



THE NEW YORK INSTITUTE FOR PSYCHOTHERAPY TRAINING
In Infancy, Childhood and Adolescence
3701 Bedford Avenue
Brooklyn, New York 11229

NYIPT GUIDELINES ON SUPERVISION

Supervision provided

1. All candidates are offered weekly supervision for 11 months per year (from the beginning of September and running through to the end of July), and are expected to attend all sessions to discuss clinical issues, whether they have clinical cases or not. Any deviation from this should be discussed with administration.
2. All candidates are expected to have an experience of supervision with three different supervisors over the course of three years in the Training Program. Exceptions to this will be made on an individual basis, for good reason.
3. If a candidate has spent less than 6 months with a supervisor, if requested, the candidate may continue into a second year.

Vacation

Candidates are allowed 4 weeks vacation in an academic year. Holiday and religious observance are also allowed.

Missed Sessions

1. Supervisors are encouraged to make every effort to offer a make-up session when given at least 24 hour notice.
2. *New Policy* - Candidates are responsible for paying for supervision if an appointment is cancelled with less than 24 hours notice or is broken (without a phone call). A fee of \$30.00 will be paid directly to supervisor and NYIPT will not be charged for the session (extraordinary circumstances are excluded).
3. If it becomes clear that attendance is a problem, supervisors must address this as a clinical issue. The evaluation committee and administration should be apprised as soon as possible to address the situation.

Evaluations

1. At the mid-year point (around January) candidates and supervisors are encouraged to do an Informal Mid-year Evaluation to assess strengths and weakness, to discuss concerns, and to set goals for the continuing work of supervision. If any problems come to light for either party. Administration should be informed.
2. At the end of the year (in July) supervisors are required to submit a written evaluation for each supervisee. It is recommended that candidates and supervisors evaluate the year's experience together, and that both supervisor and supervisee sign off on the annual written evaluation of the supervisee. All candidates also complete evaluations on supervisors.

Non-compliance

If a candidate is not complying with these guidelines, the Administration and Evaluation Committee must be apprised early into the problem, to offer the maximum opportunity for resolution.

When additional Supervision is Required

If a candidate's graduation is delayed for whatever reason, he/she may be required to continue supervision into a 4th year. In this case, a weekly fee will be paid by the candidate directly to the supervisor until all Program requirements are met and certificate is awarded.