



Master Trainer (MT) Programme Timeline

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The EFTi Master Trainer Programme is a course of study offered by EFTi Accredited Certified Master Trainers of Trainers. It is an apprenticeship model whereby a trainee (“Candidate” or “Trainer-Candidate”) learns to become a confident, skilled and qualified EFT trainer under the direction of an EFTi Master Trainer of Trainers (or “MTOT”).

Please Note: The terms and conditions of the course of study are to be agreed-upon by both parties (e.g., fees, schedule, structure).

The Master Trainer (MT) Programme Timeline outlines the 14 steps that occur within the 5 phases of the Master Trainer (MT) Programme. The 5 phases that comprise the process of becoming an **Accredited Certified Master Trainer** with EFT International are:

- ❖ Pre-Application Phase
- ❖ Application Phase
- ❖ Training (Pre-NQT) Phase
 - Establishing Practical and Professional Groundwork (Pre-Course)
 - Running the Training Course
 - Post-Course Evaluation, Assessment and Mentoring
- ❖ Newly Qualified Trainer (NQT) Phase
- ❖ 1st Year Master Trainer (MT) Phase

Upon completion of the Training (Pre-NQT) Phase, the Trainer-Candidate can register with EFT International as an Accredited Certified Trainer NQT (or “Newly Qualified Trainer”). During the final phases, and upon completion of their Level 3 training materials as well as further mentoring, NQTs can upgrade their membership to Accredited Certified Master Trainer.

See the *Master Trainer (MT) Course* document for a full outline of the Training Areas, Topics and Specific Points required during the process.

Pre-Application Phase:

As a rule, all Candidates for Master Trainer with EFT International must:

1. Demonstrate minimum registration at Advanced Practitioner membership level.

Candidates must have a minimum 2 years registration with EFT International at Accredited Advanced EFT Practitioner Level **and** an active, established practice (with approximately 300 client hours over two years or average 3 client sessions per week) at an advanced Level of practice before beginning the MT Program.

2. Undertake pre-application reading, research and decision-making. Before applying to become a Trainer, Candidate must explore trainer-level training by reading the following documents:

- *Master Trainer (MT) Programme Timeline*
- *EFT Levels 1 and 2 Syllabus and Training Guide(s), Learning Outcomes and Self-Assessment Checklists*
- *Level 3 Training Guide and Training Points and Learning Outcomes (and Student Self-Assessment Checklist)*
- *Training and Accreditation Programme Overview*
- *Latest Trainers' Contract*
- *Case Study Guidance Manual(s), including Recording Consent Form*
- *Application to Upgrade from NQT to MT*
- *EFTi Glossary of Terms*
- *EFTi Complaints Procedure, Statute and EFTi GDPR Guide >EFTInternational.org >Policies and Procedures*
- *EFTi Code of Conduct and Ethics*
- *Practitioner Exam Questions and Answers, Trainers Only*
- *Best-Practices for Training*
- *Mentoring Handbook (includes Practitioner and Advanced Practitioner Certification Requirements)*
- *Self-Assessment Checklist documents for EFT Levels 1 and 2*
- *EFTi Online Training Requirements and Best-Practices*
- *Training Feedback Form >Members Area >My Account & Library >Give Feedback about a Training Experience*
- *Mentoring Feedback Form >Members Area >My Account & Library >Give Feedback about a Certification or Mentoring Experience*
- *Raise a Concern Form >Members Area >My Account & Library >Raise a Concern*

3. **Research MTOTs.** Candidate then looks into various Master Trainers of Trainers (MTOTs), reads about courses of study offered by each, and decides whom to contact.

Application fees will apply and vary by MTOT, country, etc. Each application involves a thorough review of candidate's EFT and educational experience, including feedback and assessment of audio or video submitted.

4. **Engage with an MTOT.** Candidate contacts MTOT, verbally or by email – and, MTOT replies appropriately. If willing to consider candidate, MTOT sends out a copy of the *Trainer-Candidate Application Form*.

Application Phase:

5. **Make the initial MT application.** Candidate completes the *Trainer-Candidate Application Form* and sends the requested materials to MTOT for evaluation. MTOT will request references and *Mentors Report* at this stage.
6. **Await decision on application.** If application is acceptable, MTOT can either accept candidate or request a live/online interview with Candidate. If the application is not acceptable, MTOT supplies feedback and recommendations on what is missing/needs attention. MTOT has the choice on whether or not to accept a second application from a candidate at a later date after recommended remedial work has been done.
7. **Agree to contract/course of study with an MTOT.** MTOT accepts the Candidate for training and sets up a contract/agreement, including dates, fees and expectations, opt-out clause, arrangements for certification and accreditation, refunds or not for incomplete training or disputed training outcomes, etc.

