



ISST
sandplay

International Society for Sandplay Therapy
Associazione Internazionale della Sandplay Therapy
Internationale Gesellschaft für Sandspiel Therapie
國際箱庭療法学会

ADVISOR CHECKLIST FOR APPENDIX D

Name of Advisor: _____

Name of Candidate: _____

Date Completed: _____ / _____ / _____

Instructions

Please complete with the candidate and attach to the final ISST Application ("Appendix D").

Purpose

The purpose of this "step-by-step" checklist is to help advisors prepare trainees to apply for ISST membership and to avoid common problems that arise with certification. Problems may occur when Appendix D is not completed properly or when the applicant submits Appendix D before they have met requirements for certification.

Checklist Structure

To make it easy to follow, numbers on this checklist correlate with the numbers on Appendix D.

1. Curriculum Vitae

- The applicant has attached their CV to appendix D.

2. Training

- All professional training, licensure, and development activities have been completed as reported.
- The applicant has indicated whether they are a Jungian Analyst and IAAP Member.
Note: Appendix F contains modified requirements for qualified Jungian Analysts.

3. Personal Sandplay Process

- Check the name of the Personal Process Therapist (PPT):
- The PPT was a certified member or teaching member of ISST at the time that the personal process was completed (required).
- The applicant has completed their personal process, including all information listed on Appendix D (e.g., date started, date completed, number of sessions, number of trays)?

Check all sections of Appendix D. Does the PPT's name appear as a supervisor/consultant or final case reader?

- Yes (If you checked "yes" here, advise applicant to obtain required exception letter*.)
- No

*Unless a formal exception has been granted by the Member Society or ISST Exceptions Committee (for individual member applicants), the Personal Process Therapist cannot have a dual relationship with the candidate by providing supervision or by serving as a reader for the final case papers. If applicable, please submit the letter of exception, explaining the circumstance and rationale for exception, with Appendix D.

- The advisor has signed this section to acknowledge verification.

4. Sandplay Training / Education

The advisor reviews the original training certificates and ensures that applicant has met required training hours for ISST (100 total / 60 total for qualified Jungian Analysts). The advisor also checks with the Member Society and ensures that the applicant has met training requirements for their Member Society—which may exceed ISST hours and may have minimum requirements in specific content areas such as sandplay fundamentals, Jungian theory, etc.

Note: Once verified by the advisor, the actual certificates do not need to be included with Appendix D. However, the applicant is advised to keep copies of their training certificates.

- Applicant has completed and properly recorded required ISST training hours on Appendix D.
- Applicant has completed and properly recorded required Member Society training hours on Appendix D.
- The advisor has signed this section to acknowledge verification.

5. & 6. Seminar / Symbol Papers

The advisor verifies that each Seminar (Symbol) Paper has been read and approved by an ISST Teaching Member. One of the papers must contain clinical sandplay material.

Note: Ideally, the reader for the second seminar paper should be a different person than the reader of the first seminar paper. However, this is not currently specified in the ISST Rules of Procedure. Member Societies may also have additional guidelines for readers.

- Paper 1 has been approved by ISST Teaching Member
- Paper 1 has been verified with advisor signature.
- Paper 2 has been approved by ISST Teaching Member.
- Paper 2 has been verified with advisor signature.
- One of the seminar papers contains sandplay case material. (Note: The seminar/symbol paper for IAAP Jungian Analysts must contain clinical material.)

7. Supervision

The advisor reviews supervisor documents and verifies that applicant has completed all required supervision hours for ISST and their Member Society.

- The applicant has completed a minimum of 80 hours of total supervision (40 total for Jungian Analysts).
- Supervision has occurred with at least two different ISST Teaching Members. (If not, obtain required exception letter or complete additional supervision with another supervisor.)
- None of the supervisors were the applicant's personal process therapist. (If so, advise applicant to obtain required exception letter. See item 3 above.)
- The applicant has completed at least 30 hours of individual supervision (15 hours for Jungian Analysts).

- If applicant submits a maximum of 50 group supervision hours (maximum of 25 hours for Jungian Analysts), the applicant has presented their own case material for at least 20% of the group supervision hours that they are applying toward certification.
- The applicant has met the requirements of the Member Society for supervision.

8. Final Case Paper

- All three case readers have been approved by ISST and appear on the list of final case readers.
- At least one case reader is from a different Member Society from their own. None of the case readers are the applicant's Personal Process Therapist.
- None of the case readers are listed as a supervisor/consultant. None of the case readers are the applicant's advisor.
- The advisor has verified that the applicant has obtained permission from the client to use their material under a pseudonym for the final case study. Note: To protect client confidentiality, the actual permission form should not be included with the application.
- Summary comments from all three case readers are attached to Appendix D.
- The advisor has indicated date of final approval and signed this section to acknowledge completion of all requirements for final case.

9. Verification (final page of Appendix D):

- The applicant has signed/dated final page.
- The advisor has signed/dated final page.

Member Society (MS) Approval

- For those applicants who are from a country with a MS: The MS has reviewed and approved the applicant's Appendix D.

Advisor Checklist

- This Advisor Checklist is included with the applicant's Appendix D.

Appendix D

Record of Training and Application for Membership International Society of Sandplay Therapy

Appendix D has been developed: (1) to document your completion of ISST training requirements, and (2) to serve as the Application for Membership in ISST. An electronic form is available from the ISST Secretary at isst.office@gmail.com

To apply to become a Certified Member of ISST, please complete all sections below. If necessary, you may attach supplemental information to clarify your responses or provide additional information. Please be aware that some items need **Verification Signatures**, specifically supervisors for group and individual supervision, Case Advisor, and ISST Advisor (**for IRC's**). Your Advisor or Case Advisor may provide verification signatures for any section of this application.

