

Dear Training Participants:

Welcome to the 2022 Virtual EMDR Basic Training Program. If you have not sent back to me the Participant Agreement, please do so at your earliest convenience.

Basics you need to know prior to the first day of training:

This will be a **Virtual EMDR Training** presented **Live via Zoom** platform. You **must be logged in and using the camera and microphone** to participate and considered present for training requirements and continuing education.

The required reading is: Eye Movement Desensitization and Reprocessing: Basic Principles, Protocols and Procedures by Francine Shapiro Third Edition). This may be purchased on Amazon.com

Please note EMDRIA offers a \$45 discount for newly trained members, those who are only partially trained, or working towards licensure under a supervisor. Membership would be at the Associate level. For more information go to <http://www.emdria.org/?page=60>

If you have any further questions about the training, you can email: JenniferJonesEMDR@gmail.com Cell phone: (414)335-3024 or (888)839-6181

Jennifer Jones, MS, LPC, CSAT, CSOT, CMAT, EMDR Consultant, HAP Facilitator, EMDRIA Approved EMDR Trainer

Training Dates: Participants may choose ONE Session (Winter/Summer/Fall) and attend all 8 days:

Winter Session: Friday & Saturday: Mod 1:February 25 & 26, Mod 2: April 1 & 2, Mod 3: April 29 & 30, Mod 4: 20 & 21, 2022

Training will be 8:30am to 5:30pm Central Standard Time



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Phone (262) 646-8288 Fax (262) 646-8255

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Registration Checklist

Please return this form and ALL of the items needed to complete your registration or application will not be considered

- Professional License
- Graduate School Diploma
- If not yet licensed Supervisor letter
- Registration Form
- 2 page EMDR Training Agreement
- Signed Technical Guide
- Payment Check or Online at <https://bethechangetraining.thinkific.com>



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To complete the registration we will need the following- **PLEASE SUBMIT IN ALL ONE EMAIL OR MAILING:**

1. A copy of the registration form (attached to this email)
2. A copy of your Diploma and current License
3. A signed copy of the 2 page Participant Agreement (attached to this email)
4. Payment: Go to website <https://BetheChangeTraining.thinkific.com>
Checks can be made out to Be the Change Global Wellness and can be **mailed to: Be the Change Global Wellness 4650 N. Port Washington Road #120 Milwaukee WI 53212**
5. Cost: \$1895 Discounted Rates: \$1795 30 days in advance.

I will be in touch with you further once your registration is completed, regarding further details of the training. I look forward to meeting you.



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**Be the Change Global Wellness Virtual
Basic EMDR Training Registration Form**

Circle Session attending: WINTER/SUMMER/FALL

Name: _____

Address Where you would like Manual Mailed (must be available to sign for it):

Work Phone #: _____ Cell Phone# _____

Email Address: _____

Which of the Following eligibility categories best describes you? Please provide **one** of the three option documentations.

Licensed Field _____ License # _____
Initial date of License _____ State of License _____
(Attach a copy of current license)

Graduate Degree: _____ Diploma Date _____
(Attach a copy of Diploma)

Graduate Student

Is your supervisor supportive of your intention to use this Psychotherapy approach with clients in your setting? _____

Supervisor's Name: _____



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Virtual EMDR Basic Training Participant Agreement

The undersigned participant acknowledges that she or he has thoroughly read, understands and agrees to the following **Initial all blanks and sign at the bottom**:

1. EMDR is widely recognized as an empirically supported treatment for PTSD and Acute Stress Disorder. Its safety and efficacy for other clinical applications have yet to be studied as much with controlled research.
2. _____ All participants must either be licensed to practice psychotherapy in a discipline recognized by EMDRIA or
 - a. Must have completed masters level coursework in a mental health or related discipline recognized by EMDRIA,
 - b. Must currently be in a licensing track **and** Be supervised by a licensed clinician with the appropriate letter on file. This letter should indicate that you have clinical privileges to practice psychotherapy under supervision and should endorse you to participate in the training. The letter from the licensed supervising clinician should be sent to:
Be the Change Global Wellness
4650 N. Port Washington Road Milwaukee, WI 53212 #120 or email to
JenniferJonesEMDR@gmail.com
3. _____ Participants must have access to clients. This training is designed to help participants integrate the use of EMDR in their current clinical setting.



