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| Shape  Description automatically generated with medium confidence | Telephone: (415) 563-5815www.sfcp.org |

**ELECTRONIC APPLICATION FOR ADMISSION**

**San Francisco Psychoanalytic Psychotherapy Training Program (SF-PPTP)**

**and**

**Foundations of Psychoanalytic Psychotherapy Program**

**SF-PPTP (San Francisco Psychoanalytic Psychotherapy Training Program)**The San Francisco Psychoanalytic Psychotherapy Program (“SF-PPTP”) is a **two-year training program** of integrated didactic courses, case conferences, supervision, and mentorship and includes Community Membership in SFCP. The SF-PPTP program requires a two-year commitment for the academic years 2023-2024 and 2024-2025 (from September through mid-June each year). See SFCP’s [SF-PPTP Webpage](https://www.sfcp.org/s/pptp) for a full description of the SF-PPTP program.

**Foundations of Psychoanalytic Psychotherapy**Foundations of Psychoanalytic Psychotherapy (“Foundations'') is a **one-year educational program** which includes the first year of SF-PPTP coursework, Community Membership enrollment, and optional supervision and mentorship. Enrollment in Foundations requires a one-year commitment for the academic year September 2023 through mid-June 2024. Students who enroll in Foundations may automatically transfer into the two-year SF-PPTP program at any point. Please note that applications to the two-year SF-PPTP program will be prioritized over applications to Foundations in our Admissions process. See SFCP’s [SF-PPTP Webpage](https://www.sfcp.org/s/pptp) for a full description of the Foundations program.

Note: If you are interested in applying to the Child Adolescent Psychoanalytic Psychotherapy Training Program (CAPPTP) or the Palo Alto Psychoanalytic Psychotherapy Training Program (PAPPTP), please do NOT use this application. Instead, please consult [SFCP’s website](https://www.sfcp.org/s/), which has separate tabs for each of these programs.

**SF-PPTP/Foundations Application Timeline**Applicants to either SF-PPTP or Foundations must complete and submit this file and all supplemental materials by **Wednesday, April 5, 2023 at 9:00 AM** to be guaranteed consideration for matriculation in September 2023. Applications will not be considered complete until all application materials and fees have been received by the SFCP Office. Once your completed application is received, the Admissions Committee will contact you to schedule an interview (see instructions for *Preparing for Your Interview* below).

**We highly recommend submitting your application prior to the deadline** so you will have more flexibility in scheduling your interview and have time to address any incomplete components before the deadline passes. Applications with materials submitted *after* 9:00 AM on April 5, 2023 will be considered only if there are spots available after all offers are accepted by on-time applicants.

Applicants for SF-PPTP or Foundations will be notified by mid-June regarding an admissions decision. In recent years, there have been more applicants than positions.

**How to apply**

1. Download this Microsoft Word form and type your answers into the gray boxes. Please note that gray boxes will expand to accommodate answers of any length.
2. Save your completed document
3. Email your application form as an attachment to pptp@sfcp.org
4. Request that all supporting documents (including letters) be sent to pptp@sfcp.org
5. If you have difficulty downloading this application, please email pptp@sfcp.org

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| **SF-PPTP is interested in the best ways to reach out to interested clinicians in our community.Please check all influences on your decision to apply to SF-PPTP or Foundations** |
| [ ]  Recommendation from a SF-PPTP/Foundations student[ ]  Recommendation from an instructor at your training site[ ]  Paper brochure distributed by instructor[ ]  Paper brochure received by US mail[ ]  Google Search | [ ]  Email from SFCP[ ]  Recommendation from a supervisor[ ]  Outreach event at training site[ ]  Other (please feel free to type in box below)       |

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| **SF-PPTP AND FOUNDATIONS ATTENDANCE COMMITMENT** |
| The Admissions Committee works to ensure that all admitted students are committed to participating throughout the duration of the program, without departures or extended leaves of absence. Please read the ‘[Classroom Attendance Commitment](https://www.sfcp.org/s/pptp-enrollment-commitment)’ section of the SF-PPTP website, which describes the **program’s requirement that students commit to *in-person attendance* for the duration of the program in which they matriculate (two years if in SF-PPTP, one year if in Foundations).**[ ]  I have read and understood the ‘[Classroom Attendance Commitment](https://www.sfcp.org/s/pptp-enrollment-commitment)’ section of the SF-PPTP website, and agree to abide by these policies if admitted to SF-PPTP or Foundations.  |

