

# **Manual**

The Certification Process and Procedures  
for  
Specialty Board Certification in Psychoanalysis  
by  
The American Board of Psychoanalysis in Psychology  
a member board of  
The American Board of Professional Psychology

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## Table of Contents

- I. Introduction
  - A. ABPP and ABPsaP
  - B. Certification Process: Overview
- II. Eligibility: Determination of Candidacy
  - A. General Eligibility Requirements
  - B. Eligibility Requirements for the Specialty of Psychoanalysis
  - C. Application and Candidacy Determination
- III. Psychoanalysis: Definition: The Competencies
  - A. Definition of Psychoanalysis
  - B. Competencies of Psychoanalysis
- IV. The Examination
  - A. General Rationale for the Examination
  - B. Instructions/Guidelines for the Practice Sample and Professional Statement
    - 1. The Psychoanalytic Case Format
    - 2. The Senior Option
    - 3. Professional Statement Format
  - C. The Examination Process
    - 1. The Examination Format
    - 2. The ABPsaP Examination Team Selection
    - 3. Role of Examination Committee Chairperson
    - 4. Examination Members Responsibility
    - 5. The Training of Chairpersons and Examiners
  - D. Schedule
    - 1. Examination Schedule
    - 2. Appeals Committee
- V. Acknowledgements
  - Thanks
  - ABPsaP Roster

## I. INTRODUCTION

### A. ABPP and ABPsaP

The American Board of Psychoanalysis in Psychology (ABPsaP) was established in 1983 with the goal of establishing formal recognition of psychologists in the specialty of psychoanalysis. The ABPsaP, having met the rigorous requirements of the American Board of Professional Psychology (ABPP) to be recognized as a specialty in psychology and to qualify and examine psychologists meeting the criteria of the specialty, was accepted as a member board of the ABPP in 1996.

In order to qualify as a specialty affiliated with the ABPP, a specialty must be represented by a governance board of certified specialists which is stable, national in scope, and reflects the current development of the specialty. A specialty board is accepted for affiliation following an intensive self-study and a favorable review by the ABPP affirming that the standards for affiliation have been met. These standards include a thorough description of the area of practice and the pattern of competencies required therein as well as the requirements for education, training, experience, research bases of the specialty, practice guidelines, and a demonstrated capacity to examine candidates for the specialty on a national level.

Specialty Board certification by the ABPsaP assures the public and the profession that psychoanalysts who are certified have completed the educational, training, experience, and professional standing requirements (licensure and no ethical/legal limitations) of the specialty. Further, all ABPsaP board certified psychoanalysts have passed an individualized performance examination by peers designed to assess the competencies which are required to provide quality services in the specialty of psychoanalysis.

The ABPsaP maintains accurate and current knowledge of national standards. A number of professional disciplines other than psychology certify psychoanalysts. The psychoanalysts certified by the ABPsaP, as all specialists recognized by the ABPP, must include the foundation requirements of a doctoral

degree from a recognized program in professional psychology. This assures a broad foundation in the practice of psychology upon which the advanced level specialty practice of psychoanalysis rests. The ABPP is approved by the American Psychological Association to sponsor continuing education for psychologists. The ABPP maintains responsibility for this program and its content.

B. Certification Process: Overview

This Manual describes in detail the process and procedures for being awarded board certification as a psychoanalyst. The Manual is organized following the outline in the Table of Contents.

The examination consists of two integrated components: The practice sample review and its acceptance and the oral examination by a team of three examiners who are certified in psychoanalysis.

Following submission of the application form and related materials, an applicant is notified of the decision regarding candidacy in one-to-two weeks. The candidate has up to one year to satisfy the practice sample/professional statement requirement and an additional year to complete the oral examination. Candidates should complete the certification process in a one to two year time-span.

It is helpful to think of the certification process as one in which the required professional preparation for the specialty is validated, then followed by an oral examination which evaluates competencies characteristic of the specialty.

A detailed presentation of the requirements for the necessary preparation to qualify as a candidate for the examination follows in Chapter II, Eligibility. The examination is described in Chapter IV, The Examination.

