EMDRIA is revising and updating the Consultation Packet and we want your feedback. This packet is geared towards those who are trained in EMDR and already have the foundational skills and knowledge and are interested in furthering their proficiency and understanding of how to use EMDR with clients. These revisions are the first step of a much longer process, and this packet is meant to serve as a foundation so that more information can be built into these materials over time. Our goals with this packet are to begin to define our terminology, to clarify the responsibilities and duties of those in a consultant role, and to provide better structure and guidance to both consultees and consultants. We also want to create more consistent consultation processes for EMDRIA Certification, Consultants in Training, and Approved Consultants.

Your feedback will be an important part of this process. An engagement strategy has been built into the timeline and consultants will have an opportunity to use this packet and offer feedback. **We’d like consultants to review the contents, begin using the packet over the next 90 days and provide feedback online by August 15, 2019.** The feedback will be reviewed, and we will inform consultants about the feedback we received in mid-September 2019. Our intention is to roll out the revised and finalized consultation packet by mid-October 2019.

We’d especially like to thank the following people for their contributions: Robbie Adler-Tapia, Jocelyn Barrett, Linda Bowers, Michelle Browning, Nancy Errebo, Wendy Freitag, Sara Gilman, Tamra Hughes, John Hartung, Andrew Leeds, Howard Lipke, Jennifer Madere, Claudia Mustafa, Anastasia Pollock, Regina Morrow Robinson, Stephen Rodgers, Sharon Rollins, Christine Sells, Christopher Sperling, Shellea Swan, and the Standards and Training Committee.

**Background**

In 1999, EMDRIA established the criteria for Certification and Approved Consultant credentials. During the inception, there was a grandparenting process for EMDR trained clinicians who met certain criteria. Around this same time a consultation packet was created and made available as a resource to those applying for EMDRIA Certification and Approved Consultant credentials. We are now in the process of revising this packet and are including new details about the expectations we have of both applicants and consultants who are charged with reviewing and evaluating consultees through this part of the process.

Consultation is considered an integral part of the learning process and is included at every level of credentialing through EMDRIA. For those interested in pursuing an EMDRIA credential, these are the necessary steps to take:

1. Complete an EMDRIA approved EMDR Basic Training
2. The EMDR trained clinician begins working towards EMDRIA Certification
3. The EMDRIA Certified Therapist completes the Consultant in Training (CIT) declaration process
4. The CIT begins working towards the EMDRIA Approved Consultant credential

**1. Complete an EMDRIA approved EMDR Basic Training**

The initial EMDR basic training is necessary for clinicians to gain an understanding of the eight phases and begin to implement EMDR into their practice. The EMDRIA approved EMDR basic training curriculum requirements include a minimum of 20 hours of lecture, 20 hours of small group practice, and 10 hours of consultation. This training is considered the fundamental building block needed to begin to understand how to use EMDR appropriately with clients. The training teaches clinicians in a step by step manner about the AIP model, each of the eight phases of EMDR therapy, and the three-pronged approach. It also helps clinicians understand why each phase is important, and how it is used in practice. The training allows clinicians to gain an understanding of and basic proficiency in EMDR therapy.

**2. The EMDR trained clinician begins working towards EMDRIA Certification**

The purpose of EMDRIA Certification is enhanced credibility in the field of EMDR. It is a way for those who have completed the EMDR training to set themselves apart and go to the next level. The core requirement of the certification application process is 20 hours of consultation on the clinicians use of EMDR with clients. The purpose of consultation is so the clinician can achieve better mastery of their EMDR skills in practice. The certification criteria include maintaining a state issued mental health license that allows the clinician to engage in independent private practice, a minimum of
two years of experience in that field of license, EMDR training completion, minimum of 50 EMDR sessions with at least 25 clients, 20 hours of consultation with an Approved Consultant, letters of recommendation, 12 EMDRIA Credits, and adherence to EMDRIA Policies.

