**Record of Continuing Professional Development**

To stay approved to be submitted to your Trainer either voluntarily or when requested.

Record 30hrs. Recorded annually from date of certification.

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **Status** (Practitioner, Advanced practitioner, Supervisor, Newly Qualified Trainer (NQT), Trainer) |  |
| **Date Certified (of highest level qualification)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Continuing Professional Development (CPD)** | **Hours** | **How has this helped you as a Practitioner/Trainer?** |
| Examples below: |  |  |  |
| 12/09/16 | Re-attended EFT Practitioner Training as Assist Team Member | 24 | Refreshed my skills |
| 30/12/16 | Attended Swap Meet in Delhi | 3 | Gave and received a session – refreshed movie technique. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | XX |  |

Please keep for 5 years for audit purposes.

**Record of Continuing Supervision & Mentoring Hours.**

To stay approved to be submitted to your Trainer either voluntarily or when requested. Record 6 hours one to one or group format. Recorded annually from date of certification.

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **Status** (Practitioner, Advanced practitioner, Supervisor, Newly Qualified Trainer (NQT), Trainer) |  |
| **Date Certified (of highest level qualification)** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Format**  **(e.g Group versus one to one)** | **How**  **(e.g. Skype, Meeting, On-line, Email)** | **Hours** | **Outcome of meeting** | **Name of Approved Supervisor or Accredited Master Trainer** |
| Examples below |  |  |  |  |  |
| 19/12/16 | One to one | Phone Call | 1 | Felt more at ease that I am on the right track with clients. Will include Intake questionnaire before every session now. | Dr Rangana Rupavi Choudhuri (PhD) |
| 29/12/16 | Group | What’s App | 0.5 | Was concerned as my client was stuck. Learnt to flow with where the client is, rather than to force my ideas on the client. | Dr Rangana Rupavi Choudhuri (PhD) |
|  |  |  |  |  |  |
| Total |  |  | XX |  |  |

Please keep this record for 5 years for audit purposes

**General examples of CPD (but are not limited to) the hours spent on:**

**A. Carrying out ANY personal or professional development that could reasonably be expected to add to a practitioner's competency, including:**

1. Repeating EFT training as a resit or assist team member and write up your experience after the training
2. Attend EFT Swap Meets, contribute the on What’s App Support group or Facebook EFT Community in a manner that adds to the Practitioner competency. This can take the form of asking questions or responding to questions or sharing learning’s from anything related to enhancing a practitioner’s competency
3. Attending any professional training (EFT oriented or otherwise) that could reasonably be expected to add to a practitioner's competency
4. Writing up your own personal learning and development plan which includes reflections on your EFT case load and Personal peace procedures
5. Writing up and reflecting on the Practitioner’s own case studies and/or theory and philosophy of practice
6. Staying up to date with developments in EFT, reading relevant books, clinical papers and newsletters
7. Regular use of the Personal Peace Procedure and other forms of personal therapy, with or without the help of others
8. Participating in discussion groups or tele-conferences relating to EFT, including Participating on the EFT VLC Facebook Community
9. Establishing a practice and/or documenting the integration of EFT into an existing practice
10. Mentoring session with a nominated EFT Facilitator (a more proficient and experienced Practitioner who also conducts mini workshops and seminars and is an EFT Ambassador and also hosts EFT Momentum Groups) or your Trainer or the Trainer of Trainers discussing your development plan, case load/workshops, challenging cases or seminar attendees and personal peace progress.
11. Role Play Tapping swap session with your EFT buddy (taught at EFT 3)

**B. Carrying out ANY activity that furthers the interests of the EFT community and/or VLC, including:**

1. Taking EFT into the community for example by conducting FREE EFT introductions or becoming an EFT Ambassador
2. Developing a specific application of EFT for use in one to one sessions (e.g. for sports or business)
3. Translating EFT material into another language
4. Developing a new EFT product/approach with wide application
5. Carrying out and publishing a relevant research project
6. Writing and publishing or contributing to a relevant book, e-book or newsletter
7. Writing up the achievement of a major life ambition with EFT

**Suggestions for Supervision hours**

One to one Supervision for Practitioners, Trainers & Trainer of Trainers

* Face to face, phone or SKYPE session with your trainer discussing your development plan, case load/workshops, challenging cases or seminar attendees and personal peace progress. These sessions need to be booked in advance and are paid sessions.
* E-mail communication with your Trainer that would be classed as supervision, for example discussing cases, asking for advice on business matters or exploring any area related to being a Practitioner. These can also be paid session, if in excess of one hours support is required annually.

Group mentoring for Practitioner, Trainers & Trainer of Trainers

* Repeating EFT 1 & 2, Inner Child Matrix and or EFT 3 Trainings as part of the Assist team and participating during the daily supervision sessions that are facilitated by the Trainer where you will also experience work shadowing (working alongside your supervisor) and being observed in class and receiving guidance from your supervisor which supports your learning and development (3 hours).
* After EFT 1 & 2 Training, attend EFT 3 (3 hours) or Inner Child Matrix (4 hours) as delegate where additional Supervision hours are included to learn best practice from each other, gain guidance and receive supervision rom your Trainer.
* Participating in on-line support groups (for example, What’s App or Facebook Support) which involves receiving support from your trainer or appointed supervisor, learning from other practitioners and sharing your experiences and questions. There is no additional charge for this.
* Attending face to face, SKYPE or phone group mentoring sessions with your Trainer. These may involve an additional charge.