## II. ELIGIBILITY: DETERMINATION OF CANDIDACY

### A. General Eligibility Requirements

To attain board certification in a specialty, an applicant must meet common eligibility requirements of ABPP which include:

*Proof of a* doctoral degree from a program in professional psychology or postdoctoral re-specialization certificate at which time, the degree that was granted was accredited by the APA, CPA, or was listed in the publication *Doctoral Psychology Programs Meeting Designation Criteria*. Applicants credentialed in the most recent directory of the *National Register of Health Service Providers in Psychology* or the *Canadian Register of Health Service Providers in Psychology* qualify as meeting the doctoral degree as well as those holding the Certificate of Professional Qualification in Psychology (CPQ).

Licensure or certification at the independent practice level as a psychologist in the State, Province, or Territory in which the psychologist practices.

*Note: Limited exceptions exist for prior to 1983 doctoral preparation, degrees granted outside the U.S. or Canada, formal retraining, substantial equivalents to accreditation requirements, and licensure in jurisdiction of practice for some Federal employees. Exception criteria and procedures are available from Central Office.*

*Note: Completion of program requirements in professional psychology must include completion of a recognized internship program prior to the granting of the degree.*

### B. Eligibility Requirements for the Specialty of Psychoanalysis

The applicant for specialty board certification in psychoanalysis must be in the practice of the specialty following completion of postdoctoral education and training in psychoanalysis.

Postdoctoral education and training in psychoanalysis is defined as completion of a program from a recognized postdoctoral psychoanalytic training institute or organized postdoctoral program in psychoanalysis, OR, education and training secured through a planned, individualized sequence of education, supervision, and practice acceptable to the ABPsaP Board (generally applied to applicants for

which institute training was not available), AND, demonstration of acceptable evidence that following education and training in psychoanalysis of a practice in psychoanalysis. The applicant's practice includes a sufficient number of cases in psychoanalysis.

*Note: For any of the education and training option qualifications selected by the applicant, the course of education and training must be verifiable and consist of at least a minimum of three years of organized study in psychoanalysis, supervised analyses of a minimum of two patients for a minimum of two years, and a personal analysis.*

*Note: Applicants with 15 years of experience post-licensure qualify for a Seniors Option to submit a modification of the practice sample in place of the "case analysis" practice sample.*

#### C. Application & Candidacy Determination

The application fee to establish candidacy is \$125.00 which must be paid with the Application.

The application form may be obtained from the ABPP Web site: [www.abpp.org](http://www.abpp.org) by going to the psychoanalysis specialty Web page, click on Application or by requesting an application by mail from Central Office (CO). The completed application including three copies of the Curriculum Vitae and other required documents is forwarded to Central Office and reviewed by the Executive Officer for compliance with the common, generic doctoral degree and licensure/certification requirements. Upon meeting the generic requirements three copies of the above application materials are sent for review by the specialty board reviewer for compliance with the specialty specific requirements. Successful review results in approval as a candidate eligible for the examination in psychoanalysis. The candidate's file is forwarded to the ABPsP National Examination Chairperson.

### **III. PSYCHOANALYSIS: DEFINITION: THE COMPETENCIES**

The Competency Approach is the process used to, define operationally the competencies characteristic of the specialty. An examination of these

competencies is a significant part of the examination.

Competencies involve knowledge and skills as well as values which blend together as a coherent whole in specialty practice

Competency in professional psychology is defined as a key, related cluster of practice activities that is fundamental to practice in a specialty. Competencies may be defined at different levels of education and training and career points, as generalist or specialist, basic or advanced. The competencies which define psychoanalysis as a specialty, are at the advanced level involving post-doctoral preparations and experience. The practice activities defining a competency area are those more specific, practical actions, methods or techniques which characterize the day-to-day pattern of practice in a specialty. These defined competencies lead to the organization of the examination.

