



# EFTi Trainer Training Program Timeline

This mentoring program is designed to help EFT International Accredited Certified Advanced EFT Practitioners who have met EFTi's minimum requirements (available for review [here](#)) and are also capable teachers, become skilled, confident and well-prepared teachers of foundational EFT courses for EFT International.

Upon successful completion of the program, Trainer-Candidates will have the opportunity to upgrade to Accredited Certified NQT (Newly Qualified Trainer) status with EFT International. They will then have one to two years to upgrade to Master Trainer status as explained in this Trainer Program Outline.

## Application Phase:

1. Complete the **Trainer-Candidate Application Form** and send the requested materials to Lori Lamont, MTOT for evaluation.
2. [Book a call](#) with Lori to discuss your application, the Trainer Program and if the two of you are a good fit to proceed.

## Training (Pre-NQT) Phase:

The following is broken down by the individual meetings you will have with your mentor which will total 18 hours of individual mentoring. Throughout the 18 hours of individual mentoring that will take anywhere from 6-18 months, you are expected to complete an additional 30+ hours of training-related learning. It should be a mix of attending courses as a co-presenter of a module or section of training, being an Emotional Assistant for EFT 1&2 training, AND time spent on self-study, self-assessment and preparation of assignments and teaching materials for Level 1 and Level 2.

## 1-4: Setting the Ground Work

### Meetings 1-4 Self-Study

- Read the following EFTi documents and make note of any questions to discuss at mentoring. You do not need to read every document by the first mentoring call but should have read them all within the first 5 mentoring calls.
  - ✓ EFTi Master Trainer Course Requirements and EFTi Master Trainer Course Timeline
  - ✓ Trainers' Contract/Agreement
  - ✓ Glossary of Terms
  - ✓ Code of Conduct and Ethics
  - ✓ Mentoring Handbook
  - ✓ Case Study Guidance Manual
  - ✓ EFT Level 1 Training Guide, Training Points and Learning Outcomes and Student Self-Assessment Checklist
  - ✓ EFT Level 2 Training Guide, Training Points and Learning Outcomes and Student Self-Assessment Checklist
  - ✓ Upgrade Application NQT to MT



- ✓ Online Training Requirements and Best-Practices
- Begin creating course training materials in chosen format
- Begin creating the outline of your manual (after you have reviewed all the documentation above)
- Observe mentor in group mentoring setting

### **Mentoring Meetings 1-4**

- Discuss agreement, expectations and general timeline
- Discuss formats for training and tailor a plan to best support Trainer-Candidate
- Discuss any questions from documents listed above
- Create a plan for reviewing and discussing past EFT 1&2 trainings
- Set a schedule for trainings to participate in and discuss expectations

## **5-12: Completing the Preparation for Trainings**

### **Meetings 5-12 Self Study**

- Complete first draft of all training materials; manual, slides, handouts
- Create a video where you are teaching a module to a group of people
- Continue to observe mentor in group mentoring settings and keep a log of the following so when the time comes (meetings 12-15) you can share your notes of
  - What you like and will add to your practice
  - What you would do differently in your own mentoring group setting

### **Mentoring Meetings 5-12**

- Discuss full outline of your manual
- Discuss your presentations, handouts and cheat sheets
- Discuss and plan demonstrations
- Review video demonstration
- Focus on overall course preparation and completion
- Review time spent in live EFT training and discuss
  - What you liked about the training and way it was conveyed
  - What you don't like and why
  - In what ways you will make the training your own going forward
- Discuss technical considerations
- Discuss learning styles, best teaching practices and how to be a progressive educator

## **13-15: Mentoring & Certifying Practitioners**

### **Meetings 13-15 Self Study**

- Continue to observe mentors in group mentoring settings and continue to add notes and questions.
- Create your certification outline

### **Mentoring Meetings 13-15**

- Discuss ins and outs of running mentoring groups
- Share questions, observations of time spent in group mentoring
- Discuss best mentoring practices
  - Individual mentoring

