

## **Advisor – Additional Information**

### **Requirements and Role of the Advisor:**

1. Must be a certified member for at least two years.
2. Can be a teaching member.
3. Must be a member in good standing
4. Is the primary liaison between the applicant and STA.
5. Maintain a confidential file of all correspondence and notes of telephone calls, etc., during the advisory process, and, in case of non-acceptance, for five years afterwards.
6. Reads and checks the application.
7. Is the primary contact for feedback and guidance on the choice of topic and format of the preliminary paper.
8. Assists the applicant to select preliminary and final case readers.
9. If requested, writes a letter to STA if the applicant submits and appeal.

### **Advisor's Role in the Final Case Report Process:**

1. Helps the candidate understand and follow instructions for preparing and submitting the case report.
2. Offers help in selecting approved readers of case reports.
3. Helps readers and candidate agree in advance regarding the amount of time needed for reading and evaluation; normally the case should be evaluated and returned to the candidate within a two-month period.
4. Reminds the candidate to send a copy of the signed reader agreement forms or letters from each of the readers who have agreed to read the case report to you, the advisor, for the confidential file and to the STA office.
5. Reminds the candidate that the cover letter to readers should include the following information:
  - a. That approval or non-approval of a case should be sent directly to the advisor, not to the candidate, and
  - b. That after the case has been sent to the readers, all communications to the readers should go through the advisor, not the candidate.
6. Facilitates time frame difficulties. If, during the process, it appears that a reader cannot evaluate the case within a two-month time frame, the advisor should explore the difficulty with the reader. In some cases, the advisor may need to consult with the candidate about the problem, and perhaps advise the candidate to select a different reader.
7. Communicates with readers. The advisor, not the candidate, communicates with readers once readers have received the case.

All readers' evaluations must be received before the advisor informs the candidate of the results. Normally the advisor does not identify the source of specific comments. A reader may choose to send his/her individual comments to the candidate after the evaluation process has been completed.

Depending on the outcome of the evaluations, the advisor follows one or more of these procedures:

1. If the advisor received evaluations from the two STA readers that do not agree or two readers check "Conditional Acceptance"; the advisor informs the two readers so that they can talk by telephone or in person about their evaluations.
2. If the advisor receives "Accept" evaluations from all three readers, the advisor:
  - a. Informs the candidate of his/her acceptance as a clinical member.
  - b. Notifies the STA office in writing, using Form 10, of the acceptance of the candidate for clinical membership; the STA office notifies the STA Board of Trustees and the secretary of ISST.
  - c. Alerts the applicant that he/she will receive certifying letters from STA and ISST.
  - d. Reminds the candidate that once these letters are received he/she will be invoices for STA membership dues, and will need to submit a copy of his/her malpractice insurance cover sheet long with a signed malpractice insurance agreement, a signed Code of Ethics agreement, as well as how the candidate wants him/herself listed on the membership roster.
3. If the advisor received two "Accept" evaluations with a single "Conditional Acceptance" evaluation, a conference of the three readers, usually by telephone, is required to work toward a consensus. If none is reached, the majority rules.
  - a. If the consensus or majority is an acceptance, advisor follows the procedure in #2 above.
  - b. If the consensus or majority is a rejection, follow #4 below.
  - c. If the consensus is conditional, follow #5 below.
4. If the advisor receives three "Reject" evaluations, or two "Reject" and one "Conditional Acceptance" evaluations, the advisor requests that the three readers confer and author one letter signed by all three readers with their impressions of the case and rationale about why this case report was not accepted.
  - a. The advisor informs the candidate that the case was not accepted, and gives the letter from the three readers to the candidate.
  - b. Not accepting the case implies that it cannot be accepted at this time, even in a revised form, and that, for the next application, either the case itself, e.g., the client's sandplay process had not been completed, or the case report needs to be altered in a major way or a new case study needs to be written.
  - c. The advisor informs the STA office of the final results.
  - d. The candidate must wait at least one year before submitting a revised or new case report. The year begins from the date of the letter that cites the rationale for not accepting the case report.
  - e. A total of two re-submissions can occur. The paper must be resubmitted to the same readers.
5. If the advisor received any other combination of evaluations, e.g., evaluations other than the ones mentioned above:
  - a. The advisor requests that the readers send a synopsis of their concerns and questions to the advisor who will send copies of these to the other readers.
  - b. The three readers then confer and author one letter signed by all three readers with the agreed upon concerns, questions, and changes they wish the candidate to address.
  - c. The advisor then presents this letter to the candidate, who responds to the requests by resubmitting his/her case with the agreed upon changes.

- d. After reading the resubmitted paper, the readers notify the advisor of their evaluations on the changes.
- e. If a consensus is not reached, then the majority rules – see above.

In all instances, the advisor informs all the readers of the final results regarding the candidate's case report and requests that they return the case report to the candidate with comments and suggestions.