Training (Pre-NQT) Phase:

Requirements: There is a required minimum number of hours/time-frame for the pre-NQT phase (the period of study and mentoring before becoming a Newly Qualified Trainer). This period comprises the bulk of the Master Trainer (MT) Programme. The document that outlines this phase of study is called the *Master Trainer (MT) Course* document.

8. **Undertake a course of study to become an NQT.** During this phase of the MT Course, each of the following requirements must be met:
 - A minimum **18 hours engagement** with MTOT as training/mentoring/assessment time (1-and-1 or group training/ mentoring/assessment) over a minimum period of 6 months.

If the Trainer-Candidate lacks educational/teaching experience (e.g., how to write lesson plans, work with a group, manage group dynamics, mentor students), additional minimum 12 hours training/mentoring/assessment time is required. Prior experience in teaching or training and/or external certification will be considered

(e.g., PGCE (Post Graduate Certificate of Education), City and Guilds Basic Education (UK), Masters in Education).

- An additional minimum **30 hours training-related learning** is required (e.g., attending courses as a co-presenter of a module or section of training, Emotional Assistant, **AND** time spent on self-study, self-assessment and preparation of assignments and teaching materials for Level 1 and Level 2).
- All candidates are required to develop their own teaching materials, including manuals for each level of proposed EFT training. Guidance and support will be provided by MTOT during this process.

**See MT Training Course for details of what must be included in course manuals.*

- In addition to covering L1/L2 syllabi, learning outcomes, course structure and suggested best practices, MTOTs must observe candidates in action teaching and demonstrating EFT in a specific context (e.g., creating a talk/video about Gentle Techniques per L1/L2 syllabus and demonstrating it).

9. Prepare for the online Trainer Exam. At this point, MTOT advises the Trainer-Candidate that they are ready to take the online Trainer Exam (both Multiple Choice and Essay Sections). Together, Candidate and MTOT discuss exam preparation.

10. Take and pass the online Trainer Exam. Each Trainer-Candidate is given three attempts. Exam Fee is currently £160. EFTi sends exam results to MTOT and Candidate. Discussion of exam results follows with MTOT.

Upon successful completion of the Trainer Exam, 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.

Once the Membership Secretary approves this recommendation, the Trainer-Candidate is invited via email to make the upgrade. Once notified, Trainer-Candidate manually makes their upgrade on the EFTInternational.org website.

When the upgrade has been completed, the new NQT will receive their Certificate of Accreditation at NQT level directly from EFTi.

Newly Qualified Trainer (NQT) Phase:

Requirements: During the NQT Phase, EFT International requires a minimum 6 hours of annual trainer mentoring, 1-to-1 or group with an MTOT. This is additional to required annual practitioner minimum hours.

Minimum 30 hours annual training-related learning (attendance at L1-L3, 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 during NQT phase is required (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.

NQT phase is a minimum of 12 months, and a maximum of 24 months/2 years. NQTs have all rights and privileges of MT (e.g., They can mentor and certify practitioners at L2). If the work is not completed within 24 months, NQT status will be reviewed (at Accreditation Coordinator and MTOT discretion). Full details of the requirements can be found in the *Application to Upgrade from NQT to MT Form*.

- 11. 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.
- 12. 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.
- 13. 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.

The Membership Secretary notifies the candidate when upgrade has been completed. The upgrade of membership from NQT to MT will then happen automatically on the EFTi website.

1st Year Master Trainer (MT) Phase:

- 14. 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.

Update Notes: Version 3.4.3 removes statements regarding exceptional circumstances and waivers per TAC

3.4.1 – 3.4.2 removes previous mentoring course reference, corrects footer to global EFTi standards, contains minor copy/line and development edits, clarifies there are 14 steps and 5 phases to the MT Programme, corrects misnumbered and missing steps (Steps 1 and 2 were mislabeled as bullet points and Step 8 was present but not titled or numbered)

3.2 – 3.3 clears up the ambiguity about whether or not an NQT can teach Level 3 in their first year. It allows an NQT to offer a Level 3 on their own at the discretion of their MTOT before upgrading to MT level. In other words, it is still optional that an NQT teach Level 3 prior to becoming a MT (Master Trainer), minor copy/line edits

3.1.9 contains update of essential EFTi documents to match the MT Course document and update of proper upgrade procedures for the website

3.1.7 contains a major correction to the Trainer Exam fee, which as of January 2022 is £160 to cover the costs of assessment of the new Essay Section

3.1.5 – 3.1.6 contains updated references to existing documents, including the revised *Level 3 Training Points*, *Learning Outcomes and Student Self-Assessment Checklist*

3.1.4 includes recommendation of the EFTi pilot mentoring course

3.1.3 updates document formatting, includes content changes that reflect integration of the *Master Trainer (MT) Timeline* with the full revised *Master Trainer (MT) Course*