

POLICY AND PROCEDURE CODE

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I. Procedures, Purpose, Enactment, Rescission and Amendment.

A. The Confederation of Independent Psychoanalytic Societies shall maintain a code of policies and procedures to regulate the performance of organizational tasks and functions.

B. The Policy and Procedure Code shall contain operating procedures that are enacted by the Board.

1. Procedures shall be enacted by a majority vote of the Board of Directors.
2. Proposed procedures may be introduced by members of the Board.
3. Proposed procedures may also be developed by the Standing Committee on Bylaws and Procedures and submitted to the Board for consideration
4. All actions of the Board that pertain to the performance of organizational tasks and functions shall be referred to the Standing Committee on Bylaws and Policies and Procedures for codification, and shall be included in the Policy and Procedures Code subject to a majority vote of the Board.

C. Any policy or procedure contained in this code may be rescinded or amended by a vote of the Board subject to the following conditions:

1. Any member of the Board may make a motion to rescind or amend any procedure in this code.
2. If the motion to rescind or amend a procedure is seconded and scheduled for a vote with a minimum prior notice of one month, the motion shall be enacted with a majority vote.
3. If a motion to rescind or amend a procedure is seconded and scheduled for a vote without a minimum prior notice of one month, the motion shall be enacted with a two-thirds (2/3) majority vote.

II. Conduct of Board Business

A. Minutes and their correction.

1. The Recording Secretary shall compose Minutes of Board meetings in the week following each meeting.
2. The Recording Secretary shall submit drafts to the President for edits.
3. When the Minutes have been edited by the President, the Recording Secretary shall circulate them to the Board by email prior to the next Board meeting.
4. Editorial comments and trivial or typographic corrections should be addressed to the Recording Secretary before or after the next Board meeting, and should not be addressed during meeting time. Substantive additions, amendments, or corrections to the Minutes should be addressed during the Board meeting.
5. Once the corrected Minutes are approved by the Board, the Recording Secretary shall submit Minutes to the Webmaster for posting on the CIPS Web.

B. Committee Reports.

Committee chairs, and chairs of ad hoc workgroups shall submit written reports to the President and the Recording Secretary, at least seven days prior to each scheduled meeting of the Board of Directors. In the event that the committee or the chair have not taken any action, obtained any findings, or plan to submit any right recommendations to the Board at the upcoming meeting, this requirement is waived.

C. New Business.

If any Director wishes to place an item of new business on the Agenda, he/she should communicate this to the President, along with an assessment of its priority. The President will place priority items at the top of the proposed agenda to ensure adequate time for discussion and action, otherwise the item will be placed under the New Business category on the Agenda.

D. Appointment of Alternates for Board Meetings.

1. Component societies shall appoint one or more alternates who will be responsible for attending meetings of the Board of Directors in place of a sitting Director in the event a sitting director cannot attend a meeting.
2. In the event that a Director must be absent from a meeting of the Board, it shall be the responsibility of the Director to arrange for the alternate to take his place.
3. It shall be the responsibility of a Director to keep alternates informed about CIPS matters, and to brief the designated alternates about the particular matters scheduled for

discussion at any Board meeting at which the alternate will represent his or her society in place of the absent Director.

E. Procedure for installation of new Board members

Pursuant to the By-Laws, the term of office for members of the Board commences and expires on June 30, each year. The annual June Board meeting shall be attended both by members whose terms are expiring, and by those whose terms are commencing. Only Board members whose terms are expiring shall be entitled to vote at this meeting.

F. Face-to-Face Meetings.

One face-to-face Board meeting (the Annual Meeting) shall be held each year. The location of the meeting shall alternate each year between an East Coast and a West Coast venue.

1. One half of the travel expenses for each Director attending the Annual Meeting as representatives of each component organization shall be paid/reimbursed by CIPS.
2. The remaining half of each Director's travel expenses shall be paid/reimbursed by each component organization for attendance by its representatives.
3. In the event that a Director is unable to attend an Annual Meeting, an alternate may be appointed pursuant to Article II, Section D, of the Procedure Manual.
4. The Annual Face to Face Meeting shall be held at a time and place that may be scheduled in conjunction with another conference or professional meeting, providing that there is sufficient time and focus for CIPS business.

G. The Board may go into Executive Session when conducting business deemed confidential by the Board.

1. To go into Executive Session, a motion to go into Executive Session must be made, seconded, and passed by a majority vote of the Board.
2. To end an Executive Session of the Board, a motion to end the Executive Session must be made, seconded, and passed by a majority vote of the Board.
3. Minutes of all Executive Sessions shall be corrected at a subsequent Executive Session.
4. Minutes of all Executive Sessions shall be confidential and shall be stored in the Executive Session Minutes Archive, to be maintained by the President and his/her successors until such time as the matters addressed are no longer pertinent to the operations of the organization.

H. The conduct of the CIPS Board of Directors, including all actions taken by the Board, shall be recorded in the formal Minutes of each Board meeting and shall be made available to all members by Email and in the “Members’ Only” section of the CIPS website.

