# IAAP

# ROUTER HANDBOOK
February 2026

# I A A P

# GENERAL INFORMATION ABOUT ROUTER TRAINING THROUGH THE IAAP

## Introduction

Since the late 1990's the International Association for Analytical Psychology (IAAP) has been engaged in providing analyst training possibilities for people who live where no group member of the IAAP with training status exists

The Router Training is organised by the IAAP Education Committee and takes place in the IAAP Developing Groups. The Router Training Program is intended to qualify individuals initially as Individual Members of the IAAP, with the expectation that they will subsequently become analyst members of a Group Member of the IAAP.

## The Education Committee

The Education Committee is a Standing Committee of the IAAP This Committee is managed by two Co- Chairs who from 2025 - 2028 are Grazina Gudaite, email g.gudait@gmail.com and Pilar Amezaga, email pilar.amezaga@gmail.com

In order to ensure better coordination of resources and a more careful supervision of the different education programs of the IAAP, the Developing Groups and Routers have a Regional Organizer and a Liaison Person that guide them in their development and take care of the IAAP administrative issues.

### Developing Groups

Developing Groups are mentioned in the IAAP Constitution, Art. 12 Developing Groups

1.Developing Groups are associations of people in regions in which there is no existing IAAP Group  Member.
2. The provisions for recognition to become a Developing Group are determined by the Executive  Committee.

The primary aims of a Developing Group in Analytical Psychology are:

a) To raise cultural awareness of analytical psychology and to promote the dissemination of Jungian ideas in particular regions where there are no (or very few) trained and qualified  analysts or IAAP Group Members.

b)  Developing Groups serve to enhance and expand the IAAP and to bring clinical practice into  contact with different cultures and traditions thus allowing practice to modify the theory.

c)To provide training possibilities through the Router Training Program.

d)  To afford a city or country an internationally recognised organisational structure that gives  them standing and credibility in their own area.

e)  To apply for and become a Group Member of the IAAP once the Developing Group has grown to include a sufficient number of IAAP-Certified Analysts

f) Developing Groups (DGs) are composed of persons interested in Analytical Psychology, working primarily as professional psychotherapists, physicians, and educators or in other relevant professions

Membership of a DG does not imply membership status in the IAAP.

DGs are required to pay annual dues to the IAAP. Routers are likewise required to pay annual dues to the IAAP. Please see the section 'Annual Dues to the IAAP' pg. 34

Once a Developing Group (DG) has reached the required number of Individual Members (IMs), the DG shall apply to become a Group Member (GM) of the IAAP, either without training status (minimum of six IMs) or with training status (minimum of ten IMs).

Upon acceptance of a GM with Training Status by the Meeting of Delegates, routers within the DG who have not completed their training may continue their training in the DG for a maximum of 3 years, or transfer to the Training Program of the GM.

The IAAP shall continue to provide financial and institutional support to the DG for a maximum of three (3) years following the approval of the GM with Training Status.

At the conclusion of this three-year period, the DG shall cease to exist as a Developing Group of the IAAP and any remaining routers shall either join the training program of the GM or leave the router program.

The newly established GM with Training Status is expected to accept the remaining routers as candidates within its Training Program. Trainees cannot continue as routers of the IAAP.
A complete list of Developing Groups incl. contact information may be seen on the IAAP website  https://iaap.org/developing-groups/

## Geographic Requirements

DGs are generally founded in regions or countries in which there is no existing IAAP GM with  Training Status. Any applicant for router training must join an existing DG. The members of a DG  will normally be local, but under special circumstances the EC may make exceptions.
In general, if there are member analysts in the region or country of the applicant, the prospective applicant will communicate and cooperate with them.

## Data protection

The IAAP follows the applicable data protection regulations, in particular the (new) Swiss Data  Protection Regulations. Link

Further information on how the IAAP processes data can be found in IAAP's Privacy Notice. Link

# ORGANISATION

## Regional Organisers

From 2025 – 2028 the Regional Organisers are the following:

| Regional Organizer | Developing Group | Liaison Person. |
|---|---|---|
| Fred Borchardt | Armenia | Andreas Michel |
| fredborchardt23@gmail.com | Belorussia (Minsk) | not needed |
| | Kazakhstan | Luisa Zoppi |
| | Kemerovo | Gert Sauer |
| | Georgia | John Hill |
| | Ukraine UDG | Batya Brosch |
| | | |
| Grazina Gudaite | Bulgaria | Angelica Lowe |
| g.gudait@gmail.com | Greece | Marianne Muller |
| | Malta | Caterina Vezzoli |
| | Poland PTPJ | Pille Varmann |
| | Poland PTPA | Asta Adler |
| | Slovakia | Elona Lovčikiene |
| | | |
| Brigit Soubrouillard | Hungary | Galit Ben Amitay |
| underfog@orange.fr | Romania | Guy Perel |
| | Serbia | Martin Schmidt |
| | Tunisia | Sophie Braun |
| | | |
| Yasuhiro Tanaka | Chinese Region (Hong Kong) | Brigit Soubrouillard |
| ytanaka@ajaj.info | Singapore | Toshio Kawai |
| | Chinese Region (Macau) | Brian Feldman |
| | Chinese Region Macau, New DG | Mari Yoshikawa |
| | Chinese Region (Wuhan) | Jens Preil |
| | India (Ahmedabad) | Ashok Bedy |
| | India (Delhi) | Misser Berg |
| | India (Bangalore) | Joe Cambray |
| | | |
| Pilar Amezaga | Dominican Republic | Ma. Paz Abalos |
| pilar.amezaga@gmail.com | Ecuador | Ana María Salazar |
| | Peru | Ana Deligiannis |

| | | |
|---|---|---|
| Brock Hill | Cyprus | Emilija Kiehl |
| brocktonhill@gmail.com | Portugal | Juan Carlos Albaladejo |
| | Slovenia | Stefano Carta |

*The specific tasks of the Regional Organiser*:

- The Regional Organiser is responsible for the organisation of the screening interviews, intermediate exams, and final exams of the routers. The practical arrangements must be made in cooperation with the LP and the President of the DG.

- The Regional Organiser collects all the documents from the applicants/routers and sends them to the interviewers/examiners.

- After the screening interview/exam the Regional Organiser receives the written report from the interviewers/examiners and submits the reports to the applicants/routers.

- The Regional Organiser submits an overview of the results of the interviews/exams to the LP, the president of the DG and the Co-Chairs of the Education Committee.

- The Regional Organiser is in addition responsible for collecting the yearly evaluations from each router in his/her region.

- The Regional Organiser must regularly update the Routers Overview. Updates should include changes of email-addresses, updates regarding yearly evaluations, exams etc.

- Based on the annual reports from the Presidents of the Developing Groups and the Liaison Persons, which must be submitted before Dec 31st each year, the Regional Organiser will submit reports about the activities in his / her region, comprising information according to the template below.

The Regional Organiser will upload all reports to the Dropbox Education Committee folder

**TEMPLATE FOR THE REGIONAL ORGANISERS' ANNUAL REPORT FOR EACH DG.**

**To be filled by each DG in the region**

Developing Group:_____
President: _____
Liaison Person: _____
Number of members in the Developing Group _____
Number of routers in the DG: _____
Number of IAAP analysts in the DG: _____

An updated list of the name of the routers with their e mail address:

_____

Name of Routers who took their final exam during the current year, name of Examiners and result  (pass/fail):

_____

Name of Routers who took their intermediate exam during the current year, name of Examiners and  result (pass/fail):

_____

Name of Routers who took their screening interview during the current year, name of Interviewers  and result (pass/fail):

_____

Number of routers who plan to take their intermediate exam before next year \_\_\_\_

Number of routers who plan to take their final exam before next year _____

Number of applicants expected to take their screening interview before next year \_\_\_\_\_

Main training activities:

_____

Names of visiting analysts: (in person)  _____   (online) \_\_\_\_\_

_____

Other activities:

_____

Possible problems:

_____

Plans for next year:

_____

Any further comments:

_____
Note: The template can be found in a separate version on the IAAP website, Router Area.

Date: _____

Signature: _____


## Liaison Persons

A Liaison Person (LP) for each DG, is appointed by the EC.

