

# EMDR Basic Training Participant Agreement

<b>Training Organization</b>	Mindology Counseling (Mindology LLC)
<b>Lead Trainer</b>	Christy Xiaojing Huang, LCPC

This Participant Agreement must be reviewed and signed before enrollment is completed. By signing this agreement, the participant confirms that they have read, understood, and agree to comply with the terms, conditions, and participation requirements for Mindology Counseling’s EMDR Basic Training.

The training policies, fees, consultation structure, technology requirements, privacy-related information, and enrollment expectations for this program are made publicly available to prospective trainees before registration on the Mindology Counseling EMDR Basic Training webpage. This agreement is intended to confirm and formalize those requirements for enrolled participants.

Training is delivered through live synchronous virtual instruction, supervised practicum, live consultation, and LMS-supported course access. Approved course platforms and electronic communication are used to support participation, access to materials, attendance tracking, consultation tracking, and related program administration. Audio and/or video recording of the training or any portion thereof is not permitted unless expressly authorized in writing.

**Public information page:** <https://www.mindologycounseling.com/emdr-basic-training>

## 1. Eligibility & Enrollment Requirements

The participant affirms that they meet current EMDRIA eligibility requirements for EMDR Basic Training and will provide documentation of licensure, degree, or qualifying supervision, if applicable, before the start date.

If eligibility cannot be verified, Mindology Counseling reserves the right to deny or cancel enrollment.

## 2. Program Description & Scope

This training is a complete and comprehensive EMDR Basic Training totaling a minimum of 50 hours and consisting of:

- 20 hours didactic instruction
- 20 hours supervised practicum
- 10 hours live consultation

Registration is for the entire training program. Partial registration is not offered.

## 3. Completion Timeline

Participants must complete all didactic, practicum, and consultation requirements within 12 months of their initial start date in order to receive a certificate of completion.

Extensions may be considered only in the event of documented humanitarian or other extenuating circumstances and remain at the trainer’s discretion.

#### **4. Attendance, Participation & Technology Requirements**

- Attendance at all required live synchronous sessions, including lecture, practicum, and consultation, is mandatory.
- For virtual sessions, the participant must maintain a stable internet connection, adequate lighting, functioning webcam/audio, and camera-on participation for attendance and engagement monitoring.
- Missing more than 15 minutes of required live content may trigger the make-up policy and may require additional training requirements, remediation, or administrative fees, as applicable.
- Participants are responsible for ensuring that their technology is functional and that they are able to access the required training platforms before the training begins.

#### **5. Nature of the Training & Risk Acknowledgment**

Practicum activities involve role-play in the roles of therapist, client, and observer for educational purposes only and do not constitute personal therapy.

EMDR-related educational exercises may evoke emotional or physiological responses. Participants accept responsibility for personal self-care and for obtaining outside clinical support if needed.

Participants with significant dissociation, seizure disorders, cardiac conditions, ocular sensitivity, pregnancy-related considerations, or other relevant medical or psychiatric conditions agree to obtain appropriate medical or clinical clearance prior to participation when indicated.

#### **6. Fidelity to the EMDR Standard Protocol**

Training content adheres to the standard EMDR Basic Training protocol as defined in Eye Movement Desensitization and Reprocessing (EMDR) Therapy, Third Edition: Basic Principles, Protocols, and Procedures by Francine Shapiro (2018).

Protocols, techniques, or interventions that are outside the standard protocol and not appropriate to EMDR Basic Training will not be taught as part of this training.

#### **7. Cultural Responsiveness, Ethics & Non-Discrimination**

All participants agree to comply with applicable EMDRIA standards, including the Professional Code of Conduct, SOCE Policy, and Diversity & Cultural Competence policy.

Mindology Counseling is committed to a respectful, inclusive learning environment and does not tolerate discriminatory or harassing behavior based on sexual orientation, gender identity, race, ethnicity, culture, religion, disability, or other protected status.

#### **8. ADA Accessibility**

Mindology Counseling complies with the Americans with Disabilities Act (ADA). Participants requesting reasonable accommodation should submit a written request at least 14 days before the training start date, or as soon as reasonably possible.

#### **9. Fees, Cost Disclosure & Consultation Structure**

The participant acknowledges receipt of this information prior to registration.

- Tuition for the complete 50-hour EMDR Basic Training: \$1,950
- The tuition for the complete EMDR Basic Training includes the 10 required consultation hours.
- The standard tuition includes the full program: 20 hours didactic instruction, 20 hours supervised practicum, 10 hours live consultation, and LMS-supported course access.

Required books, optional make-up fees, optional remediation, and any individually requested consultation beyond the included training structure are not included unless otherwise stated.

Consultation is provided as five live 2-hour consultation sessions scheduled by Mindology Counseling over the course of the training in developmental increments.

Consultation is intended to support case conceptualization, client readiness, target selection, treatment planning, protocol fidelity, and early clinical integration of EMDR therapy.

Consultation is provided by Christy Huang, LCPC, and/or appropriately qualified EMDR consultation faculty consistent with current EMDRIA standards, when applicable.

Consultation is provided in a live group format unless otherwise specified. If a participant misses required consultation, requires remediation, or requests additional support beyond the included 10 hours, additional fees may apply.

## **10. Refund, Cancellation & Withdrawal Policy**

The participant acknowledges that Mindology Counseling's cancellation and refund policy was provided prior to registration and agrees to its terms, including applicable deadlines, administrative fees, and no-show provisions.

