



## **Kase & CO**

### Attendance Policy

EMDR Basic Training requirements are established and maintained by the [EMDR International Association \(EMDRIA\)](#). EMDR Basic Training is an interactive and synchronous training. Given the dynamic and unique facets of EMDR Basic Training, there are firm policies around attendance. This ensures we hold to EMDRIA's standards and support all trainees as best possible.

**Trainees are required to attend all portions of training to complete the course. Per EMDRIA this includes 20 hours of lecture, 20 hours of practicum and 10 hours of consultation. All portions of training must be completed to receive credit for this course.**

#### ***Attendance expectations:***

This is a dynamic, fast moving training. Therefore, being present and engaged is imperative not only for your learning, but also for your colleagues. We ask that you attend all portions of training with your full presence and attention. Attend in a quiet, confidential space, just as you would a counseling session. Do not attend training while driving or in a public space. *Please be mindful of the impact that distracting environments can have upon your peers.* We will kindly ask you to leave training if you are not in a confidential or focused environment.

#### **Costs for missed training**

Missing any portion of training interrupts your learning process, and *can be quite distracting for your peers.* As we strive to create a secure and safe learning space for all, some requests to miss time may require a change of cohort instead. If you find you have a conflict, reach out as soon as possible via our Makeup Time Request form, [here](#). Makeup plans are created with our training team and are dependent on the circumstances and where you are in your training process.

Fees associated with making up training can be found in greater detail on our [Makeup Time Policy](#).

A breakdown of cost can be viewed on the next page.



	<i>Section</i>	<i>Cost</i>	<i>Important Info</i>
Missing Training Time	Missed Lecture	\$100/hr	Lecture time is made up in 1 hr increments. If more than 2 hours are missed of the same training intensive, a change of cohort and change of cohort fee will be required.
	Missed Practicum	\$150/hr	Practicum time is made up with a facilitator. If more than 1 hour of practicum is missed a change of cohort and change of cohort fee will be required.
	Missed Consultation Group	\$65/group	Arriving more than 10 minutes late to consultation is considered an absence and a makeup group is required. Makeup groups are available to schedule monthly.

	<i>Till Part 1</i>	<i>Cost</i>	<i>Important Info</i>
Change of cohort	More than 3 weeks	\$0	First time Change of Cohort requests with 3+ weeks notice are no cost to transfer.
	More than 3 weeks	\$50	Second or more change of cohort request requires a \$50 admin fee.
	Less than 3 weeks	\$350	Late change of cohort requests will incur the \$350 fee to transfer, or follow our withdrawal policy.

	<i>Till Part 1</i>	<i>Cost</i>	<i>Important Info</i>
Withdraw	More than 3 weeks	\$50	Withdraw requests with 3+ weeks notice will get a full refund minus a \$50 admin fee.
	Less than 3 weeks	\$400	Late withdrawal requests will incur \$400 fee, all additional monies paid will be refunded.

	<i>Options</i>	<i>Cost</i>	<i>Important Info</i>
Requests after Part 1	Change of Cohort	\$350	Part 2 Change of cohort requires a \$350 fee and is based on availability in other cohorts.
	Withdrawal	\$400	Withdrawal after Part 1 incurs a \$400 fee, plus payment for all portions of training attended. Additional money may be eligible for refund depending on the amount of training attended and reason for withdrawal.



### ***Missed Time Overview***

#### ***Missing Consultation Time***

If you are more than 10 minutes late to consultation, you are considered absent and will need to schedule a makeup group. Consultation makeup groups are \$65 per group, you can view the schedule and register for a makeup group [here](#).

#### ***Missing Practicum/Lecture***

If you will need to miss any portion of practicum or lecture it requires approval prior to training. Specific requirements can be found [here](#). You can submit a request for review [here](#).

#### ***Change of Cohort Requests/Withdrawals***

All change of cohort or withdrawal requests should be submitted via our Change of Cohort/Withdrawal Request form [here](#). Fees and options will vary depending on how close to your Part 1 training the request is submitted.

#### ***Multiple Change of Cohort Requests***

If a trainee requests to change their cohort more than once, requests after the first will require a \$50 administrative fee in addition to the change of cohort fee, if applicable. This administrative fee is required regardless of notice provided.

### ***What if an emergency happens on a training day?***

Communication is important. [Contact our team](#) right away to notify us of your emergency. We will work with you to identify a plan forward.

*Please note: Technical difficulties experienced on the trainee's end (ex: poor internet connection, computer problems, internet outages) are not eligible for a refund.*

### ***Why do I have to pay a fee to transfer or withdraw from training?***

Our EMDR Basic Trainings always sell out. While we understand that something has changed for you, you did make a commitment to attend this full training when you registered. In making this commitment, it reserved a seat that could have gone to another eager trainee. These costs are not meant to be punitive, but need to account for all the components required to fulfill your request.

We do understand life happens. Emergencies and confirmed medical situations can be discussed with [admin@kaseandco.com](mailto:admin@kaseandco.com).

### ***What if my trainer has to cancel?***

If Kase & CO has to cancel a training for any reason you will receive a full refund.