



CICAPP Letter of Reference – Writer’s Guidelines

An applicant to the Canadian Institute for Child & Adolescent Psychoanalytic Psychotherapy training program (CICAPP) has submitted your name as a reference for their application. To be eligible to complete a referral letter, you must have known the individual for at least two years. Please fill out the information below and forward directly to: CICAPP Administration Manager, c/o CICAPP administration office, 17 Saddletree Trail, Brampton, ON, L6X 4M5, or by email to info@bicapp.ca We will confirm receipt of your letter by email.

The following are guidelines for information to include in your letter of reference:

1. Name of Applicant.
2. How long have you known the applicant? (Number of years)
3. In what capacity do you know the applicant?
4. Your letter should comment on the applicant’s personal and professional qualities which you believe will contribute to their ability to participate and graduate from our training program in psychotherapy. Some suggestions of areas to consider are:
 - flexibility in working with others
 - ability to give and take feedback
 - emotional stability
 - personal maturity to work with others
 - capacity for self reflection
 - any reservations you may have about their suitability for a training program in psychotherapy.

Please be sure to include your name, current position/title, address and contact information (including email).

Thank you for your assistance in the CICAPP application process. If you have any questions please contact CICAPP directly at 416.690.5464 or info@bicapp.ca