

Consultation informed consent to EMDR consultation and/or Expressive Arts Supervision services and consultation agreement Updated 5/4/23

About Sam

Sam (She/her) LISW-S, EMDRIA-approved EMDR consultant and REAT (registered expressive arts therapist) works with adolescents, adults, and LGBTQIA+ folx. She is also able to provide consultation specifically for the Institute for Creative Mindfulness Advanced Studies in Dissociation program. You can expect Sam's general consultation style to be thoroughly informed by expressive arts, parts work/systems/dissociation, and anti-oppressive frameworks and best practices. See her directory listing for more about her background and expertise!

<https://www.instituteforcreativemindfulness.com/directory/sam-bergstein/>

My background and area of expertise are a lens through which I conduct my consultation sessions. I invite many ideas and backgrounds into consultation and recognize that my lens is not the only one.

I am an Institute for Creative Mindfulness Consultant and EMDRIA-approved EMDR Consultant. This means that I am able to provide consultation towards basic training, certification, and consultant in training/consultant status. If you did your basic training with another organization and are seeking basic training hours, I am not able to provide those (I AM able to provide consultation hours for ICM basic trainees and anything beyond basic training for those trained elsewhere). This is an EMDRIA requirement (that EMDR basic training consultation hours be completed by the organization you're trained with for consistency/continuity of learning).

For more information about Sam's consultation offerings, resources, etc. see her website:

<https://www.mantramentalthllc.com/professional-consultation>

I also am able to provide consultation hours towards the advanced certificate in Dissociative Studies for EMDR Therapists through ICM as well as supervision hours towards the Certificate of Expressive Arts Therapy with ICM and Registered Expressive Arts Therapist. To see more about the requirements for these various areas, please see the links below.

KEY TERMS AND DEFINITIONS

CONSULTANT

The person providing the consultation. For the purposes of this document, the term consultant may refer to either an Approved Consultant or Consultant in Training.

CONSULTEE

The person receiving the consultation.

CONSULTANT IN TRAINING (CIT)

A Consultant in Training is an EMDRIA Certified Therapist who has completed the CIT declaration process, upholds the terms and agreements and is actively working towards becoming an Approved Consultant. The CIT is expected to work with at least five different consultees, three of whom have already completed the EMDR basic training. The CIT can provide a maximum of 15 hours of consultation to any one single consultee who is working towards EMDRIA Certification.

CONSULTATION

Consultation is a collaborative relationship between mental health clinicians in which the consultant reviews the consultee's EMDR client case material and provides feedback to the consultee regarding their use of standard EMDR therapy with clients. The consultation is expected to be consultee-centered which means the focus is on the skills and knowledge of the consultee's use of standard EMDR therapy with clients. The consultation should be structured in format and consultees are expected to provide examples of their clinical work as part of the consultation process. This may include video recordings, audio recordings, near verbatim transcripts, and/or EMDR case presentation forms. The

consultant is expected to review and evaluate the consultee's work as part of the consultation process.

- EMDR basic training consultation – The EMDR basic training consultation hours are focused on implementation and initial application of standard EMDR therapy and the AIP model in work with actual client cases.
- EMDRIA Certification consultation – The certification consultation hours are focused on demonstrating proficiency and fidelity to the standard EMDR therapy and also demonstrating an awareness of situations in which modifications to standard EMDR therapy are necessary in order to safely and effectively treat the client.

Note: Consultation is not equivalent to clinical supervision. Hours accrued toward EMDRIA Certification are not recommended to co-occur with supervision (for licensure). Consultation is also not equivalent to provision of psychotherapy services, which poses an ethical issue of dual relationship.

CONSULTATION-OF-CONSULTATION

Consultation-of-consultation is a collaborative relationship between mental health clinicians in which a consultant provides feedback and guidance to a Consultant in Training (CIT). The feedback is focused on the CIT's skills and ability to provide consultation to other clinicians based on material presented by the CIT, direct observation, or recorded observation. The consultation-of-consultation should be structured in format and the CIT is expected to provide examples of their ability to provide consultation to others. The CIT is expected to work with at least five different consultees, three of whom have already completed the EMDR basic training.

