

EMF Balancing Technique® Accredited Practitioner Internship Reference Guide

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1 Timings

- a) The Internship can only be started *after completion of* the Personal Growth Training. It may be started immediately after, or it may begin up to one year after completion of the Personal Growth Training. Once started, the duration of the Internship should be no less than 3 months and no longer than 1 year.

2 Criteria to Start an Accredited Practitioner Internship

- a) An application for enrollment will be filled out by every prospective intern.
- b) The prospective intern must have received the first four phases *prior to* enrollment in the Internship. This can include sessions received during the Personal Growth Training.
- c) The teacher can accept the student at any time, or may defer acceptance until after completion of the Personal Growth Training.
- d) If a Supervisory Teacher has doubt about the potential of the student after completion of the Personal Growth Training, the teacher may deny the student entrance into the Internship. If a teacher does not wish to accept a student as an intern, the teacher should notify EEI that they have denied the student entrance into the Internship.
- e) Note also that even if the Supervisory Teacher is a professional psychotherapist or psychologist, he/she can not act as counsellor or therapist for the intern while in the role of Supervisory Teacher.
- f) The teacher will provide an Internship Kit for the student upon completion of the Personal Growth Training. A complete printed 'Forms & Handouts Package - Accredited Practitioner Internship (API) I-IV' can be ordered from EEI, or as electronic files that can be received at no cost for print.

3 Payment

- a) The Supervisory Teacher's portion of the Internship fee is paid by the student directly to the teacher. The teacher may allow for split payments.
- b) EEI's portion of the Internship fee is paid by the student directly to EEI upon successful completion of the Internship.

4 Accredited Practitioner Internship Requirements - Sessions

- a) After completion of the Personal Growth Training, the intern will perform a minimum of 33 EMF Internship sessions *plus* 2 proficiency sessions to be demonstrated in the presence of the Supervisory Teacher. Proficiency demonstrations will consist of one Phase I&II combination and one Phase III&IV combination.

- b) The recipients of the 33 sessions will include a minimum of 4 people (primary recipients) who have never before received an EMF session. Those 4 people must each receive all four phases before the end of the Internship. The remainder of the 33 sessions may be performed on anyone - other practitioners, people who have had previous EMF experiences, or additional sessions for the 4 primary recipients who have received 16 of the sessions.

At least one of the 33 sessions should be a Phase I&II combination and at least one should be a Phase III&IV combination. A combination session counts as only one session towards the completion of 33 sessions.

Two (but not more than two) of the 33 sessions should be distance sessions.

- c) The intern should clearly inform all recipients that the sessions are being given as part of an Internship period. It is recommended that the intern request that they would like the primary recipients to be committed (without obligation) to receiving all 4 sessions. The primary recipients will of course be free to repeat a session or return to a previous session before moving on to the next one. If a primary recipient does not receive all four phases, the intern will then find a new person willing to receive the 4 sessions to maintain their minimum requirements.

The sessions should be given for free (with no formal charge - however a donation may be accepted).

5 Accredited Practitioner Internship Requirements - Consultation Reviews

- a) The intern will formally report to the Supervisory Teacher a minimum of 4 times for a consultation and review of progress, known as a 'Consultation Review'. This must be done in person, by phone, or using a webcam link. (An internet chat room is not an acceptable venue for a Consultation Review).
- ◆ **1st Consultation Review** - after the 1st Internship session.
 - ◆ **2nd Consultation Review** - after the 11th Internship session.
 - ◆ **3rd Consultation Review** - after the 22nd Internship session.
 - ◆ **Final Consultation Review** - after the 33rd Internship session.
 - ◆ **Continuing Connection Consultation Review** - This is an informal review after the first 11 sessions as an Accredited Practitioner. It is not a requirement for Accreditation, but it is a requirement for the Accredited Practitioner to maintain their status with EEI.