3. **The EMDRIA Certified Therapist completes the Consultant in Training (CIT) declaration process**
The purpose of the declaration process is for the Consultant in Training (CIT) to inform EMDRIA about their intention to pursue the Approved Consultant credential. The declaration process includes specific terms & agreements for the CIT. EMDRIA Certified Therapists who complete the CIT declaration process have agreed to maintain their certification credential, provide EMDRIA with the names of the Approved Consultants they will be working with as a CIT, complete the application criteria and become an Approved Consultant within 5 years of declaring their CIT status, and adhere to EMDRIA policies.

4. **The CIT begins working towards the EMDRIA Approved Consultant credential**
The Approved Consultant credential is for experienced clinicians who are interested in teaching, leading, and mentoring in the field of EMDR. Approved Consultants provide guidance and consultation hours to those who are working towards certification and also to Consultants in Training who are actively pursuing the Approved Consultant credential. The core requirement of the Approved Consultant application process is for the CIT to receive 20 hours of consultation on the consultation that they are providing to other EMDR trained clinicians. This is otherwise known as consultation-of-consultation. The Approved Consultant criteria include completing the CIT declaration process, maintaining a state issued mental health license that allows the clinician to engage in independent private practice, having at least three years of experience since completing the EMDR basic training, minimum of 300 EMDR sessions with at least 75 clients, 20 hours of consultation of consultation with an Approved Consultant, letters of recommendation, 12 EMDRIA Credits and adherence to EMDRIA Policies.
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DEFINITION OF TERMS

CONSULTANT
The person providing the consultation. For the purposes of this document, the term consultant may refer to either an Approved Consultant or Consultant in Training.

CONSULTEE
The person receiving the consultation.

CONSULTANT-IN-TRAINING (CIT)
A Consultant-in-Training is an EMDRIA Certified Therapist who has completed the CIT declaration process, upholds the terms & agreements and is actively working towards becoming an Approved Consultant. A CIT can provide up to 10 hours of group consultation and 5 hours of individual consultation to a consultee who is working towards EMDRIA Certification.

CONSULTATION
Consultation is a collaborative relationship between mental health clinicians in which the consultant reviews the consultee’s EMDR client case material and provides feedback to the consultee regarding their use of standard EMDR therapy with clients. The consultation is expected to be consultee-centered which means the focus is on the skills and knowledge of the consultee’s use of standard EMDR therapy with clients. The consultation should be structured in format and consultees are expected to provide examples of their clinical work as part of the consultation process which may include video recordings, audio recordings, near verbatim transcripts, and/or EMDR case presentation form. The consultant is expected to review and evaluate the consultee as part of the consultation process.

- EMDR basic training consultation – The focus of consultation is implementation and initial application of standard EMDR therapy and the AIP model in work with actual client cases.
- EMDRIA Certification consultation – The consultant must determine that the consultee has demonstrated proficiency and fidelity to the standard EMDR therapy as required by the consultant in order to receive recommendation for certification.

Note: Consultation is not equivalent to clinical supervision. Hours accrued toward EMDRIA Certification are not recommended to co-occur with supervision (for licensure). Consultation is also not equivalent to provision of psychotherapy services, which poses an ethical issue of dual relationship.

CONSULTATION-OF-CONSULTATION
Consultation-of-consultation is a collaborative relationship between mental health clinicians in which a consultant provides feedback and guidance to a Consultant in Training (CIT). The feedback is focused on the CIT’s skills and ability to provide consultation to other clinicians based on material presented by the CIT, direct observation, or recorded observation. The consultation-of-consultation should be structured in format and CITs are expected to provide examples of their ability to provide consultation to others. CITs are expected to work with at least 5 different consultees who are working towards Certification and are expected to complete at least 5 hours of individual consultation and 10 hours of group consultation with consultees.

The consultant is expected to review, evaluate and determine the readiness of the CIT as part of the process. Although co-leading consultation groups and shadowing (which is defined as being present while a consultant provides consultation) are significant and valuable for the CIT process, these activities themselves do not count as consultation-of-consultation.