The ABPP has identified nine competencies applicable to all specialties:

1. Science Base and Application
2. Assessment
3. Intervention
4. Consultation
5. Supervision/Teaching/Management (may not be applicable to all candidates)
6. Interpersonal Interactions
7. Individual and Cultural Diversity
8. Ethics and Legal Foundations
9. Professional Identification

In effect, the ABPP Competency Approach to certification starts with a functional definition of the specialty followed by operational definitions of the specific competencies which are characteristic of the specialty

The definition of psychoanalysis, as carefully determined by the national ABPsAP, shall be followed by the competency area definitions. This definition leads to an organization and implementation of the examination which evaluates the representative sample of activities which define the competencies. In order to provide a comprehensive description of the examination process, a summary of the overall examination process shall be followed by detailed, comprehensive descriptions and instructions related to the examination components.

## A. Definition of Psychoanalysis

Psychoanalysis is a means of understanding human motivation and behavior based upon an understanding of factors outside of a person's awareness. It informs both scholarly study and practice. This deep perspective toward psychological intervention emphasizes the relationship between analysand and analyst. It necessarily continues over some extended time, in that understanding of the relationship reflects reinstatement of the life history of the analysand. This reveals the dynamics of the treatment process, leading to reduction of personal distress.

Technical facets such as working with dreams, slips of the tongue, fantasies and other symbolic material, frequency of sessions per week, use or non-use of the couch, or such issues as the neutrality of the analyst the use of the fundamental rule may be regarded as criteria of importance, aligned with some theoretical approaches, but may not be regarded as requirements common to all approaches to psychoanalysis. What distinguishes psychoanalysis is bringing the analysand into touch with motivations and wishes of which s/he is only partially aware or completely unaware before treatment. It thus enables the analysis and to achieve greater inner harmony and frees ability to live more constructively and satisfyingly.

It is expected that the candidate will demonstrate sensitivity to and skills in dealing with multicultural/diverse populations. In this Manual, the terms multicultural and diversity will be used interchangeably. Multiculturalism recognizes the broad scope of such factors as race, ethnicity, language, sexual orientation, gender, age, disability, class status, education, religion/spiritual orientation, and other cultural dimensions.<sup>1</sup>

## B. Competencies for the Specialty of Psychoanalysis

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<sup>1</sup> American Psychological Association (2002). Guidelines on multicultural education, training, research, practice, and organizational change for psychologists.

The following competencies are defined as examples of fundamental practice activities characteristically associated with the specialty of psychoanalysis: These definitions are not exhaustive and may be modified in keeping with the theoretical and technical approach of the analyst. These competencies are the core of the examination.

## **1. Functional Competencies**

### **a. Assessment**

Competency in the specialty of psychoanalysis includes a conceptualization of an analysand's core problems, strengths, vulnerabilities, issues or goals from a psychoanalytic diagnostic perspective. Interview methods, observations, attention to the analysand's history and adaptive or character styles are the major areas of the early and continuing process of assessment. Evaluation is directed by the analyst toward the analysand's degree of psychological mindedness and ego strengths as well as psychopathological manifestations, and qualities of the analysand's patterns of relating to others and their discontentments with self and their level of comfort or discomfort with feelings. Evaluations should be consistent and coherent with the analysand's personality structure and developmental history. The candidate's knowledge of transference, countertransference, dream analysis, resistance and other technical and theoretical concepts are necessary for a competent psychoanalytic assessment.

### **b. Intervention**

Competency in the specialty of psychoanalysis includes the application of skillful and flexible treatment, knowledge and proficiency in providing specific psychoanalytic interventions. Specific therapeutic interventions that promote change are the analytic transference/counter transference relationship, interpretation to promote insight, dream analysis, thought or word association, and various techniques to improve cognitive and affective recall and re-integration, affective release, and the amelioration of self-defeating patterns. Interventions appropriate for the analysand and integral to

the analyst's theoretical foundations guide the interventions that encompass psychoanalytic treatment as well as addressing the analysand's primary concerns.

**c. Consultation**

Competency in the specialty of psychoanalysis requires supervision of psychoanalysts in training and in practice and requires evidence of mastery of the above competencies. Consultation and supervision have emerged as a significant area(s) of practice for the specialty of psychoanalysis.

**d. Application of Research and Theory**

Knowledge of the research and theoretical bases of the specialty of psychoanalysis is necessary for the competent practice of contemporary psychoanalysis. Practice of the specialty of psychoanalysis requires an understanding of theory and research specific to issues of personality development and diversity, e.g., ethnicity, gender, sexual orientation, and family cultural issues.

