



Dear Colleague,

Thank you for your interest in applying to the Post-Graduate Training program at The Psychotherapy Institute. I am enclosing an information sheet about the Institute as well as materials describing the training program. I hope these will help you in deciding whether the program meets your current needs.

People enter this training program with a variety of goals and with a range of clinical experience and personal development. As Staff Therapists, they are challenged to think deeply about themselves and their clients. Intensive supervision supports and guides this reflection. Over the two years, friendships are formed and a network of colleagues is born. It is this rich and complex experience of community that leads many of our graduates to stay actively involved in our professional organization after graduation.

This application (even if all references are not yet available) should be submitted as soon as possible but no later than **Monday, February 27, 2012**. The Selection Committee (consisting of three supervisors, two recent graduates, and the Director) will review the written material in order to select applicants for a personal interview. Interviews will be scheduled for late March or early April. There are approximately eight Staff Therapist positions available each year. The program will begin on **September 7, 2012**, with orientation meetings held over the summer.

The details of the application are spelled out in the attachment. Please enclose a \$50 non-refundable fee for processing the application. If you have questions about the program, please feel free to contact me at the Institute at (510) 548-2250, x106.

An **Open House** will be held on **Friday, January 20, 2012** from 5:30-7:00 p.m. at the Institute. Information about TPI and the program will be available with plenty of time to answer questions.

Sincerely,

Mark Bronnenberg

Mark Bronnenberg, LCSW
Associate Director

THE POST-GRADUATE TRAINING PROGRAM AT A GLANCE

Time Commitment	25 hours per week for 2 years Program begins each fall.
Clientele	Adults: individual and couples
Tuition Fee	None
Salary/Stipend	None
Clinical Orientation	Psychodynamic—open-ended, insight-oriented psychotherapy. Clients may be seen 1-3 times per week. When trainees graduate, clients often follow them into private practice.

A Week at a Glance

Hours	Activity
9 to 12	Clinical Hours
2.0	Individual Supervision
1.5	Group Supervision
1.5	Clinical Issues Group
1.5	Professional Development Group/Psychology of Cultural Identities group (alternating weekly)
1.0	Staff Meeting
1.5	Didactic Seminar
2 to 4	Paperwork, Note Keeping
1 to 3	Clinical Reading
1.0	Telephone Intakes
1.5	Committee Meeting (1x/month)
1.0	Intensive Supervision on 1 Case (optional)
1.0	Additional Supervision, caseload over 11 clients

Qualifications

Post-masters or post-doctoral. Prefer a minimum of 375 face-to-face clinical hours and completion of 18 months (two full academic years) of relevant supervised experience; prior to beginning the program. Ability to be self-reflective and to work collegially.

While not required, personal therapy during training is highly recommended.

20012 - 2014 POST-GRADUATE TRAINING PROGRAM

General Information

The Psychotherapy Institute Post-Graduate Training Program is designed to provide an intensive learning experience in psychodynamically oriented psychotherapy for members of the professional community who desire to deepen their skills and knowledge in this area. Staff Therapists use individual and group supervision to focus on their work with clients from the Institute's moderate fee clinic. They also participate in a didactic program of lectures and seminars which covers major theoretical and clinical aspects of psychotherapy.

The program extends for two years and will formally start **September 7, 2012**. There are normally 16 Staff Therapists, half of whom are selected each year. Fewer than the maximum openings may be filled if the Selection Committee feels there are not enough qualified applicants. There is no fee for the program nor is there any type of salary or stipend.

Supervised hours at the Clinic are routinely accepted by the Board of Behavioral Science Examiners for the MFT and LCSW licenses and Staff Therapists must be registered with the BBS before the program begins. Psychologists can accumulate post-doctoral hours; they are registered with the Board of Psychology as Psychological Assistants. Although Staff Therapists devote approximately 25 hours/week to the program, due to licensing regulations psychologists may only be able to count a maximum of 11 hours/week towards licensure. Slots for psychologists are limited, contingent on availability of supervisors and ability to meet Board of Psychology requirements.