The consultant is expected to review, evaluate and determine the readiness of the CIT as part of the process. Although co-leading consultation groups and shadowing (which is defined as being present while a consultant provides consultation) are significant and valuable for the CIT process, these activities themselves do not directly count as consultation-of-consultation hours. (In other words, consultation-of-consultation does not occur during the training event.)

Note: Only Approved Consultants can provide consultation-of-consultation to Consultants in Training.

INDIVIDUAL CONSULTATION

Individual consultation includes a total of two individuals, the consultant and the consultee (1:1). Individual consultation hours can be accrued in a group setting under certain conditions (see group consultation below).

GROUP CONSULTATION

Group consultation includes at least two consultees in a formalized setting which is led by a consultant in a structured group format. All consultees in the group are expected to participate and be prepared to bring their own EMDR case presentation material content for discussion.

STANDARD EMDR THERAPY

Standard EMDR therapy means maintaining fidelity to EMDR therapy's eight phase, three-pronged approach (Shapiro 2018).

Agreement for Consultation

Your reason for entering consultation directs the type of consultation activities. As you develop, you may choose to change the focus of consultation. As soon as you decide to make changes in your focus, please let me know and we will discuss the change in activities or requirements at that time.

The following clarifies expectations, the general structure of consultation, what consultees can expect of me and what is expected of you when seeking to complete 10 hours of consultation for EMDR basic training, or to become EMDRIA Certified in EMDR. I am an EMDRIA Approved Consultant. This means that if you have completed the Basic Training in EMDR and wish to become an EMDRIA Certified Therapist, I am approved to provide consultation toward that end, or consultation-of-consultation to become an EMDRIA Approved Consultant.

Additional resources/information

Please visit EMDRIA at www.emdria.org for further information on these requirements.

Please visit ICM's website for more information about ICM, additional requirements of ICM trainees, and to find consultants with specified focuses at <https://www.instituteforcreativemindfulness.com/consultation/>

General info about ICM's basic training requirements and consultation hours as well as info about moving onto certification: <https://www.instituteforcreativemindfulness.com/emdr-therapy-training/>

More from EMDRIA on training and certification available here: <https://www.emdria.org/>

Certificate in advanced dissociative Studies: <https://www.instituteforcreativemindfulness.com/advanced-certificate-in-dissociation/>

Certificate of Expressive Arts Therapy with ICM: <https://www.instituteforcreativemindfulness.com/certificate-of-expressive-arts-therapy/>

More on Registered Expressive Arts Therapy requirements: <https://www.ieata.org>

What the Consultee can expect of Consultant

1. 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 utilized for hours towards EMDRIA Certification. The guidance provided to you will be enhanced if you grant both consultants permission to speak to each other.
2. I will document and track our time spent in consultation. I will retain documentation of our consultation together for a five year period from the date our work together concludes. I will write a letter of recommendation or written verification 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 especially if you are having difficulty.
3. 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.
4. We will schedule our individual appointments as schedules permit. Suggested frequency is 2 hours per month.
5. 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

1. You are expected to come prepared to present case material, complete with notes on that case.
2. Do not include any information that will identify the case you are presenting on materials you share with me.
3. 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 EMDRIA members. It is your responsibility to stay current on both the laws and ethics applicable to them.

EMDR Basic Training Consultation

- You are not "fully trained" in EMDR until you've completed Part 1, Part 2, and your 10 basic training consultation hours. You cannot begin certification hours until you complete these requirements. Basic training consultation hours do not count towards certification.
- The EMDR basic training consultation hours are focused on the implementation and initial application of standard EMDR therapy and the AIP model in working with actual client cases.
- Your training organization dictates how you need to acquire your basic training hours. I'm only able to provide basic training hours for the Institute of Creative Mindfulness and ICM affiliated trainings. By signing up for my basic training consultation hours, you're attesting that you're an ICM or ICM affiliate trainee. (How do I know if my trainer is an affiliate? Answer: You received the ICM training manual for your basic training.)
- Worksheets from ICM training: <https://www.instituteforcreativemindfulness.com/emdr-worksheets/>

Timeline for completing your basic training consultation hours

As of January 1, 2023, trainees have 12 months to complete both parts of the training and the required consultation hours whether they are taking the training in-person or online. If participants do not complete the required sections in this time frame specified by EMDRIA, they are required to complete Part I again before continuing. If you began your Part I training before January 1, 2023, the rules that were posted at the time you began your training apply to the completion deadline. If you did your training before January 1, 2023, and are unsure of when you need to finish your basic training consultation hours, please see your basic training manual, your original course information, or reach out to your basic trainer for clarification.

