



Oregon EMDR, LLC Participant Agreement for Basic Training

This participant agreement is between You, referred to in this document as “You/Your” or “Participant” and the Oregon EMDR, LLC and relates to your participation in EMDR Therapy Training (“Training”), which may include training or consultation. Oregon EMDR, LLC will coordinate all training, scheduling and registration through the Oregon EMDR, LLC website. **You agree that by clicking acceptance of these terms and conditions on the registration page, You accept all the following terms, conditions and eligibility requirements as set forth herein, including a knowing and voluntary Waiver, Release and Discharge of any and all liability related to, or arising from, or in any way connected with Your participation in the Training.** You further acknowledge and accept this Agreement is binding and that You read and agreed to the following terms and conditions contained in this Agreement.

Clinical applications of EMDR Therapy have been verified by multiple randomized, controlled studies for the treatment of PTSD, Depression and as an adjunct therapy for chronic pain. The boundaries of clinical applications for EMDR to treat disorders other than these have not yet been confirmed by controlled research. Cautions regarding EMDR’s clinical applications outside of treatment for these disorders are based primarily on anecdotal reports by clinicians.

Eligibility

You must meet minimum eligibility criteria set by EMDRIA to participate in the Training. All participants must have an active caseload. If you are one of the qualifying exemptions, you must contact us **in advance** for approval prior to registering. If you register and we determine you do not meet eligibility requirements you will be removed from the class and a \$150 administration fee will be deducted from your refund.

Licensed Mental Health Professionals

- Qualifying medical doctors must be licensed to practice in their state or province.

- Qualifying advanced practice registered nurses must have a Master of Science in Nursing (or higher) with a specialization in psychiatric mental health nursing and must be licensed to practice through their state board or province.
- Qualifying Mental Health Clinicians must have a master's degree in the mental health field (Counseling, Marriage Family Therapy, Psychology, Psychiatry, Social Work) or related mental health discipline and be licensed to practice through their state board or province.
- Individuals who only hold a chemical dependency or substance abuse license are **not eligible** as these licenses generally do not allow for a mental health scope of practice.

Pre-Licensed Mental Health Professionals

- These are clinicians who are actively pursuing a mental health license through their state board (or province) while working under a licensed supervisor. Some of these license types include associate, intern, limited, provisional, temporary and pre-license.
- Qualifying pre-licensed mental health clinicians must have a master's degree in the mental health field (Counseling, Marriage Family Therapy, Psychology, Psychiatry, Social Work) or related mental health discipline and must be actively pursuing a full license through their state board (or province) while working under a licensed supervisor.
- In the State of Oregon, those who hold an **ACTIVE QMHP-C from MHACBO** are eligible for the EMDR basic training, however, they may only be eligible for Associate Level membership with EMDRIA if they were interested in joining EMDRIA once trained. QMHPs and QMHP-Rs **are not eligible** for EMDR basic training.

Graduate Students

- Qualifying graduate students must be enrolled in a master's or doctoral program in the mental health field (Counseling, Marriage Family Therapy, Psychology, Psychiatry, Psychiatric Nursing, Social Work) or related mental health discipline. Students must have completed their core graduate academic coursework and must be in the practicum/internship portion of their graduate program. First year graduate students are not eligible. Graduate students must be on a licensing track and working under the supervision of a fully licensed mental health clinician.
- Graduate students who would like to take an EMDR Training will need to submit certain documentation in order to verify their eligibility. This

documentation **MUST INCLUDE**: graduate transcript, practicum or internship details, and a letter from their supervisor which includes the supervisor's license information and number and endorsement that the student has the necessary education, clinical skills, and self-management skills to participate in the training. Students do not need to provide EMDRIA with any documentation unless specifically asked to do so by EMDRIA staff. Any documentation that needs to be submitted would go directly to the training provider either prior to or during the training registration process.

Supporting Documentation should be submitted to:

Susan Wendelborg, LCSW susan@oregonemdr.com

Access to all Course Components will be granted only **after** all required supporting documentation is **submitted and approved** by Oregon EMDR, LLC.

