

EMDR Basic Level Consultation Contract

Parties Involved This Consultation Agreement ("Agreement") is entered into by:

Consultant:

Name: Maranda Conner LPC-S, LPC-MHSP, LPC

Credentials: EMDR Certified, EMDRIA Approved Consultant & Trainer

Email: connerconsultation@gmail.com Phone: 423-712-1023

Consultee:

Name: _____

Credentials/Licensure (if applicable): _____

Email: _____ Phone: _____

Scope of Services

The Consultant agrees to provide BASIC EMDR CONSULTATION services to the Consultee.

Consultation will be provided via the following formats:

Virtual (video conferencing)

Group consultation

Individual consultation

Goals and Objectives of Basic Level Consultation:

Integrate foundational EMDR and AIP concepts and procedures into practice with actual client cases. Focus for this type of consultation is on knowledge and skill integration.

Expectations of Both Parties

Both parties agree to the following expectations:

- Consultation hours will be accurately documented by the Consultee.
- The Consultant will provide professional feedback, guidance, and recommendations consistent with EMDRIA™ standards.
- The Consultee is responsible for active participation, preparation for sessions, and application of feedback.
- Assessment and evaluation of progress will be based on consultation discussions, submitted materials, and observed clinical development.

Consultant will log hours on the HAP website directly or complete the email consultation completion from the EMDR Institute

Clinical Case Material for Consultation

To support effective consultation, the Consultee may provide clinical material such as:

- Video recordings
- Audio recordings
- Near-verbatim transcripts
- Direct observation / in vivo experiences
- Case presentation forms or session summaries
- Case conceptualization and treatment plans
- Verbal summaries

All materials must be shared in a manner that protects client confidentiality.

Confidentiality and Privacy

Consultation discussions and materials are confidential and will be handled in accordance with professional and ethical standards. Limits to confidentiality include, but are not limited to, legal requirements such as mandated reporting, court orders, or risk of harm to self or others. Records related to consultation will be maintained by the Consultant in accordance with applicable laws and professional guidelines.

Informed Consent

The Consultee acknowledges that consultation is a professional development service and not therapy or clinical supervision (unless otherwise specified). The consultation process, expectations, and limitations have been explained, and the Consultee consents to participate in consultation under the terms of this Agreement.

Rights and Responsibilities

Consultant Rights and Responsibilities:

- To provide consultation consistent with professional standards
- To set boundaries related to time, communication, and scope of practice
- To decline consultation if it is outside the Consultant's competence

Consultee Rights and Responsibilities:

- To receive respectful, professional consultation
- To ask questions and seek clarification
- To remain responsible for all clinical decisions and client care

Dispute Resolution

Any concerns, disputes, or grievances will first be addressed directly between the Consultant and Consultee. If unresolved, concerns may be addressed through a formal complaint or professional review process, as applicable.

Termination

Either the Consultant or Consultee can terminate this agreement at anytime with a (5) day notice. Please note that signing this contract signifies the existence and expectations of a consultant/consultee relationship for the intent of completion of Basic EMDR training standards. This contract *does not require* all 10 hours of Basic Level EMDR consultation to take place with this Consultant.

Consultation vs Supervision

Consultation is not supervision. Consultation focuses on mastery of standard EMDR therapy and integrating EMDR into your practice. You are responsible for the therapeutic relationship with your clients and competency in the modalities you offer. ***As a consultant, I do not hold liability for how you practice.*** During Consultation, I will be evaluating your proficiency and fidelity to the standard EMDR therapy and your awareness of situations in which specific planning or preparation are necessary in order to safely and effectively treat the client. Consultation does not substitute for foundational psychotherapy skills. Should concerns in this area become evident, I will share these concerns with you directly. Either of us are free to discontinue this contract at any time.

Fees

The fee for individual/group consultation has been discussed with you in advance and is to be paid at a rate of \$40.00 per 1 hour of **group consultation** and \$60.00 per 1 hour of **individual consultation**. ***Payment is expected at time of service.*** If requested, you can be invoiced via GoDaddy. You may sign up and pay via my website at www.Connerconsultation.com and select “Individual Services” and then “Basic Level EMDR Consultation-Individual”. You will select the quantity and check out. You will receive an email to schedule directly with me after your purchase to the email you used to complete your purchase. For group consultation sessions, select “Group Services” and the group you would like to sign up for. Groups are listed several times per month. Please let me know if you have any issues with purchasing or would like to request an invoice for your order.

Use of AI Transcription and Recording Restrictions

The Consultant may utilize artificial intelligence (AI)–based transcription tools for the sole purpose of documenting consultation sessions and ensuring accurate record-keeping. Such tools may capture spoken content during sessions and generate written transcripts that are maintained as part of the Consultant’s confidential records. The Consultant represents that any AI tools used will be selected and managed in a manner consistent with applicable privacy, confidentiality, and data protection standards.

By entering into this agreement, the Consultee acknowledges and consents to the Consultant’s use of AI transcription for documentation purposes.

The Consultee is strictly prohibited from recording, reproducing, or capturing any consultation sessions in any format, including but not limited to audio recordings, video recordings, screenshots, or use of AI-based note-taking or transcription devices or applications. This prohibition applies to all consultation interactions unless expressly authorized in writing by the Consultant.

Observation by Consultant in Training (CIT)

Please be advised that during individual or group sessions, there may be occasions when a consultant-in-training (CIT) will be present to observe or lead the proceedings while being observed by the Consultant. This observation and experience is intended to enhance the training and development of the Consultant-in-training (CIT) and will be conducted in a manner that respects the confidentiality and integrity of the session.

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

Consultee Name Print

Signature

Date

Maranda D. Conner LPC, LPC-MHSP

Consultant Name Print

Signature

Date