

Heidi's Consultation Packet

EMDR Certification Track

Welcome to EMDR Consultation with Heidi Roselle, LPCC, PMH-C, EMDR Approved Consultant. I am so excited to be working with you towards your goal of becoming an EMDRIA certified therapist. **Please complete the biographic info below and the Contract Agreement (pages 2-3) and return everything to me along with a copy of your basic training certificate of completion. Please read/furnish the materials in this packet prior to our first meeting.** If you have any questions, please email me at heidi@onwardhealing.com

Consultee Name:

Highest Degree:

License Type and #:

Mailing Address:

Phone:

Email:

Dates of your
EMDR Basic
Training:

*Attach a copy of your certificate of completion

Trainer's Name

Work Setting

Address of Work
Setting

Number of Clients
you see per week

What are your goals for consultation?

1) _____

2) _____

3) _____

Contract Agreement for Individual Consultation

The purpose of this agreement is to establish a clear understanding of the expectations of consultation with Heidi Roselle for consultees working to achieve the EMDRIA Certification credential. I am registered with EMDRIA as an Approved Consultant and I am affiliated with *The Institute for Creative Mindfulness* (ICM). In this capacity, I am able to sign off all basic training requirements for consultees finishing their ten ICM basic training hours, and I am able to draft letters of recommendation for consultees applying for the EMDRIA Certification credential. Please read the following carefully as it outlines EMDRIA's requirements for those seeking EMDRIA Certified Therapist status as well as my own requirements.

What the Consultee can expect when consulting with Heidi Roselle, LPCC, PMH-C

1. EMDRIA currently requires a minimum of 20 hours of consultation (at least 10 hours must be individual consultation) to apply for EMDRIA Certification.
 - a. For anyone who has consulted with me, I will verify the number of hours and format of the hours of consultation (individual or group) you have completed.
 - b. If you would also like for me to write a formal letter of recommendation, you must meet the following:
2. If you use more than one Approved Consultant in your journey toward EMDRIA Certification, **I require a minimum of 10 hours of individual consultation** prior to writing a recommendation letter for you to submit for EMDRIA Certification.
3. **I require work samples/demonstration of mastery of all 8 Phases and 3 Prongs of the standard EMDR therapy, and evidence of correcting any concerns prior to writing a recommendation letter for EMDRIA Certification.**
4. I encourage you to seek consultation from other consultants if they have a specialty area which fits your needs. Please notify me if additional consultants are used and consider granting both consultants permission to speak to each other.
5. I will document and track our time spent in consultation. I will retain documentation of our consultation together for a five-year period from our last hour working together.
6. I will write a letter of recommendation or written verification if and only if you have acquired the skills and knowledge base to be Certified and demonstrate this. If the skills and knowledge have not been demonstrated, I can provide written documentation of the time spent in consultation, the skills and knowledge acquired and the areas still needing improvement. We will discuss issues as they arise if you are having difficulty.
7. I will keep abreast of current trends and changes happening with EMDR and trauma treatment. I will provide consultees with new information and accommodate your needs as long as it stays within the scope of my knowledge. I will refer to other consultants if your needs are beyond my scope.
8. We will schedule our appointments as schedules permit. Suggested frequency is at least one hour of group or individual consultation per month.
9. I will make efforts to provide a safe and supportive learning environment. Any concerns about this, when shared with me, will be addressed with you in private.

What is expected of Consultee seeking EMDRIA Certification Status

1. Examples of your clinical work are essential to the consultation process. You will need to come prepared with case examples. This might include the completed case presentation form, near verbatim transcripts, or (if you prefer) video or audio recordings of your client sessions. You will need

to obtain the necessary releases from clients. The verbatim/video/audio must include your words and interventions.

2. You are expected to come prepared to present case material, complete with notes on that case. If you are emailing about clients, please do not include any information that will identify the client in materials you share with me.
3. **Before I will write your letter**, you will need to demonstrate proficiency and fidelity to standard EMDR therapy and also an awareness of situations in which modifications to standard EMDR therapy are necessary in order to safely and effectively treat the client. This may include reading and training outside of consultation.
4. You are expected to practice within the ethical guidelines of both your license and professional associations. EMDRIA states that if there is no professional association, then the APA's code of ethics will be the standard for all.