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| **GUIDE TO DETERMINING WHETHER TO APPLY TO SF-PPTP OR TO FOUNDATIONS** |
| **Check ONE of the gray boxes below and provide the requested information:**[ ]  1. Barring unforeseen and unlikely changes in my circumstances, I can commit to the following SF-PPTP requirements between September 2023 and mid-June 2025: (1) During this period, I will spend at least a year practicing in a clinical setting in which I can treat adult patients in open-ended psychotherapy; (2) I can commit to attending Tuesday-evening classes **consistently and in person** (with exceptions described in the SF-PPTP Training Manual) during both Year 1 (September 2023 through mid-June 2024) and Year 2 (September 2024 to June 2025) **Recommendation:** Apply to SF-PPTP[ ]  2. Barring unforeseen and unlikely changes in my circumstances, I can commit to the following requirements: (1) Between September 2023 and mid-June 2025, I will be practicing in a clinical setting in which I can treat adult patients in open-ended psychotherapy; (2) I can commit to attending **first-year classes consistently and in person** (with exceptions described in the SF-PPTP Training Manual) between September 2023 and June 2024. However, I am not prepared to commit to (3) attending second-year classes between September 2024 and June 2025 and/or to (4) engaging in supervision with SF-PPTP supervisors. **If you checked this box, please elaborate:** *In the gray box, please elaborate on the elements (second-year coursework, supervision, or both) to which you cannot, or do not wish to, commit at this time:*      *In the gray box, please elaborate on factors affecting your commitment to pursuing a full two years of classes or supervised casework (e.g., uncertainty about the role of psychoanalytic psychotherapy in your career, unresolved job plans, potential moves, etc.):*      **Recommendations:** * Apply to **Foundations**.
* SF-PPTP applications will be prioritized over Foundations applications when there are more applicants than spots. Thus, if you learn before June 2023 that you will be able to commit to two years of classes, it would be to your advantage to let the Admissions Chair know that you would like to apply to SF-PPTP instead of to Foundations.
* Once admitted to the Foundations program, you may transfer into SF-PPTP at any time.

[ ]  3. Between September 2023 and mid-June 2025, I will not be practicing in a clinical setting in which I can treat adult patients in open-ended psychotherapy. However, I can commit to **attending Tuesday evening classes consistently and in person** (with exceptions described in the SF-PPTP Training Manual) from September 2023 through mid-June 2024.**Recommendations:** * Since supervised clinical work *is a requirement* for participation in the 2-year SF-PPTP, you must apply to Foundations.
* Classes are designed to be taken by trainees who are engaged in at least some clinical work. If you are considering applying to take classes *without* concurrently currently working with patients, take time to consider the advantages and disadvantages. Feel free to reach out to Chair Lara Weyland, Ph.D. (laraweylandphd@gmail.com) or Associate Chair Adam Goldyne, M.D. (adamgoldynemd@gmail.com) to discuss this.
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| **PROGRAM APPLICATION AND DECLARATION OF AVAILABILITY** |
| If you have applied by the due date of April 5, 2023, you will be notified by mid-June regarding the outcome of your application to SF-PPTP or Foundations. If you are offered admission, a non-refundable deposit will be due by July 1st to secure your spot in the program. If you choose to accept the offer of admission, we will ask you to confirm that — barring unforeseeable, unavoidable circumstances — you will attend class regularly and participate fully throughout the duration of your program. After July 1st, any unsecured spots will be offered to waitlisted applicants. Please note that, if you are admitted to SF-PPTP and self-identify as a Person of Color, you may apply for a credit of up to $2000 towards first-year tuition via the [Enrico Jones Fund for Equality and Excellence](https://www.sfcp.org/s/enrico-jones-fund). Those who apply to SF-PPTP by April 5, 2023 will receive an admissions decision in time to apply for this credit. Credit towards second-year tuition would require a separate application in Spring 2024. Please use the GUIDE TO DETERMINING WHETHER TO APPLY TO SF-PPTP OR FOUNDATIONS (previous section) to make your decision. *If there are any updates or changes in your anticipated availability, please contact the Admissions Committee immediately.*[ ]  I am applying to **SF-PPTP** and understand that, if I am accepted and wish to secure a spot in the program, I will be asked to commit to attending class consistently throughout from September 2023 through June 2024 and September 2024 through June 2025, and to provide a non-refundable deposit by July 1st, 2023. In the interim, I will inform the Admissions Committee as soon as possible of any updates or changes in my availability.[ ]  I am applying to **Foundations** and understand that, if I am accepted and wish to secure a spot in the program, I will be asked to commit to attending class consistently for the academic year September 2023 through mid-June 2024 and to provide a non-refundable deposit by July 1st, 2023. In the interim, I will inform the Admissions Committee as soon as possible of any updates or changes in my availability. |

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| **PERSONAL INFORMATION** |
| Name:       | Degree:          |
| Date of Application:             |
| Office Address:            |
| Home Address:            |
| Required contact information:      Personal mobile number (for texts):            Personal email (not work):             | Preferred Contact Information (if different):      Telephone:            Email:             |
| Pronouns:             | Date of Birth:         |

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| **PERSONAL LICENSE(IF APPLICABLE)**If you will be practicing psychotherapy under your own license (psychology, marriage and family therapy, social work, nursing, or medicine), please provide relevant license information.  |
| Professional License Number:            | State:            Type of license:            Date of license:             |
| **Board Certification (if applicable):** Certifying Board:            Date of Certification:             |

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| **PERSONAL MALPRACTICE INSURANCE(IF APPLICABLE)** |
| If practicing under your own malpractice insurance, please enter your insurer and policy number here:             |

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| **SUPERVISING CLINICIAN OR ORGANIZATION: LICENSURE AND MALPRACTICE INSURANCE(IF APPLICABLE)**If you will be practicing psychotherapy under the license of a supervisor or organization (psychology, marriage and family therapy, social work, nursing, or medicine), please provide relevant license information.  |
| Supervising Clinician:      Organization:       Type of License:       | Professional License Number:           State:            Date of license:             |
| Professional Liability Insurance:             |
| **Board Certification (if applicable):** Certifying Board:            Date of Certification:             |

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| **CLINICAL TRAINING PLACEMENTS***Please list all of the training placements (assistantships, internships, post-doctoral placements, medical residencies, fellowships, etc.) you have completed during the last seven years.* |
| Institution | Position | Dates |
|       |       |       |
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| **RELEVANT CLINICAL WORK EXPERIENCE***Briefly describe your clinical work experience. Include years in practice, clinical settings (e.g.: agency, hospital, private practice, etc.), average patient hours per week, and nature of practice (e.g., modality, frequency, type of patients, etc.)* |
| (1) Work setting:        | Dates:             |
| Position/Description:             |
| (2) Work setting:             | Dates:             |
| Position/Description:             |
| (3) Work setting:             | Dates:             |
| Position/Description:             |
| (4) Work setting:             | Dates:             |
| Position/Description:             |
| (5) Work setting:             | Dates:             |
| Position/Description:             |

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| **TEACHING, RESEARCH, PUBLICATION, SUPERVISORY EXPERIENCE***If applicable, briefly describe.* |
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| **OTHER RELATED PROFESSIONAL EXPERIENCES***List classes, seminars, consultation, and other educational experiences in which you have participated outside of your formal training placements. Please specify if any of these have been of a psychoanalytic nature.* |
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| **PSYCHOANALYSIS OR PSYCHOTHERAPY***If you are comfortable doing so, please provide additional information about your past and current treatments below. Although we are interested in this information, be assured that personal treatment is not a prerequisite for participation in SF-PPTP.* |
| Have you been in [ ]  psychoanalysis or [ ]  psychotherapy? |
| Type of treatment**Note: Please do not provide names of psychotherapists or psychoanalysts you have seen.** | Session frequency | Year treatment began | Year treatment ended |
|            |            |            |            |
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| **PERSONAL STATEMENT***In the space below, please tell us about yourself in any way that you think would be helpful, including your reasons for, and what you hope to achieve in, undertaking a training program in psychoanalytic psychotherapy. (Please offer a substantial response so that we may get to know you, but limit length to two pages.)* |
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| **LETTER OF REFERENCE***One or more individuals familiar with your clinical work or training should email us a letter of reference directly. Please provide the name of your reference(s) below, including the context in which they know your work and ask the individual(s) to email the letter to* *pptp@sfcp.org**. Letters must be received by the application deadline in order for your application to count as on-time.*  *A minimum of one letter of reference is required; however applicants are welcome to submit more letters if desired.* |
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| **ADDITIONAL INFORMATION***In this optional section, please add anything else you would like the Admissions Committee to know in considering your application (optional).* |
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| **SFCP COMMUNITY MEMBERSHIP ENROLLMENT***Enrollment in SF-PPTP or Foundations automatically includes Community Membership in SFCP and waiver of the usual fee for this membership. (See SFCP website for Community Membership benefits.) Your contact information as a Community Members will be included in the printed and on-line member roster for SFCP unless you prefer to opt out.* *Please fill out the following information as you wish it to appear in the SFCP roster, so that this page may be forwarded directly to Community Membership enrollment:*  |
| Name:                | Profession/Degree:                |
| Address:                |
| Work | Telephone:               Fax:              Email:             |
| Once enrolled in SF-PPTP or Foundations, your member information will be included in the SFCP roster and SFCP website unless you check the space below: [ ]  DO NOT include my information in the printed roster[ ]  DO NOT include my information in the on-line roster |
| Other comments:                |

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| **APPLICATION FEE AND CREDIT CARD INFORMATION** |
| Please use a credit card (or a debit card with credit card functionality) to pay for the **$53 application fee** through the [online application fee form](https://sfcp.force.com/s/applicationfee).If you are offered admission to SF-PPTP or to Foundations and accept the offer, your $53 application fee is non-refundable.If you do not accept our offer of admission, your $53 application fee is non-refundable.If you are not offered admission to SF-PPTP or Foundations, your $53 application fee will be refunded to you.[ ]  I have submitted the application fee payment form on the following date:      If you have concerns about the application fee, please contact the Admissions Chair. |

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| **COST OF SF-PPTP & FOUNDATIONS** |
| Please read the following information carefully so that you have accurate expectations regarding the cost of the SF-PPTP or Foundations programs. Costs stated below are for the 2023-2024 program year. Supervision fees for SF-PPTP students (and for Foundations students who opt to engage a supervisor) are separate and are paid directly to the supervisor.If you accept an offer of admission to SF-PPTP or Foundations, you will be asked to choose between the following two scheduling options for tuition payment for the 2023-2024 program year:1. **Lump Sum Tuition Payment Schedule**

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| **Charge Date** | **Description** | **Fee** |
| July 1, 2023 | Deposit (non-refundable) | $910 |
| August 14, 2023 | Full tuition payment | $1,782 |
|  | **Total for Year** | **$2,692** |

Note: For recipients of a $2,000 tuition credit from the Enrico Jones Fund for Equality and Excellence, the balance of $692 will be due on July 1 as a non-refundable deposit. 1. **Enrico Jones Fund (Tuition credit of $2000)**

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| **Charge Date** | **Description** | **Fee** |
| July 1, 2023 | Deposit (non-refundable) | $692 |
| July 1, 2023 | Enrico Jones Fund – Tuition Credit  | $2,000 |
|  | **Total for Year** | **$2,692** |

 1. **Installment Tuition Payment Schedule (requires a $53 installment fee as shown below)**

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| **Charge Date** | **Description** | **Fee** |
| July 1, 2023 | Deposit (non-refundable) | $910 |
| August 14, 2023 | First quarter tuition | $445.50 |
| August 14, 2023 | Installment Fee | $53 |
| October 30, 2023 | Second quarter tuition | $445.50 |
| January 23, 2023 | Third quarter tuition | $445.50 |
| April 2, 2024 | Fourth quarter tuition | $445.50 |
|  | **Total for Year** | **$2,745** |
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With your authorization, the credit card you provide in this application (or any updated credit card you may provide us in the future) will be charged according to the schedule you choose. Additional Fees:1. Please note that supervision fees are additional to tuition and are arranged individually between supervisor and supervisee. See the [Training Manual on our webpage](https://www.sfcp.org/s/pptp-training-manual) for description of supervision fees. 2. With few exceptions assigned readings are available from the online databases PEP Web or EZ-Proxy, access to which is included in tuition fees. Assigned readings which are not on PEP Web or EZ-Proxy will be available online for a small additional fee for copyright access.3. CME/CE credits are available for an additional separate fee from tuition.If you have concerns about this tuition payment schedule or other financial aspects of the program, please contact the Admissions Chair.[ ]   **I have read and understood this information regarding cost** |

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| **SFCP NONDISCRIMINATION POLICY** |
| The San Francisco Center for Psychoanalysis accepts persons of any race, color, national origin, ethnic origin, religion, gender identification, and sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to individuals at the Center. It does not discriminate on the basis of race, color, national origin, ethnic origin, religion, gender identification, or sexual orientation in administration of its educational policies, admissions policies, scholarship programs, and other programs administered by the Center.[ ]  I have read and agree to abide by this policy. |

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| **SFCP POLICY ON ACCOMMODATION OF PERSONS WITH DISABILITIES** |
| The San Francisco Center for Psychoanalysis is committed to providing equal educational opportunities to persons with disabilities. The Center will make accommodations to allow individuals to participate in the Center’s programs, unless such accommodations would impose an undue hardship on the Center or fundamentally alter the nature of the Center’s educational program. Each accommodation request will be handled on a case-by-case basis. Individuals seeking an accommodation should contact the Administrative Director, Marcia Hodges, (marcia.hodges@sfcp.org). In order for the Center to evaluate the request for accommodation, the individual requesting accommodation may be required to provide information from a health care provider concerning the need for accommodation. Such information will be kept confidential. [ ]  I have read and agree to abide by this policy if I matriculate. |

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| **SFCP CONFIDENTIALITY POLICY** |
| All participants in SFCP programs commit to upholding the confidentiality of any clinical material discussed, including a commitment not to reference any clinical vignettes or clinical process material outside the classroom, even in disguised form. In addition, any process notes used in case conference (in print or electronic form) will be destroyed or returned to the presenter immediately following the case presentation.[ ]  I have read and agree to abide by this policy if I matriculate. |

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| **SFCP HYBRID LEARNING POLICY** |
| Please review SFCP’s current policies and procedures for Hybrid Learning, available [at this link](https://docs.google.com/document/d/16dTEl-Lm2TXeonQeCO-kxPXjB9CAwF1fJQtQMx_z8sk/edit?usp=sharing). Though SF-PPTP classes will be held in person, there will be occasions where an individual may need to participate remotely (e.g., quarantine due to illness, etc). In these instances, the Hybrid Learning policies will apply. [ ]  I have read and agree to abide by this policy if I matriculate. |

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| **DECLARATION OF LEGAL AND ETHICAL STANDING** |
| Has there ever been a complaint of ethical misconduct or unprofessional conduct brought against you that resulted in a determination of misconduct and ensuing sanction? | [ ]  YES | [ ]  NO |
| Has there ever been a complaint or investigation of you concerning impairment? | [ ]  YES | [ ]  NO |
| Have you ever been suspended from teaching or administrative functions in relation to a professional ethics or impairment issue? | [ ]  YES | [ ]  NO |
| Has your membership in a professional or educational organization ever been suspended or terminated in relation to a professional ethics or impairment issue? | [ ]  YES | [ ]  NO |
| Has there ever been a finding against you by a professional licensing board? | [ ]  YES | [ ]  NO |
| If your answer to any of these questions is “Yes,” please explain at greater length:       |

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| **DEMOGRAPHIC INFORMATION** |
| **SFCP values diversity in our training programs. We would appreciate you completing this** [**SFCP Demographic Survey for Applicants**](https://forms.gle/zcfvoLLKkaJPRak57) **for the purposes of tracking demographic information in our applicants and enrollees. Your responses are NOT linked to your application, and will remain completely ANONYMOUS.**  |