In general, the LP is appointed for a three-year period at the beginning of each administration. At the end of the year before the year of the Congress, the LP and the President of the DG will each submit an evaluation of the work. Both the LP and the DG have each to confirm their willingness or otherwise to continue working together and their plans for the next three-year period. The EC will make their decision on the basis of this information.

All group activities shall be coordinated by the President/Board and the LP of the DG.

The specific tasks of the Liaison Person:

- The LP will research and establish with the DG a training programme which is suitable for that Group and responds to its needs. Such a programme includes a progressive theoretical training in analytical psychology and similar approaches.

- The LP will work with the President of the DG to help coordinate and organise visits from teachers, supervisors, and analysts.

- The LP is expected to give sessions of group supervision and sometimes, sessions of individual supervision.

- The LP may be asked to give public lectures.

- The LP cannot give personal analysis.

- The LP cannot be an interviewer at Screening Interviews or an examiner at Intermediate or Final Exams.

- The LP, in collaboration with the President of the DG and in consultation with the Regional Organiser, will propose an appropriate detailed budget for the group. The budget must be sent to the Finance Officer of the IAAP no later than October 31st of each year.

- The LP will also help the DG to investigate additional possibilities of funding.

- The LP will work with the President of the DG to provide an annual report of the

activities of the DG and will draft a description of the activities planned for the coming year. This report must be sent to the Regional Organiser no later than December 31st of each year.

- The LP stays in contact with the Regional Organiser.

The LP is expected to visit the DG once a year to ensure continuity of role and will remain in regular online contact with the DG to provide advice and to help resolve any problems arising.

## IAAP Financial Support

Based on its proposed activities, the LP in collaboration with the President of the DG proposes an appropriate budget for each of the DGs. The budget request must be sent to the Finance Officer no later than October 31st each year. Financial support varies depending on the stage of the DG in its development, the number of members of the DG and the number of routers within the DG. DGs are asked to provide detailed plans of their proposed activities during the year and a detailed breakdown of how their budget is intended to be spent.

This financial support is not a lump sum awarded to each DG. It is a financial reserve intended to reimburse the visiting analysts and teachers for their expenses in accordance with the following procedure:

a) The visiting analyst sends their request for expense reimbursement, along with all receipts (invoices for tickets, hotels, etc.) and the coordinates of their personal bank, to our accountant, Mr Daniel Gubser, at daniel.gubser@gutreu.ch.

b) The accountant verifies the accuracy of the request for payment on the basis of the receipts submitted.

c) The accountant asks for approval from the Finance Officer.

d) The accountant reimburses the visiting analysts for their expenses by payment to their personal bank account.

The IAAP budget awarded may be spent on travel expenses, accommodation, interpreters' fees, books and teaching aids, including AV equipment and digital aids. The money may NOT be used to pay visiting analysts an honorarium; neither may it be used to pay fees to visiting teachers, analysts or supervisors and not to pay fees to secretaries nor analysts, routers or members of the DG.

Mr. Gubser sends monthly budget updates to the Finance Officer, to the President of the DG and to the LP when expenses are claimed. Copies of these updates are also sent to the Regional Organisers. This is intended to help DG Presidents and their LPs keep within their yearly budgets. The budget allocated can only be spent within the year of allocation and the books close for the year at the beginning of January of the following year. Money may not be carried over from one year to the next, so what is not spent and claimed is effectively lost as a resource for the group.

It should be noted that the IAAP expects visiting analysts who teach, offer supervision or personal analysis to be paid at the local rate of the country of the DG.

The IAAP will support Router´s training within the frame of the DG for a maximum of 15 years.

The support of existing Developing Groups will be evaluated by the Education Committee on an individual basis.

## REQUIREMENTS TO PURSUE ROUTER TRAINING

All requirements and criteria outlined below are considered the minimum needed for Individual Membership. The procedures of application and completion of the Router Training are the following:

### Academic Qualifications

The IAAP requires applicants to become routers to demonstrate that they meet all legal requirements for the clinical practice of psychotherapy / psychoanalysis in the country in which they live. Clinical experience and an academic degree at a graduate or post-graduate level are the general rule, although there may be exceptions. The Education Committee, in consultation with the Executive Committee, will have the right to grant exceptions.

### Personal Analysis

It is expected that an applicant will have a minimum of 25 hours of personal analysis with an IAAP member before applying for router training.

Continuity and frequency (recommended once a week) of analysis are regarded as highly important. Personal analysis must continue on a regular basis throughout the router training to fulfil the requirements for Individual Member application. If the router has stopped his or her personal analysis and not started a new analysis within 6 months, he/she may be suspended, see the chapter on Suspension, pg.18.

It is expected that individual analysis is continuous throughout the training comprising at least 240 hours) with an IAAP analyst. Documentary evidence will be requested to confirm the number of hours of analysis that have been undertaken.

It is expected that the analyst will charge local fees. It is hoped that a wide range of analyst members from different IAAP Group Members will offer the DG an opportunity to become acquainted with different traditions within the Jungian community.

Personal analysis should be conducted in person whenever possible. Personal analysis can be done Zoom, or other means of telecommunication, preferably with video, in cases where face-to-face meetings are not possible.

At a minimum, routers are expected to have analysis on a weekly basis.

### Individual Supervision

A minimum of 100 hours of individual supervision with one or more IAAP analysts (not those conducting personal analysis) is required. The IAAP analyst must have

at least 5 years post-qualification (after he/she becomes a Provisional Member)

Routers are required to be in regular group- and individual supervision for as long as they are in the  router program. Routers are required to see patients when they are in Router Training.

If the router has stopped his / her supervision and / or seeing patients for at least a year, he / she may be suspended, see the chapter on Suspension, p.21. If a router is unable to attend group-supervision, reasons for absence need to be provided in writing to the president of the DG and the LP. Each router should request an evaluation report from their individual supervisor at the end of the year.

It is expected that the supervisor will charge the local fees. Supervision should be conducted in person whenever possible. Supervision can be done via, Zoom, or other means of telecommunications, but it is recommended that a proportion of the hours are done in face-to-face meetings, especially at the beginning of the supervision.

## Group Supervision

A minimum of 50 hours of group supervision is required. Group supervision is defined as an on-going regular group where participants are required to take turns to present case material for discussion, ideally with a regular supervisor.

They may also request an evaluation report from the group supervisor at the end of the year if they have presented a case in the group.

It is expected that the supervisor will charge the local fees. Supervision should be conducted in person whenever possible. Supervision can be done via Zoom, or other means of telecommunications, but it is recommended that a proportion of the hours are done in face-to-face meetings, especially at the beginning of the supervision.

Total minimum number of Supervision hours: 100 hours of individual supervision + 50 hrs of group supervision.

## Clinical Practice

It is likewise expected that analytical work with patients carried out by routers (recommended once a week) is conducted in person, face-to-face whenever possible. Analytical work with patients can be done via Zoom, or other means of telecommunication, preferably with video, in cases where face-to-face meetings are not possible.

## Personal Development

Eventual certification for a router as an Individual Member also depends upon qualities of personal development, such as psychological maturity, individuation, awareness of personal strengths and weaknesses, and an ability to relate to the unconscious symbolically, as well as clinical competence.

The applicants are held to ethical and psychological standards equally high to those expected of all other members of the IAAP.

## Obligations of the Routers

No public statement of misrepresentation about the router status, such as "Jungian Analyst", "Analyst" or "Analyst in Training" is acceptable. This obligation continues until the router is officially accepted by the Meeting of Delegates and is thereby accepted into the IAAP.
Routers are expected to complete their training within 6 years. If more time is needed, they need to apply to the Education Committee via the Regional Organizer.

Routers are obliged to send their yearly evaluation form to the Regional Organiser. Routers are obliged to participate in the training activities of the DG. These obligations continue until the router has passed his or her final exam and thus obtained Provisional Individual Membership Status.

If in a country a GM with Training Status has been accepted by the IAAP, the router may join this program or may continue his or her IAAP Router Training Program for the next three years. Thereafter, if he or she has not during this period completed the final exam, the router is obliged to leave the Router Training Program and join the new Group Member with Training Status as a training candidate.

## Screening Interview, Intermediate Exam and Final Exam

## The Application Process for a Screening Interview:

In order to apply for a screening interview, applicants must collect **all** the following documents and send them by email to the Regional Organiser, please see the address on pg.6.

