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**Contract Agreement for Individual & Group Consultation**

The purpose of this agreement is to establish a clear understanding of the expectations of consultation. There are several different reasons a consultee seeks consultation. Which reason is of primary importance to you now?

To complete the 10 hours of consultation to meet EMDR basic training requirements

To achieve the EMDRIA Certification credential

To build confidence in using EMDR, but not for the purpose of EMDRIA credentials

**Consultee Information**

Full Name and Credentials:

License Type and Number:

EMDR Basic Training Information and copy of certificate:

Email Address:

Mailing Address:

Preferred phone number:

Work Setting & Client Population:

Do you have any specific goals for consultation?

Your reason for entering consultation directs the type of consultation activities. As you develop, you may choose to change the focus of consultation. As soon as you decide to make changes in your focus, please let me know and we will discuss the change in activities or requirements at that time.

The following clarifies expectations, the general structure of consultation, what consultees can expect of me, and what is expected of you when seeking to complete 10 hours of consultation for EMDR basic training, or to become EMDRIA Certified in EMDR. I am an EMDRIA Approved Consultant (in training). This means that if you have completed the Basic Training in EMDR and wish to become an EMDRIA Certified Therapist, I am approved to provide consultation toward that end. Please visit EMDRIA at www.emdria.org for further information on these requirements.

**What the Consultee can expect of consultant:**

1. EMDRIA currently requires a minimum of 20 hours of consultation (at least 10 hours must be individual consultation) to apply for EMDRIA Certification. I require work samples of all 8 Phases and 3 Prongs of the standard EMDR therapy, and evidence of correcting any concerns prior to writing a recommendation letter for EMDRIA Certification. If you use more than one Approved Consultant in your journey toward EMDRIA Certification, I require a minimum of 10 hours of individual consultation prior to writing a recommendation letter for you to submit for EMDRIA Certification. As a Consultant in Training I can provide 15 of the required 20 hours for EMDRIA certification.
2. I encourage you to seek consultation from other consultants if they have a specialty area which fits your needs. Please notify me if additional consultants are utilized for hours towards EMDRIA Certification. The guidance provided to you will be enhanced if you grant both consultants permission to speak to each other
3. I will document and track our time spent in consultation. I will retain documentation of our consultation together for a five year period from the date our work together concludes. I will write a letter of recommendation or written verification if you have acquired the skills and knowledge base to be Certified and demonstrate this. If the skills and knowledge have not been demonstrated, I can provide written documentation of the time spent in consultation, the skills and knowledge acquired and the areas still needing improvement. We will discuss issues as they arise especially if you are having difficulty.
4. I will keep abreast of current trends and changes happening with EMDR and trauma treatment. I will provide consultees with new information and accommodate your needs as long as it stays within the scope of my knowledge. I will refer to other consultants if your needs are beyond my scope.
5. We will schedule our individual appointments as schedules permit. Suggested frequency is \_2\_ hours per month.
6. I will make efforts to provide a safe and supportive learning environment. Any concerns about this, when shared with me, will be addressed with you in private.

**What is expected of Consultee**

1. 1. You are expected to come prepared to present case material, complete with notes on that case.
2. Do not include any information that will identify the case you are presenting on materials you share in consultation.
3. You are expected to practice within the ethical guidelines of both your license and professional associations. EMDRIA states that if there is no professional association, then the APA’s code of ethics will be the standard for all EMDRIA members. It is your responsibility to stay current on both the laws and ethics applicable to them.

For EMDRIA Certification

* Examples of your clinical work are essential to the consultation process. You will need to come prepared with your case conceptualizations of your clients and your EMDR sessions.
* You will need to demonstrate proficiency and fidelity to the standard EMDR protocol as well as hold an awareness of situations in which modifications to the standard protocol may be necessary. This may include reading and training outside of consultation.

Group Consultation

* For EMDRIA certification a maximum of 10 hours may be done via group consultation. Groups will have a maximum of eight participants per group. All consultees must participate in the group by presenting case conceptualizations and offering feedback to your peers.

**Consultation vs. Supervision**

Consultation is **NOT** supervision. Consultation focuses on mastery of standard EMDR Therapy and integration of EMDR into your practice. You are responsible for the therapeutic relationship with your client and competency in the modalities you offer. As a consultant in training, I do not hold liability for how you practice.

If you are seeking consultation towards EMDRIA Certification, I will be evaluating your proficiency and fidelity to standard EMDR therapy and your awareness of situations in which modifications may be necessary to treat your client safely and effectively. Consultation does not substitute for foundational psychotherapy skills. Should concerns in this area become evident, I may require that these concerns be remedied prior to writing a recommendation for Certification.

Fees

My fee for individual consultation is $80.00/hour or $40.00/ group hour. Payment is expected at the time of service. I accept cash, check, or Square payments. If you prearrange a discounted fee for paying in advance for 5 or more hours of consultation, that full payment is due at the first session.

I have read, understand, and agree to the above conditions and expectations.

Consultee Name (print) Signature & Date

Consultant Name (print) Signature & Date