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| **APPLICATION INSTRUCTIONS AND CHECKLIST** |
| \*\*All components must be received by **9:00 AM on April 5, 2023** at the latest to be considered for Fall 2023\*\*We *strongly recommend* submitting your application PRIOR TO the deadline so that you will have greater flexibility in scheduling your interview and time to address any incomplete components before the deadline.Please complete this application checklist: |
| This Microsoft Word file, with all sections complete, sent as an email attachment to pptp@sf-cp.org | [ ]  submitted |
| Letter of reference (must be received by application deadline) | [ ]  requested |
| A curriculum vitae | [ ]  submitted |
| A copy of your California professional license  | [ ]  submitted |
| A copy of your professional liability insurance policy(if you are insured by your supervisor or organization, please submit evidence of this) | [ ]  submitted |
| **\*\*Please send in the application and all of your supporting documents by email as attachments.** In some cases, this will require you to scan or photograph your document and email the files or images to pptp@sf-cp.org. If you are having difficulty submitting your documents, please contact the TIna Phu in the SFCP Office.If you do not receive acknowledgement that we received your application within one week of submission, please contact the SFCP Office at (415) 563-5815 or at pptp@sfcp.org. |

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| **PREPARING FOR YOUR SF-PPTP OR FOUNDATIONS INTERVIEW** |
| Once your complete application and letter of reference have been received, an interviewer will call you to set up a meeting. All interviews are currently taking place remotely due to the pandemic. Your interview will include three parts: * a personal conversation between you and your interviewer including how you came to be interested in this field and how SF-PPTP/Foundations fits in with your career plans
* discussion of a clinical case with your interviewer
* a chance for you to ask any questions you may have.

We intend this experience to be welcoming, informative and enjoyable. It is not an evaluation of your skill as a psychoanalytic therapist. Rather, it is designed to help us get to know you, to give you a sense of how we think about and discuss cases, and to give us a sense of how you think about clinical material and work with a psychotherapy consultant at this point in your career. You may find it helpful to review the information about the curriculum, supervision, dates for finalizing your Admissions status, tuition and deposit due dates, and other information on the SFCP webpage prior to your interview so that any questions you may have can be addressed at the interview.**How to Choose a Case to Discuss:**Many applicants have had the opportunity to work with patients in open-ended psychoanalytic / psychodynamic psychotherapy. If this is your situation, please come prepared to discuss a session from a psychoanalytic psychotherapy treatment that you found particularly interesting or challenging. On occasion, applicants have not yet had the opportunity to treat patients in open-ended psychoanalytic psychotherapy. If this is your situation, choose a clinical case from another form of treatment that might lend itself to psychoanalytic discussion during your interview. In general, we would prefer a case that involves outpatient work rather than inpatient; a psychotherapy case rather than other forms of clinical work; and less-structured forms of psychotherapy (e.g., Interpersonal Therapy) rather than more structured forms of therapy. In all cases, the most important thing is to choose a clinical encounter which drew attention to at least some of the following factors: (a) the patient’s emotional life, (b) your emotional response to the patient, (c) effects of early childhood on the patient’s current struggles, and/or (d) powerful dynamics in the clinical relationship. **Format of Case Discussion:**The focus of this part of the interview will be the **clinical process of a session**, rather than details of the patient's history and presenting problems. Be prepared to start with a very brief (at most 5 minute) description of the way the treatment started, its duration and frequency, major highlights of the patient’s early life and life story, the sociocultural context of their life and history, and notable events in the treatment leading up to the session you are presenting.**Please prepare a copy of your process notes** for your interviewer that describe the back and forth of a session **in transcript format**. (These will be shared with your interviewer at the time of your interview). For example:Patient: [Looking intently at me] I don’t feel like talking today...Clinician: [Feeling confused] What’s holding you back?Whenever possible, try to include details not only of the words spoken, but of other notable details such as the patient’s affect and body language and your emotional responses to the patient. (See the bracketed portions of the above transcript.) If you have an audio recording of a session that you wish to transcribe, this is acceptable, but we do not require or expect a literal, word-for-word transcript. Rather, present your best attempt — from notes or memory — to convey the back and forth of a session or clinical encounter in transcript format. If you have questions or concerns about choosing a case to discuss or about the format of the discussion, please feel free to discuss this with your interviewer in advance of the meeting, or to contact the Admissions Chair to discuss. |

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| **SIGNATURE**By entering your name and the date below, you acknowledge that all information in this application is true and accurate to the best of your knowledge. Electronic submission of this form by email is equivalent to your handwritten signature. |
| Signature:            | Date:            |

For questions regarding the application process, please contact Program Chair Adam Goldyne at adamgoldynemd@gmail.com . For questions about specific aspects of the program, you may contact any of us on the **SF-PPTP/Foundations Committee:**

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