

## 1. Purpose

The EMDR Association of Australia (EMDRAA) is the Australian authority in advancing, supporting and promoting EMDR therapy.

The EMDRAA Accreditation and Standards Committee ('ASC') was established in 2011 to determine training eligibility, practitioner accreditation, consultant accreditation and the approval of training packages and trainers to uphold the standards for the community and the integrity of EMDR therapy.

The purpose of the Accreditation and Standards Committee is to

- 1.1** Develop the standards and process required for EMDRAA accreditation status as a practitioner, consultant, trainer and training packages.
- 1.2** Consider international standards, research, best practices and the Australian domestic context when recommending such standards.
- 1.3** Reviewing practitioner, consultant, trainer or training package applications for adherence to these standards.
- 1.4** Review Exceptional Circumstances to train applications

## 2. Objectives

The Accreditation and Standards Committee advises the CEO and the EMDRAA Board on initiatives that help the organisation deliver high-quality education, training, and standards to its members and the community.

The following are the principal activities of the Committee:

- 2.1** To facilitate the EMDRAA accreditation and re-accreditation process for Practitioners, Consultants and Trainers.
- 2.2** To recommend to the CEO and EMDRAA Board the standards by which Practitioner, Consultant, Trainer and Training package applications are assessed, including the procedures and methodology.
- 2.3** To maintain, clarify and update the EMDRAA Accreditation & Standards Committee procedures manual, resources and forms.

Accreditation & Standards Committee			
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- 2.4 Provide accessible resources, including education offerings, meetings, and support, to assist members throughout their training.

### 3. Duties and Responsibilities

- 3.1 Approval or rejection of accreditation and re-accreditation of applicants for Practitioner, Consultant, Trainer and Training packages.
- 3.2 Approve or reject exceptional circumstances to train applications
- 3.3 Provide feedback to applicants to support their training journey.
- 3.4 Provide monthly reports to the EMDRAA Board.
- 3.5 Address Committee matters requiring advice or direction from the CEO or EMDRAA Board.
- 3.6 Make recommendations or proposals to the CEO or EMDRAA Board relevant to furthering the Committee’s purpose.
- 3.7 Notification of emerging or current risks the Committee is aware of that may be related to the Committee’s purpose.

### 4. Powers

The CEO and EMDRAA Board oversee the Committee and relevant Subcommittees. The ASC reports directly to the CEO.

The Committee is authorised to:

- 4.1 Review, approve or reject applications for accreditation.
- 4.2 Seek additional information or evidence from applicants and/or their consultants to assist the Committee in assessing an application.
- 4.3 Approve or reject applicants through the exceptional circumstances to train pathway.
- 4.4 Provide recommendations relevant to the Committee’s purpose through the Committee Chair to the CEO and EMDRAA Board.
- 4.5 Act as liaison for practitioners, consultants, or trainers as necessary to support the Committee’s purpose.
- 4.6 Assist in resolving any matters relating to accreditation and standards processes.
- 4.7 Liaise with international bodies as required to support the Committee’s purpose.
- 4.8 Committee Members are only authorised to speak on behalf of the Committee

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in their official role. Feedback received when not acting on behalf of the Committee must be directed to the Committee or CEO via appropriate feedback channels.

## 5. Composition

Due to the expertise required to execute the ASC purpose, the Committee is exclusively comprised of EMDRAA Full Members who are EMDRAA accredited Practitioners, Consultants and/or Trainers.

- 5.1 Membership of the ASC includes at least twelve (12) members from across the membership
- 5.2 In the event the Committee has less than twelve (12) Members, they must:
  - 5.2.1 Immediately notify the CEO.
  - 5.2.2 Act to support the appointment of additional Committee Members.
  - 5.2.3 Continue the ongoing work of the Committee, including the review of accreditation applications.
- 5.3 Membership will aim to consist of a diverse group of member types.
- 5.4 Membership will aim to include a diverse representation of professional skills and knowledge.
- 5.5 The committee may co-opt members for short periods as required for their skills or knowledge.
  - 5.5.1 Co-opted members will not have voting rights.
- 5.6 The CEO or the Board may appoint independent members.
- 5.7 The CEO and/or EMDRAA staff may be in attendance.
- 5.8 All roles on EMDRAA Committees and Working Parties are unpaid volunteer positions.

## 6. Method of Appointment

- 6.1 The ASC shall be formed through expressions of interest from the membership, advertised in the EMDRAA Essentials newsletter or other communication methods and approved by the CEO or Board.
- 6.2 Shortlisted applicants will meet with the ASC Chair to discuss the role and requirements for committee membership in more depth, including the committee's expected workload and volunteer nature. If interested, the applicant will be proposed at the next committee meeting, and the suitability of

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the role and the current requirements of the committee will be discussed.

- 6.3** All new committee members are subject to a 6-month probation period, with a review between the Chair and the Committee Member at approximately three months.
- 6.4** The Chair and Deputy Chair shall be appointed by election of the ASC members with approval from the CEO or Board.
- 6.5** The Chair has delegated authority by the Board to provide feedback about performance to Committee Members.
- 6.6** All Committee Members are subject to their relevant professional ethics, the EMDRAA Code of Conduct and other standards as determined by the EMDRAA Board.
- 6.7** The CEO or EMDRAA Board may dismiss ASC Members from the Committee or related roles (e.g. Chair) at its discretion.
- 6.8** The CEO or EMDRAA Board may, at its discretion, allow other persons to attend Committee Meetings.

## **7. Tenure**

- 7.1** ASC members shall be appointed for three (3) year terms.
- 7.2** ASC Members will need to express their interest to the Chair to be confirmed for a further three (3) year term.
  - 7.2.1** The composition of professional skills, knowledge, and Committee requirements will be considered before the appointment is confirmed.
  - 7.2.2** An appointment may not be confirmed if a broader membership composition is required.
- 7.3** The Chair and Deputy Chair shall be appointed for two (2) years.
- 7.4** The Chair and Deputy Chair may be re-elected for a second term by a vote of the ASC members.

## **8. Meetings**

- 8.1** The Committee will meet as often as required but at least ten (10) times per year, with the authority to convene additional meetings as circumstances require.
- 8.2** Meeting agendas and appropriate briefing material will be prepared and provided to Committee Members before meetings.

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- 8.3** The Committee will keep minutes of all meetings.
- 8.4** The minutes of any Committee meetings will be provided to the CEO within five (5) working days unless otherwise agreed between the CEO and Chair.
- 8.5** Committee members must disclose any potential conflicts of interest related to meeting items and have this documented in the meeting minutes. Non-conflicted members will decide on how to handle any potential conflicts of interest.
- 8.6** Any information, discussion, resources, or materials provided to the ASC in their role as a Committee Member are strictly confidential and cannot be shared or repeated at any time during or after their tenure as a Committee Member.

## 9. Quorum

A quorum will be six (6) committee members plus the Chair, Deputy Chair or delegated nominee, with a deciding vote by the Chair if required.

## 10. Associated Documents

EMDRAA Code of Conduct

Safe and respectful association policy

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