



# CE Providers Offering EMDR Trainings

Providers who would like to offer a qualifying CE program that meets NBCC policy requirements should consider the following:

## Program Design

### Awarding Clock Hours

---

Programs that qualify as EMDR basic trainings may include lecture, practice/practicum, consultation, and a test. NBCC clock hours can be awarded for many aspects of your training, but there are specific policy requirements.

**For practicum/practice hours to be considered by NBCC for clock hours, they must:**

- be delivered in increments that correspond to the preceding lecture
- not contain any single increment of practice exceeding three (3) hours



**Clock hours may *not* be awarded for:**

- consultation time
- time spent taking a test

### Client Protection

---

If a program includes recordings of client sessions or client information, providers must obtain proper informed consent from everyone in the recording. The consent should include a clear explanation of:

- the purpose and use of the recording, such as “the recording will be used for commercial purposes and will be viewed/listened to by individuals participating in a continuing education program.”
- the potential risks
- the individual’s right to revoke the consent, including directions for revocation and a reminder that revocation cannot be retroactive

Providers may not use recordings in trainings if the informed consent is limited to educational/training purposes related to the clinician’s professional development, supervision, or consultation.

### Use of Facilitators

---

Facilitators of any small group portions of the trainings are considered presenters, and their information should be included when submitting information to NBCC concerning presenter qualifications.

## Limitations to Single Program Approval

---

The program must be completed before the expiration date. It is important to keep that in mind when planning and advertising the program.

*For example*, if the approved single program includes Part 1 and 2, participants must be able to complete both parts prior to the single program expiration date. Makeup sessions are not eligible for NBCC clock hours.

# Program Publication Information and Certificates of Completion

## Requirements

---

Providers who have multiple approvals must ensure that NBCC clock hour and approval information in promotional materials and on certificates of completion is distinct and sufficiently separate from information concerning other approvals.

*For example*, it must be clear that NBCC clock hours are not awarded for consultation. In addition, the awarding of NBCC clock hours cannot be delayed contingent upon the completion of consultation hours.

## Program Title

---

Program titles cannot include any other organization name other than the CE provider. *For example*, the title of a program cannot include “EMDR/IA-approved.”