- Group mentoring
- Review your certification process and discuss best practices to certify new EFT practitioners

## 16-18: Wrap up Process

### Meetings 16-18 Self Study

- Complete Trainer Exam (multiple choice and essay)
- Begin planning out first training
- Begin NQT to MT form

### Mentoring Meetings 15-18

- Review exam
- Review all training materials
- Review mentoring process for certified practitioners
- Review certification process for certifying practitioners
- Discuss current plans for teaching levels 1&2 in future
- Review NQT-MT documentation

Upon successful completion of the requirements listed above, the Trainer-Candidate is ready for certification and upgrade to NQT level membership with EFT International. At this point, the MTOT fills out the NQT Recommendation Form, awarding certification and sending their recommendation to EFTi for NQT (Newly Qualified Trainer) status.

## Newly Qualified Trainer (NQT) Phase:

After a year of being a qualified NQT, you may apply to upgrade to a Master Trainer. You must apply to be a master trainer within 2 years of becoming an NQT or you may need to have additional support from EFTi.

During this first year, EFTi requires you to:

- ✓ Receive a minimum of 6 hours of annual trainer mentoring, 1-to-1 or group with an MTOT (in addition to required annual practitioner minimum hours).
- ✓ Attend a minimum of 30 hours of annual training-related learning (attendance at L1-3, co-teaching L1/L2, participating as an Emotional Assistant in L1-L3, etc.) is required during NQT phase. This learning can be counted towards annual EFTi CPD requirements.
- ✓ Engagement with Level 3 material (e.g., attendance at a Level 3 course, co-teaching L3 modules), per MTOT discretion. An NQT may offer a Level 3 training on their own with the approval of their MTOT mentor. The NQT would be expected to demonstrate an in-depth experience of Level 3 material before being able to offer a Level 3 training on their own.
- ✓ During the NQT period, candidates continue to develop their training materials and train independently, while still maintaining a close mentoring arrangement with their MTOT. The MTOT observes the candidate in action, advises on development of training materials, session plans, etc

- ✓ There is minimum requirement of delivering at least two training courses at Level 1 and two courses at Level 2 plus working with groups (e.g., mentoring, introductions to EFT, specialist applications of EFT) to gain experience with group dynamics.
- ✓ **Read Trainers Contract**, available in >Members Area >Documents. Trainer members are required to tick a box confirming they have read and agree to the annual Trainers Contract during membership renewal.
- ✓ **Apply for Upgrade to MT.** After completion of all of the required activities during the NQT period, the candidate completes the Application to Upgrade from NQT to MT Form and sends all requested information and materials (e.g., MTOT Mentor's Report, copies of training manuals, session plans, feedback forms, reflections on training events etc.) to the Accreditation panel. A current fee of £60 is required for this application to upgrade to MT level.
- ✓ **Await Accreditation Panel final decision.** Accreditation Panel completes the assessment and makes the final recommendation for upgrade to MT Level and notifies the candidate. If any remedial work is required, upgrade will be delayed. In this case, AP will notify MTOT of needed additional requirements.

During the first year that you are an NQT it is best practice to

- ✓ Teach EFT 1&2 at least twice
- ✓ Run group mentoring for certified practitioners
- ✓ Begin to mentor a few EFT practitioners for certification
- ✓ Track the classes and mentoring you are offering in the form to upgrade from NQT to MT as it is happening in the MT upgrade form
- ✓ Begin creating your Level 3 course content (to be reviewed by your mentor during this process)

You will need to have a mentor review your level three content and support you on the transition from NQT to MT. This is a process that could take about 4+ mentoring hours depending on your needs. These mentoring hours can be purchased with Lori or with another MTOT.

## 1st Year Master Trainer (MT) Phase:

**Fulfill requirements for 1st year of MT Phase.** Within the first 12 months of membership at Master Trainer level, there is an additional 6-hour minimum (1-to-1 or group) mentoring requirement for ongoing development and/or discussion of Level 3 training courses. Any MTOT can be enlisted to assist/mentor during this process.