**e. Supervision/Teaching.**

This competency will be addressed only for those Candidates who engage in supervision and teaching. With regard to Supervision, a successful Candidate demonstrates the ability to communicate and apply his/her knowledge in supervision with others, especially to trainees in psychoanalysis in post doctoral settings. In terms of Teaching, a successful Candidate demonstrates the capacity to effectively teach psychoanalytic principles and techniques to undergraduate or graduate students, interns and postdoctoral trainees, and colleagues.

## **2. Foundational Competencies**

### **a. Application of Ethical and Legal Standards**

Competency in the practice of the specialty of psychoanalysis includes awareness and appropriate exercise of ethical and legal standards according to the APA Ethical Principles and current national, state or provincial statutes, and case law precedents applicable for the protection of the interests of analysands, families, groups, organizations, the profession, and society.

### **b. Individual and Cultural Diversity**

Awareness and sensitivity in working professionally with diverse individuals, groups, and communities who represent various cultural and personal background and characteristics.

### **c. Interpersonal Interactions**

The ability to relate effectively and meaningfully with individuals, groups, and/or communities. Effectiveness in interdisciplinary systems.

### **d. Professional Identification**

Competency in the specialty of psychoanalysis includes meaningful involvement with the profession of psychology in general and psychoanalysis in particular. This is demonstrated by membership and participation in local, state, national, and international psychological and psychoanalytic organizations.

## **IV. THE EXAMINATION**

### **A. General Rationale for the Examination**

The examination consists of the candidate's practice sample, professional statement and related materials which are reviewed prior to the oral examination. These forms and related materials serve as the major focus of exploration by the oral examining team. This team consisting of a chairperson and two additional

examiners, all of whom are board certified psychoanalysts. The oral examination is administered within a single day.

Prior to the oral examination, a “blind” analytic case is forwarded by mail to each candidate for review, to be explored during the oral examination. Candidates are expected to be familiar with professional issues currently impacting the profession, with particular reference to psychoanalysis, as well as APA Ethical Principles. Ethics vignettes are presented to the candidate to evaluate ethical issues which arise in psychoanalytic work. Evidence of involvement with continuing development and professional growth is also required.

The Board understands that there is a diversity of theoretical orientations at this time in psychoanalytic practice. The candidate is examined within his/her own theoretical orientation. The National Examinations Chairperson works with the candidate throughout the certification process. A mentor from the Academy of Psychoanalysis, the fellowship of ABPsaP certified specialists, is available to assist the candidate for part or all of the certification process.

The Candidate is given a year from the time of acceptance for examination, in which to submit his/her Practice Sample and Professional Statement.

Candidate must submit three (3) copies of Curriculum Vitae, a Practice Sample and Professional Statement to the ABPsaP Practice Sample Coordinator. The Practice Sample Review fee (\$250) must be submitted to ABPP Central Office.

Upon acceptance of the practice sample/professional statement, the Candidate moves on to the Oral Examination.

B. Instructions/Guidelines for: the Practice Sample and Professional Statement

The candidate must submit a Practice Sample that consists of a case description, and a transcript of a taped session of the candidate’s analytic case. The selected

case must be held in the analyst's office. The Practice Sample should be representative of the Candidate's practice and representative of the practice of the Specialty of Psychoanalysis.

The Professional Statement must accompany the Practice Sample. The Professional Statement consists of a summary of the candidate's professional practice and involvement.

Candidates who qualify for the senior option must submit both a Professional Statement and a Practice Sample that consist of publications or list other contributions to psychoanalysis as a specialty thus meeting the senior option requirements.

1. The Psychoanalytic Case Format:

- a. General Requirements

- i Selection of case to be presented

- i.a Case must be clearly psychoanalytic

- i.b The session of the case which is submitted must be representative of the work with the patient and must have taken place person to person

- i.c Case may be one of a continuing therapeutic relationship of at least two (2) years in duration. If the case has already terminated, it must be one in which not more than three (3) years have elapsed since the last formal analytic session.

- i.d All requested information must be provided as detailed below.

