



## 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:

- Complete the following form and send the requested materials to Lori Lamont, MTOT for evaluation.
  - [Trainer Candidate Application form](#)
- [Book a call](#) with Lori to discuss your application, the Trainer Program and if the two of you are a good fit to proceed.
- [Register](#) as one of Lori's Trainer Mentees once she has given you the approval.
- [Schedule](#) Mentoring sessions 1-5 (they can be rescheduled if need be)

### 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.

### 1-5: Setting the Ground Work

#### Meetings 1-5 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 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](#)
  - ☐ [Student Self-Assessment Checklist](#)
- EFT Level 2
  - ☐ [Training Guide](#)
  - ☐ [Training Points and Learning Outcomes](#)
  - ☐ [Student Self-Assessment Checklist](#)
- ☐ [Upgrade Application NQT to MT](#) (review only)
- ☐ [Prerequisite Checklist for MTOT Assessment of Trainer Candidates](#) (review only)
- ☐ [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 settings
  - ☐ Group mentoring for MAC (mentees for accreditation and certification)
  - ☐ Group mentoring for certified practitioners

### **Mentoring Meetings 1-5**

- ☐ 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

## **6-12: Completing the Preparation for Trainings**

### **Meetings 6-12 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 6-12**

- ☐ 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
- ☐ Complete [Skills Audit](#)

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.

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## 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 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
- ☐ Begin your MT training (information listed below)

The following is broken down by the individual meetings you will have with your mentor which will total 12 hours of individual mentoring. Throughout the 12 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 Level 3 training, AND time spent on self-study, self-assessment and preparation of assignments and teaching materials for EFT Level 3.

## NQT to Master Trainer (MT) Phase:

Application Phase:

- [Book a call](#) with Lori to discuss your application, the Trainer Program and if the two of you are a good fit to proceed.
- [Register](#) as one of Lori's Trainer Mentees once she has given you the approval.
- [Schedule](#) Mentoring sessions 1-5 (they can be rescheduled if need be)

## 1-3: Setting the Ground Work

### Meetings 1-3 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 3 mentoring calls.
  - [Trainers' Contract/Agreement](#)
  - [Accredited Advanced Certification Requirements](#)
  - [EFT Level 3 Syllabus and Training Guide](#)
  - [EFT Level 3 Training Points and Learning Outcomes and Student Self-Assessment Checklist](#)
- Begin creating Level 3 course training materials in chosen format
- Begin creating the outline of your manual (after you have reviewed all the documentation above)
- [Begin NQT to MT form](#) you will continue to add to it throughout this process

- Observe mentor in group mentoring settings
  - MAC (Mentees for Accreditation and Certification) Group calls
  - Certified Practitioner Group Mentoring
  - Advanced Practitioner Group Mentoring

### **Mentoring Meetings 1-3**

- 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 EFT 3 training information
- Set a schedule for trainings to participate in and discuss expectations

## **4-8: Completing the Preparation for Advanced Trainings**

### **Meetings 4-8 Self Study**

- Complete first draft of level 3 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 9-10) 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 4-8**

- 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 level 3 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

## **9-10: Mentoring & Certifying Advanced Practitioners**

### **Meetings 9-10 Self Study**

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

### **Mentoring Meetings 9-10**

- 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 Advanced EFT practitioners

## **11-12: Wrap Up Process**

### **Meetings 11-12 Self Study**

- Complete Trainer Exam (multiple choice and essay)
- Begin planning out first level 3 training
- Begin NQT to MT form

### **Mentoring Meetings 11-12**

- Review exam
- Review all training materials
- Review mentoring process for certified advanced practitioners
- Review certification process for certifying advanced practitioners
- Discuss current plans for teaching levels 3 in future
- Complete NQT-MT documentation
- Complete [Skills Audit](#)

Upon successful completion of the requirements listed above, the Trainer-Candidate is ready for certification and upgrade to MT level membership with EFT International.

MT 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.

At this point, the MTOT fills out the MT Recommendation Form, awarding certification and sending their recommendation to EFTi for MT (Master Trainer) status.

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.



## 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.