

TRAINER AGREEMENT



This form should be completed for all Training Provider Accreditation applicants, including new applications and applications for re-accreditation. It should be completed in conjunction with the Trainer Accreditation Checklist and the Trainer Accreditation Standards.

The Accreditation & Standards Committee reviews EMDRAA Training Provider Applications. Please allow approximately 120 days for the review process once your application has been confirmed as complete.

PLEASE NOTE: Applicants who will be using a training package which is already accredited do not need to provide training materials, curriculum or examples of feedback forms. A letter of approval to use the training materials is required, as requested at point 5.2. Please see the checklist on page 9.

Applicants who will be providing a training package for accreditation with this application should complete the curriculum requirements and provide curriculum materials, training package and example feedback forms for review, as outlined in this document. All applications must comply with the training curriculum requirements established by EMDRAA. Please see the checklist on page 9.

1. APPLICATION FOR:

This application is for

Initial training provider accreditation

Training provider reaccreditation

2. APPLICANT

The training provider is the individual completing this application. If approved, the training provider assumes responsibility for all aspects of the EMDR training package.

Name:

Business name (if applicable):

Address:

State:

Postcode:

Phone:

Email:

Website:

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3. ORGANISATION AND ADMINISTRATION

By signing below, you acknowledge that as an Accredited EMDRAA training provider, you have reviewed the following statements and agree to comply with the policies, procedures and expectations, as outlined in this and related documents.

3.1. Record Keeping

The training provider is responsible for maintaining the required participant records for a minimum of five years for each EMDR Training that is conducted. EMDRAA may conduct audits on the administration of EMDRAA Accredited EMDR Training to ensure that participant records and evaluations are being maintained as per the current agreement, training content, and the actual delivery of the training curriculum to ensure compliance.

Acceptable participant records include participant name, professional degree, mailing address, phone number, email address, date of completion of EMDR training program, and completed trainer, practicum and consultation evaluation forms (if applicable) (deidentified in the case of an EMDRAA audit).

All participant records held by the training provider must be held in accordance with all relevant Federal, State and Territory Privacy laws and regulations. Any breach of privacy relating to participant records must be reported to the EMDRAA urgently.

The training provider must provide EMDRAA with quarterly (March, June, September, December) aggregate data on the number of trainees attending level 1 and level 2 training.

This data should be emailed to EMDRAA accred@emdraa.org, no later than 14 days after the end of each quarter (except for January, when the accepted timeframe is the end of the month).

I agree to securely hold the required records of trainees for five (5) years.

I agree to provide EMDRAA with quarterly aggregate data for the number of attendees attending Level 1 and Level 2 training.

3.2. Provision of EMDRAA materials to participants

The training provider will display an EMDRAA introductory information slide and information flyer to participants during the Level 1 and Level 2 training program, which EMDRAA provides. We recommend providing it when certificates are issued at the end of Level 1 training, but we leave the timing up to the trainer's discretion.

I agree to show the EMDRAA introductory information slide and information flyer provided by EMDRAA to participants during the Level 1 & Level 2 training program

3.3. Grievance Process

The training provider must establish a process for reviewing and responding to any complaints that may arise. This process must be communicated to participants at the start of their training. Additionally, any ethics-related complaints should be referred to the appropriate professional body for further investigation.

I agree to establish a process for reviewing and responding to participants' grievances and provide the details to participants at the beginning of their training.

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3.4. Full Disclosure of EMDR Training Costs

The training provider must disclose the total cost of the EMDR training to prospective participants in advance and before their registration. If consultation hours are not included in the registration fees, the Trainer should provide an estimated range for the out-of-pocket cost for completing the ten (10) consultation hours.

This information must be included in promotional training advertisements.

I agree to provide full disclosure of the EMDR training costs to all prospective training participants.

3.5. Cancellation & Refund Policies

The training provider must make their cancellation and refund policies available and accessible to prospective participants. These policies should be clear and transparent and made available before registration.

This information must be included in promotional training advertisements.

I agree to have cancellation & refund policies and make it easily accessible to all prospective training participants.

3.6. Compliance with EMDRAA Policies regarding Training and Consultation

The training provider must adhere to EMDRAA policies regarding prospective participants' eligibility to undertake EMDRAA Accredited Training, participate in training activities, and engage in case consultation activities.

I agree to comply with EMDRAA policies regarding training eligibility and participation in case consultation.

3.7. Consultation Hours

3.7.1 The training provider must inform prospective participants if the required 10 hours of case consultation are included in the registration fees or if training participants must pay separately for these consultation hours.

3.7.2 The training provider must disclose whether prospective participants will need to schedule consultation hours in their own time (outside of the training) or if the consultation hours are integrated into the pre-scheduled training format. *This information must be included in promotional training advertisements.*

Participants should be supplied with names and contact details for EMDRAA Accredited Consultants who may provide consultation hours for basic EMDR training.

