



The Toronto Institute for
Contemporary Psychoanalysis

**3-YEAR
PSYCHOANALYTIC PSYCHOTHERAPY
TRAINING PROGRAM**

**PROGRAM HANDBOOK
2020 – 2021**

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Founding Board Members

Brent Willock, Ph.D., C.Psych., President
Hazel Ipp, Ph.D., C.Psych., Vice-President
John Munn, Ph.D., C.Psych., Treasurer
Nira Kolers, Ph.D., C.Psych., Secretary
Art Caspary, Ph.D., C.Psych., Member-at-Large
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HISTORY

In the early 1980's, a group of clinicians and academicians passionately interested in psychoanalysis assembled in Toronto to discuss what might be done to contribute to the development of the discipline in Ontario. That animated forum led to the creation of a Psychoanalytic Section within the *Ontario Psychological Association* in 1985. In monthly scientific meetings, stimulating presentations were made by: senior analysts with international reputations (e.g., Prof. Morris Eagle, Dr. Paul Lerner, Prof. Otto Weininger); other academics deeply involved in the field (e.g., Professors Phyllis Grosskurth and Paul Roazen); local clinical investigators and practitioners; and by graduate students conducting dissertation research on psychoanalytic topics. Long-term study groups were established (Freud, Object Relations Theory, Lacan). Eminent psychoanalytic contributors were brought to Toronto to conduct full-day workshops open to anyone in the field. These events attracted large, multidisciplinary audiences from all over the province and beyond, stimulating much productive thinking and psychoanalytic interest.

As our association grew, the founding members decided it would be beneficial to formalize an affiliation with a body to which many already belonged, namely the Division of Psychoanalysis of the *American Psychological Association* (Division 39). The Division had made enormous contributions to revitalizing psychoanalysis in North America and was widely regarded as having become, in a relatively short time, one of the world's largest, most exciting, creative, important, psychoanalytic organizations. It facilitated training opportunities for some previously excluded professional groups. In 1991, *The Ontario Society for Contemporary Psychoanalysis* became the first Canadian Chapter of the Division.

A Workshop Series, co-sponsored by the Psychoanalytic Section and *The Ontario Society for Contemporary Psychoanalysis*, exposed our community to such prominent figures as Professors Sidney Blatt and Irene Fast, Drs. Stephen Mitchell, Jay Greenberg, and James Fosshage. Sensing the enthusiasm, commitment and energy of our group, some of these individuals encouraged us to develop an institute to expand opportunities for analytic training. Intensive labour to create our Institute began in 1989. Support, advice, and encouragement were provided by the Division.

Distinguished contributors to psychoanalytic education, research, and scholarship generously agreed to serve on our International Advisory Board.

From the beginning, the professional community manifested strong interest in the innovative program of studies offered by the *Toronto Institute for Contemporary Psychoanalysis*. The first class was admitted in September 1992. (At the same time, the Institute joined the International Federation for Psychoanalytic Education and, in 1999, the TICP became a Founding Member of the Association of Autonomous Psychoanalytic Institutes.) New groups of candidates have been admitted every two years with backgrounds in psychiatry, psychology, social work, and a variety of other academic disciplines. Candidates commute from within Toronto and other cities in Ontario (e.g., London, Kingston, Ottawa) and the United States (e.g., Buffalo, Rochester). A few have relocated from much further away in order to participate.

In 1996, the *Toronto Society for Contemporary Psychoanalysis* was established. Its mandate was to sponsor monthly scientific meetings and study groups to encourage scholarship, scientific productivity, continuing education, and professional affiliation. Society meetings are open to faculty, graduates, candidates, members of the Advisory Board, and individuals who apply for and are approved as Guests of the Society.

The TICP collaborates with institutes outside Canada that share our interest in comparative-integrative analysis. For example, we have a close working relationship with The Massachusetts Institute for Psychoanalysis (MIP). In 2002 many of our candidates and faculty traveled to Boston to participate in MIP seminars and attend their Annual Symposium. In 2003, candidates and faculty from MIP came to Toronto to participate in a conference we cosponsored with the International Association for Relational Psychoanalysis and Psychotherapy. Since then, this cross-fertilization has continued in formal and informal ways.

Having learned of our innovative activities, three internationally renowned psychoanalytic societies (New York University's Postdoctoral Program in Psychoanalysis and Psychotherapy, the William Alanson White Psychoanalytic Institute, and Adelphi University's Postdoctoral Program in Psychoanalysis and Psychotherapy) proposed joining with us to co-sponsor an international conference in the Toronto area. This exciting venture, focusing on what is taboo in psychoanalysis, took place at Niagara-on-the-Lake in July 2000. It was a resounding success. In 2009, London's Karnac Press published a book including many papers from that symposium, called *Taboo or Not Taboo? Forbidden Thoughts, Forbidden Acts in Psychoanalysis and Psychotherapy*. This volume was part of Karnac's *New Developments in Psychoanalysis* book series, edited by Peter Fonagy, Mary Target, and Liz Allison. Dr. Brent Willock (TICP) served as First Editor of the book. Prof. Rebecca C. Curtis (Adelphi) and Dr. Lori C. Bohm (William Alanson White) were Co-Editors. In 2010, this book was nominated by the award's jury of the National Association for the Advancement of Psychoanalysis for their Gradiva Award for the Best Clinical Book of 2009. It received the 2010 Goethe Award for Psychoanalytic and Psychodynamic Scholarship from the Canadian Psychological Association's Section on Psychoanalytic and Psychodynamic Psychology.

The synergy between these four psychoanalytic societies was such that we now hold conferences every other year. Our second Joint International Conference was held in July 2002 at Trinity College, Dublin, co-sponsored with the Irish Psychoanalytic Forum. The high level of

scholarship led to a second book, published by Routledge (London), entitled *On Deaths and Endings: Psychoanalysts' Reflections on Finality, Transformations, and New Beginnings*. This book was awarded the National Association for the Advancement of Psychoanalysis' 2008 Gradiva Award for Best Anthology and was shortlisted for the Goethe Award.

Our 2005 conference on *Power and Its Discontents* took place in Cape Town, South Africa. It inspired a book on psychodynamic psychotherapy in South Africa, published by The University of the Witwatersrand Press. In 2008 the Joint International Conference returned to Canada, this time in Vancouver, at the University of British Columbia. It resulted in a book, *Loneliness and Longing: Conscious and Unconscious Aspects* (Routledge, 2012). In August 2010, our Fifth Joint International Conference took place at the University of Edinburgh, culminating in a book, *Understanding and Coping with Failure: Psychoanalytic Perspectives* (Routledge, 2014). The Sixth JIC was held in Auckland, New Zealand in 2012 on the topic *Alike/Unlike: Navigating the Divide*. The 7th JIC on *Passion* happened in Florence, Italy in 2014. Books based on these latter themes are in preparation.

In 2005 we began publishing The Bulletin of the Toronto Society for Contemporary Psychoanalysis. Its Founding Editor was Dr. Scott Bishop. This publication can be accessed for on-line reading from our website (www.ticp.on.ca).

Our Founding Mentor, Dr. Stephen Mitchell, died unexpectedly in December 2000. His passing was a great shock and loss. In his honour, we established an Annual Stephen Mitchell Memorial Lecture. The first such presentation was given in 2002 by his closest friend, Dr. Lewis Aron.

Dr. Mitchell was to have been first President of the International Association for Relational Psychoanalysis and Psychotherapy. Dr. Aron accepted that responsibility and IARPP's first conference was held in Stephen's memory in New York City, January 2000. Dr. Hazel Ipp, Vice-President of TICP, and a close colleague of Stephen's, has served on IARPP's Board of Directors for many years, in many capacities, including President. She also serves as editor of one of the most innovative journals in our field, founded by Stephen Mitchell, namely *Psychoanalytic Dialogues*.

In June 2004, our increasing international contacts culminated in our co-sponsoring an exciting symposium in Sicily with the Istituto di Specializzazione in Psicologia Psicoanalitica del Sé e Psicoanalisi Relazione (Rome and Milan), the Massachusetts Institute for Psychoanalysis, the Contemporary Institute for Psychoanalysis (Los Angeles), and the Institute for the Psychoanalytic Study of Subjectivity (New York). The theme was *Dionysus' Ear: Trauma, Tragedy and Psychoanalytic Listening*. This event was distinctive not only because it took place in the beautiful, historic, seaside city of Siracusa, but also because it was organized around our shared experience of two powerful, classical Greek tragedies, Euripides' *Medea* and Sophocles' *Oedipus Rex* performed in the ancient outdoor amphitheater during our stay. Dr. Hazel Ipp represented us on the organizing committee while Drs. Judith Levene, Gail White, Alan Kindler, Gary Taerk, Bruce Herzog, Hazel Ipp and Brent Willock were presenters, discussants, and panel chairs. In June 2010, our second Collaborative Conference was held in Ortigia, Sicily, at which Judi Kobrick and Hazel Ipp participated, and was titled: *All the Gods Must be Honoured: The Dilemmas of Multiplicity in Tragedy and Psychoanalysis*.

In 2009, the TICP launched a web blog, *Historical and Contemporary Explorations in Psychoanalysis*. Created and sustained by one of our graduates, Katherine Harper, this website aggregated material pertaining to the past, present, and future of our discipline.

In the fall of 2011, the TICP celebrated its 20th year with a gala party at the University of Toronto. In 2015, Brent Willock stepped down as President after 26 years of inspiring and contributing to the essence and “core” of the TICP. He was celebrated alongside colleagues, friends and family and lauded for his generous dedication and commitment. Keith Haartman took the helm of the TICP Bulletin that continues to flourish and grow. In 2015, the TICP community clinic was launched under the able direction of Frances Newman; the TICP attained charitable status as a nonprofit organization spearheaded by Karl Loszak with continuing development by Stephanie Bot. Faculty, candidates and guests participated in the Annual IARPP Conference held in Toronto in 2015, entitled *‘The Relational Pulse: Controversies, Caricatures, and Clinical Wisdom’*. Hazel Ipp ensured that all the varied and complex moving parts of the IARPP conference kept moving until the very end, playing many roles with boundless energy and affording our community a wonderful opportunity. In 2016, TICP took over the committee of the Goethe Award from the Canadian Psychological Association. In January 2017, Elizabeth Danto, curatorial consultant to the Freud Museum, London, lectured on the “why, where and how” Freud and the founders of the psychoanalytic movement created their own free clinics for accessible treatment through their generous donation of time and expertise. This set the stage for TICP’s first fundraising Gala in April 2017, chaired by Stephanie Bot, featuring the play *“Freud’s Last Session”* that contributed substantially to furthering the development of the TICP low fee and free community clinic, a significant and ongoing project.

In 2020, the TICP received recognition for its new 3-year Psychotherapy Program from the College of Registered Psychotherapists of Ontario, to be launched in coordination with approval of the Ministry of Training Colleges and Universities: Private Career Colleges. In addition, construction was completed for a new dedicated space for TICP.

We are very pleased with how much has been accomplished in this time. The Institute is flourishing. More than two decades ago, the time was clearly ripe for exciting new developments on the Canadian psychoanalytic scene. We are happy to have been able to contribute to that evolution. Prodigious efforts by many have born wonderful fruit. The Toronto Institute and Society for Contemporary Psychoanalysis is now securely established as a major contributor to the discipline in Canada and in the international arena as an ever increasing number of our faculty and graduates present their work at international conferences, publish innovative ideas in journals and books, and assume positions of responsibility in local and international organizations. The future of the Institute and Society promises to be at least as exciting as have been the years leading up to this moment.

Judi B. Kobrick, Ph.D.
President, TICP

Brent Willock, Ph.D.
Founding President, TICP

Summer 2020



Toronto
Institute for
Contemporary
Psychoanalysis

INSTITUTE/SOCIETY ADMINISTRATION

Suzanne Pearen, B.A., C.HRM
TICP Administration Manager

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EXECUTIVE COMMITTEE

Judi B. Kobrick, Ph.D., C.Psych.	President Chair, Candidate Progress Committee
Hazel Ipp, Ph.D., C.Psych.	Vice-President Chair, 4-Year Psychoanalysis Program Admissions Committee
Nira Kolers, Ph.D., C.Psych.	Secretary
Stephanie Bot, Psy.D., C.Psych.	Treasurer Fundraising Committee 3-Year Psychotherapy Program
Brent Willock, Ph.D., C.Psych.	Past President
Elizabeth Harvey, Ph.D.	Chair, 4-Year Psychoanalysis Program Curriculum Committee
Gary Rodin, M.D., F.R.C.P.(C)	Scholarly Papers and Advisor, Scientific Program
Sarah Turnbull, Ph.D., C.Psych.	Essentials Program
Gordon Yanchyshyn, M.D.	Member-at-large

STANDING COMMITTEES

Admissions Committee, 4-Year Psychoanalysis Program

Hazel Ipp, Ph.D., Chair	Gary Rodin, M.D.
Judi B. Kobrick, Ph.D.	Nira Kolers, Ph.D.

