

# Heidi's Consultation Packet

## Foundational Training

Welcome to EMDR Consultation with Heidi Roselle, LPCC, PMH-C, EMDR Approved Consultant. I am so excited to be working with you towards completing 10 hours of consultation for your foundational training. **Please complete the biographic info below and the Contract Agreement (pages 2-3) and return everything to me prior to our first meeting.** If you are participating in my practicum and consultation series, please also return the addendum page 4. If you have any questions, please email me at [heidi@onwardhealing.com](mailto:heidi@onwardhealing.com)

Consultee Name:

\_\_\_\_\_

Highest Degree:

\_\_\_\_\_

License Type and #:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Email:

\_\_\_\_\_

Dates of your  
EMDR Basic  
Training:

\_\_\_\_\_

Trainer's Name:

\_\_\_\_\_

Training Institute:

\_\_\_\_\_

Work Setting:

\_\_\_\_\_

Work Address:

\_\_\_\_\_

Number of Clients  
you see per week

\_\_\_\_\_

What are your goals for consultation?

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

# Contract Agreement for Consultation

The purpose of this agreement is to establish a clear understanding of the expectations of consultation with Heidi Roselle for consultees working towards completing their 10 consultation hours for Foundational Training. I am registered with EMDRIA as an Approved Consultant, and I am affiliated with both *The Institute for Creative Mindfulness* (ICM) and with *Touchstone Institute*. In this capacity, I am able to sign off on all basic training requirements for consultees finishing their 10 ICM basic training hours with either ICM or the Touchstone Institute.

## Overview

Consultation is offered in individual or group formats and is essential to practical skill building as an EMDR therapist. It is suggested that participants complete 4-6 hours of consultation after Part I and the remaining hours after Part II. Certificates of completion of EMDR therapy training are issued only after successful completion of Part I and Part II trainings in addition to 10 hours of consultation.

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

1. 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.
2. I encourage you to seek consultation from other consultants if they have a specialty area which fits your needs.
3. I will email you after each hour completed. Upon completing your final hour of consultation, I am also happy to provide you with a summary of all your hours to submit to your training provider.
4. 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.
5. My groups are posted at <https://calendly.com/onwardhealing>. You are encouraged to register in advance as groups fill up quickly. Once you are registered, you will have priority registration in the future.
6. 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 Consultees

1. You are expected to come to group with an open mind and questions ready. These questions can be as broad or specific as you'd like, ranging from basic procedural questions to "how do I help this specific client who is presenting with X." If you do not have any specific questions, you are welcome to listen to others as they present.
2. Upon completion of your tenth hour, trainees will submit documentation of consultation hours to their training provider, who upon recording the completion will provide a certificate of completion to the program graduate. The certificate of completion is a "suitable for framing" document and is different than CE credits offered for each part of training.

## 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 signing off on hours.

## Fees

My fee for individual consultation is \$120/hour. My fee for group consultation is \$60/hour or \$120/two hours. My fee for the Practicum & Consultation Series is \$350. Payment is due at the time of registration to reserve your spot.

## Cancellation Policy

24 hours' notice is required for cancellation. If you are 15 minutes late to a scheduled consultation session, your time will be forfeited and considered a "no-show." Once paid, fees are non-refundable, but may be applied to future consultation (up to six months) if cancelled within the 24-hour notice window.

## 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](mailto:heidi@onwardhealing.com) for a specific calendar link. Due to overwhelming demand for consultation, one-on-one consultation spots will be prioritized for Consultees 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.

_____	_____	_____
<b>Printed Name of Consultee</b>	<b>Signature of Consultee</b>	<b>Date</b>
Heidi Roselle, LPCC, PMH-C		12/6/2023
<b>Printed Name of Consultant</b>	<b>Signature of Approved Consultant</b>	<b>Date</b>

## Addendum to Contract Agreement

### for Practicum and Consultation series with Heidi Roselle ONLY

Please complete and return this page ONLY if you have registered for a 4-week Practicum and Consultation Series.

#### EMDR Practicum Informed Consent

The series you have registered for includes a practicum/experiential component. You will be paired with another consultee who, like you, is learning the EMDR therapy protocol. You and your partner will each have the opportunity to practice your skills as an EMDR-trained clinician as well as serve as “client”. In either of these roles, but especially when serving in the “client” role, there is a certain level of vulnerability that can arise. For example, you may experience intense feelings, emotions, body sensations, and memories from the past. Practicum is not a substitute for therapy. Participants are encouraged to seek their own EMDR therapist. Participants will not hold Heidi Roselle, the Institute for Creative Mindfulness, or any other group members liable for any adverse emotional experiences that arise during this group.

#### Participation Requirements

Because of the practice component of this group and the partner format, members who sign up for the series are required to attend every session. In the event of a true emergency which makes it impossible for you to attend, please let me know as soon as possible so that I can make other arrangements for your partner.

#### Meeting Structure

Each group is two hours long. One hour of our meeting time will be for practicing your skills with your partners. I will pop into your breakout rooms and be available by text to answer questions in real time. The other hour of our meeting time will be question and answer in a large group setting. During that consultation hour you can ask any EMDR-related question you have related to what you just experienced in your group or general practice questions.

#### Hour Accrual

The consultation hour each group will count as “1 hour of group emdr consultation” towards your EMDR consultation requirement. Practicum time is considered practice and it does not count towards your EMDR consultation requirement.

#### Location

We will meet on Zoom. You will receive a new Zoom room link every week before our meeting.

**My signature below signifies that I have read and understand, and agree to the outlined conditions and expectations. I commit to attend each meeting of the Practicum & Consultation series that I have registered for. I understand that although I am expected to participate in 8 hours of group, only the consultation hours (4 total) will “count” towards my EMDR consultation requirement. I will not hold Heidi Roselle, my training organization, or any other group members liable for any adverse emotional experiences that could arise during this group.**

_____	_____	_____
<b>Printed Name of Consultee</b>	<b>Signature of Consultee</b>	<b>Date</b>
Heidi Roselle, LPCC, PMH-C		12/6/2023
_____	_____	_____
<b>Printed Name of Consultant</b>	<b>Signature of Approved Consultant</b>	<b>Date</b>

## Consultation Documentation Form

EMDR Therapy Training Program  
(The Institute for Creative Mindfulness)

Trainee's Name: \_\_\_\_\_

\* At the Training level, you may complete your 10 hours in any combination: all group, all individual, or a combination.

\*\* If consultation is completed over the phone or a remote platform, please have the consultant verify your completion of these hours via email or letter.

Date & Time	Group or Individual	Consultant Name
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		