

Psychoanalytic Psychotherapy Training Program (PPTP) & Foundations of Psychoanalytic Psychotherapy Program

Training Manual 2016-2017

Welcome to the Psychoanalytic Psychotherapy Training Program (PPTP) or the Foundations of Psychoanalytic Psychotherapy program! Please read this document, as it contains important information about program requirements, policies, and resources available to you. If you have questions, or suggestions about any aspect of your program, please feel free to contact me or any member of the PPTP/Foundations Committee listed below.

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PPTP/Foundations Committee

Genie Dvorak, PsyD	Admissions Chair
Katherine Fraser, DMH	Sacramento Liaison
Jack Giuliani, PhD	Dean, Mentoring
Adam Goldyne, MD	Associate Chair
Maria Longuemare, MD	Chair
Beth Steinberg, PhD	Curriculum Chair
Deborah Weisinger, PsyD	Supervision Chair

I. RESOURCES AVAILABLE TO YOU THROUGH SFCP

SFCP Community Membership

You automatically become a Community Member of the San Francisco Center for Psychoanalysis (SFCP) when you enroll in PPTP or Foundations. Membership benefits include access to members-only conferences at SFCP, discounted fees for some events, the opportunity to participate in the institutional life of SFCP (e.g. to attend business meetings or to serve on committees where Center policies are developed), and involvement in a vibrant community of colleagues who share a central professional and intellectual interest in psychoanalytic thought. You will be listed alongside other psychoanalytic clinicians in the SFCP roster, thereby facilitating collaborations and sharing of referrals amongst our community.

SFCP Library

An additional outstanding benefit of SFCP membership is access to SFCP's superb, dedicated psychoanalytic library. Our library contains extensive collections of psychoanalytic books, journals, unpublished manuscripts, and online resources (catalogued on the SFCP website). Eric Rosen, SFCP's librarian, will provide an orientation to the library prior to class and will email a resource guide to each of you. He is also available to provide instruction and individual assistance with any of the library resources throughout the year.

Access to PEP and EZ-Proxy

Your tuition also includes the cost of subscription to the Psychoanalytic Electronic Publishing website (PEP Web) and EZ-Proxy. These valuable resources give you online access to the complete archives of all major psychoanalytic journals, as well as numerous significant psychoanalytic books. Please note that PEP Web does not include articles published in the last three to five years, but that these articles can sometimes be found on EZ Proxy. *You should receive your log-in information for your PEP Web subscription before the first day of classes, and there will be a*

*library orientation at 5:30 pm on Tuesday, September 13 (the second Tuesday of classes) with Eric Rosen in the auditorium, to help you learn how to use these resources. Any **assigned readings** that are not on PEP or EZ-Proxy will be distributed to you in electronic form.*

Post - PPTP Graduation

Upon graduation from the PPTP, you will be eligible to become an ongoing member of SFCP under the membership category Psychoanalytic Psychotherapy Member (PPM) which entitles you to discounted fees for most SFCP programs and events; full library privileges (including PEP Web and EZ-Proxy access); and special educational events designed for Psychoanalytic Psychotherapy Members only.

II. DIDACTIC CURRICULUM

Curriculum Goals

The PPTP program offers a two-year didactic curriculum designed to deepen your understanding of psychoanalytic concepts and clinical technique. First-year seminars (which are also attended by Foundations trainees) are designed to introduce basic principles that inform clinical work: models of mental health and disturbance, special issues in beginning treatments, and fundamental issues in psychoanalytic practice. Second-year seminars (attended by PPTP trainees only) are meant to address a range of clinical and theoretical perspectives that deepen therapeutic work: conceptualizing the patient's inner world and the psychoanalytic psychotherapy situation, addressing common obstacles in a psychoanalytic psychotherapy, and developing creative technique. The courses are intended to build on one another in a cumulative way. A series of case conferences will run throughout the two-year program. The case conferences are meant to facilitate integration of the seminar material into your clinical work, and to provide a space for thinking about cases that may help you deepen your clinical thinking, attitude, and stance.

Alternate arrangements for trainees who have a clinical relationship to the instructor

You should not attend a seminar or case conference taught by someone with whom you are in treatment or have been in treatment in the past.

Likewise, if a family member or partner is, or has been, in treatment with an assigned instructor, an alternate arrangement should be made. If such a relationship exists, please contact the Curriculum Chair.

Alternate arrangements may include placement in an alternate section of the course in question, or, if this is not feasible, provision of a tutorial to replace the relevant course.

Confidentiality

It is our hope that the classroom setting will be a forum for rich clinical discussion. However, in the interest of patient confidentiality, we urge you to refrain from discussing any patient who could be known to any member of the class, and to absolutely refrain from discussing any clinical material outside the classroom setting. In addition, it is very important that you avoid disclosing any information that could reveal the patient's identity to the group. To do so, you may need to omit/alter names, places, or historical data make other changes to your presentation as needed.

The group experience

We have found that the experience of learning in a group and the cumulative group process are very important aspects of the PPTP experience. Any changes to the composition of the group -- absences, temporary leaves, additions of group members either temporarily or permanently, etc. -- affect the experience of group members working and learning together. The curriculum committee is mindful of any changes in the group composition and will try as much as possible to inform you about these changes before they happen. Please be aware that your absences impact the group experience. If you must miss a session of a

seminar or case conference, we are asking you to alert *both the class and instructor in advance by phone and/or email.*

CE / CME Credit

Some courses are eligible for CE/CME credit for an additional fee. If you are interested in receiving CE/CME credit, please contact Aaron Chow in the SFCP Office at the beginning of the year to inquire about availability and procedures. Please note, if your attendance in a given course falls below the percentage of sessions required for CE or CME by the California Board of Behavioral Sciences, no continuing education credit can be awarded. CE/CME operates under separate accreditation rules that require actual attendance to receive credit, and make-up work cannot be substituted.

Attendance Requirements

Please contact the Curriculum Chair as soon as possible should any of the following circumstances apply:

- (1) if a medical issue or other emergency interferes with your ability to attend class**
- (2) if you have missed too many sessions of a seminar or case conference and are in the position of needing to repeat the course (see sections below for minimum attendance requirements and make-up work policy)**
- (3) if you are having difficulty meeting attendance requirements or are considering interrupting your training for any reason**

We will make every effort to work with you to address these issues and facilitate your progression through the program. *Please note that if you do need to repeat a course for any reason, you will be required to take a leave of absence from the PPTP, and resume progression through the program the following academic year.* In addition to contacting the Curriculum Chair, please also consult Section VII below on Withdrawals/Interruptions in Training.

A. Didactic Seminar Attendance Requirements

This section addresses attendance requirements for *seminars*, which are those courses that are not case conferences. There is a separate policy for case conferences, described below in the section entitled ‘Attendance Requirements for Case Conferences.’

If you must miss a session of a seminar, you should alert both the class and instructor in advance by phone and/or email.

Your attendance will be verified based on the attendance sheet. Please make sure, by the last date of each course, that the attendance sheet accurately reflects every class you attended. The most recent attendance sheets are scanned weekly and posted online, so that you may check them at any time. After the end of the course, we will be unable to “count” sessions not noted on the attendance sheet, even if you actually were present.

· If you are absent for any session of a seminar, you should consult the following table and initiate any necessary actions:

Seminar sessions missed	Necessary action (9-session course)	Necessary action (12-session course)	Necessary action (15-session course)
1	none	none	none
2	none	none	none
3	make up 1 session	make up 1 session	none
4	make up 2 sessions	make up 2 sessions	make up 1 session
5	repeat seminar***	make up 3 sessions	make up 2 sessions

6	repeat seminar***	repeat seminar***	make up 3 sessions
7	repeat seminar***	repeat seminar***	make up 4 sessions
8+	repeat seminar***	repeat seminar***	repeat seminar***

***Please note that if you do need to repeat a seminar/case conference for any reason, you will be required to take a leave of absence from the PPTP, and resume progression through the program the following academic year. Please contact the Curriculum Chair as soon as possible to discuss your situation. Please also see Section VII (below) on Withdrawals/Interruptions in Training for further details.

Be proactive in tracking your attendance at each seminar to make sure either: (a) that you have recorded your attendance for the minimum number of sessions; or (b) that you have arranged and submitted any required make-up work to the instructor within two weeks of the end of the class. Alert the instructor as soon as possible if you need to do make-up work so you can develop a plan for timely completion to receive credit for the course and to avoid having to repeat the course.

Make-up Work for Didactic Seminars

You must take the initiative to contact the course instructor to arrange suitable steps for any make-up work that is required. Steps may include having an individual meeting with the instructor, completing a short piece of writing, or other steps determined by the instructor. In addition, the instructor may ask you to download and listen to a recording of a missed session as a basis for other steps in make-up work. (For assistance in downloading a recording, please contact Aaron Chow in the SFCP Office at [415-563-5815](tel:415-563-5815)).