Curriculum Development Committee, 4-Year Psychoanalysis Program

Elizabeth Harvey, Ph.D. RP, Chair	Hilary Offman, M.D.
Chris Trevelyan, MSW, RSW	Brent Willock, Ph.D.
Gordon Yanchyshyn, M.D.	

Candidate Progress Committee, 4-Year Psychoanalysis Program

Judi B. Kobrick, Ph.D., Chair	Nira Kolers, Ph.D.
Rex Kay, M.D.	John Sloane, M.D.

Ethics Committee

Sam Izenberg, M.D., Chair	Michelle Flax, Ph.D.
Marsha Hewitt, Ph.D.	Karl Loszak, M.D.

Essentials of Psychoanalysis Program

Sarah Turnbull, Ph.D., C.Psych.	Kirsten Ainsworth-Vincze, MSW, RSW
Sheri Turrell, Ph.D.	

Fundraising Committee

Stephanie Bot, Psy.D., C.Psych.	Judi B. Kobrick, Ph.D., C. Psych.
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Psychoanalytic Psychotherapy Program Committee

Stephanie Bot, Psy.D., C.Psych.

Referral Service

Deborah Levine, Ph.D.

Scholarly Papers, 4-Year Psychoanalysis Program

Gary Rodin, M.D., Coordinator

Scientific Program (TSCP)

Angelika Mellema, Ph.D. (Co-Chair)	Linda Iny Lempert, Ph.D. (Co-Chair)
Gary Rodin, M.D. FRCPC	Hazel Ipp, Ph.D.
Judi B. Kobrick, Ph.D.	Brent Willock, Ph.D.

Society and Development Committee

Sarah Turnbull, Ph.D.	Nira Kolers, Ph.D.
Teimuraz Keshelashvili	Lisa Walter, RP
Deborah Levine, Ph.D.	

AFFILIATIONS

Joint International Conference Committee

Brent Willock, Ph.D. (TICP representative)

MIP/TICP Liaison

Hazel Ipp, Ph.D. (TICP representative)

AAPI (Association for Autonomous Psychoanalytic Institutes)

Bruce Herzog, M.D. and J. Gail White, Ph.D (TICP representatives)

REFERRAL SERVICE

Kadri-Ann Laar Ph.D., Deborah Levine, Ph.D., Coordinators

The aim of the Referral Service is to match candidates with individuals seeking psychoanalysis or psychoanalytic therapy. These individuals may not otherwise be able to afford the higher fees or longer waiting lists of established analysts. Fees are determined by therapist and patient. Therapy is provided by TICP candidates who have attained a broad range of clinical and academic qualifications. Candidates are in ongoing supervision with senior analysts.

If you are interested in participating in the Referral Service, complete and return a “Clinical Service Application Form” (which may be obtained from the Administrative Coordinator).

For further information, please contact the Referral Service Coordinator: Deborah Levine (deborah.levine@utoronto.ca)

“The Bulletin”

The Bulletin is a TSCP publication published twice per year, available on-line at www.ticp.on.ca You will need Acrobat Reader (available for free online) to view the newsletter in its PDF format. Contributions and suggested submissions should be made to the TICP Society Committee via the administration office at info@ticp.on.ca

3-YEAR PSYCHOTHERAPY PROGRAM FACULTY 2020-2021

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Sheri Turrell, Ph.D.	drsturrell@rogers.com	647-880-3558

COMMUNICATION

E-MAIL:

The vast majority of communications to candidates from TICP is via Email, for example class details and reminders, reminders for instructor and class online evaluations, notices of committee meetings and study groups, reminders of events, changes to scheduling, etc. ***It is your responsibility to check your Email messages regularly.*** If you do not currently have an Email address, you are strongly encouraged to think of this as part of your 'required materials' at TICP, and to arrange for an Email address.

PROGRAM COMMITTEE /CLASS REPRESENTATIVE

Each year, each class appoints a candidate to act as *Class Representative to the Program Committee*. This representative is the liaison between the class and the Program Committee and participates in curriculum development. On occasion, the Representative ensures that any supplementary materials sent to him/her from the program committee are distributed to each class member. (This task can be delegated and shared with other members of the class.) The Curriculum Representative sits on the committee for a minimum of one year.

CANDIDATE LIAISON TO THE EXECUTIVE COMMITTEE

Each year, each class should also appoint a candidate who will act as *Liaison to the Executive Committee*. (This person can be the same as the Representative described above.) The liaison person may arrange to meet with a member of the Executive Committee when there is an issue to be discussed. In addition, the Executive may request that the liaison/representative attend a meeting when there is an issue that needs to be addressed. The Liaison to the Executive holds this appointment for a minimum of one year.

FACULTY /CANDIDATE LIAISON

A Faculty member *may* be appointed by the Board of Directors to act as the Faculty/Candidate Liaison for all the candidates as a group. This individual would not necessarily be a member of the Executive Committee. Alternatively, meetings between the entire Executive Committee and the candidates can be arranged from time to time to discuss issues that may arise. At minimum, one such meeting is scheduled at the end of each academic year.

TICP Psychoanalytic Psychotherapy Program Overview

- A 3-year program with over **360 education hours**
- Practicum of **450 clinical hours**
- Students receive over **100 hours of clinical supervision**
- Students are expected to be in at least weekly psychotherapy with a regulated therapist.

Year One

The first year of study prepares students by providing a foundation for the practice of psychotherapy. Students will be exposed to theories of psychotherapy, developmental theory, psychopathology, professional issues and ethics, gender culture and diversity while also focusing on the development of clinical interviewing skills and case formulation for beginning psychotherapists. By the end of the first year of training students will be prepared to begin their first year of practicum.

Year Two

This year focuses on Psychoanalytic perspectives of developmental theory, psychopathology and treatment. Students will learn about unconscious processes, therapeutic boundaries, therapeutic process, use of self in psychotherapy and how to apply and integrate these components in clinical practice.

Students begin their practicum hours in year two at the TICP Free Clinic. Each student will be expected to carry a caseload of 5 clients who receive weekly psychotherapy throughout the year. Students will be assigned a supervisor and will be expected to attend individual weekly supervision sessions.

Year Three

In this year students expand their learning in case formulation, clinical process, use of self in psychotherapy, therapeutic technique and intervention as well as report writing skills, interdisciplinary collaboration, and advanced issues and ethics. In the final term, students will also explore termination and be required to present a comprehensive clinical case presentation to demonstrate competencies in case formulation, clinical process, report writing, use of self in clinical practice and ability to utilize supervision to enhance therapeutic efficacy.

Learning Environment

Classes are conducted in lecture style, interactive group process, experiential learning, media-based learning as well as in vivo practice of interviewing skills and role playing as candidates prepare for clinical practice. Students will also be expected to engage in self-directed learning outside of classroom hours, complete readings to inform participation in class discussions and complete assignments to demonstrate knowledge transfer and competency in each learning module.

Clinical Practicum Training

Clinical practicum hours will begin in year 2 at the TICP Free Clinic. Candidates will be able to complete the clinical requirement in 2 years with a caseload of 5 patient hours per week. Students will participate in group and individual case supervision with a minimum of 100 individual supervision hours. Each student will be assigned a supervisor who meets the criteria of the CRPO to work with them on a weekly basis to develop their skills as a clinician and to support them in conceptualizing their case formulations and exploring therapeutic process and interventions.

Admissions Criteria

Applicants will be required to have completed a minimum of a B.A. with education focus preferably in Psychology, Sociology or Social Sciences. Students with undergraduate degrees in these disciplines will be given priority. As well, students with demonstrated volunteer and/or relevant work experience will also receive preferential consideration. Each candidate will be considered individually based on experience, coursework and other relevant background.

Grading and Assignments

All assignments are expected to be completed according the deadlines and will be assigned a letter grade or a pass/fail. Students must maintain a minimum of a B average and a pass on all other assignments by the end of each year of study to continue in the program. Any make-up assignments or re-submissions will be at the discretion of the course instructor.

Attendance

Students are expected to attend all classes. It is the responsibility of the student to let the course instructor know if they are unable to attend a session and to make arrangements with the instructor to ensure they are up to date on readings and lectures. A maximum of 3 sessions can be missed per year. Any extenuating circumstances will be considered on an individual basis.

Personal Therapy

Students are expected to be in at least weekly psychotherapy with a regulated therapist for the duration of their time in the training program. Any fees for personal therapy are not included in the tuition.

Graduation

Upon completion of all academic and clinical requirements, the Program Committee will take into consideration reports from instructors and clinical supervisors in order to determine whether the candidate has successfully fulfilled all requirements of training. Successful candidates will be recommended to the Executive Committee. Candidates will then be notified in writing. Diplomas are awarded to graduates at a ceremony usually held at the TICP Winter Party.

POLICIES: 3-YEAR PSYCHOANALYTIC PSYCHOTHERAPY PROGRAM

Glossary:

1. Advance Standing
2. Access to Faculty Outside the Classroom
3. Grading
4. Attendance
5. Candidate Payment and Refunds
6. Expulsion
7. Sexual Harassment and Violence
8. Complaints
9. Sample Vocational Contract (mandatory for all candidates upon entry to the program)
10. Ethics Policy of the TICP

1. POLICY ON ADVANCED STANDING

1.1 Admissions Criteria

Applicants will be required to have completed a minimum of a B.A. with education focus preferably in the Psychology, Sociology, or Social Sciences. Students with undergraduate degrees in these disciplines will be given priority. As well, students with demonstrated volunteer and/or relevant work experience will also receive preferential consideration. Each candidate will be considered individually based on experience, coursework and other relevant background.

1.2 Transfer of Credits

No transfer of credits from other institutions will be considered for advance standing or course exemption. All students must successfully complete the program as outlined in its entirety to be considered for graduation.

1.3 Experiential Learning

Students with demonstrated volunteer and/or relevant work experience will receive preferential consideration during the admissions process. However, no course credit will be given for prior work or volunteer experience.

2. POLICY ON STUDENT ACCESS TO FACULTY OUTSIDE THE CLASSROOM

2.1 Instructor Scheduling

Instructors are identified in the TICP Psychoanalytic Psychotherapy Program syllabus for each academic year. The syllabus is provided in advance of each academic term to all students in hard copy, by email, and is also available for students to access online on the TICP website.

2.2 Instructor Contact Information

Instructor contact information is located in two places:

- A) Online at www.ticp.on.ca in the About Us section (phone number and email)
- B) In the print TICP Membership Directory (phone number and email).

Students may contact their instructors at any time in order to advise of any issue pertaining to their participation in the course.

2.3 Instructor Availability

Students may contact their instructor to arrange a mutually convenient time outside of class to meet or speak via telephone or videochat regarding a student's issue pertaining to their participation in the course. Instructors will follow up within a reasonable amount of time to address any student concern presented related to the course.

If a student has an issue with instructor responsiveness or further queries about the matter, s/he may also bring this to the attention of the TICP Candidate Progress Committee to address.

3.0 POLICY ON GRADING

3.1 General

The syllabus clearly outlines all assignments and due dates. All assignments are expected to be completed according to the deadlines and will be assigned a letter grade or a pass/fail. Students must maintain a minimum of a B average and a pass on all other assignments by the end of each year of study to continue in the program. Any make-up assignments or re-submissions will be at the discretion of the course instructor.

3.2 Structure

All assignments are graded on either a letter grade or a pass/fail (this is identified in the syllabus for each module). Clinical work is evaluated by the case supervisor reports as well as the ongoing presentations in the case presentation seminars.

Instructors are responsible for the timely assessment of all material submitted for review by students. Instructors are responsible for setting the standard of evaluation for their course material.

Courses are evaluated using both the written assignments and oral presentations (where applicable). There is no final exam for any academic year or for the program.

3.3 Failure to submit assignments

All assignments are expected to be completed according to the deadlines and will be assigned a letter grade or a pass/fail.

Students who require an extension of deadline for submission may request this directly to the course instructor. Any request for deadline extension is at the discretion of the instructor.

Failure of students to submit assignments without notifying instructors of any extenuating circumstances will result in a grade of "Incomplete".

3.4 Repeat of failed subjects

In the event that a student does not meet the required standard in their submitted assignment, the student will have the opportunity to revise and resubmit their assignment in order to demonstrate proficiency in the required material. The instructor will work with the student as needed to facilitate the resubmission of the material. The maximum number of times a student may resubmit an assignment is two times. The material must be submitted and evaluated within the current academic year.