Please note: Oregon EMDR, LLC has full discretion to accept, deny or determine eligibility.

Cancellation & Refunds

1. All cancellations must be requested in writing from the email used to register and will be confirmed in writing by Oregon EMDR, LLC.
2. Any cancellation request made more than 30 days prior to the training will receive a refund minus \$150 administration fee. 30 days or less from the training no refunds will be made and You may transfer to a different training location, if space allows for a \$150 administration fee. This includes cancellations due to weather, related issues, or any other reason.

Note: There will be no refunds, under any circumstances, for withdrawals after the beginning of the training program.

3. Once the training starts there are no transfers or refunds allowed. In the case of a bona fide emergency, illness or other issue, Oregon EMDR, LLC may allow the training dates to be made up, at the sole discretion of Oregon EMDR, LLC for \$250 per day missed. Any partial day missed will be counted as a full day. Missing more than one day or partial day could result in immediate dismissal from the training program and forfeiture of all tuition paid.
4. Participants who need to make up training days 4, 5 and / or 6 may opt to participate in an **Online Module 2 Make-up** event offered by Oregon EMDR, LLC, if available, for \$500 for the complete 3 days of training in lieu of making up those training days at a live training event.
5. If a participant does not attend the training there will be no refunds, transfers or make-up allowed.

6. If You are more than 15 minutes late or leave more than 15 minutes prior to the end of the training day, Oregon EMDR, LLC may allow you, at their sole discretion, to make up the “consultation” portion of what you missed with an additional fee. A minimum of 30 minutes will be required to be purchased to make up the time.
7. There is no partial credit given for any portion of the training completed if You do not complete the entire training.
8. Oregon EMDR, LLC is not responsible for any damages or expenses, including travel or otherwise due to any cancellations.
9. If the training is canceled for any reason you will be notified and issued a refund.

Transferability

Your seat, registration, fee or credits are not transferable.

Code of Conduct

You are expected to follow your professional code of conduct as well as the EMDRIA code of conduct. Oregon EMDR, LLC reserves the right to request that you leave the training if You violate this code of conduct or do not act in a professional ethical manner or are disruptive to the training in any way, as determined by Oregon EMDR, LLC at the sole discretion of Oregon EMDR, LLC. If you are asked to leave your registration will be canceled and you will not receive any credit or refunds.

You agree to the following:

1. To conduct yourself in a professional and ethical manner at all times.
2. To not engage in any other therapy/healing methods during the practice portion of the training.
3. To not be disruptive to the training in any way.
4. To not solicit any participants of the training.
5. To not record any portion of the training.
6. To maintain confidentiality about all other participants' information at the training.
7. To contribute to the supportive, safe environment Oregon EMDR, LLC strives to create including sensitivity and tolerance toward cultural issues, sexual identity, religion, race, nationality, disability or gender identification and you agree to not engage in discriminatory behavior at any time.

Confidentiality

All information about any participant at the Training is confidential. Do not discuss the

information you gain in the practice sessions with anyone in or out of the Training, during the Training, or after the Training ends. Oregon EMDR, LLC cannot guarantee the confidentiality of any information disclosed by you in before, during, or after the Training. You agree to hold Oregon EMDR, LLC harmless and agree that Oregon EMDR, LLC has no liability for claims regarding personal information you have disclosed.