Make-up work must be completed and approved by the instructor within two weeks of the last date of each seminar. The student and instructor should confer to determine when the instructor needs to receive the work in order to approve it by the appropriate date. If work is still outstanding after two weeks, you will be asked not to attend classes until your make-up work is complete.

Any required make-up work for the last seminar of the academic year must be completed and approved by the end of Tuesday, fourteen days after the last night of classes. If this deadline is missed, you will need to take time off and return to repeat the course. If you are required to repeat the final second-year seminar, this work will need to be completed before either graduating or enrolling in Integrations (PPTP's optional third-year program).

If a personal crisis makes the two-week time frame for make-up onerous, you should consult with both the instructor as well as the curriculum chair, Beth Steinberg, who will collaborate to respond on a case-by-case basis.

Our rationale for the above policy regarding make-up work is that there have been instances in which make-up work has not been submitted for many weeks or months. This has defeated the primary educational purpose of make-up assignments. Since PPTP seminars progress in a cumulative fashion, make-up work is meant to ensure engagement with missed material prior to taking subsequent seminars intended to build upon that material. In addition, because instructors are required to provide feedback about trainees within two weeks of a seminar's conclusion, late make-up work interferes with timely class feedback. Finally, instructors teach in our program on a volunteer basis. In order to attract and retain outstanding teachers, it is important that we do not burden them with the need to track or review outstanding work during parts of the year when they are not teaching.

B. Case Conferences Attendance Requirements

If you are enrolled in Foundations, you may miss no more than 7 case conference sessions during the one year of the program.

If you are enrolled in PPTP, you may miss no more than 14 case conferences sessions cumulatively over the two years of the program.

Your attendance will be verified based on the attendance sheet.

Please make sure, by the last date of each course, that the attendance sheet accurately reflects every class you attended. The most recent attendance sheets are scanned weekly and posted online, so that you may check them at any time. After the end of each case conference, we will be unable to “count” sessions not noted on the attendance sheet, even if you actually were present.

Because of the group experience inherent in case conferences, **no make-up work can be substituted to compensate for absences from case conference.**

PPTP students who miss in excess of 14 case conference sessions during the two years will be required to attend additional case conferences depending upon the number of sessions missed. For example, missing between 15 and 21 sessions will require that one additional case conference be taken; missing between 22 and 28 sessions will require that two additional case conferences be taken, etc.

Foundations students who miss in excess of 7 case conference sessions during the one year of Foundations will be required to attend additional case conferences depending upon the number of sessions missed. For example, missing between 8 and 14 sessions will require that one additional case conference be taken; missing between 15 and 21 sessions will require that two additional case conferences be taken, etc.

Please note that if you do need to repeat a seminar/case conference for any reason, you will be required to take a leave of absence from the PPTP, and resume progression through the program the following academic year. Please contact the Curriculum Chair as soon as possible to discuss your situation. Please also see Section VII (below) on Withdrawals/Interruptions in Training for further details.

Tracking and Verifying Attendance

It is essential that *you verify that you have signed the attendance sheet for each class you attend. The attendance sheet is the only means of documenting attendance* for the purposes of graduation and progression to the next year. The attendance record cannot be changed after the final session of the course.

Be proactive in tracking your cumulative case conference attendance of either the one-year Foundations program or the two-year PPTP program. Case conference attendance sheets are also scanned weekly and posted online, so that you may check them at any time.

If you have concerns about whether your attendance on a given night of class was recorded properly, check with the Education Program Coordinator (Varsha Kekane) in the SFCP Office *immediately* to verify. Once a course reaches completion, the attendance sheet cannot be altered, even if you attended the class.

Process for Repeating a Seminar or Case Conference

If you are in the position of having to repeat a seminar or take an additional case conference, you should contact the Dean and the Curriculum Chair. They will review the situation and help you establish a plan of action for completing program requirements. *Please note that if you do need to repeat a course for any reason, you will be required to take a leave of absence from the PPTP, and resume progression through the program the following academic year.* In addition to

contacting the Curriculum Chair, please also consult Section VII (below) on Withdrawals/Interruptions in Training.

III. SUPERVISION

Requirements and expectations for supervision

Below is a statement of the minimum experience of supervised psychotherapy required for PPTP completion and graduation. We feel these standards represent our best effort to articulate the minimum level of experience a trainee would need to feel confident and competent in conducting psychoanalytic psychotherapy independently after graduation. It is our hope that, during your training, many of you will go beyond the minimum standards of experience we have established here.

You are required to see a minimum of two patients, each under weekly supervision with a separate supervisor, while enrolled in the PPTP. Each supervision must focus exclusively on one patient.

Our intention is for you to have the experience of intensive, continuing supervision of one case with each supervisor. To that end, the treatment of each patient is to be supervised by a separate supervisor (i.e., discussing both cases first with one supervisor and then with a second does not fulfill the requirement).

The Case Requirements for Supervision are as follows:

- 1) One patient in supervised psychotherapy for a minimum of 12 months (meeting weekly or more often).
- 2) A second patient in supervised psychotherapy for a minimum of 6 months (meeting weekly or more often).
- 3) At least one of your supervised cases must be seen at a frequency of twice per week (or more often) for at least 6 months of the total treatment time. This frequency requirement may be met with either the 12-month patient or the 6-month patient, as long as the patient is seen at least twice weekly for at least 6 months.

For a case to count towards the graduation requirements:

1) The treatment must be established as a psychoanalytic psychotherapy being conducted at least once weekly, and must have an open-ended frame, i.e., it must not be a “brief” or “time-limited” treatment with a specific number of meetings determined at the outset. Treatments conducted as part of a psychiatric residency, psychology internship, or other training program often must end when the therapist completes the training programs. Such treatments are acceptable as long as they endure for at least six months or one year under supervision with a PPTP supervisor as outlined above.

2) The patient must be treated under supervision with a designated PPTP supervisor *continuously for the duration of the case requirement*. If the treatment is interrupted prior to the time required, the case will not count. (For example, if a trainee has seen a patient under supervision for 5 months and that patient stops treatment, seeing a different patient under supervision for 1 month does not meet the 6-month requirement.)

3) If circumstances require a change of supervisor while a treatment is underway, the case can count toward the graduation requirements *provided a new PPTP supervisor is engaged to prevent interruption of the supervisory process*. The important point is that the same patient is seen for the required time under supervision by someone from the PPTP supervisor pool.

4) Your cases need not run concurrently to count toward graduation (they can be sequential); however there may be an added educational benefit to having two different cases in supervision simultaneously.

With the knowledge and approval of the Dean, you may choose to see a third patient under supervision with a third, separate, PPTP supervisor (i.e., a supervisor who is not concurrently supervising you on any other case). It is not acceptable to be supervised on more than one patient concurrently with any PPTP supervisor unless the minimum

requirements for graduation have already been met, and then only with approval of the Dean.

Supervisors are expected to meet with you weekly. A supervisor commits to following your case for as long as the patient remains in treatment or until you complete the program, whichever occurs first. If you elect to interrupt your PPTP training, the supervisor is no longer bound to continue supervising the case.

Supervision fees

Fees for supervision will be negotiated between you and your supervisor, and paid directly to your supervisor. Supervisors in the PPTP are, in general, willing to accept reduced fees. As a rough guideline, we are proposing that the fee be set at 50% of what the patient is paying you, with a minimum fee of \$25 and a maximum fee of \$75. This is proposed as a guideline, only. We anticipate that there will be circumstances when higher or lower fees may be in order, and our expectation is that you and your supervisor will negotiate what you feel is a fair and reasonable fee. If you elect to interrupt your PPTP training, you are no longer eligible for supervision per our reduced-fee policy.

Tracking Supervision

In order for the Supervision Committee and the SFCP administration to keep track of progress toward the supervision requirement, it is important for us to maintain an accurate record of your supervisors, the start and end dates for each case, and the start and end dates for each supervision. **Varsha Kekane, SFCP's Education Program Coordinator, will contact you by email twice yearly, in the fall and spring, to gather current supervision information. Please respond promptly to Varsha's email. You will not be allowed to attend class or to continue in supervision until we receive your response.** In addition to the mandatory progress tracking, we encourage you to proactively inform Varsha by email of any changes in your cases or your supervision throughout the year.

Choosing a supervisor

The list of supervisors for the PPTP will be emailed to you prior to the first day of classes. You are then free to contact any supervisor on the list to check availability, and to make arrangements to begin supervision. If you would like advice about choosing a supervisor, please feel free to consult your mentor, the Chair of the PPTP Supervision Committee, the Dean, or any other PPTP faculty.

