

Training and Document Process

Upon Registering for Training	1 week prior to training	1-2 Days prior to training
<p>Trainees are sent a Registration Confirmation Email Containing:</p> <ul style="list-style-type: none"> - training date/time, agenda and structure - pre-training reading and video requirements - pdf of Learning Assessment - link to pre-training resource library on lms - link to trainee resource library on Trauma Recovery/HAP Website - Successful Completion/timeframe for Learning Assessment 	<p>Trainees receive emailed invitation to training containing:</p> <ul style="list-style-type: none"> - Zoom link - pdf of Learning Assessment and successful completion requirement/timeframe - Training manual distribution information - Technical Support information to use during the training - Training Team information - Link to pre-training resources - link to trainee resource library on Trauma Recovery/HAP Website - Zoom tutorial link 	<p>Trainees will receive email with link to the afternoon practicum directly from their practicum facilitator the day before the training.</p> <p>2 days before the training - if trainee has not received their training manual they need to contact Trauma Recovery/HAP at 203-288-4450 or registration@emdrhap.org.</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"> - Learning Assessment Successful Completion requirement and timeframe - Link to Learning Assessment - Link to Course Evaluation - Link to post training resources 	<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> <p>- Scores are manually entered into trainee record</p>
Training Completion Document Progression		
<p>After attendance in Part 1 training and successfully completion of Learning Assessment is confirmed trainees receive:</p> <ul style="list-style-type: none"> CE Information Email Part 1 Record of Attendance (this is a certificate) 	<p>After attendance in Part 2 training and successfully completion of Learning Assessment is confirmed trainees receive:</p> <ul style="list-style-type: none"> CE Information Email Part 2 Attendance Confirmation Email (this is <u>not</u> a certificate) 	<p>After Part 1 and Part 2 successfully completed and 10 hours of Consultation recorded in trainee's training record, they receive an email with their EMDR Basic Training Record of Completion (this is a certificate)</p>