Consultation vs Supervision

Consultation is not supervision. Consultation focuses on mastery of standard EMDR therapy and integrating EMDR into your practice. You are responsible for the therapeutic relationship with your clients and competency in the modalities you offer. As a consultant, I do not hold liability for how you practice. Consultation does not substitute for foundational psychotherapy skills. Should concerns in this area become evident, I may require that these concerns be remedied prior to writing a recommendation for Certification.

Fees

My fee for individual consultation is \$105/hour. My fee for group consultation is \$52.50/hour or \$105/two hours. Payment is due at the time of registration to reserve your spot.


Cancellation Policy

24 hours notice is required for cancellation, or you may be charged in full. If you are 15 minutes late to a scheduled consultation session, your time is forfeited and considered a no-show. You may schedule a makeup session at your own cost. Once paid, fees are non-refundable, but may be applied to future consultation (up to six months) if cancelled with more than 24 hours.

Scheduling

My groups are posted at <https://calendly.com/onwardhealing>. If you would like to schedule one-on-one consultation with me, please email me at heidi@onwardhealing.com for a specific calendar link. Due to overwhelming demand for consultation, individual consultation spots will be prioritized for Consulees working towards their EMDRIA Certification hours. If you have questions about scheduling, let's talk about it.

I have read and understand and agree to the above conditions and expectations.

Printed Name of Consulee	Signature of Consulee	Date
Heidi Roselle, LPCC, PMH-C		
Printed Name of Consultant	Signature of Approved Consultant	Date

EMDRIA Certification Requirements Checklist

- EMDR training completion
- Maintain a state issued mental health license that allows the clinician to engage in independent private practice
- A minimum of **two years** of experience in that field of license
- A minimum of **50 EMDR sessions with at least 25 clients** (be prepared to provide **notarized documentation** of this requirement. Any client’s identity should be protected)
- 20 hours of consultation with an EMDRIA Approved Consultant (includes CIT’s)
 - At least 10 of these hours must be obtained through individual consultation.
 - 10 hours *may* be obtained through small group consultation. (8 or less individuals)
 - 15 hours can be with Consultants-in-Training
 - 5 hours must be with an Approved Consultant (Heidi Roselle asks for a minimum of 10 hours of individual consultation before writing a letter of recommendation)
- Letters of recommendation from ONE or more EMDRIA Approved consultants regarding your utilization of EMDR with clients (Heidi Roselle asks for a minimum of 10 hours of individual consultation before writing a letter of recommendation)
- Letters of recommendation from TWO colleagues or peers regarding your professional utilization of EMDR (if possible), ethics in practice, and professional character.
- Completion of 12 EMDRIA Continuing Education Credits and adherence to EMDRIA Policies

			Consultant Name	Date of Consultation	Format (group or individual)	Meeting time	# hours
At least 5 hours with APPROVED Consultant	At least 10 hours of individual consultation	1.					
		2.					
		3.					
		4.					
		5.					
		6.					
		7.					
		8.					
		9.					
		10.					
Can include up to 10 hours of Group Consultation	11.						
	12.						
	13.						
	14.						
	15.						
	16.						
	17.						
	18.						
	19.						
	20.						

Example EMDR Case Presentation Form – I will need you to present on at least one case in this format prior to writing a letter of recommendation.

Describe the focus area or question for this consultation session (case transcript needed/included?):

Relevant Consultee Areas:

- Describe therapist relationship with client (sensitivity to client differences?):
- EMDR appropriateness for client assessed:
- Adequate preparation for EMDR therapy (explanation issues, hesitations from consultee or client?):
- Informed consent for EMDR therapy:

Phase 1: Client History (be mindful of client confidentiality/HIPAA requirements)

- Why did client seek treatment?
- Relevant historical, cultural, family, medical, emotional, social support, or attachment information:
- Relevant dissociative assessment (ie. DES, MID) and/or other assessment information:
- Relevant current life stressors and resources:
- Relevant trauma history and target possibilities:
- Past memories, present triggers, future goals? Complex trauma?