IV. DEAN AND MENTORSHIP

Meetings with the Dean

The Dean's function is to facilitate and support your training by providing a line of communication with the program, and to help solve any problems that may arise. It is the Dean's job to receive your feedback and communicate this to the appropriate faculty or members of our PPTP / Foundations Committee. In addition, the Dean will monitor your progression through the program, and communicate faculty impressions of your growth and development as a psychoanalytic psychotherapist.

The Dean will be in contact with each student, by phone and by email, at several points during the academic year. The purpose for each of these contacts is for mutual feedback. The Dean's first contact, welcoming students into the program, will include an invitation to discuss how students are settling into the program, and whether there are any initial concerns. Then, following the conclusion of each course, the Dean will forward feedback from teachers, as feedback becomes available. This contact will provide an opportunity for both students and the Dean to reflect upon the strengths and challenges in the student's training experience. This exchange of feedback is vital for faculty and students to identify what could make the experience more meaningful, and more successful, for the remainder of the academic year. An in person meeting might also be helpful for students to explore these questions further, and might be suggested by the Dean, or could be requested by students, to facilitate this discussion.

In addition to this planned contact, we encourage you to contact the Dean to discuss any concern that comes up at any time. It is especially important to be in contact with the Dean regarding any unforeseen obstacles to training, be they minor or major, emotional or material, that may arise during the course of the program. Students are assured that all concerns will be handled with respect, discretion, and confidentiality, by the Dean and by any members of the Faculty and Administration. It is also the Dean's job to help foster your development, as well as to troubleshoot any difficulties, so we hope that you will feel free to discuss any aspect of your professional interests and career that seem relevant.

Mentorship

We intend mentorship to be a strong, vital part of the program. We will assign you a mentor as close as possible to the beginning of classes. The group of mentors will be of various disciplines and geographic locations, and will include both analysts and experienced psychoanalytic psychotherapists.

Once the assignments are made, mentors should contact you by the end of the first week of classes to offer times to meet. It is the mentor's responsibility to facilitate the relationship. Meetings with your mentor are not mandatory; however, we recommend that mentor meetings take place approximately once per month. Mentors should be active in providing structure and ideas for the meetings. We hope that you will feel free to contact your mentor at any time and will not feel worried about imposing on mentors' time.

It is our intention that your relationship with your mentor be private and separate from the program, with no "reporting function," unless you request it. While we cannot offer complete confidentiality, we would expect the mentor to let you know if any aspect of what has been discussed needs to be shared with a particular person in the program. We envision the mentor's role as that of an active, inviting, encouraging advisor. Topics for discussion may include (but should not be limited to):

- a. Finding a supervisor from the approved list. This may involve helping you figure out who would be a good match, and thinking about what you want from supervision.
- b. Helping you to clarify your particular interests, aspirations, and talents.
- c. Helping you think about ways to best make use of your PPTP/Foundations training and apply it in your professional life.
- d. ANY concerns about the PPTP/Foundations program, including personal concerns, concerns about instructors, supervisors, class dynamics, or anything else.
- e. Career development. One aspect might be helping you connect to others in the SFCP community who have interests in common or who can provide guidance or encouragement in a particular area of interest to you.
- f. Helping you to become involved in the SFCP community. Many rich opportunities for sharing and discussing clinical work are available at SFCP, including the Psychotherapy Forum, the Dialogues program, the Day With conferences, and Child Colloquia. Involvement in the SFCP community might also include encouraging you to serve on SFCP committees that match your interests and skills.
- g. Talking about any issues related to starting, building, or managing a practice.
- h. Discussing questions about psychoanalytic theory and technique.

Personal psychotherapy

Although personal psychotherapy or psychoanalysis is not a required part of the PPTP and Foundations programs, we regard the personal experience of treatment to be among the most important and valuable aspects of development and training as a psychoanalytic psychotherapist. We anticipate that many of you will already be in treatment yourself. If you are interested in beginning a new treatment, we encourage you to discuss this possibility with your mentor, the Dean, or any other faculty with whom you feel comfortable.

V. PROGRAM AND TRAINEE FEEDBACK

It is part of the mission of the PPTP/Foundations programs to foster a dialogue between trainees, instructors, and supervisors regarding progress toward educational goals. As such, we require instructors and supervisors to provide you with constructive, non-evaluative written feedback, intended to facilitate your development as a psychoanalytic psychotherapist. We will also be soliciting feedback from you about your experience in your seminars, case conferences, and supervision. The PPTP / Foundations Committee takes ongoing trainee feedback very seriously and, when necessary, has responded mid-year with course corrections to address concerns. **Because of the priority we place on the feedback process, you are required to complete a feedback survey within one week of the end of each course, and within one month of the semi-annual supervision request in order to continue in the program.** The following sections describe the process and requirements in more detail.