1. A completed and signed application form indicating that they have read the IAAP Code of Ethics and IAAP Statement of Non-discrimination and agree to abide by it.

   1a. Applicants must also in the form declare that they, by the time when they graduate, meet all legal requirements for the clinical practice of psychotherapy / Jungian psychoanalysis in the country in which they live.

   1b. In addition, applicants must declare that they have read and taken note of IAAP's Privacy Notice. Link

2. A Curriculum Vitae that includes information about academic background, professional training, and clinical experience as a psychotherapist.

3. An autobiographical statement of 2'500 – 5'000 words where applicants share their understanding of current patterns in their life and their relevance to their early life and family. It is also important to include reasons for wanting to become a Jungian analyst. This should include analytical insights and reflections. This autobiographical statement must be in English although the router can additionally send it in their own language if so wished.

4,.Confirmation of the number of hours of personal analysis. Please note that a minimum of 25 hours of analysis is required before a screening interview can be given.

5. Confirmation of the number of hours of supervision as well as a completed Supervision Evaluation Form filled out by each supervisor. Applicants can request this from their supervisor(s) and have them email this to the Regional Organiser directly. Please note that supervision before the application for a screening interview is not mandatory.

6. A list of any previous applications for analytic training, including the name of the Group Members, the dates of the applications, and the outcomes.

7. Payment of a screening interview fee. The screening interview fee is 250 CHF. For payment instructions, see pg. 34.

Upon receipt of all documents, applicants will be notified whether or not they will be accepted for a screening interview. If accepted for an interview, this will be arranged by the Regional Organiser.

The screening interview will be given by two IAAP analysts, appointed by the Regional Organizer.

In no case can the supervisors, analysts or Liaison Persons be examiners of the applicant. In countries where an IAAP non-training Group exists, an observing interviewer from that Group may be included on the interview committee as a third interviewer.

## Guidelines for the preparation and for the assessment of the screening interview

The purpose of the screening interview is to assess the suitability of the applicant for beginning Router Training to become a Jungian Analyst.
Interviewers should ask applicants why they want to become part of the IAAP, and how they have reached this decision. And what do they expect from the router's program.
The screening interview should show whether the applicant possesses good mental abilities, a creative mind, and the capacity for self-reflection. It is necessary for applicants to have a lively interest in people and the motives for their attitudes and behaviour. Further requirements are the capacity for empathy, the relation to the unconscious, personally and professionally, and the aptitude for understanding the symbolic dimension, individually as well as collectively in both cultural and historical perspectives. Moreover, personal integrity and a high ethical standard in applicants are of great importance. Reflections on what the applicant sees as his or her strengths and weaknesses as well as the capacity to bear uncertainty, for holding and containment, will be relevant to assess. As routers work in groups it will also be relevant to ask about the applicant's experiences from working in groups.

Once the interviewers have screened in the applicant, he or she can begin training but they will only be formally accepted into the router program when the screening interview is ratified by the Executive Committee of the IAAP at its annual meeting.

Before an applicant has received this official approval of his or her Router Status, he or she is a Provisional Router. Provisional Routers do not have to send in the Yearly Evaluations and will not have to pay the annual Router Fee of CHF 50.

Any questions about the application process should be directed to the Regional Organiser.

In no case can the supervisors, analysts or Liaison Persons be examiners of the applicant

## Retake of the Screening Interview

If an applicant has failed the Screening Interview he or she can apply for a retake. The application procedure will be the same as already described. At least one of the interviewers at a retake must not have done the previous screening interview(s).

The payment for a retake will be half of the normal fee for the screening interview (250 CHF / 2 = 125 CHF). For Payment instructions, see pg. 34.

## Intermediate Exam:

The intermediate exam is a mid-point exam meant to evaluate the routers' grasp of basic Jungian principles and their ability to begin to apply and understand them in their work with patients.

This exam can usually be taken after the router has had about 100 hours of personal analysis and 40 hours of individual supervision. When a router feels ready to take this examination, he/she should contact the Regional Organiser and submit an update on his/her hours of analysis and supervision with IAAP members and Supervision Evaluation Forms from supervisors as to the state of his/her readiness. In preparation for the exam, the router is asked to write a paper on a Jungian concept of their choice showing clinical and symbolic application of this concept.

In no case can the supervisors, analysts or Liaison Persons be examiners of the applicant

## Guidelines for writing and assessing the Intermediate Exam paper:

The Intermediate Exam paper must be around 5,000 words and should demonstrate the router's theoretical understanding of the common Jungian concepts as well as the ability to apply this understanding to clinical and symbolic material. Word count includes notes but excludes index and bibliography.

The assessment will be based on the paper as well as on the oral presentation.

Examiners will explore and evaluate the router's knowledge and grasp of basic Jungian principles and need not focus exclusively on the concept presented in the written paper.

A basic knowledge about the history and development of Analytical Psychology is expected. There will be an assessment of whether the router has not only a classical but also a contemporary understanding of the subject he /she has decided to write about

In contrast to the Final Exam paper, a thorough case-report is not expected in the Intermediate Exam paper. On the contrary the paper should contain a shorter case presentation or shorter case-vignettes. Here, the ability to apply theory to the clinical/ practical field is important.

During the examination, the examiners will look for the router's general Jungian understanding of the structure and dynamics of the psyche, developmental processes, individuation, and psychopathology incl. subjects such as complexes, defence mechanisms, etc., as well as the understanding of psychological processes in the clinic incl. understanding of transference and countertransference, of interpretation of symbolic material etc.

We would like to bring your attention to the inadvertent use of plagiarism. This means

making use of and quoting from a text that is not referenced and, thus, passing it off as the writer's own thoughts. Academically, this is a serious offence, and it is also regarded as such in this training course.

Artificial Intelligence (AI) can be used for two purposes only:

1. Checking spelling and grammar, for example by using Grammarly www.grammarly.com .

2. Finding relevant papers and literature. Scholars also use www.researchrabbit.ai to keep up to date on new publications in your field of enquiry.

For the final paper, generative AI must not be used to generate content.

The written paper and the required additional documents must be submitted in an adequate standard of English and must include relevant theoretical references, documented at the end of the paper. It must be submitted to the Regional Organiser. Language of presentation and examination may be according to the Router's wish if possible.

The intermediate exam is an oral one of an hour to an hour and a half, based on the written paper as well as on the oral presentation and discussion.

Upon receipt of all documents, applicants will be notified whether or not they will be accepted for an intermediate exam. If accepted for the exam, this will be arranged by the Regional Organiser.

## Payment for the Intermediate Exam

The fee for the Intermediate exam is CHF 500. For Payment instructions see pg. 34.

## Retake of the Intermediate Exam

If a router has failed the Intermediate Exam he or she can apply for a retake. The application procedure should be the same as already described. At least one of the examiners at a retake must not have done the previous intermediate exam(s).
The payment for a retake will be half of the initial fee for the Intermediate Exam. (500 CHF / 2 = 250 CHF). For payment instructions, see pg. 34.

## Final Exam

Routers are eligible to take the final exam when they have completed a minimum of 240 hours of personal analysis with an IAAP analyst and 100 hours of supervision with an IAAP analyst. Supervision Evaluation Reports submitted by the supervisors must support the router's request to take the final exam.

In preparation for the final exam, the router must submit a case report based on an analytic case.

The assessment will be based on the paper as well as on the oral presentation.

The written case report and the required additional documents must be submitted in readable English to the Regional Organiser. Language of presentation and examination may be according to the Router's wish if possible.

The final exam is an oral exam which lasts about two hours. The final exam will be given by two senior IAAP analysts, appointed by the Regional Organiser. When the router training is managed by a cooperation between the IAAP and a Partnering GM the final exam will be given by one person from the IAAP and one person from the partnering GM. In countries where an IAAP non-training Group exists, an observing examiner from that Group may be included on the examination committee as a third examiner.

In no case can the supervisors, analysts or Liaison Persons be examiners of the applicant

Guidelines for writing and assessing the Final Exam paper:

The Final Exam paper must be in the form of a case report of minimum 15,000 and maximum 20,000 words [1]based on an analytic case which has been under supervision with an IAAP analyst for at least two years. Word count includes notes but excludes index and bibliography.

