

## Standards Checklist for the Site Visit Evaluation Team

This worksheet serves as an outline for visitors to take notes when reading the self-study and during the visit, in order to then write up the visiting team report. Please refer to the complete standards for the full text.

### Standard One: Mission, Organization, and Governance

1-1. The mission statement describes the goals for psychoanalytic training.		
Comments:	Documentation viewed:  Mission statement	C _____ P/C _____ N/C _____
1-2. The educational institution has legal authority to operate and complies with applicable law.		
Comments:	Documentation viewed:  Articles of Incorporation and Amendment, Charter	C _____ P/C _____ N/C _____
1-3. The program has been in existence for a minimum of two (2) years, is organized to train students in the practice of psychoanalysis and has demonstrated the conducting of such psychoanalytic training in a manner respectful of the accreditation standards.		
Comments:  Report an extremely brief history.	Documentation viewed:	C _____ P/C _____ N/C _____

1-4. The institution has a governing board, a president or chief executive officer, and other officers needed to carry out its functions.		
Comments:	Documentation viewed:  Organization Chart	C _____ P/C _____ N/C _____
1-5. The governing board demonstrates sufficient independence to ensure it can act in the public's best interest.		
Comments:	Documentation viewed:  Board membership, Board minutes	C _____ P/C _____ N/C _____
<p>1-5.a. The board involves members of the public (with no financial interest or immediate familial financial interest in the institution) in its policy and decision-making bodies, through board membership or in an advisory or consultative capacity.</p> <p>1-5.b. At least one public member for every six board members, with a minimum of one public board member, is recommended for sufficient representation of the public interest.</p>		
Comments:  How many and who?	Documentation viewed:  Board membership, Committee membership, list of consultants	C _____ P/C _____ N/C _____

1-5.c. The board maintains a conflict of interest policy to protect the institution's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director.		
Comments:	Documentation viewed:  Conflict of Interest policy, Conflict of Interest disclosure forms, Board minutes	C _____ P/C _____ N/C _____
1-6. Board composition reflects appropriate areas of competence, including appropriate legal and financial expertise.		
Comments:  Describe composition.	Documentation viewed:  Board membership and resumes, Board minutes, Committee composition and minutes	C _____ P/C _____ N/C _____
1-7. The authority, responsibilities, and relationships among the governing board, program administration, program faculty, and staff are clearly described in the institution's bylaws and organization chart.		
Comments:	Documentation viewed:  Board bylaws, organization chart	C _____ P/C _____ N/C _____

1-8. The board, administration, staff, and faculty understand and fulfill their respective roles.		
Comments:	Documentation viewed:  Interviews	C _____ P/C _____ N/C _____
1-9. The institute maintains adequate written agreements with other institutions that participate in the preparation of its candidates (if applicable).		
Comments:	Documentation viewed:  Contractual agreements	C _____ P/C _____ N/C _____
1-10. The institute maintains adequate risk management policies, including Directors and Officers insurance and liability insurance.		
Comments:	Documentation viewed:  Insurance face sheets	C _____ P/C _____ N/C _____

**Standard Two: Financial Resources**

<p>2-1. The institution has adequate financial resources to carry out its operations and sustain programmatic quality going forward, as demonstrated by three years of financial statements that have been reviewed or audited by a certified public accountant, as well as a three-year projected operating budget.</p>		
<p>Comments:</p> <p>Are financial statements complete? Have they been audited or reviewed by a CPA? Comment on sustainability.</p>	<p>Documentation viewed:</p> <p>Three years reviewed financial statements</p> <p>Three year operating budget</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>2-2. Individuals responsible for administering the financial system at the institute or program are qualified by education and/or experience to carry out their fiduciary responsibilities.</p>		
<p>Comments:</p>	<p>Documentation viewed:</p> <p>Staff, board, and/or consultant resumes</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>

**Standard Three: Library Resources**

<p>3-1. Students and faculty can readily and sustainably access library resources that support their instructional needs.</p>		
<p>Comments:</p> <p>Comment on breadth of resources, ease of access, and sustainability.</p>	<p>Documentation viewed:</p> <p>Physical holdings, Library affiliation agreements,</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>

	Electronic subscriptions	
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**Standard Four: Physical and Technological Resources**

4-1. Physical and Technological Resources: The institution has adequate and sustainable facilities, space, equipment, and technological resources.		
Comments:	Documentation viewed:	C _____ P/C _____ N/C _____

**Standard Five: Faculty Resources**

5-1. The institution has a psychoanalytic faculty that is sufficient to sustain academic quality.		
Comments:	Documentation viewed:  Faculty resumes	C _____ P/C _____ N/C _____
5-2. The program has well-defined policies and procedures to recruit, appoint, and promote qualified faculty.		