A. Seminars and Case Conferences

Feedback from instructors:

The overall purpose is to support your development by identifying areas of strength as well as suggested areas for focused work. At the end of each seminar/case conference, instructors will write a brief summary of their impressions of you in the following areas: (a) level of participation in seminar/conference; (b) general grasp of material discussed; (c) particular strengths noted; (d) particular areas of challenge and suggestions for further work; (e) ability to function within the group. You should receive this written feedback (via the Dean) within several weeks of course completion so that you will be able to make use of the instructor's comments in subsequent courses.

Feedback to instructors:

The overall purpose is to provide instructors with honest feedback about how their course was received, and to assist the Curriculum Committee in planning future courses. At the end of each seminar and case conference, you will receive an email from the SFCP Office containing a link to a Lime Survey questionnaire for that course. The 4-question survey asks about the clinical usefulness of the course; the value of the assigned readings; coordination between readings and case conference discussions; the teaching style of the instructor; and the functioning of the group. You should feel free to discuss your impressions of the course amongst your group; however, your responses on the Lime Survey should reflect your own experience, even if it is different from the prevailing group sentiment. **It is a program requirement that we receive your written feedback within one week of the completion of each course. You will not be permitted to continue classes until your feedback is received.**

A collated summary of trainees' written feedback will be provided to the instructor at the end of the course. **The instructor will receive all comments verbatim in the collated written summary but will not have access to the name of the individual trainee who wrote it.** If you have concerns about communicating a specific piece of feedback in writing, please contact the Curriculum Chair or the Dean to discuss how to handle this.

**** Note:** If something is not working out, please don't wait until the end of the course to let us know. If at any point during a course you have serious concerns, please contact the Curriculum Chair, the Dean, or the Program Chair to discuss.

B. Supervision

Mutual feedback:

Twice yearly, in December and again in April, we require that you and your supervisor schedule a meeting for mutual feedback. In this

session, the supervisor will share his or her thoughts about how you are developing as a psychoanalytic psychotherapist, including strengths as well as areas requiring more focus in the supervision. The purpose of the supervisor's feedback is not to 'evaluate' you, but rather to offer observations intended to help you gain clarity about what you are already doing well, as well as to identify areas for further development as training continues. During these discussions, you will also be asked to share your impression of the supervision, including what is working well, what isn't, what else you might want from the supervision, etc. We encourage both parties to come prepared for these sessions -- both to give feedback (including giving examples that illustrate the point) and also to listen openly to the feedback provided. We expect each of these semiannual conversations to occupy most of a regular supervision session.

Supervisor feedback to trainees (written):

The overall purpose is to support your development by identifying areas of strength as well as suggested areas for focused work.

Once yearly (in April or upon termination of the supervision), the supervisor will write a brief summary of his/her impressions of your clinical work including: (a) your overall development as a clinician; (b) your capacity to empathize and respond to your patient; (c) your capacity to think flexibly and openly about the transference, countertransference and formulation; (d) your ability to use supervision (e.g. willingness to consider alternate points of view and take in the supervisor's comments); (e) particular strengths noted; (f) particular areas of challenge or suggestions for things to work on.

This written summary will be given to you by your supervisor at the second of the two yearly mutual feedback sessions, or upon termination of the supervision. It should be used as a stimulus to discuss these issues in detail. A copy of the supervisor's written feedback will also be given to the Dean.

Trainee feedback about Supervisors (written):

The overall purpose is to provide the Supervision Committee with feedback about individual supervisors. Once yearly you will receive an email from the SFCP Office with a Lime Survey link to provide *anonymous* written feedback about your supervision. The Lime Survey questionnaire will address the following questions: (a) How useful is the supervision? (b) Is the supervisor knowledgeable and engaging in his/her approach? (c) Does the supervisor create an open, non-judgmental atmosphere? (d) Does the supervisor take in your point of view and work interactively with you to help develop your clinical understanding? (e) What works well in the supervision? (f) What would you like to see added or changed within the supervision? **Your supervisor will NOT receive a copy of your written feedback, though you are encouraged to discuss as much of this as you are comfortable sharing during the mutual feedback session with your supervisor.** Trainee feedback about supervisors will go only to the Dean and to the Supervision Chair (for purposes of tracking supervisors).

