



## Advanced Integral Eye Movement Therapy Training

### Terms & Conditions of Business

**Please read and sign the following Terms & Conditions of Business**

#### **1.0 Course Enrolment Criteria:**

**Mandatory:** IEMT Certification

**Preferable:** Membership also of the Association for IEMT Practitioners

#### **1.1. Pre-course Assessment:**

For those who I have not personally trained to IEMT Practitioner level, there may be a requirement to perform a short Q & A and/or self reflective case study to demonstrate your use and competence at the Practitioner level with special emphasis on the 5 Patterns of Chronicity, 3 Pillars and PTSD models.

#### **2.0 IEMT Practitioner & Advanced Practitioner Criteria**

Entitlement to be called an IEMT Practitioner after the Practitioner Certification training now is dependent on the following criteria:

**Membership of the Association for IEMT Practitioners - no exceptions as per the new guidelines 1st June 2015 written by Andrew T. Austin, IEMT developer and copyright holder.**

**\* Anyone who did a Practitioner Training some time ago and who has not signed up for Association membership as yet please let me know prior to attendance.**

#### **3.0 IEMT Advanced Certification Awards**

Certification is awarded at my discretion to all those who have shown competence in all areas of the training and who complete the required post course case study work if requested by the trainer.

#### **4. Case Studies Criteria**

All delegates for the course may be required to complete case studies for Certification if wanting to become an IEMT Advanced Practitioner with the Association for IEMT Practitioners. A post course follow-up email will be sent and Skype session arranged if required.

#### **4.1 Self reflective learning**

All delegates wishing to be known as IEMT Advanced Practitioners will be required to complete a self reflective learning assessment prior to certification.

#### **4.2 When performing Case studies**

You must conduct a pre-client questionnaire, including a brief medical questionnaire to ensure that the client has no contraindications. If in doubt please contact me for guidance and also with certain conditions you may require the consent of a GP or Consultant. Your clients must sign a Consent Form prior to each session, to state that they understand that they are participating as a case study and that they have disclosed all relevant information. It is advised not to charge case study clients for sessions.

**4.3** Case studies must be written up without any confidential client details. A case number or initials are sufficient. Record the reason for the session, number of sessions, techniques used, how competent or not you felt the session to be, learning points from the session(s), all outcomes, plus a client feedback form (anonymous just case number or initials). The above is to be emailed to me for assessment within 6 months of completion of the training course. If doing more than one case study please send them as soon as each is complete.

If choosing to video or record the session(s), please obtain your clients consent for this in writing. You are welcome to send the recording(s) with your completed case studies. I will erase the MP3 or MP4 files after assessing the case studies.

**4.4** If I feel it is appropriate or beneficial, I will conduct a Skype feedback session with you to discuss the case studies and any learning points.

**4.5** Certification will be awarded at my discretion on satisfactory completion of the course, case studies and/or self reflection.

#### **5.0. Video & Photograph Release Form/Recording The Training**

This will be provided in the event of any video and audio recording or photographs. These are the sole property of Sonia Richards and the details of use are stated on the release form.

**5.1** Recording of the training by delegates on any equipment including phones, tablets and audio recorders is if there are specific issues with hearing, vision or reading. Permission will be granted for recordings in this case please inform me in writing prior to the course. Such recordings are for personal use only and no permission is given for upload to websites, blogs or social media of any kind. You are welcome to photograph posters, wipe board information or flip charts during breaks.

#### **6.0 Non-training/Trainer Qualification**

**This certification course does not qualify you as a trainer of IEMT.** Training/Trainer status is only appointed by Andrew T. Austin the developer of IEMT and it's licensed copyright holder.

## **SONIA RICHARDS, BSc, MSc, IEMT APPROVED TRAINER**

### **7.0 Payment**

Deposits are £100.00 and are non-refundable/non-transferable in most circumstances. Special circumstances will be discussed on an individual basis. The full balance must be paid at least 21 days prior to the course start date. Full payment is required when booking less than 21 days prior to the start date.

**7.1** You are not booked onto a course until the full fee is paid. Full payment is required a minimum of 21 days prior to the course start date.

### **8.0 Cancellation Policy**

In the event of a cancellation by either trainer or delegate, this policy has been devised to ensure that we each respect the process of this course booking.

**8.1** Course deposits see 7.1

**8.2** Non-attendance of a booked course will not automatically entitle delegates to a refund or transfer. Exceptions will be on a case by case basis if there are special circumstances. A place on a subsequent course may be offered in replacement on this basis. Transfer to another course will be offered only once per booking. An extra fee may be required for admin and room hire costs. If you are booking as a delegate on a course and wish to cancel or transfer to another course, the following fees are payable:

**Greater than 45 days notice a £50.00 administration fee will be charged. This will be deducted from any deposit/ full course fee paid.**

**30 Days Notice = 50% Refund**

**29 - 10 Days Notice = 25% Refund**

**9 Days Notice or Less = Zero Refund**

**8.3** If you decide to stop attending partway through a course I am not obliged to refund the fee paid. If there are special circumstances we can always openly discuss this with a view to a part refund or joining a subsequent course for the part of the training missed. An extra administration fee may be required.

**8.4** I reserve the right to ask a participant to leave the course if they are disruptive or abusive in any way. No refund will be given in this case.

**8.5** Should I cancel a course for any reason, you will be given a full or part refund or offered a place on a subsequent course.

**8.6** If you have booked through a third party e.g. GHR or any other agency and the course is cancelled you must obtain your refund via that third party.

### **9.0 Acceptance of my Terms & Conditions**

**This is mandatory on booking your course with me.**

## Terms & Conditions of Business Agreement Form

NAME:.....

ADDRESS:.....

EMAIL:.....

TELEPHONE:.....

**I HAVE READ THE ABOVE TERMS & CONDITIONS FOR SONIA RICHARDS  
AND FULLY AGREE TO THE TERMS & CONDITIONS AS STATED**

SIGNATURE:.....

DATE:.....

COUNTERSIGNED:.....

DATE:.....

