



## Attendance Policy

EMDR training requirements are established and maintained by the [EMDR International Association \(EMDRIA\)](#). EMDR 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. Makeup costs are required when making up missed portions of training. These are outlined below.

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.

### **Training makeup costs**

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 that making up training requires.

**Lecture:** \$50 per lecture hour for make-up time.

**Practicum:** \$120 per practicum makeup hour completed with a faculty member

**Consultation Groups:** One rescheduling request may be accommodated without charge. The cost to reschedule additional consultation groups beyond that is \$50/group. If you have reserved a spot for a make-up consultation group but have to cancel or do not show, you will still be responsible for the \$50 fee.



### **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.

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

### **Change of Training Date requests**

There is a \$250 change of cohort fee for requests made less than 2 weeks prior to beginning training.

Training cohort change requests received **at least 2 weeks prior** to beginning Part 1 training may transfer once with no additional cost. Cohort change requests received **with less than 2 weeks notice** of the beginning of the training program may transfer for a \$250 change of cohort fee.

### **Refunds & Withdrawals**

- Technical difficulties experienced on the trainee's end (ex: poor internet connection, computer problems, internet outages) are not eligible for a refund.
- Training withdrawal requests made at least 2 weeks prior to Part 1 are eligible for a full refund minus a \$50 administrative fee. Withdrawal requests must be received in writing.
- Training withdrawal requests made less 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 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.

### **What if my trainer has to cancel?**

- 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.
- 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.