It is important to note that this case report is meant to show the router's grasp and understanding of the analytic process as it has evolved over time. The router is expected to apply theory to practice and to show their integration of the principles of Jungian psychology in their clinical work. In addition, the router should demonstrate the knowledge of the classical as well as contemporary understanding of theory and practice. Although the router may be inspired by and following one of the Analytical Psychological Schools (Classical, Developmental, Archetypal) he or she is expected to have a basic knowledge of all schools as well as of newer theories.

The router as well as the examiner must follow the required as described on pg. 37.

It is also expected that the router is aware of, and can work with, the interpersonal dynamics as well as intrapsychic dynamics in the clinical work. The router should demonstrate an understanding of a range of analytical approaches to the patient and be able to demonstrate a capability to think critically about theory. The router should be able to compare ideas whilst showing his or her own particular preferences, so the paper is not just a restatement of what others have already said.

The paper should show how the analyst works and demonstrate good reflective capacity,considering for example how they have learned from the patient and how their work has developed during the period of the analysis. It should not be simply a descriptive commentary on the patient's pathology and/or dream life.

Your paper should be written in a clear, engaging style. The use of sub-headings is encouraged as an aid in the organization of your thoughts. It will also help your examiners to follow your argument and thinking when reading and assessing your paper. Your paper needs to include the following information, but not necessarily in this order:

A. Introduction to the case.

   A. <u>First Session</u>. This portion of the report should include initial clinical impressions of the patient, the source of the referral, the preliminary diagnosis and

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[1] The word-counts refer to the paper as written in the original language. Translating into the required English language will often increase the word count by 10-20%. Therefore, a maximum word count of 24,000 words is acceptable in such cases.

evaluation of the patient's  psychological state, and any other pertinent clinical information from the initial session.

B.  Psychological history. This section of the report should include the patient's life history up to the point of first contact, with special reference to family of origin, early childhood experiences, important psychological traumas, events, psychosocial development, major crises, vocational and relational problems, medical issues, and previous psychotherapy. The patient history should be selected and narrated to foreshadow and support what will unfold during the course of the analysis.

C.  Analytical formulation and diagnostic reflections of the case. This section should include a structural description, using the terminology and concepts of analytical psychology, of the patient's psyche at the point of entry into analysis. Major complexes (including parental complexes, persona and shadow), ego development, primary defences utilised by the patient, psychological type, ego-self axis, are relevant points of discussion when appropriate.  Reflections about diagnosis by DSM or ICD should be included.

D.  The analytical process and relationship. This section should include the most important  themes of the analysis itself. Discussion that shows an affective engagement with the patient and an ability to experience and think about the transference/countertransference relationship,  including some illustration of how this was thought about and worked with. The paper should  show some awareness of repeating patterns in the patient's life, their complexes and defences  and how these were worked with in the analytic situation. If there were mistakes or enactments  by the analyst, how were they thought about and worked with? There should be some detailed  description of interactions with the patient that illustrate any theoretical perspective outlined  in the paper.

E.  Work with symbolic material. There should be evidence of how the router works with  symbolic material, how they differentiate conscious and unconscious, how they work with the  patient's dreams and/or other symbolic material via associations, amplification and  interpretation.

F.  Ethical awareness and professional conduct. Does the router demonstrate ethical and  professional awareness with appropriate respect for client confidentiality, correct  acknowledgement of sources and respectful attitudes to difference.

G.  Termination or prognosis. If the case has concluded, this section should offer an account of  the termination phase of analysis. If it has not yet concluded, it should provide a prognosis for  future work.

H. Conclusion, Discussion and overall impressions: In this section, the router should give a  description of their overall impression and understanding of the work done and of whether an  individuation process was constellated.

I.  References.

Page numbers are required.

The paper should adhere to strict academic standards. References and footnotes should comply with the standards required for publication. We kindly ask you to use the APA 7th edition handbook, which is easily available: https://apastyle.apa.org/style-grammar-guidelines/paper-formathttps://apastyle.apa.org/?_ga=2.156230779.1762152948.1670904963-789589468.1670904952.

Do not include anything in the reference list that is not quoted from or mentioned directly in the text  of the article.

You may wish to watch the following short videos from the Journal of Analytical Psychology to  inspire you to write a clinical paper. You will find these videos and associated materials on the  Journal's website: https://thejap.org/clinical-writing-videos .

We would like to bring your attention to the inadvertent use of plagiarism. This means making use of  and quoting from a text that is not referenced and, thus, passing it off as the writer's own thoughts.  Academically, this is a serious offence, and it is also regarded as such in this training course.
Artificial Intelligence (AI) can be used for two purposes only:

1.      Checking spelling and grammar, for example by using Grammarly www.grammarly.com .

2.      Finding relevant papers and literature. Scholars also use www.researchrabbit.ai to keep up to date  on new publications in your field of enquiry.

 For the final paper, generative AI must not be used to generate content.
The assessment will be based on the paper as well as on the oral presentation. It is expected that the  router when having passed the Final Exam has reached the maturity and competences required for  working independently as an IAAP Jungian Analyst.

If a router is successful in this examination and provided that all other documents are seen to be in order, the examining analysts will inform the router of their decision and will communicate their decision to the Regional Organiser and the Chair of the Education Committee. The Executive Committee, at its next meeting, will act on the recommendation and will decide whether to  recommend the applicant for Individual Member status to the Delegates at the following IAAP  Congress.

Once the Executive Committee recommends the applicant for Individual Membership, he/she becomes Provisional Member of the IAAP. He/she is required to re-read the IAAP Code of Ethics for Individual Membership and reaffirm his/her willingness to abide by this Code.

At the next international IAAP Congress, the Delegates will be asked to vote to accept Provisional Members into the IAAP. Only then can the routers who have successfully completed the final exam and the Provisional Members become Individual Members of the IAAP.

## Payment of the Final Exam

The fee for the Final Exam is CHF 1'000. For Payment instructions see pg. 36.

## Retake of the Final Exam

If a router has failed the Final Exam he or she can apply for a retake. The application procedure should be the same. At least one of the examiners at a retake must not have done the previous final exam(s).

The payment for a retake will be half of the initial fee for the Final Exam. (1'000 CHF / 2 = 500 CHF). For Payment instructions see pg. 34.

## Screening Interviews and Exam Procedures.

All evaluation stances may be conducted via, Zoom, or other means of video-communication. The Regional Organiser will review the received documents in order to ensure that they all follow the requirements. The Regional Organiser will then submit the documents to the examiners and will submit the names of the routers to the LP and the President of the Developing Group who are responsible for the practical organization of the exam.
The Regional Organiser will send a copy of this information to the Chair of the Education Committee.

The interviewers or examiners will meet before to discuss their overall impressions of the applicant and the questions or areas they would like to focus on during the meeting based on the previously submitted materials. The applicant is then invited into the (virtual) room for the meeting (up to an hour or hour and a half). When the interviewers or examiners feel they have arrived at an appropriate moment to complete the interview or exam, the applicant is asked to leave the (virtual) room and wait while the interviewers or examiners share their impressions and arrive at a decision of acceptance or not acceptance or approval. The applicant is invited back and is given the result as well as feedback on the interview or exam as well as feedback on areas of strength and weakness In special cases, the applicant will not be informed right after the interview or exam but as soon as possible.

Finally, the interviewers or examiners write a report on the interview or exam that is then sent to the Regional Organiser who will forward it to the Applicant and, if appropriate, the President of the Partnering GM.

The Regional Organiser informs the Liaison Person, the President of the Developing Group and the Co-Chairs of the Education Committee about the result of the interview or exam.

The analysts involved in the screening interview or exams have the authority to determine whether the applicant is ready to become a router, approve the intermediate exam or final exam and recommended to the Executive Committee for Individual Membership.

If the work is not complete or the performance in the screening interview or examination is unsatisfactory, the examining analysts will determine what additional work is needed.

# CLAUSES FOR A LEAVE OF ABSENCE AND SUSPENSION

## Leave of absence

A router may apply for a leave of absence:

- If the router, for personal reasons, is unable to maintain his or her training and/or clinical work he/she may apply for a leave of absence.
- If the router moves temporarily to another country and because of this is unable to follow the organised Router Training (seminars, group supervision etc.) in his or her DG, the router may apply for a leave of absence.

Applications must be sent to the Regional Organiser who will review the application on a yearly basis.

