

PROGRAM APPLICATION – OVERVIEW & INSTRUCTIONS

EMDRIA Credit (EC) Providers must submit a Program Application for each program held, even if the program has been previously approved for EMDRIA Credits. **EC Provider approval does not guarantee approval for any specific program. For a program to be considered for EMDRIA Credits, a Program Application and the required documentation must be submitted at least 30 days prior to the event being held – no exceptions.**

Who May Apply

Only active EC Providers may submit Program Applications.

Application Review Process

Program applications are initially reviewed and verified by EMDRIA Staff. If an application is incomplete or any of the required documentation is missing, applicants will be notified about what is needed to proceed with the review process. Once staff verifies that the required materials have been submitted, Program Applications are forwarded to clinical staff where they are reviewed for adherence to current EMDRIA requirements and standards. New program content can take up to 45 days to review. If revisions or changes are requested, please allow an additional 14 days for staff to review the new information. All applications will receive a written response regarding their final status.

Applications for a Conference/Event which includes anywhere from 4-10 different programs should allow 90 days for the review process. If the Conference/Event includes more than 10 different programs, please allow 120 days for the review process. **See “Conference/Event Submissions” for guidance.**

Submitting a Program Application

The completed Program Application and required documentation should be emailed to EC@emdria.org. Once received, the \$75 invoice will be emailed to the EC Provider to initiate the review process. **The application form and required documentation must be submitted at least 30 days prior to the scheduled event date – no exceptions will be permitted.**

EC PROVIDER INFORMATION

In this section, applicants should list their official EMDRIA Credit Provider name and number. The contact person provided in this section will serve as the main point of contact for questions related to the program content or requests for clarification.

PROGRAM INFORMATION

Program Title – The official name or title of workshop.

Program Description – A short (50 words or less) description of the program content. The description provided in this section will be posted on the EMDRIA web site Calendar of Events, if/when the program is approved.

Number of EMDRIA Credits Requested – The EMDRIA Credit hours requested must directly relate to the actual hours of instruction and be consistent with the timeline submitted for the program. EMDRIA Credits will not be offered for programs less than one (1) hour in length. For programs longer than one (1) hour, **all breaks over 15 minutes must be subtracted** when calculating the total instructional hours. EMDRIA Credits are only granted in whole or half-hour units.

Program Date & Address – The scheduled date (month/day/year) & address (physical or virtual location) where the program will be held.

DELIVERY FORMAT

The program content (for live events) must be delivered in real-time and allow participants to interact and communicate directly with the presenter(s). Real-time, interactive programs are either delivered in person or by electronic devices that support this type of communication.

EMDR TRAINING LEVEL

Although the content of some programs may be appropriate for clinicians with no prior EMDR training or those who are partially trained in EMDR, completion of an EMDRIA-Approved Basic EMDR Training is considered the fundamental knowledge base required in order to understand and apply the EMDR protocol. Only those who have completed an EMDRIA-Approved Basic EMDR Training are eligible to receive EMDRIA Credits.

Be sure to indicate the level of EMDR training and knowledge attendees need in order to attend. This information should be clearly stated on promotional advertisements and registration materials.

No EMDR Training Required

These programs are open to all clinicians including those with no prior EMDR training. It should be clearly stated in promotional advertisements, registration materials and during the event that this workshop is not an EMDR basic training. Attendees should be advised that if they have no prior EMDR training that it is recommended they complete the full EMDR basic training and have experience in using EMDR with this client population before using this material. Eligibility for EMDRIA Credits is restricted to those who have completed an EMDRIA-Approved Basic EMDR Training. Attendees with no prior EMDR training are not eligible to receive EMDRIA Credits.

Partial EMDR Training Required

These programs are open to clinicians who are at least partially trained in EMDR (have completed part of an EMDRIA Approved Basic EMDR Training). It should be clearly stated in promotional advertisements, registration materials and during the event that this workshop is not an EMDR basic training. Attendees should be advised that it is recommended they complete the full EMDR basic training and have experience in using EMDR with this client population before using this material. Eligibility for EMDRIA Credits is restricted to those who have completed an EMDRIA-Approved Basic EMDR Training. Attendees who are only partially trained in EMDR are not eligible to receive EMDRIA Credits.