In the event that a student does not meet the standards of proficiency and has exceeded the allotted resubmission opportunities, they will receive an “Incomplete” on that course module and will have to demonstrate proficiency in the material at the discretion of the Candidate Progress Committee and at the student’s own additional expense. Failure to successfully complete all units of the program in its entirety will delay or prevent graduation.

3.5 Appeal Process

In the event that a student is dissatisfied with their evaluation received on a course assignment, and they have not been able to successfully resolve the issue directly with the instructor, they may bring their concerns to the TICP Candidate Progress Committee (CPC). The student must provide their request for CPC review in writing within a reasonable timeframe of the course module completion and within the current academic year.

The CPC will review all student issues and respond in a timely manner to all inquiries. All decisions by the CPC are final.

4.0 POLICY ON ATTENDANCE

4.1 General

Students are expected to attend all classes. It is the responsibility of the student to let the course instructor know if they are unable to attend a session and to make arrangements with the instructor to ensure they are up to date on readings and lectures.

4.2 Planned and Unplanned Absence

A maximum of 3 sessions can be missed per academic year. Any extenuating circumstances will be considered on an individual basis.

4.3 Leave of Absence

In the event a student needs to temporarily withdraw from the program, due to a medical situation, parental/maternity leave or family emergency, a request for a leave of absence must be submitted to the program coordinator in writing.

If the Leave of Absence is approved, the student will have the option to rejoin the program in a subsequent academic year. This option must be exercised within 3 years of the start date of the leave of absence.

Due to the structure of the program, all leave of absence timeframes must run a full academic year; no mid-year re-entry options can be considered.

5.0 CANDIDATE PAYMENT AND REFUND POLICY

The Toronto Institute for Contemporary Psychoanalysis (heretofore “TICP”) is committed to taking all reasonable steps to ensure candidates have the opportunity to successfully complete their studies. Payment of all fees including annual tuition, supervision fees are subject to follow the Candidate Payment and Refund Policy as stated below.

Details of payment of fees for TICP for the **Psychoanalytic Psychotherapy Program**:

1. Application fees of \$250 are required with submission of application to the TICP Psychotherapy Program. These do not apply to Fees associated with the training program.
2. Annual tuition fees consist of \$5000 in Year 1, Year 2 and Year 3.
3. Supervision fees consist of \$5000 in Year 2 and Year 3
4. Upon acceptance to TICP along with the signed Candidate Enrolment Contract, \$500 in cheque, e-transfer or money order must be sent to the Administration office.
5. YEAR ONE: The balance of the tuition of \$4500 must be submitted prior to January 1 of that academic year. This may be paid in full by September 1st or in 2 installments of \$1750 (\$2250 less the \$500 deposit) on September 1st and \$2250 on January 1st. YEAR TWO AND THREE: Tuition and Supervision Fees may be paid in full by September 1st or in 2 installments of \$5,000 on September 1st and \$5,000 on January 1st.
6. Other Fees: The syllabus lists the books and readings required for completion of the course material; these are the responsibility of the student to obtain. Students should budget \$2500 over the course of their training for purchase of reading material required. This fee is not payable to TICP.
7. Should there be circumstances where the candidate is not able to meet a payment he/she must be in written contact with the Director prior to due date of that payment. The Director will consider the circumstances and possibly renegotiate a payment plan. At the Director’s discretion he/she may consult with the Board of Directors for input on final decisions concerning the candidate’s financial obligations. If no acceptable payments are agreed upon and /or not followed through the candidate will be expelled according to the Expulsion Policies
8. All cheques are made to TICP. Sent to TICP Business Office at 17 Saddletree Trail. Brampton, ON, L6X 4M5. Tuition payments also accepted online by e-transfer.

Fee Refund Policy as Prescribed under s. 25 to 33 of O.Reg. 415/06

Full refunds

25. (1) A private career college shall refund all of the fees paid by a student under a contract for the provision of a vocational program in the following circumstances

- 1. The contract is rescinded by a person within two days of receiving a copy of the contract in accordance with section 36 of the Act.**
- 2. The private career college discontinues the vocational program before the student completes the program, subject to subsection (2).**

3. The private career college charges or collects the fees,

i. before the registration was issued for the college under the Act or before the vocational program was approved by the Superintendent, or

ii. before entering into a contract for the provision of the vocational program with the student, unless the fee is collected under subsection 44 (3).

4. The private career college expels the student from the college in a manner or for reasons that are contrary to the college's expulsion policy.

5. The private career college employs an instructor who is not qualified to teach all or part of the program under section 41.

6. The contract is rendered void under subsection 18 (2) or under section 22.

7. If a private career college fails to, or does not accurately, provide in the itemized list provided to the Superintendent under section 43 a fee item corresponding to a fee paid by a student for the provision of a vocational program, the college shall pay the student,

i. in the case of an item not provided by the college, the full amount of the fee for the item, and

ii. in the case of a fee in excess of the amount of the fee provided for the item, the difference between the amount of the fee for the item provided to the Superintendent and the fee collected.

(2) A full refund is not payable in the circumstances described in paragraph 2 of subsection (1) if the discontinuance of the vocational program coincides with the private career college ceasing to operate.

(3) A refund is not payable under paragraphs 1 to 6 of subsection (1) unless the student gives the private career college a written demand for the refund.

(4) A refund under subsection (1) is payable by the private career college within 30 days of the day the student delivers to the college,

(a) in the case of a rescission under section 36 of the Act, notice of the rescission; or

(b) in the case of a refund under paragraphs 2 to 6 of subsection (1), a written demand for the refund.

Partial refund where student does not commence program

26. (1) If a student is admitted to a vocational program, pays fees to the private career college in respect of the program and subsequently does not commence the program, the college shall refund part of the fees paid by the student in the following circumstances:

1. The student gives the college notice that he or she is withdrawing from the program before the day the vocational program commences.

2. In the case of a student who is admitted to a vocational program on the condition that the student meet specified admission requirements before the day the program commences, the student fails to meet the requirements before that day.

3. The student does not attend the program during the first 14 days that follow the day the program commenced and the college gives written notice to the student that it is cancelling the contract no later than 45 days after the day the program has commenced.

(2) The amount of a refund under subsection (1) shall be an amount that is equal to the full amount paid by the student for the vocational program, less an amount equal to the lesser of 20 per cent of the full amount of the fee and \$500.

(3) A refund under subsection (1) is payable,

(a) in the case of a refund under paragraph 1 of subsection (1), within 30 days of the day the student gives notice of withdrawing from the program;

(b) in the case of a refund under paragraph 2 of subsection (1), within 30 days of the day the vocational program commences; and

(c) in the case of a refund under paragraph 3 of subsection (1), within 45 days of the day the vocational program commences.

(4) For the purposes of paragraph 3 of subsection (1), it is a condition of a contract for the provision of a vocational program that the private career college may cancel the contract within 45 days of the day the vocational program commences if the person who entered the contract with the college fails to attend the program during the 14 days that follow the day the vocational program commences.

(5) A private career college that wishes to cancel a contract in accordance with subsection (4) shall give written notice of the cancellation to the other party to the contract within 45 days of the day the vocational program commences.

Partial refunds: withdrawals and expulsions after program commenced

27. (1) A private career college shall give a student who commences a vocational program a refund of part of the fees paid in respect of the program if, at a time during the program determined under subsection (3),

(a) the student withdraws from the program after the program has commenced; or

(b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(2) This section does not apply to vocational programs described in sections 28 and 29.

(3) A private career college shall pay a partial refund under this section only if the withdrawal or expulsion from the vocational program occurs at a time during the program determined in accordance with the following rules:

1. In the case of a vocational program that is less than 12 months in duration, the withdrawal or expulsion occurs during the first half of the program.

2. In the case of a vocational program that is 12 months or more in duration,

i. for the first 12 months in the duration of the program and for every subsequent full 12 months in the program, the withdrawal or expulsion occurs during the first six months of that 12-month period, and

ii. for any period in the duration of the vocational program remaining after the last 12-month period referred to in subparagraph i has elapsed, the withdrawal or expulsion occurs in the first half of the period.

(4) If the student withdraws or is expelled from a vocational program within the first half of a period referred to in subsection (3), the amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,

(a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and

(b) the portion of the fees in respect of the portion of the period that had elapsed at the time of the withdrawal or expulsion.

(5) If the student withdraws or is expelled from a vocational program during the second half of a period referred to in subsection (3), the private career college is not required to pay the student any refund in respect of that period.

(6) A private career college shall refund the full amount of fees paid in respect of a period that had not yet commenced at the time of the withdrawal or expulsion.

Partial refunds: distance education programs

28. (1) This section applies to a vocational program that is offered by mail, on the internet or by other similar means.

(2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if,

(a) the student withdraws from the program or the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy; and

(b) at the time of the withdrawal or expulsion, the student has not submitted to the private career college all examinations that are required in order to complete the program.

(3) The amount of the refund that a private career college shall give a student under subsection (1) shall be determined in accordance with the following rules:

1. Determine the total number of segments in the vocational program for which an evaluation is required.

2. Of the total number of program segments determined under paragraph 1, determine the number of segments in respect of which an evaluation has been returned to the student.

3. The amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,

i. an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500, and

ii. the portion of the fees in respect of the number of segments determined under paragraph 2.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has been evaluated in respect of more than half of the total number of segments in the program.

Partial refunds: non-continuous programs

29. (1) This section applies to a vocational program approved by the Superintendent to be provided through a fixed number of hours of instruction over an indeterminate period of time.

(2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if, before completing the required number of hours of instruction,

(a) the student has given the college notice that he or she is withdrawing from the program; or

(b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(3) The amount of the refund that a private career college shall give a student under subsection (1) shall be equal to the full amount of the fees paid in respect of the program less,

(a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and

(b) a portion of the fees in respect of the program that is proportional to the number of hours of instruction that have elapsed at the time of the withdrawal or expulsion.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has completed more than half of the required number of hours of instruction in a program.

No retention of refund

30. A private career college shall not retain, by way of deduction or set-off, any refund of fees payable to a student under sections 25 to 29 in order to recover an amount owed by the student in respect of any service or program other than a vocational program offered by the private career college.

Treatment of books and equipment

31. In calculating a refund under sections 25 to 29, a private career college may retain the retail cost of books or equipment that the private career college supplied to the student if the student,

(a) fails to return the books or equipment to the private career college within 10 days of the student's withdrawal or expulsion from the program, or

(b) returns the books or equipment to the private career college within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

Refund for international students

32. A notice to a private career college that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada) is deemed to be,

(a) notice of a rescission of the contract for the purposes of section 36 of the Act if the notice is given within two days of receiving a copy of the contract; and

(b) notice that the student is withdrawing from the program for the purposes of paragraph 1 of subsection 26 (1) or clause 29 (2) (a) if the notice is received on or before half of the duration of the program has elapsed.

Currency

33. Any refund of fees that a private career college is required to pay under the Act shall be paid in Canadian dollars. See Refund Policy as Prescribed under s. 25 to 33 of O.Reg. 415/06

6.0 Policy on Candidate Expulsion

The Toronto Institute for Contemporary Psychoanalysis (heretofore “TICP”) is committed to taking all reasonable steps to ensure candidates have the opportunity to successfully complete their studies. The TICP maintains a professional environment and all candidates and staff are treated fairly and equitably. Candidates who do not support the academic and ethical standards of TICP may be suspended or expelled for inadequate performance and unacceptable actions.

The TICP will attempt to resolve situations amicably. However TICP will not tolerate actions that risk the integrity, safety or well being of candidates, faculty/supervisors, administrator, visitors, or guests of the TICP. Verbal and written warnings will be issued when deemed necessary. Further actions, including suspension and expulsion, will be applied at the TICP’s discretion.

The following outlines the conditions under which a candidate may be expelled with cause:

1. **Academic Dishonesty** - Candidates may be subject to immediate expulsion at the discretion of the Campus Director for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other candidate(s), including:
 - a) cheating
 - b) plagiarism
 - c) unapproved collaboration
 - d) alteration of records
 - e) bribery
 - f) lying
 - g) misrepresentations
 - h) use of aids which have not been expressly permitted
 - i) theft or solicitation of another candidate’s assignments or papers, unadministered tests, or other academic work and/or material
 - j) intentionally helping or attempting to help another candidate to commit any act of academic dishonesty
2. **Outstanding Fees** - Failure to pay tuition or other fees due to the TICP is considered to be theft, and candidates may be expelled if fees are not paid after the TICP has provided written warning. A candidate is expected to be in full compliance with the Payment Schedule and Procedure.
3. **Misconduct** - The TICP expects mature and professional behaviour on the part of its candidates both on Campus and while attending TICP related activities off campus including respect for peers and the learning environment; keeping the campus clean and the work areas tidy; not engaging in malicious actions towards the TICP faculty members/supervisors, administrator, candidates or property; and not engaging in any action that is disruptive, unethical, unlawful or contrary to the best interest of the TICP and the training environment. The following acts of misconduct will not be tolerated:
 - a) Acts of dishonesty, including but not limited to:
 - I. Giving false information to any official, Instructor, or the Administrator
 - II. Forgery, alteration, or misuse of any TICP document, record, or instrument of identification
 - III. Computer piracy - Copying software, copyright infringement, and unauthorized computer entry
 - b) Disruption of teaching, administration, disciplinary proceedings, and other TICP activities.

