

Please refer to this checklist to be sure your Certification application is complete.

### **Proof of Professional Training**

Be sure you have enclosed:

- Copy of Post Graduate degree in a relevant discipline/mental health field such as social Work, Psychology, Education Counselling, Marital and Family Counselling or Pastoral Care.
- Copy of University Transcript showing completion of one graduate course on the practice of couple/family therapy at a registered institution or equivalent
- Proof of membership in ICEEFT
- Proof of membership in other recognised professional association (e.g., AAMFT).
- Proof of License to practice in the State/Province where you reside.

Please also enclose in your package:

- A cover letter
- Proof of current malpractice insurance.
- Copy of your CV.
- Three letters of reference from your colleagues.
- A summary of previous clinical training and experience including number of cases treated, the clinical setting and the type of supervision received.
- Letter of reference from your EFT supervisor.
- Certification review and administration fee
- Documented evidence of completion of the requirements
  - *either* – Basic Externship, and either Core Skills Training (48 hours) plus 8 hours of individual supervision
  - or 24 group supervision hours, plus Advanced Externship plus 8 hours of individual supervision

### **Video recording of 2 sessions, one showing Stage 1 and one showing Stage 2 work.**

Please check that you have:

- Sent entire session for each recording
- Indicated which 20 minute segment you would like to be reviewed.
- Included Case Conceptualization for each couple presented.
- Transcripts of all segments.
- Ensured that your recordings can be opened by a Mac or a PC computer.
- Obtained and enclosed written permission from your couple for this work to be reviewed by ICEEFT ([for form please click here](#))
- Guidelines for therapy excerpts can be found on the ICEEFT Members site, menu item EFT Certification