

EMDR Development Center

P.O. Box 35993
Tucson, AZ 85740-5993



Fax: 520-423-3802
Phone: 520-661-5376
jmiller4721@gmail.com

EMDR Basic Training Registration Form

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Work Phone: _____ Work Email: _____

Personal Phone: _____ Personal Email: _____

Employer: _____

Highest Degree Earned _____ Are you licensed in to practice in the mental health field in any state? YES State: _____ Lic. # _____ NO

Are you a student in a graduate program? YES NO If yes, what program? _____

If yes, please indicate if you meet eligibility requirements to participate in this training: YES "I have reviewed the eligibility requirements for students and I meet those requirements" NO

Have you ever been trained in EMDR before? YES NO If yes, where/when? _____

Dates of Upcoming Training: **August 30 - 31, 2019; September 27 - 28, 2019; and October 25 - 26, 2019**

Can you attend *all* of these dates? YES NO If no, please explain: _____

How did you hear about this training?
 Colleague: Networking event: E-mail Notice:
 Internet search: Advertisement: Other: _____

Tuition and Payment

Registration for EMDR Basic Training (check one):

- Individual:

\$1,400 complete program	Early Bird Fee (received on or before 7/4/19)
\$1,500 complete program	Standard Fee (received after 7/4/19 but before 8/16/19)
\$1,750 complete program	Late Registration (received after 8/16/19 but before 8/30/19)
\$225	Audit – first three days of training (lectures only) (manual extra)
\$450	Audit – all six days of training (lectures only) (manual extra)
- Agency*/Student*

\$1,200 complete program	Early Bird Fee (received on or before 7/4/19)
\$1,300 complete program	Standard Fee (received after 7/4/19 but before 8/16/19)
\$1,400 complete program	Late Registration (received after 8/16/19 but before 8/30/19)

**Letter is required from agency/supervisor in order to register; see eligibility requirements section*

Payment (check one):

- Fifty percent (50%) of the fee is due with the application. The balance is due no later than 30 days prior to the first day of training. Applications submitted within 30 days of the beginning of training must be paid in full *at the time of registration*.
- Forms of payment: participants may pay by check or credit/debit card or Paypal. If you are paying by check, please mail your check along with your registration packet. Make check payable to Julie Miller, MC, LPC, LISAC, PLLC. Your check will be deposited prior to the beginning of the training. Mail any materials to: Julie Miller, MC, LPC, LISAC, P.O. Box 35993, Tucson, AZ, 85740-5993. If you are not accepted into the training, the voided check will be returned to you. If you are paying by credit card, you may download the Charge Authorization form to and submit it with your registration has been accepted. No charge will be made until your registration has been approved. Your place in the training will not be secured until your payment is received.

Cancellation policy: If cancellation is made 30 days prior to the first date of training, tuition will be refunded in full minus a \$50 administrative fee. If a participant cancels participation with less than 30 days' notice, the fee will be credited to the participant for future training as no refunds will be made. Any refund made will be provided by the original means of payment.

Refund policy: There are no refunds for withdrawals after the beginning of the training program or for those participants who do not show on the first day of training at the appointed time and do not contact the trainer. If a participant cancels participation with *less* than 30 days' notice, the fee will be credited to the participant for future training as no refunds will be made. If the participant cancels participation with *more* than 30 days' notice, the funds paid will be refunded minus a \$50 processing fee.

Grievance policy: Please submit any grievances in writing to jmiller4721@gmail.com or for questions or concerns call 520-661-5376.

Weather Policy: If the weather is severe, e.g. excessive flooding or dangerous conditions, the trainer will contact the agency representative by 8:00am on the training day to provide notification of any cancellation or delay of training. Except under the most severe of weather conditions, we will hold the training. It is the participants' responsibility to plan ahead and make appropriate travel arrangements including the use of nearby hotels to be available for the training.

The training facility is in compliance with the Americans with Disabilities Act. If you are disabled or have special needs, you **must** inform the trainer at the time of registration; otherwise, accommodation may not be possible.

I certify that my answers are true and complete. I understand that false or misleading information in my application may result in the denial of my application or removal from the training.

Signature: _____ Date: _____

To use standard USPS mail, you may send your registration material, along with form of payment, to the following address:

**Julie Miller, MC, LPC, LISAC, PLLC
P.O Box 35993
Tucson, AZ 85740-5993**

You may also **fax** the documents to **520-423-3802** or may **scan/email** the documents to: **jmiller4721@gmail.com**

Make sure to include all of the following when you send your materials:

- Completed/signed Registration form
- Completed/signed Participant's Agreement form
- Form of payment (either a check, a completed credit/debit charge authorization form, or a completed Paypal payment)
- If applying for the agency discount, submit a completed/signed Agency Discount Form, along with the supervisor's letter. Without submission of this letter, your registration will be returned to you.
- If a student, submit the letter* from your supervisor. Without submission of this letter, your registration will be returned to you.
- If applying for the group discount, all registration and payment documents must be submitted together.