- c) Physical abuse, verbal abuse, threats, intimidation, harassment, including but not limited to, sexual harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
 - d) Attempted or actual theft of and/or damage to property of the TICP, a staff member, other candidates, or public property.
 - e) Unauthorized possession, duplication, or use of keys to any TICP premises, or unauthorized entry to or use of TICP property.
 - f) Use, possession, or distribution of controlled substances (e.g. drugs and alcohol), except as permitted by law.
 - g) Illegal or unauthorized possession of any weapon(s) on TICP premises or TICP-sponsored activities.
 - h) Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, encouraging, or inducing another person to violate the Candidate Code of Conduct.
 - i) The use of profane language, rowdiness, fighting, or other disturbances on TICP property or at TICP-sponsored activities.
4. **Significant Omissions or Errors in Admissions Documentation** - Candidates who knowingly or in error misrepresent their applications are subject to immediate expulsion.
 5. **Academic Failure** - Candidates who fail to achieve the required academic standing in their programs may be expelled from the program. The TICP may at its discretion offer alternatives to a candidate depending on their program of study.
 6. **Attendance** - Candidates who are absent from class for more than five consecutive days for any reason may be subject to expulsion.
 7. **Harassment or Discrimination** - Candidates participating in harassing or discriminatory activities are subject to suspension pending investigation. Expulsion is mandatory for any candidate who is deemed by the investigation to have engaged in harassing or discriminatory activities.
 8. **Misuse of TICP Property** - Candidates, who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and will be required to make restitution.
 9. **Endangerment of Staff or Candidates** - Candidates who by action or neglect in any way endanger the safety of themselves or others may be expelled.
 10. **Endangerment of Vulnerable Population** – Candidates who by action or neglect in any way endanger the safety of members of vulnerable populations may be suspended and/or expelled.

Notification

Candidates who are expelled for any reason will be notified in writing, either hand delivered or by registered mail. The TICP is not responsible for non-delivery by registered mail if the candidate has not provided a valid home address where the candidate currently resides. The notification will contain a description of the basis for expulsion and the effective date.

Appeal Procedure

Expelled candidates who dispute the facts of the expulsion must appeal the decision within five days of the notification. Candidates must provide sufficient proof to support the dispute. A review decision will be made within five business days of receipt of the appeal paperwork and the candidate will be notified accordingly. Candidates who file an appeal and are unsuccessful are considered withdrawn from the TICP.

Fees

A candidate who is expelled by the TICP will be considered withdrawn from their program on the effective date of the expulsion. The TICP will officially withdraw the candidate and the candidate's account will be resolved as per the refund policy outlined in the Private Career TICPs Act, 2005 and its regulations.

7.0 Policy on Sexual Violence and Harassment

1. Sexual Violence Policy

- (a) The Toronto Institute for Contemporary Psychoanalysis is committed to providing its candidates with an educational environment free from sexual violence and treating its candidates who report incidents of sexual violence with dignity and respect.
- (b) The Toronto Institute for Contemporary Psychoanalysis has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its candidates that have occurred on its campus, or at one of its events and involve its candidates.
- (c) The person accused of engaging in sexual violence will be referred to as the “Respondent” and the person making the allegation as the “Complainant”.

2. Definition of Sexual Violence

- (a) Sexual violence means any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

3. Training, Reporting and Responding to Sexual Violence

- (a) The Toronto Institute for Contemporary Psychoanalysis will include a copy of the Sexual Violence Policy in every contract made between it and its candidates, and provide a copy of the Sexual Violence Policy to all Board of Directors, Administrators, faculty members, supervisors, guests and community partners, and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its candidates.
Any community partner participating in offering candidate clinical opportunities on their premises must provide an undertaking in writing that it is in compliance with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide candidates access to those policies should they encounter issues relating to sexual violence in the workplace.
- (b) The Sexual Violence Policy shall be published on its website. Board of Directors, Administrators, faculty members, supervisors, guests and community partners of Toronto Institute for Contemporary Psychoanalysis will report incidents of or complaints of sexual violence to: Dr. Judi Kobrick (Director) at Toronto Institute for Contemporary Psychoanalysis (416 288 8060) upon becoming aware of them.
- (c) Candidates who have been affected by sexual violence or who need information about support services should contact: Dr. Judi Kobrick (Director) at Toronto Institute for Contemporary Psychoanalysis (416 288 8060).
- (d) Subject to Section 4 below, to the extent it is possible, the Toronto Institute for Contemporary Psychoanalysis will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on its campus or the broader community are at risk. This will be done by:
 - (i) ensuring that all complaints/reports and information gathered as a result of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and
 - (ii) ensuring that the documentation is kept in a separate file from that of the

Complainant/Candidate or the Respondent.

(e) The Toronto Institute for Contemporary Psychoanalysis recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.

(f) Notwithstanding (e) above, in certain circumstances, the Toronto Institute for Contemporary Psychoanalysis may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.

(g) In all cases, including (f) above, the Toronto Institute for Contemporary Psychoanalysis will appropriately accommodate the needs of its candidates who are affected by sexual violence. Candidates seeking accommodation should contact Judi Korbrick at 416 288 8060.

(h) In this regard, the Toronto Institute for Contemporary Psychoanalysis will assist candidates who have experienced sexual violence in obtaining counselling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in Appendix 1 attached hereto. Candidates are not required to file a formal complaint in order to access supports and services.

4. Investigating Reports of Sexual Violence

(a) Under this Sexual Violence Policy, any candidate of the Toronto Institute for Contemporary Psychoanalysis may file a report of an incident or a complaint to Judi Kobrick in writing.

(b) Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Judi Kobrick will respond promptly and determine whether an investigation should proceed in consultation with the Board of Directors, and if the Complainant wishes to participate in an investigation;

(i) determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;

(ii) determine whether the incident should be referred immediately to the police;

(c) In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Toronto Institute for Contemporary Psychoanalysis may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and

(d) determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.

(e) Once an investigation is initiated, the following will occur:

(i) the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;

(ii) interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;

(iii) informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation;

(iv) interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;

(v) providing reasonable updates to the Complainant and the Respondent about

the status of the investigation; and

(vi) following the investigation, Judi Kobrick will:

- (A) review all of the evidence collected during the investigation;
- (B) determine whether sexual violence occurred; and if so
- (C) determine what disciplinary action, if any, should be taken as set out in Section 5 below.

5. Disciplinary Measures

- (a) If it is determined by Toronto Institute for Contemporary Psychoanalysis that the Respondent did engage in sexual violence, immediate disciplinary or corrective action will be taken. This may include:
- (b) disciplinary action up to and including termination of contract with faculty member or supervisor; or
- (c) expulsion of a candidate; and /or
- (d) the placement of certain restrictions on the Respondent's ability to access certain premises or facilities; and/or
- (e) any other actions that may be appropriate in the circumstances.

6. Appeal

- (a) Should the Complainant or the Respondent not agree with the decision resulting from the investigation, he or she may appeal the decision to Judi Kobrick within 14 days by submitting a letter addressed to Judi Kobrick at Toronto Institute for Contemporary Psychoanalysis, 427 Vaughan Road, Toronto, M6X 2P1 or by email to admin@ticp.on.ca advising of the person's intent to appeal the decision.

7. Making False Statements

- (a) It is a violation of this Sexual Violence Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint.
- (b) Individuals who violate this Sexual Violence Policy are subject to disciplinary and/or corrective action up to and including termination of contract with faculty member or supervisor, or expulsion of a candidate.

8. Reprisal

- (a) It is a violation of this Sexual Violence Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.
- (b) Individuals who violate the Sexual Violence Policy are subject to disciplinary and/or corrective action, up to and including termination of contract with faculty member or supervisor, or expulsion of a candidate.

9. Review

- (a) The Toronto Institute for Contemporary Psychoanalysis shall ensure that candidate input is considered in the development of its Sexual Violence Policy and every time it is reviewed or amended.
- (b) The Toronto Institute for Contemporary Psychoanalysis shall review its Sexual Violence Policy 3 years after it is first implemented and amend it where appropriate. The review date will be June 30, 2021.

10. Collection of Candidate Data

(a) The Toronto Institute for Contemporary Psychoanalysis shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsections 32.3 (8), (9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005 as amended.

Appendix 1

(b) The following represents a list of Provincial Rape Crisis Centers that could be provided as resources:

(c)

Canadian Association of Sexual Assault Centres, Ontario Provincial

(d)

(e) English

(f) Assaulted Women's Helpline Toll Free: 1-866-863-0511

(g) #SAFE (#7233) on Bell, Rogers, Fido or Telus
mobile TTY: 416-364-8762

(h) www.awhl.org

(i) Français

(j) Fem'aide

(k) Telephone Toll-Free: 1-877-336-2433

(l) ATS: 1 866 860-7082

(m) www.femaide.ca

Sexual Assault/Domestic Violence Treatment Centres

(n) 35 [hospital-based centres that provide](#) 24/7 emergency care to women. To locate the Sexual Assault/Domestic Violence Treatment Centre nearest you, follow [this link](#).

(o) Alliston, Barrie, Collingwood, Midland and Orillia

(p) Huronia Transition Homes operates La Maison Rosewood Shelter (Midland) & Athena's Sexual Assault Counselling and Advocacy Centre

(q) 24-Hour Crisis Line:

(r) Barrie: 705-737-2008 or 1-800-987-0799

(s) Midland: 705-526-4211 or 1-800-461-175

(t) Office: 705-526-3221

(u) www.huroniatrtransitionhomes.ca

(v) Belleville

(w) Sexual Assault Centre for Quinte
and District Toll-Free: 1-877-544-6424

(x) Office: 613-967-6300

(y) www.sacqd.com

(z) Bracebridge

(aa) Muskoka/Parry Sound Sexual Assault
Services

(bb) Parry Sound District Office:

(cc) Office: (705) 774-9083 or 1-877-851-6662

(dd) Muskoka District

C

Office:

(ee) Office: (705) 646-2122 or 1-877-406-1268

(ff) www.daphnewymn.com

(gg) Brantford

(hh) Sexual Assault Centre
of Brantford Crisis: 519-751-3471

(ii) Office: 519-751-1164

(jj) sexualassaultcentre@sacbrant.ca

(kk) <http://sacbrant.ca/>

(ll)

(mm) Brockville

(nn) Assault Response & Care Centre

(oo) Office: (613) 345-3881 or 1-800-567-7415

(pp) arcc@bgh-on.ca

(qq) www.arc-c.ca

(rr)

(ss) Chatham

(tt) Chatham-Kent Sexual Assault Crisis Centre
24-Hour Crisis Line: 519-354-8688

Office/TTY: 519-354-8908

(uu) <http://cksacc.org/>

(vv) Cornwall

(ww) Sexual Assault Support Services
for Women Office: 613-932-1755

(xx) <http://sassforwomen.ca/>

(yy) Iethinisten:ha Women's
Shelter Akwasasne Family Violence
Program 24-Hour Crisis: 1-800-480-
4208

(zz) Phone: 613-937-4322

(aaa) www.akwesasne.ca/iethinistenha-women's-shelter

(bbb) Durham Region

(ccc) Durham Rape Crisis
Centre Crisis: 905-668-9200

(ddd) Office: 905-444.9672

(eee) info@drcc.ca

(fff) www.drcc.ca

(ggg) Eganville

(hhh) Women's Sexual Assault Centre of
Renfrew County 24-Hour Crisis: 1-800-663-3060