I. Communications regarding CIPS business between Board members conducted at Board meetings, on the Board listserv, or in personal emails, or in private letters and conversations, are strictly confidential and may not be cited, quoted, forwarded, or distributed to others. Although communications between Board members may constitute the process by which the Board determines the actions it shall take, such communications shall be differentiated from the actions of the Board, which shall be fully transparent and reported in the Minutes. A Board member who violates this rule shall be subject to censure or removal from the Board in accordance with the Bylaws of the organization.

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III. Procedures for admission of new societies.

A. Admission to CIPS is open to any study group, provisional society, or full component society of the International Psychoanalytic Association within the United States.

1. Societies seeking to join CIPS shall be directed to contact the President of CIPS or the Chair or Co-Chairs of the New Groups Committee.
2. The New Groups Committee shall prepare a report and make recommendations to the Board.
3. New groups shall be admitted to CIPS by an affirmative vote of two-thirds of the CIPS Board and by a two-thirds affirmative vote of the component societies.

IV. Procedures Regarding New Groups.

A. CIPS supports the principle that admission of new groups in North America to membership in the IPA should be regulated by the International New Groups Committee of the IPA. CIPS recognizes that the North American regional association (American Psychoanalytic Association) operates according to a different model and is accorded this right by the International Psychoanalytic Association. (Enacted November, 2016)

B. In support of this principle, CIPS shall maintain a CIPS Committee on New Groups for the following purposes:

1. To identify and recruit psychoanalytic groups in North America that demonstrate the potential to become IPA study groups and component societies.
2. To provide such groups with guidance and whatever other assistance may be helpful to facilitate their admission to the IPA. IPA component groups seeking admission to CIPS, including provisional societies and study groups, shall be referred to the New Groups Committee, which shall review the group's functioning and suitability for membership in CIPS and make recommendations to the Board.

V. Procedure for admission of new members.

A. Graduates of CIPS Institutes shall be admitted to CIPS membership automatically upon admission to any CIPS component society.

B. All candidates enrolled in training programs in psychoanalysis in Institutes of component societies shall be Affiliate Members of CIPS. Affiliate Members shall not be required to pay dues and shall have no voting rights.

C. IPA members who do not belong to any CIPS component society may be admitted to CIPS as Direct Members by a two-thirds vote of the CIPS Board of Directors.

D. Candidates enrolled in training programs in psychoanalysis in Institutes of IPA societies outside of CIPS may become CIPS Direct Affiliate Members. Direct Affiliate Members shall have the same rights and privileges as candidates who are Affiliate Members.

E. Direct Members and Direct Affiliate Members are automatically enrolled in the Direct Members Society.

F. The CIPS Committee on Direct Members, chaired by a CIPS Board representative of the Direct Members Society, shall oversee application procedures.

VI. Procedures pertaining to Honorary Members.

- A. All Honorary Members of CIPS component societies shall automatically be Honorary Members of CIPS.
- B. Individuals from any field of endeavor may be nominated and elected Honorary Members of CIPS by a majority vote of the Board of Directors.
- C. Honorary Members shall not be required to pay dues, and shall have no voting rights in CIPS.
- D. Any Honorary Member of CIPS who is or becomes a regular dues-paying member of a CIPS component society shall become a regular member of CIPS while simultaneously retaining the status of Honorary Member.

VII. Procedures for collection of dues.

A. CIPS component societies are responsible for the payment of annual organizational dues each year.

B. The CIPS Treasurer shall distribute annual dues invoices to all CIPS component societies (except the Direct Member Society) in the month of January for the coming year.

1. The dues assessed to each society shall be based on the number of its IPA members on January 1. Each invoice shall list the names of members on which the CIPS dues assessment is based. Each component society shall provide the Treasurer with corrections to the assessment based on incorrect data. Reconciliation of society and CIPS records shall be completed and corrected dues assessments shall be distributed to societies no later than January 31st.

2. "Retired" and "Semi-retired" members shall be assessed in accordance with the dues policies in effect at each component society.

3. Payment of dues shall be made by each component society by the last day of the month of February.

C. Additions to the rosters of CIPS component societies occurring after January 1 of any year shall not result in additional dues until the following year.

D. In the event of hardship, the dues assessment of any component society may be reduced. A component society seeking a reduction in the dues shall make a request to the CIPS Board through its representatives to the Board. The Board shall determine any adjustments to be made and the Treasurer shall compute the dues assessment for that component society accordingly.

E. Special procedures shall apply with respect to the collection of dues from the Direct Members Society.

1. The Direct Members Society shall require each new Direct Member to pay CIPS dues at the time of admission to the Direct Member society. Individuals admitted to the Direct Member Society after June 30 of any year shall be credited for payment of dues for that year and for the following year.

2. Collection of dues from Direct Members shall be carried out by the CIPS Treasurer on behalf of the Direct Member Society, in conjunction with the leadership of the Direct Member Society.