A Maximum of 3 years of leave of absence is possible

Routers who take a leave of absence will still need to pay their annual dues of 50 CHF during their leave.

## Suspension of a router

A router may be suspended in the following cases:

1. If the router does not submit the Yearly Evaluations.
2. If the router has not paid his/her dues
3. If the router has stopped seeing patients for at least a year.
4. If the router has stopped his or her personal analysis and not started a new analysis within 6 months.
5. If the router has stopped his or her personal supervision for at least a year.
6. If there has been an ethical complaint against the router, which has been substantiated, and the router is therefore suspended.
7. If the router does not meet his or her training requirements which implies following the organised Router Training (seminars, group supervision etc.) in his or her DG.
8. If the router has moved permanently to another country and because of this is unable to follow the organised Router Training (seminars, group supervision etc.) in his or her DG.

The router will be informed by the Regional Organiser about the intention to suspend him / her.

The suspension must be approved by the Executive Committee at its next meeting, and the suspended router will thereafter be informed about the decision. The suspension may be withdrawn upon application to the Regional Organiser. The final decision lies with the Executive Committee.

The suspended router is not allowed to refer to him- or herself as an "IAAP router" or an equivalent title.

# ETHICAL REQUIREMENTS AND PROCEDURES

## Code of Ethics for Individual Members of The International Association for Analytical Psychology

This Code governs all Individual Members (members not belonging to a Group Member) of the International Association for Analytical Psychology (IAAP). All Individual Members of the IAAP who are not subject to an Ethics Code of a Group Member of the IAAP should be cognizant of and comply with this IAAP Code. An analyst should conduct himself/herself according to the highest ethical standards in his/her work and shall hold the interest of his/her patient to be paramount. This responsibility is central to being an analyst.

Individual Members of the IAAP bind themselves to abide by the established provisions of the IAAP Constitution, which include non-discrimination on the basis of race, ethnic origin, gender or sexual orientation with regard to activities of the professional associations' training programs and public events.

Breach of any of these ethical rules of the IAAP constitutes serious misconduct. Non-adherence to the Ethical Code by Individual Members may result in suspension or expulsion from any form of individual or group membership in the IAAP.

### I. Analyst-Patient Relationships

Responsibilities to Patients:

An analyst shall respect the integrity of his/her patient under all circumstances, unless evident significant risks to the patient demand some intervention contrary to the patient's approval.

A) At the start of the treatment the analyst shall state clearly to the patient the terms and conditions of the treatment, e.g. times, frequency of sessions, and fee arrangements. The analyst shall ensure that these terms and conditions are maintained.

B) Financial dealings shall be restricted to matters concerning professional fees.

C) During treatment, restraint should be exercised with regard to social contacts with a patient. After reatment one should also keep in mind the possible continuation of transference feelings and use discretion in any social contacts. Social contact with a patient's relatives should be approached with great caution and should occur only with the knowledge and consent of the patient. Exceptions may be made in certain circumstances, such as when a patient is a danger to himself/herself or others, in the treatment of children, or when the agreed upon treatment plan includes appointments with family or others for therapeutic or counselling purposes.

D) Confidentiality and the preservation of a patient's anonymity are of primary importance. Particular care must be taken in the publication of clinical material and the presentation of clinical material at clinical seminars. If a patient requests that his/her material should not be published or presented, this shall be respected. Discretion should also be exercised when professional consultation is utilized.

Exceptions may have to be made when a lawsuit is threatened or when the law requires a breach of confidentiality, as in the case of child abuse, a requirement to warn of danger to others, or a court order.

E) An analyst should not enter into a sexual relationship with any patient nor take any sort of personal advantages that transgress the analytical boundaries (or frame). Terminating a therapeutic relationship in order to have a sexual relationship is also unethical.

F) An analyst should not use physical violence against a patient. The use of physical constraint may be made when the patient is physically dangerous and has to be restrained for the safety of the patient, analyst or others.

General Personal Responsibilities:

G) An analyst shall not claim to possess qualifications which he or she does not possess.

H) An analyst shall give proper credit and reference to the contributions and publications of other colleagues and shall not plagiarize the work of others.

I) An analyst shall not continue to practice when seriously or persistently impaired (1) by the use of alcohol or other substances, or (2) by a physical or psychological illness or any severe stress that would impair one's ability to practice and exercise adequate skill and judgment

J) If an analyst is convicted of a criminal offence or has been found to have engaged in unethical professional behaviour by a professional body or licensing agency in the state or country in which he/she resides, it is his/her duty to inform the President of the IAAP of the legal, professional or licensing decision, together with the relevant facts.

## II. Analyst/Supervisee or Control Analyst/Control Analysand Relationships

Responsibilities to Supervisees or Control Analysands:

The supervisor or control analyst shall respect the particular relationship that is established in training with a supervisee or control analysand. The supervisor or control analyst shall not in any way take advantage of his/her greater authority. Thus, a supervisor or control analyst shall not become sexually involved with, exploit, or take advantage in any way of someone he/she is to evaluate, grade, promote, or recommend for promotion. In addition, caution should be exercised after the teaching/supervisory relationship is over because of ongoing unresolved transference and projection issues which may have arisen in the course of training.

Supervisors, analysts, LP cannot be examiners of the applicant

## III. Responsibility in Reporting to and Appearing Before the Ethics Committee
A) Self-reporting. It is the responsibility of an IAAP Individual Member to seek help and report his/her own unprofessional conduct to the IAAP Ethics Committee. Self-reporting will neither relieve the member of responsibility for his/her misconduct nor preclude disciplinary action before the IAAP Ethics Committee.
B) Responsibility in Addressing Unprofessional Conduct of a Colleague: Whenever an IAAP analyst has evidence of a colleague's misconduct it is his/her responsibility to inform the IAAP Ethics Committee, except in cases where patient confidentiality must be maintained. When a member of the IAAP is made aware of the unethical behaviour of a

colleague, he/she should first talk with the colleague and try to stop the behaviour in question, and if necessary encourage consultation or further personal analysis/treatment. If the concerned member cannot do this directly and/or needs to maintain confidentiality, he/she may contact the Chairperson of the IAAP Ethics Committee.

C) Responsibility to Appear before the IAAP Ethics Committee. When an Individual Member analyst is called on to respond to a complaint or a grievance in order to clarify a possible breach of ethics, refusal to meet with the IAAP Ethics Committee and cooperate in good faith could itself be the basis for a separate charge of unethical or unprofessional behaviour. This non-compliance could be grounds for Committee action, including a recommendation of suspension or expulsion from any form of individual or group membership in the IAAP.

The first draft of the Ethics Code for the IAAP, with certain additions and revisions, has been mainly based on Ethics Codes, Guidelines and Procedures which have been adopted by the Society of Analytical Psychology - London (February 1991), the C.G. Jung Institute of San Francisco (April 1991), and the New York Association for Analytical Psychology (revised November 1983 and November 1986).

Eli B. Weisstub, M.D., FRCPC

July 1992

The former second section (Composition and Functions of the Ethics Committee) of this document has been removed following the approval by the IAAP Delegates on August 22, 2001 of the above Amendment to the IAAP Constitution which brought into being a new standing Ethics Committee.

Revised in April 2005 by Eli B. Weisstub, Liliana L. Wahba, Richard Willetts and the Ethics Committee of the IAAP. Approved by the Delegates' Meeting in August 2007. Revised by the Ethics Committee in 2012 and 2013. Approved by the Delegates in August of 2013.

Revised by Tom Kelly and the members of the Ethics Committee of the IAAP in 2022. Approved by the Delegates at the Meeting of Delegates in Buenos Aires 2022.

## Ethics complaints against routers

The router has by his or her signature accepted to follow the Code of Ethics for Individual Members of the IAAP. Routers, however, are not members of the IAAP and they are therefore not mentioned in the IAAP Constitution.

From this follows, that routers are not mentioned in the IAAP Code of Ethics and that the Ethics Committee of the IAAP is not responsible for any ethical complaint against a router.

Router training is under the oversight of the IAAP Executive Committee. The IAAP Executive Committee is therefore responsible for ethical questions or complaints regarding routers. For this reason, the Executive Committee has approved a procedure to process cases of an ethical complaint against a router.

