

*Sandplay Therapists of America®*  
*Handbook*

Requirements and Procedures for  
Registered Sandplay Practitioners, Certified Sandplay Therapists,  
and Certified Teaching Members

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# Chapter 1.

## Introduction and Overview

### 1.1 Mission Statement

Sandplay Therapists of America® (STA) is a nonprofit organization established to train, support, and promote professional development in sandplay in the tradition of Dora Kalff and based on the theories of C.G. Jung. STA is a member society of the International Society for Sandplay Therapy (ISST).

### 1.2 Introduction

As envisioned and developed by Dora M. Kalff, sandplay requires engaging the total person of the therapist in the ongoing process of transformative inner work. Becoming a member of Sandplay Therapists of America, therefore, necessitates the continuing commitment of the therapist to personal and psychological growth. You are not alone in this process. An important part of your journey toward becoming a sandplay therapist is mentoring and support. Do not hesitate to reach out to our STA community along the way.

The application process serves as a point of entry into a way of life characterized by this continual self-exploration and development. Fidelity to this process enhances the quality of the “free and protected space” provided by the therapist. This handbook presents requirements and procedures that promote and solidify the personal and professional commitment on the part of the sandplay therapist.

Sandplay Therapists of America recognizes four levels of membership: Associate Member, Registered Sandplay Practitioner, STA/ISST Certified Sandplay Therapist, and STA/ISST Teaching Member, the latter three levels requiring an application. We are a nonprofit organization that operates as an all-volunteer service organization, with administrative support from a few staff members. We depend on our members to vote and create the Board of Trustees, as well as to run the organization within our written and accepted bylaws and code of ethics. It is important for every new Certified and Teaching Member of STA to consider how they may serve this organization, both regionally and nationally, for it is only with our membership actively involved that sandplay continues to thrive and grow.

We look forward to your involvement and support of this organization. You may contact any Board of Trustee member for further information and/or our Administrative Assistant, Ritu Tandon (925-820-2109 or [sta@sandplay.org](mailto:sta@sandplay.org)) for ways to immediately support sandplay. Your active involvement is most welcome!

### 1.3 Definitions and Abbreviations

**STA** – Sandplay Therapists of America®

**ISST** – International Society for Sandplay Therapy

**STA/ISST Certified Sandplay Training®** – Workshops, trainings, and conferences offered through Sandplay Therapists of America® (STA) and by STA/ISST Certified Teaching Members (CST-T) consistent with topics listed in the Sandplay Curriculum Guide ([Appendix A](#)).

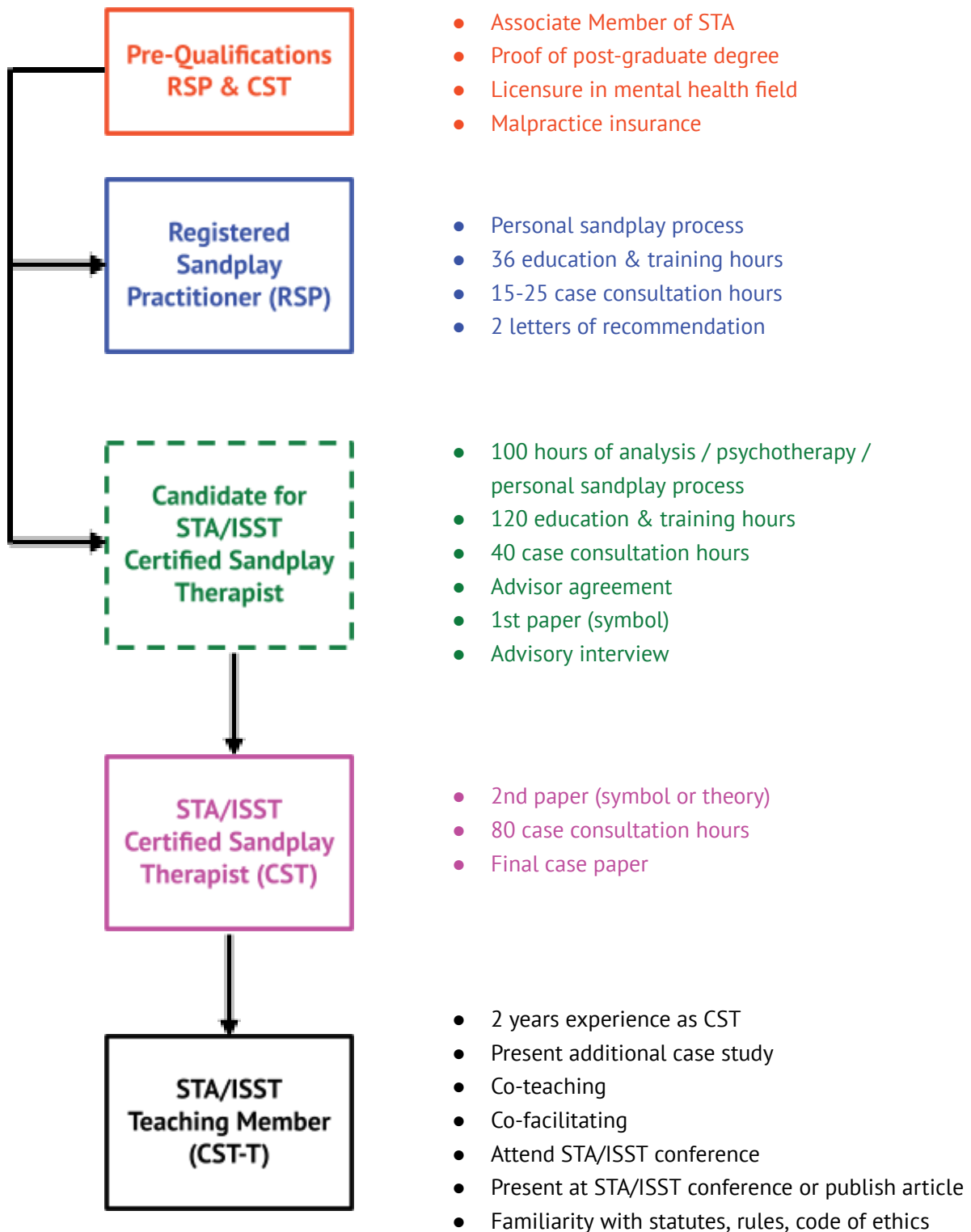
**Registered Sandplay Practitioner (RSP)** – RSPs are recognized as having completed basic training requirements in sandplay as outlined in this handbook. Registered Sandplay Practitioners are a category of membership unique to STA, and as such, are not members of ISST.

**CST Candidate** – This status represents an intermediate step in the process of becoming a Certified Sandplay Therapist. When an applicant has completed all of their education hours, half of their case consultation hours, and one of their initial papers, they may submit their application. After completing the advisory interview, the applicant is advanced to CST Candidate status, and then completes the remainder of the requirements. See [Chapter 3](#) for complete details and requirements.

**Certified Sandplay Therapist (CST)** – CSTs are recognized as meeting advanced training requirements as outlined in this handbook and are members of STA and ISST. Certified Sandplay Therapists may offer sandplay process hours to trainees who are seeking STA/ISST membership.

**Certified Sandplay Therapist – Teacher (CST-T)** – Teaching Members are certified members who meet the teacher requirements outlined in this handbook. Teaching Members may offer personal sandplay process to trainees who are seeking STA/ISST membership, conduct sandplay education and training and case consultation, and may use the term STA/ISST Certified Training.

## 1.4 STA Certification Overview



## Chapter 2.

### Registered Sandplay Practitioner (RSP) Information

To apply for membership as a Registered Sandplay Practitioner in Sandplay Therapists of America, individuals must meet the following minimum education and training requirements.

#### 2.1 RSP Pre-Qualifications

##### 1. *Post-Graduate Degree*

**Requirement:** Graduate degree in a helping profession such as medicine, psychology, social work, counseling, art therapy, school counseling, or marriage and family therapy from a regionally accredited university.

**To document:** Submit a copy of proof of conferred degree (transcript or diploma).

##### 2. *Clinical Knowledge Base*

**Requirement:** Knowledge of psychotherapy, psychopathology and diagnosis, and psychology obtained through formal study and supervised internship experience.

**To document:** List coursework in each area on [Form E&T](#).

##### 3. *Licensure*

**Requirement:** License in a mental health field.

**To document:** Upload a copy of license to [Form E&T](#).

##### 4. *Malpractice Insurance*

**Requirement:** Malpractice insurance in your respective professional discipline.

**To document:** Upload a copy of current malpractice insurance to the RSP application ([Form RSP-APP](#)).

## 5. STA Associate Membership

**Requirement:** Those applying for RSP certification are required to be STA Associate members.

**Rationale:** To develop resources, to access the *Journal of Sandplay Therapy*<sup>®</sup>, and to build a supportive community of practice, all persons interested in sandplay therapy are encouraged to become Associate members of STA. For those pursuing credentialing in sandplay, Associate membership is recommended early in the training process.

## 2.2 RSP Education and Training Requirements

### 1. Personal Sandplay Process

**Requirement:** An honest, transformative personal sandplay process is the most significant, foundational requirement of the training sequence. The process must occur with an STA/ISST Certified Member. A **minimum of 40 hours** (not sand trays) is suggested for the completion of the personal sandplay process. Although no specific number of sand trays is required, it is generally accepted that a **minimum of 30 sand trays** is necessary to experience an in-depth sandplay process.

**Rationale:** Engaging fully in a personal sandplay process provides an essential foundation for sandplay practice. Dora Kalff asserts that to accompany others in sandplay therapy—a journey into the unconscious—it is necessary to have a deep, personal experience doing one’s own sandplay process.

Frau Kalff emphasizes two “all-important” prerequisite competencies for sandplay practice that are rooted in personal process: (1) profound knowledge of symbolic language that comes from one’s own psychic experience, and (2) being capable of holding the “free and protected space” for others by developing awareness of one’s own dark or unknown sides as well as one’s own deep-seated positive potential.<sup>1</sup>

**Timing:** Although it may overlap with the completion of other training requirements, it is suggested that the sandplay process begins prior to pursuing formal study of sandplay theory and practice.

**To document:** Complete [Form PSP](#), which is then forwarded to your personal process therapist to attest to the dates of therapy and completion of the minimum requirements.

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<sup>1</sup> Kalff, D. (1991). Introduction to Sandplay Therapy. *Journal of Sandplay Therapy*, 1(1).



## 2. Sandplay Education and Training

### Requirements<sup>2</sup>:

- A minimum of **36 hours** of didactic and experiential sandplay education and training with an STA/ISST Teaching Member or at an STA- or ISST-sponsored conference, seminar, or workshop.
  - **18 hours** of those 36 must be an introductory course in sandplay.
  - Please refer to the **Sandplay Training Curriculum Guide** ([Appendix A](#)) for a detailed listing of content areas and suggested themes for study.
- A **maximum of 20 of the 36 hours** may be earned through online courses that meet requirements for STA/ISST Certified Sandplay Training.
  - Live, interactive webinars are intended as the primary means to acquire online education and training hours.
  - A **maximum of 6** of the online hours may be asynchronous (self-study), provided the course meets STA requirements and is approved for university credit or CEs from a professional organization (such as APA, NASW, or ACA) and includes a post-test.
  - **Note:** All eligible online live/interactive training hours completed during the COVID-19 exception period (February 1, 2020 to December 31, 2023) are considered “in person” training, and not subject to the online maximum.

**Timing:** Fundamentals of sandplay therapy may be studied prior to, concurrently with, or after experiencing the personal sandplay process. It is suggested that further study and clinical sandplay practice be delayed until after the personal sandplay process is meaningfully underway.

**Rationale:** Obtaining practical and theoretical knowledge as outlined in the Sandplay Training Curriculum Guide ([Appendix A](#)), along with participating in experiential learning opportunities, provide a necessary foundation for developing competency in sandplay practice.

**To document:** The applicant is responsible for maintaining a record of lectures, workshops, seminars, and conferences attended. [Form E&T](#) requires submission of a list of training events attended (including dates, location, presenter, and number of training hours awarded) and upload of completion certificates.

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<sup>2</sup> Changes to online maxima approved by the STA Board of Directors, August 20, 2023.

### 3. Case Consultation

**Requirement:** Applicants must seek case consultation from an STA/ISST Teaching Member other than the therapist with whom they completed their sandplay process.

- It is assumed that trainees seeking consultation are actively practicing sandplay.
- **Individual consultation: 15 hours** are required if all case consultation is individual.
- **Group consultation: 25 hours** are required if all consultation is group, provided the trainee presents their own case material **at least 20%** of the total group consultation hours.
- **Combination individual and group consultation: 20 hours** are required, provided the trainee presents their own client case material **at least 20%** of total group hours.

**Additional requirements** for case consultation are found in [Appendix B](#).

**Rationale:** The purpose of consultation is to facilitate the exploration and enhancement of one's own clinical work.

**Timing:** It is recommended that consultation be delayed until after the applicant's personal sandplay process is complete or at least meaningfully underway. It is also recommended that trainees are working with at least three (3) clients per week who have engaged with sandplay on a regular basis for a significant period of time (i.e., at least 9 to 12 months).

**To document:** List consultation sessions (date, consultant name, session format, hours, and [for group sessions] hours presenting) on [Form E&T](#) and upload either completion certificate or letter from each consultant verifying hours.

## 2.3 Connecting with the STA Community

### 1. Letters of Recommendation

RSP applicants are required to have **two (2) letters of recommendation** from STA colleagues who are familiar with the applicant and their work. One or both letters can be submitted by STA/ISST Certified Sandplay Therapists or Teaching Members; one letter may be from a Registered Sandplay Practitioner.<sup>3</sup>

**To document:** Applicant and recommenders complete [Form RSP-LOR](#).

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<sup>3</sup> Change approved by the STA Board of Directors, July 2023.

**Rationale:** Letters of recommendation provide endorsement from colleagues who know the applicant.

## 2. Advisor (optional)

It is recommended, but not required, that RSP applicants choose an advisor early in their training process. The advisor must be an STA/ISST Certified Sandplay Therapist or Teaching Member and may not be the applicant's personal process therapist.<sup>4</sup> (Note: While optional at the RSP level, an advisor is required at the time of CST application.)

See [Chapter 5](#) for detailed advisor information.

**Rationale:** Applicants benefit from guidance and support during the training and application process from an experienced sandplay therapist.

