

EMF Balancing Technique®

Upgrade Internship

Reference Guide

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1 Timings

- a) The Internship can be started any time after the Certified Practitioner has received their advanced certification. Once started, the duration of the Internship should be no less than 1 month, and no longer than 1 year.

2 Criteria to Start an Upgrade Internship

- a) Any student who completes the Certification Training can apply to enroll in an Upgrade Internship.
- b) The Certified Practitioner must have received the first four phases prior to enrollment in the Internship. This can include sessions received during the Certification Training.
- c) As part of the enrollment procedure, the Certified Practitioner must purchase a set of updated practitioner manuals version 2010 or later.
- d) The Certified Practitioner will contact a Supervisory Teacher of their choice to receive the enrollment form. The practitioner will complete the form and send it back to the Supervisory Teacher.
- e) If a Supervisory Teacher has doubt about the potential of the Certified Practitioner to enter the Upgrade Internship, the teacher may deny the practitioner entrance into the Internship. If a teacher does not wish to accept a practitioner as an intern, the teacher should notify EEI that they have denied the practitioner entrance into the Upgrade Internship.
- f) 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.
- g) Once the Certified Practitioner has been accepted, the Supervisory Teacher will provide them with an Internship Kit. 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 Certified Practitioner directly to the teacher. The teacher may allow for split payments.
- b) EEI's portion of the Internship fee is paid by the Certified Practitioner directly to EEI upon successful completion of the Internship.

4 Upgrade Internship Requirements - Sessions

- a) Regardless of how many sessions the Certified Practitioner has performed prior to the start of their Upgrade Internship, they will perform a minimum of 6 additional EMF sessions as part of the Internship. Combination sessions count as one Internship session. Two (but not more than two) of the Internship sessions should be distance sessions.
- b) The recipients of the required Internship sessions can be clients seen in the normal course of the Certified Practitioner's routine, i.e. they can be paying customers.
- c) Regardless of how many sessions the Certified Practitioner has performed prior to the start of their Upgrade Internship, they will also perform 2 proficiency sessions to be demonstrated in the presence of the Supervisory Teacher. The proficiency demonstration sessions will consist of one Phase I&II combination and one Phase III&IV combination.
- d) The number of additional required Internship sessions (above the minimum of 6) will be determined by the Supervisory Teacher after the proficiency demonstrations and after at least 2 Consultation Reviews with the Supervisory Teacher.
- e) In some cases, no additional Internship sessions and/or additional Consultation Reviews will be required. In other cases additional Internship sessions and/or additional Consultations Reviews will be required, up to the minimum requirements for the Accredited Practitioner Internship of 5 Consultation Reviews and 33 Internship sessions (see Accredited Practitioner Internship Reference Guide, Sections 4 & 5).
- f) If the Certified Practitioner does not have a clientele, or if they have not done any EMF sessions professionally, the session and review requirements will be the same as for the Accredited Practitioner Internship (see Accredited Practitioner Internship Reference Guide, Sections 4 & 5).

For all others, the requirements are as follows:

5 Upgrade Internship Requirements - Consultation Reviews

- a) The intern will formally report to the Supervisory Teacher a minimum of 3 times for a consultation and review, 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** - at the start of the Internship, after the intern receives the Internship Kit and before the intern has given any Internship sessions.
 - ◆ **2nd Consultation Review** - after the first proficiency demonstration session.
 - ◆ **Final Consultation Review** - after the intern has given a minimum of 4 Internship sessions after the proficiency demonstration.

6 Upgrade 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 new client (if any). 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 Upgrade Internship Requirements - Miscellaneous

- a) The Supervisory Teacher will submit to EEI by fax or email the Upgrade Internship Verification of Accreditation Requirements form upon the successful completion of the Internship.

- b) 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.
- c) 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.
- d) The intern will mail to EEI an Upgrade 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 practice as an Accredited Practitioner.
- e) 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).
- f) At the Final 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.)
- g) 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. A minimum of 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.
- 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.

9 Upgrade Internship Class

As part of the Upgrade Internship, interns are required to attend an Upgrade Internship Class. The class may be attended at any time during the Internship. The class will include:

- Unit 3 - Client Interaction (from Phase I teacher manual)
 - ◆ Welcome
 - ◆ Pictorial Review of Phases I-IV
- Unit 4 (from Phase IV teacher manual)
 - ◆ EMF Guiding Principles
 - ◆ Communication
 - ◆ Internship Overview: a short review of the Accredited Practitioner Internship Reference Guide.
- Unit 7 - Business Practices (from Phase IV teacher manual)

In the case of an intern who starts the Upgrade Internship prior to the Upgrade Internship Class, the Supervisory Teacher should do three things:

- Prior to the first Internship session, mail or email a copy of Unit 3 (from Phase I teacher manual) to the intern so they may begin to use the Client Welcome and Pictorial Review during their Internship.
- Prior to the first Consultation Review, mail or email the intern a copy of the Energetic Posture of Communication.
- At the first Consultation Review (on the phone or in person), review the Energetic Posture of Communication so that the intern may use it in preparation for (or during) subsequent Consultation Reviews.

9.1 Upgrade Internship Class for Non-Interns

Certified Practitioners not enrolled in an Internship may attend the Upgrade Internship Class for the price of \$50.00 or 50 Euros. This fee may be credited towards the price of the Internship if the Certified Practitioner enrolls in the Upgrade Internship.

10 The 6 Session Minimum Requirement - an Explanation

If a Certified Practitioner expresses the desire to achieve Accredited status within the minimum requirement of 6 sessions, the Supervisory Teacher should adhere to the following guidelines:

- Tell the Certified Practitioner the number of sessions required cannot be determined until after completion of:
 - #1. The 1st Consultation Review
 - #2. The proficiency demonstrations
- Only after completion of #1 and #2 may the Supervisory Teacher determine if the intern qualifies for the 6 session minimum requirement. There is only one sequence* that can fulfill this requirement, as follows:
 1. 1st Consultation Review
 2. Distance session #1
 3. Distance session #2
 4. Proficiency demonstrations
 5. Session with client or volunteer
 6. Session with client or volunteer
 7. 2nd Consultation Review* (can be done any time after 1st proficiency demonstration)
 8. Session with client or volunteer
 9. Session with client or volunteer
 10. Final Consultation Review
- The intern may begin with distance session #1 any time after the 1st Consultation Review.

*The logic for this sequence is derived from Section 5 Upgrade Internship Requirements - Consultation Reviews:

- ◆ **1st Consultation Review** - at the start of the Internship, after the intern receives the Internship Kit and before the intern has given any Internship sessions.
- ◆ **2nd Consultation Review** - after the first proficiency demonstration session.
- ◆ **Final Consultation Review** - after the intern has given a minimum of 4 Internship sessions after the proficiency demonstration.