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4. _____ A significant component of the training involves clinicians practicing EMDR and related procedures in small groups under the supervision of a trainer.
 - a. The participant should be prepared to address distressing real-life experiences as part of this training program in order to obtain the subjective experience of EMDR as a client, and to provide valid training experiences for other participants.
 - b. It is not unusual for a target to surface during or after practice sessions. Trauma related material presented didactically, in consultation sessions or on video examples may be distressing to those with unresolved issues.
 - c. In submitting their application for training, participants affirm they have had exposure to this type of material and will be able to employ stabilizing/containment skills necessary during the following EMDR training, practice and consultation sessions.

5. _____ Further, with reference to item 4 above:
 - a. Clinicians presently engaged in personal therapy and or psychiatric treatment should inform their therapist and or psychiatrist about the experiential component of this training and secure their therapist's and or psychiatrist's support before beginning this training. Signature of Participant _____
 - b. _____ Those with limiting or special medical conditions (pregnancy, heart conditions, ocular difficulties, epilepsy, etc) should consult with their medical professionals before participating in this training. If given approval to participate in the training, the participant agrees to inform one of the trainers of this condition.

6. _____ It is the responsibility of the participant to seek and obtain appropriate professional assistance if needed. Providing such assistance is not part of the training. Clinicians who elect to do personal EMDR work can find lists of EMDR trained clinicians at: www.EMDRIA.org



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7. _____ In order to assure confidentiality of personal and clinical information:
- Audio and video recording of any part of this training is not permitted.
 - It is expected that all participants will maintain the highest ethical standards of confidentiality, regarding all personal and clinical case information shared by others in the training.
 - Failure to maintain confidentiality will be considered an ethical violation and may result in dismissal of the training program without any reimbursement.
 - Confidentiality will apply to all consultation sessions and practice experiences: specifics may be discussed only with members of the immediate consultation group and trainer/s.
 - Pre-recorded videos of EMDR sessions have obtained proper informed consent and are to be kept confidential and only to be viewed and listened to by individuals participating in the enrolled EMDR program.
8. _____ Regarding Group Consultation: Participants agree to obtain written consent for the release of (non-identifying) information from each client prior to presenting case material
- NO CLIENT SESSIONS ARE RECORDED OR SHARED AS RECORDINGS AS A PART OF THIS TRAINING.
 - Participants agree to keep a completed written release form in each client's chart about whom they disclose case material.
 - Participants agree to avoid disclosure of client name or other identifying information in making verbal presentations and in sharing written documentation of client sessions.
 - Participant will inform client the reason for disclosure:
 - Non-identifying information only,
 - Information is for a continuing education program
 - The risks include: increased self-consciousness or feelings of vulnerability, public exposure or embarrassment



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- All efforts will be made to keep the client information confidential
- All participants agree to keep other participant consultation cases confidential
- client can revoke the consent at any time

e. By signing this agreement participant agrees not to share any case information or participant information outside of the training.

9. _____ Participants agree to read: (Participant is responsible to purchase)

Eye Movement Desensitization and Reprocessing, Basic Principles, Protocols and Procedures. Shapiro (2017,3rd edition)

10. _____ Participants will be provided one copy of the course manual as part of the tuition. If a manual is lost and needs to be ordered a replacement will be provided to the participant at the cost of \$100 (includes shipping fee).

11. _____ Participant's agree to the following Payment and Refund policy:

- Tuition must be paid in full 1 week prior to the first module. See payment agreement for detail and payment plans and discounted offers.
- Participant is responsible for providing an accurate address for the class manual to be mailed. Signature may be required for delivery.
- Late payments will be assessed for a late fee due by the first day of class.
- Up to 30 days in advance of the training start date, tuition is refundable minus a \$100 administrative fee.
- Cancellations must be in writing with date determined by postmark or email.
- After the start of the training no refunds will be given for any reason.