Note: Only Approved Consultants can provide consultation-of-consultation to Consultants in Training.

INDIVIDUAL CONSULTATION
Individual consultation includes a total of two individuals (1:1), the consultant and the consultee.
GROUP CONSULTATION
Group consultation includes at least 2 consultees in a formalized setting which is led by a consultant in a structured group format. All consultees in the group are expected to participate and be prepared to bring their own EMDR case presentation material content forward for discussion. Although group consultees are expected to present when participating in group consultation, the hours accrued in this setting can only be counted as group consultation. Individual consultation hours cannot be accrued in a group format.

- EMDR basic training consultation – Group consultation size cannot exceed 10 consultees (1:10). When group time is not equally divided among consultees, each participant is required/expected to present case material, so that all consultees in the group both demonstrate and observe their peers demonstrate standard EMDR therapy.
- EMDRIA Certification consultation – Group consultation size cannot exceed 8 consultees (1:8). When group time is not equally divided among consultees, each participant is required/expected to present case material, so that all consultees in the group both demonstrate and observe their peers demonstrate proficiency and fidelity to the standard EMDR therapy.
- Consultation of Consultation – Group size cannot exceed 4 CITs (1:4).

Note: Consultation groups are distinct from study groups or groups focused on special populations and alternative procedures/protocols, which may not be structured and may enrich the practices of those attending, but do not count for consultation hours toward Certification.

STANDARD EMDR THERAPY
Standard EMDR therapy means maintaining fidelity to EMDR therapy’s eight phase, three-pronged approach (Shapiro 2018).
OVERVIEW OF CONSULTATION PROCESS

This purpose of this packet is to provide information and to establish clear expectations of the consultation process for both consultants and consultees.

Consultation focuses on the mastery and integration of standard EMDR therapy in practice. The consultant values the integrity and independence of the consultee. The consultant and consultee are expected to operate within the ethical standards and scope of practice of their professional license. It should be consultee-centered case consultation and the purpose is for the consultant to evaluate the consultee’s use of standard EMDR therapy with clients. Consultation is not supervision. The consultee maintains full responsibility and autonomy for the decisions involving their clients’ treatment. The consultant provides feedback on the consultee’s the utilization of standard EMDR therapy and is not directive with client work. The consultant’s primary responsibility is in evaluating the consultee’s ability in implementing the standard EMDR therapy’s eight phase protocol, three-pronged approach. If there are concerns about the consultee’s ability, the consultant is responsible for communicating those concerns as early on in the consultation process as is possible so that appropriate corrective measures can be taken by the consultee.

During the consultation of consultation process, the consultant evaluates the CITs skill and ability as a consultant.

Consultants are expected to provide up-to-date and relevant information regarding the utilization of standard EMDR therapy with various client populations. The consultant recognizes their limits of competency and, when appropriate, will refer the consultee to another consultant who is more familiar with a specific client population.
The following is a brief overview of the components of a successful consultation relationship. These steps are important to consider and implement as part of an organized and structured consultation process.

Prior to beginning work the consultant is expected to:
- Identify why consultation is being sought (i.e. for the purposes of completing EMDR basic training, EMDRIA Certification or Approved Consultant credential)
- Consider and discuss logistical matters including but not limited to: consultee client case load, location (e.g. whether consultation will be conducted in person or remotely), and anticipated timeframe or duration of consultation.
- Inform CITs about the CIT declaration process and instruct them to complete the online declaration form if they haven’t done so already.
- Discuss expectations for both consultant and consultee during consultation process
- Identify and review definition of terms, case presentation forms, any other forms that will be used as an evaluative tool during consultation process and a contractual agreement for consultation services.
- Are there any upfront concerns that could impact the consultation process? Are both the consultant and consultee clear on the process and what is expected of both parties involved?
- Enter into a written contractual agreement for consultation services and ensure that the terms are clearly documented and agreed to in writing.

