



Dear Colleague,

Thank you for your interest in applying to the Post-Graduate Training Program at The Psychotherapy Institute (TPI). You will find in this application a full description of the program, which I hope will help you in deciding whether the program matches your needs. TPI's focus on the value of inclusion, and sociocultural processes is reflected in our desire to attract a diverse group of developing therapists who are representative of the professional community. The Institute does not discriminate and we welcome all qualified applicants. People of color, members of the LGBTQ+ community, and those with differing physical abilities are encouraged to apply.

Those entering this training program do so 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 created. 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 **Friday, February 26, 2021**. The Selection Committee (consisting of supervisors, recent graduates, and myself, the clinical director) will review the written materials in order to select applicants for a personal interview. Interviews will be scheduled late March, 2021. There are approximately eight staff therapist positions available each year. The program will begin in early September, date TBA.

Please enclose a \$50 non-refundable fee for processing the application if you did not pay via website. If you have questions about the program, please feel free to contact me at the Institute at (510) 548-2250 x3, or by email at jkhaw@tpi-berkeley.org.

Information Meetings will be held on [01/22/2021](#) from 2:30-4:00; and [01/29/2021](#) from 5:30-7:00 via Zoom. Information about TPI and the program will be available with plenty of time for questions. (Click the dates above to RSVP)

Sincerely,

Jennifer Khaw, LMFT
Clinical Director

THE POST-GRADUATE TRAINING PROGRAM AT A GLANCE

Time Commitment	Up to 25 hours per week for 2 years Program begins each September, and runs year-round.
Clientele	Adults: individual and couples
Tuition Fee	None
Salary/Stipend	None
Financial Add	Under a separate application, limited financial add is offered based on need. Contact ksduncan@tpi-berkeley.org with questions
Clinical Orientation	Psychodynamic—open-ended, insight-oriented psychotherapy. Clients may be seen 1-3 times per week. When therapists 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	Process Learning Group (every other week)
1.5	Sociocultural Processes Group (every other week)
1.0	Staff Meeting
1.5	Didactic Seminar
2 to 4	Paperwork, Note Keeping
1 to 3	Clinical Reading
1.0	Telephone Screenings
1.5	Committee Meeting (1x/month)
1.0	Intensive Supervision on 1 Case (optional)
1.0	Additional Supervision, caseload over 11 clients
3.0	Optional participation in off-site College Track program, working with adolescents. (Limited slots available).



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. Personal therapy strongly recommended.

2021 – 2023 POST-GRADUATE TRAINING PROGRAM

General Information

The Psychotherapy Institute's 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 calendar two years, and will start in early September 2021. There are typically 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. Staff therapists may take their clients into their private practice when they leave TPI.

Supervised hours at the clinic are routinely accepted by the Board of Behavioral Science for the LMFT and LCSW licenses and Staff Therapists must be registered with the BBS before the program begins (or be in the process of registering in the case of recent graduates). Psychologists are registered with the Board of Psychology as Psychological Assistants; post-doctoral hours may be limited to 11/week, depending on availability of PhD/PsyD supervision. 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, members of the LGBTQ+ community, and those with differing physical abilities are 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 recommendation, 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.

What is Psychodynamic Psychotherapy?

Psychodynamic psychotherapy is a form of depth treatment that explores the connection between events in early life (which may be unconscious), sociocultural factors and processes, and the current disturbance and distress. The therapy offers a reliable setting for clients to explore past and present fantasies, feelings, dreams, thoughts and memories, which can lead to greater awareness of their core conflicts and issues. Particular attention is given to the developing interpersonal relationship with the therapist as it is through this that the patient is able to explore new ways of relating, free of the characteristics that previously caused distress. Through this transference relationship, the patient may achieve a new and better resolution of long-standing difficulties and conflicts, and overcome barriers to change and growth. This relational dimension to the therapy also encourages clients to reflect over their current and past relationships and to become increasingly introspective in order to gain a better understanding of their needs, wishes, desires, and behaviors.

Psychodynamic psychotherapy demands considerable introspection and reflection on the part of the client. It also relies on the client's desire to be helped, as well as the client's willingness to reveal themselves, and their level of insight. Psychodynamic psychotherapy uses some of the same theories and principles of understanding the mind as does psychoanalysis, but it uses different technical procedures. It requires the therapist to remain open in the presence of uncertainty, tension, and anxiety that often is experienced by client and therapist alike while exploring the deeper dimensions of intimate relationships.

