



Institute of Counseling  
and Psychoanalytic Studies  
— New Jersey's BGSP Campus

## Fall 2023

September 6th - December 28th



## Registration Packet

### All ICPS Programs

301 South Livingston Avenue, Livingston, New Jersey 07039

Website: [icps.bgsp.edu](http://icps.bgsp.edu) Phone: 973-629-1001 Email: [support@acapnj.org](mailto:support@acapnj.org)

## Letter from the Registrar

ICPS Students,

Welcome to the Fall 2023 semester!

Just a reminder students will continue to log in to the EMPOWER student information system to register for their courses. Detailed instructions are in the next page of this registration packet.

Since this is still a learning process for all of us, please don't hesitate to reach out to the Registrar if you run into any issues. Don't panic, someone will be available to assist you! Please ensure you are doing the following to complete your registration:

1. Meet with your advisor to discuss course selection if you have not done so.
2. Log onto the Empower student information system with the username/password you were assigned when you began the program. Make your course selection
3. Contact your advisor to tell them you have made your course elections. Advisor will then view your elections in Empower and complete the registration if they approve. **Please note your registration will be pending until this step is completed.**

Best regards,

Idalis Arcangel, Registrar  
support@acapnj.org

Katie Perdomo, Administrative Assistant  
admin@acapnj.org

# 2023 Semester Dates

## **SPRING 2023**

January 17th-May 15th (exam week)

### ***NO CLASS:***

March 27th-March 31st (Spring Break)

## **SUMMER 2023**

May 22nd-July 26th

July 27th-August 3rd (exam week)

### ***NO CLASS:***

July 4th, May 29th, and August 2nd

## **FALL 2023**

September 6th-December 20th

December 21st-December 28th (exam week)

### ***NO CLASS:***

November 22nd and November 23rd (Thanksgiving Break)



And



Institute of Counseling  
and Psychoanalytic Studies  
— New Jersey's BGSP Campus

## FALL 2023 September 6th-December 28th

*(No class November 22-November 23, Thanksgiving Break)*

### MONDAY

4:50 - 7:10pm GPSA 521 Psychoanalytic Counseling: Basic Concepts/Semel  
7:10 - 8:40pm GPSA 701D - SGS-Fieldwork/Thomas  
7:10 - 9:30pm GPSA 101-Clinical Assessment & Appraisal/Grant

### TUESDAY

10:30 - 12:00pm GPSA 701C - SGS/Ashworth  
10:30 - 12:50pm GPSA 161 Psychoanalytic Theory II Fundamentals of Freud/Gerber  
12:30 - 2:00pm GPSA 701B - SGS/Gerber  
3:00 - 4:30pm GPSA 701P - SGS/Hess  
4:50 - 7:10pm GPSA 536 Comparative Psychotherapies II: Theories of Counseling & Psychoanalysis/Hess  
7:10 - 9:30pm GPSA 836 Human Sexuality and the Libidinal Drive/Ashworth

### WEDNESDAY

2:30 – 4:00 pm GPSA 701E – SGS/Silver  
3:30 - 5:00pm GPSA 701F - SGS/Lapides  
4:50 - 7:10pm GPSA 700 Fieldwork Practicum Seminar/Vaccaro  
4:50 - 7:10pm GPSA 701 Fieldwork Seminar: Clinical Interviewing: Early Interventions/Vaccaro  
7:10 - 9:30pm GPSA 501 Human Development: The Developing Mind/Kane

### THURSDAY

9:00 - 11:20am GPSA758 Continuing Case Seminar: Clinical Practice/Rosenthal  
9:00 - 11:20am GPSA 687 Reading Course in Modern Psychoanalytic Approaches: Clinical Practice/Rosenthal\*  
9:30 - 11:00 am GPSA 701G - SGS/Bratt  
12:00 - 1:30pm GPSA 701L - SGS/Vaccaro  
2:15 - 3:15pm GPSA 701B - SGS/Lazar  
3:10 - 4:40 pm GPSA 701J - SGS/Semel  
3:15 - 4:15 pm GPSA 701N - SGS/Miller  
3:15 - 4:45 pm GPSA 701K - SGS/DeLia  
4:50 - 7:10pm GPSA 181 Psychopathology: Severe Emotional Disorders/DeLia  
4:50 - 7:10pm GPSA 751 Clinical Case Seminar: Comparative Studies In Psychopathology/Silver  
7:10 - 9:30pm GPSA 833b Adolescent Treatment: Theory and Practice /Bratt

GPSA 760/761 Clinical Research Tutorial – Day/time arranged with instructor/Faculty  
GPSA 555B Research Seminar – Proposal Writing/Gerber/To be Arranged

