

## **PARTICIPANT AGREEMENT**

**We, Kathleen Fitzgerald and Elizabeth Weinhold are: Partners in EMDR Training, and are excited to bring to you Basic EMDR Training, sponsored by the American Association of Christian Counselors. This document provides you with the requirements, expectations, and preparation for the Basic EMDR Training.**

### **In preparation for the Basic Training Class**

- Acquire the following book. This book will become an important resource for you as an EMDR trained therapist.
  - Shapiro, F. (2022). *Eye Movement Desensitization and Reprocessing, Basic Principles, Protocols and Procedures (3rd ed.)*. New York: The Guilford Press.
  - Should you have an older version of this textbook, that is fine.
  - It is not expected that you have read the book prior to the training; however, please become very familiar with it.
- Preparation for Experiential practice
  - You must be prepared to work on personal issues in these practice sessions.
  - Please give some thought to what personal issues you may bring to training, so as not to be too triggering. We will be discussing this at the beginning of this training.
  - Please keep in mind that the experiential practice portion of the training is for training purposes and is not personal psychotherapy.

- *Contact Partners in EMDR, PLLC, prior to registration should you have any doubts about your readiness to participate at this time. The email address is trainingemdr@gmail.com*

## **Classroom Experience and Guidelines**

Partners in EMDR Training will:

- Be on time and prepared
- Be thorough and caring
- Provide all educational materials, except for the aforementioned textbook by F. Shapiro.
- Provide clear instructions and resources to help all trainees receive their Certificates of Completion in EMDR Basic Training
- Protect the educational environment.
  - We expect you to be overwhelmed at times by the amount and complexity of the material. That's ok!
  - There may be some technical glitches, such as the paginations on YOUR computer and OUR computers being different. Don't worry, we'll make sure you know where we are in the presentations!
  - Our job is to teach and manage the classroom environment. We KNOW you will have questions and concerns and we fully intend to address them at the appropriate times.

Participants will:

- Be on time and prepared
  - This includes sorting out any technical issues regarding the Zoom platform, your computer speaker and sound issues, or the Learning Management System that will be utilized for the class, including updating your computer as necessary.
  - Having said that, we expect you to have basic, rudimentary skills in using the technology, or to get some help before class starts, so that you can manage the technology.

- Print out the Practicum Handouts before class. This will help you and your small groups to be productive during Practicum sessions.
- Be present in each live training session and consultation. **Please ensure that there are no schedule conflicts during all 6 days of the class as we cannot accommodate individual remedial work, nor will you receive credit or endorsement for the class if you are absent for a portion of it.**
- Be curious and ready to engage and learn.
- Be courteous, caring, and engage in appropriate classroom behavior: listen, wait your turn, and ask questions during designated times. Do not debate or talk over others, especially your trainers.
- Withhold from interrupting the class
  - Be mindful of your anxiety (that's ok!) and questions
  - Put your questions in the CHAT on Zoom (which will be monitored)
  - Trust that the instructors will address all issues and questions at appropriate times
  - We know that some of the material is new for many and therefore, provocative; please hold your concerns, and address your trainers individually and during appropriate and designated times.

Participants will receive the Certificate of Completion in Basic EMDR upon completion of:

- The full 40 hours of classroom training
- The full 10 hours of Consultation
- Completion of Class Evaluation
- Completion of EMDRIA Learning Assessment
- Completion of EMDRIA survey

## **Receiving Your Certificate of Completion in EMDR Basic Training**

It is solely up to the trainers to decide if you receive EMDRIA Certificate of completion. We expect that you will! We expect participants to use proper classroom decorum and behavior. We understand that when learning about trauma, some participants may re-experience some of their own, and may show signs of struggle. We will address any such struggles with those individuals. However, if participants are unable to settle, and interfere with the teaching of the training and do not respond appropriately to discussions, we will issue a verbal and written warning. Should disruptive behaviors continue to impede the learning environment at that point, we may ask the participant to leave the training. In these rare instances we will document that the participant did not demonstrate the behavior necessary to receive the EMDRIA endorsement of Completion of EMDR Basic Training.