### **10.1 Trainer-Initiated Cancellation**

- Mindology Counseling reserves the right to cancel or reschedule an EMDR Basic Training due to low enrollment, trainer illness, emergency, or other circumstances beyond its control.
- In such cases, participants will receive either a full refund of tuition paid or the option to transfer enrollment to a future cohort at no additional cost.
- Mindology Counseling is not responsible for travel, lodging, or other incidental expenses incurred by participants.

### **10.2 Participant Cancellation Prior to Training Start**

- 30 days or more before the training start date: full refund minus a \$150 administrative fee
- 14-29 days before the training start date: 50% refund of training tuition
- 13 days or fewer before the training start date: no refund

### **10.3 Withdrawal After Training Has Begun**

- Once the training has commenced, no refunds are provided for any portion of the training already delivered.
- At the trainer's discretion, a participant who withdraws after the start date may be permitted a one-time transfer to a future cohort, subject to availability, and/or may be required to pay a re-enrollment or administrative fee.

### **10.4 Attendance-Related Withdrawal**

- Participants who miss more than 15 minutes of required live synchronous content without an approved accommodation or make-up plan, or who fail to meet professional conduct, participation, or safety standards, may be required to withdraw from the training.
- No refund will be issued in these cases.

### **10.5 Additional Consultation or Remediation Fees**

The standard EMDR Basic Training tuition includes the 10 required consultation hours. If a participant misses required consultation, requires remediation, or requests consultation beyond the included training structure, additional fees may apply. Any such fees will be disclosed before separate scheduling is confirmed.

## **10.6 Extenuating Circumstances**

Requests for exceptions due to documented medical emergencies, family crises, or humanitarian circumstances will be reviewed on a case-by-case basis. Approval of refunds, transfers, or extensions is not guaranteed.

## **11. Grievance & Complaint Resolution Process**

Mindology Counseling maintains a formal grievance process for reviewing and responding to complaints. Grievance information is available prior to registration on the public training information page and is also available to enrolled participants through training materials and the LMS.

### **11.1 Informal Resolution**

Participants are encouraged to first address concerns directly with the trainer or faculty member involved, when appropriate, in an effort to resolve issues informally and collaboratively.

### **11.2 Formal Grievance Submission**

If a concern cannot be resolved informally, the participant may submit a written grievance that includes the participant's name and contact information, a clear description of the concern or complaint, and any relevant dates, individuals involved, and supporting documentation.

### **11.3 Review & Response**

- All grievances will be acknowledged within 7 business days of receipt.
- A review will be conducted by the lead trainer or a designated representative.
- A written response outlining findings and any actions taken will ordinarily be provided within 30 days unless additional time is required.

### **11.4 Non-Retaliation**

Mindology Counseling prohibits retaliation against any participant who submits a grievance in good faith.

### **11.5 External Reporting**

If a grievance involves ethical concerns beyond the scope of the training organization, participants may be directed to appropriate external reporting options, including EMDRIA or applicable licensing boards.

## **12. Feedback on Trainee Progress**

Participants receive ongoing feedback through didactic clarification, learner assessment completion, practicum observation, consultation, and instructor review. Feedback is intended to support progressive skill development, fidelity to the standard protocol, and safe integration of EMDR therapy into clinical practice.

## **13. Technology, LMS Use & Privacy**

Mindology Counseling uses course technology to support training delivery, communication, documentation, attendance tracking, consultation tracking, and related program administration.

- Platforms used in the training may include Google Classroom for course organization, training materials, announcements, and required documents; Google Meet for live teaching sessions, supervised practicum, and consultation; and secure electronic communication for administrative contact.
- Participants are responsible for maintaining a reliable internet connection, using a device with webcam and audio capability, checking email regularly for course communication, using a Google account/Gmail address if required for access to Google Classroom or related Google-based course tools, joining live sessions from a private and

appropriate environment, protecting confidentiality during all case-based discussions and course participation, and refraining from recording training sessions, consultation, practicum, or peer discussion unless expressly authorized in writing.

- Mindology Counseling may collect and use trainee information for legitimate training-related purposes, including registration and eligibility review, course communication, attendance and participation tracking, consultation and completion tracking, certificate documentation, administrative recordkeeping, and training evaluation and quality improvement.

Mindology Counseling does not sell trainee personal information.

Google and other third-party platforms may collect, process, store, and use account, device, usage, and content-related information according to their own privacy policies and terms of use. Mindology Counseling does not control third-party platform data practices. Participants are responsible for reviewing the privacy and terms materials for any third-party platforms used in the training before participation.

#### **14. Records & EMDRIA Reporting**

Mindology Counseling maintains trainee records for a minimum of five years and submits training rosters to EMDRIA within 120 days of training completion in the format required by EMDRIA.

#### **15. Intellectual Property & Recording Prohibition**

Training materials are proprietary. Recording, reproduction, or unauthorized distribution of training materials or training sessions is prohibited.

EMDRIA logos and trademarks will not be used without written permission where such permission is required.

#### **16. Acknowledgment & Agreement**

By signing below, the participant acknowledges that they have read, understood, and agree to the terms of this Participant Agreement and commit to adhering to these requirements for the duration of the training.

#### **Signatures**

<b>Participant Name (Printed)</b>	<b>Date</b>
<b>Participant Signature</b>	
<b>Trainer Name</b>	<b>Date</b>
<b>Trainer Signature</b>	