During the EMDRIA Certification consultation process the consultant is expected to:
- Meet with consultee during predetermined intervals to review and discuss client cases. Consultees are expected to provide examples of their clinical work as part of the consultation process which may include video recordings, audio recordings, near verbatim transcripts, and/or EMDR case presentation form.
- Document and track the number of individual consultation hours and/or group consultation hours provided to the consultee. Consultants are expected to track and maintain records for the consultation hours they provide and are expected to retain this documentation for a 5 year period from the date the consultation has concluded.
- Track and review the number of clients to whom the consultee is providing standard EMDR therapy
- Inform the consultee at specified point in time (as agreed to in consultation contract) if there are concerns that come up during the consultation process that present an issue & communicate what measures or actions should be taken by the consultee to remedy the concerns so that a recommendation for certification can be provided.
- Draft letter documenting the consultation hours and recommending consultee for certification. The consultant should be as clear and explicit as possible when documenting consultation hours for consultees. The documentation should include the total number of consultation hours provided, how many hours were individual consultation and how many hours were group consultation, as well as the start and end date indicating when these consultation hours occurred. The consultant is expected to make an evaluative statement about the consultee’s use of standard EMDR therapy with clients and recommend them for certification.

During the consultation-of-consultation process the consultant is expected to:
- Meet with the CIT during predetermined intervals to review and discuss the consultation that the CIT is providing. The feedback from the consultant is expected to focus on the CIT’s skill and ability to provide consultation to other clinicians based on material presented by the CIT, direct observation, or recorded observation.
- Document and track the number of consultation-of-consultation hours provided to the CIT. Consultants are expected to track and maintain records for the consultation-of-consultation hours they provide to CITs and are expected to retain this documentation for a 5 year period from the date the consultation has concluded.
- Track and review the number of consultees to whom the CIT is providing consultation. The CIT may be co-leading a consultation group with the consultant, leading their own consultation group, or providing individual consultation hours to consultees.

- Inform the CIT at specified point in time (as agreed to in contract) if there are concerns that come up during the consultation-of-consultation process that present an issue & communicate what measures or actions should be taken by the CIT to remedy the concerns so that a recommendation for the Approved Consultant credential can be provided.

- Draft letter documenting the consultation-of-consultation hours and recommending the CIT for the Approved Consultant credential. The consultant should be as clear and explicit as possible when documenting consultation-of-consultation hours for CITs. The documentation should include the total number of hours the consultant provided to the CIT, how many hours were individual and how many hours were group, as well as the start and end date indicating when the consultation-of-consultation hours started and ended. The consultant is expected to make an evaluative statement about the CIT’s abilities and recommend the CIT for the Approved Consultant credential.

Both the consultant and consultee are expected to stay attuned and communicate clearly and regularly during the duration of the consultation process.
Sample Contract Agreement for Individual 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 gain knowledge regarding complex trauma, build confidence using EMDR, but not EMDRIA credential purposes
- _____To achieve the EMDRIA Certification credential
- _____To achieve the EMDRIA Approved Consultant credential
- _____Other ___________________________________________________________________________________

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. 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, or consultation-of-consultation to become an EMDRIA Approved Consultant.

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 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.

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 5 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, and I attend EMDRIA and ISST-D conferences at least every 2 years. 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 1-2 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. 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 with me.

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 is essential to the consultation process, to include video, near verbatim transcripts, audio recordings, and/or live demonstrations. You are to obtain the necessary releases from clients. The video/audio/verbatim must include your words and interventions.
• You will demonstrate proficiency and fidelity in applying the 8 Phase, 3 Pronged approach of standard EMDR therapy. This may include reading and training outside of consultation.