(iii) Office: 613-735-5551

(jjj) www.wsac.ca

(kkk) Guelph

(lll) Guelph-Wellington Women in Crisis

Crisis: 519-836-5710

(mmm) 1-800-265-7233

(nnn) Office: 519-823-5806

(ooo) www.gwwomenincrisis.org

(ppp) Hamilton

(qqq) Sexual Assault Centre

(Hamilton and Area) Crisis: (905) 525-4162

(rrr) Office (905) 525-4573

(sss) TTY: 905-525-4592

(ttt) www.sacha.ca

(uuu) Kenora

(vvv) Kenora Sexual Assault Centre

(www) Crisis: (807) 468-7233 or 1-800-565-6161

(xxx) Office: (807) 468-7958

(yyy) www.kenorasexualassaultcentre.com

(zzz) Kingston

(aaa) Sexual Assault Centre Kingston

(bbb) Crisis: 613-544-6424 or 1-877-544-6424

(ccc) Office: 613-545-0762

(ddd) sack@sackingston.com

(eee) www.sackingston.com

(fff) Kitchener-Waterloo

(ggg) Sexual Assault Support Centre of
Waterloo Region Crisis: 519.741.8633

(hhh) Office: 519.571.0121

(iii) info@sascwr.org

(jjj) www.kwsasc.org

(kkk) London

(lll) London

(mmm) Sexual Assault

Centre London Crisis: 519-

438-2272

(nnn) Office 519-439-0844

(ooo) TTY: 519-439-0690

(ppp) sacl@sacl.ca

(qqq) www.sacl.ca

(rrr) London Abused

Women's Centre Office: 519-

432-2204

(sss) E-Mail: info@lawc.on.ca

(ttt) <http://lawc.on.ca/>

(uuu) Peel Region

(vvv) Hope 24/7 (formerly the Sexual Assault/Rape Crisis
Centre of Peel) Crisis: 1-800-810-0180

(www) Office: (905) 792-0821
(xxx) <http://hope247.ca/>

(yyyy) Newmarket
(zzzz) Women's Support
Network of York Region Crisis: 1-800-
263-6734 or 905-895-6734
(aaaa) Office: (905) 895-3646
(bbbb) www.womenssupportnetwork.ca

(cccc) North Bay
(ddddd) Amelia Rising Women's Sexual Assault Centre of Nipissing/centre d'agressions
sexuelles de Nipissing
(eeee) Crisis: 705-476-3355
(ffff) Office: 705-840-2403
(ggggg) TTY: (705) 840-5877
(hhhhh) info@ameliarising.ca
(iiii) www.ameliarising.ca

(jjjj) Oakville
(kkkkk) Sexual Assault & Violence Intervention Services
of Halton Crisis: 905-875-1555 or 1-877-268-8416
(lllll) Office: 905-825-3622
(mmmmm) www.savisofhalton.org

(nnnnn)
(oooo)
(ppppp) Orangeville
(qqqqq) Family Transition Place
(rrrrr) Crisis: 1-800-265-9178
(sssss) Office: 519-942-4122
(ttttt) www.familytransitionplace.ca

(uuuuu) Ottawa
(vvvvv) Sexual Assault Support
Centre Crisis: 613-234-2266
(www) Phone: 613-725-2160
(xxxxx) TTY: 613-725-1657
(yyyyy) info@sascottawa.com
(zzzzz) <http://sascottawa.com>

(aaaaa) Ottawa Rape
Crisis Centre Crisis: 613-
562-2333
(bbbbb) Office: 613-562-2334
(ccccc) <http://orcc.net/>

(ddddd) **Peterborough &**
Kawartha Sexual
Assault Centre
(eeee) Crisis: (705) 741- 0260 or 1-866-298-7778

(ffffff) Office/TTY: (705) 741-0260
(gggggg) www.kawarthasexualassaultcentre.com
(hhhhhh)
(iiiiii) YWCA
Peterborough Haliburton
Crisis: 1-800-461-7656
(jjjjjj) Office: 705.743.3526 x 130
(kkkkkk) www.ywcapeterborough.org
(llllll)
(mmmmm) **Sault Ste Marie**
(nnnnnn) Women in Crisis (Algoma) Inc.
(oooooo) Crisis: 705-759-1230 or 1-877-759-1230
(pppppp) www.womenincrisis.ca

(qqqqqq) **Sarnia-Lambton**
(rrrrrr) Sexual Assault Survivors Centre
Sarnia-Lambton Crisis: 519 337-3320 or 1-888-231-0536
(ssssss) Office: (519) 337-3154
(tttttt) www.sexualassaultsarnia.on.ca

(uuuuuu) **Simcoe**
(vvvvvv) Haldimand & Norfolk
Women's Service Crisis: 1-800-265-8076
(wwwww) TTY: 1-800-815-6419
(xxxxxx) Office: 519-426-8048
(yyyyyy) hnws@hnws.on.ca
(zzzzzz) www.hnws.on.ca

(aaaaaaa) **St. Catherines**
(bbbbbbb) Niagara Region Sexual Assault
Centre Crisis: (905) 682-4584
(ccccccc) Office: (905) 682-7258
(ddddddd) carsa@sexualassaultniagara.org
(eeeeeee) <http://sexualassaultniagara.org/>

(ffffff) **Thunder Bay**
(ggggggg) Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre
(hhhhhhh) Office: (807) 345-0894 or 1-866-311-5927
(iiiiiii) tbcounselling@tbsasa.org
(jjjjjjj) www.tbsasa.org

(kkkkkkk) **Timmins**
(lllllll) Timmins and Area Women in
Crisis Crisis: 1-877-268-8380 (sexual
assault) Crisis: 1-855-827-7233 (shelter)
(mmmmmmm) Office: (705) 268-8381
(nnnnnnn) info@tawc.ca
(oooooooo) <http://www.tawc.ca/>

(pppppppp) Toronto

(qqqqqqqq) Oasis Centre

des Femmes Téléphone:

416-591-6565

(rrrrrrrr) Courriel: services@oasisfemmes.org

(sssssss) <http://oasisfemmes.org/>

(ttttttt)

(uuuuuuu) Toronto Rape Crisis Centre: Multicultural Women

Against Rape Crisis: 416-597-8808

(vvvvvvv) Office: 416-597-1171

(wwwwwww) info@trccmwar.ca

(xxxxxxx) crisis@trccmwar.ca

(yyyyyyy) www.trccmwar.ca

(zzzzzzz) Windsor

(aaaaaaa) Sexual Assault Crisis

Centre of Essex County Crisis: 519-253-9667

(bbbbbbbb) www.saccwindsor.net

(ccccccc)

(ddddddd) Woodstock

(eeeeeee) Domestic Abuse Services Oxford

(ffffff) Crisis: 519 539-4811 or 1-800-265-1938

(ggggggg) info@daso.ca

(hhhhhhh) www.daso.ca

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8.0 Policy on Candidate Complaint Procedure

General Guidelines:

The Toronto Institute for Contemporary Psychoanalysis (heretofore “TICP”) is committed to the fair treatment of its candidates and its employees/faculty/supervisors and to an open and collaborative approach when dealing with candidate concerns. We will try to resolve complaints informally wherever possible while keeping in mind that formal resolution processes may be required to satisfactorily resolve the issue.

- All complaints must be in writing. Anonymous complaints will not be considered.
- Lodging a complaint will have no adverse consequences on the status of the complainant in their course or program of study.
- Candidate complaint policies and procedures apply to individual or group complaints.

Records of Complaints will be maintained at the location where they originated for the duration of the involved candidate’s training.

Complaint Procedure:

Step 1

The candidate will request a meeting with the party involved to discuss the complaint verbally.

If not resolved at this level, the candidate will proceed to Step 2.

Step 2

The candidate will submit their complaint in writing to the Director, with a copy sent to the Administrator, using the following contact information:

Judi B. Kobrick, Ph.D., C.Psych.
Toronto Institute for Contemporary Psychoanalysis
427 Vaughan Road, Toronto, M6X 2P1
Phone: 416.288.8060
admin@ticp.on.ca

The Director or his/her designate will arrange a meeting with the candidate within 7 days of receipt of the written complaint.

The candidate will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or have another person make the oral presentation on his/her behalf. This meeting will be

summarized in written minutes.

The Director or his/her designate will provide a written response to the candidate, outlining the discussion and any proposed and/or agreed upon solution(s) within 7 days of the meeting.

This response may include a decision statement, together with the reasons on which the decision is based and minutes of meetings held.

If not resolved at this level, the candidate will proceed to Step 3.

Step 3

The candidate will submit a written appeal the Board of Directors, with a copy sent to the Administrator, using the contact information:

Suzanne Pearen, TICP Administration Manager
Toronto Institute for Contemporary Psychoanalysis
427 Vaughan Road, Toronto, M6X 2P1
Phone: 416.288.8060
admin@ticp.on.ca

The Board will set up an Ethics and Complaint Committee consisting of no less than 3 senior members from the CICAPP community, and arrange a meeting with the candidate within 14 days of receipt of the written appeal (which should include the Director's response with recommended solutions and the candidate's objections or comments regarding these solutions.)

The candidate will have an opportunity to make an oral presentation of the appeal at this meeting and to have another person present or have another person make the oral presentation on his/her behalf. This meeting will be summarized in written minutes.

The Committee will provide a written response to the candidate, outlining the discussion and any proposed and/or agreed upon solution(s) within 14 days of the meeting. This response will include a decision statement, together with the reasons on which the decision is based and minutes of meetings held.

If not resolved at this level, the candidate may submit a candidate complaint to the:
Superintendent of Private Career Colleges
Ministry of Advanced Education and Skills Development
77 Wellesley Street West, Box 977
Toronto, Ontario M7A 1N3

A candidate complaint form for submission to the Superintendent can be found at:
<https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/register.xhtml>

9.0 SAMPLE TICP VOCATIONAL CONTRACT

Toronto Institute for Contemporary Psychoanalysis
427 Vaughan Road, Toronto, M6X 2P1
Phone: 416.288.8060
admin@ticp.on.ca

ENROLMENT CONTRACT

This Enrolment Contract is subject to the *Private Career Colleges Act, 2005* and the regulations made under the Act.

The undersigned person hereby enrolls as a student of Toronto Institute for Contemporary Psychoanalysis as of _____ for the **following** program:

Name of Student:		
Name of Program: Diploma in Psychoanalytic Psychotherapy		
Commencing on:	Expected Completion Date:	
Credential to be Awarded Upon Successful Completion of the Program:		
<u>Mailing Address</u> : Street number and name:		
City:	Province:	Postal Code:
Phone:	Alternative Phone:	
<u>Permanent Address</u> : Street number and name:		
City:	Province:	Postal Code:
Country:		
Phone:	Email Address:	
International Student:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Language of Instruction:	<input checked="" type="checkbox"/> English <input type="checkbox"/> Other, specify	
Location of Practicum (if any):		
Additional Training Location (if any)		

Class Schedule:

Class

Schedule:

(days of the week and time)

Admission Requirements:

- ☐ At least 18 years of age
- AND**
- ☐ Degree in Humanities, Social Sciences, and/or Medicine

Fees

Tuition fees	CAN\$
Book fees	CAN\$
Expendable supplies	CAN\$
Uniform and equipment	CAN\$
Major equipment	CAN\$
Field trips	CAN\$
Professional / Exam fees	CAN\$
Other compulsory fees	CAN\$
International student fees	CAN\$
Optional fees (specify)	CAN\$
Total fees	CAN\$

Acknowledgement and Certification

I, _____, acknowledge that I have received a copy of:

- ☐ The Statement of Students' Rights and Responsibilities Issued by the Superintendent of Private Career Colleges
- ☐ The College's Fee Refund Policy
- ☐ The Consent to Use of Personal Information
- ☐ The Payment Schedule
- ☐ The College's Student Complaint Procedure
- ☐ The College's Policy Relating to the Expulsion of Students
- ☐ The College's Sexual Violence Policy

I certify that I have read and understood this Enrolment Contract.

(Signature of Student)

(Date)

The Toronto Institute for Contemporary Psychoanalysis does not guarantee employment for any student who successfully completes a vocational program offered by Toronto Institute for Contemporary Psychoanalysis.

It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. The Toronto Institute for Contemporary Psychoanalysis reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days after the program begins. **For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see sections 25 to 33 of O. Reg. 415/06 made under the *Private Career Colleges Act, 2005*.**

The undersigned student is entitled to a copy of the signed contract immediately after it is signed.

The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees specified in this Enrolment Contract in accordance with the terms of this Enrolment Contract.

(Signature of Student)

(Date)

The Toronto Institute for Contemporary Psychoanalysis agrees to supply the **Psychoanalytic Psychotherapy Program** to the above-named student upon the terms herein mentioned.

The Toronto Institute for Contemporary Psychoanalysis may cancel this Enrolment Contract if the above-named student does not meet the admission requirements of the **Psychoanalytic Psychotherapy Program** before the program begins.

The above-named student is entitled to a copy of the signed contract immediately after it is signed.