Please be specific and clear. Type or print your responses. When completed, email your application to the email address above.

Name

Current Date

Current Occupation

Business Address

Personal Address

Phone Numbers (Office)

(Home)

Email

FAX

Date of Birth

Place of Birth

Advisor's Name

Advisor's Email

1. **Curriculum Vitae (CV):** In the space provided below, please provide information about your educational background, professional training program, licensure (if applicable), work experience in the field, and in-depth inner development and insight (such as may be achieved in experience of personal analysis or other disciplines leading to such development), together with. (If necessary, attach additional pages.)

2. **ISST Training:** If Case Advisors have seen certificates verifying components of ISST training requirements such as Personal Process Therapist, Theoretical training hours, Supervision hours, they may sign on behalf of the original trainer to verify completion of the training components. **Applicants are advised to keep an evidence folder of all signed certificates as these may be requested by the Certification Committee.**

Educational Background

College/University	Location	Date(s) Attended	Major/Subject	Degree, if applicable

Professional Training Program(s) (if different from above)

Training Program	Location	Date(s) Attended	Major/Subject	Certification, etc.

Classes or Workshops in Psychopathology, Diagnosis, and Psychotherapy

Classes or Workshops	University or Program	Location	Date(s) Attended	Number of Hours

Institutions or Clinics in which you gained your clinical experience.

Name of Personal or Professional Development	Location	Nature of the Work	Number of Hours

Licensure (if applicable)

Name of License	State or Country	Date Granted	Most Recent Renewal

Evidence of having applied education, training, and/or license therapeutically in relation to others.

Agency/Organization/Practice/Educational Institution	Location	Date(s)	Type of Work

In-depth inner development and insight (such as personal analysis or study of other disciplines leading to such development)

Type of "Inner Development" (e.g., personal analysis)	Location	Date(s)	Number of Hours	Name of Therapist (if applicable)

Additional forms of Personal or Professional Development (if applicable)

Type of Personal or Professional Development	Location	Date(s)	Number of Hours

Are you a Jungian Analyst? Yes _____ No _____
 Are you an IAAP member? Yes _____ No _____

3. Sandplay Process. Must be with an ISST member. If possible, a personal process should precede a regular course of training. (If your sandplay process has been undertaken with more than one ISST member, please attach that information using the same format as below.)

Name of Process Therapist(s):

Date process started

Date completed

Number of Sessions

Number of Trays

Signature of ISST Advisor or Case Advisor verifying above

.....

4. Sandplay Training/Education. Must be with ISST Teaching Members

Requirement: Minimum of 100 hours of theoretical teaching applied to Sandplay practice with ISST Teaching Members. These hours must be completed before submitting the Final Case to readers. Please list date of class/seminar, name of class, number of hours for each, and name of teacher(s). **Keep signed Certificates of training/education provided by your teachers for your records.** (If necessary, attach addition pages)

Date of Class/Seminar	Name of Class/Seminar	Number of Hours	Name of Teacher(s)

Date started to accumulate hours

Date hours completed

Signature of ISST Advisor or Case Advisor verifying above

.....

5. Symbol Paper 1 (from reference material, 10-20 pages)

Name of Symbol Paper Reader: _____

Title

Date completed

Signature of ISST Advisor or Case Advisor verifying above

.....

6. Symbol Paper 2 (with case material, 10-20 pages)

Name of Symbol Paper Reader: _____

Title

Date completed

Signature of ISST Advisor or Case Advisor verifying above

.....

7. Supervision. A minimum of 80 supervision hours must be completed with at least two different supervisors. Of the 80 hours, a minimum of 30 hours must be individual supervision. Fifty (50) hours of group supervision will be acceptable provided the student presents his/her own clients' material for at least 10 hours within the group supervision hours.

List the names of your ISST teachers who have provided **individual** supervision, the number of individual hours with each teacher, and each teacher's **signature of verification** via a **Certificate of Completion** (optional) that will be presented to your Advisor.

Print name of ISST Supervisor for Individual Supervision.	Number of in-person Individual Supervision Hours	Number of on-line Individual Supervision hours

Date started .

Date completed

Signature of ISST Advisor or Case Advisor verifying above

.....

List names of your ISST Teachers who have provided **group** supervision, the number of hours you have received in group supervision from each of these teachers, the number of hours (with each teacher) you have presented your clients' work during group supervision, and each teacher's **signature of verification via a Certificate of Completion** (optional). (Note: Individual Supervision Hours are not given for presenting in a group setting.)

Print Name of ISST Supervisor for Group Supervision.	Number of Group Supervision Hours On-line	Number of Group Supervision Hours- In person	During group in-person supervision, how many hours did you present your clients' work?	During group on-line supervision, how many hours did you present your clients' work?

Signature of ISST Advisor or Case Advisor verifying above

.....

8. ISST Final Case (if relevant to this application)(Neither process therapist nor supervisors are to read the final case)

Advisor

Reader 1

Reader 2

Reader 3

Date of Submission

Date of Result

Signature of ISST Advisor or Case Advisor verifying above.....

9. Verification of Applicant’s Background and Training

Applicant: Please sign below verifying that the information in this application correctly describes your relevant background, education, and training.

Signature of Applicant for ISST Membership

Today’s Date

Print Name of Applicant

Date Qualification Requirements started

Date Qualification Requirements completed

Signature of ISST Advisor or Case Advisor verifying above Date _____

Print Name of Advisor or Case Advisor