

MANUAL FOR PSYCHOANALYTIC CANDIDATES

The Training School  
of the  
Los Angeles Institute for Psychoanalysis

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Beverly Hills, California

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FOR THE CANDIDATES IN TRAINING IN THE  
LOS ANGELES INSTITUTE FOR PSYCHOANALYSIS

This manual has been prepared as a reference source with the hope that it will clarify various procedures and policies of the training program and will answer some of the questions which arise among the students.

Parts of the manual may be changed or added to from time to time; such alterations will be printed on supplementary sheets and distributed to you for inclusion in this folder. We suggest that you file this carefully for use during your training.

Please feel free to call Mrs. Yerkes for anything that is unclear to you. Suggestions for inclusion in this manual will also be welcomed.

*Ralph R. Greenson (M.D.)*

Ralph R. Greenson, M.D.  
Dean of the Training School

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David Thiele, M.D., Secretary-Treasurer

## GENERAL PRINCIPLES

The Education Committee of the Los Angeles Institute for Psychoanalysis believes that its primary task is to teach candidates the basic elements of psychoanalysis. It is the conviction of the Faculty, based on their experience as well as the experience of other competent workers in this field, that this can best be done by training candidates in the theory and practice of classical psychoanalysis. The teaching of other forms of psychotherapy is secondary and is best accomplished after thorough training in classical psychoanalysis.

It has been clearly established that it is necessary to see patients four and preferably five times weekly in order to facilitate the development of a transference neurosis, the revival of the infantile neurosis, and the systematic working through of the resistances. We believe it is necessary for our candidates to undergo analysis conducted in this manner, so that they can experience these phenomena as well as to make possible permanent and beneficial structural changes in their personality.

The Faculty of the Los Angeles Institute for Psychoanalysis is of the opinion that the most suitable cases for supervision in the training of a candidate are the chronic neuroses which require a minimum of four visits per week in order to effect real therapeutic changes. In this way, the candidate supplements the experiences from his own analysis in his work with his patients.

It has been the policy of the Los Angeles Institute to teach modifications and variations of psychoanalytic technique only after the candidate has thoroughly learned the basic requirements of classical psychoanalysis. In this way, the teaching of special techniques for research purposes does in no way detract from the essential teaching program of psychoanalysis. Furthermore, we have found that only after this basic training has been accomplished is the candidate prepared to cope with variations, modifications and controversies in technique.



## THE STAGES OF TRAINING

In order to facilitate and clarify the candidate's progress through the training program, it has been found advisable to denote the various stages in the training program by definite designations. (Other institutes use different designations. It is hoped that eventually there will be some uniformity and all institutes in the American Psychoanalytic Association will use the same designations.)

A. Accepted Applicant:

A candidate who is accepted for training but has not entered his personal analysis.

B. Preseminar:

A candidate who has started his personal analysis but has not yet begun seminar attendance.

C. Junior:

A candidate who has started his personal analysis and seminars but has not begun analysis of a patient under supervision.

D. Intermediate:

A candidate who has started personal analysis and seminars, has satisfactorily completed Colloquium I and is now doing analysis under supervision.

E. Senior:

A candidate who has completed the curriculum of courses and seminars, and has been granted permission to do unsupervised psychoanalysis on the basis of two supervised cases, well advanced, or 150 supervisory hours with the consent of the Education Committee

## ADMISSION

All acceptances of candidates to the Training School of the Los Angeles Institute for Psychoanalysis are made initially on a trial basis, since it is a common experience that suitability can be adequately established only after a period of personal analysis.

The candidate is provided with a list of the training analysts of the Institute and is free to make arrangements with a training analyst of his choice. If, however, an accepted candidate has not begun his personal analysis within a period of two years from the date of his acceptance, the Education Committee reserves the right to re-evaluate his status.

