

# PSYCHOANALYTIC PSYCHOTHERAPY TRAINING PROGRAM (PPTP)

A program of MPSI – the Minnesota Psychoanalytic Society and Institute

[www.mpsi.org](http://www.mpsi.org)

[pptp@mpsi.info](mailto:pptp@mpsi.info)

612-200-4141

## PPTP Handbook

### Class Meeting Location

Burch Place, 1934 Hennepin Avenue, Minneapolis, MN 55403

Burch is a secure building. Use the entrance call system to call PrairieCare on floor 3. They will ring you in and you can proceed to Floor 3 for Year 1 or Floor 2 for Year 2.

Area street parking is available. Please be conscious of neighborhood and lot parking restrictions.

### Admission Procedures

1. Receipt of application by August 1<sup>st</sup>.
2. Application is reviewed and applicants may be interviewed either in person or by phone.

Application may be deferred for one year after which applicant must re-apply.

### Two Participation Paths:

#### 1. Certification Path

Requirement: Complete 70% class attendance and 60 hours of supervision.

Supervision needs to be with an experienced psychoanalytic clinician who is a member of MPSI. Supervision will be \$75.00/hour and arranged individually with each supervisor/supervisee dyad. Attendees are encouraged to use multiple supervisors.

Up to 4 hours of Supervision a year (8 hours total) can be used by participation in an 8-week Process and Technique group in which the student is a regular attendee and presents a case at least once.

Student must submit completed supervision form (found in Dropbox) to [admin@mpsi.info](mailto:admin@mpsi.info) and will then receive a Course Completion certificate at the Spring Recognition Event. The Supervisory hours do not need to be completed within the two years when coursework is completed.

#### 2. Non-certification Path

No requirements. Students take as many classes as they wish in the two years. Students may switch between paths.

## **Student Expectations**

Students are expected to read assignments, attend classes, and participate in class discussions. Any concerns or issues that arise with readings, instructions, or the program should be immediately directed to instructor if applicable or to one of the committee members.

## **Readings**

Most of the readings will be found on PEPWeb and can be printed at home. If books or bound readings are assigned, students are expected to purchase these at their own expense. Instructors are encouraged to distribute reading requirements well before the beginning of classes.

## **PEPWeb**

Students are provided with a PEPWeb account for use during their PPTP coursework. To receive this access, students must provide name, mailing address, email and phone. Students will receive login information via email directly from PEPWeb. The MPSI Administrator will maintain a list of logins and initial passwords. If the password is changed from the initial password, users must use the PEPWeb system to retrieve or reset it. This PEPWeb account will expire after classes end in May.

## **Syllabus, Course Descriptions and Non-PEPWeb Readings**

All PPTP information is found in the Member section of the MPSI website ([www.mpsi.org](http://www.mpsi.org)). When you login to the website, you will have access to class information including readings, faculty bios and more.

## **Tuition**

Tuition may be paid in full at the beginning of the year or in three installments according to the chart below. Tuition payments are due BEFORE the start of each trimester.

Payments can be made by check mailed to the address below or with the online payment form at [www.mpsi.org](http://www.mpsi.org)

### **2018-2019 Tuition Rates**

Year 1 Full Year Tuition = \$2400.00

Trimester 1 payment = \$800.00

Trimester 2 payment = \$800.00

Trimester 3 payment = \$800.00

Year 2 Full Year Tuition = \$1400.00

Trimester 1 payment = \$466.00

Trimester 2 payment = \$466.00

Trimester 3 payment = \$466.00

MPSI  
Attn: PPTP  
825 Nicollet Ave  
#1950  
Minneapolis MN 55402

### **Refunds**

Students withdrawing from the PPTP program within the first 2 weeks of classes receive a 50% refund of that trimester's payment as well as full refund of any subsequent trimester payments that have already been made. Students withdrawing before classes begin receive full refund minus the costs of PEPWeb subscription, etc. that have been incurred.