**To document:** Both parties sign the Applicant/Advisor Agreement ([Form ADV](#)).

## 2.4 Applying for Registered Sandplay Practitioner Membership

The following items are required for application:

- ☐ STA Associate membership
- ☐ Application form ([RSP-APP](#)), including:
  - Malpractice insurance face sheet [upload]
  - Ethics history questions and attestation of ethical standards (see the [STA Standards for Professional Conduct](#))
  - \$75 application fee
- ☐ [Form PSP](#), verifying completion of, or ongoing engagement in, a personal sandplay process (40 hours minimum; 30+ sand trays recommended)
- ☐ [Form E&T](#), documenting:
  - Post-graduate degree [transcript or diploma upload]
  - Clinical knowledge base and licensure
  - Current professional license [upload]
  - Sandplay education (36 hours, including 18 hours of Fundamentals of Sandplay) [upload completion certificates]
  - Case consultation hours [upload completion certificates/letters of verification]

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<sup>4</sup> Change approved by the STA Board of Directors on October 15, 2023.

- ☐ Letters of recommendation from two (2) STA colleagues who are familiar with the applicant and their work ([Form RSP-LOR](#))
- ☐ (Optional) [Form ADV](#), the Applicant/Advisor agreement

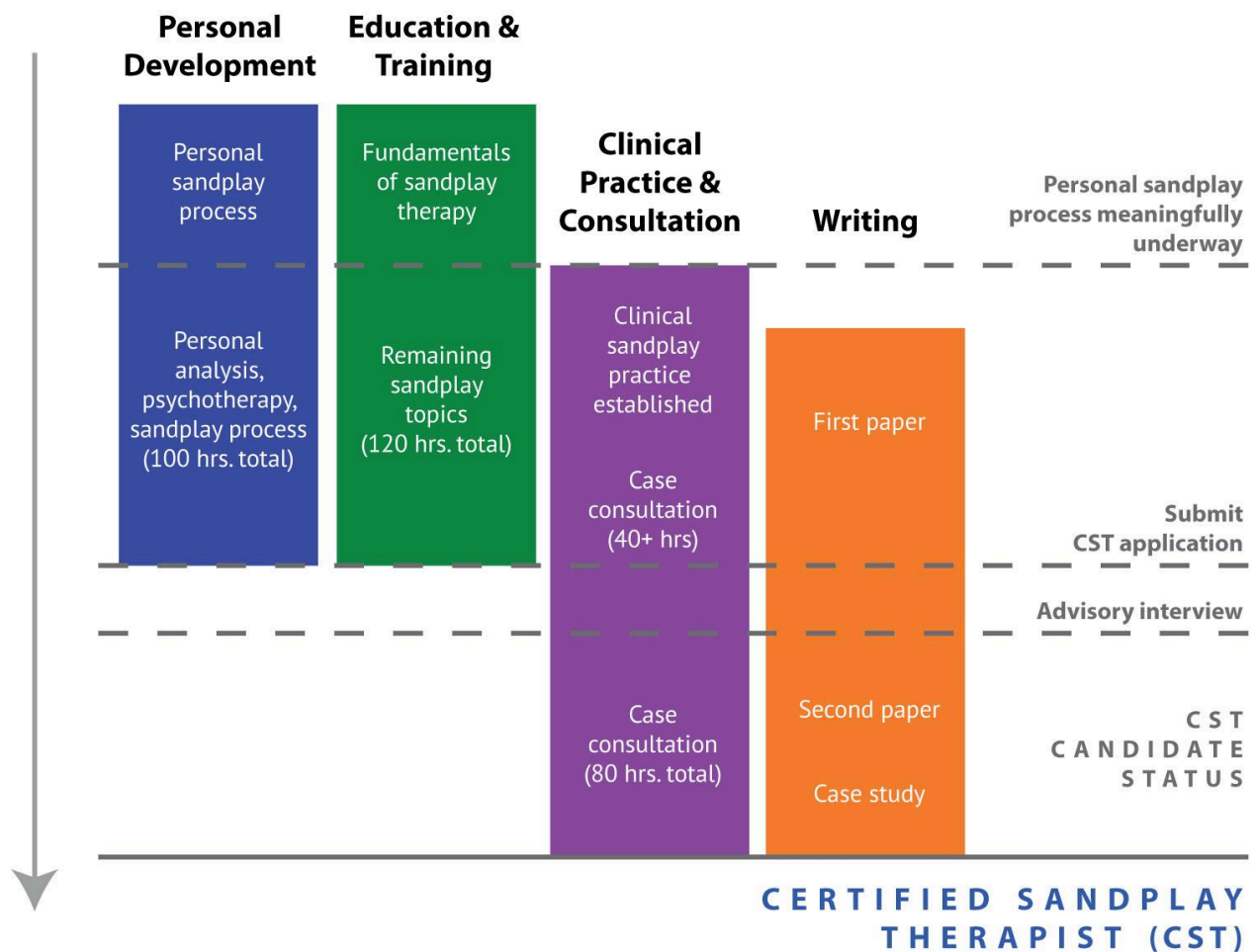
## 2.5 RSP Membership Process

The Registered Sandplay Practitioner application is reviewed by the Admissions Committee. Upon completed review, the trainee is notified of results and any follow-up required. Once prorated dues are paid, a Certificate of Registered Membership is issued.

### Chapter 3.

## STA/ISST Certified Sandplay Therapist (CST) Information

The process for becoming a Certified Sandplay Therapist (CST) includes a set of pre-qualifications that builds on the requirements for Registered Sandplay Practitioner, followed by education and training, personal development, and case consultation. The trainee applies to become a CST after having met all of the education/training and approximately half of the additional requirements, including the first symbol paper. The Admissions Chair then arranges an advisory interview. After the interview is complete, the applicant is advanced to Candidate for CST status and then completes the remaining hours of training and writing to become certified, as shown in the diagram below.



### 3.1 CST Pre-Qualifications

(Items 1–5 below are identical to Registered Sandplay Practitioner pre-qualifications)

#### 1. *Post-Graduate Degree*

**Requirement:** Graduate degree in a helping profession such as medicine, psychology, social work, counseling, art therapy, school counseling, or marriage and family therapy from a regionally accredited university.

**To document:** Submit a copy of proof of conferred degree (transcript or diploma).

#### 2. *Clinical Knowledge Base*

**Requirement:** Knowledge of psychotherapy, psychopathology and diagnosis, and psychology obtained through formal study and supervised internship experience.

**To document:** List coursework in each area on [Form E&T](#).

#### 3. *Licensure*

**Requirement:** License in a mental health field.

**To document:** Upload a copy of license to [Form E&T](#).

#### 4. *Malpractice Insurance*

**Requirement:** Malpractice insurance in your respective professional discipline.

**To document:** Upload a copy of current malpractice insurance to [Form CST-APP](#).

#### 5. *STA Associate Membership*

**Requirement:** Those applying for CST certification are required to be STA Associate members.

**Rationale:** To develop resources, to access to the *Journal of Sandplay Therapy*<sup>®</sup>, and to build a supportive community of practice, all persons interested in sandplay therapy are encouraged to become Associate members of STA. For those pursuing credentialing in sandplay, Associate membership is recommended early in the training process. (Those who are Registered Sandplay practitioners have already met this requirement.)

## 6. Personal Development

**Requirement:** In-depth inner development such as Jungian analysis, personal psychotherapy, or other intensive psychological work. A **minimum of 100 hours** of personal development, including personal sandplay process (described below), is required.

**To document:** On [Form E&T](#), list each therapist's name, type(s) of therapy or personal development, location, dates attended, and total hours.

## 3.2 CST Education and Training Requirements

### 1. Personal Sandplay Process

**Requirement:** An honest, transformative personal sandplay process is the most significant, foundational requirement of the training sequence. The process must occur with an STA/ISST Certified Member. A **minimum of 40 hours** (not sand trays) is suggested for the completion of the personal sandplay process. Although no specific number of sand trays is required, it is generally accepted that a **minimum of 30 sand trays** is necessary to experience an in-depth sandplay process.

**Rationale:** Engaging fully in a personal sandplay process provides an essential foundation for sandplay practice. Dora Kalff asserts that to accompany others in sandplay therapy—a journey into the unconscious—it is necessary to have a deep, personal experience doing one's own sandplay process.

Frau Kalff emphasizes two “all-important” prerequisite competencies for sandplay practice that are rooted in personal process: (1) profound knowledge of symbolic language that comes from one's own psychic experience, and (2) being capable of holding the “free and protected space” for others by developing awareness of one's own dark or unknown sides as well as one's own deep-seated positive potential.<sup>5</sup>

**Timing:** Although it may overlap with the completion of other training requirements, it is suggested that the sandplay process begins prior to pursuing formal study of sandplay theory and practice.

**To document:** Complete [Form PSP](#), which is then forwarded to your personal process therapist to attest to the dates of therapy and completion of the minimum requirements.

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<sup>5</sup> Kalff, D. (1991). Introduction to Sandplay Therapy. *Journal of Sandplay Therapy*, 1(1).

## 2. Advisor

**Requirement:** To apply for Certified Membership, an applicant must choose an advisor who is an STA/ISST Certified Sandplay Therapist or Teaching Member and who is not the applicant's personal process therapist.<sup>6</sup> See [Chapter 5](#) for detailed advisor information.

**Rationale:** Applicants benefit from guidance and support during the training and application process from an experienced sandplay therapist.

**Timing:** It is recommended that applicants choose an advisor early in their training process.

**To document:** Both parties sign the Applicant/Advisor Agreement ([Form ADV](#)).

## 3. Sandplay Education and Training

### Requirements<sup>7</sup>:

- A comprehensive program of study including a minimum of **120 hours** of didactic and experiential sandplay education and training with an STA/ISST Teaching Member or at an STA- or ISST-sponsored conference, seminar, or workshop. All education and training hours must be completed before submitting an application for CST.
- The minimum hours of coursework in each content area are as follows. (*Note:* Some courses include multiple topics.)

<u>Topic</u>	<u>Minimum hours</u>
Fundamentals of sandplay therapy	18
Clinical sandplay practice	48
Jungian theory	18
Symbolism	18

Please refer to the **Sandplay Training Curriculum Guide** ([Appendix A](#)) for a detailed listing of content areas and suggested themes for study.

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<sup>6</sup> Change approved by the STA Board of Directors on October 15, 2023.

<sup>7</sup> Changes to online maxima approved by the STA Board of Directors, August 20, 2023.



- **A maximum of 70 of the 120 hours** may be earned through online courses that meet requirements for STA/ISST Certified Sandplay Training.
  - Live, interactive webinars are intended as the primary means to acquire online education and training hours.
  - **A maximum of 12** of the online hours may be asynchronous (self-study), provided the course meets STA requirements and is approved for university credit or CEs from a professional organization (such as APA, NASW, or ACA) and includes a post-test.
  - **Note:** All eligible online live/interactive training hours completed during the COVID-19 exception period (February 1, 2020 to December 31, 2023) are considered “in person” training, and not subject to the online maximum.

**Timing:** Fundamentals of sandplay therapy may be studied prior to, concurrently with, or after experiencing the personal sandplay process. It is suggested that further study and clinical sandplay practice be delayed until after the personal sandplay process is meaningfully underway.

**Rationale:** Obtaining practical and theoretical knowledge as outlined in the Sandplay Training Curriculum Guide ([Appendix A](#)), along with participating in experiential learning opportunities, provide a necessary foundation for developing competency in sandplay practice.

**To document:** The applicant is responsible for maintaining a record of lectures, workshops, seminars, and conferences attended. [Form E&T](#) requires submission of a list of training events attended (including dates, location, presenter, and number of training hours awarded) and upload of completion certificates.

#### 4. *Case Consultation*

**Requirement:** Applicants must seek case consultation from an STA/ISST Teaching Member other than the therapist with whom they completed their sandplay process.

- It is assumed that trainees seeking consultation are actively practicing sandplay.
- A minimum of **80 hours** of sandplay case consultation is required.
  - At least **40 hours** of the 80 required must be completed before application for Certified Sandplay Therapist.
- **Individual consultation:** At least **30 hours** of the 80 required must be individual case consultation.

- **Group consultation:** Up to **50** hours of consultation may be in a group format, provided the trainee presents their own case material **at least 20%** of the total group consultation hours.

**Additional requirements** for case consultation are found in [Appendix B](#).

**Rationale:** The purpose of consultation is to facilitate the exploration and enhancement of one's own clinical work.

**Timing:** It is recommended that consultation be delayed until after the applicant's personal sandplay process is complete or at least meaningfully underway. It is also recommended that trainees are working with at least three (3) clients per week who have engaged with sandplay on a regular basis for a significant period of time (i.e., at least 9 to 12 months).

**To document:** List consultation sessions (date, consultant name, session format, hours, and [for group sessions] hours presenting) on [Form E&T](#) and upload either completion certificate or letter from each consultant verifying hours.

## 5. *Initial Papers*

**Requirements:** **Two (2) initial papers** are required. Each paper must be **10 to 20 pages** in length, using 12-point font and 1.5 line spacing.

- The first paper should be an in-depth exploration of a symbol or archetypal image.
- The second paper may be an exploration of a different symbol, a theme, or any theoretical aspect of sandplay of interest to the applicant.
- At least one paper must contain clinical sandplay material from clients (up to three photos of sand trays).

**Approval:** Each initial paper must be approved by an STA/ISST Teaching Member in good standing, who is not the personal process therapist or advisor, and who does not have a close personal relationship with the applicant (see [Appendix C](#) for detailed paper guidelines).

**Timing:** The first paper must be approved prior to submitting the application for Certified Sandplay Therapist. The second paper is submitted after the application is submitted and an advisory interview has taken place, and before the final case paper is submitted.

**Rationale:** Writing initial papers provides the applicant an opportunity to develop and demonstrate fundamental knowledge and applications of symbolic language and sandplay theory.

**To document:** Reader completes the initial paper assessment ([Form CST-PAPER](#)); copies are automatically sent to the applicant, advisor, and STA.

## 6. *Advisory Interview*

**Requirement:** Once the application is reviewed by the Admissions Committee, the applicant is scheduled for an interview with an Advisory Committee, who meets with the applicant, summarizes the applicant's strengths, and makes suggestions for ongoing development. See [Appendix D](#) for more information.

**Timing:** In-person interviews are generally scheduled in conjunction with STA events. Virtual interviews are scheduled at the convenience of the applicant and the interview committee.

**Rationale:** The purpose of the advisory interview is to create a welcoming atmosphere and to provide helpful, constructive feedback to applicants in order to assist them in acquiring thorough, well-rounded, integrated training in sandplay.