For Consultants-in-Training
• I will expect the following in addition to consultation-of-consultation: auditing an EMDR basic training, shadowing the practicum facilitator role at an EMDR basic training, shadowing and/or co-facilitating group consultation, offering and forming a consultation group for the duration of your CIT status.
• Consultation-of-consultation will involve developing your forms and skills as a consultant, and reviewing examples of your clinical and consultation work.
• You are expected to work with at least 5 different consultees who are working towards EMDRIA Certification and are expected to provide at least 5 hours of individual consultation and 10 hours of group consultation to consultees.

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.

If you are seeking consultation toward EMDRIA Certification, I will be evaluating your proficiency and fidelity in implementing the 8 Phase, 3 Pronged approach of standard EMDR therapy.
If you are seeking consultation-of-consultation toward becoming an EMDRIA Approved Consultant, I will be evaluating your skills and progress in both knowledge of EMDR therapy terms and protocols, and your abilities as a consultant.
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.

Consultee Information
Full Name and degree: ___________________________________________________________
License type and number: ___________________________________________________________________________
Preferred mailing address: ___________________________________________________________________________
Work Phone:_____________________ Cell Phone: ___________________________
FAX:___________________________ Email: ________________________________
Please provide the dates of your EMDR basic training and trainer’s name:
__________________________________________________________________________________

*Consultee will provide certificate of completion*
Name of work setting: _____________________________________________________________
Address of work setting: ___________________________________________________________
Number of clients you see a week: __________
What are your goals for consultation?
1) _________________________________________________________________________________
2) _________________________________________________________________________________
3) _________________________________________________________________________________

Based on the goals for consultation you have chosen, please be prepared to provide the following:
10 hours required for EMDR basic training completion
_____ Signed Agreement (initial meeting)
_____ Provide the Targeting Sequence plan/ EMDR Treatment Plan for each case (each consultation)
_____ Provide the Basic Protocol worksheet from each case (each consultation)
EMDRIA Certification

- Signed Agreement (initial meeting)
- Informed Consent process including EMDR therapy utilized at your place of practice (initial meeting)
- Case presentation according to format provided (bring to each consultation)

EMDRIA Approved Consultant/Consultant-in-Training

- Signed Agreement (initial meeting)
- Completion of registering with EMDRIA as a CIT (within 2 weeks of initial meeting)

By 5th consultation-of-consultation:

- Your own Agreement designed to fit your consultation practice
- Your own case presentation format to fit your consultation practice
- Your own learning objectives or evaluation measure to fit your consultation practice

Fees:
My fee for individual consultation is $X/hour. Payment is expected at time of service. Check, cash, charge, or Paypal. 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.
Notes/how paid: ________________________________________________________________

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

________________________________________________________
Consultee Name (print)          Signature           Date

________________________________________________________
Consultant Name (print)         Signature           Date
Sample Contract Agreement for Group Consultation

Group Information
This agreement outlines the expectations regarding group consultation toward EMDRIA Certification in EMDR. Consultation groups for clinicians seeking EMDRIA Certification are structured as follows:

- Groups will meet for 8 sessions of 90 minutes each.
- Each group will be limited to 4 participants to allow all to present case material on each of the 8 Phases.
- Consultees must attend at least 7 (of 8) sessions and present current/recent case material on all 8 Phases to obtain full credit of 10 hours of group consultation toward EMDRIA Certification. If a scheduled case presentation is missed, the consultee may schedule a 30 minute individual consultation (for an additional fee) to make up the missed presentation/case review.
- Consultees are expected to come prepared to present case material, complete with notes on that case. Cases will be presented using the EMDR case presentation form. Not all group participants are able to present full cases in every group meeting. My goal is that each participant will discuss some aspect of their clinical work in each meeting. You may schedule a case presentation in advance of the group meeting to help ensure the opportunity to present a full case.
- Do not include any information that will identify the case you are presenting.
- The group shall meet on the following 8 dates & times via zoom:

Format
Session 1: Introductions
Payment in full is due at or prior to Session 1 (cash, check, Paypal, or credit card).
Read/review Chapter 1 from *Getting Past Your Past*, by Francine Shapiro.
Discuss informed consent for EMDR, introducing EMDR to clients, and your intake interview/process.