(Signature of Admission Officer, Registrar, Agent)

(Date)

Consent to Use of Personal Information

Private career colleges (PCCs) must be registered under the Private Career Colleges Act, 2005, which is administered by the Superintendent of Private Career Colleges. The Act protects students by requiring PCCs to follow specific rules on, for example, fee refunds, training completions if the PCC closes, qualifications of instructors, access to transcripts and advertising. It also requires PCCs to publish and

meet certain performance objectives that may be required by the Superintendent for their vocational programs. This information may be used by other students when they are deciding where to obtain their training. The consent set out below will help the Superintendent to ensure that current and future students receive the protection provided by the Act.

I, _____, allow The Toronto Institute for Contemporary Psychoanalysis to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Private Career Colleges for the purposes checked below:

- ☐ To advise me of my rights under the Private Career Colleges Act, 2005 including my rights to a refund of fees, access to transcripts and a formal student complaint procedure; and
- ☐ To determine whether The Toronto Institute for Contemporary Psychoanalysis has met the performance objectives required by the Superintendent for its vocational programs

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to The Toronto Institute for Contemporary Psychoanalysis at 427 Vaughan Road, Toronto, M6X 2P1

I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices.

(Name of Student)

(Signature of Student)

(Date)

Payment Schedule

For programs approved for student loan purposes, the Payment Schedule may be completed at the time of the receipt of the Canada-Ontario Integrated Student Loans Certificate of Loan/Grant Approval and Eligibility. It must be attached to the original contract.

1. Payments prior to signing contract (if any) CAN\$ _____

2. Payments after signing contract

Date

Amount due

Total payments (1 + 2)

CAN\$ _____

The undersigned student hereby undertakes and agrees to pay, or see to payment of, the fees indicated above in accordance with the terms of this Enrolment Contract.

(Name of Student)

(Signature of Student)

(Date)

Fee Refund Policy as Prescribed under s. 25 to 33 of O.Reg. 415/06

Full refunds

25. (1) A private career college shall refund all of the fees paid by a student under a contract for the provision of a vocational program in the following circumstances:

1. The contract is rescinded by a person within two days of receiving a copy of the contract in accordance with section 36 of the Act.
2. The private career college discontinues the vocational program before the student completes the program, subject to subsection (2).
3. The private career college charges or collects the fees,
 - i. before the registration was issued for the college under the Act or before the vocational program was approved by the Superintendent, or

ii. before entering into a contract for the provision of the vocational program with the student, unless the fee is collected under subsection 44 (3).

4. The private career college expels the student from the college in a manner or for reasons that are contrary to the college's expulsion policy.

5. The private career college employs an instructor who is not qualified to teach all or part of the program under section 41.

6. The contract is rendered void under subsection 18 (2) or under section 22.

7. If a private career college fails to, or does not accurately, provide in the itemized list provided to the Superintendent under section 43 a fee item corresponding to a fee paid by a student for the provision of a vocational program, the college shall pay the student,

i. in the case of an item not provided by the college, the full amount of the fee for the item, and

ii. in the case of a fee in excess of the amount of the fee provided for the item, the difference between the amount of the fee for the item provided to the Superintendent and the fee collected.

(2) A full refund is not payable in the circumstances described in paragraph 2 of subsection (1) if the discontinuance of the vocational program coincides with the private career college ceasing to operate.

(3) A refund is not payable under paragraphs 1 to 6 of subsection (1) unless the student gives the private career college a written demand for the refund.

(4) A refund under subsection (1) is payable by the private career college within 30 days of the day the student delivers to the college,

(a) in the case of a rescission under section 36 of the Act, notice of the rescission; or

(b) in the case of a refund under paragraphs 2 to 6 of subsection (1), a written demand for the refund.

Partial refund where student does not commence program

26. (1) If a student is admitted to a vocational program, pays fees to the private career college in respect of the program and subsequently does not commence the program, the college shall refund part of the fees paid by the student in the following circumstances:

1. The student gives the college notice that he or she is withdrawing from the program before the day the vocational program commences.

2. In the case of a student who is admitted to a vocational program on the condition that the student meet specified admission requirements before the day the program commences, the student fails to meet the requirements before that day.

3. The student does not attend the program during the first 14 days that follow the day the program commenced and the college gives written notice to the student that it is cancelling the contract no later than 45 days after the day the program has commenced.

(2) The amount of a refund under subsection (1) shall be an amount that is equal to the full amount paid by the student for the vocational program, less an amount equal to the lesser of 20 per cent of the full amount of the fee and \$500.

(3) A refund under subsection (1) is payable,

(a) in the case of a refund under paragraph 1 of subsection (1), within 30 days of the day the student gives notice of withdrawing from the program;

(b) in the case of a refund under paragraph 2 of subsection (1), within 30 days of the day the vocational program commences; and

(c) in the case of a refund under paragraph 3 of subsection (1), within 45 days of the day the vocational program commences.

(4) For the purposes of paragraph 3 of subsection (1), it is a condition of a contract for the provision of a vocational program that the private career college may cancel the contract within 45 days of the day the vocational program commences if the person who entered the contract with the college fails to attend the program during the 14 days that follow the day the vocational program commences.

(5) A private career college that wishes to cancel a contract in accordance with subsection (4) shall give written notice of the cancellation to the other party to the contract within 45 days of the day the vocational program commences.

Partial refunds: withdrawals and expulsions after program commenced

27. (1) A private career college shall give a student who commences a vocational program a refund of part of the fees paid in respect of the program if, at a time during the program determined under subsection (3),

(a) the student withdraws from the program after the program has commenced; or

(b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(2) This section does not apply to vocational programs described in sections 28 and 29.

(3) A private career college shall pay a partial refund under this section only if the withdrawal or expulsion from the vocational program occurs at a time during the program determined in accordance with the following rules:

1. In the case of a vocational program that is less than 12 months in duration, the withdrawal or expulsion occurs during the first half of the program.

2. In the case of a vocational program that is 12 months or more in duration,

i. for the first 12 months in the duration of the program and for every subsequent full 12 months in the program, the withdrawal or expulsion occurs during the first six months of that 12-month period, and

ii. for any period in the duration of the vocational program remaining after the last 12-month period referred to in subparagraph i has elapsed, the withdrawal or expulsion occurs in the first half of the period.

(4) If the student withdraws or is expelled from a vocational program within the first half of a period referred to in subsection (3), the amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,

(a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and

(b) the portion of the fees in respect of the portion of the period that had elapsed at the time of the withdrawal or expulsion.

(5) If the student withdraws or is expelled from a vocational program during the second half of a period referred to in subsection (3), the private career college is not required to pay the student any refund in respect of that period.

(6) A private career college shall refund the full amount of fees paid in respect of a period that had not yet commenced at the time of the withdrawal or expulsion.

Partial refunds: distance education programs

28. (1) This section applies to a vocational program that is offered by mail, on the internet or by other similar means.

(2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if,

(a) the student withdraws from the program or the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy; and

(b) at the time of the withdrawal or expulsion, the student has not submitted to the private career college all examinations that are required in order to complete the program.

(3) The amount of the refund that a private career college shall give a student under subsection (1) shall be determined in accordance with the following rules:

1. Determine the total number of segments in the vocational program for which an evaluation is required.

2. Of the total number of program segments determined under paragraph 1, determine the number of segments in respect of which an evaluation has been returned to the student.

3. The amount of the refund that the private career college shall pay the student shall be equal to the full amount of the fees paid in respect of the program less,

i. an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500, and

ii. the portion of the fees in respect of the number of segments determined under paragraph 2.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has been evaluated in respect of more than half of the total number of segments in the program.

Partial refunds: non-continuous programs

29. (1) This section applies to a vocational program approved by the Superintendent to be provided through a fixed number of hours of instruction over an indeterminate period of time.

(2) A private career college shall give a student who commences a vocational program referred to in subsection (1) a refund of part of the fees paid in respect of the program if, before completing the required number of hours of instruction,

(a) the student has given the college notice that he or she is withdrawing from the program; or

(b) the student is expelled from the program in circumstances where the expulsion is permitted under the private career college's expulsion policy.

(3) The amount of the refund that a private career college shall give a student under subsection (1) shall be equal to the full amount of the fees paid in respect of the program less,

(a) an amount that is equal to the lesser of 20 per cent of the full amount of the fees in respect of the program and \$500; and

(b) a portion of the fees in respect of the program that is proportional to the number of hours of instruction that have elapsed at the time of the withdrawal or expulsion.

(4) A private career college is not required to give a student any refund if the student, at the time of withdrawal or expulsion, has completed more than half of the required number of hours of instruction in a program.

No retention of refund

30. A private career college shall not retain, by way of deduction or set-off, any refund of fees payable to a student under sections 25 to 29 in order to recover an amount owed by the student in

respect of any service or program other than a vocational program offered by the private career college.

Treatment of books and equipment

31. In calculating a refund under sections 25 to 29, a private career college may retain the retail cost of books or equipment that the private career college supplied to the student if the student,

(a) fails to return the books or equipment to the private career college within 10 days of the student's withdrawal or expulsion from the program, or

(b) returns the books or equipment to the private career college within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

Refund for international students

32. A notice to a private career college that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada) is deemed to be,

(a) notice of a rescission of the contract for the purposes of section 36 of the Act if the notice is given within two days of receiving a copy of the contract; and

(b) notice that the student is withdrawing from the program for the purposes of paragraph 1 of subsection 26 (1) or clause 29 (2) (a) if the notice is received on or before half of the duration of the program has elapsed.

Currency

33. Any refund of fees that a private career college is required to pay under the Act shall be paid in Canadian dollars.

CODE OF ETHICS OF THE TICP

1) **Preamble**

These principles have been designed to guide Members of the Toronto Society for Contemporary Psychoanalysis, and Candidates and Faculty of the Toronto Institute for Contemporary Psychoanalysis, in establishing ethical standards of practice in their professional relationships with analysands, colleagues, and the public at large.

The overarching principle of professional psychoanalytic practice is to maintain the integrity of the profession, and of the therapeutic relationship. The primary professional responsibility of the analyst is to the analysand, and to conducting the analysis in an ethical manner.

It is understood that the following guidelines cannot cover all the specific areas of potential misconduct that may arise. The Ethics Committee will examine all cases of alleged misconduct on an individual basis. An analyst who fails to maintain the standards of ethical practice may be subject to a disciplinary hearing, in which case the most serious penalty is revocation of membership in the Society and/or the Institute. Analysts who are members of other professions are, of course, subject to the Laws of those Professional Societies. However, the ethical principles outlined here, though they may differ from those Societies, will take precedence in cases of alleged misconduct brought to the Committee.

The analyst should strive, at all times, to conduct him/herself in a manner that is respectful of the analysand, the ethical standards of the profession, and of the special therapeutic nature of the analytic process.

2) **Guiding Principles**

2.1 **Respect for the Dignity of Persons**

Faculty, Candidates and Members of the T.I.C.P. are expected to treat patients and their families, candidates and colleagues with respect and care. The treatment relationship is founded upon trust and informed consent. The psychoanalyst must maintain the confidentiality and privacy of the patient at all times. A psychoanalyst may not reveal present or former patient confidentialities without permission.

2.2 **Integrity in Relationships**

The psychoanalyst should deal honestly and forthrightly with patients, candidates, and colleagues. The psychoanalyst should engage in an active process of self-monitoring in pursuit of truthful therapeutic and professional exchanges.

2.3 **Responsible Caring**

2.3.1 **Exploitation**

The sensitivity of the analyst-patient relationship requires that the psychoanalyst scrupulously avoid any and all forms of exploitation of patients and their families, and

limit as much as possible the intrusion of self-interest.

2.3.2 Conflict of interest.

The psychoanalyst should attempt to avoid conflict of interest situations as such situations may interfere with his/her determinations regarding what might be in the best interests of the patient.

2.3.3 Limits of competence.

The psychoanalyst should be aware of the limits of his or her competence, and avail him/herself of appropriate resources when necessary.

2.4 Responsibility to Society

Psychoanalysts within the Society of Contemporary Psychoanalysis are bound by the present ethical code in order to protect the public. A psychoanalyst is also bound by the code of ethics and standards of the regulatory body of which he or she is a member. A psychoanalyst has the same responsibility as any other citizen or resident of Canada and should act in accordance with its laws.

3) Specific Principles

3.1 Specific Principles for Both TICP and TSCP

3.1.1 Selection of analysands.

The analyst is free to choose whom he/she will work with as an analysand. The selection of an analysand should be based on the clinical assessment, and the determination that analytic treatment is in the best interests of the analysand.

3.1.2 The “therapeutic contract”.

As part of the recommendation of this particular form of treatment, contractual matters, such as method and rate of payment, scheduling, and so forth, should be discussed in a forthright and clear manner. Changes in the contractual agreement should be made in a manner that allows time for the analysands to raise questions and to engage in a discussion of the changes.