*\*GPSA 687 Reading Course in Modern Psychoanalytic Approaches: Clinical Practice is an elective for all programs but does not count toward clinical case*

## FALL 2023 COURSE DESCRIPTIONS

### **GPSA101 Clinical Assessment & Appraisal (3 credits)**

This course provides an overview of the appraisal process including observation, interviewing, measures, resources and tools to formulate a clinical understanding of clients within a broad range of settings and within a survey of populations. Behavior, observations, etiology, symptomatology, assessment, counter transference, and treatment will be examined in working with clients representing the lifespan. The course examines issues of reliability, diversity, limitations and ethical practice in relation to the validity of the assessments. Students explore the relationship between assessment, findings, diagnosis, intervention and treatment planning.

### **GPSA161 Psychoanalytic Theory II Fundamentals of Freud (3 credits)**

This course follows Freud's conception of libido theory from its inception through later developments. It then examines Freud's later papers on drive theory and the repetition compulsion; the division of the psyche into ego, id and superego; the sources of anxiety; the effects of innate destructiveness on the prospects for civilization; and Freud's final summary of the state of analysis. Students also consider the continuing influence of these papers on contemporary thought, examining current uses of Freud's drive theories.

### **GPSA181 Psychopathology: Severe Emotional Disorders (3 credits)**

This course examines psychopathology of severe emotional disorders from the perspective of both the DSM, psychoanalytic theory and biography. Literature and clinical material will provide a view from the diagnostician as well as those who are impacted. The DSM will be paired with first-hand accounts and psychodynamic understandings of symptom clusters. The class will examine implications for treatment. Basic diagnostic skills will be applied to case material.

### **GPSA501 Human Development: The Developing Mind (3 credits)**

This course is designed to introduce students to basic concepts of human development in the earliest years, and their impact on later well-being or pathology. We will study psychic development from conception to age three. We will explore the ways in which infantile functions manifest throughout life and inform our theory for psychoanalytic interventions in the counseling relationship. From there we will examine how these early experiences affect personality development, defense patterns, identity, and relationships. We will explore through readings, observations, case presentations, and classroom discussion.

### **GPSA521 Psychoanalytic Counseling: Basic Concepts (3 credits)**

This course will introduce the student to basic concepts of psychoanalytic counseling. It will be an introduction to Freudian and modern interventions within counseling and psychoanalytic frameworks. The student will learn about the basic concepts and their applications.

### **GPSA536 Comparative Psychotherapies II: Theories of Counseling & Psychoanalysis (3 credits)**

This course surveys major theoretical schools of counseling and psychoanalysis and how to apply their underlying premises in practice. Students will learn about the contributions of these fields to form a broad understanding of clinical techniques from forming the therapeutic relationship, developing a case conceptualization to interviewing and developing a range of intervention strategies with a range of cases. Special emphasis is placed on how each perspective informs how interventions are developed and implemented according to the treatment progression.

### **GPSA555B Research Seminar - Proposal Writing (3 credits)**

In this part of a two semester course, students will learn how to develop a proposal for the psychoanalytic case study project in the Certificate program. Students will prepare a narrative of the case dynamics which describes the course of treatment and presents a question about some aspect of the case that puzzles the student; show how the therapist listens in order to form an impression of the individual's emotional experience; write a review of the clinical literature that relates to the research question; and describe a method for analyzing a series of process recordings. This course meets the requirements for the Proposal Writing course as a prerequisite for the Capstone Tutorial sequence. The students may consult with the instructor or other faculty between class sessions.

*\*Students must submit a request to the training committee for permission to enroll in this course.*

## FALL 2023 COURSE DESCRIPTIONS CONTINUED

### **GPSA687 Reading Course in Modern Psychoanalytic Approaches: Clinical Practice (3 credits)**

This course examines a designated author or topic within a historical psychoanalytic context. Resources such as literature, videos, artifacts and clinical material will provide a view of the development of how the author or topic has contributed to psychoanalytic concepts, clinical work and current practice.