- b. Format

- i. Three (3) typewritten copies are required

- ii. On title page to provide

-Document title

-Name of candidate

-Date of submission

- iii. Pages must be 1.5 line-spaced; in Arial, Tahoma, Times New Roman or an easy-to-read non-condensed font, no less than 12 point size.
- iv. All pages must be numbered with title page as #1.
- v. Page quantity should not exceed 20.

c. Verbatim Script of One Taped Session

- i. Identify the number of the sessions within patient's entire course of treatment.
- ii. Describe phase of treatment which presented session illuminates.
- iii. Describe issues or dynamics that led up to that session.

d. Demographic and Significant History

- i. Pseudonym for patient
- ii. Presenting problems and/or symptoms
- iii. Physical appearance
- iv. Demographics
- v. Any significant medical/physical and/or developmental history of patient and/or family
- vi. Significant psychological history
- vii. History of prior treatment - type and duration
- viii. Duration of treatment with candidate - ongoing or terminated case
- ix. Frequency of sessions - use of couch and/or chair

- e. In the Analysis/Critique of the Case, briefly provide the following material:
- i. Theoretical orientation, if and where you differ from the mainstream of the theory and discussion of typical approach
  - ii. Underlying issues of presenting problems
  - iii. The personality structure of the patient (diagnosis, if indicated, major coping and defensive patterns)
  - iv. Core issues and how manifested
  - v. Manifestations of transference and counter-transference material and how handled
  - vi. The extent to which the patient's core issues and personality structure were or were not compatible with the preferred theoretical orientation and treatment approach. If not compatible, how was it handled?
  - vii. Outcome - the goals of treatment and whether they are being or have been met
  - viii. Any subsequent and relevant information about the patient as to his or her present psychological status

## 2. The Senior Option

Candidate must submit three (3) copies each of a Curriculum Vita, the Professional Statement and either two (2) published articles or a book or evidence of significant contribution to psychoanalysis as a specialty.

The Candidates qualifying as a senior candidate will have more complex and programmatic training contributions. The option for seniors allows more latitude in the submission of Practice Samples and the examination thereof.

*Please note that a case analysis is not to be submitted if the senior option is taken. See outline for Professional Statement under Practitioner Level.*

3. Professional Statement Format
  - a. General Requirements
    - i. Respond only to those items that are relevant to you
    - ii. Brevity is desirable
    - iii. Format
      - (i.) Three (3) typewritten copies are required
      - (ii.) On title page to provide
        - Document title
        - Name of candidate
        - Date of submission
      - (iii.) Following pages must be 1.5 line-spaced; in Arial, Tahoma, Times New Roman or an easy-to-read non-condensed font, no less than 12-point size
      - (iv.) All pages must be numbered with title page as #1
      - (v.) Pages may not exceed 20 in number
  - b. Participation as a Professional Psychologist
    - i. List of the professional psychological organizations to which candidate belong. (i.e., APA, Divisions of APA, State Psychological Associations, Regional Psychological Associations, etc.)
    - ii. Summary of candidate's active participation in any of the above organizations (i.e., offices held, committee membership, presentations at conferences, professional events, etc.)
    - iii. Summary of participation as a psychologist in the general community e.g. on a volunteer basis, presentations to community and/or religious organizations; written articles; appearance in the media; consultation, liaison or presentations to any governmental

group.

- c. Professional Psychologist and/or Psychoanalyst Practice
  - i. Describe the range of activities candidate performs as part of professional practice and if there have been any significant changes in the last three years. (Professional activities include both paid employment and independent practice. The range of activities includes intervention, diagnosis, college or university teaching, consultation, supervision, etc.)
  - ii. List consultations with colleagues.
  - iii. List pro-bono or reduced fee services and describe circumstances
  - iv. Has any ethical/legal action taken place against candidate since admission to candidacy?
- d. Participation as a Psychologist/Psychoanalyst
  - i. Theoretical orientation
    - i.a Describe theoretical framework
    - i.b List thinkers/theorists in psychoanalysis who have significant influence on candidate's thinking
    - i.c If an eclectic or integrationist in orientation, please briefly describe three major themes of candidate's thinking
  - ii. Describe the continuing education in psychoanalysis undertaken in the past two years (i.e., workshops, attendance or participation at psychoanalytic conferences, books or articles on psychoanalytic material that have been especially stimulating, etc.)
  - iii. Describe activities within psychoanalysis (i.e., membership in psychoanalytic associations, role or position in analytic training institutes, attendance or presentations at psychoanalytic conferences)
  - iv. Describe candidate's view(s) on the future of psychoanalysis as a field of psychological practice