If that happens, the situation will be documented, and we will be in contact with the AACC. No refunds will be given.

## **Continuing Education**

- Participants must purchase CE credits before the start of the training for an additional \$149 charge.
- Participants must attend each live section to receive CE credits. CE refunds will not be issued for any missed live sessions once the training has started.
- Participants must complete a CE evaluation at the conclusion of the training to receive CE credit. You will receive an email from Mercy Connors with further instructions 3-5 days after the training is finished.

The American Association of Christian Counselors, provider #1400, is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE

providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. AACC maintains responsibility for this course. ACE provider approval period: 9/6/2020-9/6/2023.

### **Class Hours**

All trainings hours are in Eastern Standard Time (EST):

- Day 1: 9am - 5:30pm
- Day 2: 9am - 5:30pm
- Day 3: 9am - 4:30pm
- Each day there will be two 15-minute breaks and one hour for lunch

### **Technology Requirements**

Our training and consultations will be held on Zoom.

Even though a Zoom account isn't required to attend a meeting, we encourage you to download zoom onto your preferred device, before our training starts. **It is free.**

1. To download Zoom, please go to: <https://zoom.us/download>
2. Before the training, please customize your Name as it appears on your Zoom account, so that you are using your full, first and last name. This will help us to properly identify you. For help with this, please go to: <https://support.zoom.us/hc/en-us/articles/201363203>

Before the first day of class, you will receive an email from the AACC or from Partners in EMDR Training, PLLC. This email will provide you with a link so that you can join the class. We will provide you with all of the information you need to access the class.

When you first join the meeting, you will be placed in a Waiting Room. Please allow yourself some time before the designated start time to join the Waiting Room. We will open up the session at the designated start time. Zoom allows us, as Administrators, to automatically track your hours of participation during each training session. We will provide sign-up instructions and other technical admin instructions once we start our class.

To become familiar with Zoom as a participant, please go to:  
<https://support.zoom.us/hc/en-us/articles/200941109-What-Are-the-Attendee-Controls->

**Thinkific is the learning management platform we are using. Prior to class, sign in, and make sure you are able to use it.**

We will be providing you with further instructions on gaining access to this Platform. You will receive links for accessing the class documents.

**In addition, make sure you have a google account, and can access google docs. We may be sending you information as google docs.**

## **CONFIDENTIALITY AGREEMENT**

All personal information regarding trainees, will be kept confidential. It is important that confidentiality is honored and maintained to support an open and safe learning environment.

### **Cost: \$1600.00 / \$1750.00**

This covers the full training for all 6 days of training, which is divided into two weekends. This also includes the 10 hours of required consultation which will be completed before receiving your Certificate of Completion for EMDR Basic Training, and which will be provided by EMDRIA Approved Trainers.

## **Format of the Class**

The 40 hours of classroom training consists of 20 hours of didactic training, and 20 hours of practicum training. During the practicum sessions, you will be in breakout rooms with small groups and the Trainers will frequently join your group to observe your progress and help out. We will provide you with as much personal attention as we can.

## **Consultation Hours**

Trainees are required to complete 10 consultation hours. At the end of the first weekend, you will be provided with a sign-up sheet, and we will schedule some of the consultation hours. The consultation sessions will be delivered via zoom sessions and will be in smaller groups. This will give you an opportunity to talk with us about how you are beginning to use EMDR Therapy with your clients. After the second weekend, we will schedule the remainder of the consultation hours.

## **Completion Timeframe**

Participants who begin the EMDR training *must complete the entire training within 12 months from their initial start date. This includes all consultation hours.*

## **Cancellation and Refund Policy**

- To receive a full refund of the registration fee or transfer to a later class, participants must cancel their registration no later than 30 days (09/06/2022) before the first day of the training. In certain circumstances (determined by AACC staff), cancellations or transfer requests to a later class may be issued after the 30 day (09/06/2022) window for medical emergencies defined as serious illness, injury or death to you or an immediate family member. Once the training has started, no refunds or transfers will be approved.

