The Certification Process and Procedure Manual
for the Specialty Board Certification in Psychoanalysis
by The American Board and Academy of Psychoanalysis
a member board of The American Board of Professional Psychology

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I. INTRODUCTION

A. ABPP and ABAPsa

The American Board and Academy of Psychoanalysis (ABAPsa) was established in 1983 with the goal of establishing formal recognition of psychologists in the specialty of psychoanalysis. The ABAPsa, 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 ABAPsa assures the public and the profession that psychoanalysts who [have been] are certified have completed the educational, training, experience, and professional standing requirements (licensure and no ethical/legal limitations) of the specialty. Further, all ABAPsa 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 ABAPsa maintains accurate and current knowledge of national standards.

A number of professional disciplines other than psychology certify psychoanalysts. The psychoanalysts certified by the ABAPsa, 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.

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 a performance 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 Section II, Eligibility. The examination is described in Section IV, The Examination.
II. ELIGIBILITY: DETERMINATION OF CANDIDACY

A. General Eligibility Requirements

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

Degree: A doctoral degree from a program in professional psychology which at the time the degree 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, the Canadian Register of Health Service Providers in Psychology, or the Certificate of Professional Qualification in Psychology (CPQ) (ASPPB) qualify as meeting the doctoral degree requirements.

There are a limited number of exceptions to degree requirements. Degree exceptions exist for “senior practitioners” (degrees granted prior to 1983 and widespread APA accreditation of programs), psychologists with completed re-education, foreign trained psychologists (other than Canadian).

Applicants who do not meet the degree recognition requirements under Degree, above, may request individualized exception review. Such review employs ABPP criteria similar to those used by the accrediting/credentialing organizations recognized under Degree, above.

Specific criteria, and procedures for exception review are available from CO.

Licensure: All ABPP candidates in the U.S., its territories or Canada must be licensed as a psychologist for independent practice at the doctoral level in a jurisdiction in the U.S., its territories or Canada.

Note: Completion of program requirements in professional psychology 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 ABAPsa 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 1:** 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 2:** Applicants with 15 years of experience post-licensure with a minimum of 10 years experience post graduation from a psychoanalytic training program or equivalent may qualify for a Senior Option to submit a modification of the practice sample in place of the “case analysis” practice sample. The practice sample requirements are altered to reflect distinctive practice patterns resulting from extended professional experience such as published books, articles in refereed journals; juried presentations; research; development of analytic training programs and or development of creative programs within them which makes a significant or meaningful contribution to psychoanalysis as well as furthering the acceptance of psychoanalysis in the broader community. This material should provide sufficient information to allow the committee to assess the candidate’s clinical competence.
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 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 ABAPsa 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 eight or nine competencies applicable to all specialties: Assessment, Intervention, Consultation, Application of Research and Theory, Application of Ethics and Legal Standards, Individual and Cultural Diversity, Interpersonal Interactions and Professional Identification. Where applicable to the specialist, Supervision/Teaching may be recognized as a competency area.

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 ABAPsa, 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
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.1

B. Competencies for the Specialty of Psychoanalysis

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) Ethical and Legal Foundation
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.

Candidates are expected to be familiar with professional issues currently impacting the profession, with particular reference to psychoanalysis, as well as APA Ethical Principles. Ethical vignettes are presented to the candidate to evaluate issues that arise in psychoanalytic as well as general clinical 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 ABAPsa 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 ABAPsa 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 descriptive case study. The selected case must be held person to person 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. For both levels, 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. In addition, ethical vignettes are presented to the candidate to evaluate ethical issues which arise in psychoanalytic work.
1. The Psychoanalytic Case Format:
   a. General Requirements
      i. Selection of case to be presented
         i.a The case must be clearly a psychoanalytic treatment
             according to the generally accepted criteria of one of the
             major schools of psychoanalysis (i.e., Freudian, Object
             Relations/British Middle School, Kleinian, Interpersonal,
             Intersubjective, or Relational).
         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 transferential and counter-transferential 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. Refer to page 6, Note 2.

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 ABAPsa 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 ABAPsa National Examination Chairperson who works with the candidate to schedule the examination.

C. Examination Procedures

1. Confidentiality involves adequate security and confidentiality of examination materials and outcomes. Specialty Board members having significant personal or professional relationships with candidates, as well as mentors of candidates, must recuse themselves from serving on examining teams involving such candidates. Proper informed consent must be obtained for all examination procedures. The candidate and the Examination Committee will sign a Statement of Confidentiality at the time of the examination.

