

Summer 2023



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 4th for the spring semester, after August 28th for the fall semester, or after April 30th 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 30th 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 30th 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,

Idalis Arcangel
Office Manager

301 So. Livingston Ave, Livingston, NJ 07039

Phone | 973-629-1001

Email | support@acapnj.org

2023 Semester Dates

SPRING 2023

January 17th-May 15th (exam week)

NO CLASS:

March 27th-March 31st (Spring Break)

SUMMER 2023

May 22nd-August 3rd (exam week)

NO CLASS:

July 4th, May 29th, and August 2nd

FALL 2023

September 6th-December 28th (exam week)

NO CLASS:

November 22nd and November 23rd (Thanksgiving Break)



Post Graduate Certificate Programs

Monday 7:00-9:10pm GPSA507 Human Development: Through the Lifespan from Birth to Death / Team Teach (Main)

This course focuses on the vicissitudes of human development through the lifespan and within intra psychic, biological, family, environmental and cultural context. How the individual approaches developmental tasks or copes with challenges of inner and outer reality, from conception through old age, is reflected in his/her sense of self and is manifested in behavior and life choices. The maturational tasks of adapting and coping that enable growth over the lifespan are examined. (3-cr)

Wednesday 4:50-7:00pm GPSA851 Winnicott Reading Course: Contemporary Topics in Clinical Practices / Vaccaro (Vaccaro Office)

This course will explore contemporary topics in clinical practice. Class members discuss topics related to mental health practice from contemporary life, highlighting new, innovative or relevant issues. Students become active researchers, bridging the gap between theory, research and practice through researching literature to serve as a springboard to exploring aspects of practice. Students can develop self-efficacy by discovering resources that reflect a personal model of practice. The course discussion applies the literature to clinical practice. This course will focus on the readings of D.W. Winnicott and application to contemporary practice. (3-cr)

Thursday 4:50-7:00pm GPSA704 Fieldwork Seminar: Focus on Basic Techniques and Small Group Studies (SGS) / DeLia (Zoom)

The Fieldwork experiences provide an opportunity to apply theory and practice of both counseling and psychoanalytic techniques in a clinical setting under supervision. As the student moves through the fieldwork sequence, the student has increasing ability for independence and develops professional identity. The student learns basic techniques to enable individuals to tolerate more comfortably the stimulation of importance and professional, ethical and cultural issues will be examined throughout the course. Students psycho-educational group in addition to individual work with clients. (4-cr)

Every other Thursday 12:00-1:40pm (May 18th, June 1st, June 15th, June 29th, July 13th, July 27th, and August 3rd) Introduction to Modern Psychoanalysis / Vaccaro

Summer Conference:

Wednesday July 12th 11:00-1:00pm Guest lecture, Benjamin Davis, "Gender and working with persons who are transgender", author of "Gender: What Everyone Needs to Know".

** Please be advised that students are required to attend the conference in the condensed summer session.*



Academy of Clinical and Applied Psychoanalysis

Distance Learner? _____

REGISTRATION FORM

Summer 2023

May 22nd - August 3rd

- ☐ Certificate Program
☐ Non-Matriculation

SCHEDULE OF FEES SUMMER SEMESTER

Program Tuition Fees

Certificate Course Tuition	\$830
Research Tutorial	\$830
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 4/30				
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 _____

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

Idalis Arcangel

(973) 629-1001

support@acapnj.org