



**The New Jersey
Institute
for
Training in Psychoanalysis
(NJJI)
Policy Booklet
2022-2023**



THE NEW JERSEY INSTITUTE FOR TRAINING IN PSYCHOANALYSIS

NJI builds upon the maintenance of the highest ethical standards. All candidates, faculty and members are expected to observe the ethics of the American Psychoanalytical Association as well as the ethics and guidelines of their respective discipline and organization.

These include but are not limited to:

National Association of Social Workers
Clinical Social Work Association
American Psychological Association
American Medical Association
American Psychiatric Association
National Board of Certified Counselors
Society for Clinical Social Work

Non-Discrimination Policy

NJI does not discriminate on the basis of race, color, national origin, ethnicity, gender, gender identity, sexual orientation, religious belief or creed.

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INFORMATION FOR CANDIDATES

Certificate Requirements

I. Introduction to psychoanalysis program:

- Completion of all courses. Curriculum includes six (6) courses.
- Meet all requirements for those courses.
- Completion of all written material and/or assignments.
- Twenty hours (20) of supervision with an NJI supervisor.

II. Advanced Psychoanalytic Program:

- Completion of all courses. Curriculum includes thirty (30) courses.
- Meet all the requirements for those courses.
- Completion of all written material and/or assignments.
- Four hundred and fifty (450) hours of personal psychoanalysis. Out of these 450 hours, one hundred and fifty (150) hours must be three (3) times per week .
- Personal analysis should begin not later than during the second year in the program.
- Supervision with three (3) control analysts. Seventy eight (78) hours with each of the first two controls and at least fifty two (52) hours with the third control. The minimum of 52 hours with the third control needs to be completed before requesting permission from the Training Board to write the final case paper.
- To be eligible for the final case paper the candidate has to have seen a patient in three-times-a-week analysis for a minimum of two (2) years.
- A candidate must remain in supervision during the writing of the final case and until she/he/they has/have been certified.
- When the candidate has met all the requirements to begin the writing of the final case paper, the candidate must inform the third control analyst noted above, who in turn must ask the Training Board for approval and for assignment of a committee. The committee consists of a chair and two additional members. Prior to the candidate's oral defense a fourth member (referred to as a "fourth reader") will be assigned.
- The oral defense will be scheduled by the candidate's committee after the final case paper has been accepted by the four members of the candidate's committee.

III. Child and Adolescent Psychotherapy Program:

- Completion of all courses. Curriculum includes eight (8) courses.
- Personal Psychodynamic Psychotherapy/Psychoanalysis is strongly recommended but not required.
- Supervision of a one year case: fifty two (52) weeks.
- If a student wants to affiliate with NJI's clinic, the student must complete two years of supervision with two different supervisors (52 hours with each supervisor).

- One hundred and forty (140) documented hours of psychotherapy with children and adolescents.
- Final case paper.

Candidate's Responsibilities

Attendance:

- Attendance for all classes is mandatory.
- More than two absences will result in an incomplete (I); if given an incomplete, the candidate will not receive credit for the course.

Written work/Assignments:

- All written work should be completed by the deadline set by each instructor. An extension for any assignment can only be granted at the discretion of each instructor.
- If the written work/assignment is not completed an incomplete (I) will be given.

Supervision:

- Candidates must remain in supervision until graduation from each of the programs.
- For the one year Introduction to Psychoanalysis Program a minimum of 20 hours of supervision is required.
- For the Child and Adolescent Psychotherapy Program a minimum of 52 hours of supervision is required.
- For the Adult Psychoanalytic Program—completion of two controls (each for 78 hours) and a third control (for a minimum of 52 hours) is required.
- All supervisors must be approved by the Training Board and be a member of MONJI.
- All first year candidates (and only first year candidates) are eligible for twenty (20) hours of low cost supervision. Beginning with the fall 2022 incoming class, low cost supervision will consist of an arrangement between the supervisor and the supervisee in which the fee for supervision cannot exceed \$50.00 dollars per session.
- The list of low cost supervisors will be provided to first year candidates with the registration materials.
- The maximum amount any NJI supervisor can charge is \$100.00 per session.

