

**OREGON PSYCHOANALYTIC INSTITUTE**  
**ADMISSIONS COMMITTEE POLICIES AND PROCEDURES**  
*(Revised with EC Approval 11/21/22)*

### **Purpose**

The purpose of the Admissions Committee is to:

- Evaluate the applications of individuals applying to the Oregon Psychoanalytic Institute.
- Evaluate the applications of individuals applying to the Oregon Psychoanalytic Institute for psychoanalytic education and training. This includes assessing whether an applicant's educational needs can realistically be met with the training that OPI offers.
- Make a decision to accept, reject, or defer an application for admission.
- Assign a member of the OPI faculty to each new candidate as their advisor shortly after the application has been accepted.
- Organize and execute the new candidate orientation event before the start of the first classes.
- Interview and decide on the appropriateness of students for the Open Course(s).

### **Structure**

The Chair of the Admissions Committee is appointed by the Chair of the OPI Executive Committee (the Director of the Institute) for a four-year term. A second four-year term may be served. The terms cannot be consecutive.

Committee members are chosen by the Chair of the Admissions Committee in consultation with the Director. The committee will be comprised of a minimum of three members in addition to the Chair. These three members will be graduate analysts and on the OPI faculty. The interviewers of an applicant will become voting members of the Admissions Committee along with the standing committee members during the meeting when the application is discussed and decided upon. To the best extent possible, committee members and interviewers will represent diversity within the OPI faculty. This would include but not be limited to areas such as gender, discipline, and years of experience.

The Admissions Committee will meet during the academic year on a monthly basis or as needed to discuss admissions issues and policies. The committee may process applications during a regular meeting or schedule a special meeting if necessary.

### **Function**

Applications received by the Admissions Committee for full clinical psychoanalytic training will be processed in accordance with the minimal standards for the training of licensed mental health clinicians in the study and practice of psychoanalysis in accordance with the standards of OPI as well as the American Psychoanalytic Association.

Specific Policies and Procedures - Prerequisites for training of licensed mental health clinicians

Physician applicants must be enrolled in or have graduated from a psychiatric residency program approved by the Accreditation Council on Graduate Medical Education and Hospitals of the American Medical Association, be licensed in the state in which they practice, and meet standards of clinical readiness and personal suitability.

Non-medical psychotherapists must be graduates of approved graduate programs (psychology, social work, nursing, counseling, etc.), hold at least a master's degree, be licensed in the state in which they practice and meet standards of clinical readiness and personal suitability.

## Special Admissions Categories

### Adult Academic Candidate - There are two paths (A and B) for an Academic Candidate

- A. **Mental Health Academic Candidate Track** – Designed for the experienced, licensed, mental health professional who wants to study and experience psychoanalysis and apply this in their work without becoming a psychoanalyst. This candidate will sign a waiver stating that they understand they will graduate as an Academic Candidate and that they will not graduate as a clinical psychoanalyst under the aegis of the Oregon Psychoanalytic Institute, an institute of the American Psychoanalytic Association.
- B. **Professional Academic Candidate Track (non-clinicians)** – Designed for professionals in other fields who want to study and experience psychoanalysis and apply this in their work without becoming a psychoanalyst.

### The following criteria apply to both tracks A and B.

Applicants should have educational experiences compatible with participating in this form of advanced study as well as an interest in applied psychoanalysis.

Applicants will follow the OPI admissions process for regular, full-time candidacy including completion of the application form with a written autobiography, CV, letters of recommendation, and interviews that will be arranged by the Admissions Committee which will address personal and professional qualifications. Applicants will pay an application fee.

Candidates will identify a project to work on during their four years of classes. This project could result in a publishable paper, a video, or a scholarly presentation.

Candidates will attend four years of classes including clinical case conferences. Tuition for training will be the same as for regular candidates. Candidates will be expected to be in a personal analysis of 4 or 5x/wk with an OPI faculty analyst.

Candidates will have an OPI mentor instead of a supervisor who serves several functions including assisting the candidate with their scholarly project.

Academic candidates will not be able to identify as or practice as psychoanalysts.

## Transfer Applicants

Candidates enrolled in any APsAA or IPA psychoanalytic training program may apply for transfer to OPI.

In addition to the documents required of a non-transfer candidate, the transfer applicant must arrange for all documents from their transferring institute to be sent to the Admissions Committee, including all transcripts, case write-ups, supervision reports, and Progression summaries. It is the applicant's responsibility to send complete records from their original institute. This information will be used during the admissions process. The candidate's admissions process cannot begin until this has taken place. Applications submitted by March 1 will give an accepted candidate the best opportunity to join the new class starting in the fall.