### **GPSA 700 Fieldwork Practicum Seminar & Supervised Group Studies (4 credits)**

In this first segment of the fieldwork experience, students are supported to apply skills and develop self-awareness through clinical experiences while interfacing with the fieldwork coordinator, mentor, clinical supervisor, academic advisor. Students are guided in a clinical site to initiate therapeutic relationship and apply basic techniques to facilitate understanding of transference while the student observes themselves through describing counter transference experiences. Ethical approaches to practice are emphasized

### **GPSA701 Fieldwork Seminar: Clinical Interviewing: Early Interventions (4 credits)**

This course is designed for students who are approved for fieldwork. The fieldwork experience provides an opportunity to study basic techniques and their application to clinical settings. In this first fieldwork segment, students are assisted in obtaining a fieldwork placement, given early interviewing classroom practice in the initial encounters, and encouraged to begin studying the counseling/therapeutic process as they learn to recognize the various forms of psychopathology. They learn interviewing techniques to enable individuals to tolerate more comfortably the stimulation of the therapeutic experiences, and that allow them to more freely talk with the therapist. The importance of ethical issues will be examined throughout the course.

### **GPSA751 Clinical Case Seminar: Comparative Studies in Psychopathology (3 credits)**

This course is designed for students who are clinical candidates. Each week a clinical case is presented at an advanced level to consider for case conceptualization. Students review models for understanding psychopathology and biographical accounts of psycho-pathological processes in the context of counseling and psychoanalytic thinking. The course prepares students to work within an ethical framework with a wide range of presenting symptoms and offers a range of perspectives. Special emphasis is placed on the students' clinical experiences and transference and counter transference reactions in relation to the course content.

### **GPSA758 Continuing Case Seminar: Clinical Practice (3 credits)**

Through continuing case presentations of three cases, students will apply theory to practice. With the agreement of the training committee, this course can be selected as fulfilling the requirement for the clinical case course after four semesters of successful completion of clinical case coursework.

### **GPSA 760/761 Clinical Research Tutorial (3 credits)**

Students in the Certificate program work individually with a chairperson after development of a proposal approved by the training committee. The chairperson assists the student in completion of the proposal for the project through completion, approval and final presentation of the project.

### **GPSA833b Adolescent Treatment: Theory and Practice (3 credits)**

This course will introduce the student to basic theoretical concepts and practices in adolescent treatment. From mother and infant intervention to the emergence of adolescence, case studies will demonstrate the developmental patterns, treatment challenges and modifications in treatment. The student will learn about the historical roots of approaches to contemporary practices. Case examples from practice examine common symptom patterns and evidence of trauma, pathology and resilience within child treatments.

### **GPSA836 Human Sexuality and the Libidinal Drive (3 credits)**

This reading course reviews psychoanalytic papers on human sexuality and libido theory from the seduction theory to infantile sexuality, the perversions, transference love, and the concept of Eros as a binding force. Contemporary ideas are discussed in relation to the understanding of the part played by the libido in sexuality, civilization, and the binding of destructive forces.



Institute of Counseling  
and Psychoanalytic Studies  
— New Jersey's BGSP Campus

# SGS Registration Form

Fall 2023

September 6<sup>th</sup> - December 28<sup>th</sup>

Program: ACAP \_\_\_\_\_ ICPS \_\_\_\_\_

Will you be registering for Fieldwork? \_\_\_\_\_ Will you be starting a new group? \_\_\_\_\_

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country if not U.S.: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name/Phone: \_\_\_\_\_

Will you be registering for Fieldwork? \_\_\_\_\_ Will you be starting a new group? \_\_\_\_\_

SGS Choice	Course Number	Instructor	Day & Time
SGS 1 <sup>st</sup> Choice			
SGS 2 <sup>nd</sup> Choice			
SGS 3 <sup>rd</sup> Choice			

Students will remain in the same SGS for one year (two full semesters including Summer). Requests to change your group early must be submitted to the training committee through your advisor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only:

Date office received: \_\_\_\_\_

# Record of Student Advisement

ACAP\_\_\_\_\_ ICPS\_\_\_\_\_

In-Person: \_\_\_\_ Hybrid: \_\_\_\_ Distance Learner: \_\_\_\_

Student Name\_\_\_\_\_Semester\_\_\_\_\_Year\_\_\_\_\_

Advisor Name\_\_\_\_\_ Meeting Date\_\_\_\_\_

Student File Reviewed?\_\_\_\_ Goals Reviewed? \_\_\_\_\_ Registration Reviewed?\_\_\_\_\_

## Student approved to register for the following courses:

Course ID & Title\_\_\_\_\_Semester\_\_\_\_\_

Course ID & Title\_\_\_\_\_Semester\_\_\_\_\_

Course ID & Title\_\_\_\_\_Semester\_\_\_\_\_

Course ID & Title\_\_\_\_\_Semester\_\_\_\_\_

Course ID & Title\_\_\_\_\_Semester\_\_\_\_\_

Course ID & Title\_\_\_\_\_Semester\_\_\_\_\_

## ADVISOR COMMENTS AND RECOMMENDATIONS

Please list all specific recommendations made to students concerning any aspect of their progress in the ACAP training program. Students should review comments and recommendations of the Advisor. Please attach more sheets as needed. Place the Record Advisement Form in the student file.

