



CREATING GLOBAL HEALING, HEALTH & HOPE

EMDR International Association
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EC Distance Learning Program Application for Self-Paced Content

Distance Learning Programs are self-paced, non-interactive courses that include an assessment component that demonstrates participants completed the program. The program content must be pre-recorded (audiovisual recording, on-demand or text-based learning) for the intended audience.

The Distance Learning (DL) Program Application and required documentation should be emailed to EC@emdria.org. Please allow at least 45 days for review. **If the boxes below outlined in red are not completed, the application will be rejected.**

EC PROVIDER INFORMATION

EC Provider Name: _____

EC Provider #: _____ **Phone:** _____

Contact Person (for questions regarding program content): _____

Contact's Email: _____ **Contact's Phone:** _____

DL PROGRAM INFORMATION

Program Title: _____

Number of EMDRIA Credits Requested: _____

PRIMARY PRESENTER/AUTHOR

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

City: _____ **State:** _____ **Zip:** _____

CO-PRESENTER/AUTHOR

Name: _____

Email: _____ **Phone:** _____

CONTACT FOR PROGRAM REGISTRATION

Contact Name: _____ **Phone:** _____

Email: _____

Website or Registration URL: _____

EMDRIA DEFINITION OF EMDR

- The content of this program is consistent with the [EMDRIA Definition of EMDR](#).
- This content of this program deviates from the EMDRIA Definition of EMDR. *The required documentation supporting the effectiveness of this method is included with this application.*

RESPONSIBILITY FOR PROGRAM CONTENT

- The provider and/or presenter assumes full responsibility for any liability that may be incurred as a consequence of this self-paced program, including any oral or written material in the content of the presentation. 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 self-paced program. The responsibility for protecting client confidentiality and compliance with HIPAA regulations rests with the presenter and/or provider.

CONTENT RESTRICTION

- The program content does not present or include information promoting Sexual Orientation Change Efforts as a therapeutic method. The presenter has read this statement and agrees to uphold/comply with the [EMDRIA Policy on Sexual Orientation Change Efforts](#).

REQUIRED DOCUMENTATION

Please submit the following documentation: (See [Program Guidelines & Requirements](#) for guidance)

- Completed DL Program Application with fee
- Abstract
- Learning Objectives
- Access to Course Content
- Presenter/Author's CV
- Post-Test & Answer Key
- Evaluation Form
- Promotional Materials
- Documentation Supporting Deviation (if applicable)

DISTANCE LEARNING QUESTIONS

Distance Learning Programs are self-paced, non-interactive courses that include an assessment component that demonstrates participants completed the program. The program content must be pre-recorded (audiovisual recording, on-demand or text-based learning) for the intended audience. Please answer each question below as thoroughly as possible.

1. **Explain the learning format & tell us how the content will be delivered to participants.** (e.g. *This is an online self-paced webinar that participants can start & stop on their own. Participants will be able to purchase the course and then download the content online at www.mywebsite.com*)

2. **Please provide access to the course content for the EMDRIA Credit review process.** (e.g. *Website URL where self-paced content can be viewed or downloaded.*)

3. **Please explain the method used to calculate the number of EMDRIA Credits being requested for this course.** (e.g. *This self-paced online course is 90 minutes long so I'm requesting 1.5 EMDRIA Credits for this course.*)
Note: EMDRIA Credit will not be considered or awarded for time spent re-reviewing content, completing tests or evaluations. Text based learning content will not be considered for or awarded more than 12 EMDRIA Credits.

4. **Please provide access to the post-test & answer key for this course.** (e.g. *Include a copy of the test questions and answers or provide access to the online course test and answers.*)
Note: Participants are required to complete and pass a test for self-paced distance learning programs. Tests cannot not be entirely composed of True/False style questions. Multiple choice questions should be included. Tests must include at least 4 questions per instructional hour of content and there should be a minimum passing grade required for participants to receive EMDRIA Credit.

AUTHORIZATION AGREEMENT

I certify that these statements and the enclosed documents are true, and I understand that any false statements may result in revocation of the self-paced program and my EC Provider approval. I agree to maintain full responsibility for the program. I understand that I will be required to maintain follow-up materials (participant records & evaluation summaries) for this self-paced program. I agree to have a system in place to confirm the participation & identity of each participant. I agree to adhere to EMDRIA Policies, EC Provider & Program guidelines and requirements and I also understand this self-paced distance learning program may be subjected to an administrative audit.

EMDRIA Credit Provider Name

Date

APPLICATION FEE

Please enclose the non-refundable \$125 DL Program Application Fee. Checks and Money Orders should be made payable to EMDRIA. The application fee must be submitted in order to begin the program review process.

Check/Money Order

Visa, MasterCard or Discover

Credit Card Number: _____ 3-digit CVV: _____

Expiration: _____ Name as it appears on card: _____

Signature: _____

Note: Completion of this application form does not constitute automatic EMDRIA Credit approval. If granted, approval will be effective for the dates listed in the DL Program Approval letter.