

# EMDR of Greater Washington

## Agency Discount Form

*If you are requesting an agency discount, please complete this form and include it with your other registration materials. We will evaluate these applications on a case by case basis.*

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Clinician's Name and Job Title

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Name of Agency

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First Line Supervisor's Name , Title, and Phone Number

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Second Line Supervisor's Name and Title

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Agency Mailing Address

Briefly describe the population the agency serves:

Describe your job:

How many psychotherapy cases do you see and with what frequency?

What psychotherapy method(s) have you been trained in?

Are there clinicians in your agency currently using EMDR with clients? If yes, please describe:

What do your first and second line supervisors know about EMDR? Are they supportive of your use of this psychotherapy approach with agency clients?

## AGENCY PAYMENT POLICY

Due to difficulties we have experienced in the past with some agency fiscal managers, we require that at least \$350 of the registration deposit needs to be in the form of a personal check from the applicant. **Our training contract is with the individual applicant and not the agency; any payments received from an agency are regarded as payments by the applicant.** We have no legal or financial obligation to the agency. We do not provide I.R.S. W-9 forms to agencies and we do not bill an agency directly for the applicant's tuition. We will provide a billing statement to the applicant which includes our tax identification number; the applicant can use this as documentation of training expenses for tax purposes or for agency reimbursement. The applicant, if appropriate, should apprise the agency fiscal officer that EMDRGW will not bill the agency directly. We will accept a check from the agency on behalf of an applicant as a convenience to the applicant. If the applicant's agency chooses to pay EMDRGW for the applicant's tuition in full, we will reimburse the applicant for any personal deposits made by the applicant. Unless other arrangements are made, the balance of the registration deposit needs to be received within 30 days of acceptance for the training and no later than 30 days prior to the start of the training. Full tuition payment must be received no later than 30 days prior to the start of training; if not, this will be considered a late cancellation and the initial \$350 deposit will be non-reimbursable (refer to the Refund Policy as detailed on the Registration Form). Withdrawals from the training dated more than 30 days prior to the start of training will be refunded less a \$150 administrative fee. Deposit refunds will be made directly to the applicant. All policies detailed in the Participant Agreement will apply to the applicant regardless of whether or not an agency has paid some or all of the tuition on behalf of the applicant.

**I HAVE REVIEWED AND AGREE TO THE TERMS OF THE ABOVE POLICY :**

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**Signature of Applicant**

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**Date**