Records will be available to interviewers and committee members to inform the discussion and the vote to accept, reject or defer the application. Interviewers should submit their reports before they review these records.

The transfer candidate's application process has two discrete aspects that will occur concurrently as a one- step process. The first is that the application is processed just as an application to OPI for first-year candidacy would be processed, with a completed application, essay, nonrefundable fee, local interviews, and discussion and vote. The second is that Curriculum and Progression Committees will review the applicant's training record and other relevant information to determine the applicability of their previous work to OPI requirements. If accepted, the applicant will receive information about credit for previous work as part of the decision to accept.

As noted above, as the applicant goes through the admissions process, there will be a detailed assessment of the applicability of prior clinical and coursework to the candidate's course of study at OPI. The Curriculum Committee

will review records to ascertain credit for coursework that has taken place, and the Progression Committee will assess control casework to see if any credit will be granted. Accepted transfer candidates, irrespective of casework at their prior institute, will be required to conduct a minimum of two local cases supervised by OPI faculty. If the applicant wishes to continue a case-by-distance analysis, this request will be reviewed by the Progression Committee. If the request to continue a distance analysis is accepted, this case would not be included in the two local cases required for graduation but could be used as a third or fourth case.

The Admissions Committee reserves the right to contact the applicant's prior institute for additional information.

If the transfer candidate is accepted, the Admissions Chair will notify the class that the candidate will be joining before this is announced to the community at large.

## **Evaluation Process**

Applications are processed as they are received. The evaluation process can take from two to four months. Applications received by March 1 will best enable an applicant to be considered for the class starting in September.

The evaluation process involves the following:

- Completion of the application form, including a written autobiography and a non-refundable application fee.
- Receipt of three letters of recommendation.
- Interviews are arranged by the Chair of the Admissions Committee. Interviewers are selected from OPI graduate analyst faculty. At least one interviewer must be a Training/Supervising Analyst. The interviewers should represent a diversity of genders whenever possible. There are a minimum of three interviewers for each applicant. The interviewer will write a report summarizing their impressions of the applicant along with their recommendation. The interviewer will not have access to letters of reference until after the interview report is submitted.

The following describes the expectations of OPI admissions interviewers, and will be sent in letter form to the interviewers after they have agreed to interview an applicant:

## **Expectations of OPI Admissions Interviews**

Thank you for agreeing to interview our most recent OPI applicant. We are grateful for your gift of time, thought, and energy. You may be very experienced at this - or you may not. Here's a brief outline of expectations for the interview. Feel free to contact the Admissions Chair if you have other questions.

The interview should be a minimum of two meetings, at least one of which is a personal interview and at least one is clinical (the applicant brings process notes to share, as if in supervision). More meetings are very helpful, especially more personal meetings, as the first meeting often is suffused with understandable anxiety, and the second can be one where the interviewee reflects on their experience in the first personal interview which can give valuable data about reflective capacity, etc. If you are conflicted about whether or not you would recommend admission, a second (or more) personal interview should definitely occur. In general, two personal interviews are better than one.

Your goal is to get a feel for the applicant's motivation, character, and capacity at this time to benefit from and engage in all the elements of candidacy. These elements include classroom experience, supervised case work, and the training analysis. You will write up your findings in a report which will be shown to members of the admissions committee before the discussion. If you feel clear about it, please include your opinion about whether the application should be accepted, rejected, or deferred. If you don't yet feel able to make such a recommendation, it would be helpful if you can explain this in some way. You will then attend the admissions committee meeting where a discussion of the application will occur and a vote as to whether to accept, reject, or defer will take place. An application must receive a 2/3 majority vote to be accepted.

1. The Administrator will get you the materials in advance, such as the application, CV, and essay. The



Administrator will also tell you the date and time of the discussion you will need to attend.