12. _____ To be considered EMDR Trained participant must meet EMDRIA standards of:



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(These EMDRIA standards are separate from Continuing education hours awarded and have no bearing on the Continuing Education hours certificate awarded to participant)

- a. _____ Satisfactorily attend all training days
- b. _____ Complete the assigned readings and homework
- c. _____ Complete the Quiz
- d. _____ Participate in group discussion
- e. _____ During Practicum must display adequate retention and practice of the 8 phases of EMDR
- f. _____ Participate in 10 hours of consultation
- g. _____ Demonstrate an understanding of the EMDR treatment approach during the practicum & Consultation hours (Taking notes during lecture and reviewing slides & lecture will be necessary to show understanding of the 8 phases of EMDR).
- h. _____ If arriving or leaving training more than 15 minutes, participant will need to discuss with Trainer Jennifer Jones how to make up the information missed to be awarded the EMDRIA approved EMDR Training Certificate *(If this is outside of the scheduled 8 days of class the hours may not count toward the NBCC continuing education hours. Make up hours will count for EMDRIA requirements only. Trainer fee is \$200 an hour for time outside of class to make up the necessary information missed in order to meet EMDRIA requirements)*

13. _____ Continuing education hours will be given for hours participant attended the scheduled LIVE lecture and practicum components of the training after day 8 is completed. Attendance will be verified for the live training, time missed more than 15 minutes of class will not be included in the total CE awarded. There is no recording of the live event available to participants. Learning resources on the Thinkific platform (<https://BetheChangeTraining.thinkific.com>) are to be used as a resource guide to participants who have been verified to attend the live event program. Consultation hours do not qualify for NBCC Continuing Education hours.



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14. _____ To obtain the EMDRIA requirements of EMDR Trained, the EMDR Trained Certificate will be awarded once all required hours of the training are completed, ALL evaluations are completed and quiz is completed. NBCC Continuing Education hours will not be withheld if participant has not completed the consultation hours at the end of day 8, as consultation hours do not count for NBCC CE.
15. _____ If you are unable to perform and complete the training to the full completion, the training manual will be returned to Be the Change Global Wellness 4650 N. Port Washington Road #120 Milwaukee, WI 53212, at participant expense. You understand that you cannot practice EMDR therapy until you have completed the entire training to completion and receive the EMDR certificate.
16. _____ Be the Change Global Wellness EMDR Training Manual and handouts are under the copyright of Be the Change Global Wellness and cannot be copied or distributed without the permission of Be the Change Global Wellness Corp.

Agreement Signature of Participant

Print Name

Date



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Tech Guide for Participants in Virtual EMDR Basic Training

PLEASE REVIEW BEFORE CLASS

Keep a copy and return a signed copy with Registration

Thank you for joining Virtual EMDR Basic Training with EMDR trainer Jennifer Jones, sponsored by Be the Change Global Wellness. This document covers some of the technical information you need to be successful with this online training.

We are using Zoom video conferencing and Thinkific for online learning platform for our training.



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- You will receive an e-mail with your log-in information and password for Thinkific. (This login information will be needed for all 4 modules)
- You'll need to log in to Thinkific at the beginning of every training day to sign in and sign out again at the end of the training session.
- **Training materials such as the training manual, binder, power point slides for mod 1, laminate handouts and worksheets will be mailed out prior to class.**
- **Participants should log in to their thinkific account to print out handouts prior to class.**
- The quiz and evaluations must be completed in order to receive your training completion certificate

Before class follow the instructions below to minimize internet interruptions and or failures:

1. Sign up for a FREE Zoom account if you do not already have one at: zoom.us (you do not need zoom pro/business to be a participant)
2. Update the software on your computer.
3. Clear the history and caches in your browsers
4. Turn your computer off completely overnight and when you restart test Zoom (ALLOW FOR EXTRA TIME)
5. Login to class from somewhere where your WiFi is strong
6. Consider plugging your computer directly to the WiFi modem with an ethernet cable and or use a WiFi booster
7. Practice using Zoom prior to class
8. Prior to Class log in to Thinkific:

<https://bethechangetraining.thinkific.com/courses/virtual-emdr-training>

- Click on dashboard or get started
- Click on Virtual EMDR Class
- Click on Day 1- you can preview the handouts and lessons
- Print Practicum instructions and EMDR worksheets for practicum



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9. Have the following accessible for the start of class:
- Training Manual
 - Window of Tolerance Laminate Handout
 - SUDS Laminate Handout
 - Components of Memory Laminate Handout
 - Attachment styles/Incest Continuum Laminate Handout
 - Over Accessing/Under Accessing and Stabilization Handout
 - Print out 4 copies of EMDR Work Sheets that are on your Thinkific site (or copy from manual)
 - Print the practicum instructions found in your thinkific portal

ON THE DAY OF CLASS LOG IN TO THINKIFIC AND CLICK ON LIVE LESSON- THIS WILL TAKE YOU TO THE ZOOM LINK- you should not need password but if you do it is EMDR2021

<https://bethechangetraining.thinkific.com/courses/virtual-emdr-training>

We are using the Zoom videoconferencing for our training. You will need:

1. a high-speed internet connection
2. a computer or other device (tablet, smart phone) with a webcam and mic (phone and mini tablet may be too small for viewing full presentation and controls will be different.
3. a back-up smartphone with internet access via phone signal, in case your internet connection fails
4. Have a private space that will have no/minimal interruptions. (Not tending to pets, children or client phone calls during training)
5. Note that a **Chrome Book will not work**. We use Zoom breakout rooms for small group practice sessions, and Chrome Book is not supported in the breakout rooms.



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6. Noise cancelling headphones can help reduce background noise and will improve sound quality and keep information secure.

*****Please do not share the Zoom link with anyone outside the class, to reduce the risk of our class being “zoom-bombed.”

While you’re using Zoom:

1. Starting on time. Practice using the zoom controls prior to class and sign in 15 minutes early.
2. If you mouse down your Zoom screen, you’ll see the controls across the bottom. That’s where you can mute yourself, make sure your webcam is on, send a chat message, etc. (on an iPad controls at the top or phone controls may be at the side)
3. Please “mute” yourself unless you are participating in a discussion. Then we don’t get background noises, and everyone can hear. (mute and turn camera off when using the rest room, turn back on when you return) Using Noise cancelling headphones will help you to hear the instructor clearly and cancel out background noise.
4. If you are using multiple devices you may will have an echo and other noise. Mute one device OR click on the microphone picture arrow, click audio, advanced, click echo cancellation, select aggressive.



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5. **PLEASE KEEP YOUR WEBCAM ON** during all live training sessions. This is the equivalent of “being in the room” for an in-person training and is **REQUIRED for continuing education hours and EMDRIA.**

- We must be able to see you for attendance.
 - Avoid walking around, driving or engaging in other tasks or excessive movement while in class. This is distracting to others and disrupts your learning.
 - If you need to stretch or use the restroom turn off your camera briefly and private chat your moderator/consultant if you will be off camera for more than a few minutes.
 - Sit in an upright chair vs laying down
 - Dress for a professional setting
 - Front light, avoid bright light behind you so that your face can be clearly seen
 - Do not use distracting background walls and be prepared to turn off background wall for practicum. Background walls impede the ability to see hand/arm movements for the EMDR BLS.
 - Breaks will be provided and discussed at the beginning of class
6. Privacy is required due to discussing case examples and practicum. Do not have children or other people present during class.
7. Turn off devices such as ALEXA/ECHO to avoid distractions and recording
8. Avoid having children, pets and other distracting noises in the room as this is distracting to you and others.