## A. Procedure in Case of an Ethical Complaint Against a Router

1. All complaints shall be made to the Regional Organiser who will immediately forward the complaint to the Co-Chairs of the Education Committee and the

Officers. The subsequent procedure should be designed to give both the complainant and the person complained against an opportunity to substantiate their positions. When appropriate and with the continuing concurrence of the parties the Officers may offer or designate an Officer to offer to facilitate communication between the parties *for the purpose of* informally resolving the matter.

2. The Officer will first determine that the complaint, if proven to be true, would represent a violation of the IAAP Ethics Code and could properly be adjudicated by the Executive Committee according to the terms of these Responsibilities and Procedures.

3. Upon receipt of a complaint against a router, the Officers shall instruct the complainant to put his/her complaint in writing and to provide written permission that the person complained against may be informed of the complaint made against him/her. In addition, if an activity, which would otherwise be confidential, is to be investigated, the complainant must give written permission for the defendant to provide to the Officers any necessary information, including but not limited to analytic notes, supervisory notes, personal correspondence and similar material, in order to respond to the complaint.

4. Upon receipt of a complaint the Officers shall inform the router in writing about the complaint, enclosing a copy of it, and require a response to the charges within a fixed period of time (no longer than 60 days).

5. The Officers will appoint an Investigation Committee composed of three persons of whom at least one should be an Officer and one a member of the Executive Committee. The appointment of members must be approved by the President of the IAAP. The Investigation Committee will investigate and make recommendations to the IAAP Executive Committee as a whole. The IAAP Executive Committee will make the final determination in the case. In special cases the IAAP Executive Committee can decide to involve the Chair of the Ethics Committee.

6. The Investigation Committee will make the determination on the basis of the written submissions of the parties. In unusual circumstances, one or more members of the Investigation Committee may be made available to meet face-to-face with the parties either singularly or jointly, as it may deem appropriate. Due to the sensitive nature of the material to be discussed at these meetings, they will remain private and may be attended only by the parties to the complaint and those witnesses that the Investigation Committee determines could offer relevant information. Solicitors or anyone acting in a legal capacity may not represent parties before the Investigation Committee. Information gathered in the course of an investigation will not be communicated to others except as provided for in these procedures. If the Investigation Committee makes a recommendation for suspension or expulsion under *C. 7. f.,* below, special care shall be taken to protect the identity of the complainant. The conduct of any meeting or meetings shall be at the discretion of the Investigation Committee. Decisions by both the Investigation Committee and the IAAP Executive Committee may be reached through face-to-face meetings or by other means of communication (post, telephone, fax, or Internet).

7. In the case of a complaint against a router, if the Investigation Committee finds that the router has committed a breach of the Code of Ethics, it may:

a. recommend an apology to the complainant.

b.   give a written warning outlining the potential ethical issues a particular action may involve.

c.   give a written reprimand censuring the router for *any unethical violation* he/she has taken.

d.   require the router, in addition to the supervision already going on, to be supervised by an   approved senior colleague, the period and frequency of the supervision to be approved by the  IAAP Executive Committee.

e. recommend to the router, to seek independent medical and/or psychological examination.

f.   recommend to the IAAP Executive Committee suspension or expulsion from the router  training.

g. decide on the release of information concerning the IAAP Executive Committee's final  determination.

8. A router's refusal to cooperate with these procedures and/or recommendations will constitute a violation of the IAAP Ethics Guidelines and Standards.

9. Both the person complained against, and the complainant shall be notified in writing as to the  IAAP Executive Committee's final determination and action on a complaint as soon as possible after the IAAP Executive Committee's decision. Notification to others under C.7.g. can take place only after 45 days following notice **to the parties** of the IAAP Executive Committee's final  determination or after the completion of the appeal process, **whichever is later**.

10.The IAAP Executive Committee will also decide on the degree to which the findings may be  disseminated more generally. *Any* action taken to suspend or expel a router for ethical reasons  shall be reported to the Developing Group of which the sanctioned router is a member, *but only  if* such reporting *can be, and is, done* in accordance with applicable law.

11.The official documents pertaining to an ethical complaint against a router will be in English, and  while a translation into the local language may be provided, the English version shall be binding.

## B. Appeals:

1. Both the complainant and the person complained against will be given notice of the right to  appeal the IAAP Executive Committee's final determination, including the right to appeal a  recommendation to expel a router.

2. Expelled or suspended routers shall be denied all router privileges pending appeal. All other  penalties shall be suspended pending appeal.

3. The party wishing to appeal must file notice with the President of the IAAP within 45 days of  the mailing of the notice of action taken. He or she will be asked to show good cause and to  submit any information which would support the appeal.

4. Grounds for overturning the decisions of the IAAP Executive Committee include

procedural errors or new evidence, which brings into question the substantive validity of the IAAP Executive Committee's final determination. Only one appeal will be permitted.

5. The President will appoint a committee to hear the appeal. The Appeals Committee shall be composed of three senior IAAP members, preferably from among the Past Presidents or past Ethics Committee Chairpersons. The President will designate one member to act as Chair of the Appeals Committee. The Appeals Committee shall decide on its own procedures, but normally it will rely on the written submission of the individual making the appeal and the records of the Investigation Committee and the IAAP Executive Committee. It will consider the grounds for the appeal, and if they are *found to be valid* it will send the case back to the IAAP Executive Committee for reconsideration, unless the Appeals Committee determines that the IAAP Executive Committee would be unable to fairly decide the case, in which case it may make recommendations of its own.

6. In the event that the recommendations of the Appeals Committee contradict those of the IAAP Executive Committee, both Committees' findings will be presented to the Ethics Committee. A two-thirds majority of the Ethics Committee shall be required to rescind or revise the IAAP Executive Committee's final recommendation.


Approved by the EC, February 2014, changes approved February 2017


## Application and Evaluation Forms


## Application for a Screening Interview

Name:_____

Address:_____

Phone: _____

Mobile phone: _____

 email:        _____

Date of birth: _____

Provisional Routers (applicants who have passed the Screening Interview, but who have not yet been formally accepted by the IAAP Executive Committee) do not have to send in the Yearly Evaluations                                    ____

 Country of citizenship: _____

Permanent residence if different from present address:
_____

- Hours of analysis with IAAP members: _____ (to be verified with letters from all IAAP analysts stating the total number of hours of analysis and the dates between which these were given).

- Hours of supervision with IAAP members (not mandatory): _____

- (To be verified with letters from all IAAP analysts stating the total number of hours of supervision and the dates between which these were given as well as a completed

- *Consultation Evaluation Form* filled out by each supervisor).

Before signing this application, please read the IAAP Code of Ethics for Individual Members

      I have read the IAAP Code of Ethics for Individual Members and if I am accepted as a router, I agree to abide by this code throughout the time I am in route.

      I declare I have no outstanding ethic complaints or findings against me.

Please also check these boxes before signing:

      I declare that I meet all legal requirements for the clinical practice of psychotherapy /Jungian psychoanalysis in the country in which I live.

      I declare that I have read and taken note of IAAP's Privacy Notice. Link

I have read the Router Handbook. If I am accepted into the Router Training Program of the IAAP I will abide by the terms of the Router Handbook as it exists as of the date hereof and as it may be amended by the IAAP during the term of my training as a Router.

Applicant's signature: _____

Date: _____

## Yearly evaluation forms, general requirements

At the end of each year of training, each router is required to complete the Router Training Information Form and the Yearly Self Evaluation Form and request that their supervisor complete the Supervision Evaluation Form. These forms must be in English, but the router can also additionally submit them in their own language if so wished. All three forms must then be sent to the Regional Organiser by the 31st of December of each year. The forms can be found in separate versions on the IAAP website, Router

Area.

The Router can only request to sit the intermediate and final examinations if these three forms have  been completed for each year of training.