2. Physical Environment involves accommodations consistent with the Americans with Disabilities Act; the Board encourages qualified individuals with disabilities to apply for Specialty Board status. The board will consider individual request for accommodations by qualified individuals with disabilities. A qualified individual with disabilities can request reasonable accommodation, must formalize the request with the board, and support the request with documentation confirming a need for reasonable accommodation and the
basis of the need; applicants with special needs should be ready to document the need consistent with the applicable guidelines, and assist the board in developing reasonable accommodations; as applicable in its sole discretion, the board will either grant or deny the request based on applicable guidelines.

3. Feedback involves fair and reasonable pass/fail rates; treated of candidate in a collegial manner, examination chair notifying Central Office of a pass or fail and the notification letters executed by them.

D. The Examination Process

1. Examination Format

In order to assure standardization of the examination process, ABAPsa 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 checklist to ensure coverage of all topics [and have acquired information] necessary to rate all areas on the rating scale.

ABPP and ABAPsa 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 ABAPsa 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 ABAPsa recognizes that specialists in psychoanalysis use a variety of approaches and techniques and have differing conceptual
frames of reference. ABAPsa 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 ABAPsa, 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 ABAPsa 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) 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).

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 ABAPsa 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 ABAPsa 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 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. The candidate is given an opportunity to send Form C1 to Central Office with a stamped addressed envelop.

5. **The Training of Chairperson and Examiners**

The high-quality, collegiality, relevance and standardization of the ABAPsa 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 ABAPsa National Examination Coordinator.

6. **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 as indicated earlier ABAPsa 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.

### E. Schedule

**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

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

**Note:**

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

1. The Appeals Committee shall be appointed by the Board of Directors of ABAPsa. It will be comprised of three [Trustees] Fellows of the Academy of Psychoanalysis serving staggered terms to insure consistency and continuity.

2. The Appeals Committee will act on all appeals from the Candidate for the Certificate with respect to validity of their examination procedures.

3. The Appeals Committee will develop forms for evaluating the appeal within guidelines of the American Board of Professional Psychology procedures.

4. 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.
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Eighteen Steps for ABAPsa Board Certification

1. Applicant files their initial application online at the ABPP.org website.
2. CO receives and reviews application for generic requirements.
3. If generic requirements are met CO sends file to CRC.
4. CRC reviews for ABAPsa requirements and notifies CO and PSC of review decision.
5. If credentials are approved, CO sends letter with PS registration form, information, and requirements to candidate, and a copy of the acceptance letter is sent to the ABAPsa President, the AFC, the PSC, and the NEC.
6. If the applicant's credentials are not accepted, CO sends the applicant a letter with CR comments, and the CRC, the PSC and the NEC receives copies of the letter.
7. Once credentials are approved, and CO receives PS Registration, CO emails notification of registration to ABAPsa President, CRC, PSC, and NEC. Candidate has one year to submit PS.
8. Candidate emails PS and Professional Statement to PSC for review.
9. PSC reviews PS for adherence to format and completion of all the required information, and accepts or rejects the PS and notifies CO and the NEC.
10. If the PS is not accepted, the PSC provides the Candidate with an explanation of what additional documentation is needed to meet the PS requirements.
11. Once the Candidate meets the PS requirements, the PSC reviews pertinent information with the NEC to facilitate the appointment of an appropriate OEC chairperson and members.
12. The NEC selects the OEC chairperson and committee members.
13. The PSC emails the Candidate's PS documents to the OEC chairperson for review.
14. The OEC reviews the PS documents, and if the documents are rejected, the documents are returned to the PSC, who returns them to the Candidate with explanation from the committee and an offer of extension for resubmitting them, and the NEC is informed.
15. If the documents are accepted, the PSC informs the NEC to schedule an OE who then emails the examination material to the OEC chairperson and committee members.
16. Following the OE the candidate's file is returned to the OEC chairperson, who then notifies the NEC of the Candidate's OE results.
17. The NEC notifies the ABAPsa President, the AFC, and CO of the Candidate's OE results.
18. CO notifies the candidate, with copies to The ABAPsa President, and the AFC.

Abbreviations:
CO = ABPP Central Office
CRC = Credential Reviewer Coordinator
PSC= Practice Sample Coordinator
NEC = National Examination Coordinator
AFC = Academy Fellows Coordinator
OEC = Oral Examination Committee
PS = Practice Sample
OE = Oral Exam

1 From ABAPsa Certification Procedures Flow Chart Color