- v. Describe reasons for applying for the Diploma in Psychoanalysis?
- vi. Please comment on the principle that diplomates support the mission of ABPsaP and ABPP with volunteer activity and payment of annual fees.

*Note:* Acceptance of the Practice Sample and Professional Statement: These documents are preliminarily inspected for completeness and reviewed for acceptance as a sample representative of the practice of psychoanalysis and professional involvement at the specialty level. The candidate is notified by the Central Office of the results of the review. Upon acceptance of the practice sample and Professional Statement, the candidate is sent a form to arrange for the oral examination. The form and the examination fee of \$450 are sent to ABPP. ABPP notifies the ABPsaP National Examination Chairperson who works with the candidate to schedule the examination.

#### Oral Examination

The Oral Examination emphasizes presentation of the candidate's Practice Sample and critique of a blind psychoanalytic case. Candidates will demonstrate an awareness of current issues in professional psychology and professional experience, which also includes an awareness of diversity issues; and sensitivity to ethical, professional and legal standards of practice. Candidates will also be asked about professional memberships in both psychological and psychoanalytic organizations and activity on their national, state and local levels as well as awareness of current issues and problems in the development of a creative and responsible profession. The national chairperson of examination will consult with the candidate to arrive at a mutually agreeable place and time for the oral examination. ABPsaP holds oral examinations at Division 39 Spring meetings and individually throughout the year if necessary.

*Note: The Oral Examination procedures apply to the “senior option” candidate except that the senior option practice sample substitutes for the case analysis sample.*

C. The Examination Process

1. Examination Format

In order to assure standardization of the examination process, ABPsap sets forth the following schedule. The general pace and sequence of topics must be faithfully followed so as to reduce to an absolute minimum the possibility that that candidate might receive differential treatment. However, within each segment, there is room for variation of the immediate situation, as the best judgment of the examination committee warrants. Obviously, related topics will be interwoven throughout the examination. The Chairperson must guard against the dialogue wandering too far a field. A topic may receive more cursory exploration when it appears on the schedule and has been sufficiently covered earlier. This schedule serves as a check-list to ensure coverage of all topics [and have acquired information] necessary to rate all areas on the rating scale.

ABPP and ABPsap endorse the concept of a broad perspective within psychoanalysis, together with more specifically defined competence within particular areas of psychoanalytic intervention. The examination shall be oral and consist of four sections:

- a. Discussion with the candidate of the literature on clinical theory and technique pertinent to their particular orientation and a detailed review of a case in which the candidate demonstrates a psychoanalytic understanding and intervention skills within his/her clinical-theoretical orientation.
- b. Critique of a “blind” analytic case that the candidate reviews prior to the examination.
- c. Analysis of vignettes relating to ethical issues as it pertains to

APA's ethical principles to evaluate the candidate's knowledge of ethical issues that arise in psychoanalytic work.

- d. Demonstration of knowledge of professional issues currently impacting the profession, particularly relevant psychoanalysis, as well as identification with the profession and the specialty by expressing a value for continued training and psychoanalytic literature in general. The candidate's pattern of current practice and direction of his/her practice will also be discussed. The candidate's level of understanding of theory and technique should be sufficiently sophisticated and that the candidate will be able to explain the relationship between his/her particular orientation and schools of psychoanalysis more generally.

The examining committee will rate and either pass or fail the candidate. The Executive Director of the Central Office of ABPP will review the report of the examining committee and make a final decision regarding the award of the certificate. Candidates who fail to pass the examination upon the first sitting shall have the right to apply for a subsequent examination.

## 2. The ABPsaP Examination Team Selection

The Examination Committee consists of three (3) Board Certified examiners in Psychoanalysis, one of whom serves as Chair. No committee member may have had any significant prior or current personal, professional, or administrative relationship with the Candidate or the clients in the Practice Samples.