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



## CONFIRMATION OF ANALYSIS

ACAP\_\_\_\_\_BGSP-NJ\_\_\_\_\_Semester\_\_\_\_\_Year\_\_\_\_\_

Personal analysis with an approved analyst must begin by the second semester and is required throughout training. Students are responsible for the completion and submission of the Confirmation of Analysis form at the beginning of the fall and spring semester of each school year. Students are encouraged to remain in analysis as long they are in the program of study.

### Individual Analysis

Student's Name \_\_\_\_\_

Analyst's Name \_\_\_\_\_

Total Number of Individual Sessions since Last Semester's report \_\_\_\_\_

Total Number of Individual Sessions to Date \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Analyst Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Group Analysis

Total Number of Group Sessions since Last Semester's Report \_\_\_\_\_

Total Number of Group Sessions to Date \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Analyst Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Dear Students,

Welcome to the Fall 2023 semester! Please log in to the EMPOWER student information system to register for courses. Please see instructions below on how to register for your classes.

1. Click this link to log in to EMPOWER <https://bgsp.empower-xl.com/fusebox.cfm> It can also be found at the top right corner on the NJ.BGSP.edu website.
2. Bring your cursor to the word "Students" in the red bar at the top and click on "Empower".
3. Once you login, click the "Student Records" Tab then look under the sub-heading "Course Tools", and click "Course Registration".
4. The screen will show that you have No Enrollments and No Pending Registration. Click the "Add Courses" Button located above "Dept"
5. The next screen will give you a series of filter options. Select NJBGSP as the campus and Click Search
6. On the next screen you will see the courses being offered in the Fall 2023 semester. The Detail button to the right of each course will give the course description.
7. To elect courses, Click the little box to the left of the courses. Then, click the Register button found at the top or bottom of the course list.
  - a. IMPORTANT: After you click the Register button, you will come to a screen that says "0 Successful Registrations" and "X Pending registrations". All courses will automatically be entered as "Pending"
  - b. To complete the registration process, you will need to contact your advisor to let them know you have made your course elections. Your advisor/fellow will then view your elections in Empower and complete the registration if they approve.
8. To see your tuition and fees charges for the term and make payment online:
  - a. Click on the "Financials" Tab at the top of the page, then, under the "Student Billing" heading, choose "Estimated Tuition Worksheet". This report will tell you what the estimated term charges will be based on the course selections you made.
  - b. If you wish to make a payment online, you may do so from this screen
    - i. Click on the dropdown box next to "payment Type" to select either Credit Card or Electronic Check. A Non-refundable convenience fee up to 3.15% on the total transaction will be assessed by your credit card company for credit card payments.
    - ii. Click the "Submit" button at the bottom of the screen and then follow the prompts to complete your online payment.

## Instructions for Making Online Payments

Please see the instructions below for making payments on Empower.

- Log in to the EMPOWER student information system. Here is the link to log in to EMPOWER: <https://bgsp.empower-xl.com/fusebox.cfm>. It can also be found at the top right corner on the BGSP website.
- Login with your username and password
- Click on the “Financials” tab at the top of the page, then, under the “Student Billing” heading, choose “**Estimated Tuition Worksheet**”.

This report will tell you what the estimated term charges will be based on the course selections you made.

- At the bottom of this page, click on the dropdown box next to “Payment Type” to select either Credit Card or Electronic Check.

Note: A non-refundable convenience fee up to 3.15% on the total transaction will be assessed by your credit card company for credit card payments. There is no fee to pay by electronic check.

- Click the “Submit” button at the bottom of the screen and then follow the prompts to complete your online payment.
- You will receive an email with Confirmation of Payment.

# Registration Information

## Fall 2023

September 6th - December 28th



Institute of Counseling  
and Psychoanalytic Studies  
— New Jersey's BGSP Campus

Welcome to the Fall 2023 semester! This page contains information regarding fees and refunds for this upcoming semester. Please see the following page for information on how to register online for classes.

