

Living Sky EMDR Basic Training Program:

EMDR Training Requirement, Fees, Refunds, Cancellation, & Transfer Policies
(Intended to be included on training promotional website when developed)

Living Sky EMDR Basic Training is intended for both licensed and pre-licensed mental health professionals, including those with candidate or provisional status, who wish to integrate EMDR Therapy into their clinical practice. This comprehensive and complete EMDR Training program spans **50 hours** over six days, divided into two parts with an interval of 4-6 weeks between them. The training consists of **20 hours of lecture, 20 hours of supervised practicum, and 10 hours of group case consultation.**

The course provides a comprehensive theoretical foundation in the Adaptive Information Processing (AIP) model, including supervised experiential opportunities to apply EMDR basic protocol. Participants receive guided instruction, demonstration, and practice in all eight phases of EMDR therapy and the 3-Prongs (Past, Present, Future), with a focus on clinical decision-making, AIP-focused treatment planning, client readiness, and integration for becoming an EMDR Therapist.

Complete & Comprehensive Training sessions adhere to the following schedule:

Part 1 – In Person training

The training program consists of three consecutive days, each typically lasting 9 hours, including 7.5 hours of training and 1.5 hours for breaks each day.

- ❖ The mornings are dedicated to lectures.
- ❖ The afternoons combine lecture and practical activities, such as utilizing protocols.
- ❖ The training includes an overview of EMDR covering its history, core concepts, methodology, the AIP model, and the purpose and components of the 8 phases and 3-prongs.

Part 2 – In Person training

Training lasts 3 consecutive days, with 9 hours each day (7.5 hrs training, 1.5 hrs breaks).

- ❖ Morning: lectures
- ❖ Afternoon: combined lecture and practical activities
- ❖ Specialized topics include EMDR and children, recent events, special populations, and protocols.

Group Consultation - Virtual

- ❖ 10 hours of group consultation
- ❖ Four 2.5-hour meetings
- ❖ Conceptualization of cases from the Adaptive Information Processing (AIP) perspective
- ❖ Further Instruction in core concepts and protocols
- ❖ Discussion of experiences using EMDR and receiving valuable feedback from EMDRIA-approved consultant(s)

Ten hours of group consultation sessions included with registration

The ten hours are divided into four group consultations of 2.5 hours each. These sessions occur outside the six days of training. Daytimes, evenings, and weekends are available to accommodate various schedules. Participants must complete one group consultation session two weeks after part one of the training and three group consultation sessions at the conclusion of part two of the training.

The registration form for these consultation groups will open prior to the start of the EMDR training. If participants are unable to practice EMDR with clients, they will be unable to complete the consultation

portion of the training and should wait until they have clients with whom they can practice EMDR. Email livingskycounselling@gmail.com if there are concerns before registering. Participants are expected to begin using EMDR Therapy with at least one case during this training to receive a certificate of completion.

Supervised Practicum Portion of the Training

During the six-day Basic EMDR Training (comprising part one and part two), participants will engage in supervised practicum sessions with fellow trainees. These sessions are overseen by an EMDRIA-approved EMDR consultant. The practicum is an essential component of the training, offering participants the opportunity to apply the knowledge gained from the lectures into practical exercises. Given the experiential nature of this training, participants may be required to address personal issues during the practicum sessions.

This training program is not intended to address personal issues that may be distressing due to its context; it should not be regarded as a substitute for individual therapy. It is recommended to consult with an EMDRIA-trained EMDR therapist for personal therapy prior to considering enrollment in any EMDR training program. Detailed instructions regarding the practicum will be provided during the training and will be supervised meticulously. For any questions or concerns related to the practicum, please email livingskycounselling@gmail.com.

Certificate of Completion

Certificates are issued after trainees fulfill the requirements for basic EMDR training, which includes completing Parts One and Two, 10 hours of group consultations, an open book exam, final evaluations from EMDRIA, and full payment for the EMDR training. Participants must complete the entire training to obtain certificates.

Trainees will have one year from the commencement of training to fulfil all requirements, including the 10 hours of group consultation. Exceptions may be granted in exceptional circumstances such as illness, injury, or humanitarian crises. Participants who are unable to complete the training requirements within the 12-month period mandated by EMDRIA will be required to retake Part I and Part II and pay the associated training fees again.

Tuition Fees

The tuition fees for Living Sky EMDR Basic Training is \$2,245CAD/\$1,580USD plus applicable taxes. Early Bird pricing is \$1,995.00 plus tax that expires on October 1, 2026. Tuition includes all training materials, dates of training and also consultation hours.

Tuition and Refund Policy

The training fee may be paid either in full by check, cashier's check, money order, credit card, or e-transfer, or in two installments at a slightly higher rate, payable by credit card. Please refer to the registration form for detailed information on tuition. A non-refundable deposit of \$500 is required for all payments made for this training (included in full payments). **Registration is non-refundable within seven days of the training start date.** Requests to withdraw registration within seven days prior to the start date will allow participants the option to transfer to the next scheduled training, subject to calendar availability. Refunds are not available for those unable to complete their training within the specified time frame. Refunds can be requested up until 30 days before the first day of training. If a learner requests cancellation of enrollment, \$500 of the total tuition remains non-refundable. To avoid losing the deposit fee, attendees have the option to transfer to a different training session at no additional cost.

Refunds and transfers are not permitted under any circumstances once the training has commenced. Full attendance is mandatory, and if an attendee misses more than 15 minutes per day, they will need to transfer to another training session and pay the full tuition fee again. Refunds and Basic EMDR training certificates will not be issued to participants who miss portions of the training. Attendees will forfeit 100% of the total registration fee for the training if they are unable to attend after the cancellation deadline. If attendees are on a payment plan, they remain responsible for the remaining balance. In the event of non-completion of their payment plan, their account will be forwarded to a collection agency.

Refund Policy for Non-Qualification After Registration

If you register before verifying your eligibility according to EMDRIA requirements, refunds will incur a \$350.00 processing fee. Additionally, if you do not submit the necessary documents to confirm your eligibility by the cancellation deadline, you will not be entitled to a refund should you fail to qualify. Should attendees miss the training past the refund/cancellation period, they will forfeit 100% of their registration fee. Attendees on a payment plan will remain responsible for the full balance of their plan. Failure to complete the payment plan will result in their account being referred to a collection agency.

Cancellation Policy

This training may be canceled or postponed 30 days before its date due to low enrollment and/or unforeseen circumstances that may include trainer illness or natural disasters such as floods, wildfire, severe winter storms or other major incidents) arise. If the training cannot be rescheduled within a reasonable time frame participants will be refunded 100% or transferred to future basic training. Living sky reserves the right to cancel the EMDR basic training at any time. Should this happen, learners will receive a full refund or a credit/transfer to a later course will be offered.

Accessible and Equal Opportunity Training Environment

Living Sky EMDR Therapy Training prohibits discrimination & ensures equal opportunity for persons with disabilities. The training facilities & accommodations are accessible to those with disabilities. Living Sky abides by the Americans with Disabilities Act (ADA) in addition with the Canadian Disability Act.

Accommodation and Grievance Policy

Grievances are only accepted in writing and will be handled within ten business days. Please email your grievance to livingskycounselling@gmail.com. If you require specific accommodation, please make your request in writing 30 days before the 1st session. Please email your request to livingskycounselling@gmail.com. Living Sky EMDR Training cannot ensure accommodations without adequate prior notification.