## 7. *Final Case Paper*

**Paper requirements:** The final case paper is a written report covering the entire therapeutic process for one client whose case is closed. In the paper, the Candidate for CST must demonstrate their understanding of the depth of the sandplay process; the number of trays should be sufficient to show the development and transformation of the symbolic process.

- The final case paper must be **30 to 50 pages** of text (12,000 to 18,500 words), using 12-point font and 1.5 line spacing.
- An additional file containing photos of all of the client's sand trays is submitted.
- Candidate must secure written permission from the client (or the client's parent/guardian) for inclusion in the study ([sample release form](#)) and retain the client permission in their personal files. In the paper, the client is referred to using a pseudonym only, to ensure confidentiality.
- See [Appendix E](#) for detailed paper requirements.

### **Reader requirements:**

- Case studies must have two (2) STA readers and one (1) from another ISST society.
- A reader must not have been the candidate's therapist, advisor, case consultant, or have had a prior personal relationship with the candidate.
- The candidate's advisor can assist with selection of potential readers; a list of approved readers can be found on [the STA website](#).

**Rationale:** Writing a final case paper provides the applicant an opportunity to develop and demonstrate competence in integrating theory with practice, and in gaining understanding of the depth of a sandplay process in one's own clinical work.

**Approval:** Case readers complete [Form CST-CASE](#). All of their communications—questions, requests, and final assessment—are conducted with the advisor, not with the applicant directly. Detailed procedures are described in [Appendix E](#).

**Timing:** Readers are expected to complete their evaluation within approximately two (2) months of receiving the case study.

**Fee:** A \$100 fee is paid to each reader at the time the case is submitted to them.

### **3.3 Requirements for Jungian Analysts**

Certified Jungian Analysts (JA) may undergo an adapted training for STA/ISST Certified Membership. The **pre-qualifications and requirements described above** for Certified Membership **still apply**, with the following modifications. Jungian Analysts complete [Form CST-APP-JA](#) to apply for Certified Sandplay Therapist.

#### *1. Personal Sandplay Process*

Same requirements as described above.

#### *2. Advisor*

Same requirements as described above.

#### *3. Education and Training*

Applicant must complete **60 hours** of specific STA/ISST Certified Sandplay Training. Please refer to the **Sandplay Training Curriculum Guide** ([Appendix A](#)) for a detailed listing of content areas and suggested themes for study.

- **18 of the 60 hours** must be an introductory course in sandplay.

- **A maximum of 50 of the 60 hours** may be earned through live, interactive online courses that meet requirements for STA/ISST Certified Sandplay Training.
  - Online asynchronous (self-study) courses are not permitted for Jungian Analyst candidates.
- **Note:** All eligible online live/interactive training hours completed during the COVID-19 exception period (February 1, 2020 to December 31, 2023) are considered “in person” training, and not subject to the online maximum.

#### 4. *Case Consultation*

**Requirement:** Applicants must seek case consultation from an STA/ISST Teaching Member other than the therapist with whom they completed their personal sandplay process.

- A minimum of **40 hours** of sandplay case consultation is required.
- **Individual consultation:** At least **15 hours** of the 40 required must be individual case consultation.
- **Group consultation:** Up to **25 hours** of consultation may be in group format, provided the trainee presents their own case material **at least 20%** of the total group consultation hours.

**Additional requirements** for case consultation are found in [Appendix B](#).

#### 5. *Initial Papers*

**Requirement:** Submission and approval of **one (1) paper** with sandplay clinical material.

#### 6. *Advisory Interview*

Not required for the Jungian Analyst.

#### 7. *Final Case Paper*

Same requirements as described above.

### 3.4 CST Application Process

#### *The Application*

The application is a portfolio that includes the items listed below. As described at the start of this chapter, an application can be submitted once all of the education and training hours and half of the case consultation hours (40 hours) are complete and the first initial paper is approved.

We recommend using this page as a checklist to make sure your application is complete.

- ☐ STA Associate membership or Registered Sandplay Practitioner certification
- ☐ Application form ([CST-APP](#)), including
  - Current malpractice insurance face sheet [upload]
  - Attestation of ethical standards (see [STA Standards for Professional Conduct](#) and [ISST Code of Ethics](#))
  - \$100 application fee
- ☐ [Form PSP](#), verifying completion of, or ongoing engagement in, a personal sandplay process (40 hours minimum; 30+ sand trays recommended)
- ☐ [Form ADV](#), the Applicant/Advisor agreement
- ☐ [Form E&T](#), documenting the following:
  - Post-graduate degree [transcript or diploma upload]
  - Clinical knowledge base, licensure, and professional practice history
  - Current professional license [upload]
  - In-depth inner development (100 hours, including those from **Form PSP**)
  - Sandplay education (120 hours, with minimum hours for required topics) [upload completion certificates]
  - Case consultation hours (at least 40 of the required 80 hours) [upload completion certificates/letters of verification]
- ☐ First initial paper, along with [Form CST-PAPER](#) showing approval by the reader

#### *Advisory Interview*

As described above, once an application is received, the Admissions Chair schedules an advisory interview.

### *Final Steps*

Following the interview, the candidate completes the second initial paper, the remainder of the case consultation hours, and the final case study. Once all CST requirements have been met (as described in sections 3.1 and 3.2), the candidate submits an Application Addendum ([Form CST-ADD](#)) and an updated [Form E&T](#).

The CST application and addendum is reviewed by the Admissions Committee. Upon completed review, the applicant is notified of results and any follow-up required. The Admissions Chair then submits the complete application to ISST for review. Once prorated dues are paid, a Certificate of Certified Membership is issued.

**Timing:** There is no time limit for completion of the final requirements for Certified Membership.

## Chapter 4.

### STA/ISST Certified Sandplay Therapist – Teacher (CST-T) Information

#### 4.1 CST-T Requirements

An STA/ISST Certified Sandplay Therapist – Teacher (CST-T or Teaching Member) is not only a fine clinician and an excellent teacher, but also fulfills other requirements, including the following:

- Demonstrates the capacity to prepare students for STA/ISST membership in the tradition of Dora Kalff.
- Follows and upholds STA/ISST ethical guidelines, including the [STA Standards for Professional Conduct](#) and ISST [Code of Ethics](#) and [Rules of Procedure](#).
- Teaches students to use the Jungian approach to sandplay.
- Demonstrates knowledge of the requirements and procedures that students must follow in order to become STA/ISST Certified Sandplay Therapists (CST).

The Certified Sandplay Therapist wishing to prepare for Teaching Member status must make arrangements with Teaching Members to fulfill the requirements below. Any costs that may be incurred are negotiated directly with the Teaching Members concerned.

#### 1. *Two (2) Years of CST Experience*

**Requirement:** Have a minimum of 2 years of experience conducting full sandplay processes after STA/ISST certification.

**Rationale:** It is necessary to have further grounding in clinical practice after certification to deepen experience and understanding of the responsibilities of a Certified Sandplay Therapist.

**To document:** Teaching Member application is made after a minimum of 2 years of CST certification.



## 2. *Conference Attendance and Presentation/Publication*

Applicants for Teaching Member must attend an ISST congress or a national conference with international Teaching Members present, and complete one of the following:

- present a paper at the conference, or
- publish an article on sandplay therapy in a sandplay or other peer-reviewed journal.

**Rationale:** Attendance at international and national conference(s) with international presenters encourages a broader and deeper perspective. The capacity to present to one's peers and colleagues and defend a viewpoint is an important aspect of Teaching Member status.

**To document:** Include on application ([Form CST-T-APP](#)).

## 3. *Clinical Case Presentation*

Prepare and present at least one clinical case in addition to the individual's final case for STA/ISST Certified Sandplay Therapist. This material may be presented at an STA or ISST conference, and/or used in co-teaching with a Teaching Member.

**Rationale:** Preparing teaching cases beyond the final case paper enriches a Teaching Member's clinical competencies and expands their teaching repertoire.

**To document:** Include on application ([Form CST-T-APP](#)).

## 4. *Co-Teaching*

Co-teach **two (2) sessions** with two different Teaching Members. This teaching should include not only the clinical case presentation, but also coaching of trainees for STA/ISST requirements (e.g., levels of membership, preparing and writing an initial paper or final case paper for STA/ISST certification). At least one of the co-teaching sessions must be at an introductory or fundamental level of sandplay therapy. A summary of written feedback (evaluations) from students is required for each co-teaching experience

**Rationale:** Co-teaching provides the opportunity to develop effective teaching skills and appropriate content, including knowledge of the Jungian theoretical base.

**To document:**

- Applicant includes course information on application ([Form CST-T-APP](#)).
- Co-teacher/Teaching Member completes a written critique ([Form CST-T-COT](#))

- Applicant includes either copies of the evaluation forms ([CST-T-EVAL](#) or equivalent) completed by the students in attendance, or a copy of the Jotform course evaluation summary report generated by STA.
  - See the [STA Jotform Instructions](#) for the process of having students complete course evaluation forms online; doing so requires that the CST-T candidate complete the [Course Evaluation Form Pre-Fill](#) form in advance of the session, and receive a custom link from STA to provide to attendees.

## 5. *Co-Facilitating*

Co-facilitate with one or more STA/ISST Teaching Members for **two (2) case consultation group sessions**.

**Rationale:** Co-facilitating provides an opportunity to develop consultation content and style.

**To document:**

- Include dates of sessions on application ([Form CST-T-APP](#)).
- Teaching Member leading each group completes co-facilitator evaluation form ([CST-T-COF](#)).

## 6. *Ethics and Procedures*

Follow and uphold ethical guidelines and procedures, including the [STA Standards for Professional Conduct](#) and *STA Handbook*, and ISST [Code of Ethics](#) and [Rules of Procedure](#) and encourage prospective students to do the same.

**Rationale:** Such knowledge is important because Teaching Members have a responsibility to guide students through the process in an ethical and accurate manner. Moreover, Teaching Members can be approached by any potential student, including those from other countries, for advice or mentoring on working toward ISST certification.

**To document:** Attest on application ([Form CST-T-APP](#)).

## 4.2 Teaching Mentor

STA recommends that the prospective Teaching Member identify an STA/ISST Teaching Member of at least 2 years' standing to act as a mentor. The teaching mentor provides direction for the applicant in their preparation to become a Teaching Member.

## **Chapter 5.**

### **Advisor Information**

#### **5.1 When is an advisor needed?**

- It is recommended that applicants for Registered Sandplay Practitioner (RSP) and Certified Sandplay Therapist (CST) choose an advisor early in their training process.
- An advisor is required at the time of the CST application.

#### **5.2 Advisor Requirements**

- Certified Sandplay Therapist (CST) or Teaching Member.
- Knowledge of the STA/ISST guidelines and application process for RSP, CST, and Certified Teaching Membership (CST-T).
- Must not be applicant's personal process therapist.

#### **5.3 Role of the Advisor**

- Checks in with advisee every 6 months to review progress.
- Reviews requirements and application procedure with applicant.
- Provides guidance on the choice of topic, structure, and requirements for the initial papers.
- Provides guidance on choice of case, structure, and requirements of final case paper.
- Assists with the selection of initial paper and final case readers.
- Acts as primary liaison between the applicant, STA, and final case readers.
- Reviews the application to make sure all requirements are met and documentation has been provided prior to submission.
- Maintains confidential records of correspondence during the advisory process, and, in case of non-acceptance, for five (5) years afterward.

#### **5.4 Applicant/Advisor Agreement**

- Applicant and advisor co-sign the Applicant/Advisor agreement ([Form ADV](#))
- Applicant pays advisor a one-time fee of \$100 when the agreement is signed.

## **Appendix A.**

### **Sandplay Training Curriculum Guide**

*Note:* Some courses cover multiple topic areas. See [Chapter 2](#) and [Chapter 3](#) regarding minimum requirements for RSP and CST applicants.

#### **A.1 Fundamentals/Introduction to Sandplay Therapy**

Includes, but is not limited to:

- History and origins of sandplay
- Kallfian theory: the meaning of the “free and protected space,” the role of the therapist, co-transference, the healing nature of the sand itself
- Overview of Jungian framework: structures of the psyche, archetypes, the unconscious, the individuation process, transcendent function, and the living reality of the psyche
- Ethics, diversity, and professional standards of conduct (see [STA standards](#) and ISST [Code of Ethics](#) and [Rules of Procedure](#))
- Practical considerations: creating and maintaining the collection, record keeping, photography, tray specifications, sand and water
- Introduction of sandplay to clients
- What to look for in initial trays
- Importance of symbols and the symbolic language of the unconscious
- Introduction to exploration of symbols
- Stages and themes of the sandplay process
- Differentiation of Kallfian sandplay from other uses of sandplay and figures

#### **A.2 Clinical Sandplay**

Includes, but is not limited to:

- In-depth sandplay case study
- Co-transference

- Work with children and parents
- Work with adults
- Trauma and the neuroscience of sandplay
- Dimensions of diversity
- Termination
- Understanding sand trays
- Review of trays with client
- Expanded discussion of the unfolding sandplay process, including themes, transcendent function, relativization of the ego, tension of the opposites, manifestation of the Self
- Appearance of the body and psychosomatic themes
- Precautions, defenses, and resistances

### A.3 Jungian Theory

Includes, but is not limited to:

- Structure of the psyche: persona, ego, shadow, anima/animus, Self
- Nature of the unconscious and the relation between ego and unconscious
- Archetypes, symbols, and complexes
- Transference and countertransference
- Individuation process
- Psychic energy (the principles of equilibrium and constancy, progression and regression, integration of inner feminine and masculine)
- Extroversion and introversion (and typology)
- Transcendent function
- The living reality of the psyche

## A.4 Symbolism

Includes, but is not limited to:

- Religion
- Fairy tales
- Myths
- Cultural traditions

## A5. Summary of Education Hours Required

For RSP and CST applicants, the following sandplay education hours are required and/or permitted.

	RSP	CST	CST-JA <sup>†</sup>
<b>Total</b>	<b>36 hours</b>	<b>120 hours</b>	<b>60 hours</b>
All online courses*	20 max	70 max	50 max
Online asynchronous**	max 6 of 20	max 12 of 70	0
<b>Subject area minimum</b>			
Fundamentals	18	18	18
Clinical sandplay	–	48	–
Jungian theory	–	18	–
Symbolism	–	18	–

<sup>†</sup> Applicants who are certified Jungian Analysts.

\* COVID Exception Period: All eligible online live/interactive training hours completed during the COVID-19 exception period (February 1, 2020 to December 31, 2023) are considered “in person” training, and not subject to the online maximum.

\*\* Asynchronous courses must meet STA requirements and be approved for university credit or CE from a professional organization and include a post-test.

