



**EMF Balancing Technique®**

*Honoring Humanity*

**ENGLISH**

**Incremental Phases I-IV Program  
Internship Reference Guide**

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## 1 Timings & Criteria

- a) The Internship starts immediately *after completion of* the theory and practice classes of Segment 1. Once started, the duration of the Segment 1 Internship should be no less than 6 weeks and no longer than 6 months.
- b) If the Supervisory Teacher has doubt about the potential of the student after completion of the theory and practice classes, the teacher may deny the student entrance into the Internship. In this case the student will get a refund of the Internship payment. If a teacher does not wish to accept a student as an intern, the teacher should notify EEI that they have denied the student entrance into the Internship.
- c) Note also that even if the Supervisory Teacher is a professional psychotherapist or psychologist, he/she cannot act as a counselor or therapist for the intern while in the role of Supervisory Teacher.
- d) The teacher will provide an Internship Kit before the start of the Internship. The kit can be downloaded from the EMF Worldwide website.

## 2 Payment

- a) The Supervisory Teacher's portion of the Internship fee is paid by the student directly to the teacher. The teacher may allow for split payments.
- b) EEI's portion of the Internship fee is paid by the student directly to EEI at the time when she/he requests certification as an Accredited Practitioner (see paragraph 11b).

## 3 Internship Requirements for Segment 1 - Sessions

- a) Within the Internship period of Segment 1, the intern will perform a minimum of 16 EMF Internship sessions (Phase I and Phase II) *plus* 1 proficiency session to be demonstrated in the presence of the Supervisory Teacher. The proficiency demonstration will consist of one Phase I&II combination.
- b) The recipients of the 16 sessions will include a minimum of 4 people (primary recipients) who have never before received an EMF session. Those 4 people must each receive Phase I and Phase II before the end of this segment. The remainder of the 16 sessions may be performed on anyone - other practitioners, people who have had previous EMF experiences, or additional sessions for the 4 primary recipients who have received 8 of the sessions.

At least one of the 16 sessions should be a Phase I&II combination. *A combination session counts as only one session towards the completion of 16 sessions.*

One (but not more than one) of the 16 sessions should be a distance session.

- c) The intern should clearly inform all recipients that the sessions are being given as part of an Internship period. It is recommended that the intern request that they would like the primary recipients to be committed (without obligation) to receiving all 4 sessions during the Internships from Segments 1 & 2. The primary recipients will of course be free to repeat a session or return to a previous session before moving on to the next one. If a primary recipient does not receive all the four phases, the intern will then find a new person willing to receive the 4 sessions to maintain their minimum requirements.

The sessions should be given for free (with no formal charge - however a donation may be accepted).

#### **4 Internship Requirements for Segment 1 - Consultation Reviews**

- a) The intern will formally report to the Supervisory Teacher a minimum of 2 times for a consultation and review of progress, known as a 'Consultation Review'. This must be done in person, by phone, or using a webcam link. (An internet chat room is *not* an acceptable venue for a Consultation Review).
- ◆ **1<sup>st</sup> Consultation Review** - after the 1<sup>st</sup> Internship session.
  - ◆ **2<sup>nd</sup> Consultation Review** - after 2 sessions following the Proficiency Demonstration.

#### **5 Internship Requirements for Segment 1 - Proficiency Demonstration**

- a) The intern will demonstrate a Phase I&II combination session in the presence of the teacher. This demonstration will be arranged when the intern feels ready, but not before 14 Internship sessions.

*A minimum of 2 Internship sessions must be given after the proficiency demonstration and prior to the 2<sup>nd</sup> Consultation Review.*

- b) The proficiency demonstration can be arranged in groups with a maximum size of 6 interns exchanging sessions - with a maximum of 3 interns at once performing a session. The interns will perform the sessions exactly as they do them when they are on their own with a client - in particular, they may use their quick guides.
- c) The Supervisory Teacher provides individual feedback at the time of the demonstration and remaining questions are discussed. The teacher makes verbal recommendations on areas needing more attention, builds trust, praises strong points, boosts confidence, and provides support.

- d) For each session demonstrated, the Supervisory Teacher completes and provides to the intern an Internship Proficiency Demonstration Report highlighting strengths, areas the intern can improve, and any other recommendations arising from the demonstration.

## **6 Internship Requirements for Segment 2 - Sessions**

- a) Within the Internship period of Segment 2, the intern will perform a minimum of 17 EMF Internship sessions (Phase III and Phase IV) *plus* 1 proficiency session to be demonstrated in the presence of the Supervisory Teacher. The proficiency demonstration will consist of one Phase III&IV combination.
- b) The recipients of the 17 sessions will include the 4 primary recipients (see paragraphs 3b and 3c), who must each receive both Phase III and Phase IV. The remainder of the 17 sessions may be performed on anyone.

At least one of the 17 sessions should be a Phase III&IV combination. *A combination session counts as only one session towards the completion of 17 sessions.*

One (but not more than one) of the 17 sessions should be a distance session.