VIII. Procedures for appointments to positions within CIPS

A. Except as otherwise set forth in Sections IX (below), unfilled positions within CIPS, including positions on CIPS committees, special positions created to carry out CIPS programs or initiatives, as well as positions created to represent CIPS to external organizations or umbrella groups of which CIPS is a component, shall be open to qualified CIPS members and shall be posted to the CIPS membership on the CIPS website or the CIPS News Brief.

B. The Standing Committee on Nominations and Appointments shall review the application of members for all posted positions and shall make recommendations for appointments to the Board. Appointments to all posted positions shall be by a majority vote of the Board.

C. In some instances, the Board may formulate minimum qualifications for appointments to positions within CIPS or may delegate this task to the Nominations and Appointments Committee. Minimum qualifications developed by the Nominations and Appointments Committee shall be subject to Board approval, unless the Nominations and Appointments Committee is specifically empowered to act without further Board approval.

1. Where criteria have already been developed for comparable positions or opportunities, these existing criteria shall be applied automatically to the new open positions or opportunities, unless the Board specifically determines to act otherwise. In such a case, the board shall develop a new set of criteria for the new position or opportunity, or delegate this task to the Nominations and Appointments Committee.

D. When special and unusual circumstances require immediate action to appoint a member to position, or when the Board agrees that a position should be restricted to a member of the Board (e.g., that chair of a committee of the Board), the Board may act expeditiously to fill the position without posting the position to the membership.

IX. Procedures for appointments of chairs of standing committees, select committees, and special administrative positions within CIPS.

A. The President shall appoint the chairpersons of CIPS committees, subject the approval of the Board. Chairperson positions may be posted to the CIPS membership at the discretion of the President.

B. Committee chairpersons shall appoint members to their committees, subject to approval by the Board.

1. The Board may empower Committee chairpersons to appoint committee members without further Board approval.

2. Membership positions on CIPS committees may be posted to the CIPS membership at the discretion of either the appointed chair or the Board.

X. Procedures for the recommendation of persons to serve in special posts, governing bodies, committees, and workgroups of the IPA.

A. When the time frame permits a search process, all open IPA positions for which CIPS may recommend persons for appointment shall be posted to the CIPS membership. The CIPS Nominations and Appointments Committee shall review applications, report to the Board on all applications, and make recommendations to the Board. The Board shall make the final determination or recommendations by majority vote.

B. When conditions do not permit a search process, the President shall inform the Board of open positions to which appointments are to be made. Board members shall take responsibility to consult with their constituencies and make recommendations to the Board. The Board shall make the final determination by majority vote.

C. When conditions do not permit full Board participation, the Executive Committee shall act in place of the Board. The President shall judge when such conditions apply.

XI. Procedures for appointments of members to represent CIPS to the Consortium.

A. The President shall appoint members to represent CIPS to the Consortium.

XII. Procedures for the conduct of CIPS Elections.

A. Procedures for the nomination of persons to run for CIPS President and Vice President.

1. The Chair of the Nominations and Appointments Committee shall inform the membership of CIPS of the upcoming CIPS election in the month of January in the year that CIPS is scheduled to hold elections.
2. The Nominations and Appointments Committee shall be responsible for conducting the nomination and election of the President-elect and the Vice President-elect by the national membership.
3. The President-elect and the Vice President-elect shall be elected by national balloting conducted prior to April 30th, during the first year of an incumbent President's two-year term.
4. The successful candidates for President-elect and Vice President-elect shall serve as non-voting members of the Board for one year, commencing on June 30th following the election.
5. The President-elect and Vice President-elect shall assume their respective offices of President and Vice President on June 30th of the following year.

B. The Board will elect a member of the Board or a member of a component society to serve as Treasurer for a two year term.

C. The Chairs of all Standing Committees shall be appointed by the President with the approval of the Board. Standing Committee Chairs shall serve two year terms and may be reappointed.

XIII. Procedures for participation in IPA Elections.

A. Procedures for the initiating the CIPS election procedures for IPA elections.

1. The President shall notify the CIPS Board of the upcoming IPA elections in the month of September in the year prior to the year of the scheduled IPA election (about 9 months prior to the nomination of candidates by the Regional Nominating Committee) and again the following January (about five months prior to the nomination of candidates).
2. The President shall place all matters pertaining to the IPA election on the agenda in a manner that ensures full participation of CIPS in the IPA elections.

B. Procedures for the selection of persons to serve on the Regional Nominating Committee.

1. The CIPS Board, by majority vote, shall select one board member to represent CIPS on the Regional Nominating Committee before March 1st. This decision shall be ratified by the component societies.
2. The President of CIPS shall inform the IPA of the Board selection.

C. Procedures for the proposal of prospective nominees to the Regional Nominating Committee.

1. Insofar as IPA Rules permit only component societies and groups of ten IPA members to propose prospective nominees to the Regional Nominating Committee, CIPS shall not act to propose prospective nominees to the Regional Nominating Committee.
2. CIPS shall respect the right of component societies and groups of ten to make their own proposals without interference from CIPS.
3. CIPS shall act to publicize IPA elections and shall encourage cooperation among societies and groups of ten to nominate and elect the most qualified individuals in CIPS. This process should begin well before the IPA call for suggestions for nominations, i.e., in the Fall (about 9 months prior to the nomination of candidates).