CANDIDATE'S RECORD

At the time of acceptance, the Candidate's Record Sheet is made up in the Institute office and is thereafter a complete and up-to-date record of all aspects of his training. This record covers his status, previous analysis, personal analysis, seminar attendance, supervised psychoanalyses, Clinic case record, special data, curricular record, clinical case presentations, and special courses.

In order to maintain this record, it is urgently requested that each candidate inform the Institute of any change, addition, etc., that may have bearing on his status as a candidate.

## THE PERSONAL ANALYSIS

After the Education Committee has informed the applicant of his acceptance, the accepted candidate may then select his training analyst from the list of training analysts of the Institute. Arrangements as to time and fee for the personal analysis are made individually between the candidate and the training analyst.

The most important element of the training program is the personal analysis of the candidate. In our experience, we have found that no one can adequately understand emotionally disturbed people who has not himself experienced and struggled with his own inner problems. It is the aim of the training analysis to help the candidate arrive at his optimum emotional maturity by the personal experience of psychoanalysis.

The duration of the training analysis is left to the decision of the training analyst, depending upon the needs and progress of the candidate; usually several years will be required.

If a training analyst considers the candidate he is analyzing unsuited for further training, the candidate has the right to request a personal analysis with another training analyst. A failure in the second training analysis will be considered decisive.

The candidate shall report in writing to the Chairman of the Education Committee the beginning and ending of his personal analysis.

## LECTURES AND SEMINARS

Theoretical instruction consists of a series of lectures and seminars on psychoanalytic theory, clinical findings, and technique planned in such a manner as to enable the student to acquire an understanding of the established facts and generally accepted theories of psychoanalysis.

Clinical seminars are scheduled throughout the second and third years of the curriculum, and continue until graduation. These include continuous case seminars, brief presentation seminars, and dream seminars.

The entire curriculum is scheduled for a period of three years, each consisting of three trimesters of twelve weeks. As a general rule, first year seminars begin in the Fall Trimester of each year.

Permission to begin theoretical instruction is granted by the personal training analyst. Ordinarily, one year of personal analysis is advisable prior to the attendance of seminars. The candidate should inform the Chairman of the Education Committee in writing when he has received permission to begin seminars.

FEEES

Matriculation Fee:

A matriculation fee of \$50 is payable at the time of registration for courses for the first year. All checks should be made payable to the Los Angeles Institute for Psychoanalysis.

Tuition:

Tuition is based on a fee of \$40.00 per course of six sessions and is payable at the time of registration.

Fees for Personal Analysis and Supervisory Analysis:

Fees for personal analysis and for supervision are determined individually between the respective training analyst and the candidate and the Institute does not take part in these agreements.

## ASSIGNMENT OF COURSES

A schedule of courses is provided each seminar candidate before the beginning of each trimester. Courses are determined according to grade-level (subject to the approval of the candidate's training analyst) and are assigned by the Curriculum Committee.

A form letter is sent to each candidate listing those courses he is scheduled to take. Confirmation and registration is made by the candidate when the signed registration slip is returned to the Institute office. In the event the assignment of courses is considered incorrect, or if the student is unable to comply with the suggested program, the Executive Secretary should be informed immediately.

Candidates who have completed the three-year curriculum are required to attend, until graduation, at least one clinical seminar each trimester. They may also attend seminars, without fee, which have previously been completed as well as elective courses.

OLLOQUIUM I

Colloquium I is an informal oral examination, which has the purpose of aiding the Education Committee in assessing the candidate's knowledge of theory and technique prior to his undertaking the first psychoanalytic case under supervision.

The candidate must have completed one year of lectures and seminars before he is eligible to apply for Colloquium I. He needs the prior consent of his training analyst; the application should then be addressed in writing to the Chairman of the Education Committee. The candidate will then be informed by the Education Committee as to his eligibility for undertaking Colloquium I.

Colloquium I is conducted by two training analysts other than the candidate's personal analyst. The Executive Secretary will inform the candidate as to the time and place of this examination. The Chairman of the Education Committee will officially inform the candidate about the outcome of this Colloquium.