For EMDRIA Certification

The certification consultation hours are focused on demonstrating proficiency and fidelity to the standard EMDR therapy and also demonstrating an awareness of situations in which modifications to standard EMDR therapy are necessary in order to safely and effectively treat the client.

- You will need to demonstrate proficiency and fidelity to the 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.
- I require a consultee to have completed at least 10 consultation hours with me, at least 5 of those 10 being individual consultation sessions, for me to be your primary consultant for the certification process.
- For consultees using me as their primary consultant: Examples of your clinical work are essential to the consultation process. You will need to come prepared with 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.
- I require 30 days notice for letters for both certification and consultation and may require that we meet prior to completion of the letter if I'm missing gaps in knowledge of your EMDR competency. You understand that if I require that we meet again, you will need to pay for additional consultation hours, even if you've already reached your required hours for completing the application process.
- 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.

For Consultants in Training

Consultation-of-consultation is a collaborative relationship between mental health clinicians in which a consultant provides feedback and guidance to a Consultant in Training (CIT). The feedback is focused on the CIT's skills and ability to provide consultation to other clinicians based on material presented by the CIT, direct observation, or recorded observation. The consultation-of-consultation should be structured in format and the CIT is expected to provide examples of their ability to provide consultation to others. The CIT is expected to work with at least five different consultees, three of whom have already completed the EMDR basic training.

The consultant is expected to review, evaluate and determine the readiness of the CIT as part of the process. Although co-leading consultation groups and shadowing (which is defined as being present while a consultant provides consultation) are significant and valuable for the CIT process, these activities themselves do not directly count as consultation-of-consultation hours. (In other words, consultation-of-consultation does not occur during the training event.)

Note: Only Approved Consultants can provide consultation-of-consultation to Consultants in Training.

If you are seeking consultation-of-consultation toward becoming an EMDRIA Approved Consultant, I am able to provide this service. It will likely be required that we have individual meeting(s) in addition to any groups you may sign up for if you would like to use me as a reference or if you would like me to be your primary consultant in the application process.

- You are expected to work with at least five different consultees, three of whom have already completed the EMDR basic training.
- Consultation-of-consultation will involve developing your forms and skills as a consultant and reviewing examples of your clinical and consultation work.
- I may expect the following in addition to consultation-of-consultation: auditing an EMDR basic training, shadowing the practicum facilitator role at an EMDR basic training, shadowing and/or co-facilitating group consultation, offering and forming a consultation group for the duration of your CIT status.
- You'll need an EMDRIA approved consultant to agree to be your primary consultant through the CIT process

- CITs must meet with their primary consultant at least 1 every 2 months to maintain their CIT status. If you don't meet this requirement and we are not able to resolve the issue, I may not be able to be your primary consultant for the CIT process anymore.
- CITs must complete the CIT declaration form here: <https://www.emdria.org/emdr-training/emdr-consultant-in-training/cit-declaration-form/>
- If I'm your primary consultant for your CIT process, I require that you've completed at least 10 of the required CIT consult hours with me, 6 of which must be individual consultation.
- If I'm not your primary consultant for the CIT process, I require that you've completed at least 2 individual CIT consultation hours with me before completing the letter for EMDRIA. (It will be required for all of your CIT consultants to provide a letter at the time of your Approved Consultant Application)
- I require 30 days of notice for letters for both certification and consultation and may require that we meet prior to completion of the letter if I'm missing gaps in knowledge of your EMDR competency. You understand that if I require that we meet again, you will need to pay for additional consultation hours, even if you've already reached your required hours for completing the application process.
- 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 EMDRIA approved consultant status.

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.

If you are seeking consultation toward EMDRIA Certification, I will be evaluating your proficiency and fidelity to the standard EMDR therapy and your awareness of situations in which modifications to standard EMDR therapy are necessary in order to safely and effectively treat the client.

If you are seeking consultation-of-consultation toward becoming an EMDRIA Approved Consultant, I will be evaluating your skills and progress in both knowledge of EMDR therapy terms and protocols, and your abilities as a consultant.

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.