Personal Psychoanalysis:

- NJI's training rests upon three major pillars: individual analysis, individual supervision and the course requirements for each of our programs. We strongly encourage personal analysis for each of our programs, although for the introduction to Psychoanalysis Program and the Child and Adolescent Program this is a suggestion not a requirement.
- For the Advanced Psychoanalytic Program the completion of 450 hours of personal analysis (150 hours must be in a 3 times per week frequency) is a requirement.
- Candidates in the Advanced Psychoanalytic Program must begin their personal analysis not later than during their second year in the program.
- All training analysts must be approved by the Training Board.

Clinical/Practice hours:

- Candidates in the Advanced Psychoanalytic Program are required, starting with their third year and until their certification to have a minimum of eight practice hours (i.e., “patient” or “clinical” hours) per week.
- By their third year candidates in the Advanced Psychoanalytic Program must begin to see at least two patients in a three-times-a-week frequency.

Course sequence/questions:

- We strongly encourage following the sequence of the courses for each respective program as delineated.
- We strongly encourage remaining with your class cohort.
- In the event that a candidate wants to take a course out of sequence, the candidate must consult with his/her/their supervisor. If the supervisor has any questions or concerns, these should be brought to the attention of the Training Board.
- For courses that have a part one and a part two, these courses should be taken in the correct sequence (namely, Psychopathology I & II, Dreams I & II). Transference should be taken before Countertransference.
- If a candidate wants to take more than three courses per semester, the candidate must discuss this with his/her/their supervisor, and the supervisor must then ask the Training Board for approval.

NJI Confidentiality Policy for Courses:

In the classroom at NJI, we only use clinical material for educational purposes. This clinical material needs to be protected.

As such, when case discussions or other discussions in the classroom feature confidential clinical information (or other sensitive information not to be disclosed outside the learning environment), the following is required.

- When the class takes place via Zoom (or any other mode of remote communication), candidates should be in a setting that is private, in which the candidate and others (e.g., classmates, instructors) cannot be overheard;
- Candidates will refrain from discussion of the above-mentioned confidential or sensitive information outside of the relevant class sessions;
- And such information (and, in particular, any clinical material) should be heavily disguised;
- In the event that any member of the class recognizes elements of any clinical material being presented, such member will notify the instructor and leave the class session immediately. In the event such notification is not possible, the member of the class will, nonetheless, immediately remove themselves from the class session.
- In no event should candidates record (in any audio or visual medium), rebroadcast, redistribute, share outside of the class environment, post in any form online, reproduce (in any audio or visual medium), or create derivative works of, any segment of the class.

NJI reserves the right to modify this policy as appropriate.

Leave of absence:

- All leaves of absence must be approved by the Training Board.
- A \$250 fee will need to be paid for the maintenance of matriculation during the time the candidate is on leave.

Evaluation Process:

Each year there is an evaluation of each of the candidates. The candidate needs to:

- Ask their supervisor to complete an evaluation form containing the hours of supervision the candidate has completed to date.
- Ask their personal analyst to complete the form indicating the number of hours and frequency of personal analysis the candidate has had to date. ***This form needs to be mailed by the analyst directly to NJI via regular mail. This information is confidential and under no circumstances should it be submitted online.***

{All forms are to be found on the NJI website}

Grievance Procedure:

- The candidate should discuss any difficulties or grievances first with his/her/their supervisor.
- If there is no resolution of the matter, the supervisor will bring the matter to the attention of the Training Board.
- If the matter continues to be unresolved, the supervisor and the candidate should bring the matter to the attention of the Ethics Board.
- If the matter continues to be unresolved, it will be referred to the Executive Board for final settlement.
- If the matter presents legal issues or in any way is adverse to the interests of NJI the matter must be referred to the Board of Trustees for appropriate action.

Memberships/Organizations

- We encourage joining the NAAP (National Association for the Advancement of Psychoanalysis).
- All students upon registration will automatically become members of the candidates' organization, PACO.
- All Advanced candidates are invited to join MONJI (Membership organization of NJI). Advanced candidacy is achieved upon completion of the Advanced Psychoanalytic Program Curriculum (30 courses).

Affiliation to the The Clinic of NJI

- Candidates can request affiliation to the clinic with the approval of their supervisor, the Training Board and the clinic director.
- The affiliation fee is \$75.00.
- Candidates that affiliate with the clinic are required to carry malpractice insurance that includes a rider that extends to NJI's clinic.
- Candidates that affiliate with the clinic must follow all rules and regulations associated with being part of NJI's clinic. Please refer to the clinic procedures for more detail.