Participant Expectations

1. You agree and acknowledge that this is a professional training which includes practice sessions in which real material may be accessed. The practice portion of the training is an important experiential aspect of learning that is half of the training. You also agree that this practice is not Therapy and you have a choice about the depth of your participation at all times. The nature of the EMDR therapy is robust and may activate unprocessed personal material and You agree that you are responsible for your own self-care and self-soothing. You are responsible for your own personal therapy needs and obtaining that therapy if needed outside of the Training.
2. You acknowledge that the lecture portion of all Oregon EMDR, LLC trainings are recorded and may be used for the purposes of teaching about EMDR. You acknowledge that Oregon EMDR, LLC may use this recording in an on-line library or for any teaching purposes. Any questions or statements made by you in the lecture portion of the training may be used by Oregon EMDR, LLC in any manner including on the Oregon EMDR, LLC website. You agree to inform the Oregon EMDR, LLC training staff if you wish to not be recorded in the lecture portion.
3. You agree and acknowledge that if you volunteer for a demonstration in front of the class, You have a choice about the depth of your participation at all times and You agree to ask to stop if you wish at any time. You agree that you are responsible for choosing the material you wish to access and you and/ or the trainer has the right to stop the demonstration for any reason at any time.
4. You acknowledge and accept this course includes several facilitated practicums in which You will have the opportunity to practice what You are learning and to have the experience of being a “client” when other class members take the role of therapist. You understand that the credentialing body that approved this training, The EMDR International Association (EMDRIA) requires practice in the role of client. If you do not feel psychologically stable enough to participate fully in this practicum as “client” you should not register for this workshop.
5. You acknowledge and agree You must have cases in Your practice with whom You can utilize the EMDR Therapy skills taught in the training. This training is designed to help You integrate the use of EMDR Therapy in Your current clinical setting. This training program is not intended for managers and researchers who do not carry an active psychotherapy caseload.

6. You acknowledge and accept that the EMDR Therapy processing may continue after the training ends and You are solely responsible for obtaining needed assistance after leaving the training. You may have memories, dreams, flashbacks, or other nervous system activation during the training and after you leave.
7. You acknowledge and accept that the instructional staff cannot always monitor your physical, emotional, and psychological state, and You are therefore responsible for assessing the risk that any activity poses for You and for choosing a safe course of action and self-care.
8. You agree that touch may be a part of the Training but will always be optional and with your permission. This touch will never be of a sexual nature and you agree to contact the Trainer or assistants if you feel unsafe in any way.
9. The book Eye Movement Desensitization and Reprocessing (EMDR) Therapy, Third Edition: Basic Principles, Protocols, and Procedures. New York: Guildford Press by Francine Shapiro, Go With That Magazine Fall 2020, Volume 25, Issue 3[EMDR & Racial Trauma] and Guidelines for Virtual EMDR Therapy (Spring 2020) are required reading for all participants.
10. Participants will be provided an electronic copy of the course manual via the online learning system.
11. Although a specific Oregon EMDR, LLC trainer may be listed as the trainer on the registration, we reserve the right to have any qualified Oregon EMDR, LLC Trainer instruct any part or all of the training at our discretion.
12. Clinicians who are presently engaged in personal therapy and/or psychiatric treatment should inform their therapist/psychiatrist about the experiential component of this training and secure their support to participate before beginning this training.
13. This experiential workshop is for clinical purposes only and will not qualify the participant to train others in EMDR. Attempts to train others in EMDR without meeting the standards as defined by the EMDR International Association would represent a professional ethics violation.
14. Those who presently have a dissociative disorder, acute or PTSD, GAD, panic disorder, substance use disorder, personality disorder, or affective disorder should not participate without special arrangements being made with the instructors at the time of registration. Failure to advise the instructors could place you at risk, negatively impact other participants, and result in dismissal from the training without refund.
15. Participants who are disruptive to the training will be given one warning by the instructor and will be dismissed without refund if there is a recurrence. You are expected to maintain a spirit of cooperation and mutual support for all in the training. Splitting and conflict-generating behavior will not be tolerated. You

agree that the instructor has the right to dismiss you from the training at any time without refund if in his/her sole judgment you negatively impact the training experience of others.

16. Those with limiting or special medical conditions (pregnancy, heart condition, ocular difficulties, etc.) should consult their medical professionals before participating in this training and should discuss the condition with the instructors in advance of the training.
17. Participants in this EMDR Therapy basic training must complete the entire training, that is; all components of online learning and written submissions, quizzes, 20 hours of live instruction, 20 hours of practicum and 10 hours of consultation, within 12 months from their initial start date.