Consultation sessions must be conducted with an EMDRAA accredited consultant.

3.7.3 Groups must have a minimum of 15 minutes per person for those working towards completing their Basic Training and 30 minutes per person for those working towards becoming accredited practitioners or accredited consultants.

3.7.4 Group consultations are limited to a maximum of 10 participants per session.

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I agree to inform prospective participants about the consultation requirement, disclose whether the consultation hours are included in the registration fees and inform participants if they will be required to schedule consultation hours on their own time, outside the EMDR training, before allowing them to register.

I agree to make the current list of EMDRAA Accredited Consultants easily accessible to training participants.

I agree to adhere to the minimum time requirements in conducting group consultations.

I agree to comply with the requirements for participation numbers in group consultation.

3.8. Participant Eligibility Requirements

The training provider is responsible for ensuring that participants meet the eligibility requirements outlined on the EMDRAA website (emdraa.org/are-you-eligible/). Participants may be assessed as eligible upon review of an Exceptional Circumstances to Train application; however, the trainer must confirm this approval before registering the participant.

I agree to verify that participants meet the eligibility requirements for EMDR training as set by EMDRAA and revised from time to time by EMDRAA

3.9. Equal Opportunity

The training provider is expected to create a supportive environment regardless of an individual's sexual orientation, gender identity, race, ethnicity, culture or religion and not engage in discriminatory behaviour or bias. Providers should address issues of cultural diversity during the EMDR training as appropriate.

I agree to create a supportive environment regardless of an individual's sexual orientation, gender identity, race, ethnicity, culture or religion and not engage in discriminatory behaviour or bias.

3.10. Equal Access

The training provider must ensure that facilities and reasonable accommodations are accessible to individuals with disabilities.

Promotional training advertisements must include contact information and explain how a person with a disability can request reasonable accommodations.

I agree to comply with these requirements and provide reasonable accommodations for those with disability.

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4. EMDR TRAINING FACULTY

4.1. General Monitoring

The training provider must seek feedback from participants regarding the quality of instruction, the instructors' expertise, the training's usefulness, and the achievement of educational objectives. This feedback must be utilised to enhance and refine the overall training experience.

I agree to request participant feedback as part of monitoring and evaluating training and use this feedback to adjust and improve the training, as required.

4.2. Evaluation & Monitoring of Training Faculty

EMDRAA requires training participants to complete and submit an evaluation form relating to each training faculty member—training instructor, practicum facilitator, and consultant—with whom they work during their training. Please attach a blank version of the following:

- 4.2.1. The evaluation from participants will be used to evaluate the quality of the training and learning objectives achieved
- 4.2.2. The evaluation form participants will use to evaluate the training instructor.
- 4.2.3. The evaluation form participants will use when evaluating the practicum facilitator they work with.
- 4.2.4. The evaluation form participants use when evaluating the consultant with whom they work.

I agree to request participant feedback as part of monitoring and evaluating training faculty (instructors, practicum supervisors and consultants) and use this feedback to adjust and improve the training, as required.

4.3. Training Instructor(s)

EMDRAA requires EMDR Training Instructors to maintain active status as an EMDRAA Accredited Consultant and Trainer. Please attach a list of your Training Instructors or provide their names in the space below.

Training Instructor(s):

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4.4. Practicum Facilitator(s)

EMDRAA requires that practicum facilitators who assist during the practicum portion of the EMDR Training maintain active status as an EMDRAA Accredited Consultant.

The ratio of Practicum Facilitator to Trainee should not exceed 1:12 to allow for direct behavioural observation of each trainee. Please attach a list of your Practicum Facilitators or provide their names in the space below.

Practicum Facilitator(s):

5. CURRICULUM MATERIALS

5.1. Training Curriculum Developer

Please list the name and contact information of the individual(s) who developed the EMDR Training curriculum materials that will be used.

5.2. Approval of the use of training materials

If you did not create the training materials, please include a letter from the original curriculum developer stating that you have permission to use their training materials.

5.3 Training Materials Required for Submission

5.3.1 Completed Trainer Accreditation Application Checklist

5.3.2 Training syllabus or course summary with line numbers along the side of the document for the review process.

5.3.3 Timeline of training content in 1 or 2-hour-long segments, including breaks and lunches. The timeline can be incorporated into the training syllabus/course summary mentioned above. The timeline should include line numbers along the side of the document for the review process.

5.3.4 Training manuals and any additional materials - handouts, slides, etc. that will be provided to trainees with line numbers along the side of the document for the review process.

5.3.5 Training Evaluation Forms for Training Instructor, Practicum Supervisor, and Consultant (if applicable).

5.3.6 Grievance Procedure and Form for Trainees.

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6. PROFESSIONAL CONDUCT CLAUSE: ADVERTISING AND COMMUNICATION

Trainers agree to conduct themselves professionally and respectfully in all advertising and communications related to their services. Trainers must not engage in inappropriate, misleading, or disparaging advertising practices that may harm EMDRAA's reputation, its members, or other trainers. Any communication that undermines trust, promotes unfair competition, or negatively impacts the standing of others within the membership community is prohibited.