Comments:	Documentation viewed:  Faculty handbook or manual	C _____ P/C _____ N/C _____
5-3. Faculty members and other instructional personnel are qualified by education and experience to implement the instructional program.		
Comments:	Documentation viewed:  Faculty resumes	C _____ P/C _____ N/C _____
5-4. The number of faculty members is sufficient to ensure the regular offering of the full range of courses required for the program.		
Comments:	Documentation viewed:  Course schedule	C _____ P/C _____ N/C _____
5-5. Faculty members teaching courses in the theory and practice of psychoanalysis are predominantly certified psychoanalysts.		
Comments:	Documentation viewed:  Course schedule, Faculty resumes	C _____ P/C _____ N/C _____

5-6. Each supervisor is a certified psychoanalyst and has a minimum of three years of experience in the practice of psychoanalysis post-graduation.		
Comments:	Documentation viewed:  Faculty resumes	C _____ P/C _____ N/C _____

**Standard Six: Student Support Resources**

6-1. The institute provides sufficient student support services, such as academic advising, placement services, and career guidance.		
Comments:	Documentation viewed:  Interviews	C _____ P/C _____ N/C _____
6-2. Faculty members responsible for advising students are knowledgeable of the curriculum, program requirements, and graduation requirements.		
Comments:	Documentation viewed:  Interviews	C _____ P/C _____ N/C _____

**Standard Seven: Public Disclosure and Institutional Integrity**

7-1. The institution publishes accurate, clear, complete, and timely information about itself, whether in print or electronically. Such publications are readily accessible.		
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7-2. (Note any omissions found on the ABAP Public Disclosure Checklist.)		
Comments:	Documentation viewed:  Website, publications, ABAP Public Disclosure Checklist	C _____ P/C _____ N/C _____

<p>7-3. The institution does not discriminate with regard to race, color, national origin, ethnic origin, gender, sexual orientation, physical disability, age, creed, or employment status in any aspect of its psychoanalytic programs, including the selection and assignment of faculty and administrative staff, student admissions, class and field placement, and referral services.</p>		
<p>Comments:</p>	<p>Documentation viewed:</p> <p>Non-discrimination statement, interviews</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>7-4. The institution has policies regarding the kinds of information that will be included in the permanent record of students and patients. The institute has policies regarding the release... of student and patient records. Its information-release policies respect the rights [and] ...best interests of students, patients, and the institution, and applicable law. With respect only to the student's rights to inspect, review, and amend his or her record, the institute follows the requirements outlined in FERPA.</p>		
<p>Comments:</p> <p>Is the content of the student record appropriate? Does the actual student record reflect policy?</p>	<p>Documentation viewed:</p> <p>Actual student records, student policy handbook or manual</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>7-5. The institution applies its standards, policies, and procedures fairly; its evaluations are conducted, and decisions rendered under conditions that ensure an impartial and objective judgment.</p>		
<p>Comments:</p>	<p>Documentation viewed:</p> <p>Interviews, grievance procedures, grievance records</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>



<p>7-6. The institution has published procedures for the review of complaints by faculty, staff, and students pertaining to its program and practices, and such procedures are adequate to treat complaints in a manner that is fair and equitable to the complainant as well as to the institution. Institutes and programs retain the records of all complaints and how they were adjudicated and make them available for inspection by site visitors in a way that respects the confidentiality and privacy of those involved.</p>		
<p>Comments:</p>	<p>Documentation viewed:</p> <p>Grievance procedures, Grievance records</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>7-7. The institute safeguards the rights of students in that:</p> <p>(a) Prior to any adverse action, a statement of the reason(s) is provided.</p> <p>(b) A formal response, to be incorporated into the record, may be made by the student.</p> <p>(c) An appeal of the decision may be made by the student.</p> <p>(d) An impartial appeal procedure is published and includes the right to a hearing.</p>		
<p>Comments:</p>	<p>Documentation Viewed:</p> <p>Student handbook or manual, Grievance procedure</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>7-8. Changes in Requirements</p> <p>(a) The institute provides advance notice of revised requirements to students and allows adequate opportunity for comment on the requirements prior to adoption.</p> <p>(b) Continuously enrolled students are permitted to adhere to the requirements of the catalog under which they matriculated.</p>		
<p>Comments:</p>	<p>Documentation Viewed:</p> <p>Student handbook or manual, Interviews</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>

7-9. The institute requires that when students practice psychoanalysis for training purposes, they are allowed to do so only under qualified supervision.		
Comments:	Documentation Viewed:  Student policies	C _____ P/C _____ N/C _____
7-10. The institute maintains an equitable student tuition refund policy.		
7-11. The institute maintains an equitable transfer of academic credit policy.		
Comments:	Documentation Viewed:  Student policies	C _____ P/C _____ N/C _____
7-12. The institution graduates only students who meet its published standards, including ethical behavior. Its graduates demonstrate to the satisfaction of the institution their competence to practice.		
Comments:	Documentation Viewed:  Graduation evaluations or descriptions thereof	C _____ P/C _____ N/C _____

7-13. Faculty, trustees, administrators, and students of an accredited institution are governed by the ABAP or NAAP Code of Ethics.		
7-14. The institute endorses the ABAP Code of Good Practice.		
Comments:	Documentation Viewed:  Institutional policies	C _____ P/C _____ N/C _____
7-15. Institutes have a contingency plan to assure that currently enrolled candidates will have an opportunity to complete their training should the program, for any reason, cease to function.		
Comments:	Documentation Viewed:  Institutional plan	C _____ P/C _____ N/C _____

