



Personal Training Analysis and Supervision Approval and Verification Procedure

Certificate in Psychoanalysis candidates are required to complete Personal Training Analysis and Supervision over cases.

Personal Training Analysis

400 hours minimum of personal training analysis. The Training Analyst must be a Training and Supervising Analyst member of NPI.

- 100 hours at 3 times a week
- 300 hours at 4 times a week

The Training Analysis continues until the Candidate has finished their second control case and has been approved by the Training Committee as an Advanced Candidate.

Supervision over cases

A total of 200 hours, comprising:

- 25 hours Pre-matriculation [after 8 weeks of supervision, candidate may petition Training Committee to have met the pre-matriculation requirement and to serve the rest of these hours after matriculation]
- 50 hours for each of 3 control cases
- 25 hours matriculation (Plus additional hours if appropriate)

1. Prior Approval Forms

- Before initiating any analysis or supervision, a Prior Approval Form must be completed by the Candidate and intended Personal Training Analyst or Training and Supervising Analyst.
- This must be handed in or emailed to the administrative office for review and approval before you can begin working together.
- The office will advise you when approval has been received.
- The Prior Approval form ensures that the necessary requirements are understood by all parties before proceeding.
 - All Training and Supervising Analysts must be members of NPI during their service in fulfilling NPI requirements for you.
 - NPI may offer Training and Supervising Analyst status to analysts who may not already have that status from their member institutes, if that analyst meets NPI's requirements.
- Guidelines for your Training and Supervising Analyst will be attached to the form so they are aware of their evaluation requirement for control cases.

2. Verification of Individual Training Form: Pre-Matriculation Supervision

As part of the new procedure, the term “Pre-Control” Case will be replaced by “Pre-Matriculation” Case Supervision.

- Pre-Matriculation Case Supervision takes place over the cases in your practice. It is to prepare you to think psychoanalytically in your work.
- An evaluation from the Supervisor for the Training committee is required after 25 hours.
 - Note: For those of you who have already been working in a psychoanalytic mode in your practice, you may petition to the Training Committee to sit for the matriculation interview after 8 hours of supervision. If approved, any remaining hours of supervision will be added to the Matriculation Supplemental hours requirement.

• At the end of the 25 hours, submit the Verification of Individual Training Pre-Matriculation form and Supervisor’s evaluation to the NPI Administrator.

3. Verification of Individual Training Form: Matriculation Supervision

After a Candidate has been approved for Matriculation, there are two control cases that must be completed before you appear before the Training committee to become an Advanced Candidate.

- There is a third control case that can begin after you have successfully passed into advanced candidacy.
- Each control case requires the candidate to work with a patient for 3 or 4 hours a week under one hour of supervision per week for a total of 50 hours of supervision for each control case.
- A prior approval form is needed before each control case can begin.
- A verification form documents your work under supervision.
- You will use one verification form for each control case.
 - Verify your completion at the end of 25 hours of supervision and at the end of 50 hours of supervision by submitting a Case Summary form.
 - Include your supervisor’s evaluation of your control case work at the end 50 hours of supervision.
- Additionally, there is a requirement for 25 hours of supervision over analytic cases. These hours allow you flexibility in your work under supervision. A prior approval form may be needed for any additional Training and Supervising Analyst you engage. A verification form, however, is needed for all of these hours of supervision. An evaluation is not required.

4. Verification of Individual Training (Personal Training Analysis)

- The Personal Training Analysis form is completed by you and your Personal Training Analyst at the end of the first 50 hours of analysis and again at the end of your analysis.
- The Personal Training Analyst must be a member of NPI. If not, they must complete the membership process and verification of supervising and training status before any analysis can begin.

- To protect the confidentiality of the Personal Training Analysis, the only contacts that are required are:
 - the application;
 - the verification of 50 hours of analysis;
 - the verification of analysis at the end of your requirement.

There is, of course, no evaluative or reporting aspect of this process. It is your analysis. We simply have to document it because it is a training requirement.

- If the Analyst has any questions, they may initiate contact with the Chair of the Training Committee.

5. Submission and Approval

- Ensure all forms are submitted to the NPI Administrator for initial review.
- The Training Committee will then sign off on the submitted forms, granting final approval.
- No analysis or supervision should commence without prior approval from the Training Committee.

The forms will be posted on the NPI website <https://www.npi.edu/candidate-forms/> or you can always request them from our office.