D. Procedures for conducting the election process. 1. CIPS shall actively facilitate the election process by:

1. Encouraging all members to be informed about the candidates and to vote in the election.
2. Providing information to component societies, including notification of the IPA schedule for distributing ballots and the deadline for the return of ballots, as well as other relevant information.
3. Publishing the position statements of candidates in the CIPS Newsletter and on the CIPS Website.

4. Inviting statements or responses to specific questions from candidates, as long as all candidates for the same position are invited to do so and all statements received are distributed to all members.

5. Encouraging component societies to host meetings with all of the candidates to acquaint its members with their positions.

XIV. Licensure of Psychoanalysts

A. CIPS shall support the promotion of responsible licensing legislation for psychoanalysis in accordance with acceptable standards for training and practice and shall oppose legislation that is at variance with these standards.

B. CIPS shall support the efforts of local psychoanalytic societies to engage in public information and advocacy (lobbying) to promote responsible licensing legislation for psychoanalysis in accordance with acceptable standards, and to oppose licensing legislation for psychoanalysis that is at variance with these standards.

C. CIPS shall encourage psychoanalytic societies within states to organize state psychoanalytic confederations for the purpose of monitoring state legislation and acting in concert to protect and promote responsible psychoanalytic practice within their respective states.

XV. Confidentiality and Patient Privacy Rights

A. CIPS affirms and supports the principle that communications between patient and analyst must be private and confidential. CIPS recognizes that the confidentiality of communications between patients and analysts, including the privacy of patient records, are prerequisite conditions for the conduct of psychoanalysis and psychotherapy.

B. CIPS affirms and supports the position that the disclosure of patient information to third parties must therefore be subject to explicit patient consent or be warranted by exceptional circumstances, as when disclosure is necessary to protect the life and safety of the patient.

C. CIPS recognizes that any legislation or public policy that poses an unwarranted threat to the privacy of the analytic relationship constitutes a threat to the viability of psychoanalysis as a profession.

D. Therefore, CIPS shall act, through its board and its committees, both independently and in concert with other groups, to protect and promote the confidentiality of patient- analyst communications and the privacy of patient records by means of public education and advocacy in support of legislation and public policies that promote patient privacy rights and in opposition to legislation and public policies that threaten patient privacy rights.

XVI. The CIPS Certification in Psychoanalysis program

A. Introduction

It shall be the policy of the Confederation of Independent Psychoanalytic Societies to operate a program to provide formal Board Certification in Psychoanalysis for all members of CIPS who demonstrate fulfillment of criteria for board certification in accordance with such criteria, policies, and organizational arrangements set forth by the CIPS Board of Directors.

B. Board of Examiners

1. The CIPS board certification program shall be operated by a committee of the corporation known as the CIPS Board of Examiners in Psychoanalysis.
2. The Board of Examiners shall function to review applications for board certification and shall provide Board Certification in Psychoanalysis for eligible applicants in accordance with all policies and procedures set forth by the CIPS Board of Directors.
3. The Board of Examiners shall be composed of one member from each component society of CIPS represented on the Board of Directors.
4. Members of the CIPS Board of Examiners shall serve staggered four-year terms of office. No Examiner shall serve more than two consecutive terms of office.

C. Independence of the Board of Examiners

1. The Board of Examiners shall exercise its functions in a confidential and independent fashion.
2. The Board of Examiners shall act to ensure that certification functions are carried out in a manner that is free from the influence of personal relationships, collegial relationships, political and organizational considerations.

D. Procedures for Appointments to Board Of Examiners

1. Each component society represented on the CIPS Board of Directors shall propose one member to serve as an Examiner on the Board of Examiners.
2. The Board of Directors shall, by a majority vote, confirm or reject proposed appointees.
3. In the event of a rejection, the Board of Directors shall request the society in question to propose a member to serve as an Examiner.

4. In the event of a vacancy, the Board of Directors shall appoint a member of the unrepresented society to serve as an Examiner on a temporary basis, until the society proposes a new appointee.

E. Criteria for Appointment to the Board of Examiners

1. Appointees to the Board of Examiners should be Board Certified.
2. Appointments to the Board of Examiners shall conform to the following requirements:
 - a. No Examiner shall hold office on the CIPS Board of Directors.
 - b. No Examiner shall hold office on the governing body of a component society.
 - c. In the event a society has no member who conforms to (a) and (b), an exception may be made for a Board Eligible appointee.
3. Inaugural members of the inaugural Board of Examiners shall be granted Board Certification by an act of the Board of Directors.