## Schedule of Fees 2022-2023

### Program Tuition Fees

Tuition for all courses per credit: \$864

All Directed Research per credit: \$864

Group Supervision per credit: \$864

### Administrative Fees

Registration per semester: \$150 (\$100 for the Summer semester)

Curriculum support per semester: \$360 (Waived for the Summer semester)

Technical support per semester: \$100 (Waived for the Summer semester)

Extended payment plan: \$100 (\$15 late payment fee)

Late Payment: \$150

Returned Check Fee: \$25

Official Transcript: \$15

Leave of absence: \$150

Leave of absence with access to library resources: \$660

Graduation: \$150

### Refund Schedule

Approved drop in writing before 1<sup>st</sup> class: 100%

Approved drop in writing before 2<sup>nd</sup> class: 75%

Approved drop in writing before 3<sup>rd</sup> class: 50%

Approved drop in writing before 4<sup>th</sup> class: 20%

Drop on or after 5<sup>th</sup> class: No Refund

**Administrative fees are Non-Refundable**

Once your advisor has approved your registration, please log back into

Empower at [BGSP PROD DB v. 3.89.0 \(empower-xl.com\)](https://empower-xl.com)

and pay your registration fees!

# ICPS Financial Information

## Good Financial Standing

Students are required to submit a satisfactory tuition payment in order to be admitted to class. Tuition can be paid by personal check, the extended payment plan or in full by credit card on either VISA or Master Card. Students should make payments in full in order to remain in good financial standing. Students whose extended payment plan payments are not honored may lose their good financial standing.

Students who are not in good financial standing are not permitted to attend class until the situation is rectified. These absences may be counted as unexcused absences by the instructors. All students with outstanding balances at the end of the semester will be assessed a 1% per month financial charge until the balance is cleared. Additionally, the Boston Graduate School of Psychoanalysis may withhold diplomas, degrees, transcripts and other official notice of work done at the School from students who are not in good financial standing. A student may not withdraw in good standing or graduate until all obligations to the school are paid in full.

## Extended Payment Plan

Under this plan, the full tuition may be equally divided into five payments according to the extended payment plan contract. The application for the extended payment plan is provided with the registration materials and is submitted with the registration form. The student submits five post-dated checks representing the five calculated payments. There is a \$100.00 fee for this service, paid at the time of registration. The first payment is due with registration. There will be a \$15 late fee for each late payment.

## Types of Financial Aid

Please contact Ms. Stephanie Woolbert, our Director of Financial Aid, at woolberts@bgsp.edu or 617-277-3915 x19. BGSP-NJ for information on loans & offers of grants when available.

Inquiries may be directed to Idalis Arcangel by phone at 973-629-1001 or support@acapnj.org.

## Veterans Education Benefits

The New Jersey campus has been approved by the Department of Veterans Affairs for students to claim their Veteran's Education Benefits. For more information, please contact the Financial Aid Office or visit: <http://www/gibill.va.gov>.

## Tuition and Fee Schedule 2022-2023

### **Program Tuition and Fees:**

Tuition for all courses per credit .....	\$864
--	-------

### **Administration Fees:**

Registration .....	\$150
Curriculum Support .....	\$360
Technical support .....	\$100
Extended Payment Plan .....	\$100
Late fee .....	\$15
Late Payment .....	\$150
Returned check .....	\$25
Official transcript .....	\$20
Leave of absence .....	\$150
w/continued access to library resources additional .....	\$510
Graduation fee .....	\$250

### **Refund Schedule**

Approved drop in writing before first class .....	100%
Approved drop in writing before second class .....	75%
Approved drop in writing before third class .....	50%
Approved drop in writing before 4 <sup>th</sup> class .....	20%
Drop on or after fourth class .....	no refund

As you prepare to begin your studies at ICPS, I am available to answer any questions that you may have about student loans or financial aid in general. My office is located at the main campus in Boston, and I am in the office Monday through Friday from 9am-5pm. Give me a call at 617-277-3915 or send an email to [woolberts@bgsp.edu](mailto:woolberts@bgsp.edu) or [financialaid@bgsp.edu](mailto:financialaid@bgsp.edu). Our website also provides an overview of the types of aid available, at: <http://nj.bgsp.edu/admissions/financial-aid/>.

If you are interested in borrowing Federal Student Loans through the William D. Ford Direct Loan program to help finance your education, application directions are included below.

### How to Apply

The first step is to complete the Free Application for Federal Student Aid (FAFSA) online using your Federal Student Aid ID number. The FSA ID serves as your electronic signature when completing the FAFSA. If needed, you may apply for a new FSA ID online: <https://fsaid.ed.gov/npas/index.htm>. Then, complete your 2022-2023 FAFSA application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using your **2020** Federal Income Tax Return [Note: this is likely not your most recent tax return, but the prior year return]. Make sure to keep copies of all application forms.