Full EMDR Training Required

These programs are only open to clinicians who are fully trained in EMDR (have completed an EMDRIA Approved Basic EMDR Training). It should be clearly stated in promotional advertisements and registration materials that participants must be fully trained in EMDR in order to attend. Eligibility for EMDRIA Credits is restricted to those who have completed an EMDRIA-Approved Basic EMDR Training.

PRIOR EMDRIA CREDIT APPROVAL

Once staff reviews and approves a program for EMDRIA Credits, it does not have to be re-reviewed by staff for a 5-year period (five years from the original program approval date) unless the content changes. Applications received for programs that have been previously approved will be reviewed and verified by EMDRIA staff.

If you do not know the original approval date for the program, send the Program Title, Presenter's Name, and Number of EMDRIA Credits awarded (if known) to EC@emdria.org along with a request for the original program approval date.

If program content has been reviewed and approved by EMDRIA within the past five years, please check 'Yes' and provide the original program approval date. If the program content is the same and no changes have been made, providers should submit the program application form, fee, timeline & promotional materials.

If the program content is changed in a way that affects the core material or learning objectives, providers must submit all the required documentation for review.

EMDRIA reserves the right to request any other information necessary for programs seeking EMDRIA Credit approval, including the completion of a new program application in the event of substantial changes in requirements or standards.

PRIMARY PRESENTER

In this section, please include the name and contact information for the primary presenter. For programs with more than one presenter, one individual must be identified as the primary presenter. The primary presenter is responsible for the overall program material and ensuring that the stated learning objectives are achieved.

CO-PRESENTER (if applicable)

In this section, please include the name and contact information for the co-presenter (if applicable).

CONTACT PERSON HANDLING PROGRAM REGISTRATION

Please include the name and contact information for the person who is handling the program registration. The contact person's name, phone number and email address that is provided in this section will be posted on the EMDRIA web site Calendar of Events, if/when the program is approved.

EMDRIA DEFINITION OF EMDR

EMDRIA members are informed about and provided with programs, which may not fit the EMDRIA Definition of EMDR, but show promise in enhancing clinical skills and extending the application of EMDR-based theory or methodology.

In this section, please indicate whether the program content is consistent with or deviates from the current EMDRIA Definition of EMDR. If the program deviates from the EMDRIA Definition of EMDR, documentation supporting the effectiveness of this method must be included. **See “Documenting Deviations” for guidance.**

AGREEMENTS

In this section, the applicant acknowledges that they assume full responsibility for any liability that may be incurred as a consequence of this program, including any oral or written material in the content of the presentation.

The applicant also acknowledges that in accordance with HIPAA standards, appropriate ‘Release of Confidential Information’ forms have been obtained for all client material that will be used or recorded as part of this program. The responsibility for protecting client confidentiality and compliance with HIPAA regulations rests with the presenter and/or provider.

The applicant acknowledges that all work submitted is their own original work and any sources used have been properly acknowledged and cited.

REQUIRED DOCUMENTATION

EMDRIA Credit Providers must submit the following required documentation along with the completed Program Application and non-refundable application fee: Abstract, Learning Objectives, Content & Timeline, Handout Materials, Curriculum Vitae for Presenter(s), Research List and/or Bibliography, Evaluation Form, Promotional Materials, and Documentation Supporting Deviation (if applicable).

Participants must also be provided with access to the EMDRIA Definition of EMDR. This can be done with a handout, slides, or access to the EMDRIA website. **See “Program Guidelines & Requirements” for guidance.**

AUTHORIZATION

In this section, the provider verifies that all the information provided is accurate and agrees to adhere to EMDRIA requirements by signing and dating the form.

APPLICATION FEE

EC Providers must submit the non-refundable \$75 fee along with the Program Application. The application fee must be submitted to begin the review process. Conference style events which include multiple programs will be charged a non-refundable application fee, not to exceed \$1000.

Visa, MasterCard and Discover Credit Card payments are accepted.