**** Note:** If at any point during your supervision you have serious concerns, please contact the Supervision Chair, the Dean, or the Program Chair to discuss.

C. Informal Feedback

We strongly encourage you to bring up concerns and suggestions about any aspect of the program as they arise, so that we can address them a timely way. **Your mentor is intended to serve as a sounding board and an initial guide to help you figure out how to handle any concerns.**

In addition, each of us on the PPTP / Foundations Committee would like to hear directly about any concerns you have. We welcome the opportunity to more fully address specific questions in the following areas:

Program Chair or Associate Chair– concerns about any aspect of the program or requirements

Dean – concerns about any aspect of the program, your progression, mentors, and general questions about career development

Curriculum Chair – concerns about instructors, assigned readings, course scope and requirements or group functioning in courses

Supervision Chair – concerns about a supervisor/supervision, supervision requirements, or how to handle a sensitive dynamic in the supervisory process

Sacramento Liaison – issues directly involving coordination with the UC/Davis program and concerns about a Davis/Sacramento-based supervisor or supervision.

VI. TUITION

The tuition for 2016-2017 PPTP/Foundations is \$2175 per year and Integrations is \$1135 per year. (This does not include the cost of PPTP supervision, which will be worked out individually between trainees and their PPTP supervisors, and paid directly to the supervisor). **Please note that you may not attend class until the office has received tuition payment for the upcoming quarter or year.** Please let the office know if there are special circumstances to be considered.

There are two options for tuition payment:

a) Tuition may be paid in full by credit card or check prior to the beginning of classes. Checks should be made payable to 'SFCP'. Mail checks to SFCP, 444 Natoma Street, San Francisco, CA 94103. If you wish to pay by Visa or Mastercard, please contact Cynthia O'Day, Accounting Manager at Cynthia.oday@sf-cp.org or (415) 563-5815 ext. 102.

b) Alternatively, tuition may be divided into four automatic payments, by giving your credit card number to the office. There is a \$50 additional set up fee for this option. With this option, your credit card will be

automatically charged two weeks prior to the start of each new quarter (i.e. two weeks prior to the start of each new case conference). If you are interested in this option, please contact Cynthia O'Day, Accounting Manager, at Cynthia.oday@sf-cp.org or 415-563-5815 ext.102. Please notify the office immediately if there are changes in your credit card information. **You will not be allowed to attend classes if we have not received your tuition payment prior to the start of the upcoming quarter.** Please let the office know if there are special circumstances to be considered.

Please see the following 2016-2017 Tuition Schedule for your payments. For planning purposes, the 2017-2018 Tuition Schedule is also shown below.

2016-2017 First Year PPTP/Foundations Tuition (\$2175 total):

1. \$50 application fee paid by all applicants as of April 1, 2016 and applied to first-year tuition.
2. \$675 non-refundable deposit paid by July 1, 2016 and applied to tuition.
3. \$1450 tuition balance paid in full by August 15, 2016 OR four quarterly payments of \$362.50 each paid on August 15, 2016, October 25, 2016, January 17, 2017, and March 28,2017 (plus one-time \$50 charge for installments)

2016-2017 Second Year PPTP Tuition (\$2175 total):

1. \$300 non-refundable deposit paid by August 1, 2016 and applied to tuition.
2. \$1875 tuition balance paid in full by August 15, 2016 OR four quarterly payments of \$468.75 paid on August 15, 2016, October 25, 2016, January 17, 2017, and March 28,2017 (plus one-time \$50 charge for installments)
- 3.

2016-2017 Integrations Tuition (\$1135 total):

1. \$375 non refundable deposit paid by June 15, 2016 and applied to tuition.