3.1.3 Confidentiality.

Confidentiality is a strict cornerstone of analytic process. Except in cases where specifically required to by Law, the analyst must make every effort to protect the private, personal communications that are received in the analysis. Specifically, in situations in which the analyst discusses a case with colleagues, for professional advancement, such as at meetings, in written or journal communication, and so forth, every effort must be made to protect the identity of the analysand. This would also apply to an analyst who finds him/herself in the position of receiving such a communication; in such a situation it is his/her responsibility to protect confidentiality by breaking off the communication. It is the responsibility of Members to co-operate fully with the Ethics Committee, and to keep

matters before the Committee confidential.

3.1.4 Boundary violations.

Analysts should not engage in any form of sexually intimate relationship with analysands, nor physically nor verbally abuse them. Analysts should not engage in any activity through which they might profit financially because of their relationship with an analysand.

3.1.5 Misrepresentations and scope of expertise.

Members and candidates must neither misrepresent their own academic and/or professional training and/or experience, nor their professional affiliations. They shall not diagnose, prescribe for, treat, or advise on problems outside the boundaries of their own competence.

3.1.6 Duty to report unethical behaviour.

Should a Member of the Society or Institute become aware that another Member is engaged in inappropriate sexual conduct with an analysand or supervisee, that Member should bring this information forward to the Ethics Committee.

3.2 Specific Principles for TSCP

3.2.1 General conduct.

Members shall behave in ways in public that do not reflect disgracefully on the practice of psychoanalysis or its practitioners, nor on the TSCP as an organization.

3.2.2 Relationship of members to one another.

Members shall treat each other with proper respect and dignity.

3.3 Specific Principles for TICP

3.3.1 Seminar leaders.

Seminar leaders and candidates shall refrain from using clinical examples or material whose subject may be identifiable to any of the members of the class. Candidates shall inform the seminar leader if they recognize the subject of a case report and excuse themselves from the class.

3.3.2 Supervisors.

Supervisors shall not engage in any behaviour vis a vis candidates which could reasonably be seen as exploitative of the supervisee or supervisory relationship.

3.3.3 Readers of case reports.

Readers of case reports shall excuse themselves from participation in reading any reports where the analysand is known to them in any social way, directly or indirectly. If a reader has or has had a therapeutic relationship with the candidate, the reader will either excuse himself/herself from this role, or will arrange to seek the candidate's

agreement that he/she act as reader.

4) Implementing Procedures

4.1 Jurisdiction of TSCP/TICP

The TSCP/TICP undertakes to respond to ethical complaints and inquiries regarding its members and itself, using the written Code of Ethics as a basis for addressing these complaints and inquiries.

4.2 TSCP/TICP Procedures in General

These “Ethics Procedures” contain the basic rules for the TSCP/TICP’s application and interpretation of the above Guiding Principles. Under its constitution, the TSCP/TICP exercises discretion in deciding whether and how to address ethical concerns. In some cases the Ethics Committee may determine that it does not have sufficient resources or ability to respond adequately. The Ethics Committee may refer the complainant to the appropriate professional or governmental regulatory agency. The Ethics Committee may subsequently respond according to the findings and conclusions of the body which has evaluated the complaint.

4.3 General Rules

4.3.1 Inquiries Distinguished from Formal Complaints.

Requests for TSCP/TICP consideration of ethical concerns fall into two general categories. An Inquiry seeks the interpretation of one or more Principles, without making a formal allegation that the Principles have been breached. A Complaint challenges the professional action or inaction of a TSCP/TICP Candidate, a TSCP/TICP Member, a TSCP/TICP Faculty Member, a TSCP/TICP Committee or the TSCP/TICP.

4.3.2 Filing an Inquiry.

An inquiry should be directed, in writing, to the Chairperson of the Ethics Committee.

4.3.3 Filing a Formal Complaint.

A complaint must be addressed in writing, by registered mail or courier delivery service, to the Chairperson of the Ethics Committee, and signed by the person(s) responsible for its initiation. A complaint must contain a clear account of the nature of the complaint, including the name of the accused person(s), a detailed description of what is alleged to have happened and why the complainant considers it a breach of the Principles of Ethics. A complaint must be accompanied by the following signed statement:
“I have read the Code of Ethics of the TSCP/TICP. I agree to the use of the procedures described in these documents in the investigation of the charge I have made against Dr./Mr./Ms./Mrs. _____ and request that appropriate action be taken. I hereby give permission for a copy of my complaint to be given to Dr./Mr./Ms./Mrs. _____ and to such other persons as you and the Ethics Committee may deem necessary.”

4.3.4 Ethics Committee.

The TSCP/TICP Ethics Committee receives and reviews ethical inquiries and complaints and, if deemed necessary, issues recommendations to the TSCP/TICP Executive.

4.3.5 Conflict of Interest.

Any TSCP/TICP member with a conflict of interest – family, professional or economic – vis a vis an ethics inquiry or complaint shall promptly disclose the conflict (in writing) to the TSCP/TICP Ethics Committee Chairperson (or designate) and decline to participate in the TSCP/TICP's review of or action on the matter.

4.3.6 Notification of Professional Association or Appropriate Legal Authorities.

In cases where the nature of the complaint warrants, or where mandated by law, the Ethics Committee, in consultation with the TSCP/TICP Executive, and with legal counsel where deemed necessary, shall notify the appropriate professional association or legal authorities.

4.3.7 Notification of Membership.

The TSCP/TICP shall notify its membership promptly (within 30 days) if, on ethical grounds, it expels or suspends any member or if a member resigns while an ethics-based complaint was pending against the member. This information, including the member's name, shall be communicated by mail to TSCP/TICP members.

4.3.8 Confidentiality.

All complaints to the TSCP/TICP which allege wrongdoing by any individual shall be processed by the TSCP/TICP in confidence. Confidentiality shall be determined by the TSCP/TICP in light of the requirements of these Procedures.

4.3.9 Expedition.

All communications and actions covered by these Procedures shall be undertaken with reasonable expedition, under the circumstances. The Ethics Committee shall, when necessary, specify time limits in light of the facts of a particular inquiry or complaint.

4.4 Procedures for Handling a Complaint

4.4.1 Receipt and Acknowledgement.

Upon receiving a complaint meeting the criteria specified above, the TSCP/TICP will forward the original complaint to the Chair of the Ethics Committee. The Chair of the Ethics Committee will:

- a) acknowledge receipt of the complaint to the complainant in writing.
- b) convene a meeting with the members of the Ethics Committee to discuss the complaint.
- c) inform the named member in writing, including the name of the complainant and the nature of the complaint.

4.4.2 Ethics Committee Process.

In considering the complaint, the Ethics Committee will act as follows:

a) The Ethics Committee will conduct an initial assessment of a complaint. All records and identifying information will be held in strictest confidence. Correspondence should be secure and in writing. Electronic communications with regard to the complaint shall not be employed to further ensure confidentiality.

b) If the decision is that the complaint does not merit further investigation, the Committee (via the Chair) will communicate this decision to the complainant and the named member in writing.

c) If the complaint is judged to warrant further investigation, the named member shall be provided a reasonable opportunity to respond.

d) Relevant facts shall be gathered as expeditiously and cost-effectively as possible, within authorized budgetary limits. Specific questions or matters may be delegated to one or more fact-finders or subcommittees. The Committee may seek legal counsel if this is deemed to be necessary. In situations where the elements of the case are beyond the scope of the Committee to investigate, the complainant may be informed that other agencies might better serve this purpose.

(4.4.2)

e) The Ethics Committee will meet to consider the assembled information to assess whether a hearing with the named member is required, or whether a decision can be rendered at this point.

f) If the Ethics Committee determines that a hearing is warranted, the named member and the complainant will be informed in writing. At least 30 days notice of a hearing must be given. The purpose of the hearing is to discuss the concerns of the Ethics Committee with the named member and to assist the Ethics Committee in coming to conclusions as to the disposition of the complaint.

The hearing panel will comprise at least three members of the Ethics Committee. The hearing panel will designate one member to chair the proceedings. In the event that a member of the hearing panel has a conflict of interest, the Chair of the Ethics Committee shall designate an alternate. A hearing may require more than one sitting.

g) If the member resigns after the initiation of the complaint process, the process will proceed to its completion.

4.5 Ethics Committee Action on a Complaint

4.5.1 Ethics Committee Recommendations.

Once the Ethics Committee has satisfied itself that all reasonable effort has been made to obtain the relevant facts regarding the case, it will deliberate the merits of the allegations.

The following actions may be recommended to the Executive Committee following these deliberations:

a) Exoneration of the Member.

The member is found not to have engaged in any unethical conduct. All records relating to the case shall be destroyed within 30 days of this finding.

b) Dismissal of Complaint without Prejudice

This decision allows for subsequent examination of the Complaint, when a decision cannot be made because of insufficient evidence.

c) A Caution

The Member may be Cautioned when there is sufficient concern by the Committee about the Member's behavior.

d) Suspension

The Member is temporarily suspended from the TSCP/TICP for a specified period of time, pending resolution of any concerns that led to the complaint. It is the obligation of the Ethics Committee to re-examine annually all current cases of Suspension. The Referral Service shall be notified in writing of any Suspensions.

(4.5.1)

e) Permanent Expulsion from the TSCP/TICP.

In the event of an Expulsion, a letter shall be sent to all Members and Candidates announcing that "The Ethics Committee of the TSCP/TICP has recommended that X be excluded from membership and participation in the Society and Institute. The Executive Committee has decided to accept this recommendation".

4.5.2 Appeals.

The Complainant or the Member may appeal any Disposition by the Executive, or any Finding by the Ethics Committee. An appeal must be made in writing, directly to the Executive Committee, which may dismiss the appeal as lacking merit, or take appropriate action to investigate the issue further. The Executive shall inform the Ethics Committee of any appeals, and of its decisions regarding them.

Ethics: Revised Nov 2003

SUMMARY OF PSYCHOTHERAPY PROGRAM SEMINARS

Course Identification	Hours of Instruction
TICP Psychoanalytic Psychotherapy Program	
Year One Curriculum: Total 129 hours of instruction	
Year One Section 1:	
Overview and Introduction to Psychotherapy	Total 33
Section 1, Sessions 1 and 2: Comparative Framework	6
Section 1, Sessions 3 and 4: Psychoanalytic Approaches	6
Section 1, Sessions 5 and 6: Behavioural and Cognitive Approaches	6
Section 1, Session 7: Experiential and Humanistic Approaches	3
Section 1, Session 8: Systems Oriented Approaches	3
Section 1, Session 9: Couples Therapy	3
Section 1, Session 10: Group Psychotherapies	3
Section 1, Session 11: Integrative Approaches to Psychotherapy	3
Year One Section 2:	
Introduction to Human Growth and Development through the Lifespan	Total 21
Section 2, Sessions 1 and 2: Introduction and Psychodynamic notions of development	6
Section 2, Session 3: Attachment	3
Section 2, Session 4: Development of Cognitive Abilities	3
Section 2, Session 5: Behaviorism and Learning: Adolescence and Identity	3
Section 2, Session 6: Adulthood and its Challenges: Family Systems	3
Section 2, Session 7: A Sociological Perspective of Development: Old Age and Death	3
Year One Section 3:	
Introduction to Psychopathology	Total 27
Section 3, Session 1: Introduction to Understanding and Treating Psychopathology	3
Section 3, Session 2: Mood Disorders	3
Section 3, Session 3 and 4: Anxiety Disorders	6
Section 3, Session 5: Trauma	3
Section 3, Session 6: Eating Disorders and Addictions	3
Section 3, Session 7: Personality Disorders	3
Section 3, Session 8: Psychotic Disorders	3
Section 3, Session 9: Psychopharmacology	3
Year One Section 4:	
Culture and Gender Diversity in Therapeutic Practice	Total 6
Section 4, Session 1: Cultural and spiritual diversity in psychotherapy	3
Section 4, Session 2: Gender and Sexuality	3
Year One Section 5:	