Assumption of the Risk

You understand and agree that your attendance at the Training and participation in activities of the training is completely voluntary. You understand that there may be some degree of risk or danger by participating in the training, including but not limited to slips, trips, or falls during the use of facilities or in connection with the Training. You agree that all suggested activities are voluntary. You certify that You are in good health and that You know of no physical, mental, health-related, or other reason why You would be incapable of participating in any activities during the Training.

Release and Waiver

You are voluntarily participating in the Training and have fully considered all risks. You, Your successors in interest, heirs, administrators and personal representative, hereby knowingly and voluntarily Waive, Release and Discharge Oregon EMDR, LLC of any and all liability, claims, demands, actions or rights of action, damages of any kinds related to, arising from, or in any way connection with, the Training or your participation in the Training, consultations or other Oregon EMDR, LLC sponsored programs. Such Waiver and Release does not apply to Oregon EMDR, LLC's willful misconduct or grossly negligent acts. To the extent liability for any claims is found, Oregon EMDR, LLC's aggregate liability for any claims will not exceed the amount paid by you to Oregon EMDR, LLC. This limitation of liability will apply to the maximum extent permitted by applicable laws and notwithstanding the failure of any limited remedy. In no event will Oregon EMDR, LLC have liability under this Agreement to You or any third party for any special, incidental, consequential, punitive or indirect damages of any kind based on any claim or legal theory, including but not limited to, lost profits, loss of use, or cost of substitute services.

Governing Law

The laws of the state of Oregon, without giving effect to its principles of conflicts of law,

govern all adversarial proceedings arising out of this agreement.

Indemnification

You, Your heirs, assigns and successors in interest, agree to indemnify and hold harmless Oregon EMDR, LLC from and against any loss, damage, liability or cost (including all reasonable attorneys' fees), including but not limited to bodily injury and property damage, whatsoever, that may occur as a result or arising out of Your presence or participation in the Training in any way or engaging in any sponsored event, activity, discussion, including but not limited to engaging on Oregon EMDR, LLC's website or Learning Management System.

Arbitration

As the exclusive means of initiating adversarial proceedings to resolve any dispute arising out of this agreement, You, or Oregon EMDR, LLC, may demand that the dispute be resolved by arbitration administered by the American Arbitration Association in accordance with its commercial arbitration rules, and each party hereby consents to any such dispute being so resolved, Judgment on any award rendered in any such arbitration may be entered in any court having jurisdiction.

Severability

- a. That if any provision of this agreement is held to be unenforceable, then that provision will be modified to the minimum extent necessary to make it enforceable, unless that modification is not permitted by law, in which case that provision will be disregarded;
- b. That if an unenforceable provision is modified or disregarded in accordance with this section, then the rest of the agreement will remain in effect as written; and
- c. That any unenforceable provision will remain as written in any circumstances other than those in which the provision is held to be unenforceable.

Notices

- Any notice from You made in relation to this Agreement must be both sent via electronic mail to susan@oregonemdr.com and in writing and deposited in the United States mail, postage prepaid, registered or certified mail or overnight mail, addressed and delivered to the other Party at the address set forth below:

Oregon EMDR, LLC
1863 Pioneer Pkwy E
#441
Springfield, OR 97477

- A valid note or other communication under this agreement will be effective when received by the party to which it is addressed. It will be deemed to have been received as follows:
 - a. If it is delivered by hand, or delivery by registered or certified mail, return receipt requested and postage prepaid, upon receipt as indicated by the date on the signed receipt; and
 - b. If the party to which it is addressed rejects or otherwise refuses to accept it, or if it cannot be delivered because of a change in address for which no notice was given, then it will be deemed to have been received upon that rejection, refusal, or inability to deliver.
 - c. If a notice or other communication addressed to a party is received after 5:00pm on a business day at the location specified in the address for that party, on a day that is not a business day, then the notice will be deemed received at 9:00am on the next business day.

Scope of Agreement; Entire Agreement.

This Agreement constitutes the entire understanding between You and Oregon EMDR, LLC with respect to all matters contained in this Agreement and supersedes all other agreement, whether written or oral, between the parties.