**Current list of eligible members to serve as advisors:**

<b>First Name</b>	<b>Last Name</b>	<b>Phone</b>	<b>Email</b>
Frank	Adair	650/368-2573	drfrankadair@gmail.com
Kate	Adams	215/348-8454	keadams@comcast.net
Kate	Amatruda	415/899-0013	info@psychceu.com
Barbara	Bagan	480/367-1476	rxart1@aol.com
Linda	Bath	707/399-4914	elainebath@mac.com
Kathleen	Beavers	916/984-8769	kambeavers@yahoo.com
Lee	Ben-Yehuda	619/582-6127	LeesMail@aol.com
Wendy	Beneke	337/988-0184	wbeneke@aol.com
LaVon	Bobo	650/440-0952	-
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Priscilla	Braun	952/870-4264	cilbraun@aol.com
Mary Ann	Brock	650/380-9132	drmabrock@comcast.net
Nancy	Burnett	C 303/549-4717 H 760/274-6176	nancyburnettphd@mac.com
Joyce	Camuyrano Cunningham	415/668-8250	JoyceCunninghamJournalofSandplayTherapy@att.net
Tessamarie	Capitolo	415/456-4448	tcapitolo@sbcglobal.net
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Lucretia	Devine	206/818-8445	lucretiamd@centurytel.net
Regina	Driscoll	651/247-3004	rmdriscoll@mac.com
Patricia	Dunn Fierstein	813/253-3797	patricia.df@verizon.net
Pratibha	Eastwood	808/595-HOPE	eastwoodoffice@hawaii.rr.com
Christine	Ford	303/832-9767	sandford@ecentral.com
Grace	Foster Pollard	303/554-8838	gafpollard@aol.com
Harriet	Friedman	310/277-9503	shrinks2@sbcglobal.net
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Zoe	McClellan	707/664-9611	-
Bonnie	McLean	503/221-7220	bmcl10000@qwest.net
Joseph	Meyer	612/209-7525	joemeyer@amerytel.net
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Yvonne	Pennington	404/255-6967	Yvonne.pennington@comcast.net
Audrey	Punnett	559/225-8963	apunnett@mac.com
Trudy	Rankin	863/682-2810	trudycorryrankin@gmail.com
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Ann	Strack	707/762-6216	ann@pogowave.com
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Barbara	Waterman	-	barbarawaterman@earthlink.net
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## **ADVISORY INTERVIEW GUIDELINES**

### **PURPOSE**

The purpose of the advisory interview is to provide helpful, constructive feedback to applicants in order to assist them in acquiring thorough, well-rounded, integrated training in sandplay, which will lead to successful completion of requirements for membership in STA/ISST.

### **PROCEDURE**

The steps in the advisory interview process are as follows:

1. The applicant's application materials are sent to the committee members for review prior to the interview.
2. The interview committee convenes at the scheduled time, or a few minutes before, if possible. The chairperson assumes the role of greeting the applicant and explaining the procedure.
3. The interview proceeds with the chairperson taking the lead in facilitating questions and discussion. Make sure there is an opportunity for the applicant to ask any questions he/she may have. This segment usually lasts 30-45 minutes.
4. The chairperson asks the applicant to wait outside the room for 10-15 minutes while the committee discusses impressions and formulates recommendations.
5. The applicant is invited back in the room for the sharing of feedback and recommendations. Make sure the applicant's strengths are noted in addition to areas that the committee feels need further development. Allow 10-15 minutes for this segment.
6. After the applicant leaves, the committee composes a letter summarizing the committee's impressions. This letter should include a statement of thanks for the time and energy taken to attend the interview, comments on the applicant's strengths, comments on aspects of training needing further development, and recommendations for addressing those. The chairperson assumes responsibility for making sure a copy of this letter is sent to the applicant, his/her advisor, the chairs of the Advisory/Membership committee and the STA office for the applicant's file.
7. The chairperson collects all copies of the applicant's application and returns them to the applicant.

### **CRITERIA**

The following criteria may be looked for in assessing an applicant undergoing an advisory interview:

1. Indication that the applicant's connection to sandplay is a deep and personal one, conveying the sense that they would have pursued the experience and study of sandplay in spite of membership requirements, that it has not been merely an academic exercise.
2. Indication that the applicant is committed to ongoing personal growth and conveys an honest attitude of being in process, on a path so to speak.
3. Indication that the applicant understands the theory and process of sandplay and is able to articulate it in a clear, cohesive way. This should include a clear grasp of concepts of Jungian psychology and the ability to apply Jungian theory

to sandplay process. It should also include an ability to discriminate between Kalfian sandplay and other sandtray methods.

4. Evidence that the applicant's training is proceeding towards a well-rounded cohesive whole.
5. Evidence that the applicant is practicing sandplay in a professional manner, appropriately contained and respectful of clinical boundaries.

**PLEASE RETURN PAPERS TO THE CANDIDATE AT THE END OF THE INTERVIEW.**