2. The Admissions Chair initially gives the applicant the timeline, spelling out the steps in the process. If a waiver will be needed for the applicant's analyst (for those already in analysis for at least a year), the details of this will be spelled out to the applicant and there is no need to discuss this during the interview.
3. The applicant will contact you to set up meeting times.
4. The interviewer clarifies the nature of the interviews for the applicant (personal, clinical) and what to expect.
5. The interviewer describes what kind of case presentation is expected for the clinical interview (e.g., process notes if needed). The clinical interview should be a full 45-50 minute review of a clinical case including close consideration of at least one therapy hour. The case discussed should be one that is not presented to other interviewers. A minimum of one clinical interview is required but more may be scheduled.
6. The interviewer reads the application information thoroughly before interviewing the applicant (autobiography, application, CV, description of clinical experience, etc.) and tries to assess potential analytic capacities such as psychological mindedness, spontaneous self-reflection, and curiosity about their own mind and the minds of others. This would also include assessing (as well as possible) the applicant's capacity to make use of supervision and to engage in a learning process.
7. Letters of recommendation are NOT reviewed by the interviewer until after the report is written. The report should only use data from the meetings with the applicant and the applicant's CV and essay to make their determination.
8. The interviewer will contact the applicant through phone calls to their professional office, not to their residence.
9. Interviewer maintains a professional attitude and rigor throughout the process. The entire process—applications, letters of reference, discussion in committee—is entirely confidential. The contents or tone of the letters of recommendation should never be divulged to the candidate. (At this time, letters of recommendation are not available to the interviewer until after the interview report is complete, so may not be an issue, but still important to keep in mind.)
10. Interviewer focuses on getting to know the applicant, not talking about Institute and educational process.
11. Interviewer does not tell the applicant that they will be accepted. They should also not say they support the applicant's acceptance. The reason for this is to convey professionalism to the applicant as well as to respect the committee process of admission.

A quorum of six people including interviewers and standing committee members must be present for a discussion and vote of the application. The Chair should select enough interviewers who are not standing committee members to ensure that a quorum is reached in the event not all committee members can attend the meeting.

The Admissions Committee, under the Chair, can modify the admissions procedures in ways that will best afford the opportunity to conduct a thorough and comprehensive evaluation of the applicant. This might include additional interviewers and additional personal and clinical interviews.

The purpose of the Admissions Committee Meeting is to discuss the application and make the decision to accept, defer or reject an application. The Chair of the committee is required to be at the meeting. If the Chair is unable to attend or has a conflict of interest then the Chair may designate a committee member to act as standing Chair for the meeting. Committee members with conflicts of interest with any applicant should recuse themselves.

### **Voting Procedures**

A majority of the Admissions committee is required to be in attendance with a total quorum of at least six for a vote to proceed. All interviewers must be present at the meeting for discussion of the application and for the vote. In case of committee member recusal and in order to ensure a quorum of six, the Chair can select an alternate from the OPI faculty to take the place of the recused committee member.

The application as a whole and each interviewer's reports are viewed and discussed. After the discussion the Chair will call for a formal vote. A two-thirds majority vote is required for acceptance. The committee may decide, after discussion, to delay the vote in order to continue the evaluative process which might include additional interviews or consultation with the OPI EC.

The Chair of the Admissions Committee will inform the OPI Executive Committee of the decision. The Chair of the Admissions committee will inform the applicant of the committees' decision.

### **Special Circumstances - Cases in which the applicant is in analysis with a non-TA**

If in reviewing an application, an applicant has indicated that they are in analysis with a non-Training/Supervising Analyst, the Chair will inform the applicant that they must be in analysis with a Training/Supervising Analyst. If the analysis was established at a frequency of four times a week at least one year prior to the application being received, the Chair can advise the applicant that if they are accepted, they may apply for a waiver for their analysis if their analyst meets the criteria for a waiver. The waiver procedure will be conducted by the TA/SA Committee. Waivers cannot be guaranteed.

The Chair of the Admissions Committee may consult with the OPI Executive Committee at any point along the process when problems with a particular application become apparent.

### **Reapplication of Prior OPI Candidates**

A prior OPI candidate who has left training and would like to reapply will submit an OPI Application for Reenrollment.

During the evaluation of a reapplication, the Chair of the Admissions Committee has the discretion to decide whether to use and how to use the input and written evaluations of previous personal and clinical interviewers.

The re-applicant will meet with at least one member of the Admissions Committee for a collegial discussion of their Application for Re-enrollment. The purpose of this meeting will be for the committee to understand the re-applicant's reasons for leaving and returning, determine whether re-enrollment is appropriate, and address any questions that the re-applicant has. Additional interviews are not required. After this meeting, the reapplication will be discussed by the Admissions Committee and a determination made to accept, reject, or defer the re-application. A two-thirds vote is required for acceptance. The Chair of the Admissions Committee will inform the OPI Executive Committee of the decision. The Chair of the Admissions Committee will inform the re-applicant of the committees' decisions.

As with transfer candidates, the re-application process has two discrete aspects that will occur concurrently as a one- step process. The first is that the application is processed as described above, with a completed re-application, nonrefundable fee, meeting with a member of the Admissions Committee and Admissions Committee discussion and vote. The second is that the Curriculum and Progression Committees will review the applicant's training record and other relevant information to determine the applicability of their previous work to current OPI requirements. If accepted, the applicant will receive information about credit for previous work as part of the decision to accept.