## Appendix B. Case Consultation

### B.1 General Information

- “Consultation” for Certified Membership in STA/ISST is not the same as “supervision” required for graduate degrees and/or licensure.
- Case consultant must be an STA/ISST Teaching Member, someone other than the personal process therapist.
- To provide a variety of experiences and perspectives, case consultation hours must be accrued with a minimum of two (2) Teaching Members.
- Prior to engaging in individual or group consultation, the case consultant is required to meet the trainee (in-person or online) to become familiar with their clinical experience, credentials, approach to practice, and goals for consultation.
- Individual and group case consultation must be face-to-face and may take place in-person or online (e.g., Zoom).
- **COVID-19 Exception Period:** All eligible case consultation hours completed online between February 1, 2020 and December 31, 2023 are considered “in person” hours, and not subject to the online maximum.

### B.2 Individual Consultation Requirements

All individual case consultation may take place in person or online.

### B.3 Group Consultation Requirements

- Each group session is a **minimum of two (2) hours**, with one presenter per session.
- **In-person:** The preferred **maximum number** of participants for in-person group consultation is **six (6)**, but may go up to a maximum of **ten (10)**.
- **Online<sup>8</sup>:**
  - Maximum group size is **five (5) participants**.

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<sup>8</sup> Changes to online maxima approved by ISST Board of Directors on August 6, 2023 and the STA Board of Directors on August 20, 2023.

- For those applying for RSP, all group consultation hours (up to 25 required for this level) may be completed online.
- For those applying for CST, a **maximum of 30 hours** of the 50 allowed for group consultation may be completed online (e.g., Zoom).
- For the depth of the online group learning experience, participants must remain with the same group and the same consultant until each member has presented **at least one time**.

#### B4. Summary of Consultation Hours Required

For RSP and CST applicants, the following combinations of case consultation hours are permitted and/or required.

<b>RSP</b>	All individual	All group*	Combination*
Total hours required	15	25	20
Online allowed	All	All	All

	<b>Total</b>	Individual	Group*
<b>CST</b>			
Hours	<b>80</b>	30+	50 max
Online allowed**		All	30 max
<b>CST-JA<sup>†</sup></b>			
Hours	<b>40</b>	15+	25 max
Online allowed		All	All

\* Applicants must present their own case material at least 20% of group hours.

\*\* COVID-19 Exception Period: All eligible case consultation hours completed online between February 1, 2020 and December 31, 2023 are considered “in person” hours, and not subject to the online maximum.

<sup>†</sup> Applicants who are certified Jungian Analysts.



## Appendix C.

### CST Initial Papers

#### C.1 Evaluation Criteria

Initial papers are read using the following criteria (see also the initial paper assessment form ([CST-PAPER](#))).

1. *Knowledge of Theory as Relates to Symbols*

The writer demonstrates use and knowledge of Jungian theory, the writings and theories of Margaret Lowenfield and Dora Kalff, as well as Buddhist or spiritual root of sandplay (i.e., Eastern/Western contemplative practices).

2. *Personal Relationship to Symbol/Subject*

The writer discusses their personal connection to the symbol/subject, including why they selected this symbol/subject, as well as how it is meaningful to them and how it has impacted their personal and/or professional life. The writer communicates a strong interest in the symbol/subject.

3. *Amplification of Symbol/Subject*

The writer amplifies the symbol/subject through discussion of theory, mythology, fairy tales, art, dreams, religion, and/or views from various cultures/collectives, including the writer's own culture. In a thoughtful, insightful, and competent manner, the writer surveys literature regarding the symbol/subject. The amplification catches the interest and imagination of the reader and indicates a deepening of understanding. The writer adds value to the discussion through providing their own reflections, including the transformative nature of the symbol/subject.

4. *Impact of Symbol/Subject in Sandplay*

The writer discusses the impact of the symbol/subject in sandplay, using hypothetical and/or actual sandplay scenes from their own experience. When discussing a symbol, the writer uses one (1) to three (3) photographs of sandplay scenes to competently describe how the symbol enhanced the therapeutic process of the sandplayer. When discussing a subject, the writer discusses how this information enhanced their knowledge about sandplay and how this knowledge might impact the sandplay process. The writer also indicates what types of investigation need to be done to further the understanding of the symbol/subject.

## 5. Mechanics of Symbol/Subject Paper

The writer submits a paper that meets professional standards. The paper is well written with a logical structure—that is, contains an introduction, middle, and conclusion. Care is given to writing mechanics, including correct spelling, sentence structure, and grammar. **The paper's format and references must follow APA standards.** Please refer to the latest edition of the *Publication Manual of the American Psychological Association*.

### C.2 The Reading Process

- The applicant consults with their advisor and then contacts a Teaching Member who meets requirements (section C.3 below) to request that they be a reader.
- If the reader agrees to read the paper, the applicant completes the first section of the Initial Paper Assessment form ([CST-PAPER](#)) and uploads their paper PDF; the reader receives a notification and a link to download the file.
- For the second paper, the applicant also sends the reader a copy of the checklist/assessment ([Form CST-PAPER](#)) from their first paper, as well as their advisory interview letter ([Form CST-INT](#)) to ensure that recommendations as to training and any earlier evaluation have been taken into account.
- The reader completes the online assessment form ([CST-PAPER](#)), including all four areas of criteria described above. Strengths and/or areas for improvement may be indicated in each area. Copies of the assessment are then forwarded to the applicant, advisor, and STA.
- If the paper has been evaluated to be insufficient, the reader provides suggestions for revision.
  - The applicant responds to the suggestions and submits a revised paper to the reader. If the revised paper is assessed as insufficient, the applicant may request another reader.
  - If the second reader also evaluates the paper as insufficient, a discussion takes place with the two readers and the advisor, and recommendations are made to the applicant.
  - If the applicant is dissatisfied with the final recommendations, an appeal can be made to the Exceptions Committee (see [Appendix F](#)).

### C.3 Initial Paper Reader Requirements

Each initial paper (e. g., symbol paper) must be approved by an STA/ISST Teaching Member in good standing, who is not the personal process therapist or advisor, and who does not have a close personal relationship with the applicant.

## **Appendix D.**

### **CST Candidate Advisory Interview**

#### **D.1 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.

#### **D.2 Procedure**

1. The applicant's initial paper (including evaluation results) and application are sent to the committee members for review prior to the interview.
2. The interview committee convenes a few minutes before the meeting to review the agenda and roles. The Chair assumes the role of greeting the applicant and explaining the procedure.
3. [30-45 minutes] The interview proceeds with the Chair taking the lead in facilitating questions and discussion. The Chair ensures that the applicant has an opportunity to ask any questions they may have.
4. [10-15 minutes] The Chair asks the applicant to wait outside the room while the committee discusses impressions and formulates recommendations.
5. [10-15 minutes] The applicant is invited back into the room for the sharing of feedback and recommendations. The Chair makes sure the applicant's strengths are noted in addition to areas that the committee feels need further development.
6. After the applicant leaves, the committee completes [Form CST-INT](#), representing the committee's impressions, including a statement of thanks for the time and energy taken to attend the interview, comments on the applicant's strengths and aspects of training needing further development, and recommendations for addressing them. Copies are forwarded to STA, the applicant, and the advisor.
7. All electronic copies of materials should be deleted by committee members after completion of the interview process.

### D.3 Criteria

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

- Indication that the applicant's connection to sandplay is a deep and personal one.
- 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.
- 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 the sandplay process. It should also include an ability to discriminate between Kallffian sandplay and other sand tray methods.
- Evidence that the applicant has met education and training requirements and training is proceeding toward a well-rounded, cohesive whole.
- Evidence that the applicant is practicing sandplay in a professional manner and respectful of “the free and protected space.”

## Appendix E.

### CST Final Case Paper

#### E.1 Preparing the Case Paper

The CST Candidate prepares an original case paper of a client who has gone through a sandplay process accompanied by the candidate. The case must be closed.

- The paper should include a cohesive presentation of the concluded sandplay process. The number of trays should be sufficient to show the development and transformation of the symbolic process.
- The writing should meet professional writing standards (e.g., APA format with proper spelling, grammar, citations, and references).
- The writing should demonstrate competence in the sandplay process and an understanding of theory, symbolic language, and co-transference.
- **Confidentiality** must be protected. A pseudonym is assigned to the client and all identifying information is removed or disguised.
- **Informed consent:** The candidate must declare that they have received a signed consent of the client (or parent/legal guardian if client is a minor) to use the client's material to write this case ([sample consent form](#)).
  - *Note:* Do not include a copy of the consent form with the case material, as this would violate confidentiality.
- **Narrative: 30 to 50 pages** of written text (excluding photos), using 12-point font and 1.5 line spacing (approximately 12,000 to 18,500 words). If the case has a large number of sand trays, the candidate discusses a selection of sand trays that can best illustrate the themes or progression of the case.
- **Photos** of each sandplay scene discussed may be embedded in the narrative.
  - Photos must be clear pictures of the whole tray, including boundaries of the tray, labeled with date and tray number.
  - Closeups may also be provided as needed.
  - Present photos of all trays done by the client (whether or not discussed) in a separate file.

## E.2 Structure and Content of the Paper

### *Introduction (1-2 pages)*

- **Presentation of the setting:** number of sessions, number of sand trays and other general circumstances of the therapeutic process
- **Theoretical framework** and the therapist's approach to the work; description of the methods that are used in therapy
- **Case background:** personal and family history of the client
- **Detailed description** of the client's symptoms and diagnostic impressions
- **Psychodynamic reflections** about the client's situation, linking past history and current problems
- Describe the **client's goal and expectations** for therapy

### *Description of Each Sand Tray Selected for Discussion (in two parts)*

1. **Clear and concise description of the therapeutic session** and process of construction of each sand tray (such as dry/wet sand, how the sand was manipulated, in which order the objects are used/placed in the sand, the relation of the objects to each other). Report the client's comments. Through this description—focused on what is relevant for the discussion—the reader should get a vivid impression of the whole scene and the creation process.
2. **Analysis/interpretation of the sand tray** based on the former description. Selected symbols should be interpreted in the context of the therapeutic situation and the particular case, using references to such things as alchemy, fairy tales, and mythology, clearly connected to the clinical material presented. Describe how the tray relates to the overall therapeutic journey. Kallfian and Jungian concepts should guide the interpretation, along with the therapist's theoretical framework.

### *Important Considerations*

- Include **transference and countertransference** dynamics. Describe co-transference and how the “free and protected space” was maintained.
- **Integrate sandplay literature** and other theoretical sources in a consistent way.

- **Link the therapeutic process to the actual life of the client** and other data such as dreams, outer life, past experiences, family problems, and/or physical conditions.

### *Concluding the Paper*

- **Summary:** Provide a 1- or 2-page summary at the end of the paper synthesizing the sandplay process, including its development and transformational elements. What happened in terms of psychodynamic evolution/psychological growth/individuation?
- **Bibliography** of sources that were cited throughout the text.

## **E.3 Requesting Readers**

When the CST Candidate believes that their final case paper is ready for evaluation, they should first consult with their advisor, then proceed to contact **three (3) [case readers on the approved list](#)** (two from STA and one from another ISST society) using [Form CST-CRR](#), the case reader request form.

- A reader must not have been the candidate's therapist, advisor, case consultant, or have had a prior personal relationship with the candidate.
- The candidate obtains a signed agreement from each reader.
- Normally, the final case is reviewed and evaluated within a 2-month period.
- If one or more readers are unable to meet the 2-month timeline, then other readers should be contacted.

## **E.4 What to Send**

When the candidate sends their case reader request form, they simultaneously upload (a) a PDF of their final case paper, and (b) a PDF containing photos of all sand trays for the client, whether discussed in the paper or not. Applicants can provide links to Google Drive, Dropbox, etc., in lieu of uploading. Readers download the files via a link in the case reader request email; when a reader agrees to evaluate the candidate's paper, they also receive a link to complete the Final Case Evaluation form ([CST-CASE](#)).

A \$100 fee is due to each reader; the applicant can find the reader's preferred payment method on the signed [Form CST-CRR](#).

## E.5 Final Case Evaluation

A reader chooses to **accept**, **conditionally accept**, or **reject** a case paper ([Form CST-CASE](#)).

- **Acceptance:** the paper meets criteria
- **Conditional acceptance:** the reader has questions and requests clarification and/or revisions
- **Rejection:** the paper does not meet criteria and cannot be accepted by the reader, even in a revised form

After the candidate has submitted the final case paper to the readers, contact is made only through the candidate's advisor; the readers and candidate do not contact each other directly. Each reader's evaluation is communicated to the advisor, who summarizes findings and informs the candidate of the outcome of the evaluations; a copy of each evaluation is sent to STA upon submission by the reader.

### 1. *Three (3) "Accept" Evaluations*

Advisor informs the candidate that their case paper has been accepted by all 3 readers and shares the readers' evaluations with the candidate.

### 2. *Conditional Acceptance*

If one or more readers evaluates the case with "conditional acceptance," a conference of the three readers is required to work toward a consensus as to what revisions, if any, will be asked of the candidate. Communication continues to flow through the advisor, and not directly with the candidate.

The candidate then makes the requested revisions and resubmits their paper to the same three readers. Once readers accept the revisions, they notify the advisor in writing, who notifies the candidate and STA Admissions Committee.

The advisor then shares the readers' evaluations with the candidate.

### 3. *Rejection*

If one or more readers evaluates the case with a "rejection," the readers must arrange a conference. Upon conferring, readers may change their original evaluation findings and make suggestions for revisions.

The candidate then makes the requested revisions and resubmits their paper to the same



three readers. Once readers accept the revisions by consensus (or majority if they cannot come to a consensus) they notify the advisor in writing, who notifies the candidate and STA Admissions Committee.

The advisor then shares the readers' evaluations with the candidate.

If rejection is the final outcome, the candidate must prepare a different case for review. The candidate must wait at least one (1) year after receiving their evaluations before submitting the new case paper. For the new case paper, the process for choosing readers is the same as described above for the first final case paper, and the candidate may request different readers. If the applicant is dissatisfied with the final recommendations, an appeal can be made to the Exceptions Committee (see [Appendix F](#)).

## E.6 Final Case Reader Qualifications<sup>9</sup>

- Case readers must be a Teaching Member (CST-T) for a minimum of **two (2) years**.
- Potential case reader must mentor with two different ISST-approved case readers on **two (2) or more cases in total**. Mentoring process cannot begin until mentee has achieved Teaching Member status.
- When the mentee has completed the mentoring process with demonstrated competence, the trainee initiates [Form CR-QUAL](#), which is forwarded to the mentor for their evaluation. When forms are received from both mentors and reviewed by the Admissions Committee, the teaching member is added to the [STA final case reader list](#).
- In order to be sensitive to global differences, those teaching members who wish to read papers from other countries are encouraged to mentor with an international reader from another society or on a case from another society.