The sessions should be given for free (with no formal charge - however a donation may be accepted).

## **7 Internship Requirements for Segment 2 - Consultation Reviews**

- a) The intern will formally report to the Supervisory Teacher a minimum of 2 times for a Consultation Review and also for a Continuing Connection Consultation Review.
- ◆ **3<sup>rd</sup> Consultation Review** - after the 1st Internship session (Phase III) of this segment.
  - ◆ **Final Consultation Review** - after the last session of this segment.
  - ◆ **Continuing Connection Consultation Review** - after the first 11 sessions as an Accredited Practitioner.

## **8 Internship Requirements for Segment 2 - Proficiency Demonstration**

- a) The intern will demonstrate a Phase III&IV combination session in the presence of the teacher. This demonstration will be arranged when the intern feels ready, but not before 15 Internship sessions in this segment.

*A minimum of 2 Internship sessions must be given after the proficiency demonstration and prior to the Final Consultation Review.*

## 9 Internship Requirements - Forms

- a) The intern will maintain the following forms:
  - ◆ **Internship Session Log Form** for all sessions they give during their Internship, which they should update at the end of each session. To maintain the privacy of the clients, the intern will use only the client's first name and the initial letter of their surname on this form (e.g. John E.).
  - ◆ **Internship New Client Information Form** for each client. The intern will ask the client to fill out this form at the client's first session.
  - ◆ **Internship Confidential Client Session Form** for each session. The intern will make notes on the back of this form after the session, to aid them later when filling out the Internship Consultation Review Form.
  - ◆ **Internship Consultation Review Form (Intern Version)**. The intern will fill out one of these forms *prior to* each Consultation Review with the teacher, including the Final Consultation Review.
  - ◆ **Internship Final Review Form (Intern Version)**. The intern will fill out this form *prior to* the Final Consultation Review.
- b) The intern will provide the Supervisory Teacher with a copy of their up-to-date Internship Session Log Form *prior to* each Consultation Review. The copy of the log can be scanned and emailed, faxed, or sent by mail.
- c) At each Consultation Review, the Supervisory Teacher and the intern will discuss all of the questions on the Internship Consultation Review Form. The teacher will use an Internship Consultation Review Form (Teacher Version) to make notes during the Consultation Review.
- d) At the Final Consultation Review, the Supervisory Teacher and the intern will discuss all the questions on the Internship Consultation Review Form *and* the Internship Final Review Form. The teacher will fill in their versions of these forms with notes from the Final Consultation Review.
- e) During the Internship and after its completion, both the Supervisory Teacher and the intern will keep all the completed forms from the Internship on file as a permanent record.

## 10 Incremental Email Confirmation

- a) At the end of Segment 1 the Supervisory Teacher will assess whether the intern is competent to practice the sessions of that segment professionally. If so, the teacher will send an Incremental Email Confirmation to the intern, and a copy of this to EEI. This will also indicate that the intern has qualified to start Segment 2.

- b) If after all the Internship requirements of Segment 1 are met, the Supervisory Teacher still has doubt about the competency of the intern to carry out Phase I and Phase II professionally, the teacher may require additional sessions, demonstrations and/or Consultation Reviews before deciding to send the Incremental Email Confirmation.

## **11 Accreditation**

- a) Upon successful completion of Segment 2, the Supervisory Teacher will submit to EEI by fax or email the Accredited Practitioner Internship Verification of Accreditation Requirements form.
- b) Upon successful completion of Segment 2, the intern will mail to EEI an Accredited Practitioner Internship Certificate Request Form and a signed copy of the EEI Policies and License forms, along with their final payment prior to accreditation. After payment is received, EEI will grant accreditation and issue a certificate. As soon as the accreditation is granted, EEI will notify the intern by email, and they may then begin their practice as an Accredited Practitioner.
- c) If after all the requirements of Segment 2 are met, the Supervisory Teacher still has doubt about granting accreditation to the intern, the teacher may require additional sessions, demonstrations and/or Consultation Reviews before granting accreditation.
- d) If the Supervisory Teacher feels that *long term* deferral or denial of accreditation is appropriate, then he/she must refer this to EEI to decide the appropriate course of action.

## **12 Miscellaneous**

- a) As part of the 3<sup>rd</sup> Consultation Review, the Business Practices teaching unit (Unit 4 from Phase IV - Day 1 teacher manual) will be discussed.
- b) Accredited Practitioners are required to maintain a permanent record for each client, consisting of the New Client Information Form (practitioner version) and the Confidential Client Session Form (practitioner version).
- c) At the Final Consultation Review and again at the Continuing Connection Consultation Review, the teacher will encourage and support the practitioner to maintain a continuing connection with the EMF community by utilizing any of the available resources (websites, on-line community forums, etc.)
- d) The Supervisory Teacher is also available between Consultation Reviews for questions or clarifications.