



Attendance Policy

EMDR Basic Training requirements are established and maintained by the [EMDR International Association \(EMDRIA\)](#). EMDR Basic Training is a dynamic, interactive training, synchronous training. Therefore there are strict attendance policies to attend and complete training.

Trainees are required to attend all portions of training to complete the course. Per EMDRIA this includes 20 hours of lecture, 20 hours of practicum and 10 hour of consultation.

Missing any portion of training will prohibit you from completing your course.

We must maintain strict policies around attendance to support all trainees, given the dynamic and unique facets of EMDR Basic Training.

Attendance expectations:

It is expected that trainees attend all portions of training with their full presence and attention. Missing any portion of training will require the trainee to work with the training team to identify a makeup plan and makeup time will not always be an option.

Makeup costs are required when making up missed portions of training. These costs are implemented due to the many nuanced processes that go into EMDR Basic Training and scheduling make-ups. These costs are not meant to be punitive, but rather to account for the many complexities and administrative time that making up training requires.

[Here](#) is our specific policy regarding make up time. Please reach out to [Cassie](#) as soon as possible if you have a potential conflict that could impact your training.

Please attend training in a quiet, confidential space, just as you would a counseling session. Please do not attend training while driving or in a public space.

Can I leave training or consultation early, arrive late, or step out to take care of a chore?

Unfortunately, no. Missing any more than 10 minutes will impact your learning. Please plan to be present for all portions of training. Arriving late, leaving early, or missing portions of training will negatively impact your learning process along with your colleagues. This includes consultation groups.

If you are more than 10 minutes late to consultation group, your consultant may not allow you to attend.



Change of Training Date requests

All change of cohort requests should be sent in writing to cassie@rebeccakase.com

Changing your cohort **more than two weeks prior to your Part 1** is permitted. With two weeks notice or more, there is no additional cost to switch to a later cohort.

Change of cohort requests **fewer than two weeks to your Part 1** will require a \$250 change of cohort fee. This fee will be due two weeks prior to your new Part 1.

Change of cohort requests **after your Part 1 training, but prior to Part 2**, are not always an option. These requests are based on the availability we have in other cohorts and will require a \$250 change of cohort fee. EMDRIA requires that you complete your full training within 1 year of your Part 1 weekend.

We understand life happens. If you have an emergency or a confirmed medical situation, please let us know. We can discuss the best plan for moving your training and adjust the change of cohort fee when applicable.

Refunds & Withdrawals

Please send withdrawal requests in writing to cassie@rebeccakase.com

- Training withdrawal requests made **more than 2 weeks prior to Part 1** are eligible for a full refund minus a \$50 administrative fee.
- Training withdrawal requests made **fewer than two weeks prior to Part 1** will incur a late cancellation fee of \$300; any remaining payments made will be refunded.
- Training withdrawal requests made **after Part 1, but prior to Part 2** may be eligible for a partial refund and will be assessed on a case by case basis. The amount will vary depending on how much of the training was attended and the reason the trainee needs to withdraw. Requests after Part 1 will incur a mandatory \$400 cancellation fee and be charged for the portions of training already attended. Any additional monies paid may be refunded.
- Technical difficulties experienced on the trainee's end (ex: poor internet connection, computer problems, internet outages) are not eligible for a refund.



An emergency came up and I have to miss training. What do I do?

[Reach out to us](#) right away so we can support you in identifying a plan forward.

Why do I have to pay a fee to transfer or withdraw from training?

Our EMDR Basic Trainings always sell out. While we understand that something has changed for you, you did make a commitment to attend this full training when you registered. When you made that commitment it took a seat that could have gone to another eager trainee. These costs are not meant to be punitive, but need to account for all the pieces we need to handle on our end to transfer/remove you from the training and attempt to fill that seat.

We know life happens. Emergencies and confirmed medical situations should be discussed with our Program Manager, [Cassie](#). To help determine the right path forward.

What if my trainer has to cancel?

- o If your training has to be canceled for any reason, you will receive a full refund and will be notified at least 1 week prior.
- o If a training is canceled with less than 1 weeks' notice due to emergency or illness, a full refund will be issued as well as a discount code for a future training.