**Standard Eight: Education and Training Program**

8-1. Admission:  8-1.a. The program’s admission policies and procedures are clear and consistent with its mission.		
Comments:	Documentation Viewed:  Admission policies	C _____ P/C _____ N/C _____

<p>8-1.b. Students admitted are demonstrably qualified for advanced academic study; specifically, the institution requires students to possess a master's degree or higher from an accredited institution before matriculation into a program of psychoanalytic practice under supervision.</p>		
<p>Comments:</p>	<p>Documentation Viewed:</p> <p>Admission policies</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>8-1.c. Students admitted demonstrate their suitability for psychoanalytic training through interviews or other procedures determined by the institute.</p>		
<p>Comments:</p>	<p>Documentation Viewed:</p> <p>Admission policies</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>8-2. The psychoanalytic training program is organized to train students to attain the following educational objectives:</p> <ul style="list-style-type: none"> <li>(a) To understand the theory and practice of psychoanalysis through classroom instruction, case conferences, and seminars;</li> <li>(b) To develop self-understanding through a personal psychoanalysis;</li> <li>(c) To develop proficiency in the technique of psychoanalysis, including assessment, diagnosis, and treatment, through supervised practice;</li> <li>(d) To develop sound, ethical standards of professional behavior..</li> </ul>		
<p>Comments:</p>	<p>Documentation Viewed:</p> <p>Curriculum, course descriptions, syllabi, course observations</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>

<p>8-3. The program requires the student to complete the following requirements prior to graduation:</p> <p>8-3.a. A minimum of thirty-six (36) credit hours (450 clock hours) of post-master's level coursework in psychoanalytic studies. Typical coursework includes....</p>		
<p>Comments:</p>	<p>Documentation Viewed:</p> <p>Published graduation requirements, curriculum</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>8-3.b. A minimum of fifteen hundred (1,500) hours of clinical experience including the following:</p> <p>8-3.b(i) A personal psychoanalysis of a minimum of three hundred (300) hours with a certified psychoanalyst(s).</p>		
<p>Comments:</p> <p>How are hours documented?</p>	<p>Documentation Viewed:</p> <p>Published graduation requirements</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>8-3.b(ii) At least two hundred (200) hours of individual psychoanalytic supervision with a minimum of 3 psychoanalyst supervisors, of which at least fifty (50) hours shall be with one psychoanalyst supervisor working on one case, and at least fifty (50) hours shall be with a second psychoanalyst supervisor working on an additional one or more cases. The institute requires that a supervisor may not have been and may not currently be one's personal analyst.</p>		
<p>Comments:</p> <p>How are hours documented?</p>	<p>Documentation Viewed:</p> <p>Published graduation requirements</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>



<p>8-3.b(iii) At least one thousand (1000) hours of supervised clinical experience with a variety of patients within the full spectrum of psychological disorders, of which two hundred fifty (250) hours of experience may consist of group supervision, case conference supervision, and continuing clinical education experience.</p>		
<p>Comments:</p> <p>How are hours documented?</p>	<p>Documentation Viewed:</p> <p>Published graduation requirements, curriculum</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>8-4. The institution provides a means for systematic self-evaluation of its requirements, curriculum, faculty, standards, policies, and procedures, in order to determine how well it is meeting its mission.</p>		
<p>Comments:</p>	<p>Documentation Viewed:</p> <p>Self-evaluation reports</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>8-4.a. The institute has in place comprehensive assessment systems that examine every aspect of the program, including:</p> <p>8-4.a(i) the program's success in teaching students to achieve specific, mission-related learning objectives (such as competencies, knowledge, skills, and abilities),</p>		
<p>Comments:</p> <p>How does the program investigate whether candidates, on the whole, are learning what the program aims to teach them? How does it decide how to make improvements?</p>	<p>Documentation Viewed:</p> <p>Self-evaluation reports</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>

<p>8-4.a. The institute has in place comprehensive assessment systems that examine every aspect of the program, including:</p> <p>8-4.a(ii) other measures of student achievement, such as licensure passage rates, student retention and graduation rates, or other accomplishments.</p>		
<p>Comments:</p>	<p>Documentation Viewed:</p> <p>Self-evaluation reports, student data</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>
<p>8-4.b. The institution provides for student input with regard to improvements of its educational objectives and procedures.</p> <p>8-4.c. The institution provides for student participation in self-studies and the site visits of the institution.</p>		
<p>Comments:</p>	<p>Documentation Viewed:</p> <p>Interviews</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>

**Standard Nine: Distance Education**

<p>9-1. ABAP recognizes that institutes may provide psychoanalytic training from a distance when geographically necessary. The institute is responsible for ensuring that psychoanalytic training meets ABAP standards wherever and however programs are offered.</p>		
<p>Comments:</p>	<p>Documentation Viewed:</p>	<p>C _____</p> <p>P/C _____</p> <p>N/C _____</p>