2. \$760 tuition balance paid in full by August 15, 2016 OR four quarterly payments of \$190 paid on August 15, 2016, October 25, 2016, January 17, 2017, and March 28, 2017 (plus one-time \$50 charge for installments)

2017-2018 First Year PPTP/Foundations Tuition (\$2240 total):

1. \$50 application fee paid by all applicants as of April 1, 2017 and applied to first-year tuition.
2. \$700 non-refundable deposit paid by July 1, 2017 and applied to tuition.
3. \$1490 tuition balance paid by August 15, 2017 OR \$362.50 paid by August 15 and then 2 weeks prior beginning of each quarter for next 3 quarters (plus one-time \$50 charge for installments)**

2017-2018 Second Year PPTP Tuition (\$2240 total):

1. \$750 non-refundable deposit paid by July 1, 2017 and applied to tuition.
2. \$1490 tuition balance paid by August 15, 2017 OR \$362.50 paid by August 15 and then 2 weeks prior beginning of each quarter for next 3 quarters (plus one-time \$50 charge for installments)**

2017-2018 Integrations Tuition (\$1170 total):

1. \$390 non-refundable deposit paid by June 15, 2017 and applied to tuition.
2. \$780 tuition balance paid by August 15, 2017 OR \$195 due by August 15 and then 2 weeks prior to beginning of each quarter for next 3 quarters (plus one-time \$50 charge for installments)**

*If you have concerns about this payment schedule being too financially burdensome, please contact us to discuss

** Once the first day of a new quarter begins (i.e. a new case conference starts), no refunds for that quarter will be given if you decide to withdraw or take a leave of absence [see Refund Policy below]

VII. INTERRUPTIONS/WITHDRAWAL FROM TRAINING

Temporary Medical/Emergency Leaves

If you have a medical (or other) emergency issue, please contact the Curriculum Chair as soon as possible to discuss how to handle your coursework. If you are unable to attend class sessions in-person due to medical or other extraordinary circumstances, it may be possible to attend class via video conference, with prior approval by both the instructor and by the Curriculum Chair, Beth Steinberg. No more than one student at a time may attend a course via video conference. If you obtain formal approval for video conferencing, it will then be your responsibility to communicate with Aaron Chow in the SFCP office to request that the classroom be prepared for video conferencing on the evening(s) in question.

Alternatively, if you have absences due to a medical issue or other extraordinary circumstances, it may be possible to receive credit by arranging private tutorial sessions with the instructor. This arrangement must be approved by the Curriculum Chair and will be possible only if the instructor is able and willing to be available for tutorial sessions.

Elective Interruptions/Withdrawal from Training

Should you anticipate the need to take time off from the program or withdraw for any reason, you should discuss this with the Dean and the Curriculum Chair *as early as possible*, even if your plans are not yet definite. We will make every effort to work with you and, when possible, to address any issues that are making it difficult for you to continue training.

If you elect to interrupt your training, you must contact the Dean, the Curriculum Chair, your Supervisor(s), your Mentor, your Instructors and your classmates to let them know of your plans. Please be aware that upon withdrawing from the PPTP, you are no longer eligible to receive supervision per our reduced fee policy, and your PPTP supervisor is no

longer bound to continue supervision of the case. You are welcome to work out a private consultation arrangement with your supervisor if he/she has availability.

Refund Policy

Once the first day of a new quarter begins (i.e. a new case conference starts), no refunds for that quarter will be given if you need to withdraw or interrupt your training for any reason. If you have paid the tuition in full for the academic year, you will receive a refund for any quarters not yet started at the time of withdrawal/leave of absence. The initial deposit amount is not refundable.

Return to Training After Interruption

If you have elected to interrupt your training and wish to resume classes at a later time, please contact us as soon as possible. We will make every effort to facilitate your re-entry and completion of the program. Our goal will always be to optimize your learning experience as well as the learning experience of the cohort you will be joining. The cumulative process of discussing concepts and case material together as a group is a very important aspect of the PPTP learning experience. Thus, the particular timing of your re-entry will be decided on an individual basis and will depend on many factors, including: the specific timing/duration of your time off, your own educational benefit, and the maximal learning experience of the group. In most cases, it will be to your benefit (and the benefit of the cohort) that you return to training at the beginning of a new academic year in September, even if you have previously participated in some of these seminars. [For students who withdraw during Year 1, this will likely mean you need to re-apply to be eligible to join the following Year 1 class]. Starting with a group in the beginning will allow you to become integrated into the group process that year, and to have a shared body of material (clinical and theoretical) to build on with your

cohort. In certain cases, exceptions to this guideline may be indicated (e.g. if you have only one course to complete to finish out a year).

VIII. TRANSFERRING FROM FOUNDATIONS TO PPTP

Foundations trainees can apply to transfer into PPTP at any time. Upon successful completion of the PPTP application process, you can transfer to the PPTP within that training year and begin receiving credit for supervised cases. We encourage any Foundations trainee who is potentially interested in transferring to PPTP to contact the Dean and the Admissions Chair as soon as possible.

[Last updated 8/18/16]