

Fall 2023 Semester



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 (due annually with fall registration)
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 1st 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 if you did not do so prior.

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 August 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 August 1st will pay a late fee of \$150.

Please remember that the Clinical Lab fee \$400 for first year students and \$600 for non 1st year students.

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 Administrator/Registrar
301 South Livingston Avenue, Suite 202
Livingston, NJ 07039
(973) 629-1001 | www.acapnj.org | 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-July 26th

July 27th-August 3rd (exam week)

NO CLASS:

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

FALL 2023

September 6th-December 20th

December 21st-December 28th (exam week)

NO CLASS:

November 22nd and November 23rd (Thanksgiving Break)



And



Institute of Counseling
and Psychoanalytic Studies
— New Jersey's BGSP Campus

FALL 2023 September 6th-December 28th

(No class November 22-November 23, Thanksgiving Break)

MONDAY

4:50 - 7:10pm GPSA 521 Psychoanalytic Counseling: Basic Concepts/Semel
7:10 - 8:40pm GPSA 701D - SGS-Fieldwork/Thomas
7:10 - 9:30pm GPSA 101-Clinical Assessment & Appraisal/Grant

TUESDAY

10:30 - 12:00pm GPSA 701C - SGS/Ashworth
10:30 - 12:50pm GPSA 161 Psychoanalytic Theory II Fundamentals of Freud/Gerber
12:30 - 2:00pm GPSA 701B - SGS/Gerber
3:00 - 4:30pm GPSA 701P - SGS/Hess
4:50 - 7:10pm GPSA 536 Comparative Psychotherapies II: Theories of Counseling & Psychoanalysis/Hess
7:10 - 9:30pm GPSA 836 Human Sexuality and the Libidinal Drive/Ashworth

WEDNESDAY

2:30 - 4:00 pm GPSA 701E - SGS/Silver
3:30 - 5:00pm GPSA 701F - SGS/Lapides
4:50 - 7:10pm GPSA 700 Fieldwork Practicum Seminar/Vaccaro
4:50 - 7:10pm GPSA 701 Fieldwork Seminar: Clinical Interviewing: Early Interventions/Vaccaro
7:10 - 9:30pm GPSA 501 Human Development: The Developing Mind/Kane

THURSDAY

9:00 - 11:20am GPSA758 Continuing Case Seminar: Clinical Practice/Rosenthal
9:00 - 11:20am GPSA 687 Reading Course in Modern Psychoanalytic Approaches: Clinical Practice/Rosenthal*
9:30 - 11:00 am GPSA 701G - SGS/Bratt
12:00 - 1:30pm GPSA 701L - SGS/Vaccaro
2:15 - 3:15pm GPSA 701B - SGS/Lazar
3:10 - 4:40 pm GPSA 701J - SGS/Semel
3:15 - 4:15 pm GPSA 701N - SGS/Miller
3:15 - 4:45 pm GPSA 701K - SGS/DeLia
4:50 - 7:10pm GPSA 181 Psychopathology: Severe Emotional Disorders/DeLia
4:50 - 7:10pm GPSA 751 Clinical Case Seminar: Comparative Studies In Psychopathology/Silver
7:10 - 9:30pm GPSA 833b Adolescent Treatment: Theory and Practice /Bratt

GPSA 760/761 Clinical Research Tutorial – Day/time arranged with instructor/Faculty
GPSA 555B Research Seminar – Proposal Writing/Gerber/To be Arranged

**GPSA 687 Reading Course in Modern Psychoanalytic Approaches: Clinical Practice is an elective for all programs but does not count toward clinical case*

FALL 2023 COURSE DESCRIPTIONS

GPSA101 Clinical Assessment & Appraisal (3 credits)

This course provides an overview of the appraisal process including observation, interviewing, measures, resources and tools to formulate a clinical understanding of clients within a broad range of settings and within a survey of populations. Behavior, observations, etiology, symptomatology, assessment, counter transference, and treatment will be examined in working with clients representing the lifespan. The course examines issues of reliability, diversity, limitations and ethical practice in relation to the validity of the assessments. Students explore the relationship between assessment, findings, diagnosis, intervention and treatment planning.

GPSA161 Psychoanalytic Theory II Fundamentals of Freud (3 credits)

This course follows Freud's conception of libido theory from its inception through later developments. It then examines Freud's later papers on drive theory and the repetition compulsion; the division of the psyche into ego, id and superego; the sources of anxiety; the effects of innate destructiveness on the prospects for civilization; and Freud's final summary of the state of analysis. Students also consider the continuing influence of these papers on contemporary thought, examining current uses of Freud's drive theories.