## **Record-Keeping**

- Records of all who participated will be kept and filed with EMDRIA.

## **Eligibility Requirements for Basic EMDR Training**

- **Licensed Mental Health Professionals**
  - Qualifying Medical Doctors must be licensed to practice in their state or province.
  - Qualifying Advanced Practice Registered Nurses must have a Master of Science in Nursing (or higher) with a specialization in psychiatric mental health nursing and must be licensed to practice through their state board or province.
  - Qualifying Mental Health Clinicians must have a Master's Degree in the mental health field (Counseling, Marriage Family Therapy, Psychology, Psychotherapy, Psychiatry, Social Work) or related mental health discipline and be licensed to practice through their state board or province.
- **Pre-Licensed Mental Health Professionals**
  - These are clinicians who are actively pursuing a mental health license through their state board (or province) while working under a licensed supervisor. Some of these license types may include: associate, intern, limited, provisional, temporary and pre-license.
  - Qualifying Pre-Licensed Mental Health Clinicians must have a Master's Degree in the mental health field (Counseling, Marriage Family Therapy, Psychology, Psychotherapy, Psychiatry, Social Work) or related mental health discipline and must be actively pursuing a full license through their state board (or province) while working under a licensed supervisor.

- **Graduate Students**

- Qualifying graduate students must be enrolled in a Master's or Doctoral program in the mental health field (Counseling, Marriage Family Therapy, Psychology, Psychotherapy, Psychiatry, Psychiatric Nursing, Social Work) or related mental health discipline. Students must have completed their core graduate academic coursework and must be in the practicum/internship portion of their graduate program. *First year graduate students are not eligible.* Graduate students must be on a licensing track and working under the supervision of a fully licensed mental health clinician.
- Graduate students who would like to take an EMDR Training will need to submit certain documentation (graduate transcript, practicum or internship details, and a letter from their supervisor which includes the supervisor's license information and number) in order to verify their eligibility. *Students do not need to provide EMDRIA with any documentation unless specifically asked to do so by EMDRIA staff.* Any documentation that needs to be submitted would go directly to the training provider either prior to or during the training registration process.

## **Faith Integration**

By signing this agreement, you acknowledge that while this EMDR Basic Training is being offered in an openly Christian environment, it is a clinically-based, not a biblically-based class. The protocols and techniques that are being taught are sanctioned by the EMDR International Association (<https://www.emdria.org/>) and endorsement for this class will be given by the EMDRIA Trainers who are working with the AACC upon successful completion of all class requirements.

## **Equal Opportunity**

We are committed to creating a supportive, safe environment for all participants. Please come to us with any concerns of discriminatory behavior or bias.

## **Special Needs**

The training facility is in compliance with the Americans with Disabilities Act. If you are disabled or have special needs you must inform Partners in EMDR, Inc. at the time you submit your application so that we can review and discuss any needs for accommodations.

## **Grievance Process**

Please let us know of any grievances that may arise in our training so that we can rectify.

Although trainees are encouraged to discuss any concerns with Kathleen Fitzgerald and Elizabeth Weinholt, they may file a complaint against us with the organization below should they have any unresolved grievances. We abide by the ACA Code of Ethics (<http://www.counseling.org/Resources/aca-code-of-ethics.pdf>).

## **North Carolina Board of Licensed Clinical Mental Health Counselors**

P.O. Box 77819

Greensboro, NC 27417

Phone: 844-622-3572 or 336-217-6007

Fax: 336-217-9450

**E-mail: [Complaints@ncblcmhc.org](mailto:Complaints@ncblcmhc.org)**

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**I agree to the terms and conditions stated in the EMDR Basic Training Participant Agreement.**

**Participant**

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

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