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<sup>9</sup> Approved by the STA Board of Directors, August 21, 2022.

## **Appendix F. Exceptions**

### **F.1 Personal Sandplay Process**

No exceptions will be granted for the requirement that a personal sandplay process be completed with an STA/ISST Certified Member or Certified Teaching Member.

### **F.2 All Other Requests**

An applicant may request an exception to STA policies or procedures. Written requests for an exception should be emailed to the STA office at the address below, and they will be forwarded to the Exceptions Committee for review.

**To:** [sta@sandplay.org](mailto:sta@sandplay.org)

**Subject:** Exception Request for [name]

## Appendix G.

### Material Changes in This Handbook Version

#### Chapter 1

Updated **Introduction** text and added **Definitions** and **Certification Overview** sections.

#### Chapter 2: Registered Sandplay Practitioner (RSP)

##### Section 2.1, Post-Graduate Degree and Clinical Knowledge Base

New sections, added to make clear the existing requirements as set in the 2018 STA Bylaws.

##### Section 2.1, STA Associate Membership

New:

**Requirement:** Those applying for RSP certification are required to be STA Associate members.

**Rationale:** To develop resources, to access the *Journal of Sandplay Therapy*®, and to build a supportive community of practice, all persons interested in sandplay therapy are encouraged to become Associate members of STA. For those pursuing credentialing in sandplay, Associate membership is recommended early in the training process.

##### Section 2.2, Personal Sandplay Process

Old:

**Rationale:** Dora Kalff states, “The emphasis of the sandplay process is on the fullness or wholeness of the process.” As we are often asked for guidance and clarification, it seems helpful to provide our minimum expectations.

New:

**Rationale:** Engaging fully in a personal sandplay process provides an essential foundation for sandplay practice. Dora Kalff asserts that to accompany others in sandplay therapy—a journey into the unconscious—it is necessary to have a deep, personal experience doing one’s own sandplay process.

Frau Kalff emphasizes two “all-important” prerequisite competencies for sandplay practice that are rooted in personal process: (1) Profound knowledge of symbolic language that comes from one’s own psychic experience, and (2) Being capable of holding the “free and protected space” for others by developing awareness of one’s own dark or unknown sides as well as one’s own deep-seated positive potential.

##### Section 2.2, Sandplay Education and Training

Old:

Twelve of the 36 hours may be earned through STA approved on-line courses.

New:

- **A maximum of 20 of the 36 hours** may be earned through online courses that meet requirements for STA/ISST Certified Sandplay Training.
  - Live, interactive webinars are intended as the primary means to acquire online education and training hours.
  - **A maximum of 12** of the online hours may be asynchronous (self-study), provided

the course meets STA requirements and is approved for university credit or CE's from a professional organization (such as APA, NASW, or ACA) and includes a post-test.

New:

**Rationale:** Obtaining practical and theoretical knowledge as outlined in the Sandplay Training Curriculum Guide ([Appendix A](#)), along with participating in experiential learning opportunities, provide a necessary foundation for developing competency in sandplay practice.

## Section 2.2, Case Consultation

New:

**Rationale:** The purpose of consultation is to facilitate the exploration and enhancement of one's own clinical work.

## Section 2.3, Letters of Recommendation

Old:

Letters of recommendation from two STA certified members who are familiar with the applicant and his/her work.

New:

RSP applicants are required to have two (2) letters of recommendation from STA colleagues who are familiar with the applicant and their work. One or both letters can be submitted by STA/ISST Certified Sandplay Therapists or Teaching Members; one letter may be from a Registered Sandplay Practitioner.<sup>10</sup>

New:

**Rationale:** Letters of recommendation provide endorsement from colleagues who know the applicant.

## Section 2.4, RSP Application

Addition of attestation of ethical standards.

## Chapter 3: Certified Sandplay Therapist (CST)

Addition of introductory material describing the overall process of becoming a Certified Sandplay Therapist.

## Section 3.1, Post-Graduate Degree

Old:

**Time Frame:** Two years prior to application.

New:

**Timing:** [No longer specified]

## Section 3.1, Clinical Knowledge Base

Old:

**Requirement:** Knowledge of psychotherapy, psycho-diagnosis, and psychology obtained through formal study and two years of supervised certified experience.

---

<sup>10</sup> Change approved by the STA Board of Directors, July 2023.

New:

**Requirement:** Knowledge of psychotherapy, psychopathology and diagnosis, and psychology obtained through formal study and supervised internship experience.

### Section 3.1, Licensure

Old:

**Requirement:** License in a mental health or related field.

**To Document:** Submit a photocopy of license with application. Also submit evidence of having completed 2000 hours of direct supervised counseling and/or psychotherapy experience. If licensure is not required in your state, submit information substantiating this with your application. Please include a description of your scope of practice.

New:

**Requirement:** License in a mental health field.

**To document:** Upload a copy of license to [Form E&T](#).

### Section 3.1, STA Associate Membership

New rationale, as described above for Section 2.1.

### Section 3.1, Personal Development for CST

Old:

**Requirement:** In-depth inner development and insight as gained through analysis and/or psychotherapy.

New:

**Requirement:** In-depth inner development such as Jungian analysis, personal psychotherapy, or other intensive psychological work.

### Section 3.2, Personal Sandplay Process

Updated rationale, as described above for Section 2.2.

### Section 3.2, Advisor

Old:

**Requirement:** To become a candidate for membership, an applicant must choose an STA member as an advisor. The advisor must have held certified membership in ISST for at least two years prior to selection as an advisor, and may not have served as the applicant's therapist.

New:

**Requirement:** To apply for Certified Membership, an applicant must choose an advisor who is an STA/ISST Certified Sandplay Therapist or Teaching Member and who is not the applicant's personal process therapist."<sup>1</sup>

### Section 3.2, Sandplay Education and Training for CST

Old:

[ISST requirement] We allow a maximum of 20 hours theoretical online learning.

---

<sup>1</sup> Change approved by STA Board of Directors, October 15, 2023.

New<sup>12</sup>:

- A **maximum of 70 of the 120 hours** may be earned through online courses that meet requirements for STA/ISST Certified Sandplay Training.
  - Live, interactive webinars are intended as the primary means to acquire online education and training hours.
  - A **maximum of 12** of the online hours may be asynchronous (self-study), provided the course meets STA requirements and is approved for university credit or CEs from a professional organization (such as APA, NASW, or ACA) and includes a post-test.

New rationale, as described above for Section 2.2.

### Section 3.2, Case Consultation

Old:

**Time Frame:** It is recommended that consultation be delayed until after the applicant's personal sandplay process is complete or at least meaningfully underway.

**To Document:** A letter (or signature) from the applicant's primary consultant verifying the applicant's total number of consultation hours accrued with all consultants must be submitted with the application.

New:

**Timing:** It is recommended that consultation be delayed until after the applicant's personal sandplay process is complete or at least meaningfully underway. It is also recommended that trainees are working with at least three (3) clients per week who have engaged with sandplay on a regular basis for a significant period of time (i.e., at least 9 to 12 months).

**To document:** List consultation sessions (date, consultant name, session format, hours, and [for group sessions] hours presenting) on Form E&T and upload either completion certificate or letter from each consultant verifying hours.

### Section 3.2, Initial Papers

Change in terminology from "preliminary paper" to "initial paper."

### Section 3.2, Initial Paper Readers

It was determined that Teaching Members are competent to read initial papers without additional training. This change also expands the number of people available to read papers.

Old:

[Requirements to be a Preliminary Paper Reader:]

1. Must be a teaching member of STA.
2. Must be a member in good standing.
3. Must not have a dual role with the applicant.
4. Must have completed preliminary paper reading training.

---

<sup>12</sup> Changes to online maxima approved by the STA Board of Directors, August 20, 2023.

New<sup>13</sup>:

**Approval:** Each initial paper must be approved by an STA/ISST Teaching Member in good standing, who is not the personal process therapist or advisor, and who does not have a close personal relationship with the applicant (see [Appendix C](#) for detailed paper guidelines).

### Section 3.2, Advisory Interview

Old:

**Requirement:** Once submitted, the application will be reviewed by the Admissions Chair. The applicant will then be scheduled for an interview with an Advisory Committee appointed by the Admissions Committee. The committee will make a recommendation after the interview to the Admissions Chair regarding the readiness of the applicant to become a candidate.

New:

**Requirement:** Once the application is reviewed by the Admissions Committee, the applicant is scheduled for an interview with an Advisory Committee, who meets with the applicant, summarizes the applicant's strengths, and makes suggestions for ongoing development. See Appendix D for more information.

### Section 3.2, Final Case Paper

Old:

1. Submit a report of no more than 40 pages of written text
2. Affix prints of each sandplay scene (labeled with date and tray number) to the relevant text, in each copy of the report.

New:

- **Narrative: 30 to 50 pages of written text** (excluding photos), using 12-point font and 1.5 line spacing (approximately 12,000 to 18,500 words). If the case has a large number of sand trays, the candidate discusses a selection of sand trays that can best illustrate the themes or progression of the case.
- Photos of each sandplay scene discussed may be embedded in the narrative.
  - Photos must be clear pictures of the whole tray, including boundaries of the tray, labeled with date and tray number.
  - Closeups may also be provided as needed.
  - Present photos of all trays done by the client (whether or not discussed) in a separate file.

### Section 3.4, CST Application

Addition of attestation of ethical standards and ethics history questions.

---

<sup>13</sup> Approved by the STA Board of Directors, August 21, 2022.

## Chapter 4: Certified Sandplay Therapist – Teacher (CST-T)

### Section 4.1, Clinical Case Presentation

New:

**Rationale:** Preparing teaching cases beyond the final case paper enriches a Teaching Member's clinical competencies and expands their teaching repertoire.

### Section 4.1, Ethics and Procedures

Old:

**Rationale:** Such knowledge is important because Teaching Members can be approached by any potential students, including those from countries without National ISST Society, for advice or mentoring on working towards ISST Certification.

New:

**Rationale:** Such knowledge is important because Teaching Members have a responsibility to guide students through the process in an ethical and accurate manner. Moreover, Teaching Members can be approached by any potential student, including those from other countries for advice or mentoring on working toward ISST certification.

### Section 4.2, Teaching Mentor

Change in terminology from “teaching consultant” to “teaching mentor.”

Old:

The consultant will also collate documentation and when all requirements are met satisfactorily will propose the applicant and forward documentation to the STA admissions chair. The chair will save the application in the member's file and forward to the ISST certification committee. The teaching consultant will not necessarily fulfill the evaluation of all items 1-7 as these may be conducted by various Teaching Members.

New:

[No longer specified; applicant is responsible for submitting documents]

## Chapter 5: Advisor

### Section 5.3, Role of the Advisor

Old:

When candidate submits second paper to reader, send the first preliminary paper evaluation and the advisory interview letter to the second reader. This is to ensure that recommendations as to training and any earlier evaluation is taken into account before the final paper is written.

New:

[No longer specified; applicant is responsible for submitting documents]

## Appendix A: Curriculum

### Section A.1, Fundamentals / Introduction to Sandplay Therapy

Addition of “Ethics, diversity, and professional standards of conduct”



## Section A.2, Clinical Sandplay

Addition of “Trauma and the neuroscience of sandplay” and “Dimensions of diversity”

## Section A.3, Jungian Theory

New section, based on ISST curriculum.

## Section A.5, Summary of Education Hours Required

New section, added for completeness and clarity.

## Appendix B: Case Consultation

### Section B.1, General Information

Old:

[Stipulates that individual and group consultation hours may be completed, among other options, by phone.]

[Stipulates that a consultant may establish a relationship with a group member, among other options, by meeting with them in individually and by obtaining the group member’s CV with information about professional background, experience, sandplay training, etc.]

New:

- The case consultant is required to meet the trainee (in-person or online) to become familiar with their clinical experience, credentials, approach to practice, and goals for consultation prior to engaging in individual or group consultation.
- Individual and group case consultation must be face-to-face and may take place in-person or online (e.g., Zoom).

### Section B.3, Group Consultation Requirements

Old:

... group consultation with up to six participants (ten when attending a national or international conference) ...

New<sup>14</sup>:

**In-person:** The preferred number for in-person group consultation is **six (6) participants**, but may go up to a maximum of **ten (10)**.

Old [online]:

- The group maximum is four (4) people.
- ISST will accept a maximum of 24 hours accrued for group consultation that is by phone or online
- All 24 hours must be completed with the same consultant and in the same group.

New<sup>15</sup> [online]:

- Maximum group size is **five (5) participants**.
- For those applying for RSP, all group consultation hours (up to 25 required for this level) may be completed online.

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<sup>14</sup> Approved by the STA Board of Directors, August 21, 2022.

<sup>15</sup> Changes to online maxima approved by the STA Board of Directors, August 20, 2023.

- For those applying for CST, a **maximum of 30 hours** of the 50 allowed for group consultation may be conducted online (e.g., Zoom).
- For the depth of the online group learning experience, participants must remain with the same group and the same consultant until each member has presented **at least one time**.

#### **Section B.4, Summary of Consultation Hours Required**

New section, added for completeness and clarity.

### **Appendix C: CST Initial Papers**

#### **Section C.2, Reading Process**

Procedure clarification:

For the second paper, the applicant also sends the reader a copy of the checklist/ assessment ([Form CST-PAPER](#)) from their first paper, as well as their advisory interview letter ([Form CST-INT](#)) to ensure that recommendations as to training and any earlier evaluation have been taken into account.

#### **Section C.2, Reading Process, insufficient rating**

Old:

If the paper has been evaluated to be insufficient, the reader is asked to suggest corrective action for the applicant to take. The applicant can respond to the suggestions or find another reader. If the second reader also evaluates the paper as insufficient, a discussion will take place with the two readers and the advisor and recommendations will be made to the applicant. If the applicant is dissatisfied with the final recommendations, an appeal can be made to the Exceptions Committee.

New:

- If the paper has been evaluated to be insufficient, the reader provides suggestions for revision.
  - The applicant responds to the suggestions and submits revised paper to the reader. If the revised paper is assessed as insufficient, the applicant may request another reader.
  - If the second reader also evaluates the paper as insufficient, a discussion will take place with the two readers and the advisor, and recommendations will be made to the applicant.
  - If the applicant is dissatisfied with the final recommendations, an appeal can be made to the Exceptions Committee (see [Appendix F](#)).

