

EMDR CERTIFIED THERAPIST—CONSULTATION AGREEMENT

Licensed Therapist—Consultation Toward Certification in EMDR

The undersigned have agreed to enter into this consultation agreement with the purpose and conditions summarized below:

CONSULTANT: Pick one Approved Consultant or Consultant-in-Training Below. If more than one, you must complete a minimum of 5 hours with each Consultant.

Christopher D Floro

Phone: 910.303.2982 (C) or 910.483.5884 (W)
Address: Thrive Counseling & Consulting PLLC, 1611-B Owen Drive, Fayetteville, NC 28304
Email: cfloro@thrive-pllc.com
Credentials: MA, LMFT, EMDR Trainer, Certified Therapist & Approved Consultant

Patricia Hanley

Phone: 252.657.8779 (C) or 910.483.5884 (W)
Address: Thrive Counseling & Consulting PLLC, 1611-B Owen Drive, Fayetteville, NC 28304
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Credentials: MA, LCMHC-S, LCAS, EMDR Certified Therapist & Approved Consultant

Libby Marlatt-Murdoch

Phone: 513.227.1006 (C) - 910.483.5884 (W)
Address: Thrive Counseling & Consulting PLLC, 1611-B Owen Drive, Fayetteville, NC 28304
Email: libbymm@thrive-pllc.com
Credentials: MA, LCMHC, LCAS, EMDR Certified Therapist & Approved Consultant

Consultant Name: _____

Phone: _____ (C) or 910.483.5884 (W)
Address: Thrive Counseling & Consulting PLLC, 1611-B Owen Drive, Fayetteville, NC 28304
Email: _____
Credentials: _____

| CONSULTEE: Fill in the appropriate information for yourself | |
|---|-------|
| Name: | _____ |
| Phone: | _____ |
| Email: | _____ |
| Address: | _____ |
| Credentials: | _____ |

1. PURPOSE. This agreement outlines expectations and procedures for EMDR consultation provided by EMDR Approved Consultants employed/contracted by Thrive. We are available to provide consultation for therapists desiring to pursue credentialing as an EMDR Certified Therapists. The purpose of this clinical consultation is to promote the development of above-named Consultee in completion of their EMDR Certified Therapist consultation requirements. The above-named Approved Consultant(s) agrees to provide the Consultee with up to 20 hours of total individual and or group consultation. EMDRIA requires that 10 of the 20 hours for certification must be individual consultation or earned through 10 hours of individual case presentation within the group consultation setting. The Approved Consultant(s) will request behavioral work samples (15-20 minute of audio recordings in .mp3 or .m4a format) and case summaries of the Consultee's client sessions for review at each consultation and is due a minimum of 48 hours prior to consultation. Consultee should consider this in their planning a date for consultation.

2. REQUIRED FORMS. Forms for consultation are to be submitted with the signed agreement. These forms are all downloadable from www.thrive-pllc.com, then Services Provided, then EMDR Consultation.

- Signed "EMDR Certified Therapist—Consultation Agreement" (this form)
- Signed EMDR Certification "Criteria Acknowledgement Form"
- Copy of Professional Licensure
- Copy of EMDR Training completion (50-hour completion document—not CE certificates)

3. CONFIDENTIALITY. All Consultees will abide by their organic organizational policies on confidentiality as the guide for conduct of the Consultant and Consultee. Consultant sessions are primarily training sessions (not therapy) and both the Consultant and Consultee agree to observe these guidelines in safeguarding all information exchanged in supervision sessions.

4. FEES. Thrive Approved Consultants agree to provide individual EMDR Certified Therapist consultation to the above named "Consultee" as agreed upon by all parties. Initial beside your chosen payment plan:

- \$100 pays for one hour of consultation; due prior to each session
- \$450 (\$90 per hour) pays for 5 hours of consultation
- \$800 (\$80 per hour) pays for 10 hours of consultation
- \$1500 (\$75 per hour) pays for 20 hours of consultation

Minimum consultation length is 1 hour; maximum length is 2 hours. The typical length is one hour and often will include one other certification Consultee. Cost will be prorated to the half hour when applicable. If a circumstance arises that makes it impossible for the Consultee to attend a scheduled session, contact your Consultant as soon as possible to reschedule. Except in an emergency, 24 hour notice of cancellation is expected to be provided by both parties out of courtesy.

5. SUPERVISION. On occasion, EMDR Consultation with your Approved Consultant can be used as a part of supervision if you are a provisionally licensed therapist. It requires that the Approved Consultant be recognized by your state's licensure board as your supervisor. **EMDR consultation will not be considered supervision for those seeking licensure hours unless they also have a signed supervision contract that is recognized by the Consultee's state licensure board.** Typically, this provision is reserved solely for Thrive employees. **Understand that provisionally licensed clinicians cannot be certified until fully licensed.**

6. ETHICAL GUIDELINES. The **most current EMDRIA Code of Ethics will guide the conduct of the Consultant and Consultee.** This applies regardless of supervisee's affiliation with EMDRIA or with other professional organizations.

