

# PROVIDER APPLICATION – OVERVIEW & INSTRUCTIONS

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The EMDRIA Credit (EC) Provider Application asks applicants to explain who will oversee and handle various administrative and organizational aspects of the different programs that are offered. The application provides an overview of what EMDRIA requires and also asks applicants to verify that they will adhere to EMDRIA policies, requirements and standards.

## Who May Apply

Both organizations and individuals may apply to become EC Providers. All applicants must be willing and able to adhere to EMDRIA requirements.

## Application Review Process

Provider applications are reviewed and verified by EMDRIA Staff. If an application is incomplete or missing information, the applicant will be notified about what is needed in order to proceed with the review process. All applications will receive a written response regarding their final status. **EC Provider approval does not guarantee approval for any specific program.** In order for a program to be considered for EMDRIA Credits, a Program Application and specific required documentation must be submitted. Program applications are forwarded to the Standards & Training Committee where they are reviewed for adherence to EMDRIA requirements and standards.

## Submitting a Provider Application

The completed EC Provider Application, Program Developer/Selector's CV and non-refundable \$200 application fee should be emailed to [EC@emdria.org](mailto:EC@emdria.org)

## Provider Types

Applicants can apply for status as a provider using one of the following types:

- Organization – Any group of two or more individuals that form for the purpose of conducting educational programs and performing administrative duties.
- Individual – A single person interested in conducting educational programs and performing administrative duties.

## PROVIDER INFORMATION

On the very first line, applicants should indicate how they would like their official 'Provider Name' to appear on all materials. The contact person and information provided in this section will be used as the main point of contact for all correspondence from EMDRIA.

## PROGRAM DEVELOPER/SELECTOR

In this section, please provide information on the person who will have the primary responsibility of developing or choosing programs. The Program Developer/Selector is responsible for ensuring that the programs offered adhere to EMDRIA requirements. If Providers do not develop their own programs, then they will be selecting instructors to present programs. If the Program Developer/Selector is not an EMDRIA Certified Therapist, the Provider must have the program independently reviewed by an EMDRIA Certified Therapist prior to submission of each program to ensure that programs meet the current EMDRIA requirements. Current program guidelines and requirements can be found on the EMDRIA website. Please be sure to submit the vita or resume for the person who will serve as your Program Developer/Selector.

## Program Development, Selection and Curriculum Content

Providers are expected to develop or select programs that comply with EMDRIA policy, and are responsible for all program applications submitted to EMDRIA for credit approval. Programs are expected to demonstrate a direct benefit to the client as a consumer and should address the needs of EMDR trained clinicians by offering opportunities

to improve or expand the knowledge and skills that directly relate to the professional practice of EMDR. Providers agree that program materials submitted will contribute to the clinical knowledge in the use of EMDR and will comply with current EMDRIA policies and requirements. Program materials will be reviewed by an EMDRIA Certified Therapist for adherence to current EMDRIA requirements prior to submitting program applications to EMDRIA.

### **Goals and Objectives**

Program goals and objectives should relate to continuing education for EMDR trained professionals. Programs should be designed to educate the participant and not to market or sell a particular service or product. Providers agree that program goals and objectives will relate to continuing education for EMDR trained professionals. The balance and objectivity of programs will be maintained, and will not predominately reflect the commercial view of the presenter, the provider, and/or anyone providing financial assistance.

### **Program Presenters/Instructors**

Presenters are expected to be competent in conveying information and knowledgeable in teaching certain subjects. Review of a presenter's prior teaching experience, evaluations, publications, and references are all means of assessing their qualifications. Presenters are expected to have sufficient expertise to provide instruction in areas that are within their training and scope of practice. It is recommended that lectures be supplemented with discussion, case review, role playing, video examples and/or small group exercises. Providers agree to select presenters who exhibit competence, expertise and knowledge of EMDR and related specialties.

## **PROGRAM ADMINISTRATOR**

In this section, please provide information on the person who will act as the Program Administrator. The Program Administrator is responsible for ensuring that the provider adheres to EMDRIA requirements as they relate to the various programs offered. The administrator actively monitors the program registration process and attendance, administers program evaluations and provides certificates for program completion as needed.

### **General Organization and Administration**

Providers are expected to comply with [EMDRIA's Code of Conduct](#), administrative requirements, and to maintain sufficient resources in order to develop and implement programs and maintain the required documentation.

### **General Monitoring**

Providers are expected to obtain feedback on programs regarding quality of instruction, knowledge and expertise of presenters, usefulness of program for participants, and fulfillment of educational objectives. This feedback should be used to improve program and instructional quality. Providers who develop and present their own programs should have some means of independent peer assessment. Providers may develop their own program evaluation, or they may use the evaluation form developed by EMDRIA. Providers agree to monitor and evaluate presenters and use this feedback to improve programs and instructional quality.

### **Ethical Complaints**

Providers should, and agree to, have a plan in place to investigate any variety of ethical complaints should the situation arise. Please refer to your own licensing agency or APA (<http://www.apa.org/ethics/>) for guidelines.

### **Equal Opportunity**

Providers agree to create a supportive environment regardless of an individual's sexual orientation, gender, race, culture or religion and to not engage in discriminatory behavior or bias. Issues of cultural diversity should be addressed within programs when possible.

### **Equal Access**

Program facilities must accommodate and be accessible according to the Americans with Disabilities Act (ADA). This includes access to restrooms, parking spaces, overnight rooms, and meeting rooms. Promotional materials must include a statement which explains how a person with a disability can request reasonable accommodations. Providers agree to comply with ADA standards and to make this information available on promotional materials.

## **PERSON RESPONSIBLE FOR PROGRAM RECORDS**

In this section, please provide information on the person who will be responsible for maintaining your program records. Providers are required to maintain attendance records for three (3) years for each program offered.

Acceptable documentation of participation includes attendance rosters, sign-in and sign-out sheets, and completed program evaluation forms.

### **Record Keeping**

EMDRIA may conduct audits of the administrative portions of programs, including record keeping, as well as audits of program content and presentation, to assure compliance. Providers agree to maintain appropriate program attendance records for 3 years for each program offered.

## **AUTHORIZATION**

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

## **APPLICATION FEE**

Applicants must submit the non-refundable \$200 fee along with the EC Provider Application in order to begin the review process. Visa, MasterCard and Discover Credit Card payments are accepted. Checks and Money Orders should be made payable to EMDRIA.