THE MILESTONES INSTITUTE

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AAMET LEVEL 2 PRACTITIONER GUIDELINES FOR SUBMISSION OF CASE STUDIES

Candidates are required to submit a minimum of three (3) case studies that demonstrate an in-depth exploration of issues and competent use of techniques. All must be written according to the criteria below; *two must be accompanied by an audio, and one must be video taped or done in person*. Although confidentiality will be maintained, in each instance, you will need written permission from your client to use them as your case study candidate. (*Audio/Visual Disclaimer Form)* Additionally, your client will be asked to fill out a comment sheet (*Client Questionnaire Form*), which will be sent directly to Nancy Gnecco in a self-addressed, stamped envelope provided by the practitioner. The practitioner candidate will need to complete a self-evaluation form (*Self-Evaluation Form*) for each case study as well. It is highly recommended that you listen to or view your own recording along with the self-evaluation form before submitting your recording and case study. We will discuss your cases during your consultation sessions. (All forms can be accessed from the Forms page on the Milestones Institute website.)

Multiple issues and physical and emotional issues may occur in the same case. Each case may consist of one or several sessions with the same person depending upon their needs. For Level 2 only one session is required. For Level 3 multiple sessions are required. Level 2 case studies may include multiple sessions. It is not necessary for a case to be successful: You can sometimes learn a great deal from analyzing your failures. It is perfectly satisfactory to present a case in which you did not achieve complete resolution of the issues.

Case studies should show clearly:

The client's history: their "story" and presenting issue

Opening the session

How the practitioner learned what EFT knowledge the client already had, or if the client had no previous experience, how EFT was explained to the client and how it was initially demonstrated it to them?

How rapport was established and what was done to make the client comfortable?

If session was in person:

- Eye contact/smile
- Words of welcome: Introductions
- Was the client given the opportunity to initiate conversation? (Often the first words a client says give great clues to where the session will eventually lead.)
- Water available for client and practitioner

If this was a first session were the following addressed?

- Location of the bathroom (if session was in person)

- How long the session will last
- Having a glass of water available and discussion of the importance of hydration
- Was there any discussion of confidentiality, informed consent, intake form, payment options?

If session was on the phone or by Skpye

- Words of welcome
- Referral to previous phone conversation or intake form
- Any sort of bonding or connecting ritual
- Was it suggested that the client be in a comfortable location where s/he wouldn't be disturbed
- Was it suggested that the client have water handy

The session itself:

How it was determined what to work on and why (global or specific).

- If global (table top), why was this chosen
- If specific (table legs), how the client was guided to the specific
- What set-up affirmations were used and how it was decided what words to use?
- The reminder phrases that were used and why.
- Which points were tapped – if other than the EFT short cut points?
- The specific EFT techniques used and why these were chosen: must show at least one of the following:
  - Sneaking up on the problem
  - Tearless trauma technique
  - Movie technique
  - Tell the story technique
  - Chasing the pain technique
- How note taking was done
- Any shifts of aspect or issue
- Whether there was an underlying Core Issue, what it was, what questions were used to uncover it
- Were probing questions asked in order to reach deeper levels and clarification of issues
- If intense emotions or body sensations came up how were they handled
- How far the issue was resolved, and how this was assessed.
- If partial resolution of an issue occurred, what was done next and why
- Note if there were any cognitive shifts and what they were
- Words used: pre-frames or reframes, use of client's exact words, practitioner intuition, introduction of positive or of choice statements
- How far the issue was resolved, and how this was assessed (tracking SUDS, in vivo testing, trying to get the intensity back)
- What was done if SUDS were not moving
- If aspects or a different core issue became the main focus of the work, was the presenting issue re-visited at the end of the session?

Closing the session

Was the client given any notification of the amount of time left in the session?

Was there a plan made for further work?

- Is there more work to do with that client on the presenting issue?
- How was closure accomplished?
- What other major issues (table tops) have been revealed during the session? If the client returns, what might be addressed next?
- Was homework assigned, or any other follow up offered?

Remember, it is not necessary for the session to have been successful in order to have a good case study. Much can be learned from unsuccessful or unsatisfying sessions.