

# PROGRAM GUIDELINES & REQUIREMENTS

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EMDRIA requires that programs be pertinent to the theory, practice, and methodology of EMDR and enable mental health professionals to provide better care to clients. Program content should be tied into EMDR in some way and should give detail of how the content works with EMDR in order to receive EMDRIA Credits. The Standards & Training Committee reviews program applications to ensure that the content meets current EMDRIA requirements/standards and has nothing to base their judgment on other than the program application materials submitted. Materials should clearly demonstrate how the program meets EMDRIA requirements and standards.

## 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. The level of EMDR training and knowledge attendees need in order to attend 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.

## 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. If the program deviates from the EMDRIA Definition of EMDR, documentation supporting the effectiveness of this method must be submitted. **See Documenting Deviations for guidance.**

## AGREEMENT

The provider and/or primary presenter assumes full responsibility for any liability that may be incurred as a consequence of the program, including any oral or written material in the content of the program. Appropriate “Release of Confidential Information” forms in accordance with HIPAA standards should be obtained for all client material that will be used or recorded as part of the program. The responsibility for protecting client confidentiality and compliance with HIPAA regulations rests with the presenter and/or provider.

**Please Note:** EMDRIA does not bear any responsibility for copyright infringement or violation of HIPAA regulations. During the review process, the Standards & Training Committee will assume that the provider and/or presenter has complied with all copyright laws and HIPAA regulations.

## REQUIRED DOCUMENTATION

In order for a program to be considered for EMDRIA Credits, providers must submit the following documentation in order to proceed with the review process.

- **Completed Program Application** – Providers must complete and submit the program application form and appropriate fee. **See [Program Application Overview & Instructions](#) for guidance.**
- **Abstract** – A detailed description of the program content. The abstract should accurately reflect the information that will be presented during the program.
- **Learning Objectives** – Skills or knowledge the presenter expects participants to learn. Objectives should be written in measurable terms. **See [Documenting Learning Objectives](#) for guidance.**
- **Content & Timeline** – Outline of program content that clarifies how the learning objectives will be met and the amount of time that will be spent on these areas. Information should be broken down into either half-hour or hour long segments including any breaks and/or lunch, if applicable. **See [Documenting Content & Timeline](#) for guidance.**
- **Handout Materials** – Any materials that will be provided to participants. Handout materials that are not in their final form (incomplete, under revision, or rough drafts) will be accepted for the review process. If handout materials are not available, sufficient documentation of the program content demonstrating how each of the learning objectives will be met should be submitted. The Standards & Training Committee may request additional information if the handouts and/or documentation are inadequate for the review process.
- **Access to EMDRIA Definition** – Participants must be provided with access to the [EMDRIA Definition of EMDR](#). This can be done with a handout, slide or access to the EMDRIA website.
- **Curriculum Vitae for Presenters** – Document listing educational background, training, license, clinical experience, workshops attended/presented, research conducted, articles/papers/books written which supports competence in the subject matter being presented. EMDR basic training completion dates (as a minimum) should be listed on the presenter's curriculum vitae. If there is more than one presenter, a curriculum vita for each presenter must be included.
- **Evaluation Form** – A subjective evaluation of the program, presenter's knowledge of the material, and whether the stated learning objectives were achieved. If using the "Evaluation Form" template that EMDRIA provides, be sure to insert the program's learning objectives onto the evaluation form.
- **Promotional Materials** – Any flyer, brochure, email or website used to advertise the program. Promotional materials must include an ADA statement, EMDR Training Level, EMDRIA Credit status & Provider Responsibility statement. **See [Promotional Material Requirements](#) for guidance.**
- **Documentation Supporting Deviation** (if applicable) – 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.**

## SEXUAL ORIENTATION CHANGE EFFORTS CONTENT RESTRICTION

The program content cannot present or include information promoting Sexual Orientation Change Efforts as a therapeutic method. [See EMDRIA Policy on Sexual Orientation Change Efforts](#).

## CASE CONSULTATION VERSUS PRE-DETERMINED CASE CONSULTATION

Pre-determine case consultation discussions cannot be used towards the 20 hours of consultation required for EMDRIA Certification. Only pre-determined case discussions that are part of a program will be considered for EMDRIA Credits. In order for pre-determined case consultation to be considered within a program, it must meet the following criteria:

- Cases must be part of the pre-determined program content
- Cases must clarify or highlight a teaching point
- Should include specific learning objectives for that portion of the timeline
- Not a period of responding to clinician's needs in regard to specific client cases

Programs offering extended discussion periods for participants' client cases will not be granted EMDRIA Credits for that portion of their program.