GPSA181 Psychopathology: Severe Emotional Disorders (3 credits)

This course examines psychopathology of severe emotional disorders from the perspective of both the DSM, psychoanalytic theory and biography. Literature and clinical material will provide a view from the diagnostician as well as those who are impacted. The DSM will be paired with first-hand accounts and psychodynamic understandings of symptom clusters. The class will examine implications for treatment. Basic diagnostic skills will be applied to case material.

GPSA501 Human Development: The Developing Mind (3 credits)

This course is designed to introduce students to basic concepts of human development in the earliest years, and their impact on later well-being or pathology. We will study psychic development from conception to age three. We will explore the ways in which infantile functions manifest throughout life and inform our theory for psychoanalytic interventions in the counseling relationship. From there we will examine how these early experiences affect personality development, defense patterns, identity, and relationships. We will explore through readings, observations, case presentations, and classroom discussion.

GPSA521 Psychoanalytic Counseling: Basic Concepts (3 credits)

This course will introduce the student to basic concepts of psychoanalytic counseling. It will be an introduction to Freudian and modern interventions within counseling and psychoanalytic frameworks. The student will learn about the basic concepts and their applications.

GPSA536 Comparative Psychotherapies II: Theories of Counseling & Psychoanalysis (3 credits)

This course surveys major theoretical schools of counseling and psychoanalysis and how to apply their underlying premises in practice. Students will learn about the contributions of these fields to form a broad understanding of clinical techniques from forming the therapeutic relationship, developing a case conceptualization to interviewing and developing a range of intervention strategies with a range of cases. Special emphasis is placed on how each perspective informs how interventions are developed and implemented according to the treatment progression.

GPSA555B Research Seminar - Proposal Writing (3 credits)

In this part of a two semester course, students will learn how to develop a proposal for the psychoanalytic case study project in the Certificate program. Students will prepare a narrative of the case dynamics which describes the course of treatment and presents a question about some aspect of the case that puzzles the student; show how the therapist listens in order to form an impression of the individual's emotional experience; write a review of the clinical literature that relates to the research question; and describe a method for analyzing a series of process recordings. This course meets the requirements for the Proposal Writing course as a prerequisite for the Capstone Tutorial sequence. The students may consult with the instructor or other faculty between class sessions.

**Students must submit a request to the training committee for permission to enroll in this course.*

FALL 2023 COURSE DESCRIPTIONS CONTINUED

GPSA687 Reading Course in Modern Psychoanalytic Approaches: Clinical Practice (3 credits)

This course examines a designated author or topic within a historical psychoanalytic context. Resources such as literature, videos, artifacts and clinical material will provide a view of the development of how the author or topic has contributed to psychoanalytic concepts, clinical work and current practice.

GPSA 700 Fieldwork Practicum Seminar & Supervised Group Studies (4 credits)

In this first segment of the fieldwork experience, students are supported to apply skills and develop self-awareness through clinical experiences while interfacing with the fieldwork coordinator, mentor, clinical supervisor, academic advisor. Students are guided in a clinical site to initiate therapeutic relationship and apply basic techniques to facilitate understanding of transference while the student observes themselves through describing counter transference experiences. Ethical approaches to practice are emphasized

GPSA701 Fieldwork Seminar: Clinical Interviewing: Early Interventions (4 credits)

This course is designed for students who are approved for fieldwork. The fieldwork experience provides an opportunity to study basic techniques and their application to clinical settings. 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. They learn interviewing techniques to enable individuals to tolerate more comfortably the stimulation of the therapeutic experiences, and that allow them to more freely talk with the therapist. The importance of ethical issues will be examined throughout the course.

GPSA751 Clinical Case Seminar: Comparative Studies in Psychopathology (3 credits)

This course is designed for students who are clinical candidates. Each week a clinical case is presented at an advanced level to consider for case conceptualization. Students review models for understanding psychopathology and biographical accounts of psycho-pathological processes in the context of counseling and psychoanalytic thinking. The course prepares students to work within an ethical framework with a wide range of presenting symptoms and offers a range of perspectives. Special emphasis is placed on the students' clinical experiences and transference and counter transference reactions in relation to the course content.