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9. If you would like to see the speaker and the PowerPoint slides at the same time, you can right-click on the speaker's face and click Pin; then you will only see the slides and the one face. You can drag the sides of the windows to re-size them if you wish.
10. Please have your chat set to "all participants" when you are posting questions – unless it's something you specifically want to be private and directed only to the instructor. You should check the chat function periodically.
11. If you are wanting to ask your facilitator a question in practicum, please use their phone number to text. DO NOT email as the instructor will not see during training. You can raise your hand on zoom- go to the control panel and click on reactions and choose an icon.
12. During Practicum text the facilitator: target, worst part, negative cognition, positive cognition, emotions, SUDS, body sensation, as well as periodic disturbance levels, if stuck, looping or needing help with cognitive interweave.
13. It is recommended you be alert and take notes during class in order to retain the information.
14. After the module review the information or "lessons" in your thinkific platform. This will help you retain the information, and it is required to move on to the next module. If you do not review all "lessons" in thinkific you will not be prompted to take the required quiz at the end.
15. Print the quiz in module 1 so that you are prepared to take the open book quiz at the end of



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module 4. You have 2 weeks after mod 4 to complete the quiz.

Jennifer Jones: 414-335-3024

Joelle Ottoson: 262-719-7609

Jennifer Bosch: 414-916-0555

Jodi Anderson: 920-655-0859

In case something goes wrong:

1. Difficulty logging in to Zoom: call Zoom support at 650-397-6096
2. Often re-loading will solve the problem or re-booting the device unless it's a weak signal
3. Use phone audio instead of internet audio for connection issues or weak signal
4. Text Joelle for questions during lecture 262-719-7609

*****This Training CAN NOT be recorded due to EMDRIA training standards*****

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I have read and agree to the technical requirements and online etiquette for Virtual EMDR Training.

Signature

Date



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Tele-Therapy Guide for Participants in Be the Change Global Wellness EMDR Training

This is not a comprehensive guide, but it covers the basics.

Who can you treat?

You can treat anyone who you can have virtual telehealth with.

1. Areas in which you are licensed to practice. (Check your state for licensure guidelines)
2. Areas that have reciprocity with your jurisdiction, for telehealth.
3. Areas that have proclaimed that any licensed provider may provide telehealth.

Modify your consent form?

Modify your consent form to include one or more of the following:

1. Specifying that the treatment will be provided via Zoom or similar encrypted platform (Doxy, VeeSee are some) and that the client should have a private space, high-speed internet, and a device with a mic and webcam
2. Asking the client to provide emergency contact information, as well as permission to reach out to that person in the event that the client “walks away” from the meeting while in a distressed state



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Video-conferencing tips

1. You should use a stable platform with high quality video and encryption for privacy. compliance. Examples (depending on the specific product/plan): Zoom, Doxy, VeeSee, Secure Video, etc. use the link below for more suggestions:

<https://www.emdria.org/publications-resources/practice-resources/coronavirus-clinical-resources/>

2. For optimal “presencing” you should have a good web cam, adequate lighting, and your face should take up a lot of the screen. It’s worth positioning your chair and computer properly for this to work; then your client will feel that you are with them, and not so far away.
3. You also want to have a suitable background, whether that’s your presentable office, a screen or curtain, or a photo that you can install in Zoom (and maybe some of the other platforms) as a background.
4. Help the client to understand how to position and care for their environment. Ensure the client feels they are in a private environment.
5. Ask your client to seek 3 grounding objects in their environment to have available for session.



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6. Test the types of BLS that work best for your client. (tapping, eye movements on screen, using an EM app)
7. Leave enough time in session to help client transition from their computer session back to their home and family (grounding, container, calm place)
8. For online therapy we lengthen the preparation time for doing trauma work to ensure the client can self sooth, shift states, and have affect tolerance before starting to reprocess targets. We recommend you graduate or titrate targets when you begin to test the waters, so you and client understand what is needed to ensure smooth and successful online work.
9. Consider that some remote areas may have a higher rate of suicide or mental health concerns and screen for trauma, dissociation and suicidal ideation.
10. Have local emergency contacts and check at the beginning of each session so you know where your client is and have their phone number, emergency contacts and local emergency numbers.
11. Plan for disconnections so that you can re-connect quickly with your client as client may be in the middle of an abreaction or strong emotion or younger ego state and a quick re-connection is crucial.



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