

EMDR Consultation Agreement

with Jackie Flynn EdS, LMHC, RPT



Welcome to EMDR Consultation with Jackie Flynn. I look forward to helping you reach your EMDR development goals. I would like to orient you to what we can work on together and the limits of our work. It will be helpful for us to talk about this agreement after you have had a chance to read it. We will both sign it and maintain copies of it and refer to it as needed.

The purpose of this agreement is to establish a clear understanding of the expectations of consultation and to help create a comfortable learning journey we share.

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 required by EMDRIA to achieve the Basic course completion (requirement as of 7/1/07).

_____ To gain more knowledge, update knowledge, build confidence in using EMDR, but not certification.

_____ To achieve EMDRIA Certification Status.

_____ To achieve EMDRIA Consultant Status.

_____ Other

Your reason for entering consultation, directs the type of consultation activities. As you develop, you may choose to change the focus of consultation. Therefore, our activities will change as well. As soon as you decide to make changes in your goals, you are responsible to let Jackie Flynn know and we will discuss the change in activities or requirements at that time.

The following clarifies expectations, the general structure of consultation, what the Consultee can expect of Consultant and what is expected of the Consultee when seeking to complete the basic 10 hours of consultation for the Basic Course completion or become an EMDRIA Certified or an EMDRIA Approved Consultant:

What to Expect from Consultation:

1. Consultation is educational. The goal is for Consullees to increase skills and competency in utilizing EMDR and to give evidence of these skills and competencies.
2. Consultant will notify (certification candidate) Consultee by the 4th session if Consultee seeking Certification is having difficulty in grasping concepts and/ or have skill deficits that I foresee could prohibit my recommending Consultee for certification. We will discuss options to either get the resources necessary to be successful or I will refer to the appropriate consultation. Ongoing feedback is a part of this process. The Learning Objectives Checklist is a tool we can both use to measure progress on a regular basis.
3. Consultant will work with Consultee toward the goal of becoming certified if that is the chosen goal of the Consultee as identified above.
4. Consultant will request that Consultee video sessions so that we may, together, evaluate Consultee's work. Consultee is to obtain the necessary releases from clients. The Consultee is being evaluated, therefore the video must include the Consultee. This raw data allows the Consultant to see what the Consultee isn't aware of and bring this into awareness. Other agreed upon raw data can substitute for a video, but should be agreed upon in advance.
5. When presenting case material, please eliminate any identifying information of your client to improve confidentiality.
6. The Consultant will write a letter of recommendation if Consultee has acquired the skills and knowledge base to be certified and can demonstrate this. If the skills and knowledge have not been demonstrated effectively, the Consultant can provide written

documentation of the time spent in consultation, the skills and knowledge acquired and the areas still needing improvement. I will provide an open forum for us to discuss issues as they arise especially if Consultee is having difficulty.

7. The Consultant encourages Consullees to seek consultation from other EMDRIA Approved Consultants if they have a specialty area that fits the Consultee's needs. Notify the Consultant if additional Consultants are utilized for hours towards certification. The guidance provided to you, the Consultee, will be enhanced if you grant both Consultants permission to speak to each other.

What the Consultee Can Expect of Consultant:

1. Consultant will keep abreast of current trends and changes happening with EMDR. The Consultant will provide Consultee with new information and accommodate Consultee's needs as long as it stays within the scope of my knowledge. I will refer Consultee to other consultants if Consultee's needs are specialized.
2. We will schedule our individual or group appointments as members of the group's schedules permit.
3. Consultant will provide the Consultee with a list of EMDR related topics to learn and demonstrate mastery with these topics, and Learning Objectives. Periodically, in individual meetings, this list can be reviewed to check progress.
4. The Consultant will provide written verification to the appropriate organization (EMDRIA, EMDR Institute, EMDRHAP, or other independent training provider) depending on the type of certification and training provider. If a form is required for Consultant's signature, the Consultee will complete as much as possible of this form and forward it to the Consultant for completion.
5. The Consultant will make efforts to provide a safe and supportive learning environment. Any concerns about this, when shared with the Consultant, will be addressed with the Consultee in private. If the Consultee has a concern about the consultation process,

please contact the Consultant to explore and address the concern at your earliest opportunity.

6. Jackie Flynn does not provide Ce credits for licensure. Your hours are not reported to CE Broker. Nor does EMDR consultation count as EMDRIA continuing credits.

