



Accreditation Council for
Psychoanalytic Education
www.acpeinc.org

Guidance for Preparing Application for Accreditation by the ACPEinc

The ACPEinc uses a cloud-based file system for all our documents. It is essential that applicants assemble their Self Study/Application and supporting documents in a way that facilitates transition into our system. This guidance is intended to support applicants - and particularly their administrative personnel - through this process.

DROPBOX: You may contact the ACPEinc Administrator at any point in your self-study process to be assigned a pre-formatted folder in our Dropbox into which to upload your application and supporting documents. Your Dropbox folder will look like this:

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- A screenshot of a Dropbox folder structure. The folder contains a list of items, each with a green folder icon and a checkmark. The items are: 0a State Authorization, 0b History and Mission, 1. Selection of Candidates for Psychoanalytic Training, 2. Psychoanalysis of Candidates, 3. Educational Philosophy, 4. Didactic Curriculum, 5. Clinical Experience, 6. Evaluation of Candidates, 7. Records, 8. Confidentiality of Clinical Information, 9. Ethics, 10. Faculty, 11. Analysts of Candidates and Supervisors of Clinical Work, 12. Candidate Support Services, 13. Contingency Plan, 14. Graduation and Degrees, 15. Finances and Administration, 16. Infrastructure, 17. Site Visits, Z__List of Documents.ACPEinc copy.pdf, Z__List of Documents.ACPEinc copy.xls, Z__List of Documents.ACPEinc.pdf, and Z__List of Documents.ACPEinc.xls.
- 0a State Authorization
 - 0b History and Mission
 - 1. Selection of Candidates for Psychoanalytic Training
 - 2. Psychoanalysis of Candidates
 - 3. Educational Philosophy
 - 4. Didactic Curriculum
 - 5. Clinical Experience
 - 6. Evaluation of Candidates
 - 7. Records
 - 8. Confidentiality of Clinical Information
 - 9. Ethics
 - 10. Faculty
 - 11. Analysts of Candidates and Supervisors of Clinical Work
 - 12. Candidate Support Services
 - 13. Contingency Plan
 - 14. Graduation and Degrees
 - 15. Finances and Administration
 - 16. Infrastructure
 - 17. Site Visits
 - Z__List of Documents.ACPEinc copy.pdf
 - Z__List of Documents.ACPEinc copy.xls
 - Z__List of Documents.ACPEinc.pdf
 - Z__List of Documents.ACPEinc.xls

You may find it useful to request this folder early in the process, both to familiarize yourself with the technology and to minimize omissions that tend to occur when many documents must be uploaded at one time. You will continue to have access to this folder throughout your application process. The ACPEinc Administrator will guide you through the uploading if cloud based computing is new to you.

APPLICATION: It is essential to use this order, which tracks the Self Study: State authorizations, History and Mission, Congruence with ACPEinc Standards of Psychoanalytic Education, Articles (I-XVI) and Appendix A. Our website provides a Microsoft Word template you may find useful. Please be sure that each section or, in some cases sub section, begins on a new page; i.e., insert section breaks in the SSA document so each section or, in some cases, subsection, can stand-alone. Each section should have a heading consisting of the name of the institute or program and the title of the section (or subsection).

EXAMPLES:

Name of Institute/Program: History and Mission

Name of Institute/Program: Article I Selection of Candidates for Psychoanalytic Training Name of

Institute/Program: Article II ...

SUPPORTING DOCUMENTS: You must provide electronic copies of all policies and procedures documents, syllabi (including reading lists and learning objectives) for courses - and supervision where appropriate, brochures, catalogs, auditor's reports, etc. These should be kept as separate files and not incorporated into the body of the application. Please name each file with a 4-5 letter designation for your institute or program and a number corresponding to the section in the SSA to which it applies; and indicate in the SSA the files number(s) applicable to the particular section.

EXAMPLES:

ABCIP 0-001 would be a document that describes your state's authorization to provide educational services, or the letter from a state agency declaring that your institute or program is exempt from oversight.

Section 0 of the application might state: We are authorized by STATE to provide continuing education for psychologists (ABCIP 0-001) and clinical social workers (ABCIP 0-002).

ABCIP M-001 would be the Mission Statement

ABCIP 01-001 would be the first document that pertains to selection of candidates

ABCIP 01-002 would be the second document that pertains to selection of candidates

Please note at the top of the initial page of the document the name of your institute or program and which Article and Section the materials support. Some documents are relevant to more than one Section of the application. You do not need to add them multiple times, but simply refer to them by number in all relevant sections (or subsections).

NOTE: Some programs publish the information we seek in one or more handbooks. We expect to receive electronic versions or copies of these volumes; but these do not substitute for having a separate document for each item as indicated above.

Following submission of the original application, any documents submitted should be identified in the same way. Example: If an additional document were submitted about selection of candidates, it would be ABCIP 01-03.

Finally, create a list of all documents you submitted using this format:

<i>Document ID</i>	<i>Title of Document</i>	<i>Comments (if any)</i>
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This list is to be added to the home section of your Dropbox folder, along with the Application proper.

If you have questions at any time, and to apply for your Dropbox folder, please contact Administrator@acpeinc.org. Thank you for your cooperation in helping us keep track of your documents.