



Addendum to EMDR Faculty and Licensing Agreement for LMS Site Administration Privileges

This Addendum to EMDR Faculty and Licensing Agreement for LMS Site Administration Privileges (the “Addendum”) is between _____ (referred to as “faculty,” “you,” or “your”) and The Institute for Creative Mindfulness, LLC (“ICM”) and is effective this _____ (“Effective Date”).

The purpose of this Addendum is to modify the obligations and responsibilities of the Parties set out in the EMDR Faculty and Licensing Agreement (the “Agreement”) entered between the parties on _____ as follows:

1. Faculty is permitted to offer online trainings, utilizing ICM’s learning management system (“LMS”) in the role of “site administrator,” entitling faculty to access the entire range of the LMS features and the additional privileges and responsibilities outlined in this Addendum.
2. **Site Access and Course Construction.** You are responsible for constructing their own classes, landing pages, monitoring registration, and setting pricing that is compliant with ICM’s pricing guidelines and style and consistency guidelines, which are available on the LMS website. You are responsible for working with the ICM Home Office to ensure that course evaluations and CE certificates comply with ICM’s accreditation boards.
3. **Continuing Education Approvals.** Site administrators may construct any variety of courses desired within the confines of the Agreement, including live online trainings, self-paced distance learning courses, and other varieties; however, the continuing education approvals may vary based on course format. ICM will determine all applicable CE approvals.
4. **Registration Payments.** Only the ICM-run option is available for courses run under this Addendum. Registration fees will be collected by ICM and distributed according to the fee schedule in this Addendum.
5. **Licensing Fees.** Section 6 of the Agreement is modified for those courses covered by this Addendum as follows:

- a. For Standard EMDR therapy trainings, the fee is 20% of the net proceeds.
 - b. (1) For Advanced Topics trainings where *only* Your Original Material will be used, the fee is 5%. (2) For all other approved Advanced Topics trainings, the fee will be addressed on a course-by-course basis.
6. **Payment.** ICM will distribute payment for online courses under this Addendum to faculty on a quarterly basis. Private trainings between you and a private source are negotiated separately between you and the private source, and you are responsible for securing payment from that private source, subject to any applicable licensing fees that you may owe under the Agreement.
7. All other terms of the Agreement not modified herein remain in full force and effect, including the Term. In the event the terms of this Addendum and the Agreement conflict, the terms of this Addendum control. This Addendum may not be modified or amended except by written agreement signed by both parties.

These signatures represent our mutual acknowledgment and agreement to the terms of this Addendum.

Date

Institute for Creative Mindfulness, LLC

Date

By: Jamie Marich, Ph.D.