It is the intention of the Institute to select a diverse group of developing therapists who are representative of the professional community. The Institute does not discriminate and welcomes all qualified applicants. People of color are especially encouraged to apply.

All written materials which have been submitted as part or in support of the application become the property of the Institute. All materials, with the exception of letters of reference, submitted by applicants who are not selected will be destroyed. Letters of recommendation will be kept on file for 3 years.

Due to the number of applications we receive each year, we may not be able to offer a personal interview to all candidates meeting the minimum requirements. All decisions regarding personal interviews and the final selection of Staff Therapists are made by the Selection Committee and are respected as final.

Ingredients of the Training Program

(Tuesdays and Fridays are required training days)

1. Staff Therapists carry a minimum caseload of 9 client hours weekly (at least 5 individual clients) after the first 5 months. Several blocks of time must be available for this purpose. Many of the clinic clients need evening hours. Although most clients are seen individually, there are opportunities to work with couples.
2. All Staff Therapists have both a primary and a secondary supervisor; they meet with each supervisor for one hour each week. Additional supervisors may be added as the caseload

increases. The supervisors are experienced clinicians from various disciplines and orientations who volunteer their time as Institute supervisors.

3. Supervision groups of 5-6 Staff Therapists are led by members of the supervisory faculty. They are 1 ½ hours long and meet weekly. Groups typically meet on Tuesdays, and usually include both 1st and 2nd year trainees.
4. Staff meetings are held every Friday morning, 9:30 – 10:20. Didactic presentations are held every Friday morning, 10:30 – 12:00 pm. Clinical Issues Group is held every Tuesday morning, 10:30 – 12:00.
5. Professional Development Group, which is divided into first and second-year classes, is held every other week. The group meets Friday afternoons from 1:00-2:30. Joint meetings with both classes are scheduled 4 times per year on Friday afternoons from 1:00-2:30.
6. Staff Therapists serve on at least one committee of the Institute; they also take part in the day-to-day operating duties of the Clinic, including the intake process.
7. Applicants should plan to devote approximately 25 hours per week to the training program. This includes clinical hours, supervision, didactics, paperwork, committee meetings and intake responsibilities. The program will not be considered completed unless a minimum of 550 face-to-face clinical hours has been accumulated.

Minimum Requirements for Acceptance to the Program

1. Completion of at least a master's degree in social work, psychology or its equivalent. Degree must be awarded by September 2012.
2. Preference given to those with a minimum of **375 face-to-face clinical hours**, and completion of **18 months** (i.e., two full academic years) of documented, relevant supervised clinical work, especially within the last 5 years. Preference will be given to such experience following the master's degree.
3. The training and the psychotherapy provided in the clinic are based on psychodynamic principals and theory, and applicants should have a desire to study and work within this framework.
4. A recognition of the importance of self-awareness, generally coming from one's own psychotherapy and the ability to articulate its relevance to one's clinical work. Candidates without substantial prior psychodynamic therapy experience of their own will generally not be accepted.
5. It is generally recognized that being in personal therapy concurrently with clinical training is extremely beneficial in the complex process of integrating the various parts of a training experience. While current personal therapy is not mandatory to enter this program, it is highly recommended, and may be suggested during the course of the program.

Application

The application consists largely of information you provide about yourself rather than a specific form. The Selection Committee uses this material to decide which applicants will be scheduled for a personal interview.

The ingredients of the application are one copy of the following:

1. **Cover sheet and \$50 Application Fee.** Please complete and sign the enclosed cover sheet. Include a check, made out to TPI, for the non-refundable \$50 application fee.
2. **Curriculum Vitae.** Include the following sections, if applicable: personal data; formal education (including high school); work experience, with particular attention to clinical activities including internships; publications/honors or certifications, other professional education. Always list the most recent experience first. (**typewritten**).

In order to make the extent of your clinical experience clear, **please write directly on the resume** approximately how many hours of actual face-to-face clinical work, and of what kind, are represented by each entry (e.g., 250 hours, couples and families; or 100 hours, crisis work with individuals, etc.). This information can be added in the form of handwritten marginal notes to the printed resume. [Please note that activities such as case management, leading support or rap groups, and unsupervised school counseling, are **not** accepted as clinical hours but may be listed separately as "additional experience."]