The OPI Administrator will keep the files of any candidate who leaves their training before graduating, so that this information can be used to assess what work has been completed, should the candidate be re-accepted into training.

### **Applications for Training for Close Relatives of Faculty**

These applicants will not be interviewed or evaluated by the OPI Admissions Committee. The Admissions

Committee will request an admission evaluation by a member institute of the American Psychoanalytic Association. OPI will abide by the decision made by that Institute.

Candidates who have been in previous psychotherapeutic treatment with each other will not be admitted to the same class.

All applications are reviewed on a noncompetitive basis.

OPI does not discriminate against an individual based on race, color, national origin, religion, gender, sexual orientation, disability, or veteran status.

### **Advisors**

Advisors are considered an integral part of candidates' analytic education. The Chair of the Admissions Committee will appoint an Advisor for each candidate upon admission to OPI. A candidate may request a particular Advisor. In making such an appointment the Chair of Admissions may convene a committee for assistance and consult with the Progression Committee or the OPI EC. In making the assignment, the Chair's decision takes into account (but is not limited by) the candidate's request.

After the initial Advisor assignment by the Admissions Committee, the Advisor functions within the purview of the Progression Committee. Please see the Progression P&Ps for details of the Advisor role.

Once a faculty member agrees to be an Advisor, the Admissions Chair will send a copy of the Advisor section of the Progression P&P's to both the candidate and Advisor.

### **Enrollment**

When an application is accepted, the OPI Director will write the applicant a letter of acceptance which will request that the applicant confirm their intention to become a candidate. Accepted applicants are enrolled as pre-matriculation candidates and may attend pre-matriculation classes until formal classes begin. Within a month, candidates will report their arrangements for their training analysis to the Progression Chair.

The institute will help arrange for the training analysis if the candidate desires such assistance. The objective is to enable the prompt beginning of the training analysis with an analyst who anticipates having available time. We strongly recommend that applicants or accepted candidates start their 4 or 5 times per week training analysis at least six months prior to the start of their first OPI classes in September. If this is not possible, accepted candidates must be in a 4 or 5x/week training analysis by the start of classes in their first year of training. A candidate may receive first case permission only after they have been in their own 4 or 5x/wk training analysis for 6 months and have started classes as a first year candidate (see Progression P&P's). The candidate selects an analyst from among the available OPI TA's.

### **Orientation**

The Admissions Committee will plan and execute an event welcoming the new candidates before classes begin. The goal of this event is to issue a warm welcome and to introduce the candidates to some of the important people in their training. Usually this would include the Admissions Committee, the Director, the Administrator, the Class Liaison(s), the Curriculum Chair, the Progressions Chair, and a representative of the Candidate Council.

### **Open Course Interviews**

If the EC has decided with the Curriculum Committee to have an/several Open Course(s), the Admissions Committee is responsible for the screening of applicants. The procedure for this is as follows: The administrator accepts applications and will forward the Chair the application. The Chair will appoint a committee member to talk

(usually by phone is sufficient) with the applicant to ascertain that they are appropriate for the program (that they would contribute the group process and that this level of course would be a good fit for them) as well as to make a personal connection with the applicant and to answer any questions the applicant may have about the Open Courses or about OPC as a whole. If the interviewer has questions about the student's suitability, they will bring this up in an Admissions Committee meeting; otherwise, they will let the Chair of the Admissions Committee and the Administrator know their decision. The Administrator will then inform the applicant of the decision.

Based on EC decision, a maximum number of Open Course students will be decided. If more applicants are accepted than there is room, a waiting list will be established.

### **Grievance**

All grievances are submitted to the Admissions Committee. The committee will review the grievance to ensure the decision-making process of the committee was consistent with OPI Policy and Procedures. If the grievance is not found to be related to the adherence of policies and procedures, the grievance will be referred to the OPI Executive Committee.

If the grievance is considered to be a potential ethical violation, then it will be referred to the OPC Ethics Committee. A grievance by an applicant whose application was rejected must be received within three months after the Admissions Committee's decision to reject. Any grievances received after three months will not be considered. The Admissions Committee or the OPI Executive Committee will respond in writing within four weeks of receipt. The letter will reference, when possible, the relevant policies and procedures that informed the committee's decision.

### **Record Keeping**

Applications of accepted applicants will remain a part of the candidate's permanent record. Autobiographical material is kept in a separate and locked file for the purpose of confidentiality. Autobiographies, interviewer reports, and the Admissions Committee meeting report will be destroyed upon the candidate's graduation.