



## Kase & CO

### Makeup Time Policy

***EMDR Basic Training is a dynamic and interactive training with many unique facets. Therefore it can be tricky to schedule makeup time in a way that supports your learning but doesn't disrupt your practicum colleagues. There are times in which missing training will need to be addressed by changing training cohorts. It is important that you reach out as soon as possible so our team can determine if make-up time is a viable option for you. To submit a request, [click here](#).***

Missed 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	\$65/group	Arriving more than 10 minutes late to consultation is considered an absence and a makeup group is required. Makeup groups are available monthly at an additional cost.

#### ***When making up time, training days will vary.***

While each training weekend will consist of lecture and practicum, each day will have information or practice time that is imperative not to miss to continue. The training is sequential and each day and hour builds on the previous material covered. Depending on the day/time of your conflict and length of time you need to miss, our team may advise you to change cohorts.

If there is a short portion of training time you will need to make up, or if you are unsure how to handle your conflict, please [submit your request](#). Our training team will review your request and help you find a solution.



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#### ***Makeup Time Cost and additional information is below:***

**Missing Lecture Time:** Portions of lecture are mandatory to attend prior to attending practicum. So timing is important. Makeup time requires approval prior to training. No more than 2 lecture hours may be made up per Training Weekend.

The cost to make up missed lecture time is \$100 per hour.

**Missing Practicum Time:** Missing any portion of practicum not only impacts your learning process, but it can be very disruptive to your practicum group colleagues. It can throw off rotations and the group dynamic, which are extremely important for group cohesion and maintaining a safe learning space. Requests to miss practicum should be submitted prior to your training. Any missed practicum will need to be made up with a facilitator. Missing more than 1 hour of practicum may require you to change cohorts due to the disruption this causes to the flow of practicum. In such cases the \$350 change of cohort fee will apply.

The cost to make up practicum is \$150 per hour and must be made up 1:1 with a facilitator.

**Missing Consultation Groups:** We offer monthly makeup consultation groups that will support you staying on track if you miss a consultation group, however, please try to make all of your assigned groups if possible.

Please notify your consultant directly if you will miss a group. Then you can schedule a makeup group [here](#). The cost is \$65 per group.

#### **How to submit a make up time request?**

To submit a makeup time request [click here](#). The form will ask you all required information so our team can determine the best option for your learning. Once your form is submitted, a member of our team will get back to you within 2 business days with an update on the status of your request.