Sessions 2-8: Phase-focused questions and review (30 minutes)
Case Presentation 1 (30 minutes) – on indicated Phase(s)
Case Presentation 2 (30 minutes) – on indicated Phase(s)
All case presentations should include (at minimum) the information indicated on the Case Presentation Sheet provided at Session 1, with detailed information regarding the Phase(s) assigned.

The following items are due (sent via email, fax, or mail) at least 1 week prior to Session 1:
_____ This agreement, signed and dated.
_____ A copy of your EMDR basic training completion certificate (If not already sent for individual consultation).

Consultee Information
Full Name and degree: ________________________________________________________________
License type and number: _____________________________________________________________
Preferred mailing address: _____________________________________________________________
Preferred Phone: ______________________ Email: _____________________________________________
Name & address of work setting: ______________________________________________________

Number of clients you see per week: _____________________
Are you able to utilize EMDR in your work setting?  Yes / No
Are there other therapists utilizing EMDR in your work setting?  Yes / No
Types of clients and presenting issues with which EMDR will be utilized:

_________________________________________________________________________________
_________________________________________________________________________________
If you have a Supervisor who is providing supervision towards licensure, please provide his/her name and contact information. Consultant and Supervisor will speak briefly at the beginning of consultation, and as needed.

Prior to learning EMDR, which psychotherapy models were you typically utilizing?

How long have you been practicing therapy? ____________ How long have you been practicing EMDR? ____________

With what aspects of EMDR are you most comfortable?

________________________________________________________________________________________________

What aspects of EMDR are currently most difficult for you?

________________________________________________________________________________________________

________________________________________________________________________________________________

Fees
Consultation groups for clinicians seeking EMDRIA Certification meet 8 times for 90 minutes each for a total fee of $X paid at or before the first group. (Notes/how paid: ____________________________________________________)

Please send your completed consultation agreement to me at least one week prior to the first group consultation session.

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

__________________________  __________________________  ____________
Consultee Name (print)     Signature     Date  

__________________________  __________________________  ____________
Consultant Name (print)    Signature     Date
Permission to Record EMDR Client Sessions for Consultation Purposes

I, ________________________________, give permission for the recording and discussion of my EMDR therapy sessions, and for presentation of my clinical progress, by ________________________________.

Therapist Name Here

I understand that the purpose of the recording is for my therapist’s professional development in EMDR therapy.

______ I understand that confidentiality is of utmost importance and that my name will not be used in the presentation and that no identifying information will be shared.

______ I understand this presentation (i.e. recording) of my session(s) will be reviewed by my therapist, the consultant my therapist is working with, and potentially other clinicians who are participating in group consultation.

______ I understand that any recording will remain in the control of my therapist at all times, and will not be reproduced, unless by separate consent.

______ I understand this release will be retained in my file, unless I rescind it.

______ I understand that I can rescind this consent whenever I choose and that any recording of my session will be discarded at my discretion and direction, after discussion with my therapist.

______ I understand that if I am involved, or likely to be involved, in litigation that I may choose to decline this request for any recording or use of my clinical material, as caution against possible subpoena.

______ I understand that there is no obligation to consent, with no penalty or consequence for declining, and I consent freely.

I do not want my face filmed: ________________

Client Initials Here

Client Name & Signature:

Date:

Therapist Name & Signature:

Date:
EMDR Case Presentation Form

Client Age & Gender:

**Phase 1: Client History**
Presenting problem:
Brief summary of trauma history:
Most recent trauma/triggers:
Worst traumatic memory known:
First traumatic memory known:

**Phase 2: Preparation**
DES:
Safe/Calm Place:
Container:
Additional resource development:

**Phase 3: Assessment**
EMDR Treatment Plan (complete one of the following, and indicate reason for choice)
- Issue Drive
- Timeline
- 10 Worst
- Single Event

**Phase 4: Desensitization**
Target being processed/presented:
Picture:
NC, PC & VOC:
Emotions:
SUD:
Body Sensations:

Reprocessed? How did it go?

