

## Consultant and Consultee Responsibilities – Foundational Consultation (EMDR Basic Training)

The chart below describes the consultant and consultee responsibilities before, during and after EMDR basic training consultation.

| Consultation Phase                | Consultant Responsibilities                                                                                                                                                                                                                          | Consultee Responsibilities                                                                                                                                                                                                                                            |
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| <b>Before Consultation Begins</b> | <ul style="list-style-type: none"> <li>Confirm agreement with the EMDRIA Approved Trainer™ to provide consultation hours.</li> <li>Verify the trainer's requirements around procedures, forms and documentation for tracking hours.</li> </ul>       | <ul style="list-style-type: none"> <li>Ensure the consultant is approved by the EMDRIA Approved Trainer™ to provide consultation for their training.</li> <li>Review consultation expectations, procedures and documentation process.</li> </ul>                      |
| <b>During Consultation</b>        | <ul style="list-style-type: none"> <li>Identify areas needing additional development and adjust focus as needed.</li> <li>Provide clear, direct feedback on the progress of stated goals.</li> </ul>                                                 | <ul style="list-style-type: none"> <li>Seek clarification about expectations for competency and completion.</li> <li>Provide behavioral samples for feedback.</li> <li>Reflect on feedback and discuss progress of stated goals.</li> </ul>                           |
| <b>After Consultation Ends</b>    | <ul style="list-style-type: none"> <li>Follow EMDRIA Approved Trainer's™ procedures to document and sign off on consultation hours.</li> <li>Provide information about EMDRIA™ credential pathways and ongoing development opportunities.</li> </ul> | <ul style="list-style-type: none"> <li>Submit all required documentation for completed consultation hours to the EMDRIA Approved Trainer™.</li> <li>Seek ongoing professional growth through workshops, reading and engagement with current EMDR research.</li> </ul> |

## Consultant and Consultee Responsibilities – Certification Consultation

The chart below describes the consultant and consultee responsibilities before, during and after certification consultation.

| Consultation Phase                | Consultant Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Consultee Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Before Consultation Begins</b> | <ul style="list-style-type: none"> <li>• Confirm that the consultee can provide you with a copy of their EMDRIA™ Approved EMDR Basic Training final completion certificate.</li> <li>• Review EMDRIA's™ certification requirements.</li> <li>• Confirm that the hours are for the certification consultation requirement.</li> <li>• Establish consultation goals, structure, documentation procedures and expectations for case presentation and feedback in a written agreement/contract.</li> <li>• Clarify ethical guidelines, boundaries and confidentiality in the consultation process.</li> </ul> | <ul style="list-style-type: none"> <li>• Confirm that the consultant is a current EMDRIA Approved Consultant™ or EMDRIA Approved Consultant in Training™.</li> <li>• Review EMDRIA's™ certification requirements.</li> <li>• Identify personal learning goals for the consultation process.</li> <li>• Provide copy of your EMDRIA™ Approved EMDR Basic Training final completion certificate to your consultant.</li> <li>• Commit to active participation, including case presentations, reflection on clinical application and focus and deliberate practice to work toward learning goals.</li> </ul> |
| <b>During Consultation</b>        | <ul style="list-style-type: none"> <li>• Identify areas needing additional development and adjust focus as needed.</li> <li>• Provide clear, direct feedback on the progress of stated goals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Seek clarification about expectations for competency and completion.</li> <li>• Provide behavioral samples for feedback.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Consultant and Consultee Responsibilities – Certification Consultation

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|                                |                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Reflect on feedback and discuss progress of stated goals.</li> </ul>                                                                                                                                                                                                                                                  |
| <b>After Consultation Ends</b> | <ul style="list-style-type: none"> <li>• Follow the process to verify the number of hours and provide recommendation for certification (if applicable).</li> <li>• Offer formative and summative feedback on professional strengths and areas for continued growth.</li> </ul> | <ul style="list-style-type: none"> <li>• Follow the process to submit documentation of the hours for the EMDRIA Certified Therapist™ application.</li> <li>• Continue ongoing learning through advanced workshops, peer consultation and engagement with the EMDRIA™ community.</li> <li>• Integrate feedback into ongoing EMDR clinical practices.</li> </ul> |

## Consultant and Consulee Responsibilities – Consultant in Training Consultation

The chart below describes the consultant and consulee responsibilities before, during and after consultant in training consultation.

| Consultation Phase                | Consultant Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                              | Consulee (CIT) Responsibilities                                                                                                                                                                                                                                                                               |
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| <b>Before Consultation Begins</b> | <ul style="list-style-type: none"> <li>Establish a clear consultation plan outlining goals, structure, documentation procedures and evaluation criteria.</li> <li>Clarify expectations, role boundaries and establish an agreement/contract for consultation of consultation.</li> <li>Confirm that the CIT meets EMDRIA™ prerequisites to begin the consultant in training process (e.g., current certification credential, completes CIT declaration form).</li> </ul> | <ul style="list-style-type: none"> <li>Confirm that the consultant is a current EMDRIA Approved Consultant™.</li> <li>Review EMDRIA's™ consultant requirements.</li> <li>Complete the CIT declaration form.</li> <li>Identify personal learning goals and areas for growth as a future consultant.</li> </ul> |
| <b>During Consultation</b>        | <ul style="list-style-type: none"> <li>Identify areas needing additional development and adjust focus as needed.</li> <li>Provide clear, direct feedback on the progress of stated goals.</li> </ul>                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Seek clarification about expectations for competency and completion.</li> <li>Provide behavioral samples for feedback.</li> <li>Reflect on feedback and discuss progress of stated goals.</li> </ul>                                                                   |
| <b>After Consultation Ends</b>    | <ul style="list-style-type: none"> <li>Follow the process to verify the number of hours and provide a recommendation for the consultant credential (if applicable).</li> </ul>                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Follow the process to submit documentation of the hours for the EMDRIA Approved Consultant™ application.</li> </ul>                                                                                                                                                    |

**Consultant and Consulate Responsibilities – Consultant in Training Consultation**

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|  | <ul style="list-style-type: none"><li>• Offer formative and summative feedback on consultant competences using the role of educator, evaluator and motivator.</li><li>• Provide guidance on next steps in the EMDRIA Approved Consultant<sup>TM</sup> application process and encourage continued engagement in the EMDRIA<sup>TM</sup> community.</li></ul> | <ul style="list-style-type: none"><li>• Engage in ongoing professional development, including keeping up with relevant literature and research to refine consultation competencies and leadership within the EMDR community.</li></ul> |
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