

Maintaining Accreditation Policy

- 1. Purpose** This policy establishes the standards and requirements for maintaining accreditation with EMDRAA. It ensures that all accredited members uphold the highest levels of professionalism and compliance, fostering trust and credibility within the community.
- 2. Scope:** This policy applies to all EMDRAA-accredited practitioners, consultants, and trainers.
- 3. Accreditation Standards** To maintain accreditation, members must:
 - 3.1** Adhere to EMDRAA's Code of Conduct, policies and professional standards.
 - 3.2** Maintain full membership with EMDRAA.
 - 3.3** Submit a complete accreditation renewal application before the applicant's expiry date. Members must submit their application as follows
 - 3.3.1 Practitioners:** At least three (3) months prior to their reaccreditation date.
 - 3.3.2 Consultants:** At least three (3) months prior to their reaccreditation date.
 - 3.3.3 Trainers:** At least six (6) months prior to their reaccreditation date.
 - 3.4** Ensure that their application meets all requirements outlined in the accreditation forms and guidelines.
- 4. Application Assessment Process**
 - 4.1** Applications will be assessed for completeness and compliance with the accreditation standards.
 - 4.2** If an application is deemed incomplete or does not meet the standards, feedback will be provided to the applicant for rectification.
 - 4.3** Applications assessed as incomplete or not meeting the standards on more than **two (2)** occasions will be required to pay a new application fee for the subsequent submission.
- 5. Accreditation lapse or expiry**

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5.1 If EMDRAA accreditation status has lapsed (at practitioner, consultant or trainer level), EMDRAA offers a three (3) month grace period for reaccreditation.

5.2 If a reaccreditation application is not received within three months, the member's accreditation status expires.

6. Lapsed Accreditation

6.1 Members who fail to submit their application for reaccreditation within three (3) months of the renewal date will have their accreditation status downgraded and will be advised of this by email. Downgraded members will lose all privileges associated with their accreditation, including:

6.1.2 removal from listing on EMDRAA website - Find a Therapist, Accredited Consultants, Accredited Trainers as appropriate.

7. Procedure for expired EMDR accreditation status

7.1 EMDRAA accreditation status has expired for **three (3) months to one (1) year**.

If the member is reaccredited within one (1) year from their renewal date, their accreditation status will be backdated to the time of its expiry. The member will receive a final email letting them know their status has expired and the link to renew.

7.2 EMDRAA accreditation status has **expired for more than one (1) years**

The member is required to reapply in entirety via the relevant Practitioner, Consultant or Trainer Accreditation form; this is not a re-accreditation. The procedure for processing the relevant accreditation form is the same as any standard accreditation procedure.

8. Pausing membership

Membership may be paused for a period due to personal reasons which impact the member's ability to practice EMDR therapy.

8.1 Members can apply for up to twelve (12) months leave for reasons including, but not limited to

8.1.1 Illness – themselves or a family member

8.1.2 Parental leave

8.1.3 Sabbatical

Members must submit a written request for paused membership via accred@emdraa.org, outlining the reason for and anticipated pause duration.

If a member is due for accreditation during the paused membership period, please see 7.1.

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9. Responsibilities

EMDRAA and members are responsible for ensuring members remain current with their accreditation status.

9.1 Accredited Members:

- 9.1.1 Must ensure timely submission of applications and compliance with all accreditation standards.
- 9.1.2 It is primarily the member's responsibility to keep track of your accreditation, although the EMDRAA will make every endeavour to notify all accredited members when reaccreditation is due.

9.2 EMDRAA:

- 9.2.1 Will provide clear guidance on accreditation requirements and timely feedback on applications.
- 9.2.2 Will make every effort to notify members of their renewal date and provide advance notice of your requirement for reaccreditation
- 9.2.3 Will notify members prior to their reaccreditation date:
 - 9.2.3.1 **Practitioners:** At least 4 months prior to their reaccreditation date.
 - 9.2.3.2 **Consultants:** At least 4 months prior to their reaccreditation date.
 - 9.2.3.3 **Trainers:** At least 9 months prior to their reaccreditation date.
- 9.2.4 Will notify members overdue for reaccreditation:
 - 9.2.4.1 **Practitioners:** 9 months past due date
 - 9.2.4.2 **Consultants:** 9 months past due date
 - 9.2.4.3 **Trainers:** 6 months past due date

EMDRAA staff and the Accreditation and Standards Committee will provide support and feedback for members to address questions or concerns about the accreditation process.

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