### **Evaluations**

Class/Instructor evaluations will occur on the last day of each trimester.

### **Class List and Student Contact Information**

All Year 1 PPTP students can be contacted via email using [pptpyearonestudents@mpsi.info](mailto:pptpyearonestudents@mpsi.info)

All Year 2 PPTP students can be contacted via email using [pptpyear2students@mpsi.info](mailto:pptpyear2students@mpsi.info)

If instructors would like to contact students via phone/text, instructors are responsible for collecting that information.

Instructors will be given a list of student names before the beginning of each trimester.

### **Attendance**

Attendance will be used to issue CEUs and certificates so it's important you record your attendance. It is highly encouraged that students remind each other to sign into the attendance log at the beginning of every class.

### **CEUs/Licensing Documentation/Tuition Reimbursement**

The Minnesota Psychoanalytic Society does not apply to licensing boards for CEUs but there has never been a problem receiving credit for class hours acquired at PPTP. If you plan to use PPTP classes for licensing or credit documentation, you are responsible for keeping all documentation, including syllabi, from each semester.

To obtain a PPTP Attendance letter stating the total hours of classroom time for use in Continuing Education and/or tuition reimbursement, email the request to [admin@mpsi.info](mailto:admin@mpsi.info). Note that such requests will take up to two weeks to complete. You keep this letter on file, along with your class syllabi, just as you keep CEU certificates on file and that only the hours currently on file in the online Attendance form will be used for the letter data.

## **Weather Related Closings**

PPTP uses the Minneapolis School District closing schedule.

## **MPS Membership**

Your PPTP enrollment includes annual membership in the Minnesota Psychoanalytic Society. This allows PPTP students to attend MPSI events at the member rate, participate in committees, vote in elections as well as receive other membership benefits. For questions about membership, please visit [www.mpsi.org](http://www.mpsi.org) or email [membership@mpsi.info](mailto:membership@mpsi.info)

## **Administration**

PPTP program info, announcements, etc will be emailed to students and posted on the MPSI website ([www.mpsi.org](http://www.mpsi.org)). Program questions and comments, special arrangements, etc. can be directed to the PPTP Chairs at [pptp@mpsi.info](mailto:pptp@mpsi.info)

## **MPSI Psychoanalytic Psychotherapy Training Program Ethical Guidelines**

The PPTP wants to assure that program participants engage in a high quality clinical training experience. This involves understanding the expectations of the MPSI Board, faculty and supervisors in regard to the boundaries of professionalism, ethics, and the Minnesota laws governing the practice of mental health services. Thus, each PPTP trainee is responsible for understanding, upholding and adhering to:

- \* Their respective professional ethical principles and code of ethics
- \* Minnesota laws and rules
- \* The Health Insurance Portability and Accountability Act.

### **Confidentiality**

The MPSI Board, faculty and supervisors uphold that all mental health professionals have a primary obligation to maintain the privacy of both current and former clients/patients, and to maintain the confidentiality of material that has been transmitted to them in any of their professional roles.

- a) Confidential information should only be released with the written permission of the client/patient.
- b) When confidential information is used for purposes of professional education, the responsibility of the trainee is the protection of the client/patient.
- c) Every effort will be made to protect the true identity of the client/patient. Any presentation of client/patient material will be limited to the amount necessary for the professional purpose and will be shared only with other responsible individuals.

d) No identifying information, such as name, addresses, etc., regarding a client/patient should be distributed during any case discussion or presentation of process material.

### **Relationships with Colleagues**

PPTP participants act with integrity in their relationships with colleagues and members of other professions. They take into account the traditions, practices, and areas of competence of other professionals.

a) When expressing judgment on the views and findings of colleagues participants will do so in a manner that is sensitive to the best interests of the colleagues and to their clients/patients.

b) All trainees foster conditions that assure respect and privacy to colleagues and their clients/patients.