F. Criteria for Board Certification in Psychoanalysis

The criteria for Board Certification are as follows:

1. Full membership in CIPS, either through membership in one of the CIPS component societies or the Direct Member Society. Individuals must maintain their membership in the component society or the Direct Member Society or they will not be eligible to apply for renewal of their certification.
 - a. If someone applies for Direct Membership for the purpose of becoming certified and does not maintain their membership, they will not be eligible to apply for renewal of their certification.
2. Graduation from an IPA Training Institute or the equivalent as demonstrated by full membership in an IPA component society.
3. Personal analysis conducted in fulfillment of institute requirements at a minimum frequency of four sessions per week with an institute-approved training analyst or the equivalent, as determined by the applicant's training institute.
4. Clinical experience prior to graduation from psychoanalytic training:
 - a. A minimum of 1000 hours conducting psychoanalytic treatment.
 - b. Treatment of a minimum of two cases in formal psychoanalysis.

- i. Each case shall have been conducted for a minimum of two years at a frequency determined by the applicant's training institute.
- ii. Each case shall have been supervised under the aegis of applicant's training institute.

5. Experience in supervision prior to graduation from psychoanalytic training:

- a. A minimum of 200 supervisory sessions, conducted on a weekly basis, including at least 150 supervisory sessions, conducted on a weekly basis, with at least two institute-approved supervising analysts, each seen for a minimum of 50 hours.

6. Clinical experience requirements AFTER graduation from psychoanalytic training:

- a. A minimum of five years of experience as a graduate psychoanalyst.
- b. A minimum of 5,000 hours of clinical practice experience in the conduct of psychoanalytically informed treatment.
- c. Treatment of a minimum of 3 patients in formal analysis at a frequency of 3-5 sessions per week in accordance with the following requirements:
 - i. At least two of the three cases were initiated after graduation.
 - ii. Each case was seen for a minimum of one year after graduation.
 - iii. Two of the three cases were each seen for a minimum of two years after graduation.
 - iv. Each of the three cases was seen for a minimum of 100 hours per year.
 - v. At least one case was carried until termination.

7. Continuing Education Requirements

- a. Within the past five years, a total of 50 clock hours of continuing psychoanalytic education, which may be fulfilled by any combination of the following activities:
 - i. Participation in postgraduate seminars, courses or study groups (one clock hour for every clock hour in seminar or course).
 - ii. Participation in continuous case conferences (one clock hour for every clock hour in seminar or course).

iii. Private supervision or case consultation with analysts who have at least five years of clinical experience as a graduate psychoanalyst.

iv. All supervision of students and other therapists shall be considered a continuing education activity. (One hour of continuing education credit shall be awarded for every hour of supervision).

v. Teaching a course in a psychoanalytic institute (one clock hour for every clock hour in class).

vi. Publication of books or articles (ten clock hours for every article, ten clock hours for every chapter in a published book).

8. Ethical conduct in accordance with criteria set forth in Article H (below).

9. Successful evaluation by colleagues, supervisors or consultants:

a. Two successful evaluations by colleagues, supervisors, or consultants who have at least five years of clinical experience as a graduate psychoanalyst and who know the applicant's work.

b. Evaluations shall be based on clinical criteria to be listed in questionnaires to be completed by those reporting on the applicant's readiness for certification.

G. Recertification

1. Board Certification must be renewed every seven years after initial certification.

2. Recertification requirements include the following:

a. At least 50 hours of continuing psychoanalytic education, which may be fulfilled by any combination of the following activities:

i. Participation in postgraduate seminars or courses (one clock hour for every clock hour in seminar or course).

ii. Participation in continuous case conferences (one clock hour for every clock hour in seminar or course).

iii. Private supervision or consultation (one clock hour for every clock hour in supervision or consultation)

iv. Teaching a course in a psychoanalytic institute (one clock hour for every clock hour in class).

v. All supervision of students and other therapists shall be considered a continuing education activity. (One hour of continuing education credit shall be awarded for every hour of supervision).

vi. Publication of books or articles (ten clock hours for every article, ten clock hours for every chapter in a published book).

b. A minimum of 4,000 hours of experience in the conduct of psychoanalytically informed treatment or psychoanalytically oriented supervision and consultation.

c. Two successful evaluations by peers who have five years of experience as graduate analysts and who know the applicants work.

d. Ethical conduct as set forth in Article H (below).

e. A letter of attestation from the applicant's psychoanalytic society attesting to his or her good standing in that society.

e. Continuous membership in CIPS. The Board of Examiners may waive this requirement in the event that discontinuities of membership are the result of extenuating circumstances (such as illness or other crises in the applicant's life).

H. Ethical Code and Disciplinary Procedures

1. Board Certified members must adhere to the ethical codes of the IPA, their local psychoanalytic society (or societies), their professional associations, and their licensing boards.

a. Complainants shall be referred to these bodies should they wish to pursue ethical charges.

b. In the event that an adjudicatory body of the IPA, of the local psychoanalytic society (or societies), of a professional association, or of a licensing board determines that a Board Certified member has committed an ethical violation, the disciplinary bodies representing those organizations, shall impose discipline in accordance with its own judgment.

2. In the event that an adjudicatory body of the IPA, of the local psychoanalytic society (or societies), of a professional association, or of a licensing board determines that a Board Certified member has committed an ethical violation, the CIPS Ethics Committee shall recognize the findings of that adjudicatory body.