## SUPERVISED CLINICAL WORK

After satisfactory performance in Colloquium I, the candidate is eligible to undertake the psychoanalysis of his first patient under supervision. The selection of the case to be supervised should be made in consultation with the analyst who will supervise the psychoanalysis. The candidate may select his supervisory analyst from the list of supervising analysts other than his own personal analyst.

The aims of the supervision are:

1. To instruct the candidate in the use of the psychoanalytic method.
2. To aid him in the acquisition of the therapeutic skill based upon an understanding of the analytic material.
3. To observe his own work and reactions so that he can determine the effects of his personal analysis.
4. To determine his maturity and stability for doing psychoanalytic work over an extended period of time.

The first case of psychoanalysis under supervision is the Clinic case (see paragraph "The Clinic Patient"). Subsequent cases for supervision may be undertaken only after the personal analyst and the supervisory analyst agree that this is advisable. Requests for permission to undertake a second case should be addressed in writing to the Chairman of the Education Committee. This same procedure is to be followed for all subsequent cases until the candidate has been granted permission to do unlimited unsupervised work.

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SUPERVISED CLINICAL WORK (continued)

In accordance with the standards of the American Psychoanalytic Association, all psychoanalytic cases under supervision should be seen four to five times per week and supervisory sessions should occur once weekly. After the candidate has adequately demonstrated his familiarity with the theoretical and technical problems of the case under supervision, the supervisory sessions can be scheduled on a once in two weeks basis.

When a candidate has three or more cases under supervision and wishes to undertake a psychoanalysis without supervision, he may apply to the Education Committee for permission to take a further case, unsupervised.

Candidates are encouraged to undertake supervised clinical work with children in order to enrich their general psychoanalytic training and also as preparation for possible advanced training in the psychoanalysis of children. In any case, the supervised analysis of children may not replace the minimal requirements for the supervised analysis of adult cases. (See paragraph "Child Analysis").

The candidate shall have at least three supervisory analysts other than his own training analyst. A minimum of 200 hours of supervision is considered necessary in order to attain the aims of supervision. Fifty hours of supervision is suggested as the minimum for any one of the required cases. At least two of these cases should have been classified as a neurosis. It is highly desirable that the candidate obtain supervised psychoanalytic experience in excess of these minimal requirements.

## THE CLINIC PATIENT

In accordance with the pledge signed at the time of acceptance, each candidate enrolled in the training program is obliged to conduct the analysis of at least one Clinic patient, under supervision, and without fee to himself. For this analysis, he receives credit in the regular training program. Supervision is provided without cost to the candidate-analyst.

The candidate is pledged to conduct the psychoanalytic treatment of the Clinic patient for a minimum of 300 hours. It is expected that the treatment of this patient will continue as long as there is a therapeutic need. It is required that the Clinic case will be the first psychoanalytic patient treated under supervision by the candidate.

The candidate is required to report the number of analytic hours he has conducted with a Clinic patient at the end of each month, together with the fee for these hours of analysis. All fees for Clinic cases accrue to the Clinic account. (After the candidate has completed 300 hours of psychoanalysis with a Clinic case and if the budget of the Clinic permits, the candidate shall be compensated to some extent financially for his subsequent work with the Clinic patient.)

Quarterly reports on the status and progress of the Clinic patient are required from each participating candidate-analyst. One copy is to be sent to the Clinic Director and one copy to the supervisor of the case. A final and summary report is required when the case is terminated.

THE CLINIC PATIENT (continued)

Selection of the Clinic case is the responsibility of the Clinic Committee. The candidate is encouraged to conduct preliminary interviews with the patient and to discuss these interviews with the supervising analyst. In this way, selection of a suitable patient is furthered. A patient so chosen for psychoanalytic therapy shall remain a Clinic case until termination of the therapy despite the changes that may occur in the patient's financial situation.