The ABPsaP recognizes that specialists in psychoanalysis use a variety of approaches and techniques and have differing conceptual frames of reference. ABPsaP also recognizes that the effectiveness of professional practice is a function of many factors, including personal factors, level of experience and theoretical understanding. The

Chairperson shall be an experienced senior member responsible for reviewing practice samples, communicating with the candidate, setting up the Examination Committee, acquiring a location for the examination, making the necessary arrangements, and disseminating examination materials. The Chairperson shall seek to select representatives of the examinee's theoretical orientation. The Examination Committee Chair and Member Examiners will be selected with consideration of the theoretical orientation, knowledge base, professional interest and experience expressed in the Candidate's Professional Statement. However, this is not required and is not a basis for appeal. One of the three (3) committee members shall be of the same orientation and the others shall be of an orientation close to the candidate's orientation. S/he shall establish the level of competence within any legitimate conceptual frame of reference the candidate espouses. The Chairperson shall represent ABPsaP, need not necessarily represent the examinee's orientation, and s/he shall be entitled to vote. Since the Chairperson does vote, s/he shall have input into the Award/No Award determination.

The Chairperson will inform the Candidate of the choices for the Examination Committee. The Candidate has one week from notification to raise any concerns or objections about the proposed Examination Committee to the Chair. If the Candidate does not contact the Chairperson within one week, it will be assumed the proposed Examination Committee is acceptable.

### 3. Role of the Examination Committee Chairperson

The Examination Committee Chairperson is an experienced examiner responsible to:

- a. Approve the Examination Committee (appointed by the National Examination Chairperson). Committee selection should consider diversity in regard to gender and ethnicity, etc., as well as general professional orientation of the Candidate.

- b. Coordinate the approval of the Practice Samples. The committee members vote on the acceptability of the Practice Samples. Two affirmative votes are required for Practice Sample acceptance.
- c. Submit Practice Sample Review Results Form within one business day of the completion of the review by Fax to the ABPP Central Office (912- 234-5120) and to the National Examination Chair. This notification must also be at least three weeks prior to the scheduling of the Oral Examination. In the case of a failure, the Chair shall, within seven days, fax the Practice Sample Review Result Form to the Central Office and to the National Examination Chair. The Fax Forms are available on the ABPP Web site ([www.abpp.org](http://www.abpp.org)) The Committee members do not communicate examination results directly to the Candidate.
- d. Communicate with the Candidate about the time, place and other details of the examination arrangements. The responsibility for the initial contact between Chair and Candidate is the Chair's.
- e. Conduct examination, collect and disseminate examination materials.
- f. Advise Examination Committee members to fill out a form from Central Office regarding expenses: transportation, lodging, and food to the ABPSaP Treasurer for the purpose of obtaining reimbursement from ABPP.
- g. See that both the candidate and Examination Committee members complete Evaluation Forms. Immediately following the examination the candidate will be given an evaluation form in a stamped addressed envelop to be sent to the Central Office.
- h. Immediately following completion of the oral examination, notify the Central Office and the National Examination Chair of the exam decision (Pass or Fail). This notification should be

within one business day after the exam is completed. Upon completion of the oral examination, the Chair completes and submits “Oral Examination Result Form” by confidential email ([office@abpp.org](mailto:office@abpp.org)) or by Fax to ABPP Central Office (912-234-5120). The candidate’s file is mailed to the National Examination Chair who removes the Ethics Vignettes and mails the file to the Central Office. In the case of a failure, the Oral Examination Result Form should be sent via email or fax to Central Office by the chair within seven days. The Fax Forms are available on the ABPP Web site ([www.abpp.org](http://www.abpp.org)).

- i. Advise the candidate who wishes to appeal his/her practice sample review or oral examination outcome, to fill out an Appeals Form. This form must be sent to the Central Office within 30 days of the date the candidate received notification of the outcome of his/her examination. It is not appropriate for the candidate to communicate directly with his/her committee. Any questions the candidate might have should be directed to the Executive Director at the ABPP Central Office. The candidate’s committee will be asked to write an independent response to his/her letter directly to the Appeals Committee.