7. TERMS AND CONDITIONS

I verify that the information contained in this EMDR Association of Australia (EMDRAA) Training Package Application Form is true and correct, and I am not providing false or misleading information to the EMDRAA. I understand that I may be required to provide additional documentation upon request from the If I am found to have misrepresented my credentials, provided any misleading or false information, or refuse to provide documentation at a later time if requested, I understand that my status as an EMDRAA Accredited EMDR Training Provider may be revoked for breach of this agreement, and EMDRAA Policies and Standards.

I agree to hold harmless and indemnify the EMDRAA and its officers, directors, employees, and agents for any misrepresentation of my credentials and for all claims, loss, damage, judgment, or expense that result from any false or misleading statements in this application.

I verify that I have not been disciplined for any ethical violation, nor am I under investigation by any legal authority or registration board. I understand that EMDRAA is a professional membership association and does not supervise, warrant, or guarantee the work of individual members.

As a Training Provider, I understand and agree that I will ONLY provide the EMDR training to those who meet the EMDRAA training eligibility requirements. I also understand that the granting of this status is contingent upon and remains in effect only if the training provider remains in good standing with all regulatory entities that license, register, or certify the training provider as a prerequisite to practising in their primary profession.

If EMDRAA standards and training requirements are not adhered to, I understand my status as an EMDRAA Accredited EMDR Training Provider may be revoked for breach of this agreement and EMDRAA Policies and Standards.

EMDRAA is part of the EMDR Global Alliance. As such, should the training provider wish to train outside Australia, the training provider agrees to obtain written approval from the EMDR national organisation in the country where the proposed training is to occur. Approval should be obtained first and before the announcement of the training. If there is no national association, the training provider should contact the appropriate Regional Association for that geographic area to receive its consent for the training. The national/regional EMDR Association should approve the trainer, training material, and curriculum in the region where the training will be held. In addition, the training provider needs to uphold all training standards established for the country or region. I understand that failure to seek the appropriate approval for EMDR training outside Australia can result in disciplinary action for breach of this agreement and/or EMDRAA Policies and Standards.

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As a training provider accredited by the EMDR Association of Australia, I agree to adhere to all EMDRAA Policies and Standards, which will be updated from time to time. I commit to always representing EMDRAA with integrity and upholding the highest standards of professionalism and ethical conduct in all my activities.

Name:

Signature:

Date:

8. APPLICATION FEE

Renewal and New Application

Training Provider Application fee for a new application and renewal is \$1500 (+GST). Your Application Fee may be paid via the link on the EMDRAA website Forms page. Receipt of payment must be included with this application.

Approval

Completion of this application does not constitute EMDRAA Training Provider approval. If granted, EMDRAA approval to Provide EMDR Training will become effective for 5 years on the date set forth in your formal letter of approval.

Submission

Send this completed Application & Agreement, with the completed Accreditation Standards for EMDRAA Training Providers form and related documents by email to accred@emdraa.org

Please use checklist over page.

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Trainer Agreement Checklist – do I need to send it in?

- If your application includes a *new training package*, please include all items in the column **With training package**.
- If your application is for *trainer accreditation only*, using a previously approved training package, please include items in the column **Without training package**.

With training package	Without training package	Item	Point
YES	NO	Copy of participant feedback form provided	4.1
YES	NO	Copy of training evaluation and learning objects achieved form provided	4.2.1
YES	NO	Copy of training instructor evaluation form provided	4.2.2
YES	NO	Copy of practicum facilitator evaluation form provided	4.2.3
YES	NO	Copy of Consultant evaluation form provided	4.2.4
YES	YES	Training Instructors listed on page 5	4.3
YES	YES	Practicum facilitators listed on page 6	4.4
YES	YES	Training Curriculum Developer named on page 6	5.1
NO	YES	Letter of approval to use training materials (if required)	5.2
YES	YES	Trainer Accreditation Checklist (additional form, will be provided)	5.3.1
YES	NO	Training syllabus or course summary with line numbers along the side of the document for the review process	5.3.2
YES	NO	Timeline of training content in 1 or 2-hour-long segments, including breaks and lunches. The timeline can be incorporated into the training syllabus/course summary mentioned above. The timeline should include line numbers along the side of the document for the review process.	5.3.3
YES	NO	Training manuals and any additional materials - handouts, slides, etc. that will be provided to trainees with line numbers along the side of the document for the review process.	5.3.4
YES	NO	Grievance Procedure and Form for Trainees	5.3.6
YES	YES	Signed and dated on page 8	7
YES	YES	Application fee – receipt of payment	8.1

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