with the approval of the members of CGJIPN/PNSJA. Tuition will be due and payable on or before August 1 of the year for any year in which the training program begins in September, and on or before January 1 of the year for any year in which the training begins in February. The Training Committee may adopt a schedule permitting annual tuition to be paid in two or more payments.

B. Fees: The fees for specific elements of the program are:

1. Application: \$300
2. Admission interviews: \$600
3. Advanced Candidacy Exam: \$600
4. Case Assessment Examination: \$600
5. Final Project Discussion: \$300

XIV. Other Information Related to Training

A. Transfers: Individuals who are or have been candidates at another Jungian institute and wish to complete their training with the CGJIPN/PNSJA may be considered on a case-by-case basis. To initiate the process, the individual must write a letter of interest to the Director of Training and the Training Committee. The applicant must supply a letter of recommendation from the transferring institute stating that the applicant is in good standing in that analytic training program, fulfill all admission criteria of the C.G. Jung Institute Pacific Northwest, and meet whatever further requirements the Training Committee determines are a part of the application process

B. Leave of Absence: If there is a compelling reason, a candidate may request, in writing, a leave of absence. To grant a leave, the Director of Training will consult with and obtain the recommendation of the IMC and the approval of the Training Committee. After a leave of absence of 12 months or more, the Director of Training, in consultation with the IMC and Training Committee, may require the candidate to apply for permission to continue training. When a leave is requested within the first 10 days of the beginning of the training year, the candidate will be reimbursed 80% of the year's tuition if the leave is granted. When a leave is requested within the first 60 days of the training year, the candidate will be reimbursed 50% of the year's tuition if the leave is granted. Candidates requesting a leave after the first 60 days of

the training year are not eligible for any tuition reimbursement. Candidates will be assessed a fee of \$100.00 for each leave of absence.

C. Provisional Status: In the event a candidate has, in the judgement of the IMC, significant academic, ethical, professional, or psychological difficulties at any time during the training program, the IMC and the full Mentoring Committee, may recommend to the Director of Training and the Training Committee, that a candidate be placed on provisional status. The Training Committee, with the approval of the PNSJA membership, may accept the recommendation and place the candidate on provisional status. The candidate will be notified in writing about the reasons he or she is being put on provisional status and the conditions which must be met in order to be removed therefrom. The decision to place a candidate on provisional status is solely at the discretion of the Mentoring Committee, the Training Committee and the Institute and Society, though that discretion will not be exercised capriciously.

E. Dismissal: In the event that a candidate has, in the judgement of the IMC significant academic, ethical, professional, or psychological difficulties at any time during the training program, such that the IMC concludes that further participation in the training program is not appropriate, the IMC and the full Mentoring Committee, may recommend to the Director of Training and the Training Committee that the candidate be dismissed from the program. Such a recommendation may be made whether or not the candidate is on provisional status. The Training Committee, after consulting with and obtaining the decision of the CGJIPN/PNSJA membership, will dismiss the candidate from the program. The DOT will notify the candidate in writing of the reasons he or she is being dismissed. The decision to dismiss a candidate from the training program is solely at the discretion of the Mentoring Committee, the Training Committee, and the Institute and Society, though that discretion will not be exercised capriciously.

In the case of an ethical violation, the Ethics Committee rather than the IMC and Mentoring Committee may make the recommendation for dismissal of a candidate to the Director of Training and the Training Committee, which recommendation may be accepted and referred to the Institute and Society as set forth above.

G. General questions: General questions about training should be addressed to the Director of Training or the contact person on the candidate's Individual Mentoring Committee. For questions raising a concern, grievance, or ethical question during training, see Section XI of these policies on Grievance Process and Dual Roles.

H. Amending the Training Policies: In order to provide flexibility in the design and implementation of the Analytic Training Program, the CGJIPN/PNSJA Administrative Policies addressing the structure and procedures of the Analytic Training Program (Division 2: Analytic Training Program) may be amended by electronically registered vote rather than at a meeting of the members as is otherwise required by these policies (see current Administrative Policies, CGJIPN COMMITTEES, Section 6). To amend the Administrative Policies regarding the ATP, written notice of the proposed changes may be sent electronically to all members of CGJIPN/PNSJA who have current email service, and by ordinary mail or by hand delivery to members who do not have current email service. The notice must clearly set forth the language

of the existing policy, and the language and terms of the proposed change or new policy, and provide an explanation of the purpose of the proposed changes. Voting may be by email or by ordinary mail. The proposed amendment(s) may be adopted if at least two-thirds of the members respond and vote on the proposed amendment(s), and two thirds of those voting vote in favor of the amendment(s). The voting will not close and the amendment(s) will not be deemed accepted or defeated until 14 days after the proposed changes in the training program policies have been sent to the members to permit time for discussion of the changes. The voting may be held open until two-thirds of the members have voted or abstained.