What is Expected of Consultee in Consultation:

1. Consultee is expected to come to group prepared to present case material, complete with Consultee's notes on that case. Cases will be presented using the case presentation format. Not all group participants are able to present full cases in every group meeting. It is hoped that each participant will discuss some aspect of their clinical work in each meeting. Please schedule a case presentation in advance of the group meeting to help ensure the opportunity to present a full case that will count as an individual hour of consultation.
2. Recorded sessions of your work are requested for certification. This is requested by this Consultant but not all Consultants request videos. Videos are not required by EMDRIA but recommended by Francine Shapiro. They are a powerful teaching tool and this Consultant has found them to be extremely helpful to the Consultee's development and it expedites the learning curve. If you are unable to provide videos, a written transcript, audio tapes or live demonstrations are acceptable. This enables this Consultant to see examples of your work. Presenting videos by the third meeting is strongly encouraged.
3. It is required that the Consultee read the *Eye Movement Desensitization and Reprocessing: Basic Principles, Protocols, and Procedures*, 3rd edition by Francine Shapiro. There are many excellent texts on EMDR as well as videos.
4. It is highly recommended that the Consultee learn the 8 phases, purpose of each phase and the intervention of each phase very early on in the consultation process as knowledge of this significantly enhances the mastery of EMDR. This will be one of the first pieces of knowledge the Consultee will be expected to master.
5. The Consultee is expected to practice within the ethical guidelines of both their license and professional associations. EMDRIA states that if there is no professional

association, then the APA's code of ethics will be the standard all EMDRIA members are held to. It is the Consultee's responsibility to stay current on both the laws and ethics applicable to them.

6. The process of consultation can be interrupted for a variety of life events. If the Consultee takes a break longer than 6 months, this consultation arrangement will close and any remaining unused balances will be returned to consultee if paid in advance and fee arrangements are such that this is acceptable. Some group commitments are not refundable. Please be sure to seek clarification on this. Please request a brief closure meeting to clarify progress and skills that require further development.
7. If the Consultee has a concern about the process of consultation, please contact the Consultant at your earliest convenience by phone or in person to address the concerns. Please do not let it fester. Consultation vs Supervision Consultation focuses on mastery of the EMDR approach to psychotherapy and integrating EMDR into your practice. Supervision has a much broader focus including all basic therapy skills, ethics, legalities and develop of the therapist self. Consultee is responsible for the therapeutic relationship with Consultee's clients and to be competent in the modalities that the Consultee offers. Consultation is not supervision. As a consultant, I do not hold liability for how Consultees practice. My role is to help the Consultee understand the technical aspects of integrating EMDR into the overall case conceptualization and treatment plan, help Consultees develop skills, and provide Consultees with education. Consultation with Consultant should not substitute for foundational psychotherapy skills. Should we identify areas of improvement, Consultant may suggest ways to help Consultee learn these skills but will not be providing consultation to improve Consultee's foundational skills.

Jackie Flynn is a Consultant-in-Training, CIT. This means that if the Consultee has completed the Basic Course in EMDR and wishes to become an EMDRIA Certified Therapist or beyond, she is approved to provide part of the consultation requirement toward that end. Please contact EMDRIA at www.emdria.org for further information on certification.

Consultee Information:

Full Name and degree: _____

License type and number: _____

Preferred mailing address: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Please provide the dates and trainer's name of your Basic EMDR

Training: _____

*Consultee will provide certificate of completion of the trainings to Jackie Flynn.

Name of work setting: _____

Address of work setting: _____

Number of clients you see a 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 EMDR will be utilized with:

If you have a Supervisor who is providing supervision towards licensure, please provide their name and contact information. It will be important that the Consultant and Supervisor speak briefly at the beginning.

Prior to learning EMDR, which psychotherapy models were you typically utilizing with your clients? _____

How long have you been practicing therapy? _____

How long have you been practicing EMDR therapy? _____

What aspects of EMDR are you most comfortable with?

What aspects of EMDR are currently most difficult for you? _____

What is your confidence level using EMDR at this time? 0 to 10, 0 being none and 10 being perfected. _____

Which professional association's code of ethics do you follow? _____

Based on the goals for consultation you have chosen, please be prepared to provide the following to the Consultant: _____ 10 hours required for Basic Course completion:

Signed Agreement during 1st meeting Provide the Targeting Sequence plan/ EMDR Treatment Plan each case Provide the Phase 3 Assessment form each case

_____ EMDRIA Certification Signed Agreement 1st meeting

_____ Learning Objectives/Fidelity Checklist (A. Leeds version) 1st meeting Case presentation according to format provided each case Video presentation according to format provided each video, if scheduled to present video

_____ EMDRIA Consultant Credential Signed Agreement 1st meeting

Your own Agreement is designed to fit your consultation practice. Your own case presentation format to fit your consultation practice. Your own learning objectives to fit your consultation practice.

Schedule Arrangement:

Fees: payment is expected at time of service. Check, cash or charge. If you prearrange a discounted fee for paying in advance for a series of consultations, that full payment is due at the first session.

_____ Individual hour _____ Group hour

Other fee related items _____

How paid: _____

Organizations Consultant-in-Training will be requested to report to (training providers, EMDRIA): _____

Consultee is encouraged to provide feedback to the Consultant about the consultation experience during and at the conclusion of the work together.

I have read and understand, and agree to the above conditions in this letter of understanding:

_____ Consultee Signature

_____ Date

_____ Jackie Flynn EdS, LMHC, RPT

_____ Date

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