INFORMATION FOR SUPERVISORS

- Candidates must remain in supervision until graduation from the applicable program.
- For the one year Introduction to Psychoanalysis Program a minimum of 20 hours of supervision is required.
- For the Child and Adolescent Psychotherapy Program a minimum of 52 hours of supervision is required.
- For the Adult Psychoanalytic Program completion of two controls (each for 78 hours) and a third control (for a minimum of 52 hours) is required.
- All supervisors must be approved by the Training Board and be a member of MONJI.
- Low cost supervision is a service that NJI provides to first year candidates. To be part of this service, supervisors must ask to be included on the list for low cost supervision. Low cost supervision means an arrangement between a supervisor and a supervisee exists in which the supervisor's fee cannot exceed \$50.00 (fifty) dollars per session.
- The maximum amount any NJI supervisor can charge is \$100.00 (one hundred) dollars per session.

Evaluation Process:

Each year there is an evaluation process for each of the candidates. The supervisor must complete an evaluation form that includes a review of the feedback provided by each of the candidate's instructors along with the supervisor's evaluation of the supervisee and must include the hours of supervision the candidate has completed to date.

{All forms are to be found on the NJI website}

Grievance Procedure:

- The supervisor should discuss any difficulties first with the candidate.
- If there is no resolution of the matter, the supervisor will bring the matter to the attention of the Training Board.
- If the matter continues to be unresolved, the supervisor and the candidate should bring the matter to the attention of the Ethics Board.
- If the matter continues to be unresolved, it will be referred to the Executive Board for final settlement.
- If the matter presents legal issues or in any way is adverse to the interests of NJI the matter must be referred to the Board of Trustee for appropriate action.

INFORMATION FOR TRAINING ANALYSTS

Each year there is an evaluation of each of the candidates. For this evaluation, the Training Board needs verification of the hours and frequency of the candidate's personal analysis. The training analyst is responsible for completing a personal analysis verification form and **mailing this form directly to NJI via regular mail. Please be aware that this form contains highly confidential information, and under no circumstances should this form be submitted online.**

{All forms are to be found on the NJI website}

INFORMATION FOR FACULTY

All members of the faculty are responsible for:

- Maintaining and updating their syllabus.
- Completing the evaluation forms at the end of each term.
- Reviewing the feedback and suggestions provided by the candidates.
- Adhering by NJI's confidentiality policy for courses.
- Following appropriate grievance procedures if need be.

{All forms are to be found on the NJI website}

NJI Confidentiality Policy for Courses:

In the classroom at NJI, we only use clinical material for educational purposes. This clinical material needs to be protected.

As such, when case discussions or other discussions in the classroom feature confidential clinical information (or other sensitive information not to be disclosed outside the learning environment), the following is required.

- When the class takes place via Zoom (or any other mode of remote communication), candidates should be in a setting that is private and in which the candidate and others (e.g., classmates, instructors) cannot be overheard;
- Candidates will refrain from discussion of the above-mentioned confidential or sensitive information outside of the relevant class sessions;
- And such information (and, in particular, any clinical material) **should be heavily disguised**;
- In the event that any member of the class recognizes elements of any clinical material being presented, such member will notify the instructor and leave the class session immediately. In the event such notification is not possible, the member of the class will, nonetheless, immediately remove themselves from the class session.
- In no event should candidates record (in any audio or visual medium), rebroadcast, redistribute, share outside of the class environment, post in any form online, reproduce (in any audio or visual medium), or create derivative works of, any segment of the class.

NJI reserves the right to modify this policy as appropriate.

Grievance Procedure:

- The instructor should discuss any difficulties or grievances first with the candidate.
- If there is no resolution of the matter, the instructor will bring the matter to the attention of the candidate's supervisor.
- If the matter continues to be unresolved, the supervisor and the instructor should bring the matter to the attention of the Training Board.
- If the matter continues to be unresolved, it will be referred to the Ethics Board.
- If resolution is not reached the matter will be brought up to the Executive Board for final settlement.

- If the matter presents legal issues or in any way is adverse to the interests of NJI the matter must be referred to the Board of Trustees for appropriate action.