*The FAFSA school code for BGSP-NJ is G31943, with the state listed as Massachusetts, and the city listed as Brookline.*

You are also required to complete Student Loan Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov). From the homepage you can sign in using your FSA ID. Then, you will be directed to a secure page where you can choose to complete entrance counseling. Read through the instructions, and then choose to complete your entrance counseling as a graduate student. When prompted, select *Massachusetts* as the state and *Boston Graduate School of Psychoanalysis* as your school. The session takes about 30 minutes and confirmation of completion is sent electronically to the school.

Finally, you will need to sign a Master Promissory Note (MPN), if you do not already have one on file. To e-sign the MPN, visit [www.studentloans.gov](http://www.studentloans.gov). Once signed in, select the option to e-sign your MPN. Depending on the loans you plan to borrow for the 2022-23 year, you will need to sign the Subsidized/Unsubsidized Stafford MPN, the PLUS MPN, or both. When prompted, choose *Massachusetts* as the state, *Brookline* as the city, and *Boston Graduate School of Psychoanalysis* as your school. If you prefer a paper copy, please contact me.

Please contact me if you would like to apply for a Graduate PLUS loan for 2022-23, or if you have any questions.

Best wishes for a successful school year,

Stephanie Woolbert  
Director of Financial Aid  
BGSP ♦ NYGSP ♦ BGSP-NJ  
1581 Beacon St, Brookline, MA 02446  
[financialaid@bgsp.edu](mailto:financialaid@bgsp.edu)  
(617)277-3915

#### Checklist for your financial aid application:

- ✓ 2022-23 FAFSA
- ✓ Entrance Counseling
- ✓ Master Promissory Note
- ✓ Non-Tax Filer Statement (if applicable)

# The Paulette Katz Memorial Scholarship Application

The Paulette Katz Memorial Scholarship is being offered by the Lipsey family in memory of their Aunt Paulette Katz. This scholarship will be awarded to a student in the ACAP Certificate program or the ICPS Master of Arts program. The purpose of this scholarship is to assist students who have educational financial needs. ACAP or ICPS students are invited to apply.

The following must be submitted by email to [support@acapnj.org](mailto:support@acapnj.org) no later than July 15, 2023:

1. Completed scholarship application.
2. A statement describing your professional goals, financial need & any other reasons for seeking this scholarship.
3. A letter of recommendation from an ACAP/ICPS faculty member. New students may include a letter of recommendation from an instructor from a previous school.

*This form is in a fillable format. Save to your computer, complete, save again, and ready to email.*

Student Information			
Full name			
Full address			
Email			
Phone number			
Undergraduate degree	School	Major:	Year:
Graduate degree	School	Major	Year:
Current employment description:			
Clinical/Professional experience			
How did you learn about ACAP / ICPS			
Academic Plan			
Level of study Certificate or Master of Arts			

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please email this application & supporting documents to the Paulette Katz Scholarship Committee at [support@acapnj.org](mailto:support@acapnj.org) no later than the July 15th deadline.**



New students only unless returning students have changes

## ACAP/ICPS EMERGENCY CONTACT AND CURRENT MEDICATION INFORMATION

STUDENT/FACULTY INFORMATION				
Name:			Date of Birth:	
Home Address:			Home:	
Mailing Address:			Cell:	
Physician(s):	Physician's Phone Number:	Hospital Preference		Hospital Address/Phone
EMERGENCY CONTACTS				
NAME	RELATIONSHIP	HOME PHONE	MOBILE PHONE	WORK PHONE
Are there any health considerations you would like us to be aware of?				
ALLERGIES TO MEDICATIONS				
MEDICATION	REACTION			



## ACAP/ICPS COVID Protocols - updated June 22nd, 2023

These protocols apply to any member of the ACAP / ICPS community who has been or plans to be physically present at ACAP or affiliated sites (such as field placements).

- A. All ACAP/ICPS community members are required to have proof of COVID vaccination** on file in order to enter the building or participate in any activities in person, either on campus or in clinical placements. Students, faculty and staff send proof of vaccination to [acapnj@acapnj.org](mailto:acapnj@acapnj.org) or [admin@acapnj.org](mailto:admin@acapnj.org).
- B. Masks are encouraged at ACAP/ICPS in all public spaces and classrooms.** In individual or small group meetings, masks may be removed by mutual and full consensus of all participants.
- C. If you have been exposed to COVID please quarantine and follow the CDC guidelines.** If you experience symptoms of potential COVID please stay home until you are symptom free or have a negative non-rapid COVID virus test. All ACAP / ICPS classes are set up to attend remotely if you are ill.
- D. If you have tested positive for COVID-19 and have been in close contact to others at ACAP / ICPS** please follow the quarantine protocols as recommended by the CDC and email the ACAP Administrative office. We will not notify anyone of that person's close contact and all information will be kept confidential.

