



Integral Eye Movement Technique Training **Terms & Conditions of Business**

Please read and sign the following Terms & Conditions of Business. I reserve the right to change these Terms & Conditions prior to a booked course.

1. IEMT Certification Criteria

Full Certification and entitlement to be called an IEMT Practitioner after training is dependent on the following criteria:

Membership of the Association for IEMT Practitioners - no exceptions as per the new guidelines 1st June 2015.

2. Case Studies - Talking Therapists

All delegates with the following qualifications will be required to complete case studies including a self reflected case study and small review:

CBT, Counselling, EMDR, General Hypnotherapy, NLP Practitioner, Psychotherapy, Psychiatry, or equivalent.

Copies of the appropriate qualification certificate may be required.

I reserve the right to request that you perform at least 3 case studies prior to receiving your certification.

2.1 Case Studies - Non-Talking Therapists

If you do not hold one of the above qualifications, you can still attend this course, if you are one of the following:

Medical Practitioner, Dr of Chiropractic, Midwife, Nurse, Physiotherapist, Teacher, Trainer, HypnoBirthing Practitioner. Life Coach,

Complementary Therapists such as - Acupuncturist, Aromatherapist, EFT, Emotrance, Homeopath, Matrix Re-imprinting, Naturopath, Nutritionist, Osteopath, TFT.

2.2. If a non-talking therapist, you will be required to read and sign the Pre-Course Module. After the training all delegates must perform, complete and write-up the number of case studies asked for by the trainer for assessment in order to gain Certification. No fee is to be charged to case study clients.

2.3 You must conduct a pre-client questionnaire, including a brief medical questionnaire to ensure that the client is appropriate as a case study. If in doubt please contact me for guidance and also with certain conditions you may require the consent of their 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.

2.4 Case studies must be written up containing no confidential client details. A case number or initials are sufficient. Record the reason for the session, number of sessions,

the 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 you choose to video or record your session(s), you must 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.

2.5 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.

2.6 Certification will be awarded on satisfactory completion of the case studies.

3. 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.

Recording of the training by delegates on any equipment including phones, tablets and audio recorders is not permitted unless there is a specific issue such as dyslexia, hearing or vision issues. Permission will be granted for recordings in this case, however they are for personal use only and no permission is given for upload to websites or social media of any kind. You are however free to photograph wipe board information or flip charts during breaks.

4. 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.

5. Cancellation Policy

On the occasion 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.

5.1 Course deposits are non-refundable or transferable.

5.2 Non-attendance of a booked course will not automatically constitute refund. Exceptions will be based 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. If I authorise a transfer to another course this will be offered once only. An extra fee may be required. If you are booking as a delegate on a course and wish to cancel or transfer to another course, the following fees are due:

Greater than 30 Working Days Notice = 50% of Course Fee to Pay

29 -10 Working Days Notice = 75% of Course Fee to Pay

9 Working Days Notice or Less = 100% of Course Fee to Pay

5.3 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 part-refund or joining a subsequent course for the part of the training missed. An extra admin and room booking fee may be required.

5.4 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.

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

6. Acceptance of my Terms & Conditions

Booking your course is an acceptance of my Terms & Conditions.



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:.....