**Phase 5: Installation**
VOC to 7? How did it go?

**Phase 6: Body Scan**
Clear? How did it go?

**Phase 7: Closure**
Incomplete/complete? How done? How did it go?

**Phase 8: Reevaluation**
At next session. How did it go?

Questions you have:
Certification Consultee Evaluation Form

This evaluation form is provided to Approved Consultants and Consultants-in-Training to support their evaluation of consultees working towards Certification. EMDRIA recommends that Consultants utilize this measure (or an equivalent tool) to assess a consultee’s knowledge and skills in providing EMDR therapy and to identify areas to strengthen prior to recommending for the Certification credential.

No minimum/passing score is indicated due to the subjective nature of such an evaluation; however, the items below reflect content essential to the Certification process. Thus, if a consultee has not demonstrated the skill or practice described in each item, the consultant has reason to require that it be adequately demonstrated (in a manner determined by the Approved Consultant) prior to recommending for Certification.

Does the consultee understand the ‘mechanics of EMDR’? (e.g. seating, distance, stop signal, etc.)

(Never) 1 2 3 4 5 (Always)

Does the consultee gather an appropriate client history?

(Never) 1 2 3 4 5 (Always)

Does the consultee adequately assess the client for appropriateness for EMDR therapy?

(Never) 1 2 3 4 5 (Always)

Does the consultee adequately screen the client for dissociation? (e.g. DES, MID, etc.)

(Never) 1 2 3 4 5 (Always)

Does the consultee adequately prepare the client for EMDR therapy?

(Never) 1 2 3 4 5 (Always)

Does the consultee utilize the “safe place” effectively?

(Never) 1 2 3 4 5 (Always)

Does the consultee utilize RDI effectively when needed?

(Never) 1 2 3 4 5 (Always)

Does the consultee adequately explain the EMDR therapy process to the client?

(Never) 1 2 3 4 5 (Always)

Does the consultee ‘stay out of the way’ while processing with the client?

(Never) 1 2 3 4 5 (Always)
Does the consultee deal effectively with the ‘looping’ and ‘stuck processing’? (e.g. change direction, speed or amount of Ems; change modalities; cognitive interweave)

(Never) 1 2 3 4 5 (Always)

Is the consultee sensitive to different client populations?

(Never) 1 2 3 4 5 (Always)

Does the consultee provide appropriate closure for incomplete sessions?

(Never) 1 2 3 4 5 (Always)

Does the consultee utilize available resources for client support? (e.g. medical, family, social, community, religious, etc.)

(Never) 1 2 3 4 5 (Always)

Does the consultee utilize standard EMDR therapy in a comprehensive treatment plan for clients?

(Never) 1 2 3 4 5 (Always)

Does the consultee demonstrate proficiency and fidelity in applying the standard EMDR therapy?

(Never) 1 2 3 4 5 (Always)

Does the consultee demonstrate creativity in the application of EMDR while maintaining fidelity to the standard EMDR therapy and sensitivity to transference issues?

(Never) 1 2 3 4 5 (Always)

Does the consultee prepare adequate written case presentation material or recordings of their use of EMDR therapy with clients for consultation purposes?

(Never) 1 2 3 4 5 (Always)

Strengths & Weaknesses: __________________________________________________________

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Consultant-in-Training Evaluation Form

This evaluation form is provided to Approved Consultants to support their evaluation of Consultants-in-Training (CIT). EMDRIA recommends that Approved Consultants utilize this measure (or an equivalent tool) to assess a CIT’s knowledge and skills in providing consultation in EMDR therapy, to provide feedback to the CIT, and to identify areas to strengthen prior to recommending the CIT for the Approved Consultant credential.

No minimum/passing score is indicated due to the subjective nature of such an evaluation; however, the items below reflect content essential to the Consultation-of-Consultation process. Thus, if a CIT has not demonstrated the skill or practice described in each item, the Approved Consultant has reason to require that it be adequately completed/demonstrated (in a manner determined by the Approved Consultant) prior to recommending the CIT for the Approved Consultant credential.

Does the CIT have set expectations and enter into a written contractual agreement for consultation services prior to beginning their work with consultees?

(Never) 1 2 3 4 5 (Always)

Does the CIT meet regularly with consultees?

(Never) 1 2 3 4 5 (Always)

What type/manner of consultation is utilized by CIT? (check all that apply)
- In Person
- Online Video Conferencing
- Phone

Does the CIT track and review the number of clients to whom consultees have provided EMDR therapy?

(Never) 1 2 3 4 5 (Always)

Does the CIT track and document hours with consultees in group and/or individual consultation?

(Never) 1 2 3 4 5 (Always)

Does CIT navigate group consultation successfully, allowing appropriate time for case discussion with each group participant?

(Never) 1 2 3 4 5 (Always)

Does the CIT review written examples of consultees’ clinical work?

(Never) 1 2 3 4 5 (Always)

Does the CIT require a video recording of consultees’ client sessions to review?

(Never) 1 2 3 4 5 (Always)
Does the CIT review videos presented by consultees and make recommendations based on adherence to standard EMDR therapy?

(Never) 1 2 3 4 5 (Always)

Does the CIT prepare adequately written documentation or provide recording of their consultation sessions with consultees for the purposes of receiving consultation of consultation?

(Never) 1 2 3 4 5 (Always)

Is the CIT able to proficiently explain and articulate each phase of the standard EMDR therapy?

Yes No

Does the CIT keep the consultee focused on the standard EMDR therapy?

(Never) 1 2 3 4 5 (Always)

Is the CIT able to effectively guide consultees when they are stuck or applying standard EMDR therapy inaccurately?

(Never) 1 2 3 4 5 (Always)

Does the CIT assess their consultees’ ability to maintain fidelity to the standard EMDR therapy? Is the CIT able to provide effective & helpful guidance to consultees with regard to maintaining fidelity?

(Never) 1 2 3 4 5 (Always)

Does the CIT recognize the therapeutic transference issues that may impact the utilization of EMDR?

(Never) 1 2 3 4 5 (Always)

Can the CIT explain appropriate EMDR case conceptualization, target sequencing and treatment planning?

(Never) 1 2 3 4 5 (Always)

Does the CIT demonstrate an understanding of advanced EMDR therapy topics, such as application of EMDR with special populations (within their areas of expertise), and working with complex trauma cases?

(Never) 1 2 3 4 5 (Always)

Does the CIT demonstrate an understanding of when consultees should be using standard EMDR therapy or when cases warrant alternative protocols or modifications?

(Never) 1 2 3 4 5 (Always)

Is the CIT able to effectively motivate newly trained clinicians to use EMDR (if applicable)?

(Never) 1 2 3 4 5 (Always)
Does the CIT allow consultees to develop his/her own style?

(Never) 1 2 3 4 5 (Always)

Does the CIT provide helpful feedback to consultees?

(Never) 1 2 3 4 5 (Always)

Does the CIT let consultees know with at least 5 consultation meetings remaining, if there is potentially going to be a need for further development prior to recommendation for certification?

(Never) 1 2 3 4 5 (Always)

Has the CIT provided consultation to at least 5 different consultees who are working towards EMDRIA Certification and has the CIT completed at least 5 hours of individual consultation and at least 10 hours of group consultation with consultees?

Yes No

Strengths & Weaknesses: ________________________________

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American Academy of Child and Adolescent Psychiatry. Systems-Based Practice Consultation. Revised June 2014. [Link]


Korn, D.L., Maxfield, L., Smyth, N.J., & Stickgold, R. EMDR Fidelity Rating Scale (version 2: 10/1/2018) [Link]
