

Personal Information Sheet

Date: _____

CONSULTEE INFORMATION

Name (Last, First, MI) _____

Email: _____

DOB: _____ Home Phone: _____ Cell: _____

Work: _____ At which number do you prefer I contact you? _____

Mailing Address: _____

EMERGENCY CONTACT INFORMATION

Contact Name/Relationship: _____ Address: _____ Phone Number: _____ Secondary Number: _____

CONSENT FOR EMDR CONSULTATION

I consent to work with Elizabeth Venart for the purpose of receiving EMDR Consultation, individually and/or in a group. If I am seeking consultation for the purposes of obtaining certification, I understand that it is my responsibility to obtain all relevant information and paperwork necessary for my certification and to track my supervision and client hours. By entering into a consultation relationship, I also understand that Elizabeth Venart will be in a position to evaluate the quality of my work and, if I am seeking certification, she will need to complete paperwork that accurately reflects her assessment of my clinical skills.

Name: _____

Signature: _____ Date: _____

48-HOUR CANCELLATION POLICY

I certify the information that I have provided is correct. I will provide 48 hours notice if I will be unable to attend a specific group or individual session. I understand that I will have a financial responsibility to pay the professional fee for consultation if I give less than 48 hours notice. Notice of cancellations shall be given by text to Elizabeth's cell phone at 267-210-9363 and also by email to ElizabethLPC@comcast.net

Client Signature

Date

CERTIFICATION IN EMDR CONSULTATION CONTRACT

I, Elizabeth Venart, a Certified EMDR Therapist and EMDRIA-Approved Consultant,

agree to provide _____ with

up to twenty (20) hours of individual EMDR Consultation, scheduled during mutually convenient times and held in person or via confidential video conferencing (Doxy or Zoom).

During consultation, I will be expected to present cases for discussion. I will forward a completed EMDR Case Presentation Form prior to video sessions or bring them with me to in-person meetings. In order for an individual consultation hour to count towards EMDR Certification, the discussion must pertain to all eight phases of EMDR trauma processing work (not simply preparation phase work and/or case conceptualization). Consultant will maintain a record of hours completed.

The Consultant reserves the right to request behavioral work samples of client sessions for review. This may include videos of sessions. Confidentiality is paramount and required on all cases discussed, relative to discussion held and cases reviewed.

If a consultee is unable to attend a specific consultation meeting, it is their responsibility to notify Elizabeth Venart by email at elizabethLPC@comcast.net or by texting her cell phone at 267-210-9363. Cancellations require 48-hours advance notice.

The Consultant maintains the right to evaluate the applicant's performance and amount of work deemed necessary for a positive outcome. If, for whatever reason, the Consultant is unwilling to endorse this candidate's application for EMDRIA Certification in EMDR, they will notify the applicant prior to the 10th consultation hour of any anticipated concerns, or possible delays in Certification. The applicant may withdraw at any time with the understanding that a letter will be provided to EMDRIA documenting work completed, as well as strengths and weaknesses.

The Consultant will provide a letter of completion to the applicant upon completion of the agreed hours. The Consultant reserves the right to recommend further study if the participant does not show a certain level of competence in EMDR and will delay the letter of completion to EMDRIA. Both parties will determine what further study is needed to meet the requirements.

Requirements of Certification:

- 2 years of experience in your field
- 50 EMDR (trauma processing, not just resourcing) sessions with at least 25 clients
- 20 hours of consultation – including 10 individual
- Passing the Evaluation

Signature of Applicant

Date

Signature of EMDRIA Approved Consultant

Date

Financial Agreement

In-person consultations can be paid by cash, check, or credit card at the time of service.

Phone and Zoom Consultations can be paid in advance by check or at the time of consultation by credit card.

Professional fee is \$195 for a 50-minute consultation and \$325 for an 85-minute consultation.

48-hours notice is required for all cancellations or else full payment is expected. Please sign below to acknowledge you have read and understand this Financial Agreement Statement.

Signature

Date

IvyPay - Credit Card Billing

Elizabeth Venart uses IvyPay for Credit Card billing. You will be sent a text directly from IvyPay asking you to put a Credit Card on file. After you place a credit card on file, you will be billed for the initial consultation and then billed automatically for all consultations from that point forward. Elizabeth Venart will not keep your Credit Card on file herself; rather, IvyPay has this information held confidentially.

Cell phone number to which IvyPay should send initial invitation:

I give Elizabeth Venart LLC permission to use IvyPay to bill my credit card for consultations.

Print Name

Signature

Date

EMDR Case Presentation Format

When presenting a case for individual or group consultation, write up a summary answering these questions concisely – but including all the most pertinent details. Bring all your case notes so that you can answer questions easily.

- Client's current information: age, gender, family situations, school and work, living situation
- What is the Presenting Problem, Issue, or Symptom?
- What are the coping behaviors for the issue, problem or symptoms? (positive and negative)
- Strengths and Resources? (including support system)
- Trauma and Loss History – List key events chronologically with SUDs.
- What did you fill out on the EMDR Readiness Checklist before proceeding to the EMDR Trauma Protocol?
 - Safe Place
 - Containment
 - State Change
 - Allies/Resource Figures (if early trauma)
- Is there any other resourcing you did in your Preparation Phase?
- Include the information from your EMDR Therapy Procedural Worksheet and answer all the questions on that sheet when presenting your cases – If you are presenting a case where you've done several or many trauma processing sessions, abbreviate the processing as demonstrated below:
 - Presenting issue: Picture, NC, feelings, body sensations identified for floatback
 - Floatback target memories identified
 - Assessment phase for each target memory: "Title" for target memory, Picture of worst part, NC, PC, VOC, feelings, SUDs, body sensations.
 - What happened during desensitization?
 - How did you end your session? If reprocessing was incomplete, how did you end the session? If desensitization and reprocessing were complete, what was your final PC and VOC?
 - What questions arose for you during the EMDR process?
 - Re-Evaluation Phase: What happened at check-in at beginning of next session? Where did you go from there?
 - What are the next steps in the treatment plan?
- What questions do you have about this client, the case conceptualization, concerns about desensitization and/or reprocessing?

Please Note: If you have brought a video, please be ready to show a clip that demonstrates your question and/or area of concern.

EMDR Therapy Readiness Checklist

- Thorough trauma history
- Commitment to treatment
- Therapeutic relationship is positive
- Client in safe living situation and stable
- External support in place
- Health/medical issues addressed – check with physician when appropriate
- Medical evaluations if necessary – medications
- Lifestyle issues have been addressed (substance, medical, eating)
- Any legal issues have been addressed
- Assess client safety factors
- Explained EMDR Therapy and its effects
- Explained EMDR Therapy procedures
- Psycho-education for right thinking
- Informed Consent
- Addressed client's concerns
- Treatment goals have been addressed
- Established seating arrangement
- Client gives accurate observation and reporting
- Able to do Safe Place/Peaceful Place
- Able to do Containment
- Able to do State Change
- Ego state strong enough to handle EMDR Therapy processing
- Stabilization skills in place – Able to sustain positive affect
- Strengths have been identified and strengthened
- Able to add DAS to Appropriate Resourcing
- Able to sustain dual awareness
- Dissociation – level – have prepared client to stay present in body (Have you given them the DES – Dissociative Experiencing Scale?)
- Target list is prepared
- Stop signal established