Scaling Up LLC
Effective October 2, 2026

Basic Training Completion — Extension for Extenuating Circumstances Policy

1. Purpose

EMDRIA's published Basic Training Policies & Requirements require that trainees complete the entire EMDR basic training within 12 months of their start date, and separately require that EMDRIA Approved Trainers™ "have a policy in place that addresses and facilitates the trainee's ability to complete the training" when extenuating circumstances arise. EMDRIA's policy explicitly gives trainers "leeway to grant exceptions in the event of a humanitarian crisis or other extenuating circumstances."

This document is Scaling Up LLC's policy for evaluating and granting such exceptions. It is intended to satisfy that EMDRIA requirement and to give our team a consistent, documented process to follow rather than deciding case-by-case with no written standard.

2. Standard Completion Timeframe

Per EMDRIA requirements, trainees must complete all basic training components — pre-work, Part 1 & Part 2 training sessions, 10 hours of consultation, client session requirements, required readings, and the learner assessment — within 12 months of their initial training start date (the first day of Part 1).

3. Qualifying Extenuating Circumstances

Consistent with EMDRIA's standard, the following circumstances may qualify a trainee for an extension of the 12-month deadline. This list is illustrative, not exhaustive. The final determination rests with Scaling Up leadership per Section 5.

- Military deployment or other mandatory military service obligation
- Serious personal or family medical emergency
- Natural disaster or other humanitarian crisis affecting the trainee's ability to participate
- Other significant, documented extenuating circumstances outside the trainee's control

3a. Circumstances That Do Not Qualify

The following are generally foreseeable and can reasonably be planned around at the time of enrollment, so they do not, on their own, qualify for an extension:

- Parental leave that was known or reasonably anticipated at the time of enrollment

- A normal, full-term pregnancy and delivery where the expected due date was known at the time of enrollment (e.g., a trainee who will be in a late trimester during scheduled training dates)
- Short-term acute illness (e.g., a cold, flu, or similar temporary illness)

Note: this exclusion applies to routine, foreseeable situations only. Complications arising from pregnancy, delivery, or an illness that rise to the level of a serious medical emergency may still qualify for consideration under the "serious personal or family medical emergency" category above.

4. Requesting an Extension

Trainees seeking an extension should:

- Notify Scaling Up LLC in writing (email is acceptable) as soon as they are aware the circumstance will prevent on-time completion.
- Describe the circumstance and its expected duration.
- Provide supporting documentation where available and reasonable — for example, deployment orders for military service, or a note from a medical provider for a medical emergency. Documentation is requested for our records but is not a precondition to receiving an initial accommodation if the circumstance is otherwise clear and time-sensitive (e.g., an imminent deployment date).

5. Review and Approval

Approval authority for extension requests rests with a member of the Scaling Up LLC Leadership Team — not the lead trainer for the cohort.

- The trainee's extension request and any supporting documentation are submitted to a member of the Leadership Team for review.
- All extensions and the rationale for granting them are documented in the trainee's file.

6. How the Extension Works

- The trainee's 12-month completion clock is paused effective the start date of the qualifying circumstance (e.g., the deployment start date).
- For military deployment specifically: the trainee has up to 30 days after their return date to notify Scaling Up LLC that they are back, to allow time to reacclimate. The completion clock remains paused during this window and resumes when the trainee notifies us (or at the end of the 30-day window, whichever comes first).
- For other qualifying circumstances, the clock resumes when the circumstance ends.
- Extension length: once the clock resumes, the trainee has the same amount of time remaining that they had left when the clock was paused — the clock does not reset to a full 12 months. For example, if a trainee had 6 months remaining in their original 12-month period at the time the qualifying circumstance began, they have 6 months

remaining to complete the training once the clock resumes. This applies consistently across all qualifying circumstances in Section 3.

- Outstanding requirements (remaining consultation hours, client sessions, assessment, etc.) are identified and confirmed in writing at the time the extension is granted.

7. Refresher Consideration for Extended Gaps Between Part 1 and Part 2

An extension may create a long gap between Part 1 and Part 2 of the training. A long gap can affect a trainee's retention of Part 1 material, so Scaling Up LLC addresses this separately from the general extension process above.

- If a trainee uses an extension between Part 1 and Part 2 of the training and more than 9 months passes before they are able to resume and schedule Part 2, Scaling Up LLC will work with the trainee on a case-by-case basis to determine the best way to refresh their understanding of Part 1 material before they begin Part 2.
- One possible option is auditing a virtual Part 1 training before attending Part 2. This is an example, not the only option. The appropriate approach depends on the individual trainee's circumstances, Scaling Up's capacity and scheduling constraints, and the need to remain as closely aligned as possible with EMDRIA policy.
- This determination is made by a member of the Leadership Team (per Section 5), in consultation with the lead trainer as needed, and documented in the trainee's file.

8. Communication with the Trainee

Scaling Up LLC will confirm the extension in writing, including:

- The circumstance and the new expected resumption timing
- The specific requirements still outstanding
- Any documentation still needed for our records
- A point of contact for the trainee to reach out to when ready to resume

9. Record Keeping

Extension requests, approvals, and supporting documentation are retained in the trainee's file for at least five years, consistent with EMDRIA's basic training roster retention requirement. If the trainee's completion date shifts as a result of an approved extension, this is reflected accurately in Scaling Up's training roster submitted to EMDRIA.

10. Policy Review

This policy is reviewed annually, unless EMDRIA publishes updated requirements that impact this policy, in which case it is reviewed and updated sooner as needed.