

## Training and Document Process

Upon Registering for Training	1 week prior to training	2 Days prior to training
<p>Trainees are sent a Registration Confirmation Email Containing:</p> <ul style="list-style-type: none"> <li>- training date/time, agenda and structure</li> <li>- pre-training reading and video requirements</li> <li>- pdf of Learning Assessment</li> <li>- link to pre-training resources</li> <li>- EMDRIA completion timeframe</li> <li>- Attendance requirements</li> <li>- Successful Completion/timeframe for Learning Assessment</li> <li>- Consultation Information</li> <li>- CE Information</li> <li>- Cancellation Policy</li> <li>- Virtual Training technical requirements</li> </ul>	<p>Trainees receive emailed invitation to training containing:</p> <ul style="list-style-type: none"> <li>- Zoom link</li> <li>- pdf of Learning Assessment and successful completion requirement/timeframe</li> <li>- Training manual distribution information</li> <li>- Technical Support information to use during the training</li> <li>- Training Team information</li> <li>- Link to pre-training resources</li> <li>- Zoom tutorial link</li> </ul> <p>CSV of training roster uploaded to Teachable (LMS) which will send trainees email asking them to create an account on Teachable.</p>	<p>Trainees will receive email with link to the afternoon practicum directly from their practicum facilitator.</p> <p>If trainee has not received their training manual by this time, they need to contact Trauma Recovery/HAP at 203-288-4450 or <a href="mailto:registration@emdrhap.org">registration@emdrhap.org</a>.</p>
Last Day of Training	After training	Each week on Tuesdays and Fridays
<p>At 3 pm local time on the last day of training trainees will receive an email containing:</p> <ul style="list-style-type: none"> <li>- Learning Assessment Successful Completion requirement and timeframe</li> <li>- Link to Learning Assessment</li> <li>- Link to Course Evaluation</li> <li>- Link to post training resources</li> </ul>	<p>Training team sends Attendance Confirmation document to Trauma Recovery/HAP. Attendance is manually entered into trainee record.</p>	<p>LMS platform emails report to Trauma Recovery/HAP of those who have successfully completed the Learning Assessment since the last report was run. Report includes trainee names and scores.</p> <ul style="list-style-type: none"> <li>- Scores are manually entered into trainee record</li> </ul>
<b>Training Completion Document Progression</b>		
<p>After attendance in <b>Part 1</b> training and successfully completion of Learning Assessment is confirmed trainees receive:</p> <ul style="list-style-type: none"> <li>CE Information Email</li> <li>Part 1 Record of Attendance (this is a certificate)</li> </ul>	<p>After attendance in <b>Part 2</b> training and successfully completion of Learning Assessment is confirmed trainees receive:</p> <ul style="list-style-type: none"> <li>CE Information Email</li> <li>Part 2 Attendance Confirmation Email (this is <u>not</u> a certificate)</li> </ul>	<p>After Part 1 and Part 2 successfully completed <b>and</b> 10 hours of Consultation recorded in trainee's training record, they receive an email with their <b>EMDR Basic Training Record of Completion</b> (this is a certificate)</p>