7. METHOD. The Consultant periodically will require 15-20-minute audio segments of EMDR sessions with a post-observation supervisory discussion focused on the Consultee's interaction with a given client. This method provides the best opportunity to observe the Consultee's skills and competency utilizing EMDR protocol. The Consultant may also accept verbatim transcripts or Consultee self-report as methods of supervision, but self-report will be used minimally. **All consultation will be done face-to-face via a video conferencing platform.** Didactic presentations may be made to enhance the development of the Consultee and may include readings or research. **However, the majority of consulting time will be spent in case review and the development of the Consultee's EMDR skills. Consultation will often include a second Consultee to enhance learning from a variety of clients.**

8. RECORD-KEEPING. The Consultee agrees to maintain written notes of all clinical, client, and consultation hours. Client EMDR case/sessions notes will be maintained in accordance with professional standards and **include at a minimum 1) a signed consent for treatment form that annotates client's agreement to receive EMDR, 2) a signed Consultee professional disclosure form, and 3) progress note sheets for each session.** Each client should be given their personal reference copy of the Consultee's personal disclosure form. The Consultant will maintain consultation log notes.

9. APPROVED CONSULTANT/CONSULTANT-IN-TRAINING RESPONSIBILITIES. The Consultant is committed to providing an atmosphere of trust, collegiality, and encouragement for the Consultee's professional growth. The Consultant will provide honest feedback that will indicate growth areas for the Consultee and ensure adequate time is provided to make appropriate improvements. The Approved Consultant will be available for critical issue contact. Documentation of licensure and Approved Consultant credentials will be provided at the Consultee's request. The Consultant will:

- Review the Consultee's EMDR case conceptualizations, treatment plans, and case summaries
- Challenge the Consultee to justify approaches and techniques used
- Offer and model additional possible assessment strategies and EMDR clinical interventions
- Give feedback on the Consultee's EMDR skills and techniques
- Tell the Consultee directly if he/she believes a client's welfare is at risk when using EMDR with the Consultee's clients
- Work with the Consultee to develop goals for his/her professional development as an EMDRIA Certified Therapist
- Work with the Consultee to understand how his/her personal awareness may be affecting interventions
- Consider how ethical guidelines are being upheld
- Remain clinically competent and develop his/her skills in EMDR clinical consultation
- Keep notes on case discussions that could be used as evidence of consultation in the event of a lawsuit
- Assure that the protocol the Consultee uses is consistent with that prescribed by EMDRIA.

10. CONSULTEE RESPONSIBILITIES. The Consultee will:

- Be prepared to discuss assigned readings about topics as agreed
- Be prepared at each session to discuss his/her use of EMDR with clients using clinical notes and/or video/audio recordings with client's consent
- Discuss diagnostic assessment, case conceptualization, and approaches and techniques used
- Present any boundary issues, dual relationships, or other ethical concerns with clients
- Develop a plan when a Consultee's client welfare is at risk
- Maintain liability and malpractice insurance at the appropriate level

11. CONSULTEE EVALUATION. Related to the evaluation of the Consultee becoming an EMDR Certified Therapist, the Approved Consultant will:

- Notify the Consultee by the 5th session if he/she is having difficulty in grasping concepts and/or has skill deficits that would prohibit the Consultant from endorsing the Consultee's application for approval as a Certified EMDR Therapist if the full number of consultation hours is completed. Discuss options to either get the resources necessary to be successful or refer the Consultee to the appropriate consultation.
- Request the Consultee to record sessions so that the Consultant and Consultee may together evaluate the Consultee's work. The Consultee is responsible to obtain the necessary release form from clients. Recordings must exclusively be the Consultee's work.
- Write letter(s) of recommendation only when the Consultee has acquired and demonstrated the skill and knowledge base to be an EMDR Certified Therapist. Provide an open forum for the Consultee and Consultant to discuss issues as they arise, especially if the Consultee is having difficulty.
- Encourage the Consultee to seek consultation from other EMDRIA Approved Consultants, especially if they have a specialty area that fits the Consultee's needs.
- Provide the Consultee with an EMDR Certified Therapist Evaluation highlighting strengths and weaknesses.
- Send/provide copy of EMDRIA correspondences related to any concerns about EMDR consultation competence.

12. PROCEDURAL CONSIDERATIONS.

- The Consultee will give minimal identifying information about each client and will not use client's name in discussion because the client will not be giving informed consent.
- The Client must provide informed consent and that written consent must be in the client's record.
- In the event of an emergency, the Consultee's main responsibility is to contact colleagues within his/her practice group. As an adjunct, if the client is receiving EMDR therapy and the Consultee has discussed the case with the Consultant, the Consultee may call the Consultant to think through possible options.
- Develop mutual consultation goals and learning objectives and then modified as needed.
- Consultation sessions will be strictly confidential, except when disclosure is required by law.

STATEMENT OF AGREEMENT

The agreement is subject to revision at any time upon the request of either Consultant or Consultee. Revision of the agreement can be made only by consent of both parties. By signing both parties agree they have read, understand, and agree to abide by this agreement's provisions and responsibilities.

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|---|-------------|
| APPROVED CONSULTANT'S PRINTED NAME | |
| | |
| APPROVED CONSULTANT'S SIGNATURE | DATE |
| | |
| CONSULTEE'S PRINTED NAME | |
| | |
| CONSULTEE'S SIGNATURE | DATE |

| INITIAL HERE | TO BE COMPLETED BY APPROVED CONSULTANT: |
|--------------|---|
| | Consultee completed 20 hours of consultation—minimum of 5 with an Approved Consultant |
| | AC Completed evaluation |
| | AC has documented all Certification consultation hours with a log |
| | AC has sent original memorandum to Consultee |
| | AC has sent copy of evaluation to Consultee |
| | AC has filed consultation log, memorandum, evaluation, and case summaries |
| | AC has deleted all audio files from computer |
| | Consultee has made all payments for 20 hours of consultation |