3. **An autobiographical statement.** (Approximately 1500-2000 words; five to six double-spaced typewritten pages).

Please help us get to know you by reflecting on the following areas:

- a) pertinent family history and experiences and how they influence you today;
- b) the path by which you came to want to be a therapist;
- c) the factors that have influenced your own personal growth, including your experience of personal therapy;
- d) please include a brief statement about why you are interested in the program at this time, and what your goals are for the training.

(Please be aware that your application materials will be made available to your supervisors if so requested.)

4. **A description of a case that was difficult for you.** (Approximately 750-1000 words; 4-5 double-spaced typewritten pages)

Focus on:

- why it was difficult;
- how you conceptualized and addressed the issues at the time;
- how you understand what occurred between you and the client as you look back on the case;

- your internal experience as the therapist;
 - any issues in the case related to culture, diversity, and difference.
5. **Letters of reference.** At least two and not more than three letters of reference from professionals who know your clinical work. Please provide the enclosed *Guidelines for Letters of Reference* form to all your references. All letters must specify the writer's relationship to you. **One of them must be from a present or former supervisor.** The letters may be sent directly to the Institute apart from the rest of the materials; please check with your source to make sure they will be received before the deadline. These letters are confidential and will not be disclosed to the applicant by the Institute under any circumstances.
6. **Documentation of Your Degree.** Please submit a copy of your diploma from Graduate School. Transcripts are not acceptable.

If you are licensed, please also submit a copy of your license.

Please mail application with \$50 application fee to:

Mark Bronnenberg, Associate Director

The Psychotherapy Institute

2232 Carleton St.

Berkeley, CA 94704



The
Psychotherapy
INSTITUTE

**POST-GRADUATE TRAINING PROGRAM
APPLICATION COVER SHEET**

(Please submit with a non-refundable fee of \$50.00 for processing application.)

PLEASE TYPE OR PRINT CLEARLY

Name: LAST FIRST MIDDLE

E-mail address License # (if applicable)

Mailing Address

City State Zip

Name of Employer:

Phone: Residence Business Cell

HOURS YOU CAN BE REACHED BY TELEPHONE & TELEPHONE NUMBER:

_____ A.M. to _____ P.M. at: _____ Telephone number

_____ A.M. to _____ P.M. at: _____ Telephone number

_____ A.M. to _____ P.M. at: _____ Telephone number

How did you hear about the training program? _____

Do you have any language capabilities besides English? _____

All written materials which have been submitted as part or in support of the application become the property of The Psychotherapy Institute.

Signature of Applicant Date



2232 Carleton Street • Berkeley, CA 94704
(510) 548-2250 • Fax: (510) 548-3086

LETTERS OF REFERENCE

(Note to applicants: Please furnish a copy of this form to each individual you'll be asking to write a letter of reference for you.)

The Psychotherapy Institute offers a two-year clinical training program in long-term psychotherapy. As part of the application process, applicants are asked to supply letters of reference from at least two professional associates. These letters are used to help assess the applicant's qualifications for the program.

The following is a list of points that should be addressed in the letter:

1. The agency or organization with which you and the applicant were/are affiliated, and the type of mental health services provided
2. Nature and extent of your contact with the applicant (including frequency and amount of time, kinds of cases, etc.)
3. Applicant's relation to peers
4. Applicant's relation to authority figures
5. Applicant's independence, self-sufficiency
6. Clinical strengths and weaknesses
7. Theoretical foundation
8. Areas needing development
9. Some estimate of comparability with others of his/her background and training (e.g., fair, good, very good, or outstanding.)
10. Specific comments that would help us decide whether the applicant is a good candidate for the Institute's Training Program

Please feel free to include other comments or recommendations about the applicant. Letters are confidential and will not be disclosed to the applicant; any inquiries or requests regarding letters of recommendation sent to the Institute will be referred to the writer of such letters.

The letter should be typewritten and sent directly to:

The Psychotherapy Institute
Attn: Mark Bronnenberg
2232 Carleton St.
Berkeley, CA 94704