INDIVIDUAL CONSULTATION (1:1)

Individual consultation includes a total of two individuals: the consultant and the consultee (1:1). Individual consultation hours can be accrued in a group setting under certain conditions.

GROUP CONSULTATION

Group consultation includes at least two consultees in a formalized setting which is led by a consultant in a structured group format. All consultees in the group are expected to participate and be prepared to bring their own EMDR case presentation material content for discussion. Your group may be a mixture of those completing basic training hours, certification hours, etc. unless otherwise specified in the group description.

This agreement outlines the expectations regarding group consultation toward EMDRIA Certification in EMDR.

Consultation groups for clinicians seeking EMDRIA Certification are structured as follows:

- According to EMDRIA requirements, the maximum group size for EMDRIA Certification consultation is 8 consultees. I prefer to run a smaller group and the maximum number of participants I allow in the group at any one time is 4 consultees. I have chosen to limit the group size to 4 consultees so that everyone in the group has an opportunity to present case material during each meeting.
- Consultees must attend 10 sessions and present current/recent case material on all 8 Phases in order to obtain documentation for 10 hours of group consultation toward EMDRIA Certification.
- If a consultee is between 15-60 minutes late, the consultee may schedule a 30-60 minute individual session (for an additional fee of consultants current individual rate (30 minute individual session rate will be ½ of consultees

current individual rate) to make up the missed case presentation review.

- Consultees may not be permitted to join a group if they are 60 minutes late or more. If a consultee is more than 60 minutes late, it will be treated as a no-show (see information about no-shows under the “rates” section).
- Consultees are expected to come prepared to present case material, complete with notes on that case. Cases will be presented using the EMDR case presentation form (I will provide this to you as I want those who participate in the group to all use the same form). Not all group participants are able to present full cases in every group meeting. My goal is that each participant will discuss some aspect of their clinical work in each meeting. You may schedule a case presentation in advance of the group meeting to help ensure the opportunity to present a full case.
- Do not include any information that will identify the case/client you are presenting.

Rates:

My most current rates can be seen on the Institute for Creative Mindfulness website on Sam’s directory listing <https://www.instituteforcreativemindfulness.com/directory/sam-bergstein/>

Rates may be changed in the future. Sam will do her best to let you know as soon as possible when rates change. If you sign up for a group with a special rate (Sometimes I have reduced rate consult groups for specific dates), that rate will only apply to the specific group you signed up for and is not applicable to other groups unless specifically stated in the group title/description.

By signing up for group and individual consultation and attending them, you agree to pay the fee(s) set forth at the time of scheduling. You understand that fees are non-negotiable and are due at the time of service.

You understand that payment is required to hold your spot in the consultation group. If attempts to collect payment are unsuccessful, you may be removed from the roster for a group.

Late cancellations:

Please note I have a 24-hr cancellation policy.

Groups: The fee for late cancellations (less than 24 hours before the group) is the full fee of the scheduled consultation.

For your first group late cancellation only: if you’re able to get into another group of equal or lesser value within 1 month of the original group, you can choose another group to replace the originally scheduled group. You will not be refunded any amount if you choose a group of lesser value than the original. If you’ve signed up for a group consultation and are not able to find another group, you may have the option of scheduling an individual consultation with Sam within the same timeframe (*if Sam’s availability allows). You will be required to pay the difference between the group and individual fee to confirm the consultation. If Sam is not able to accommodate an individual consultation in lieu of a group within the 1-month time-frame, no refund will be given (thus: if you late cancel a group and there is no availability to apply your fee to another group or 1:1 consultation, you will lose the original amount of the group).

For individual consultations, You’ll have 1-month time frame to complete your consultation. If you’ve signed up for an individual consultation and Sam doesn’t have availability for a 1:1 consultation within 1 month of the original consultation, you may choose to attend a group consultation instead, but you will not be refunded the difference.

If you cancel the replacement consultation you will be charged the full fee for the group or individual consultation. If you’ve prepaid for the original consultation, you will not be eligible to apply that credit to another consultation or receive any kind of refund (thus: late cancel or no-show and then cancel your “replacement consultation”, you will be forfeiting the full amount you paid.)

If you no-show a scheduled consultation and do not contact Sam within 24 hours of the scheduled consultation to schedule a “replacement consultation”, you will not be eligible to apply your fee to another group or individual consultation except for in cases of major illness or crisis.