ISOLATE. Stay home until after:

- At least 10 days since symptoms first appeared **and**
  - At least 24 hours with no fever without fever-reducing medication and symptoms have improved
  - 10 days have passed since your positive test.
- E. NJCC and Private Renters - Remote therapy is available**
- For in-person sessions patients need to email their proof of vaccination to **both** their therapist and Kate Miller, NJCC administrator [NJCC@acapnj.org](mailto:NJCC@acapnj.org) **prior to their appointment.** No entering building and **No sessions until this requirement is met.**
  - **Children who are unvaccinated are seen with the agreement of the therapist and wear masks**
  - **Masks are to be worn at all times in the building and in the therapy rooms including unvaccinated children. Those accompanying children need to be vaccinated and masked.**



Dear Incoming Student,

Congratulations on your acceptance to ICPS. All new graduate students enrolled in a program of study to an academic independent institution of higher education in New Jersey are **required** to provide evidence of immunization as a prerequisite to enrollment and proof of health insurance.

- **Measles, Mumps, Rubella (MMR) – 2 doses.** Any student born after 1956 **must provide** vaccination documentation of two (2) doses of MMR. The first dose must be administered on or after your first birthday and the second dose must not be administered any less than one (91) month from the first. *Laboratory blood tests that demonstrate immunity may be substituted in place of vaccination documentation. We must receive a copy of the blood work results in order to verify immunity.*
- **Hepatitis B – 2or3 dose series.** NJ State law requires all new incoming students registered for 12 or more credits must provide **must provide** proof of a completed Hepatitis B vaccine series. This can either be the two (2) dose adolescent series or the three (3) dose pediatric/adult series. *Laboratory blood tests that demonstrate immunity may be substituted in place of vaccination documentation. We must receive a copy of the blood work results in order to verify immunity.*

A request for exemption from these requirements due to religious beliefs may be submitted to the administrative office. **The request must be in writing from the enrolled student and specifically state the religious doctrine that prohibits the vaccination.**

Exemption from requirements based on medical reasons must be submitted to the administrative office in the form of a **signed statement from a healthcare provider** indicating a specific immunization is contraindicated due to a valid medical condition. This documentation will be reviewed annually.

Immunization documentation should be mailed to the ICPS Administrative office. Students who do not comply will have a registration hold placed on their account until documentation is received. Please review all documents to ensure they are correct and complete prior to submitting them. Any questions please call Idalis Arcangel at 973-629-1001.

**Deadlines:**

**All documentation must be received by:**

April 15th for the Summer semester

August 1st for the Fall semester

December 1st for the Spring semester

## Student Record of Immunization

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Student Address \_\_\_\_\_

The following information must be completed by your healthcare provider, high school, former college/university or any other authorized agency. An attached copy of official immunization records is also accepted.

1. MMR **required by law** for all students **born after 1956** :**MMR (Measles, Mumps, Rubella) vaccine**- 2 doses required.

Dose#1 \_\_\_\_/\_\_\_\_/\_\_\_\_ (Given on or after 1 year of age)

Dose#2 \_\_\_\_/\_\_\_\_/\_\_\_\_ (Given at least 30 days after dose #1)

☐ Or:

Titer Dose#1 \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose#2 \_\_\_\_/\_\_\_\_/\_\_\_\_

*Copy of Laboratory report **must** be attached*2. Hepatitis B **required by law** for all students **registered for 12 or more credits per semester**:**Hepatitis B vaccine** – Proof of a 3-dose series or a valid adolescent 2-dose is required.

Dose#1 \_\_\_\_/\_\_\_\_/\_\_\_\_

Dose#2 \_\_\_\_/\_\_\_\_/\_\_\_\_ Check box if 2-dose series (valid between ages 11-15 only) ☐

Dose#3 \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Or:

Titer Dose#1 \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose#2 \_\_\_\_/\_\_\_\_/\_\_\_\_

*Copy of Laboratory report **must** be attached*

Provider's Name \_\_\_\_\_

Address \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

***Return this form to:***

Institute of Counseling and Psychoanalytic Studies  
301 South Livingston Avenue, Livingston, NJ 07039  
Email: support@acapnj.org  
<https://icps.bgsp.edu>

**BGSP-NJ**

# Health Insurance

The State of New Jersey requires all **full-time graduate students (9 or more credits)** to carry health insurance. Health insurance is required both to protect against unexpected high medical costs and provide access to quality care.

Student Name \_\_\_\_\_

Check one:

\_\_\_\_\_ I am enrolled in less than 9 credits and not required to participate in the health insurance requirements.

\_\_\_\_\_ I have health insurance and have provided information below.

Name of Insurance Company \_\_\_\_\_

Subscriber Name

Policy# \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



Please send completed form to  
support@acapnj.org (or  
acapnj@acapnj.org)

Attach a copy of your card



Institute of Counseling  
and Psychoanalytic Studies  
— New Jersey's BGSP Campus

June 22nd 2023

Dear Student,

Please be advised that the Master of Arts in Clinical Mental Health Counseling degree program in which you are enrolled meets educational requirements for licensure in the state of New Jersey.

For questions about the New Jersey License in Mental Health Counseling, please contact Dr. Vicki Semel, Program Director, at 973-629-1002, [vwsemel@comcast.net](mailto:vwsemel@comcast.net).

If you have further questions regarding professional licensure in general, please contact Dr. Carol Panetta, Vice President, at 617-277-3915, [panettac@bgsp.edu](mailto:panettac@bgsp.edu).

Sincerely,

A handwritten signature in cursive script that reads "Vicki Semel".

Vicki Semel, Psy.D.  
ICSP Program Director

301 South Livingston Ave., 2<sup>nd</sup> Floor  
Livingston, NJ 07039

**ACAP & ICPS**  
**Student Organization**  
**(AISO)**

June 2023

Dear ACAP/ICPS Community,

The **AISO** steering committee welcomes you to the ACAP & ICPS Fall 2023 semester!

**AISO's mission is to provide opportunities to promote academic, professional, and personal success for our members.** We organize social activities and chances for you to engage in entertaining events while spending fun time with like-minded colleagues. **AISO** is committed to encouraging quality of life engagement for all our members whose work taking care of others is so important.

At ACAP and ICPS, we are so fortunate to be surrounded by YOU, the many talented individuals who bring perspectives worldwide. Community-driven learning and sharing through **AISO** can expand your scope of other students' lived experiences and offer perspectives on work and life you may not have considered.

We also participate in supporting a variety of ACAP/ICPS events – opportunities to help the school grow, while getting to know each other and build our professional network.

Stay tuned for some of the latest **AISO updates by checking your emails for announcement flyers regarding dates and times for the following:**

- **ACAP, ICPS, iStrive Community Outreach**
- **AISO Wellness Series Workshops**
- **AISO Book Club**
- **Winter Party, Movie Nights, and more!**

We welcome all ideas to help us create opportunities to gather, share, and learn from each other! Please email us your suggestions. We are grateful to have a wonderful community that includes supportive members like you and look forward to more time together while navigating our training and life beyond. Have a sunny, relaxing Summer!

Thank you,

**AISO** Steering Committee

Marguerite DeRosa [mderosa415@aol.com](mailto:mderosa415@aol.com), Cassio Campello [cassio.mze@gmail.com](mailto:cassio.mze@gmail.com), Susan Carnes [smcarnes@comcast.net](mailto:smcarnes@comcast.net), Carol Harte [clharte@gmail.com](mailto:clharte@gmail.com), Andrew Iannaccone [andrew1068@gmail.com](mailto:andrew1068@gmail.com), Patti Ullis [patriciaullis@gmail.com](mailto:patriciaullis@gmail.com), Patricia Bratt (Faculty Liaison) [patbratt@comcast.net](mailto:patbratt@comcast.net)



**ACAP**

**Academy of Clinical  
and Applied Psychoanalysis**

**973-629-1001 [www.acapnj.org](http://www.acapnj.org)**

---

*Post Graduate Programs*



**Institute of Counseling  
and Psychoanalytic Studies**

**New Jersey's BGSP Campus**

*Graduate Master's Programs*

### ***Photo Release Form***

I grant to ACAP and ICPS its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize ACAP, to copyright, use and publish the same in print and/or electronically.

I agree that ACAP may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and agree to the above:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

# Registration Checklist

---

*Student registrations must include the following:*

☐

## Registration form signed by advisor

New students may meet with the Admissions Director for their first term advisement.

☐

## Advisement form

New students may meet with the Admissions Director for their first advisement.

☐

## Payment in full or approved payment plan

☐

## Confirmation of analysis form

All returning students submit a Confirmation of Analysis form. New students submit a statement once they have entered analysis. Due annually with Fall registration.

☐

## Emergency contact form

☐

## Photo release form

Incomplete forms will be returned to the student and delay both registration and admission to class. Registration is complete when all required forms are received with payment.

Any questions regarding registration please contact

Idalis Arcangel

(973) 629-1001

[support@acapnj.org](mailto:support@acapnj.org)