



Certification Procedure

1. Documents are received through the email and the following information is logged on the applicant's Certification Tracking Sheet:
 - a. Name
 - b. Mentor's Name
 - c. Date Received
2. Two reviewers will be selected to evaluate the applicant's documents. Selection depends on the potential reviewer's availability and confirmation that she has no conflict of interest, such as a mentoring relationship.
3. All certification documents, as well as the certification checklist, will be emailed to the two selected reviewers. At that time, the following information will be added to the applicant's Certification Tracking Sheet:
 - a. Name of two reviewers
 - b. Date Documents and checklist mailed to reviewers
4. Reviewers will have 4 weeks to evaluate the certification documents. Upon completion, documents will be returned to the main office of Energy Medicine Partnerships in the country doing the review along with the status (approved or incomplete) of the application.
5. Upon EMP's receipt of the reviewed documents, the following additional information will be added to the Certification Tracking Sheet.
 - a. Date documents returned to EMP main office
 - b. Status of Certification application
 - i. If approved, continue to #6.
 - ii. If incomplete, the necessary information will be forwarded to the applicant with a detailed explanation included from the reviewer. (Any complaints are to be as confidential and addressed immediately by the EMP.) Upon receipt of the completed supplemental documents from the applicant, the certification review process will be started again.
6. Approved applicants will have the following additional information added to their Certification Tracking Sheet.
 - a. Assigned Certification Number
 - b. Each country doing the review will start the number in their country

- c. EMP / EMS /EMI – South America 01, 02, 03...
 - d. Certification Expiration Date
7. Approved applicants will then have their names added to the official list of Certified EM Practitioners/ Specialists / Instructor with a copy going to the headquarters in the USA.
 8. One copy of all documents for each Certified EM Practitioner / Specialist / Instructor will be stored in a locked file cabinet for the EMP country.
 9. Applicants will then be issued a formal certificate from the Energy Medicine Partnerships (EMP) along with a letter of approval. The letter will include his/her assigned certification number, date of approval, and the date of recertification (expiration date). Certificates will be sent or brought the country designated and signed by EMP president, Dr. Mary Jo Bulbrook.