Case conceptualization using AIP:

- Identify memory networks for presenting problem:
- Relevant clinical themes (responsibility, self-worth, safety, control, choices):

EMDR Treatment Plan (indicate reasoning):

- Stabilization/resource development sufficient prior to reprocessing?
- Symptom reduction or comprehensive treatment?
- Three prongs addressed? Future goals? Observations?
- Target sequencing plan and why? (ie. Problem Driven, Present Trigger first, Timeline, Single Event, Other)

Phase 2: Preparation

- Logistical preparations such as distance, BLS speed, stop signal:
- Safe/Calm Place:
- Are additional stabilizing resources needed (Resource Development Installation (RDI), Container, skills to stay present, etc):

Phase 3: Assessment

- Target selected (Past memory or present trigger?):
- Picture/image/worst part:
- NC, PC & VOC:
- Emotions:
- SUD:
- Body Sensations:

Phase 4: Desensitization

- Describe relevant parts of the desensitization process. How did it go? Observations?
- BLS type and why (BLS changes?):

- SUD 0 or ecological?
- Stuck points, insights, shifts?
- Feeder memories, following new material:
- Interweaves needed:

Phase 5: Installation

- Describe installation process. How did it go? Observations?
- PC same or change:
- VOC to 7?
- Blocks? Feeder memories?

Phase 6: Body Scan

- Describe body scan process. How did it go? Observations?
- Clear:
- Unclear:
- Blocks? Feeder memories?

Phase 7: Closure

- Describe process. Was target reprocessing incomplete/complete?
- If incomplete, where was client getting stuck? How was client stabilized?
- What was client experience?

Phase 8: Reevaluation

- Describe client self-report during follow-up at their next session. How did it go? Observations?

Present Triggers

- Were all present triggers processed? How did it go? Observations?
- What was client experience?
- Blocks? Feeder memories?

Future Template

- Describe setting this up after present triggers are resolved. How did it go? Observations?
- What was client experience?
- Blocks? Feeder memories?

Additional relevant notes or questions:

Example Certification Consultee Evaluation Form – this is what I will be looking for before writing a recommendation letter :)

This evaluation form is provided to Approved Consultants and Consultants in Training to support their evaluation of consultees working towards Certification. EMDRIA recommends that Consultants utilize this measure (or an equivalent tool) to assess a consultee’s knowledge and skills in providing EMDR therapy and to identify areas to strengthen prior to recommending for the Certification credential.

No minimum/passing score is indicated due to the subjective nature of such an evaluation; however, the items below reflect content essential to the Certification process. Thus, if a consultee has not demonstrated the skill or practice described in each item, the consultant has reason to require that it be adequately demonstrated (in a manner determined by the Approved Consultant) prior to recommending for Certification.

Does the consultee gather an appropriate client history?

(Never) 1 2 3 4 5 (Always)

Is the consultee sensitive to different client populations?

(Never) 1 2 3 4 5 (Always)

Does the consultee utilize available resources for client support? (e.g. medical, family, social, community, religious, etc.)

(Never) 1 2 3 4 5 (Always)

Does the consultee adequately assess the client for appropriateness for EMDR therapy?

(Never) 1 2 3 4 5 (Always)

Does the consultee adequately screen the client for dissociation? (e.g. DES, MID, etc.)

(Never) 1 2 3 4 5 (Always)

Does the consultee adequately explain the EMDR therapy process to the client?

(Never) 1 2 3 4 5 (Always)

Does the consultee adequately prepare the client for EMDR therapy?

(Never) 1 2 3 4 5 (Always)

Does the consultee understand the mechanics of EMDR? (e.g. seating, distance, stop signal, etc.)

(Never) 1 2 3 4 5 (Always)

Does the consultee utilize the ‘safe place’ effectively?

(Never) 1 2 3 4 5 (Always)

Does the consultee utilize RDI or other resourcing effectively when needed?

(Never) 1 2 3 4 5 (Always)

Does the consultee ‘stay out of the way’ while processing with the client?

(Never) 1 2 3 4 5 (Always)

Does the consultee deal effectively with the ‘looping’ and ‘stuck processing’? (e.g. change direction, speed or amount of eye movements; change modalities; cognitive interweave)

(Never) 1 2 3 4 5 (Always)

Does the consultee provide appropriate closure for incomplete sessions?

(Never) 1 2 3 4 5 (Always)

Does the consultee utilize standard EMDR therapy in a comprehensive treatment plan for clients?

(Never) 1 2 3 4 5 (Always)

Does the consultee demonstrate proficiency and fidelity in applying standard EMDR therapy?

(Never) 1 2 3 4 5 (Always)

Does the consultee demonstrate an understanding of when to use standard EMDR therapy versus when modifications are necessary in order to safely and effectively treat the client?

(Never) 1 2 3 4 5 (Always)

Does the consultee prepare adequate written case presentation material or recordings of their use of EMDR therapy with clients for consultation purposes?

(Never) 1 2 3 4 5 (Always)

Strengths & Weaknesses:
