

Summer 2022



Student Registration Packet

Certificate Program & Non-Matriculation

301 South Livingston Avenue, Livingston, NJ 07039 973-629-1001 acapnj.org

Registration Policies and Procedures

Students are required to arrange a meeting with their Advisor prior to the last month of the semester to plan course registration for the following semester. The student and the Advisor can prepare for the meeting by completing the course checklist relevant to the student's program of study. The student is invited to seek the Advisor's understanding and counsel with regard to any difficulties that may have arisen in their course of study so far. Should any such difficulties persist without resolution, the student and the Advisor should inform the Coordinator of Advisement.

A completed registration packet includes the following:

1. A signed registration form
2. The advisement form signed by advisor and student
3. A confirmation of analysis form
4. Payment in full, or
5. An approved payment plan

Incomplete registrations will not be accepted by the registrar.

Late fees:

For continuing students, registration is considered late if is submitted after December 1 for the spring semester, after June 1st for the fall semester, or after April 15th for the summer semester.

The late fee is \$150.

New students are invited to register up to the first week of classes. There is no late fee for a new student in their first semester. The following semester, policies for continuing students will apply. New students are assigned an advisor at the time of their course registration. New students should be advised that beginning an analysis with an approved modern psychoanalyst should begin by the 2nd semester of enrollment.



Academy of Clinical and Applied Psychoanalysis

301 South Livingston Avenue, Livingston, NJ 07039 973-629-1001 www.acapnj.org

Dear ACAP Student,

Welcome to a new semester! It's time to contact your advisor to schedule an appointment to meet and discuss course selection.

After completing your forms please refer to the checklist on the last page of this packet to avoid a delay in your registration.

As you know, it's very important that students register by the April 1st deadline in order to insure your class preferences. In addition, this allows the school to appropriately plan for the semester.

Students who register and submit forms after April 15th will pay a late fee of \$150.

The Registration Office is available for all your registration needs and can assist with any questions regarding registering for classes, adding or dropping classes and determining tuition and fee charges. Feel free to contact me anytime.

Regards,

Loretta M. Calabrese
Registrar/Office Manager
301 So. Livingston Ave, Livingston, NJ 07039
Phone | 973-629-1001 Fax | 973-629-1003
Email | acapnj@acapnj.org



Post Graduate Certificate Programs

Tuesday 7:00-10:00pm GPSA702-2 Fieldwork Seminar & SGS / Ashworth

When and How to Intervene: Transference and Countertransference & SGS

In this segment of the fieldwork experience, students study the helping relationship and techniques to facilitate understanding of transference and countertransference as they influence the student's self-development. Students learn how to recognize signs and symptoms of psychopathology and how to identify, process and understand his or her feelings while exploring possible inductions from cases. Ethical approaches to practice are emphasized.

Attendance at 2 conferences will be included in summer course hours. (*Limited to 12 students*) (4-cr)

Tuesday 7:00-10:00pm GPSA700 Fieldwork Practicum Seminar & SGS / Ashworth

Prerequisite: Refer to the Fieldwork Manual and advisor. This course is designed for students who approved for fieldwork. The Fieldwork experience provides an opportunity to study basic psychoanalytic counseling techniques and their application to clinical settings over the first 100 hours of the fieldwork experience (counseling practicum). In this first Fieldwork segment, students are assisted in obtaining a Fieldwork placement, given early interviewing classroom practice in the initial encounters, and encouraged to begin studying the counseling/therapeutic process as they learn to recognize the various forms of psychopathology. The importance of ethical issues will be examined throughout the course. Attendance at 2 conferences will be included in summer course hours. (*Limited to 12 students*) (4-cr)

Wednesday 4:50-7:00pm GPSA552 Introduction to Research in Human Sciences:

Quantitative & Qualitative Studies/Vaccaro

This course examines the bases of scientific inquiry. It provides a theoretical and practical knowledge of research and methodology, including principles of concept formation and research design. Special emphasis is given to ethical research practices. After a general review of research in the human sciences, students will concentrate on aspects of qualitative research. Students review the important tools, methods and techniques for sound and ethical research, including the tools and data of outcomes research. They also learn to critically evaluate research literature.

Attendance at 2 conferences will be included in summer course hours. (3-cr)

Thursday 4:50-7:00pm GPSA 531 Group Dynamics I: Theories & Techniques / Silver

This course provides the broad, basic theoretical and experiential understanding of group work. Basic stages and psychoanalytic underpinnings of group process and structure are outlined with emphasis is on methods and skills. Special emphasis is given to resistance, interventions with specific diagnostic, culture, development and legal or ethical issues of group work. More than 10 clock hours of this course are structured as a group experience activity.

Attendance at 2 conferences will be included in summer course hours. (3-cr)

Dates/Times TBA GPSA701B-K Small Group Studies (SGS)

This supervised group study course is taken throughout the summer for students who are engaged in fieldwork or clinical case. The students study individual cases at their Fieldwork Site in depth, presenting and reading about the dynamics of each case as well as their personal reactions to the client. The students process the challenges in working with and learning about serious psychopathology in a treatment relationship. The goal of the course is to help students identify the defenses of narcissistic clients and the countertransference reactions of the treating therapist. Students will present cases with process notes as a way to study the dynamics of the cases. Each week three students meet with the faculty and present their cases, studying the most therapeutic approach to each case.

