

Navigating Termination of the EMDR Consultation Process

Overview of Termination

This handout offers guiding reflections and questions to support a meaningful and intentional closure of the consultation process. When consultees complete the required consultation hours for credentialing or reach the learning goals established during consultation, it creates an important opportunity for reflection. Thoughtful attention to this stage allows both consultants and consultees to acknowledge the work accomplished, consolidate key learning and consider the next steps for continued professional development.

Foundation: The Consultation Agreement

Successful termination begins at the outset of the relationship by establishing clear expectations in the written agreement.

- **Explicit Terms:** The written agreement should include a section outlining the conditions under which consultation services may conclude. Clearly identifying these terms helps establish transparency and shared expectations between the consultant and consultee.
- **Referral Processes:** Consultation agreements should describe procedures for referral to another consultant if the consultee's needs extend beyond the consultant's scope of expertise or if the consultation relationship is no longer productive.
- **Referral Considerations:** Consultation agreements should describe procedures for supporting the consultee in seeking additional or alternative consultation when the consultee's needs extend beyond the consultant's scope of expertise or when the consultation relationship is no longer meeting the consultee's professional needs.
- **Pre-defined Outcomes:** Consultation agreements should clarify the types of evidence required for final evaluation and recommendation (e.g., video recordings, transcripts and case presentations).

The Role of the Evaluator

As the relationship concludes, the consultant shifts into a summative evaluative phase, providing an objective assessment of the consultee's use of EMDR therapy.

- **Observable Competencies:** Recommendations for credentials must be based on behavioral evidence rather than subjective impressions.
 - "When we, as consultants, make recommendations for credentials, we need to anchor those recommendations in observable competencies. In other words, look for concrete examples of how you are applying the EMDR phases and the three prongs (past, present, future), how you make clinical decisions and how you respond during reprocessing and during the clinical process in general. I will provide you with feedback and guide you toward resources to enhance your practice."
 - "Looking at observable competencies is helpful for your learning. Instead of thinking about whether you are 'good' or 'not good' at EMDR, we are focusing on specific skills, knowledge and attitudes that need development and identify areas that may need more practice."
- **Standardized Evaluation Forms:** Consultants are required to utilize a standardized evaluation form to replace traditional narrative letters, ensuring greater transparency and consistency in the credentialing process.
 - "As part of the credentialing process, consultants now use a structured evaluation form rather than writing traditional narrative letters. The form helps ensure that recommendations are based on the same criteria for everyone."
 - "The form can also be helpful for your development because it highlights the specific areas of competence that are important for credentialing. It gives us a shared structure for discussing your progress."
 - "We can review the evaluation form together, so you understand the areas that consultants consider when making credentialing recommendations."

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- “Using a standardized form helps ensure that everyone who goes through consultation is evaluated using the same expectations and standards.”
- **Withholding Recommendations:** If a consultee does not meet the necessary standards, the consultant is responsible for providing a written rationale and documenting the specific areas where proficiency was not demonstrated.
 - “Not receiving a recommendation at this stage does not mean that you cannot develop these competencies. It simply means that there are specific areas that would benefit from further practice and consultation.”
 - “If I determine that a recommendation cannot be made at this time, I will provide you with a written explanation describing the areas where proficiency has not yet been demonstrated. The purpose of that document is to provide clarity and guidance for your continued development.”
 - “If we reach a point where I cannot yet recommend you, we will identify the specific skills that need further development and discuss a plan for strengthening those areas.”
 - “Some consultee might need additional consultation before receiving a recommendation. The goal of the process is to support competence and confidence in using the model.”
 - “If a recommendation cannot be made at this time, the written feedback will outline the areas that would benefit from further practice so that you have clear guidance moving forward.”

Managing Difficult or Unplanned Terminations

When a consultee struggles with the EMDR therapy framework and/or resists feedback, the consultant must address it. You can find additional support in the document about [*Navigating Difficult Conversations in EMDR Consultation*](#), also part of the Consultant Toolkit.

- **Early Communication:** Concerns regarding a consultee’s application of EMDR therapy or ethical practice should be communicated as early as possible. Early

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discussion allows opportunities for corrective guidance and professional development before consultation hours conclude.

- **Remediation Plans:** If a credentialing recommendation cannot be made, consultants should offer clear developmental guidance outlining steps the consultee may take to strengthen competencies and continue progressing toward credentialing.
- **Addressing the Consultation Relationship:** When difficulties arise within the consultation relationship, consultants should reflect on potential dynamics such as transference and countertransference. This reflective stance helps ensure that personal reactions do not interfere with the consultee's learning and professional development.

Framework for Completion

The end of the consultation process provides an opportunity for intentional reflection and professional closure. Consistent with EMDR's three-pronged framework, consultants and consultees may consider the consultation process through the lenses of past development, present practice and future professional growth.

- **Reflection on Past Development:** Consultants and consultees may review the work accomplished throughout the consultation process. This reflection may include consideration of cases presented, skills developed, increased familiarity with the EMDR standard protocol and procedures and the consultee's growing clinical confidence in applying EMDR therapy.
- **Assessment of Present Skills, Knowledge, and Attitudes:** Termination of consultation hours for credentialing offers an opportunity to acknowledge the consultee's current situation. The consultant and consultee can utilize the evaluation framework to recognize progress, strengths and areas of growth.
- **Planning for Future Professional Growth:** Consultants and consultees may also identify areas for continued learning and professional development. This may include participation in advanced trainings, peer consultation groups, ongoing mentorship or other opportunities for engagement within the EMDR professional community and with other trauma focused organizations and resources. Consultants may also communicate openness to future

consultation should the consultee seek additional guidance as their clinical practice evolves.

Final Administrative Steps

- **Record Retention:** Consultants are expected to retain documentation related to consultation hours and evaluations for five years following the conclusion of the consultation process. This documentation includes hours of consultation, type of consultation, topics discussed and general feedback provided.
- **Credentialing Documentation:** The final step includes submission of the completed CIT Verification, Evaluation, and Recommendation (VER) form to EMDRIA™ to verify consultation hours and provide the credentialing recommendation.