#### **Section C.3, Initial Paper Reader Requirements**

See above, Chapter 3, section 3.2.

## Appendix E: Final Case Paper

### Section E.1, Preparing the Case Paper

New section.

Old:

4. include a copy of the STA Permission Grant (Form 7), completed by the client or parent of each case report. The original form should be retained in the candidate's files.

New:

- **Informed consent:** The candidate must declare that they have received a signed consent of the client (or parent/legal guardian if client is a minor) to use the client's material to write this case (sample consent form).
  - *Note:* Do not include a copy of the consent form with the case material, as this would violate confidentiality.

### Section E.2, Structure and Content of the Paper

New section.

### Section E.4, What to Send

Old:

In sending the final case report to each reader, the candidate should:

1. include a self-addressed, stamped post card to acknowledge receipt of the final case study.
2. enclose a check for \$100.00 made payable to the reader. The international reader should be asked how he/she would like to be paid.
3. include a copy of the "Final Case Report Reader Assessment" form (Form 9). The candidate should complete the top part of this form.
4. enclose a large self-addressed, stamped envelope, if the candidate wishes his/ her final case report to be returned.

New:

When the candidate sends their case reader request form, they simultaneously upload (a) a PDF of their final case paper, and (b) a PDF containing photos of all sand trays for the client, whether discussed in the paper or not. Applicants can provide links to Google Drive, Dropbox, etc., in lieu of uploading. Readers download the files via a link in the case reader request email; when a reader agrees to evaluate the candidate's paper, they also receive a link to complete the Final Case Evaluation form ([CST-CASE](#)).

A \$100 fee is due to each reader; the applicant can find the reader's preferred payment method on the signed [Form CST-CRR](#).

### Section E.5, Final Case Evaluation

Language was simplified for clarification purposes; it is recommended that Final Case Readers, CST Candidates, and advisors review this section in detail and familiarize themselves with the procedure as described.

## Section E.6, Final Case Reader Qualifications

Old:

1. Ten years as a CST member, with a minimum of 8 years as a Teaching Member. Mentoring to become a final case reader can begin after being a teaching member for eight years.
2. Mentoring by one case reader.
3. Four final case reports will be read with the mentor.
4. Mentor shall notify the Admissions Chair when member has completed above requirements and is eligible to be a final case reader.

New<sup>16</sup>:

- Case readers must be a Teaching Member (CST-T) for a minimum of **two (2) years**.
- Potential case reader must mentor with two different ISST-approved case readers on two (2) or more cases in total. Mentoring process cannot begin until mentee has achieved Teaching Member status.
- When the mentee has completed the mentoring process with demonstrated competence, the mentor completes [Form CR-QUAL](#). When forms are received from both mentors and reviewed by the Admissions Committee, the teaching member is added to the [STA final case reader list](#).
- In order to be sensitive to global differences, those teaching members who wish to read papers from other countries are encouraged to mentor with an international reader from another society or on a case from another society.

## Appendix F: Exceptions

Language was simplified for clarification purposes; instructions updated for electronic submission of requests.

### Form ADV: Applicant/Advisor Agreement

Old:

The advisor is paid a \$100 fee by the applicant at the time of application to STA.

New:

The advisor is paid a **\$100 fee** by the applicant at the time this agreement is signed. A copy of this agreement will accompany the CST or RSP application.

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<sup>16</sup> Approved by the STA Board of Directors, August 21, 2022.

## Appendix H. Forms

Forms presented here are **samples**, for illustrative purposes only; **all forms are completed online**. Links to each form are provided on the sample pages that follow. More information, including for those who have already completed some forms on paper, is contained in [STA Jotform Instructions](#).

Form	Abbr.	Used by
<a href="#">STA Profile</a>		RSP / CST / CST-T applicant
<a href="#">Personal Sandplay Process</a>	PSP	RSP / CST applicant, PSP therapist
<a href="#">Education &amp; Training</a> (mirrors ISST Appendix D)	E&T	RSP / CST applicant, advisor
<a href="#">Applicant/Advisor Agreement</a>	ADV	RSP (optional) / CST applicant, advisor
<a href="#">RSP Application</a>	RSP-APP	RSP applicant, advisor (optional)
<a href="#">RSP Letters of Recommendation</a>	RSP-LOR	RSP applicant, recommender
<a href="#">CST Application</a>	CST-APP	CST applicant, advisor
<a href="#">CST Application for Jungian Analysts</a>	CST-APP-JA	CST applicant who is a certified Jungian Analyst, advisor
<a href="#">Assessment for Initial Paper</a>	CST-PAPER	CST applicant, initial paper reader
<a href="#">Advisory Interview Report</a>	CST-INT	Advisory Committee
<a href="#">Sample HIPAA release</a>		CST / CST-T applicant
<a href="#">Final Case Reader Request</a>	CST-CRR	CST applicant, potential readers
<a href="#">Final Case Evaluation</a>	CST-CASE	CST final case readers
<a href="#">CST Application Addendum</a>	CST-ADD	CST applicant, advisor
<a href="#">Final Case Reader Qualification</a>	CR-QUAL	CST-T mentor of final case reader trainee
<a href="#">Teaching Member Application</a>	CST-T-APP	CST-T applicant
<a href="#">Course Evaluation</a>	CST-T-EVAL	CST-T applicant, course participants
<a href="#">Course Evaluation Pre-Fill</a>		CST-T applicant
<a href="#">Co-Teaching Evaluation</a>	CST-T-COT	CST-T applicant, co-teacher
<a href="#">Co-Facilitator Evaluation</a>	CST-T-COF	CST-T applicant, co-facilitator

## STA Profile

Complete this form online: [form.jotform.com/230925224613046](https://form.jotform.com/230925224613046)

### Personal Information

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

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Gender (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Female                         | <input type="checkbox"/> Transgender man                      |
| <input type="checkbox"/> Male                           | <input type="checkbox"/> Intersex                             |
| <input type="checkbox"/> Nonbinary/Gender nonconforming | <input type="checkbox"/> Other gender not listed above: _____ |
| <input type="checkbox"/> Transgender woman              | <input type="checkbox"/> Prefer not to say                    |

Race/ethnicity (check all that apply; add clarifying information if you would like):

- ☐ White or European ancestry: \_\_\_\_\_
- ☐ Black or African ancestry: \_\_\_\_\_
- ☐ Latino or Hispanic: \_\_\_\_\_
- ☐ Asian: \_\_\_\_\_
- ☐ Native American: \_\_\_\_\_
- ☐ Native Hawaiian or Pacific Islander: \_\_\_\_\_
- ☐ Other not listed above: \_\_\_\_\_
- ☐ Prefer not to say

Languages you speak well (check all that apply):

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Mandarin    |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> French  |                                      |

So that we may be inclusive of your needs, please inform us of any other information that you think would be helpful for STA to know about you. [text box]

## Contact Information

Home full address (street address, city, state, zip code):

---

Work full address (street address, city, state, zip code):

---

Preferred email: \_\_\_\_\_ Additional email: \_\_\_\_\_

Preferred phone number: \_\_\_\_\_ [work / home / mobile]

Additional phone: \_\_\_\_\_ [work / home / mobile]

## Professional Information

Occupation/Job title: \_\_\_\_\_

Certified Jungian analyst? [yes / no]      IAAP member? [yes / no]

### Current STA membership level:

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Associate | <input type="checkbox"/> Retired   |
| <input type="checkbox"/> RSP       | <input type="checkbox"/> ISST (for international members from other societies) |
| <input type="checkbox"/> CST       | <input type="checkbox"/> Non-member  |
| <input type="checkbox"/> CST-T     |  |

**I am working toward the following certification:** [RSP / CST / CST-T]

### Licenses you hold: (allows multiple entries)

License type:

- |  |   |
|--|---|
| <input type="checkbox"/> Social worker             | <input type="checkbox"/> Clinical psychologist          |
| <input type="checkbox"/> Mental health counselor   | <input type="checkbox"/> Psychiatrist/MD                |
| <input type="checkbox"/> Marriage/family therapist | <input type="checkbox"/> Psychiatric nurse practitioner |
| <input type="checkbox"/> School counselor          | <input type="checkbox"/> Other: _____                   |
| <input type="checkbox"/> School psychologist       |   |

Issuing state: \_\_\_\_\_ License #: \_\_\_\_\_

Year obtained: \_\_\_\_\_ Most recent renewal: \_\_\_\_\_

## Form PSP

### Verification of Personal Sandplay Process Hours

Complete this form online: [form.jotform.com/230925853813056](https://form.jotform.com/230925853813056)

*Applicant completes the information below; form is forwarded to therapist for verification.*

#### Applicant Information

*[auto-fills from profile]*

#### Therapist

Name: \_\_\_\_\_ Email: \_\_\_\_\_

#### Applicant's Personal Sandplay Process

Date started \_\_\_\_\_ Date completed \_\_\_\_\_

Total hours: \_\_\_\_\_ Total sand trays: \_\_\_\_\_

Additional comments: [text box]

#### Therapist Verification<sup>17</sup>

I certify that the above information is correct to the best of my knowledge.

Personal Process Therapist eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

Date achieved STA/ISST Certified Member status: \_\_\_\_\_

---

<sup>17</sup> Applicants who completed this step using a paper form may upload their signed document in lieu of forwarding to their therapist.



## Form E&T

### Documentation of Education & Training

(Mirrors ISST Appendix D)

Complete this form online: [form.jotform.com/231277475678066](https://form.jotform.com/231277475678066)

#### Applicant Information

\* denotes required field

[auto-fills from profile]

#### How to Use This Form

Sandplay practitioners are encouraged to keep this form updated throughout their professional practice and training. The information below is used for RSP and CST applications, and the structure of this form aligns with ISST Appendix D.

Please provide information about your educational background, professional training program, licensure, 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).

#### 1. Training

##### 1a. Post-Graduate Degree

\* All applicants

Graduate degree in a helping profession such as medicine, psychology, social work, school counseling, or marriage and family therapy from a regionally accredited university.

Upload a copy of proof of conferred degree (e.g., transcript or diploma). [file upload]

##### 1b. Educational Background

\* All applicants

College / university	Location	Date(s) attended	Major/subject	Degree (if applic.)

**1c. Professional Training Program(s)** (if different from above)

All applicants

Training program	Location	Date(s) attended	Major/subject	Certification, etc.

**1d. Clinical Knowledge Base**

\* All applicants

Classes and workshops in psychopathology, diagnosis, and psychotherapy.

Class / workshop title	University / program	Location	Date(s) attended	Hours

**1e. Clinical Experience**

\* All applicants

Institutions or clinics at which you gained your clinical experience.

Institution / clinic name	Location	Nature of work	Hours

**1f. Licensure**

\* All applicants

Licensure is required for RSP and CST applicants; upload a copy of your most recent license and complete the table below. [file upload]

Name of license	State or country	Date granted	Most recent renewal

**1g. Professional Practice History**

\* CST applicants

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

**1h. In-Depth Inner Development and Insight**

\* CST applicants

A minimum of 100 hours of in-depth inner development, such as Jungian analysis, personal psychotherapy, or other intensive psychological work. Hours of personal sandplay process are included in this total.

- **Personal sandplay process:** complete [Form PSP](#).
- **Other in-depth work:** complete table below. Examples include Jungian analysis, personal psychotherapy, or other intensive psychological work leading to such development.

Type of work (e.g., personal analysis)	Location	Date(s)	Hours	Therapist name & credential

Total hours from the table above: \_\_\_\_\_

Total hours for **Form PSP**: \_\_\_\_\_ **Total in-depth hours**: \_\_\_\_[calc. automatically]\_\_\_\_

## 2. Sandplay Education and Training

\* All applicants

Courses must be taught by an STA/ISST Teaching Member or an instructor with a Teaching Member sponsor. See [Chapter 2](#) (RSP) and [Chapter 3](#) (CST) of the *STA Handbook* for minimum requirements.

To complete this table, use the [STA Form E&T Google worksheet](#). Clicking on the link will prompt you to make your own copy of the template (requires Gmail or Google Workspace account). You will then upload a PDF of the worksheet to the online Form E&T.

Course title / event	Date(s)	Instructor(s) & credential	Hours					FORMAT			
			F	C	J	S	O	IP	OC	OL	OA
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Subjects:** F = Fundamentals of sandplay therapy; C = Clinical sandplay practice; J = Jungian theory; S = Symbolism; O = Other. **Course format:** IP = In-person; OC = Online during Covid exception; OL = Online live/interactive; OA = Online asynchronous.

### Education Hours Verification

Upload completion certificates for each course attended. [file upload]

**Education Totals**

Fundamentals: \_\_\_\_\_ Clinical sandplay practice: \_\_\_\_\_  
 Jungian theory: \_\_\_\_\_ Symbolism: \_\_\_\_\_  
 Other topics: \_\_\_\_\_ Grand total hours: [calc. automatically]

**Online Education Totals<sup>18</sup>**

Online total: \_\_\_\_\_ Online asynchronous: \_\_\_\_\_

**3. Case Consultation**

Complete the table below, indicating dates, type of consultation and group format, as well as total hours and hours presenting your own material (for group sessions).

Date	Consultant <sup>a</sup>	Type <sup>b</sup>	Format <sup>c</sup>	Total hours	Presenting <sup>d</sup>

<sup>a</sup> Must be an STA/ISST Teaching Member; may not be applicant's personal process therapist.

<sup>b</sup> **Type**: individual or group.

<sup>c</sup> **Format** for group sessions: in-person or online.

<sup>d</sup> Hours presenting own material in group sessions; must be at least 20% of total group hours.

**Consultation Totals**

Individual: \_\_\_\_\_

Group total: \_\_\_\_\_

Group online<sup>19</sup>: \_\_\_\_\_

Group presenting own material: \_\_\_\_\_

% presenting in group: [calc. automatically]

<sup>18</sup> Does not include online courses taking place during Covid exception period (February 1, 2020 through December 31, 2023), which are treated the same as in-person courses.

<sup>19</sup> Maximum online group hours (e.g., via Zoom) for CST applicants is 50 hours.