(Click the website link: "FAQs" for more frequent asked questions)

Ingredients of the Training Program

(All groups listed below are required; Tuesdays and Fridays are required days)

1. **Caseload.** 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. **Individual Supervision.** 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. **Group Supervision.** Groups of 5-6 Staff Therapists are led by members of the supervisory faculty. They meet weekly for 1 ½ hours. Groups typically meet on Tuesday or Wednesday, and usually include both 1st and 2nd year staff therapists.
4. **Clinical Issues Group.** Comprised of both cohorts, this group is facilitated by a TPI supervisor and the clinical director. It meets weekly, Tuesday mornings, 10:30 – 12:00.
5. **Staff meeting.** Comprised of both cohorts; meets weekly, Friday mornings, 9:30 – 10:15.
6. **Didactic Training.** Comprised of both cohorts, didactic classes meet weekly, Friday mornings, 10:25 – 11:55 am. Rotating instructors.



7. **Process Learning Group.** A process group; comprised of your own cohort year. Meets every other Friday afternoon, 1:00-2:30. Facilitated by a member of the TPI Supervising Faculty.
8. **Sociocultural Processes Group.** Comprised of both cohorts; meets every other Friday afternoon, 1:00-2:30. Facilitated by members of the TPI Faculty.
9. **Committees.** Staff Therapists may 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 new client screening process.
10. **Timeframe.** The program runs year-round for two consecutive years. 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 the end of September 2021.
2. You must be registered as an Associate with the Board of Behavioral Sciences, or a registered psychologist with the Board of Psychology by the start of the program, and provide documentation. In the case of recent graduates, registration must be in process
3. 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.
4. 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.
5. 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. Preference for candidates with substantial prior psychodynamic therapy experience of their own.
6. 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 application's components include one copy of the following:

1. **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. 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."]

2. **Personal Statement.** Approximately 1500-2000 words; 5-6 double-spaced, typewritten, and numbered 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.
- e) TPI is committed to understanding people and human psychology through the lens of sociocultural processes. Please describe how your understanding of social-cultural forces (racism, sexism, homophobia, gender identity, class, social power, etc.) informs your ideas about psychotherapy.
- f) Given the training program's rigors and time commitments (approximately 25 hours/week) how will you manage this in your life, and what impact will it have?

Please be aware that, if accepted, your application materials will be provided to your supervisors.



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

Focus on:

- how was it difficult;
 - how you addressed issues related to culture, diversity, difference.
 - 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;
4. **Documentation of Your Degree.** Please submit a copy of your diploma from Graduate School. Transcripts are not acceptable. If your diploma is not available at time of application, include a note stating that the diploma will be furnished when available.
 5. **BBS/BOP Registration or license.** If you are a registered intern, or licensed, please submit a copy of your registration/license. If not, you must be registered by the start of the program, and provide documentation.

Please submit the above materials with a Cover sheet via e-mail to:

Please complete and sign the cover sheet, below and, submit all materials to:

Jennifer Khaw, Clinical Director: jkhaw@tpi-berkeley.org

(If you do not have access to e-mail, submit by mail to the address listed below.)

6. **\$50 Application Fee.** Please pay the non-refundable \$50 application fee online at: <https://www.tpi-berkeley.org/pgtp-app-fee> OR Include a check, made out to TPI.

Please submit check by mail to:

The Psychotherapy Institute
ATTN: PGTP
2232 Carleton Street
Berkeley, CA 94704

7. **Letters of reference.** At least **two**, and not more than three letters of reference from professionals who know your clinical work. All letters must specify the writer's relationship to you. One letter must be from a present or former supervisor.

Provide the enclosed *Guidelines for Letters of Reference* form to all your references.

The letters may be emailed directly to the Clinical Director 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.



APPLICATION COVER SHEET Post-Graduate Training Program

(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



LETTERS OF REFERENCE

(Note to applicants: Please provide 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 or emailed to:

The Psychotherapy Institute
Attn: Jennifer Khaw
2232 Carleton St.
Berkeley, CA 94704
jkhaw@tpi-berkeley.org