GPSA758 Continuing Case Seminar: Clinical Practice (3 credits)

Through continuing case presentations of three cases, students will apply theory to practice. With the agreement of the training committee, this course can be selected as fulfilling the requirement for the clinical case course after four semesters of successful completion of clinical case coursework.

GPSA 760/761 Clinical Research Tutorial (3 credits)

Students in the Certificate program work individually with a 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.

GPSA833b Adolescent Treatment: Theory and Practice (3 credits)

This course will introduce the student to basic theoretical concepts and practices in adolescent treatment. From mother and infant intervention to the emergence of adolescence, case studies will demonstrate the developmental patterns, treatment challenges and modifications in treatment. The student will learn about the historical roots of approaches to contemporary practices. Case examples from practice examine common symptom patterns and evidence of trauma, pathology and resilience within child treatments.

GPSA836 Human Sexuality and the Libidinal Drive (3 credits)

This reading course reviews psychoanalytic papers on human sexuality and libido theory from the seduction theory to infantile sexuality, the perversions, transference love, and the concept of Eros as a binding force. Contemporary ideas are discussed in relation to the understanding of the part played by the libido in sexuality, civilization, and the binding of destructive forces.



Academy of Clinical and Applied Psychoanalysis

REGISTRATION FORM

Fall 2023

September 6th-December 28th

- ☐ Certificate Program
☐ Non-Matriculation

Select one:

Distance Learner: _____ Hybrid: _____ In-Person: _____

SCHEDULE OF FEES FOR FALL SEMESTER

Program Tuition Fees

Certificate Course Tuition	\$830
Small Group Supervision	\$830
Non-Refundable Registration Fee	\$150
Handling Fee for PayPal	\$ 25
Research Supervision Tutorial	\$830
Lab Fee (1st yr/after 1st yr)	\$400/\$600

Includes Library, PEP, Journal, and Student Activity Fees

Administrative Fees

Late Fee	\$150
Transcript of Student Record	\$ 20
Leave of Absence	\$100
Graduation	\$125

Name _____

Street address _____

City _____

State _____

Zip _____

Phone _____

Country _____

Email _____

Emergency contact name & phone _____

COURSE#	COURSE TITLE		DAY/ TIME	FACULTY	FEE
SGS (must list 3 choices)	1 st choice	2 nd choice	3 rd choice		
	Registration fee (required for all registrations) \$150				
	Late fee \$150 after August 1st				
	TOTAL AMOUNT DUE				

Please make checks payable to ACAP and mail to ACAP 301 South Livingston Ave, Livingston, NJ 07039

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 and up to date Confirmation of Analysis



Institute of Counseling
and Psychoanalytic Studies
— New Jersey's BGSP Campus

SGS Registration Form

Fall 2023

September 6th - December 28th

Program: ACAP _____ ICPS _____

Will you be registering for Fieldwork? _____ Will you be starting a new group? _____

Full Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Country if not U.S.: _____

Cell Phone: _____ Email: _____

Emergency Contact Name/Phone: _____

Will you be registering for Fieldwork? _____ Will you be starting a new group? _____

SGS Choice	Course Number	Instructor	Day & Time
SGS 1 st Choice			
SGS 2 nd Choice			
SGS 3 rd Choice			

Students will remain in the same SGS for one year (two full semesters including Summer). Requests to change your group early must be submitted to the training committee through your advisor.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Office use only:

Date office received: _____

Record of Student Advisement

ACAP_____ ICPS_____

In-Person: ____ Hybrid: ____ Distance Learner: ____

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** _____

CONFIRMATION OF ANALYSIS

ACAP_____BGSP-NJ_____Semester_____Year_____

Personal analysis with an approved analyst must begin by the second semester and is required throughout training. Students are responsible for the completion and submission of the Confirmation of Analysis form at the beginning of the fall and spring semester of each school year. Students are encouraged to remain in analysis as long they are in the program of study.

Individual Analysis

Student's Name _____

Analyst's Name _____

Total Number of Individual Sessions since Last Semester's report _____

Total Number of Individual Sessions to Date _____

Student Signature _____ **Date** _____

Analyst Signature _____ **Date** _____

Group Analysis

Total Number of Group Sessions since Last Semester's Report _____

Total Number of Group Sessions to Date _____

Student Signature _____

Analyst Signature _____

Date _____



Academy of Clinical and Applied Psychoanalysis

301 S. Livingston Ave
Livingston, NJ 07039
www.acapnj.org; 973-629-1001

Education Disclosure (Psychoanalytic Certificate Students)

Date: _____

Name: _____

Long Distance Learning Status:

Long Distance _____

Hybrid* _____

In Person _____

*Hybrid is defined as a combination of Video Conferencing and In Person

Upon graduation, I plan is to practice psychoanalysis in the following State(s): _____

State Licensure as a Psychoanalyst

Please be advised that the Post Master's Psychoanalytic Certificate Program offered by the Academy of Clinical and Applied Psychoanalysis (ACAP) in which you are currently enrolled provides the educational requirements to enter the field as a State recognized psychoanalytic professional in New Jersey, New York and Vermont.