Sam recently moved to taking payment prior to a consultation. If you happened to schedule your consultation prior to

this change, you'll need to pay the fee to be able to schedule another "replacement" consultation. If you opt to not schedule another "replacement consultation" and did not prepay, you'll still have to pay the full fee of the originally scheduled consultation.

Timely cancellations:

For prepaid consultations: If you cancel an individual or group consultation within the cancellation window (earlier than 24 hours before the consultation), you will be given the option of applying the fee you've paid towards another consultation of equal or lesser value OR receive a refund. Please note due to processing fees and labor, any refund will be charged a 10-dollar processing fee (which will be taken out of the amount being refunded to you- for example if you paid 50 dollars for a group and need a refund, you will be refunded 40 dollars).

Rescheduling:

For prepaid consultations cancelled in a timely manner, you will be able to sign up for any group with room in it of equal or lesser value. If you'd like to sign up for a more expensive group, you will be invoiced to pay the difference. If you choose a group that does not cost as much as the original group you signed up for, you will not be given a refund for the difference.

"Bundle" policies

"Bundles" are the pre-purchasing of a set of consultation hours (individual and/or groups)

- You can see available bundles at my website: <https://www.mantramentalhealthllc.com/professional-consultation>
- If you have already paid for future a group and would like to apply the fee you paid towards the bundle, let me know and I can send you an invoice for the remaining cost of the bundle. You have until the end of the day of the scheduled consult group to reach out to let me know you'd like to do that. Groups that have occurred further than 24hrs in the past cannot be applied to reduce the cost of the bundle.
- Bundles will have an expiration date (either 1 yr or 1.5 yrs), please see the description of the specific bundle that you would like to purchase via my website link above to identify the expiration date.
- Extension on expiration date only in cases of Sam being unable to accommodate scheduling or significant life/health events on your or Sam's end. Refunds only in cases of a mutual agreement that you would be better served by another consultant.
- Late cancellations/no-shows:
 - For groups: In cases of late cancellation or no-shows, you'll forfeit the credit that was to be used for the scheduled/missed group in lieu of the cancellation fee.
 - For individual consultations: for no-shows you will forfeit the credit of the missed consultation. For late cancellations, you will have a 4 week window after the late-canceled consultation to reschedule. If you don't schedule within that window, you'll be forfeiting the credit.

Consultation Format

- Introductions
 - Where you live
 - Work setting
 - Pronouns
 - What population(s) you work with/setting
 - Other types of therapy you do or did before EMDR
 - Who you did/are doing your basic training with
 - If you're an ICM trainee, the first name of at least one of the leaders of your basic training
 - Where you're at in your EMDR learning journey (working on basic training hours, certification, etc., how far you've gotten in the process with clients)
 - Something about yourself non-therapy related

- Case Presentation 1 (10-20 minutes per person)
- Additional discussion points
 - Discuss informed consent for EMDR, introducing EMDR to clients, and your intake interview/process.
 - Phase-focused questions
 - Blocking beliefs
 - Importance of doing own self-work
 - Technical questions
 - BLS options and teaching
 - Manual BLS or client self-tapping
 - Online options
 - EMDR Online | Controllable Bilateral Stimulation <https://www.bilateralstimulation.io/>
 - Complex trauma and the 8 phases
 - Technology issues
 - Telehealth vs in person

Follow up after a consultation:

After your consultation, you'll be sent an email confirming your consultation hour(s). I will attempt to send the confirmation within 24 hours of the group. If you do not see the confirmation email, please check your spam/junk mail. Please keep this email for future reference as it serves as verification of hours for basic training completion, certification, etc. I recommend "printing" the email and picking "save as PDF" then saving it to a specific file folder on your computer. It's up to you to track your consultation hours. You can find ICM's visual of EMDRIA's layout of basic training, certification, etc. requirements as well as a consultation documentation form in your training manual.

Sources for this document: <https://www.emdria.org/emdr-training/become-an-emdria-approved-consultant/consultation-packet/>, Marich, J. (2022). *Eye Movement Desensitization and Reprocessing (EMDR) Therapy: Training Course Part I & II. 10th edition*. The Institute for Creative Mindfulness, and <https://www.instituteforcreativemindfulness.com>.