## REPORTS ON SUPERVISION

### A. Initial Report of Supervised Psychoanalysis

When a candidate has begun the psychoanalytic treatment of a patient under supervision and this patient has been approved as suitable for psychoanalytic therapy by the supervising analyst and after completing 10 hours of supervision of the case, the candidate will fill out the form "Initial Report of Supervised Psychoanalysis" and file it with the Executive Secretary. (See sample.)

All supervised cases of psychoanalysis should be numbered for identification and the number so assigned should remain the same so long as the candidate is in training. Termination or interruption should not alter the number assigned to a particular case.

### B. Quarterly Reports on Supervised Psychoanalysis

A quarterly report form is provided each candidate doing supervised psychoanalysis. This is the candidate's record of all supervised work conducted during the quarter indicated. This enables the Institute to keep an accurate record of supervised work done by the candidate so that certification to the American Psychoanalytic Association may be made if and whenever application for membership is made. (See sample.)

REPORTS ON SUPERVISION (continued)

C. Termination of a Supervised Psychoanalysis

It is the responsibility of the candidate to complete a terminal report on supervised analysis of any case which runs 10 or more supervisory sessions, when it is permanently discontinued. The form for this report may be obtained from the Institute office, and it should be completed by the candidate and returned to the Institute office promptly. Without this report in the Institute files, credit for supervised psychoanalytic work will not be considered complete. (See sample.)

( S A M P L E )

INITIAL REPORT OF SUPERVISED PSYCHOANALYSIS

Candidate's Name \_\_\_\_\_

Supervising Analyst \_\_\_\_\_

Case: Supervision Number \_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_

Tentative Diagnosis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of beginning of  
Psychoanalysis: \_\_\_\_\_

Date of 1st Supervisory Hour: \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

LOS ANGELES INSTITUTE FOR PSYCHOANALYSIS

Quarterly Report on Supervised Psychoanalysis  
for the Quarter

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Case No.	Supervisor	No. of Analytic Hours	Dates of Supervision		

---

Signature



LOS ANGELES INSTITUTE FOR PSYCHOANALYSIS

TERMINAL REPORT ON A SUPERVISED PSYCHOANALYSIS  
(10 or more supervisory sessions)

Candidate's Name \_\_\_\_\_

Supervising Analyst\* \_\_\_\_\_

Case: Supervision Number \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
Diagnosis \_\_\_\_\_

Presupervisory consultations with: \_\_\_\_\_

Date of Beginning of Psychoanalysis: \_\_\_\_\_ If not a new case, state no. of psychoanalytic sessions prior to this supervision: \_\_\_\_\_

Period of supervision:\* From: \_\_\_\_\_ To \_\_\_\_\_ Number of Supervisory Hours: \_\_\_\_\_

Number of Analytic Hours during that period: \_\_\_\_\_

Supervision: Weekly: From \_\_\_\_\_ To \_\_\_\_\_  
Every two weeks: From \_\_\_\_\_ To \_\_\_\_\_

- a. Completed \_\_\_\_\_
- b. Terminated \_\_\_\_\_
- c. Interrupted \_\_\_\_\_
- d. Transferred \_\_\_\_\_
- e. Continued in psychoanalysis without supervision \_\_\_\_\_  
Reason \_\_\_\_\_
- f. Continued in psychotherapy \_\_\_\_\_  
Reason \_\_\_\_\_

Summary of main dynamics and Outcome of Case \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

\*If the supervision has been transferred from one Supervising Analyst to another, a separate report should be made for each period and the reasons for transfer of the supervision should be stated.

Comment by Supervising Analyst: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervising Analyst (Signature)

\_\_\_\_\_  
Initialed by Training Analyst

## CLINICAL PRESENTATIONS

It is necessary for each candidate to make several presentations of clinical material in order to complete the academic requirements. This may be done either in a continuous case seminar or in a brief presentation clinical conference.

The candidate must have presented clinical material on three different occasions in a brief-presentations clinical conference or he must have presented a single case for six sessions in a continuous case clinical seminar. The supervising analyst of the clinical case seminar will indicate this on the attendance record of the seminar.