<p align="center">Router Training Information Form</p>

**Personal**

| Name | |
|------|--|
| Address | |
| | |
| Email address | |

**Router Status**

| | Year |
|--|------|
| Accepted as IAAP Router | |
| Passed Intermediate Exam (if applicable) | |

**Personal Analysis** (please list all hours with an IAAP analyst incl. the hours before the  Screening Interview)

| Analyst's name | Year | Hours face to face | Hours by phone or zoom, please specify |
|----------------|------|--------------------|-----------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total hours of analysis till now | | | |

**Individual Supervision** (please list all hours from the start of supervision with a qualified  IAAP analyst incl. any possible hours before the Screening Interview)

| Supervisor's name | Year | Hours face to face | Hours by phone or zoom, please specify |
|-------------------|------|--------------------|-----------------------------------------|
| | | | |
| | | | |
| | | | |

| | | | |
|---|---|---|---|
| | | | |
| | | | |
| Total hours | | | |

**Group Supervision** (please list all hours from the start of your Router Training incl. any possible hours before the Screening Interview)

| Supervisor's name | Year | Hours face to face | Hours by phone or zoom, please specify |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total hours | | | |

**Didactic Training**

| Course Title | Date / year | Name of Instructor | Hours attended |
|---|---|---|---|
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Supervision Evaluation Form

**Router's Name: _____     Supervisor's Name: _____**

**Hours of Supervision: _____ Number of Cases: _____**

**Using your own words, please rate the router in the following areas. It is important to remember that your comments will be read by the router and that**

**they provide an important aid for the improvement of his or her clinical work.**

**1) Theoretical Knowledge:**

**2) Practical Technique:**

**3) Understanding of Symbols/**

**4) Symbolism:**

**5) Understanding of Transference/Countertransference:**

**6) Understanding and Appropriate Use of Boundaries:**

**7) Ethical Attitude:**

**8) Ability to Use Supervision:**

**9) Willingness to Explore and Work on Areas of Deficit:**

**Please comment on areas of strength, resistance, avoidance, recent progress or any other relevant areas.**

**Router's Signature: _____ Supervisor's Signature: _____**

**Date: _____**

Yearly Self-Evaluation Form

**Router's Name** _____

Please give, in your own words, a brief assessment of what you consider to be your strengths and  weakness in the following areas and any progress you feel you have made over the past year:

1) **Theoretical Knowledge**

2) **Clinical practice**

3) **Understanding of transference and countertransference dynamics**

4) **Ability to maintain an analytical frame.**

5) **Understanding and interpretation of symbolical material**

6) **Capacity to use supervision.**

7) **Ethical awareness**

8) **Capacity to work in a group setting.**

## COMPLAINT PROCEDURE

If the router finds the assessment of a screening interview or an exam unacceptable for procedural reasons, the router may appeal to the Chair (or Co-Chairs) of the Education

Committee. They will examine the claim and if applicable submit the complaint to the examiners requesting their response. Following this, if required, the Chair (or Co-chairs) will designate an independent senior analyst to assess the case and recommend a solution. The Chair (or Co-Chairs) will communicate the outcome to the parties.

## FINANCIAL MATTERS

### Annual Dues for Developing Groups:

Developing Groups are required to pay dues to the IAAP which are fixed at 250 CHF per year no later than June 30th.

### Annual Dues for Routers:

All routers are required to pay an administrative fee of 50 CHF per year no later than June 30th. The president of the Developing Group is responsible for collecting all fees and transferring them to the IAAP Secretary.

Provisional Routers (applicants who have passed the Interview, but who have not yet been formally accepted by the IAAP Executive Committee) will not have to pay the annual Router Fee of CHF 50. When a router is accepted by the IAAP Executive Committee in January/February, the new router has to pay the Router Fee for that year and onwards.

### Fees for screening interviews and exams

The fee for screening interview is 250 CHF.
The fee for intermediate exams is 500 CHF.
The fee for the final exam is 1000 CHF.

Payment of the screening interviews and exams must be received before the exam can be taken.

### Requests for fee reductions for intermediate and final exams

Requests to the Regional Organiser for a reduction in the intermediate and final exam fee will be considered on submission of an application form for reduction of fees. Reduction for Screening Interview is not possible except for very exceptional cases.

In order to ensure the maximum fairness and transparency when granting requests for reductions of intermediate and final examinations fees, a band structure for fee reduction has been established. In order to qualify for a reduction and in order to facilitate the decision about which band to grant, the applicant is required to provide the Regional Organiser with the relevant information about his or her present financial situation. Such information may include the average salary for psychologists or doctors, the average fee for psychotherapy sessions and the general economic situation of the region or country of the applicant. Any other valid motivation such as difficulties to earn because the candidate is participating in an education program abroad, may be included. The band structure is given below, and the applicant should state which band he or she wishes to apply for. The application must be submitted in English.

The Regional Organiser will discuss the request with the Finance Officer and together

make a final decision about the reduction. The Regional Organiser will subsequently inform the applicant, the Chair of the Education Committee and to the IAAP Secretary.

Intermediate Exam
Band A full fee: 500 CHF.
Band B 25% reduction: 375 CHF.
Band C 50% reduction: 250 CHF.

Final Exam

Band A full fee: 1000 CHF.

Band B 25% reduction: 750 CHF.

Band C 50% reduction: 500 CHF.

## Method of Payment:

Payment can be made in one of two ways:
1) By credit card payment. In this case, applicants will need to contact Selma Gubser, IAAP Secretary. They should also state clearly the reason for the payment, e.g. a screening interview. Selma Gubser can be contacted at the following email address: iaapsecretary@iaap.org

2) Payments by bank transfer. The following is the information required to make payment by bank transfer of funds:

   Bank address: UBS AG
                      Postfach
                      8098 Zürich
   Swift Code: UBSWCHZH80A
   holder: IAAP - International Association for Analytical Psychology.

   Currency Accounts:
   IBAN: CH46 0020 6206 P033 2597 0 (CHF)
   IBAN: CH20 0020 6206 DP14 6874 0 (EUR)
   IBAN: CH19 0020 6206 P033 2597 1 (USD)

## ACCEPTANCE INTO THE IAAP

### Provisional membership status

Steps in the process of becoming an individual member of the IAAP after successful completion of the final exam:

- When an IAAP router has successfully completed the final exam, the router shall be officially recognised as a Provisional Member of the IAAP when ratified by the Executive Committee at its next meeting.

- At the next Meeting of Delegates, which takes place at the International Congress every three years, the IAAP Delegates vote to accept into membership the Provisional Members. Only then is one officially an Individual Member of the IAAP.

Rights and Responsibilities of Provisional Members:

- Provisional Members must abide by the Code of Ethics of the IAAP
- Provisional Members do not pay IAAP dues.
- Provisional Members are not listed on the IAAP Analyst Database on the website.
- Hours of analysis for the patients of Provisional Members after the successful completion of the final exam and after the ratification by the Executive Committee at its next meeting, will be recognized retroactively from the final exam, but only after a Provisional Member has been officially voted into IAAP membership by the Meeting of Delegates of the International Congress.

The Executive Committee of the IAAP recommends applicants for Individual Member status in a written report to the Meetings of Delegates, which takes place every three years at the Congresses of the IAAP.

The President of the IAAP will be prepared to furnish details about applicants if they are requested at the Meeting of Delegates. A majority vote of two-thirds of the Delegates is required for acceptance into the IAAP.

The decision of the Delegates shall be final, and no reasons need be given to applicants for the decision. See the chapter on Individual Membership Status below.

### Individual membership status

At the first triannual IAAP Congress after the router has passed his or her final exam, he or she will obtain Individual Membership of the IAAP.

If the new Individual Member wants to work as a personal analyst or supervisor for routers, the following rules apply:

- The Individual Member may work as a personal analyst for a router as soon as he or she has passed the final exam. As mentioned above, the hours will,

however, be recognized  retroactively after the acceptance by the Meeting of Delegates.

-        The Individual Member will be accepted as a supervisor for routers five years after having  passed the final exam and thus obtained the status as Provisional Individual Member. The IAAP recommends that all Individual Members follow courses on supervision as part of their continuing professional development post certification.

Once admitted into the IAAP, the new Individual Member is strongly encouraged to join with other  Individual Members and form new GMs or to become a member of the local Group Member if such  a Group exists.

If the new Individual Member joins an existing IAAP Group Member with Training Status and wants  to work with candidates in training, he or she must follow the rules set up by this Group Member.

## Meetings of Members of the Developing Groups at the IAAP Congress

There is an IAAP International Congress every three years in a different location. Space is made at these Congresses for ROs, DG Presidents, LPs and routers from different regions to meet together to discuss their different experiences, needs and future wishes. These meetings are facilitated by the Co-Chairs of the Education Committee.