New Jersey: <https://www.njconsumeraffairs.gov/psya/Pages/regulations.aspx>

New York: <https://www.op.nysed.gov/professions/psychoanalysts/license-requirements>

California: <https://www.mbc.ca.gov/Licensing/Research-Psychoanalyst/practice-information/>

Vermont: <https://sos.vermont.gov/psychoanalysts/>

In New York State, LP educational requirements are met with this curriculum. Diagnose and Treat privileges may require additional coursework and/or supervised hours (beginning April 2024).

ACAP is unable to confirm through outreach efforts if ACAP's educational requirements allow or do not allow you to enter the field of psychoanalysis in other state(s).

Graduates also may be able to practice psychoanalysis in the state under a license in another profession.

Students who are seeking credentialing or have credentialing in another field are encouraged to know and consult the relevant bodies regarding the rules and regulations governing that profession when making decisions about education, supervision and treatment.

Printed Name: _____

Signature: _____

Date: _____

The Paulette Katz Memorial Scholarship Application

The Paulette Katz Memorial Scholarship is being offered by the Lipsey family in memory of their Aunt Paulette Katz. This scholarship will be awarded to a student in the ACAP Certificate program or the ICPS Master of Arts program. The purpose of this scholarship is to assist students who have educational financial needs. ACAP or ICPS students are invited to apply.

The following must be submitted by email to support@acapnj.org no later than July 15, 2023:

1. Completed scholarship application.
2. A statement describing your professional goals, financial need & any other reasons for seeking this scholarship.
3. A letter of recommendation from an ACAP/ICPS faculty member. New students may include a letter of recommendation from an instructor from a previous school.

This form is in a fillable format. Save to your computer, complete, save again, and ready to email.

Student Information			
Full name			
Full address			
Email			
Phone number			
Undergraduate degree	School	Major:	Year:
Graduate degree	School	Major	Year:
Current employment description:			
Clinical/Professional experience			
How did you learn about ACAP / ICPS			
Academic Plan			
Level of study Certificate or Master of Arts			

Applicant Signature _____ Date _____

Please email this application & supporting documents to the Paulette Katz Scholarship Committee at support@acapnj.org no later than the July 15th deadline.



ACAP

A Mental Health Resource

301 South Livingston Avenue – Suite 202 Livingston NJ 07039

973-629-1001 www.acapnj.org

Dear Applicant, The Joining Forces Tuition Assistance Program was developed by The Academy of Clinical and Applied Psychoanalysis (ACAP), to provide administrators, health center workers, clinicians, teachers and anyone who works with vulnerable populations with greater accessibility to the opportunity to participate in ACAP's programs through tuition assistance. The program has made ACAP a more diverse and community responsive psychoanalytic institute, linking our training directly to those who are interfacing with the most needy populations and sites.

Joining Forces (JF) originated through a partnership between the Healthcare Foundation of New Jersey and ACAP. The program has been funded by the Robert and Joan Dircks Foundation since 2009. Joining Forces tuition assistance is an up to half (50%) tuition grant award. The JF tuition assistance grant is applied towards any of ACAP programs with the exception of the Clinical Supervision Course.

Candidates are eligible if he or she:

- serves a socially, psychologically, cognitively, or medically vulnerable population;
- is enrolled in the one year program, ACAP's conferences, TRS program or an ACAP certificate program course;
- is in the first three semesters of the ACAP certificate program.

Tuition assistance grants are not available to certificate program students after the third semester of study.

To apply, the candidate must:

- complete an application and registration form for the program of choice;
- become accepted, if required, and registered with the ACAP administrative office for the course;
- complete and submit a tuition assistance form documenting eligibility criteria to the tuition assistance committee
- pay the remaining balance towards the course before tuition assistance will be applied to the student's account.