## CHILD ANALYSIS

All candidates in the third academic year attend a general course on child analysis. Specialized training for child analysis may be begun after satisfactory analysis of an adult has been continued under supervision for one year.

This specialized additional program consists of the observation of the normal development of the child, courses on the neuroses of children, parent guidance, theory and technique of child analysis, clinical conferences, individually supervised psychoanalysis of three children of different age groups.

Request for permission to begin specialized training in Child Analysis should be made in writing to the Chairman of the Education Committee.

## COLLOQUIUM II

A candidate is eligible for Colloquium II after he has completed the entire required curriculum of courses and seminars and after he has satisfied his personal analyst and supervisory analysts as to his personal maturity and his competence in the practice and theory of psychoanalysis.

Colloquium II is an informal oral examination conducted by two training analysts other than the candidate's personal analyst. Request for permission to take Colloquium II should be made in writing to the Chairman of the Education Committee.

Successful completion of Colloquium II verifies the candidate's readiness for graduation.

## REQUIREMENTS FOR GRADUATION

In addition to the successful termination or interruption of his personal analysis and the completion of the curriculum of courses and seminars, the minimum requirements for graduation from the Los Angeles Institute for Psychoanalysis are as follows:

1. A total of not less than 200 supervisory hours.
2. Psychoanalysis of three or more adult cases under supervision. This must include the analysis of one Clinic case treated without fee.
3. A suggested minimum of 50 hours of supervision for each of three cases.
4. Three brief presentations at a clinical conference, or six sessions of report on a single case in a continuous case clinical seminar.
5. Successful completion of Colloquium II.

(The American Psychoanalytic Association requires that one case of psychoanalysis under supervision be terminated in order to be eligible for membership. Since this may require a considerable period of time, it may be necessary to continue supervision of a case subsequent to graduation from the Los Angeles Institute

The term "termination," however, is ambiguous and is interpreted variously in different Institutes. Essentially we believe that termination presupposes the uncovering of the infantile neurosis, a prolonged period of working through, and major changes in the capacity of the ego to deal with the id, the superego and the external world.)

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## GRADUATION

Official graduation from the Los Angeles Institute for Psychoanalysis will be granted by the Education Committee upon written request by the candidate. The application for graduation should state that the candidate has fulfilled all the requirements of the training program as outlined above.

After the Education Committee has had an opportunity to review the various data from the different members of the Training School, the Chairman of the Education Committee will inform the candidate that he has graduated from the Los Angeles Institute for Psychoanalysis.

The candidate is then eligible to apply for membership in the Los Angeles Psychoanalytic Society. After one year from the date of election to membership in the Society, he is eligible for membership in the Los Angeles Institute for Psychoanalysis. Two years from the date of graduation, he is eligible to apply for membership in the American Psychoanalytic Association.

LIBRARY

The Los Angeles Institute maintains a complete library of psychoanalytic books and periodicals. In addition, there are extensive writings in the related fields of medicine and the social sciences.

Candidates are invited to make use of these facilities which remain open throughout the academic year. If a candidate has any special requests about books or periodicals, he should inform the Executive Secretary or the Chairman of the Library Committee.



CANDIDATES' ASSOCIATION

The candidates of the Los Angeles Institute, with the encouragement of the members of the Institute, have formed a Candidates' Association. It is composed of the candidates on active status and includes committees which handle various educational, professional and social activities of the candidates. Annual dues of \$2.00 are payable in May of each year.

The candidates elected as officers for 1958-1959 are:

Bernard W. Bail, M.D., Chairman  
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LOS ANGELES PSYCHOANALYTIC SOCIETY

The majority of the scientific meetings of the Los Angeles Psychoanalytic Society are open to all candidates in active status. Candidates are urged to attend these meetings of the Society.

Officers for the Society for the year 1958-1959 are:

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LOS ANGELES PSYCHOANALYTIC SOCIETY

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