GPSA760/760 Research Tutorial

Students in the Certificate program work individually with a research chairperson after development of a proposal approved by the training committee. The chairperson assists the student in completion of the proposal for the project through completion, approval and final presentation of the project. (3-cr)

** Summer conference details will be released at a later date*



Academy of Clinical and Applied Psychoanalysis

Distance Learner? _____

REGISTRATION FORM

Summer 2022

May 24 – July 28

- ☐ Certificate Program
☐ Non-Matriculation

SCHEDULE OF FEES SUMMER SEMESTER

Program Tuition Fees

Certificate Course Tuition	\$800
Research Tutorial	\$800
Small Group Supervision	\$400
Registration Fee non-refundable	\$150
Registration Fee SGS Only	\$ 50
PayPal Handling Fee	\$ 25
Late Fee	\$150

**Includes Library, PEP, Journal and Student Activity Fees*

Name _____

Street address _____

City _____ State _____ Zip _____

Phone _____ Country _____

Email _____

Emergency contact name & phone _____

COURSE#	COURSE TITLE		DAY/ TIME	FACULTY	FEE
<div>SGS</div> <div>(must list 3 choices)</div>	1 st choice	2 nd choice	3 rd choice		
	Registration fee \$150 Registration fee \$50 SGS only (no courses)				
	Late fee \$150 after 4/15				
TOTAL AMOUNT DUE					
Please make checks payable to ACAP and mail to ACAP 301 South Livingston Ave, Livingston, NJ 07039					

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Refund Policy:

Registration fees are non-refundable
Before 1st class meeting 100% tuition refund
Before 2nd class meeting 50% tuition refund
After 3rd class meeting no refunds

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Registration will not be accepted without Advisor signature

Record of Student Advisement

ACAP_____ ICPS_____

Student Name_____Semester_____Year_____

Advisor Name_____ Meeting Date_____

Student File Reviewed?____ Goals Reviewed? _____ Registration Reviewed?_____

Student approved to register for the following courses:

Course ID & Title_____Semester_____

Course ID & Title_____Semester_____

Course ID & Title_____Semester_____

Course ID & Title_____Semester_____

Course ID & Title_____Semester_____

Course ID & Title_____Semester_____

ADVISOR COMMENTS AND RECOMMENDATIONS

Please list all specific recommendations made to students concerning any aspect of their progress in the ACAP training program. Students should review comments and recommendations of the Advisor. Please attach more sheets as needed. Place the Record Advisement Form in the student file.

Student Signature: _____ **Date** _____

Advisor Signature: _____ **Date** _____

ACAP/ICPS COVID Protocols - updated October 1, 2021

These protocols apply to any member of the ACAP / ICPS community who has been or plans to be physically present at ACAP or affiliated sites (such as field placements).

- A. All ACAP/ICPS community members are required to have proof of anti-COVID vaccination** on file in order to enter the building or participate in any activities in person, either on campus or in clinical placements. Students, faculty and staff send proof of vaccination to acapnj@acapnj.org or admin@acapnj.org.
- B. Masks are required at ACAP/ICPS in all public spaces and classrooms.** In individual or small group meetings, masks may be removed by mutual and full consensus of all participants.
- C. If you have been exposed to COVID please quarantine and follow the CDC guidelines.** If you experience symptoms of potential COVID please stay home until you are symptom free or have a negative non-rapid COVID virus test. All ACAP / ICPS classes are set up to attend remotely if you are ill.
- D. If you have tested positive for COVID-19 and have been in close contact to others at ACAP / ICPS** please follow the quarantine protocols as recommended by the CDC and email the ACAP Administrative office. We will not notify anyone of that person's close contact and all information will be kept confidential.

ISOLATE. Stay home until after:

- At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication and symptoms have improved
 - 10 days have passed since your positive test.
- E. NJCC and Private Renters - Remote therapy is available**
- For in-person sessions patients need to email their proof of vaccination to **both** their therapist and Lori Feigenbaum, NJCC administrator NJCC@acapnj.org **prior to their appointment.** No entering building and **No sessions until this requirement is met.**
 - **Children who are unvaccinated are seen with the agreement of the therapist and wear masks**
 - **Masks are to be worn at all times in the building and in the therapy rooms including unvaccinated children. Those accompanying children need to be vaccinated and masked.**



New students only unless returning students have changes

ACAP/ICPS EMERGENCY CONTACT AND CURRENT MEDICATION INFORMATION

STUDENT/FACULTY INFORMATION				
Name:			Date of Birth:	
Home Address:			Home:	
Mailing Address:			Cell:	
Physician(s):	Physician's Phone Number:	Hospital Preference		Hospital Address/Phone
EMERGENCY CONTACTS				
NAME	RELATIONSHIP	HOME PHONE	MOBILE PHONE	WORK PHONE
Are there any health considerations you would like us to be aware of?				
ALLERGIES TO MEDICATIONS				
MEDICATION	REACTION			



Photo Release Form

I grant to ACAP and ICPS its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize ACAP, to copyright, use and publish the same in print and/or electronically.

I agree that ACAP may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and agree to the above:

Signature _____ Date _____

Printed name _____

2021-2022 Semester Dates

Spring 2022

January 17 – May 12 *(exam week no class)*

no class

3/14-3/17 *Spring break*

Summer 2022

May 24 – July 28 *(exam week no class)*

Fall 2022

August 31 – Dec 26 *(exam week no class)*

no class

9/5 *Labor Day*

11/23-11/24 *Thanksgiving*

Registration Checklist

Student registrations must include the following:

☐

Registration form signed by advisor

New students may meet with the Admissions Director for their first term advisement.

☐

Advisement form

New students may meet with the Admissions Director for their first advisement.

☐

Payment in full or approved payment plan

☐

Confirmation of analysis form

All returning students submit a Confirmation of Analysis form.
New students submit a statement once they have entered analysis.

☐

Emergency contact form

☐

Photo release form

Incomplete forms will be returned to the student and delay both registration and admission to class. Registration is complete when all required forms are received with payment.

Any questions regarding registration please contact

Loretta Calabrese 973-629-1001 acapnj@acapnj.org