Tuition Assistance applications that are reviewed and approved will result in a letter or e-mail stating the amount granted and the course that the tuition assistance covers or the applicant will be contacted regarding ineligibility. Tuition assistance does not make a student ineligible for work study or other ACAP programs or assistance. It is not financial aid and does not require repayment. ACAP appreciates participants' letters of appreciation that are submitted to the funder to encourage continued support or participation in volunteer activities at ACAP.

Tuition assistance is not always available and is based on Funding availability, funders' restrictions and eligibility guidelines. Additional questions can be directed to the Tuition Assistance Committee at vaccaroaj@aol.com.

Sincerely,

Annette Vaccaro, LCSW, ATR-BC, NCPsyA, ACS, ATCS
Director of Academic Affairs
vaccaroaj@aol.com
973-629-7808

FOR MORE INFORMATION, CALL: 973-629-7808



Application for Tuition Assistance
The Robert and Joan Dircks Foundation
Due July 15th for Fall Semester

Name: _____

Address: _____

E-mail: _____

Phone number(s): _____

Employer: _____

Do you work for a non-profit setting with a vulnerable population?
Please explain:

Does your employer provide tuition or conference reimbursement: ☐ yes ☐ no

Have you taken ACAP courses before: ☐ yes ☐ no If yes, please describe how you applied your training to work and life:

(continue on reverse if needed)

Amount of Request (up to 50% of tuition): _____ Semester for request: Spring ☐ Summer ☐ Fall ☐ Year _____

I am available to assist ACAP in: ☐ event planning ☐ research ☐ outreach ☐ other:

Days and Hours:

ACADEMIC PLAN

Course title(s):

Number of courses:

Level of study: ☐ One Year Program ☐ Visiting Student ☐ Other: _____

Certificate: ☐ Level A, Into ☐ Level A, Extern ☐ Level B, Clinical

Candidates are eligible if he or she:

- serves a socially, psychologically, cognitively, or medically vulnerable population;
- is enrolled in the one year program, ACAP's summer conference, TRS program or ACAP certificate program courses;
- is in the first three semesters of the ACAP certificate program.

Tuition assistance grants are not available to certificate program students after the third semester of study.

To apply, the candidate must:

- complete an application and registration form for the program of choice & return to the administration office;
- become accepted, if required, and registered with the ACAP administrative office for the course;
- complete and submit a tuition assistance form documenting eligibility criteria to the tuition assistance committee
- pay the remaining balance towards the course before tuition assistance will be applied to the student's account.

Advisor Signature: _____ Name: _____ Date: _____

Fund Coordinator _____ Date _____ Amount Awarded _____

ACAP & ICPS
Student Organization
(AISO)

June 2023

Dear ACAP/ICPS Community,

The **AISO** steering committee welcomes you to the ACAP & ICPS Fall 2023 semester!

AISO's mission is to provide opportunities to promote academic, professional, and personal success for our members. We organize social activities and chances for you to engage in entertaining events while spending fun time with like-minded colleagues. **AISO** is committed to encouraging quality of life engagement for all our members whose work taking care of others is so important.

At ACAP and ICPS, we are so fortunate to be surrounded by YOU, the many talented individuals who bring perspectives worldwide. Community-driven learning and sharing through **AISO** can expand your scope of other students' lived experiences and offer perspectives on work and life you may not have considered.

We also participate in supporting a variety of ACAP/ICPS events – opportunities to help the school grow, while getting to know each other and build our professional network.

Stay tuned for some of the latest **AISO updates by checking your emails for announcement flyers regarding dates and times for the following:**

- **ACAP, ICPS, iStrive Community Outreach**
- **AISO Wellness Series Workshops**
- **AISO Book Club**
- **Winter Party, Movie Nights, and more!**

We welcome all ideas to help us create opportunities to gather, share, and learn from each other! Please email us your suggestions. We are grateful to have a wonderful community that includes supportive members like you and look forward to more time together while navigating our training and life beyond. Have a sunny, relaxing Summer!

Thank you,

AISO Steering Committee

Marguerite DeRosa mderosa415@aol.com, Cassio Campello cassio.mze@gmail.com, Susan Carnes smcarnes@comcast.net, Carol Harte clharte@gmail.com, Andrew Iannaccone andrew1068@gmail.com, Patti Ullis patriciaullis@gmail.com, Patricia Bratt (Faculty Liaison) patbratt@comcast.net

ACAP/ICPS COVID Protocols - updated June 22nd, 2023

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 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 encouraged 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 Kate Miller, 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. Due annually with Fall registration.

☐

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