- a. In such an event, the CIPS Ethics Committee shall be automatically authorized to take disciplinary action against the Board Certified member.
- b. Any such consideration of disciplinary action must respect the right of the member in question to “show cause” why the CIPS Ethics Committee should forego or mitigate disciplinary action.
- c. Disciplinary action could include either suspension or permanent revocation of Board Certification.

I. Evaluation of Applications for Board Certification

1. All evaluations should be based on fair and impartial evaluation of applications.
2. All applications shall be received and prepared for review by a paid administrator who shall ensure that identifying material is removed from the application.
3. The administrator shall assign the initial review of each application to a subcommittee for evaluation:
 - a. The evaluation subcommittee shall be comprised of two Examiners.
 - b. The Administrator shall appoint the evaluation subcommittee such that no examiner is a member of the same society as the applicant.
 - c. The evaluation subcommittee shall prepare recommendations for review of the Board of Examiners.
4. Any examiner who recognizes the identity of an applicant, or believes that he or she recognizes the identity of the applicant, shall recuse himself or herself from the subcommittee and, at his or her discretion, make recommendations to the Administrator for a suitable replacement.
5. The evaluation subcommittee shall report its findings and recommendations to the full Board of Examiners for review and action.
6. The Board of Examiners shall review the recommendations of the evaluation subcommittee and shall confer board certification to members meeting certification criteria.
7. The activities of the Board of Examiners shall be conducted with the strictest safeguards to ensure the privacy of the Examiners and Applicants. These safeguards shall be set forth in a manual of operations.

J. Application Periods

Applications will be actively considered during two annual certification application time periods, to be determined and announced at least one month in advance.

K. Evaluation Questionnaires

1. Analysts recommending members for board certification by the Board of Examiners shall be required to complete a questionnaire composed of items designed to assess (a) the applicant's professional character, (b) the applicant's capacity to assess psychopathology and suitability for psychoanalytic treatment ("analyzability"), and (c) the applicant's capacity to conduct treatment.
2. The questionnaire shall include twenty-seven (27) items which are set forth in Appendix A of this Procedure Code Entry. The questionnaire items require "yes," "no", or "do not know" responses.
3. A successful letter of recommendation shall include: a. a minimum of twenty-one (21) "yes" responses b. no more than a total of three "no" responses, and c. a "yes" response on item Number 1.

L. Fees

1. The Board of Examiners shall charge an application fee to applicants seeking board certification.
2. The Board of Examiners shall establish a separate fee for certificates of Board Certification.
3. No application for certification will be processed until full payment of the application fee has been received.
4. No certificates will be issued until full payment for the certificate has been received.

M. Additional procedures and protocols

1. Additional procedures and protocols for the Board Certification program shall be established by the Board of Examiners and recorded in a separate manual, to be referred to as the Board of Examiners Manual of Operations.
2. All procedures and protocols established by the Board of Examiners and codified in the manual of operations shall be subject to the review and oversight of the CIPS Board of Directors.

N. Additional procedures and protocols

1. Additional procedures and protocols for the Board Certification program shall be established by the Board of Examiners and recorded in a separate manual, to be referred to as the Board of Examiners Manual of Operations.

2. All procedures and protocols established by the Board of Examiners and codified in the manual of operations shall be subject to the review and oversight of the CIPS Board of Directors.

APPENDIX A. The CIPS Certification in Psychoanalysis program : items for inclusion in evaluation questionnaires

The CIPS Board of Directors has adopted the following inclusion criteria in questionnaires to be completed by persons recommending members for board certification by the Board of Examiners.

PART ONE: APPLICANT'S PROFESSIONAL CHARACTER

Applicant's relationship to the evaluator

1. The applicant describes his or her analytic work clearly and openly, including uncertainties, technical problems, and personal challenges arising in his or her work with patients.

Personal characteristics of the applicant

2. The applicant reflects productively on challenges arising in the course of clinical work in order to learn from his or her ongoing clinical experience.

3. The applicant is aware of his or her own personal as well as clinical limitations in working with certain types of patients or situations.

4. The applicant actively engages in continuing efforts, through study and other forms of continuing education, to grow as an analyst.

5. Is aware of own sensitivities and potential blind spots, and the effects of one's own style and personality on the patient

PART TWO: ASSESSMENT OF PSYCHOPATHOLOGY AND ANALYZABILITY

6. Has broad diagnostic knowledge and applies it in treatment.

7. Demonstrates the ability to assess and understand the phenomena of the patient's psychopathology and make a clinical diagnosis.

8. Understands the effects of and interplay among various intrapsychic factors such as

internalized cultural norms, object relations, development, conflict, and deficit, as determinants of the patient's problems and psychopathology.

9. Studies and considers the analysand's strengths and weaknesses, cultural influences, interpersonal influences, and environmental stressors and supports as part of the assessment process.

10. Demonstrates the ability to make a psychodynamic formulation, consistent with espoused theoretical orientation.

11. Demonstrates the ability to assess the patient's suitability for psychoanalysis.

12. Exercises mature, integrated judgment during the initial assessment when reflecting on the history, pathology, interview process, and the pros and cons of analysis for any given patient with this analyst.