#### 4. Examination Members’ Responsibility

Subsequent to reviewing the Practice Samples, the Member Examiner votes to approve/disapprove, thus completing the Practice Sample Review of the examination process.

The ABPsaP requests that the oral examination be conducted in a courteous, professional, and collegial manner consistent with the policies and procedures stated in this manual. An examiner serves as a representative of ABPsaP and accepts responsibility to protect the welfare of the Candidate, the confidentiality of the Practice Samples and the integrity of the examination. The relationship between the

Candidate and the examiners should be considered a collegial one in which the Candidate is respected as a mature professional psychologist.

Board Certification Examiners should recognize that most candidates will experience anxiety in a face-to-face situation in which they are being evaluated by peers. This anxiety will be more apparent in some than in others. Each Examiner should be supportive and create a favorable situation in order that the Candidate may demonstrate his/her specialized clinical competencies.

Prior to the Oral Examination, Examiners should:

- a. Become familiar with the professional statement, Curriculum Vitae/Resume, and other biographical data,
- b. Prepare meaningful questions that relate to important theoretical and research concepts and professional issues generated by the Practice Samples and Professional Statement.

The examination is a confidential and professional process. An Examiner will not disclose what is learned about a Candidate during the examination, except in the official report to the ABPP Central Office. All communications concerning the results of the examination shall be addressed to ABPP via the Chair of the Examination Committee. It is not appropriate for a Candidate to communicate with the Examiners about the outcome of the examination prior to receiving information about the outcome from the Central Office. If an Examiner receives a written communication from a Candidate, it should be forwarded to ABPP via the Committee Chair.

##### 5. The Training of Chairperson[s] and Examiners

The high-quality, collegiality, relevance and standardization of the ABPPsaP Board Certification process are maximized by a clear and explicit examiner's manual and the training of Chairs and Board Certified Examiners. Any Board Certified Psychologist/Psychoanalyst

may have the opportunity to become an Examiner after appropriate training or become a Chair after appropriate experience. Interested Board Certified Psychologists/Psychoanalysts should contact the ABPsaP Board of Directors or Regional Examination Coordinator.

D. Schedule

1. Examination Schedule

The examination will take approximately two and one half (2 ½) hours for the examinee and three (3) hours for the examiners.

**SUMMARY SCHEDULE FOR EXAMINATION**

*This schedule requires that the examiners have reviewed all the written materials*

**IN ADVANCE**

<b>ACTIVITY</b>	<b>TIME ALLOTTED (min.)</b>
Committee Meets and Organizes Committee Greets Candidate	20
Examination on Practice Sample	30
Examination on Blind Case Sample	40
Examination on APA Ethics Code (two Vignettes) <i>*(Candidate has up to 10 minutes to review the ethical vignettes.)</i> COLLECT VIGNETTES	*30
Examination on professional statement, as well as professional legal issues and research awareness. Return practice sample to Candidate	30
Examination wrap-up and Discussion Examination Chair COLLECTS BLIND STUDY and gives Candidate Evaluation Form with a stamped addressed envelope to mail to Central Office. Committee Completes Rating Scale, Votes and Writes Report if necessary	30

**Note:**

Time allotments are guidelines that should be followed as closely as possible.

## 2. Appeals Committee

- a. The Appeals Committee shall be appointed by the Board of Directors of ABPSaP. It will be comprised of three [Trustees] Fellows of the Academy of Psychoanalysis serving staggered terms to insure consistency and continuity.
- b. The Appeals Committee will act on all appeals from the Candidate for the Certificate with respect to validity of their examination procedures.
- c. The Appeals Committee will develop forms for evaluating the appeal within guidelines of the American Board of Professional Psychology procedures.
- d. The Appeals Committee will make recommendations with regard to validity of the appeal.

## V. Acknowledgements

Thanks! To the applicants/candidates for taking the important step, as a responsible professional, to be identified as a board certified specialist in psychoanalysis.

And to those many ABPP certified psychoanalysts whose voluntary participation as peer examiners makes the certification process possible.

The American Board of Psychoanalysis in Psychology 2007

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