Introduction to Clinical Assessment, Formulation and Interviewing Skills		Total 30
Section 5, Session 1: What Is Psychodynamic Psychotherapy and How Does it Work?		3
Section 5, Sessions 2 and 3: Clinical Assessment		6
Section 5, Sessions 4 and 5: The Initial Formulation and Recommendations		6
Section 5, Sessions 6 and 7: Beginning Treatment		6
Section 5, Session 8: Communicating with Clients: Listening and Reflection		3
Section 5, Session 9: Communicating with Clients: Learning to Intervene		3
Section 5, Session 10: Clinical Assessment, Formulation and Interviewing Skills: Summary, Review and Preparation for Beginning Practicum		3
Year One Section 6: Professional Issues and Ethics		Total 12
Session 1: Self Regulation, Ethics, Professional Standards and Professional Misconduct		3
Session 2: Client-Therapist Relationships: Informed Consent, Boundaries, Billing		3
Session 3: Jurisprudence: The Regulated Health Professions Act and the Psychotherapy Act		3
Session 4: Jurisprudence: The role of the College and other laws regulating the provision of Psychotherapy		3
Year Two Curriculum: Total 114 Hours of instruction		
Clinic Orientation and Continuous Case Seminars		Total 18
Preparatory reading and assignment (due prior to the start of Year 2 seminars)		
Beginning Practicum: students in Year 2 will begin their 450 hours of work		
Clinic Orientation Course (at TICP Free Clinic)		6
Year 3 Continuous Case Seminars (three-hour seminar held on 4 Sundays during the academic year)		12
Year Two Section 1: Introduction to Theories of Psychoanalytic Psychotherapy		Total 27
Section 1 Session 1: The Case for Psychoanalysis		3
Section 1 Session 2: Freud and Classical Psychoanalytic Tradition		3
Section 1 Session 3: Ego Psychology		3
Section 1 Session 4: Interpersonal Psychoanalysis		3
Section 1 Session 5: Kleinian Theory and Contemporary Kleinian Perspectives		3
Section 1 Session 6: British Object Relations: The work of Fairbairn and Winnicott		3
Section 1 Session 7: Self Psychology: The work of Erik Erikson and Heinz Kohut		3
Section 1 Session 8: The Relational Tradition		3
Section 1 Session 9: Controversies in the Theory and Practice of Psychoanalytic Psychotherapy		3
Year Two Section 2: Developing Core Competencies for the Practice of Psychoanalytic Psychotherapy		Total 21

Section 2 Session 1: Therapeutic Intent	3
Section 2 Session 2: Therapeutic Stance/Attitude and Techniques	3
Section 2 Session 3: Understanding, Listening to and Addressing Affect	3
Section 2 Sessions 4 and 5: Transference, Countertransference and Relational Dynamics	6
Section 2 Session 6: Patterning and Linking	3
Section 2 Session 7: Unconscious Conflict, Defense, Repetition and Working Through	3
Year Two Section 3: Psychoanalytic Approaches and Perspectives on Psychopathology Total 30	
Section 3 Session 1: Psychoanalytic Theoretical Perspectives on Psychopathology: Attachment Theory and The Developmental Perspective	3
Section 3 Session 2: The Psychodynamic Approach to Diagnosis and Classification	3
Section 3 Session 3: Understanding and Treating Depression for a Psychoanalytic Paradigm	3
Section 3 Sessions 4: Understanding and Treating Anxiety from a Psychoanalytic Paradigm	3
Section 3 Session 5: Understanding and Treating Trauma from a Psychoanalytic Paradigm	3
Section 3 Session 6: Understanding and Treating Obsessive-Compulsive Disorder from a Psychoanalytic Paradigm	3
Section 3 Session 7: Understanding and Treating Substance Abuse Disorders from a Psychoanalytic Paradigm	3
Section 3, Session 8: Understanding and Treating Eating Disorders from a Psychoanalytic Paradigm	3
Section 3, Session 9: Understanding and Treating Psychotic Disorders from a Psychoanalytic Paradigm	3
Section 3, Session 10: Understanding and Treating Personality Disorders from a Psychoanalytic Paradigm	3
Year Two Section 4: Contemporary Psychoanalysis Perspectives on Sexuality, Gender And Culture Total 6	
Section 4 Session 1: Psychoanalytic Perspectives on Gender and Sexuality: Implications for the practice of psychotherapy	3
Section 4 Session 2: Psychoanalytic Perspectives on Culture: Implications for the practice of psychotherapy	3
Year Two Section 5: Working Through and Termination Total 6	
Section 5 Session 1: Working Through	3
Section 5 Session 2: Introduction to Termination in Psychoanalytic Psychotherapy	3
Year Two Section 6:	

Ethics, Ethical Dilemmas and Self-Care in Psychoanalytic Psychotherapy		Total 6
Section 6 Session 1: Ethics and Ethical Dilemmas in Psychoanalytic Psychotherapy		3
Section 6 Session 2: Selfcare for the Psychotherapist in Psychoanalytic Psychotherapy		3
Year Three Curriculum: Total 138 hours*		
<i>*depending on number of clinical case presentations</i>		
Year 3 Continuous Case Seminars		Total 12
Continuous Case Seminars (three-hour seminar held on 4 Sundays during the academic year)		
Year Three Section 1: Psychoanalytic Concepts and Applications to Clinical Practice		Total 36
Section 1 Sessions 1 and 2: Mentalization		6
Section 1 Sessions 3 and 4: Empathy		6
Section 1 Session 5: Transference, Countertransference and the Use of Self		3
Section 1 Session 6: Current Approaches to Understanding Treatment		3
Section 1 Session 7: Therapist and Client Subjectivities in Psychotherapeutic Work		3
Section 1 Session 8: Countertransference and the Use of Self in Treatment		3
Section 1 Sessions 9 and 10: Working with Dreams in Psychoanalytic Psychotherapy		6
Section 1 Sessions 11 and 12: The Interpretation of Dreams		6
Year Three Section 2: Psychopathology of Character Organization: Understanding Personality Disorders in Psychoanalytic Psychotherapy		Total 18
Section 2 Session 1: Developmental Levels of Personality Organization and Clinical Implications		3
Section 2 Session 2: Primary and Secondary Defenses in Expressions of Personality		3
Section 2 Session 3: Types of Character Organization: Psychopathic and Narcissistic Personality Styles		3
Section 2 Session 4: Schizoid and Paranoid Personality Styles		3
Section 2 Session 5: Types of Character Organization: Depressive, Manic and Masochistic (Self-Defeating) Personality Styles		3
Section 2 Session 6: Types of Character Organization: Obsessive Compulsive, Hysterical (Histrionic) and Dissociative personality styles		3
Year Three Section 3: Advanced Core Competencies in Psychoanalytic Psychotherapy		Total 9
Section 3 Session 1: Advanced Core Competencies: Courageous Speech/Disciplined Spontaneity		3
Section 3 Session 2: Advanced Core Competencies: Love in Psychoanalytic Psychotherapy		3

Section 3 Session 3: Advanced Core Competencies: Hate in Psychoanalytic Psychotherapy	3
Year Three Section 4: Trauma and Dissociation in the Theory and Practice of Psychoanalytic Psychotherapy Total 18	
Section 4 Sessions 1 and 2: Introduction to Trauma and Dissociation in Clinical Process	6
Section 4 Session 3: Revisiting Defences and Personality Structure from a Dissociative Model of Mind	3
Section 4 Session 4: Psychoanalytic Listening, Intersubjectivity and Dissociation in the Therapeutic Encounter	3
Section 4 Sessions 5 and 6: The Multiplicity of Self, Clinical Judgement and Clinical Transformation	6
Year Three Section 5: Advanced Ethical Dilemmas in Psychotherapy Total 9	
Section 5 Sessions 1 and 2: Fallacies, Placebos and the Use of Language in Ethical Decision Making	6
Section 5 Session 3: Moral Courage in Ethics: A Step by Step Model for ethical decision making	3
Year Three Section 6: Termination and Other Endings in Psychoanalytic Psychotherapy Total 12	
Section 6 Session 1: Psychoanalytic Perspectives on Termination in Psychoanalytic Psychotherapy	3
Section 6 Session 2: Termination in Psychoanalytic Psychotherapy from an Attachment and Relational Perspective	3
Section 6 Session 3: Clinical Process and Termination	3
Section 6 Session 4: Multiple Meanings of Endings: How the Psychoanalytic Perspective says good-bye	3
Year Three Section 7: Clinical Case Presentations Total 18 - 24	
6 – 8 sessions (depending on number of students and case presentations) <i>Final case report and presentation</i>	18 - 24
PRACTICUM TRAINING AT TICP FREE CLINIC: Total 450 Hours Required Year 2 and Year 3 only	
Minimum of 100 hours of one-on-one clinical supervision	100
Direct Client Contact Hours	Over 350

3-Year Psychoanalytic Psychotherapy Program YEAR ONE 2020-2021

Classes held on Thursday evenings, with 2 weekend seminar dates during the academic year as noted

Class #	Date	Seminar Details	Faculty
	September 3	ORIENTATION	Stephanie Bot
1	September 10	Section 1 Session 1 Comparative Framework	Mark Egit
2	September 17	Section 1 Session 2 Comparative Framework	Mark Egit
3	September 24	Section 1 Session 3 Psychoanalytic Approaches	Mark Egit
4	October 1	Section 1 Session 4 Psychoanalytic Approaches	Mark Egit
5	October 8	Section 1 Session 5 Behavioural and Cognitive Approaches	Mark Egit
6	October 15	Section 1 Session 6 Behavioural and Cognitive Approaches	Mark Egit
7	October 22	Section 1 Session 7 Experiential and Humanistic Approaches	Mark Egit
8	October 29	Section 1 Session 8 Systems Oriented Approaches	Mark Egit
9, 10	SUNDAY Nov 1	Section 1 Session 9 Couples Therapy and Session 10 Group Psychotherapies	Mark Egit
11	November 5	Section 1 Session 11 Integrative Approaches to Psychotherapy	Mark Egit
12	November 12	Section 2 Session 1 Introduction and Psychodynamic Notions of Development	Florence Loh
13	November 19	Section 2 Session 2 Introduction and Psychodynamic Notions of Development	Florence Loh
14	November 26	Section 2 Session 3 Attachment	Florence Loh
15	December 3	Section 2 Session 4 Development of Cognitive Abilities	Florence Loh
16	December 17	Section 2 Session 5 Behaviourism and Learning: Adolescence and Identity	Florence Loh
17	January 7	Section 2 Session 6 Adulthood and its Challenges: Family Systems	Florence Loh
18	January 14	Section 2 Session 7 A Sociological Perspective of Development: Old Age and Death	Florence Loh
19	January 21	Section 3 Session 1 Introduction to Understanding and Treating Psychopathology	Afarin Kohan
20	January 28	Section 3 Session 2 Mood Disorders	Afarin Kohan
21	February 4	Section 3 Session 3 Anxiety Disorders	Afarin Kohan
22	February 11	Section 3 Session 4 Anxiety Disorders	Afarin Kohan
23	February 18	Section 3 Session 5 Trauma	Afarin Kohan
24	February 25	Section 3 Session 6 Eating Disorders and Addictions	Afarin Kohan
25	March 4	Section 3 Session 7 Personality Disorders	Afarin Kohan
26	March 11	Section 3 Session 8 Psychotic Disorders	Afarin Kohan
27	March 18	Section 3 Session 9 Psychopharmacology	Afarin Kohan
28	March 25	Section 4 Session 1 Cultural and Spiritual Diversity in Psychotherapy	Deborah Britzman
29	April 1	Section 4 Session 2 Gender and Sexuality	Deborah Britzman
30	April 8	Section 5 Session 1 What is Psychodynamic Psychotherapy and How Does It Work?	Sheri Turrell
31, 32	SUNDAY Apr 11	Section 5 Session 2 and Session 3 Clinical Assessment	Sheri Turrell
33	April 15	Section 5 Session 4: The Initial Formulation and Recommendations	Sheri Turrell
34	April 22	Section 5 Session 5: The Initial Formulation and Recommendations	Sheri Turrell
35	April 29	Section 5 Session 6: Beginning Treatment	Sheri Turrell
36	May 6	Section 5 Session 7: Beginning Treatment	Sheri Turrell
37	May 13	Section 5 Session 8: Communicating with Clients: Listening and Reflection	Sheri Turrell

38	May 20	Section 5 Session 9: Communicating with Clients: Learning to Intervene	Sheri Turrell
39	May 27	Section 5 Session 10: Clinical Assessment, Formulation and Interviewing Skills: Summary, Review and Preparation for Beginning Practicum	Sheri Turrell
40	June 3	Section 6 Session 1: Self Regulation, Ethics, Professional Standards and Professional Misconduct	Mark Egit
41	June 10	Section 6 Session 2: Client-Therapist Relationships: Informed Consent, Boundaries, Billing	Mark Egit
42	June 17	Section 6 Session 3: Jurisprudence: The Regulated Health Professions Act and the Psychotherapy Act	Mark Egit
43	June 24	Section 6 Session 4: Jurisprudence: The Role of the College and other laws regulating psychotherapy	Mark Egit

HOLIDAYS *(no class scheduled)*

December 10 (Hanukkah)

December 24 and December 31, 2020 (Winter Break)

SUNDAY SEMINARS *(2 seminars, 9:00 a.m. – 4:00 p.m.)*

November 1, 2020

April 11, 2021