**Case Consultation Verification**

Upload completion certificate or letter of verification from each Teaching Member consultant.  
[file upload]

## Form ADV

### Applicant/Advisor Agreement

Complete this form online: [form.jotform.com/231284871658062](https://form.jotform.com/231284871658062)

*Applicant completes the fields below and signs; form is forwarded to advisor for co-signature.*

#### Applicant Information

*[auto-fills from profile]*

#### Advisor

Name: \_\_\_\_\_ Email: \_\_\_\_\_

With our signatures below, we acknowledge that the role of the advisor has been discussed along with the needs of the applicant, and we have agreed to work together according to the STA/ISST Certified Member requirements. **The advisor agrees to be familiar with the duties of advisors, as described in [Chapter 5](#) of the *STA Handbook*.**

#### Role of the Advisor

- Checks in with advisee every 6 months to review progress; advisor may wish to use [Form E&T](#) (ISST Appendix D) to track progress.
- Reviews requirements and application procedure with applicant.
- Provides guidance on the choice of topic, structure, and requirements for the initial papers.
- Provides guidance on choice of case, structure, and requirements of final case paper.
- Assists with the selection of initial paper and final case readers.
- Acts as primary liaison between the applicant, STA, and final case readers.
- Reviews the application to make sure all requirements are met and documentation has been provided prior to submission.
- Maintains confidential records of correspondence during the advisory process, and, in case of non-acceptance, for five (5) years afterward.

The advisor is paid a **\$100 fee** by the applicant at the time this agreement is signed. A copy of this agreement will accompany the CST or RSP application.

If the applicant wishes to change advisors, then the applicant will sign a new agreement with the new advisor and pay the new advisor \$100.

Applicant eSignature: \_\_\_\_\_ Advisor eSignature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



## Form RSP-APP

### Registered Sandplay Practitioner Application

Complete this form online: [form.jotform.com/231247131550041](https://form.jotform.com/231247131550041)

#### Applicant Information

*[auto-fills from profile]*

#### Advisor (if applicable)

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- ☐ My advisor and I have both signed [Form ADV](#): Applicant/Advisor Agreement
- ☐ My advisor and I signed the old paper Form 2 [file upload]

#### Education & Training

Verify you have completed the following forms, which are also part of your RSP application.

- ☐ [Form PSP](#): Personal Sandplay Process
- ☐ [Form E&T](#): Education & Training
- ☐ Upload a copy of your current **malpractice insurance face sheet**. [file upload]

#### Connecting with the STA Community

- ☐ I am an STA Associate member
- ☐ [Form RSP-LOR](#): Letters of Recommendation

Number of email confirmations received for completed recommendations: \_\_\_\_\_

#### Attestation

- ☐ I have read, understood, and am committed to following the [STA Standards for Professional Conduct](#).

- ☐ Yes ☐ No Have you ever been convicted of a crime in any state or country?
- ☐ Yes ☐ No Have you ever had any licensing board or professional ethics bodies require you to surrender your license or found you guilty of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?
- ☐ Yes ☐ No Are there any complaints, charges or investigations pending against you for any ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?
- ☐ Yes ☐ No Has any professional liability claim or suit ever been made against you?
- ☐ Yes ☐ No Are you or have you ever been engaged in any sexual misconduct with any of your current or former patients, current or former patient's spouse, or any person with direct relationship to patient or former patient?

If you answered yes to any of the above, please give full particulars in order for your application to be considered. [text box]

**Additional comments** regarding your application (optional) [text box]

### Application Fee

There is a **nonrefundable \$75 application fee**, which is collected when the application is submitted.

I, the applicant, hereby submit my application to be a Registered Sandplay Practitioner in Sandplay Therapists of America. I understand that any deliberate misrepresentation in the information about myself that I have supplied will jeopardize my application and membership in Sandplay Therapists of America.

Applicant eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the advisor, have reviewed this application and certify that the information contained in this application is accurate to the best of my knowledge.

Advisor eSignature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

### What's Next

The Registered Sandplay Practitioner application will be reviewed by the Admissions Committee. Upon completed review, you will be notified of results and any follow-up required. Once your (prorated) dues are paid, a Certificate of Registered Membership is issued.

## Form RSP-LOR

### RSP Letters of Recommendation

Complete this form online: [form.jotform.com/231275744679064](https://form.jotform.com/231275744679064)

*Applicant initiates this process; form is forwarded to each recommender for their submission.*

#### Applicant Information

*[name & email auto-fill from RSP application]*

#### Recommender 1

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Recommender 2

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Recommendation (completed by each recommender)

How many years have you known the applicant? \_\_\_\_\_

Please describe your relationship to the applicant: [text box]

Please provide a narrative recommendation of the applicant: [text box]

Recommender eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form CST-APP

### Certified Sandplay Therapist Candidate Application

Complete this form online: [form.jotform.com/231344288838162](https://form.jotform.com/231344288838162)

#### Applicant Information

*[auto-fills from profile]*

#### Advisor

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- ☐ My advisor and I have both signed [Form ADV](#): Applicant/Advisor Agreement
- ☐ My advisor and I signed the old paper Form 2 [file upload]

#### Education & Training

Verify that you have completed the following forms, which are also part of your CST application:

- ☐ [Form PSP](#): Personal Sandplay Process
- ☐ [Form E&T](#): Education & Training<sup>20</sup>
- ☐ Upload a copy of your current **malpractice insurance face sheet**. [file upload]
- ☐ I am an STA Associate member or Registered Sandplay Practitioner.

#### First Initial Paper<sup>21</sup>

Paper title: \_\_\_\_\_

Date approved: \_\_\_\_\_

Reader name: \_\_\_\_\_

- ☐ My reader completed [Form CST-PAPER](#) online
- ☐ My reader completed the paper form, "Preliminary Papers Checklist" [file upload]

---

<sup>20</sup> Application may be submitted when all education and personal development hours and 40+ hours of case consultation are complete, as reported on Form E&T.

<sup>21</sup> The second paper (symbol or theory) is written after this application is submitted and after the advisory interview is complete.

## Attestation

☐ I have read, understood, and am committed to following the [STA Standards for Professional Conduct](#) and [ISST Code of Ethics](#).

\_\_Yes \_\_No Have you ever been convicted of a crime in any state or country?

\_\_Yes \_\_No Have you ever had any licensing board or professional ethics bodies require you to surrender your license or found you guilty of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?

\_\_Yes \_\_No Are there any complaints, charges or investigations pending against you for any ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?

\_\_Yes \_\_No Has any professional liability claim or suit ever been made against you?

\_\_Yes \_\_No Are you or have you ever been engaged in any sexual misconduct with any of your current or former patients, current or former patient's spouse, or any person with direct relationship to patient or former patient?

If you answered yes to any of the above, please give full particulars in order for your application to be considered. [text box]

**Additional comments** regarding your application (optional) [text box]

## Application Fee

A **\$100, nonrefundable application fee** is collected at the time of application submission.

I, the applicant, hereby submit my application to be a candidate for Certified Membership in the Sandplay Therapists of America and the International Society for Sandplay Therapy. I understand that any misrepresentation in the information about myself that I have supplied may jeopardize my application and my Certified Membership with Sandplay Therapists of America and the International Society of Sandplay Therapy.

Applicant eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the advisor, have reviewed this application and certify that the information contained in this application is accurate to the best of my knowledge.

Advisor eSignature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form CST-APP-JA

### Certified Sandplay Therapist Application for Jungian Analysts

Complete this form online: [form.jotform.com/232765585785171](https://form.jotform.com/232765585785171)

#### Applicant Information

*[auto-fills from profile]*

#### Advisor

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- ☐ My advisor and I have both signed [Form ADV](#): Applicant/Advisor Agreement
- ☐ My advisor and I signed the old paper Form 2 [file upload]

#### Education & Training

Date CST requirements started: \_\_\_\_\_ Date completed: \_\_\_\_\_

Verify that you have completed the following forms, which are also part of your CST application:

- ☐ [Form PSP](#): Personal Sandplay Process
- ☐ [Form E&T](#): Education & Training
- ☐ Upload a copy of your current **malpractice insurance face sheet**. [file upload]
- ☐ I am an STA Associate member or Registered Sandplay Practitioner.

#### Initial Paper

Paper title: \_\_\_\_\_

Date approved: \_\_\_\_\_

Reader name: \_\_\_\_\_

- ☐ My reader completed [Form CST-PAPER](#) online
- ☐ My reader completed the paper form, "Preliminary Papers Checklist" [file upload]



## Final Case

Date case submitted to readers: \_\_\_\_\_ Date approved: \_\_\_\_\_

Readers:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Directory Information

Please list below how you would like to be included in the directory of sandplay therapists available on the STA website.

Full name: \_\_\_\_\_

Certifications displayed after name (e.g., PhD, LCSW): \_\_\_\_\_

Job title: \_\_\_\_\_

### Address

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address type: ☐ home ☐ work

Phone: \_\_\_\_\_ [home / work / mobile]

Email: \_\_\_\_\_ [personal / business]

Website: \_\_\_\_\_

Photo headshot: [file upload]

## Your Bio

We would like to announce to the membership your new status as a Certified Member. Please provide a brief written paragraph describing your educational background, professional experience, current position, and location as well as your contributions to the field (max. 150 words). [text box]

## Attestation

☐ I have read, understood, and am committed to following the [STA Standards for Professional Conduct](#) and [ISST Code of Ethics](#).

\_\_Yes \_\_No Have you ever been convicted of a crime in any state or country?

\_\_Yes \_\_No Have you ever had any licensing board or professional ethics bodies require you to surrender your license or found you guilty of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?

\_\_Yes \_\_No Are there any complaints, charges or investigations pending against you for any ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any state or country?

\_\_Yes \_\_No Has any professional liability claim or suit ever been made against you?

\_\_Yes \_\_No Are you or have you ever been engaged in any sexual misconduct with any of your current or former patients, current or former patient's spouse, or any person with direct relationship to patient or former patient?

If you answered yes to any of the above, please give full particulars in order for your application to be considered. [text box]

**Additional comments** regarding your application (optional) [text box]

## Application Fee

A **\$100, nonrefundable application fee** is collected at the time of application submission.

I, the applicant, hereby submit my application to be a Certified Sandplay Therapist in the Sandplay Therapists of America and the International Society for Sandplay Therapy. I understand that any misrepresentation in the information about myself that I have supplied may jeopardize my application and my Certified Membership with Sandplay Therapists of America and the International Society of Sandplay Therapy.

Applicant eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the advisor, have reviewed this CST application and certify that, to the best of my knowledge, this applicant has completed all of the requirements for Certified Sandplay Therapist, including one (1) initial paper and a final case paper, which were evaluated and approved by the readers listed above.

Advisor eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form CST-PAPER

### Assessment for Initial Paper

Complete this form online: [form.jotform.com/231284716232048](https://form.jotform.com/231284716232048)

*Applicant initiates this process and uploads PDF of paper; form is forwarded to reader for assessment.*

#### Applicant Information

*[auto-fills from profile]*

#### Advisor, Reader, and Paper Information

Advisor name: \_\_\_\_\_ Email: \_\_\_\_\_

Reader name: \_\_\_\_\_ Email: \_\_\_\_\_

Paper title: \_\_\_\_\_

Initial paper PDF: [file upload]

This is my \_\_\_\_ First paper \_\_\_\_ Second paper

*Applicants writing their second paper also upload a copy of their first paper assessment and their advisory interview report. [file upload]*

#### Reader's Evaluation

	Strongly meets	Meets	Needs improv.	Fails to meet
<b>Knowledge of theory as relates to symbols</b>				
Demonstrates use and knowledge of Jungian theory				
Demonstrates use and knowledge of Margaret Lowenfeld & Dora Kalff				
Demonstrates use and knowledge of Buddhist or spiritual root of sandplay (i.e., Eastern/Western contemplative practices)				
<b>Personal relationship to the symbol</b>				
Discusses personal connection to symbol				

	Strongly meets	Meets	Needs improv.	Fails to meet
Communicates interest in symbol				
States how and why this symbol was selected				
States why symbol is meaningful				
States how impacted personal/professional life				
<b>Amplification of symbol</b>				
Amplifies symbol through use of fairy tale, myth, art, dreams, religion, culture				
Demonstrates understanding of symbol				
Reviews related literature				
Conveys understanding of the transformative nature of symbol				
Provides own reflections on the symbol				
<b>Impact of symbol in sandplay</b>				
Discusses impact using hypothetical or actual sandplay scenes				
Includes 1 to 3 photographs of sandplay scenes describing how symbol enhanced the process				
Discusses how information portrayed in sandplay scene enhanced their knowledge				
Discusses how information impacted sandplay process				
Discusses further means for investigation of symbol				
<b>Mechanics</b>				
Paper meets professional writing standards, using the latest edition of APA guidelines				
Paper is well written with correct spelling, sentence structure, and grammar				

**IV. Overall Reader Assessment**

- ☐ Approved  
☐ Not approved / insufficient

**Brief summary of assessment** (including suggestions for revision, if insufficient)  
[text box]

Reader eSignature: \_\_\_\_\_

Date: \_\_\_\_\_

**IV. Overall Reader Assessment: Resubmission** (if applicable)

- ☐ Approved  
☐ Not approved / insufficient

**Comments on re-submitted paper** [text box]

Reader eSignature: \_\_\_\_\_

Date: \_\_\_\_\_

**Form CST-INT**  
**Advisory Interview Report**

Complete this form online: [form.jotform.com/231296139494161](https://form.jotform.com/231296139494161)

Applicant name: \_\_\_\_\_ Interview date: \_\_\_\_\_

Committee chair: \_\_\_\_\_

Other people participating in interview: \_\_\_\_\_

Name of person submitting form, if different than Chair: \_\_\_\_\_

Opening remarks:

[text box]

Summary of applicant's strengths:

[text box]

Summary of training needs and recommendations for addressing them:

[text box]

Additional comments:

[text box]

Advisory Committee eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

## Sample Authorization for Use and Disclosure of Protected Health Information

(To be completed by the case report client or parent)

Client name: \_\_\_\_\_

Legal guardian name: \_\_\_\_\_  
(if client is minor)

Client date of birth: \_\_\_\_\_ Today's date: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact phone: \_\_\_\_\_ [home / work / mobile]

Email: \_\_\_\_\_ Preferred contact: [email / text / phone]

**Purpose:** For sandplay education, research, professional meeting, presentation, supervision, consultation, training, and/or publication in all media formats (e.g., paper, electronic, internet).

**Authorization:** I hereby grant and authorize

☐ \_\_\_\_\_ [Therapist]

☐ Sandplay Therapists of America (STA) / International Society for Sandplay Therapy (ISST)

To use all relevant case data including, but not limited to, background information, diagnosis, notes, commentary, photographs/video clips of artwork and/or sandplay images regarding:

☐ Myself

☐ Minor child of whom I am the parent or legal guardian

I understand that I/my child will be assigned a pseudonym (a different name) to protect privacy. My/my child's real name will not be used or disclosed. This pseudonym will be:

\_\_\_\_\_



**Time frame/revocation:** I acknowledge that I have the right to revoke this authorization. The authorization will last indefinitely unless revoked in writing (except for actions already taken).