PART THREE: CONDUCT OF TREATMENT

ESTABLISHING THE FRAME

13. Collaborates with the prospective analysand in determining treatment goals and plan for treatment.

14. Thinks and works analytically to establish, cultivate, and maintain the treatment frame and the analysand's capacity to work within it.

ANALYTIC ATTITUDE AND STANCE

15. Maintains a mature, ethical, and appropriate analytic attitude throughout the treatment.

16. Maintains a steady capacity for analytic listening, including empathy, openness, respect, and attunement to latent content throughout the treatment.

17. Demonstrates and promotes an ongoing spirit of inquiry, curiosity, openness, and a nonjudgmental attitude.

18. Thinks flexibly and imaginatively (can change perspective, tolerate uncertainty, complexity and contradiction, and be open to surprise).

INTERVENTIONS

19. Integrates theory with experience-near clinical processes, working both at surface and depth.

20. Demonstrates clarity, succinctness and sensitivity to the tone and timing of interventions.

TRANSFERENCE

21. Demonstrates a mature understanding and use of transference phenomena and effective use of interpretation within the transference.
22. Demonstrates steady competence in working analytically with intense and persistent transferences

COUNTERTRANSFERENCE

23. Demonstrates a mature understanding of countertransference phenomena, including the analyst's personal and unconscious reactions to the patient and the use of countertransference as a means of understanding the patient's mental life.

RESISTANCES

24. Works effectively with defenses, resistances and transferences that obstruct treatment progress, including when these become entrenched.

ABILITY TO MANAGE ADVERSE DEVELOPMENTS

25. Demonstrates a reliable capacity to work analytically with challenging developments occurring in the course of treatment, including enactments, acting out, negative transference, ruptures in the treatment relationship, impasse, and negative therapeutic reaction.
26. Demonstrates a reliable capacity to assess and address, within the treatment or with ancillary measures, psychological emergencies occurring in the course of treatment such as suicidality, homicidality, and psychotic regressions.

SOCIAL AND CULTURAL FACTORS

27. Demonstrates awareness and attention to social and cultural issues affecting the patient and the treatment, including gender, race, ethnicity, and sexual orientation.

XVII. CIPS BOOK SERIES

A. INTRODUCTION

1. The mission of the CIPS Book Series is to:
 - a. Advance psychoanalytic theory and knowledge.
 - b. Encourage, stimulate, and support the individual work of CIPS authors and the collective intellectual life of the entire CIPS community.
 - c. Promote public awareness of the intellectual achievements of individual CIPS authors and of the entire CIPS community.
2. CIPS will support the book series in the following ways:
 - a. Publicity and, if possible, sales on CIPS website, listserv, Enewsletter, and other media as possible.
 - b. Provide support to authors in the form of consultation and other means.
 - c. Facilitate communication between CIPS members seeking consultation and collaboration with others on book projects.
 - d. Facilitate communication between authors and Karnac.
 - e. Provide support for CIPS-sponsored book parties by (a) purchasing books to be sold at book parties, (b) providing financial support for parties (to be determined on a case-by-case basis), and (c) making arrangements with Karnac for delivery and return of books by party hosts.
 - f. Provide support for independent book parties organized by individual members or local CIPS societies in the form of (a) facilitating discounted bulk sales to individuals and local societies, and (b) providing publicity for such book parties as possible.
3. In accordance with the mission of the Book Series and consistent with contractual arrangements with the publisher, the content of all prospective books must conform to the following guidelines:
 - a. Books must be edited and/or authored *in their entirety* by CIPS members. All authors and prospective contributors to edited volumes proposed for publication must be members of CIPS at the time of the proposal.
 - b. The content of all books must be related in some way to the Book Series theme: the boundaries of psychoanalysis. The term “boundaries” may be applied to any

aspect of psychoanalysis. For example, a volume could relate to aspects of techniques, to cutting edge of theory, inclusion criteria for treatment, psychoanalysis as a profession, or relationships with neighboring disciplines.

c. The content of each volume must be original work that has not been previously published elsewhere.

d. Books shall typically be approximately 200 -250 pages in length.

4. Proposals for prospective books should be submitted to the Book Series Editor (or designee) to be considered by the Editorial Board of the Book Series, in accordance with formal Submission Procedures (below).

5. Final decisions on publication will be made by the Editorial Board subject to the final approval of the publisher.

B. PROCEDURES FOR BOOK SUBMISSIONS

1. Formal proposals for publications should be submitted to the Book Series Editor (or designee).

2. Formal proposals for publications should include the following:

a. Synopsis or overview of the book and its content.

b. A rationale for the book, addressing the following questions: For whom is it written? What needs will it fulfil? What competition is there? Is there evidence to support this.

c. Table of contents.

d. A brief chapter by chapter outline, summarizing the content of each chapter, including key references to be cited (if possible), and noting the author of each chapter in the case of edited books.

e. A list of any tables / diagrams / illustrations to be included in the book, including notation of any such tables/diagrams/illustrations that will need redrawing?

f. A brief CV for the author / editor / contributors, outlining professional qualifications, previous publishing experience, etc.

g. Two writing samples, preferably taken from completed portions of the book, drafts of planned sections of the book, or drafts of sections related its theme.