# CONTINUING PROFESSIONAL DEVELOPMENT

Professional development does not stop with completion of Router Training. It is expected that all members of the IAAP, including Individual Members, will continue to pursue their professional development throughout their professional career.

# REQUIRED READINGS IN THE ROUTER TRAINING PROGRAM

Routers are not only required to have their numbers of analytical and supervisory sessions. They are also required to be well-founded in the theories of Analytical Psychology. The Executive Committee of the IAAP has therefore decided to request, that the basic theoretical areas within Analytical Psychology must be studied during the Router Training.

The list below summarises the required subjects, organised in modules and sub-organised in units, according to the **Syllabus** (IAAP ANALYTIC TRAINING SYLLABUS 2019, SYLLABUS AND  READINGS, CURRICULUM WORKING GROUP©) which is placed in the IAAP Website Routers  Area: https://iaap.org/router-area/(IAAP Router Training Syllabus 2019, Syllabus and Readings)

Please note that in the Dropbox archive, the list below is placed as an overview **incl. references** to  all parts of the Syllabus.

All routers are invited to have access to the Dropbox archive. Please contact the Co-Chairs of the  Education Committee if you as a router do not have access.

The Syllabus contains extensive reading lists for each unit. In addition to the lists presented in the  Syllabus, the Dropbox contains a **Reading List** where the subjects are organised alphabetically (2019  IAAP READING RESOURCES LIST CURRICULUM WORKING GROUP).

The lists in the Syllabus as well as the Reading List summarise the various theoretical contributions,  both classical as well as contemporary reading within the Jungian field, and may be consulted by the  organisers of the Router Training (Regional Organisers, Liaison Persons and DG Presidents) as well  as by the routers. It is expected that routers have made themselves familiar with both classical and  contemporary readings from each module. It is likewise expected that routers generally have read the  specified titles by Jung.

The specific readings will be culturally dependent. Basic articles on various subjects in one region  will be slightly different from those in another region. But it is important to avoid one-sidedness.  Therefore, both classical and contemporary readings as well as a basic knowledge of material from  the three schools of Analytical Psychology must be studied.


- Module 1. FOUNDATIONS OF ANALYTICAL PSYCHOLOGY.

The headlines below refer to the specific topics of this module. Please consult the Syllabus and the  Reading List for further information.


**- Unit 1 and 2: FOUNDATIONS OF ANALYTICAL PSYCHOLOGY**

The Router Training requires a basic knowledge about the life of Jung, his context and his  development as outlined in Unit 1.


> **- Unit 2** comprises subject for a knowledge of the philosophical foundation of analytical  psychology as well as the development of analytical psychology over the years. The  development has resulted in different schools of Analytical Psychology which must be  studied incl. their differentiations, both regarding theory and practice.
>
>
> **Biographical knowledge of C.G. Jung**.
> **Development of analytical psychology**.
> **Schools of Analytical Psychology.**
>
> **- Unit 3: FUNDAMENTALS OF ANALYTICAL PSYCHOLOGY.**

Unit 3 comprises the Key Concepts of Analytical Psychology, and these subjects are all of high  importance for the Router Training.


 The Router Training requires a knowledge of the Word Association Test, which played an

important role in the formation of Jung's theory of the Complex, one of the most important subjects in Analytical Psychology. It is expected that the router is familiar with classical as well as contemporary literature on the subject Complex. Another central key concept in Unit 3 is Dreams. Regarding this subject it is also expected that the router is familiar with classical as well as contemporary literature on the subject Dreams.

The subject Archetype is likewise one of the most important subjects in Analytical Psychology and the router must have a good knowledge of what Jung wrote about archetypes as well as some knowledge of later writings on Archetypes.

The theories around the Personal Unconscious and the Collective Unconscious are cornerstones in Jung's thinking and one of the theories where he differentiated himself from Freud.

Typology is an important subject - one that is known and used by many persons who are not themselves Jungians. Alchemy, on the other hand, is a more specialised subject that is mostly known by Jungians. Alchemy played a central role in Jung's thinking and is therefore a subject the router needs to be familiar with.

- Word association test.
- Complex.
- Animus and Anima
- Dreams.
- Archetype.
- Personal Unconscious and Collective Unconscious.
- Typology.
- Alchemy.

- Module 2. PSYCHIC DEVELOPMENT AND DEVELOPMENTAL UNDERSTANDINGS IN ANALYTIC PRACTICE.

The headlines below refer to the specific topics of this module. Please consult the Syllabus and the Reading List for further information.

- **Unit 1-9. PSYCHIC DEVELOPMENT AND DEVELOPMENTAL UNDERSTANDINGS IN ANALYTIC PRACTICE**

Module 2 addresses Jung's understanding of the structure and dynamics of the psyche and the way psychic energy is involved in the development of consciousness and the personality. The ego-Self axis, the individuation process, and defensive processes are key concepts. Students need to be familiar with concepts of the psychoid and the preverbal and pre-symbolic domain and how to work analytically in this domain. The transcendent function and symbolic functioning are explored and how they contribute to psychic development. Synchronicity and the spiritual aspects of psychic life are

explored. Fairy tales and myths as pathways that amplify development are addressed.

The structure and dynamics of the psyche.

- The dynamics of the psyche.
- Consciousness and Personality Development.
- Individuation. Ego – Self axis.
- Defences of the ego and defences of the self.
- Psychoid.
- Pre-symbolic functioning.
- The symbolic function and symbolic functioning.
- The transcendent function.
- Culture and identity.
- Fairy Tale, mythology, and legend.
- Shamanism.
- Spirituality.
- Synchronicity.

Module 3. THE ANALYTIC RELATIONSHIP AND PRACTICE

The headlines below refer to the specific topics of this module. Please consult the Syllabus and the  Reading List for further information.

## - Unit 1A-H. THE ANALYTIC RELATIONSHIP AND PRACTICE

Module 3 focuses on the analytic setting, analytic attitude, and the centrality of the analytic  relationship as both an art and methodology in clinical practice in Jungian analysis. The module  objective is to understand how analysis works, as well as the ethical risks and challenges it poses.  The connection between theory and practice in the analytic process will be studied as developed by  Jung and post-Jungian authors. Key creative processes that facilitate a relationship with the  unconscious are explored. The relationship between analytical psychology and psychoanalysis will  also be taken into consideration.

- Analytic attitude.
- The analytic setting.
- Analysis as a dialectic method.
- The analytic relationship
- Analytic technique.
- The art of analysis.
  - Active imagination
  - Sandplay
  - Art (picture interpretation)
  - Dance
  - Music
- The analyst's ethical attitude.
- Terminations.

- **Module 4.** *CLINICAL SYNDROMES AND ANALYTICAL PSYCHOLOGY*

The headlines below refer to the specific topics of this module. Please consult the Syllabus and the  Reading List for further information.

## - Unit 1-8. CLINICAL SYNDROMES AND ANALYTICAL PSYCHOLOGY

Module 4 explores different systems of classification of psychological syndromes. It accents the  importance of psyche soma relationship and the ways the Ego Self axis and psychic development can  be constricted by trauma. Students must understand the complexity of such syndromes and ways to  work analytically with them. Contemporary research is also explored.

 Systems of classification of clinical syndromes.

- Psyche soma.
- Psychosis.
- Psychosis: (b) Jung's notion of Self in psychic disorders.
- Psychosis: (c) Practice in psychotic syndromes.
- Psychosis: (d) The Mythical background of psychosis.
- Trauma.
- Depression.
- Narcissistic disorders of the self.
- Borderline disorders of the self.
- Contemporary developments and research

SUGGESTED READINGS FOR ORIENTATION TO ANALYTICAL PSYCHOLOGY.

The suggested readings are mainly for those who are interested in becoming a router, and for  routers in their first stage of Router Training.

- Jung C. G. *Memories, Dreams and Reflection*

- Jung, C. G. *Two Essays on Analytical Psychology CW Vol.7*

- Jung, C. G. *Man and His Symbols*

- Stein. M. (1998). *Jung's Map of the Soul: An Introduction*. Illinois. Open Court.

- Samuels, Andrew. et al. *The Critical Dictionary*

- Jacoby, Mario (1984). *The Analytic Encounter: Transference and Human Relationship.* Toronto: Inner City Books.