**Informed consent:** I acknowledge that my consent/authorization is voluntary and informed, and that I have the legal authority to offer this consent. I release  
\_\_\_[therapist name] \_\_\_\_\_ and their agents from all legal responsibilities or liability that may arise from the use, distribution or re-disclosure of this protected information.

Client signature (if age 14 or over): \_\_\_\_\_ Date: \_\_\_\_\_

Legal guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness printed name: \_\_\_\_\_

## Form CST-CRR

### Final Case Reader Request

Complete this form online: [form.jotform.com/231526703697159](https://form.jotform.com/231526703697159)

#### Applicant Information

*[auto-fill from profile]*

#### Advisor

Advisor name: \_\_\_\_\_ Email: \_\_\_\_\_

#### Readers

Reader 1 name: \_\_\_\_\_ Email: \_\_\_\_\_

Reader 2 name: \_\_\_\_\_ Email: \_\_\_\_\_

Reader 3 name: \_\_\_\_\_ Email: \_\_\_\_\_

#### File Uploads

If your final case files are ready now, include links to them (via Dropbox or Google Drive) or upload them so that readers who accept can get started right away. Readers download them via links in the case reader request email; when a reader agrees to evaluate the paper, they also receive a link to complete the Final Case Evaluation form ([CST-CASE](#)).

As described in [Appendix E](#) of the *STA Handbook*, include one PDF of your final case paper, and a separate PDF containing photos of all sand trays.

#### Upload format:

- ☐ I will provide links to my files (e.g., using Dropbox or Google Drive) [text boxes]
- ☐ I will upload my files to Jotform [file upload]
- ☐ I am not ready to send my files now; they will be ready by \_\_\_\_\_
  
- ☐ I attest that I have on file a signed HIPAA authorization from the client/client's legal guardian for their inclusion in this case study.

**Reader Response** (from each reader)

- ☐ Yes, I will read your final case report.
- ☐ I confirm that I will complete my review within 30 to 60 days.
- ☐ I would prefer the \$100 reader fee be paid via:
- ☐ Check to: \_\_\_\_\_ ☐ PayPal to: \_\_\_\_\_
- ☐ Venmo to: \_\_\_\_\_ ☐ Other: \_\_\_\_\_
- ☐ No, I am not available to read your final case report.

Reader eSignature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form CST-CASE Final Case Evaluation

Complete this form online: [form.jotform.com/231625443852153](https://form.jotform.com/231625443852153)

### Contact Information

*[applicant, advisor, and reader contact info auto-fills from Form CST-CRR]*

Date received by reader: \_\_\_\_\_

The following **criteria for the case report** must be met:

- The case paper includes a cohesive and thorough presentation of a sandplay process.
- The paper demonstrates an understanding of theory, symbolic language, and co-transference.
- The paper writing follows guidelines outlined in [Appendix E](#) of the *STA Handbook*, including professional writing standards (e.g., APA format with proper spelling, grammar, citations, and references).

### Case Reader Assessment

- ☐ **Acceptance.** This final case paper meets the criteria.
- ☐ **Conditional acceptance.** I have some questions I would like clarified by the applicant and/or suggested revisions. [text box]
- ☐ **Rejection.** This paper does not meet criteria and cannot be accepted, even in a revised form. [text box]

**Written evaluation/summary of feedback:** [text box]

Reader eSignature: \_\_\_\_\_

Date: \_\_\_\_\_

**Case Reader Assessment: Resubmission** (if applicable)

- ☐ **Acceptance.** This final case paper meets the criteria.
- ☐ **Conditional acceptance.** I have some questions I would like clarified by the applicant and/or suggested revisions. [text box]
- ☐ **Rejection.** This paper does not meet criteria and cannot be accepted, even in a revised form. I recommend: [text box]

**Comments on re-submitted case paper:** [text box]

Reader eSignature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form CST-ADD

### Certified Sandplay Therapist

### Application Addendum

Complete this form online: [form.jotform.com/231344442297153](https://form.jotform.com/231344442297153)

#### Applicant Information

*[auto-fills from profile]*

#### Advisor

Advisor name: \_\_\_\_\_ Email: \_\_\_\_\_

- ☐ My advisor and I have both signed [Form ADV](#): Applicant/Advisor Agreement
- ☐ My advisor and I signed the old paper Form 2 [file upload]

#### Education & Training

Date CST requirements started: \_\_\_\_\_ Date completed: \_\_\_\_\_

- ☐ [Form E&T](#) has been updated to document 80+ hours of case consultation, including completion certificates (40+ hours for Jungian Analysts)
- ☐ [Form E&T](#) includes the most recent copy of my professional license
- ☐ Upload a copy of your current **malpractice insurance face sheet**. [file upload]

#### Initial Papers

Please list the following details for each of your initial papers.

Paper Title: \_\_\_\_\_ Reader: \_\_\_\_\_ Date approved: \_\_\_\_\_

Paper Title: \_\_\_\_\_ Reader: \_\_\_\_\_ Date approved: \_\_\_\_\_

[Upload Preliminary Papers Checklist for any assessments completed on paper form]

## Final Case

Date case submitted to readers: \_\_\_\_\_ Date approved: \_\_\_\_\_

Readers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Directory Information

Please list below how you would like to be included in the directory of sandplay therapists available on the STA website.

Full name: \_\_\_\_\_

Certifications displayed after name (e.g., PhD, LCSW): \_\_\_\_\_

Job title: \_\_\_\_\_

### Address

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address type: ☐ home ☐ work

Phone: \_\_\_\_\_ [home / work / mobile]

Email: \_\_\_\_\_ [personal / business]

Website: \_\_\_\_\_

Photo headshot: [file upload]

## Your Bio

We would like to announce to the membership your new status as a Certified Member. Please provide a brief written paragraph describing your educational background, professional experience, current position, and location as well as your contributions to the field (max. 150 words). [text box]

I, the applicant, understand that any misrepresentation in the information about myself that I have supplied may jeopardize my application and my Certified Membership with Sandplay Therapists of America and the International Society of Sandplay Therapy.

Applicant eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the advisor, have reviewed this CST application addendum and certify that, to the best of my knowledge, this applicant has completed all of the requirements for Certified Sandplay Therapist, including two (2) initial papers and a final case paper, which were evaluated and approved by the readers listed above.

Advisor eSignature: \_\_\_\_\_ Date: \_\_\_\_\_



## Form CR-QUAL

### CST Final Case Reader Qualification

Complete this form online: [form.jotform.com/231344561455151](https://form.jotform.com/231344561455151)

*Trainee initiates this process; form is forwarded to mentor for their evaluation.*

#### Trainee Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Trainee's CST-T Certification: \_\_\_\_\_

#### Final Case Reader Mentor (must be ISST-approved final case reader)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Country of residence: \_\_\_\_\_ Member society: \_\_\_\_\_

List of case(s) read for mentoring process with this mentor:

- |                     |                              |
|---------------------|------------------------------|
| 1. Pseudonym: _____ | Country of sandplayer: _____ |
| 2. Pseudonym: _____ | Country of sandplayer: _____ |
| 3. Pseudonym: _____ | Country of sandplayer: _____ |

Mentor's evaluation of final case reading competency: [text box]

Mentor eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form CST-T-APP

### STA/ISST Teaching Member Application

Complete this form online: [form.jotform.com/231344748977167](https://form.jotform.com/231344748977167)

#### Applicant Information

*[auto-fills from profile]*

Date you became an STA/ISST Certified Sandplay Therapist: \_\_\_\_\_

Date requirements for Teaching Member completed: \_\_\_\_\_

Pseudonym of the client used for the final case in your CST application: \_\_\_\_\_

Pseudonym of the client used for your additional case study: \_\_\_\_\_

☐ I attest that I have on file a signed HIPAA authorization from the client/client's legal guardian for their inclusion in this additional case study.

#### Teaching Advisor (if applicable)

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

Email: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Complete address: \_\_\_\_\_

#### Conference Attendance and Presentation/Publication

**Conference attended** (either international congress or national conference with international Teaching Members present)

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Complete either Section A or B below:

A. Presentation at a conference.

Presentation title: \_\_\_\_\_

Pseudonym(s) of client(s) whose clinical material was used in this presentation:

\_\_\_\_\_

B. Publication of an article on sandplay.

Article title: \_\_\_\_\_

Journal: \_\_\_\_\_

Date published: \_\_\_\_\_

URL/DOI (if available): \_\_\_\_\_

## Co-Teaching

### Co-Teaching Session #1: Fundamentals Course

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Session title: \_\_\_\_\_

Co-teachers: \_\_\_\_\_

### Co-Teaching Session #2

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Session title: \_\_\_\_\_

Co-teachers: \_\_\_\_\_

For each session, complete the top portion of [Form CST-T-COT](#), which is forwarded to your co-teacher for their feedback and summarizing student evaluation forms ([Form CST-T-EVAL](#)), as well as providing feedback on your clinical case presentation, where applicable.

## Co-Facilitating

Co-facilitation of group consultation or clinical discussions with a Certified Teaching Member.

### Co-Facilitating Group Consultation Session #1

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Certified Teaching Member: \_\_\_\_\_

### Co-Facilitating Group Consultation Session #2

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Certified Teaching Member: \_\_\_\_\_

For each session, complete the top portion of form [CST-T-COE](#), which is forwarded to your co-facilitator for their feedback.

## Attestation

- ☐ I, the applicant, have read, understood, and am committed to following and upholding the [STA Standards for Professional Conduct](#) and the ISST [Code of Ethics](#) and [Rules of Procedure](#).

I, the applicant, hereby submit my application to be a Teaching Member in the Sandplay Therapists of America and the International Society for Sandplay Therapy. I understand that any misrepresentation in the information about myself that I have supplied may jeopardize my application and my Certified Teaching Membership with the International Society of Sandplay Therapy and Sandplay Therapists of America.

Applicant eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form CST-T-EVAL Course Evaluation

Course title: \_\_\_\_\_

Instructor names: \_\_\_\_\_

Date: \_\_\_\_\_

Format: \_\_\_\_\_

Sandplay Therapists of America – APT Approved Provider #13-343

What were your primary reason(s) for selecting this program?

- ☐ Deepen my understanding of sandplay
- ☐ Reputation of leader(s)
- ☐ Recommended by a colleague
- ☐ Important to job activities
- ☐ Subject was of interest
- ☐ Other \_\_\_\_\_

**For the following questions, please answer using 1 (strongly disagree) through 5 (strongly agree)**

	Strongly disagree				Strongly agree
	1	2	3	4	5
The session met or exceeded my expectations					
The course was consistent with its title and stated learning objectives					
The course was taught at the promised level					
The course was consistent with its title and stated learning objective					
The course was appropriately challenging					
The course expanded my knowledge on this topic					
The material was relevant to my professional activities or goals					
The instructor was knowledgeable about the subject matter					

	Strongly disagree				Strongly agree
	1	2	3	4	5
The teaching methods were appropriate for the subject matter					
The instructor well-prepared and organized					
The instructor attentive to questions					
The content included recent studies or literature					
Issues of diversity were addressed					
I did not perceive any commercial bias or conflict of interest					
I would attend another course given by this instructor					
I would recommend this course to others					

How much did you learn as a result of this continuing education program?

Very little                      A great deal

1            2            3            4            5

How would you rate the overall value of the program?

Poor					Excellent
1	2	3	4	5	

Were the following learning objectives met in this course?

Objective	Met	Partially met	Unmet
1.			
2.			
3.			
4.			

What was most beneficial in this course?

[text box]

What was least beneficial?

[text box]

Please share additional comments about the program or suggestions for additional training, workshops, or skills development.

[text box]

## CST-T Course Evaluation Form Pre-Fill

Complete this form online: [form.jotform.com/231345084984159](https://form.jotform.com/231345084984159)

### Applicant Information

*[auto-fills from profile]*

### Co-Teacher Information

Full name: \_\_\_\_\_ Email: \_\_\_\_\_

### Pre-Fill Information

The content below will be pre-filled into Form CST-T-EVAL, the STA course evaluation form. Upon receipt of this form, STA will generate a custom link for you to share with course participants.

When participants complete their forms, the CST-T applicant and co-teacher will receive each form via email, and STA will provide a link to download a summary report of all responses.

Course title: \_\_\_\_\_

Instructor names: \_\_\_\_\_

Session date(s): \_\_\_\_\_

Format: \_\_\_\_\_ [in person or online live/interactive]

Course objective #1:

\_\_\_\_\_

Course objective #2:

\_\_\_\_\_

Course objective #3:

\_\_\_\_\_

Course objective #4:

\_\_\_\_\_



## Form CST-T-COT Co-Teacher Evaluation

Complete this form online: [form.jotform.com/231584814598166](https://form.jotform.com/231584814598166)

*Applicant initiates this process; form is forwarded to co-teacher for evaluation.*

### Applicant Information

*[auto-fills from profile]*

### Co-Teacher

Full name: \_\_\_\_\_

Email: \_\_\_\_\_

### Course Information

Course title: \_\_\_\_\_

Additional co-teacher(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Format: ☐ in-person ☐ online live/interactive

☐ Fundamentals course ☐ Additional course

☐ Course reviewed CST requirements for trainees

### Co-Teacher Evaluation

Summarize the results of the course evaluation forms. [text box]

Please provide your narrative feedback of the applicant's teaching. [text box]

Did the applicant present a new clinical case in this session (in addition to their CST final case)? ☐ yes ☐ no

If yes, please summarize feedback of the clinical case presentation, by yourself and by the course participants. [text box]

Co-Teacher eSignature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form CST-T-COF Co-Facilitator Evaluation

Complete this form online: [form.jotform.com/231584935862063](https://form.jotform.com/231584935862063)

*Applicant initiates this process; form is forwarded to co-facilitator for evaluation.*

### Applicant Information

*[auto-fill from profile]*

### Co-Facilitator

Full name: \_\_\_\_\_

Email: \_\_\_\_\_

### Group Information

Name of consultation group: \_\_\_\_\_

Date of co-facilitating session: \_\_\_\_\_

Length (hours): \_\_\_\_\_

### Co-Facilitator Evaluation

Please provide your feedback on the applicant's co-facilitation, including a description of the applicant's specific contributions to the session. [text box]

Co-Facilitator eSignature: \_\_\_\_\_ Date: \_\_\_\_\_