- h. A short blurb (approx. 350 words), which you would like to appear on the back cover of the published book
- i. A note on the estimated overall length of the finished typescript in thousands of words (70-90,000 is the sort of length to aim at)
- j. A note on whether the material will be available electronically
- k. A note on when the finished typescript is likely to be ready

C. BOOK PARTIES

Any individual or local society can host a book party. A book party may be independent or may be sponsored by CIPS. An independent book party is planned and financed by individuals or individual societies without financial or logistical support from CIPS. A CIPS-sponsored book party is a book party planned in collaboration with CIPS and will receive some financial and logistical support, including support for book returns.

1. CIPS-SPONSORED BOOK PARTIES

The following procedures apply to CIPS-sponsored book parties:

- a. Prospective book party hosts should contact the Series Editor (or designee) to set up the arrangements for a CIPS-sponsored party. These arrangements will include the following features:
 - i. CIPS will work out a plan to provide some financial support for the party, based on the anticipated size of the prospective party and the anticipated number of book sales.
 - ii. CIPS will arrange for a designated number of books to be shipped from the publisher to the party host in time for the party. The number of books shipped will be based on anticipated book sales and other considerations.
 - iii. All books are the property of CIPS until they are sold.
 - iv. Party hosts will agree to sell books at a 15% discount and to forward proceeds to CIPS as described below.
 - v. Party hosts are responsible for shipping all unsold books back to the publisher after the party.
 - vi. Order forms will also be provided to Book party planners through CIPS to enable party hosts to sell additional books if they sell out of books.

vii. CIPS shall publicize all CIPS-sponsored book parties to all CIPS members via the CIPS email list, website, or CIPS News Brief.

b. The Series Editor (or designee) will arrange bulk purchases of books from the publisher and set up their shipment to book party hosts. The books will be paid for by CIPS and are the property of CIPS until they are sold. Payments received for books sold at book parties are the property of CIPS.

c. The retail price of books to be sold at the book party is determined by the publisher. Books sold at book parties are to be sold at a 15% discount. Retail and discounted amounts will be communicated to party hosts before the party.

d. People buying books from CIPS at the book parties are buying these books from CIPS and should make their checks payable to “CIPS”, not to the publisher or to the group hosting the party.

e. The Series Editor (or designee) will also arrange for Order Forms to be shipped or emailed to the book party host. If book party hosts run out of books, partygoers may order the books from the publisher using these forms. The discounted price of these books may not be the same as the discounted price of books sold at the party. This price will be negotiated by the Series Editor with the publisher before the party and communicated to the party host. The following procedure should be employed for books ordered on the publisher’s order forms at book parties:

i. Partygoers ordering books from the publisher on a publisher’s Order Form should fill out the form and leave it with the book party host (or designee) along with a check for the book and shipping costs.

ii. Checks for these books must be made out to “Routledge”, not to CIPS or the host group.

iii. The party host should send the order forms and the accompanying checks to the CIPS Treasurer.

iv. The CIPS Treasurer will send book orders and checks to the publisher.

f. All books that are not purchased by partygoers must be shipped back to the publisher by party hosts.

i. Books must be packed so that they do not move around during shipping.

ii. Packages must be sealed so that they are ready for pickup.

iii. Party hosts will be given instructions for shipping books back to the publisher.

g. Party hosts must inform the Book Series Editor (or designee) how many books were sold and how many were sent back. The Book Series editor will need to provide this information to the publisher to ensure accurate accounting and billing.

h. Following the return of all unsold books to the publisher, the publisher will issue an adjusted bill, crediting CIPS for the returned book. At this point, the CIPS Treasurer shall pay the publisher for all the books that are sold at the party.

2. INDEPENDENT BOOK PARTIES

The following procedures apply to private book parties that are not sponsored by CIPS.

a. Individual members or local CIPS societies are encouraged to host independent books parties if they prefer to act independently. Independent book parties are planned without CIPS collaboration.

b. Toward this end, CIPS will facilitate the bulk purchase of books in the CIPS Series from publisher. A bulk purchase is a purchase of 20 books or more.

c. Any individual member or local CIPS society seeking to purchase CIPS books in bulk should contact the Book Series Editor (or designee) to arrange a discounted purchase.

d. Books purchased in bulk by individuals or local societies are the property of those individuals or societies, not the property of CIPS.

e. Books sold in bulk sales through CIPS to individuals or local CIPS societies will be sold at a 30% discount.

f. Bulk purchases from the publisher by individual members or local CIPS societies do not automatically include a right of return.

g. Proceeds from the sales of the books are the property of those who have sold the books.

h. CIPS will provide publicity through the E-Newsletter or website for independent book parties.

i. CIPS will not provide financial support for private book parties.