

# PROVIDER GUIDELINES & REQUIREMENTS

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EMDRIA Credit (EC) Providers oversee and handle all the administrative and organizational aspects of the different programs that they offer. Providers maintain responsibility for all their programs and agree to adhere to EMDRIA policies, requirements and standards.

## PROGRAM DEVELOPER/SELECTOR

The Program Developer/Selector is responsible for ensuring that the programs offered adhere to EMDRIA requirements. Providers may develop their own programs and/or select 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.

### Program Development, Selection and Curriculum Content

Providers are expected to develop or select programs that comply with EMDRIA policies, and are responsible for all program applications submitted to EMDRIA for credit approval. Programs are also expected to demonstrate a direct benefit to the client as a consumer. A central concern is that programs address the needs of EMDR trained clinicians and offer opportunities to improve or expand their knowledge and skills that directly relate to the professional practice of EMDR.

### Goals and Objectives

The goals and objectives of programs offered 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.

### Program Presenters/Instructors

Providers are expected to select presenters who are competent in conveying information and knowledgeable in teaching certain subjects. Review of presenters' 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.

## 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 participant attendance, administers program evaluations and provides attendees with a certificate of completion.

### General Organization and Administration

Well-administered programs are essential to maintaining high quality programs. Providers are expected to adhere to [EMDRIA Policies](#) and 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 template developed by EMDRIA. Providers also monitor and evaluate presenters, and use this feedback to improve programs and instructional quality.

### Ethical Complaints

Providers should have a plan in place to investigating 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 are expected 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**

Facilities where programs are held should accommodate and be accessible according to the Americans with Disabilities Act (ADA). Promotional materials should include an ADA statement and contact person.

### **Program Monitoring**

Providers are expected to actively monitor participant attendance, including the departure and return of participants during the lunch break. For programs that are 15 hours long or less, 100% physical attendance is required in order to receive EMDRIA Credits. Programs that are over 15 hours long and take place over 4 separate, non-contiguous days or longer, 80% physical attendance is required for EMDRIA Credit. Partial EMDRIA Credit (which means anything less than the number of EMDRIA Credits the program is approved for) cannot be granted to participants.

### **Certificates of Completion**

Certificates of completion should include the EMDRIA program approval number. This allows EMDRIA, as well as the attendee, to easily identify the program as "approved." The name of the participant, program title and date should also be listed on the certificate. Eligibility for EMDRIA Credits is restricted to those who have completed an EMDRIA-Approved Basic EMDR Training. **See "Certificate of Completion" template for example.**

If Providers are issuing one single certificate of completion to participants and have other continuing education information listed on the certificate, those providers are encouraged to use the following wording:

**EMDRIA:** (Provider Name Here) is an EC Provider (#00000) and this program (#00000-00) is approved for \_\_\_ EMDRIA Credits. Eligibility for EMDRIA Credits is restricted to those who have completed an EMDRIA-Approved Basic EMDR Training.

### **Program Cancellations**

If a program is cancelled or changed to another date, providers should contact EMDRIA [EC@emdria.org](mailto:EC@emdria.org) and send the program title, approval number and any other relevant information about the event.

## **PERSON RESPONSIBLE FOR PROGRAM RECORDS**

Providers are required to maintain attendance records for five (5) years for each program offered. Acceptable documentation of participation includes attendee roster or participant sign in/out sheets, and completed program evaluation forms. Any inquiry that EMDRIA receives from a participant regarding their attendance, evaluation or certificate of completion will be referred to the provider.

### **Record Keeping**

Provider records containing program attendance, evaluations and EMDRIA Credit verification must be maintained for five (5) years for each program offered. 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.

## **ADMINISTRATIVE HOLD**

Providers who fail to adhere to EMDRIA policies regarding the administrative and/or organizational functions for their programs, may be placed on "Administrative Hold." The hold status will remain in effect until the provider verifies that necessary changes have been made.

During the Administrative Hold period, providers are not allowed to submit any program applications. Providers on Administrative Hold may not be allowed to complete the provider renewal process and may be required to submit a new EC Provider Application.

The types of issues that can cause a provider to be placed on Administrative Hold typically involve the Program Application or Program Records. If corrective action is not taken to resolve the issue, provider status may be revoked.

## **REVOCAION OF EC PROVIDER STATUS**

EMDRIA may revoke an EC Provider's status if the provider continues to offer programs that do not meet EMDRIA requirements. Providers who are notified about their failure to meet EMDRIA requirements have 20 days to correct the issue or their Provider status will be revoked.

If a Provider's status is revoked, the revocation of approval will extend to any program that has not yet begun. The Provider is responsible for notifying participants in advance that the program is no longer approved for EMDRIA Credit. Participants will be able to receive EMDRIA Credit for any programs that began prior to the notice of revocation.

## **PROVIDER RENEWALS**

EC Provider status is granted for a 2 year period. Approximately 30 days prior to the renewal due date, Providers will receive a renewal notice and will be asked to confirm their contact information. The Provider renewal process includes:

1. Providing updated contact information (if applicable)
2. \$200 non-refundable renewal application fee

Providers who do not maintain their status by the renewal due date will expire.