6 Accredited Practitioner Internship Requirements - Forms

- a) The intern will maintain the following forms:
 - ◆ **Internship Session Log Form** for all sessions they give during their Internship, which they should update at the end of each session. To maintain the privacy of the clients, the intern will use only the client's first name and the initial letter of their surname on this form (eg. John E.).
 - ◆ **Internship New Client Information Form** for each client. The intern will ask the client to fill out this form at the client's first session.
 - ◆ **Internship Confidential Client Session Form** for each session. The intern will make notes on the back of this form after the session, to aid them later when filling out the Internship Consultation Review Form.
 - ◆ **Internship Consultation Review Form (Intern Version)**. The intern will fill out one of these forms *prior to* each Consultation Review with the teacher, including the Final Consultation Review.
 - ◆ **Internship Final Review Form (Intern Version)**. The intern will fill out this form *prior to* the Final Consultation Review.
- b) The intern will provide the Supervisory Teacher with a copy of their up-to-date Internship Session Log Form *prior to* each Consultation Review. The copy of the log can be scanned and emailed, faxed, or sent by mail.
- c) At each Consultation Review, the Supervisory Teacher and the intern will discuss all of the questions on the Internship Consultation Review Form. The teacher will use an Internship Consultation Review Form (Teacher Version) to make notes during the Consultation Review.
- d) At the Final Consultation Review, the Supervisory Teacher and the intern will discuss all the questions on the Internship Consultation Review Form *and* the Internship Final Review Form. The teacher will fill in their versions of these forms with notes from the Final Consultation Review.
- e) During the Internship and after its completion, both the Supervisory Teacher and the intern will keep all the completed forms from the Internship on file as a permanent record.

7 Accredited Practitioner Internship Requirements - Miscellaneous

- a) As part of the 3rd Consultation Review, the Business Practices teaching unit (Unit 7 from Phase IV - Day 2 teacher manual) will be discussed.

- b) The Supervisory Teacher will submit to EEI by fax or email the Accredited Practitioner Internship Verification of Accreditation Requirements form upon the successful completion of the Internship.
- c) If after all the requirements of the Internship are met, the Supervisory Teacher still has doubt about granting accreditation to the intern, the teacher may require additional demonstrations and/or Consultation Reviews before granting accreditation.
- d) If the Supervisory Teacher feels that *long term* deferral or denial of accreditation is appropriate, then he/she must refer this to EEI to decide the appropriate course of action.
- e) The intern will mail to EEI an Accredited Practitioner Internship Certificate Request Form and a signed copy of the EEI Policy and License forms, along with their final payment prior to accreditation. After payment is received, EEI will grant accreditation and issue a certificate. As soon as the accreditation is granted, EEI will notify the intern by email, and they may begin their practice as an Accredited Practitioner.
- f) Accredited Practitioners are required to maintain a permanent record for each client, consisting of the New Client Information Form (practitioner version) and the Confidential Client Session Form (practitioner version).
- g) At the Final Consultation Review and again at the Continuing Connection Consultation Review, the teacher will encourage and support the practitioner to maintain a continuing connection with the EMF community by utilizing any of the available resources (websites, on-line community forums, etc.)
- h) The Supervisory Teacher is also available between Consultation Reviews for questions or clarifications.

8 Proficiency Demonstrations

- a) The intern will demonstrate a Phase I&II combination session and a Phase III&IV combination session in the presence of the teacher. These demonstrations can be done on the same day, or on separate days. The demonstration will be arranged when the intern feels ready, but not before the 2nd Consultation Review, and not after the 29th session.

A minimum of any 4 Internship sessions must be given after the proficiency demonstration and prior to the Final Consultation Review. Distance sessions do not count towards this minimum of 4 sessions. If the proficiency demonstration is scheduled after the 29th session, the intern will need to complete additional sessions over and above the minimum requirement of 33 sessions in order to meet the requirement of the 4 sessions after the proficiency demonstration and prior to the Final Consultation Review.

- b) The proficiency demonstrations can be arranged in groups with a maximum size of 6 interns exchanging sessions - with a maximum of 3 interns at once performing a session. The interns will perform the sessions exactly as they do them when they are on their own with a client - in particular, they may use their quick guides.
- c) The Supervisory Teacher provides individual feedback at the time of the demonstration and remaining questions are discussed. The teacher makes verbal recommendations on areas needing more attention, builds trust, praises strong points, boosts confidence, and provides support.
- d) For each session demonstrated, the Supervisory Teacher completes and provides to the intern an Internship Proficiency Demonstration Report highlighting strengths, areas the intern can improve, and any other recommendations arising from the demonstration.