



## **International QEEG Certification Board Certification Mentoring guidelines**

### **Guidelines & Policies for Mentoring Candidates for Board Certification in QEEG**

The IQCB believes that mentoring is essential to ensuring quality in the delivery of QEEG analysis services and that it is critical to the training of beginning providers. This document is intended to provide a framework for mentoring of candidates for Board Certification. We recognize that each state has its own definitions and regulations of professionals who offer mental health services. Both the mentor and IQCB candidate should operate within applicable local, state, and federal laws as well as in accordance with the ethical principles of their profession/occupation. Mentoring does not substitute for supervision required for professional licensure or supervision required for insurance reimbursement.

### **Definitions**

An individual becomes an IQCB candidate for certification by submitting an application with documentation of the educational prerequisite and payment of a filing fee. Mentoring is the process of transmitting knowledge and skills from the trained to the untrained or the experienced to the inexperienced practitioner. Mentoring also involves a relationship between a mentor and candidate that promotes the development of skill, knowledge, responsibility and ethical standards in the practice of biofeedback. Through mentoring, the candidate learns to apply knowledge to specific practice situations.

### **Purpose**

Mentoring is unique in that it can provide guidance and support that is not available through any other source of professional development. Ideally, mentoring can be a professionally rewarding experience for both mentor and candidate, enhancing the quality of work and ultimately benefit the patient/client and the public.

### **Certification Mentoring of IQCB Candidates**

#### **I. Obligation of the Mentor**

Experienced professionals have an obligation to provide mentoring to those entering the field, thus ensuring that new providers are adequately trained.

#### **II. Qualifications**

The following criteria are required for an individual to serve as a mentor of a candidate for IQCB certification.

- A. IQCB Certification - The certification mentor must be IQCB diplomate certified. Occasionally, because of geographic location or other special circumstances, a candidate cannot be mentored by a professional who is IQCB certified. If there is a professional available who by exceptional merit and experience would be able to provide appropriate mentoring, a special review of his/her credentials is requested prior to starting training.
- B. Experience - The certification mentor must have at least two years' experience in the practice of QEEG analysis and with a similar client base as the candidate.
- C. Certification Mentor Qualifications and Limitations
1. A mentor should operate within applicable local, state, and federal laws as well as in accordance with the ethical principles of their profession/occupation. Mentors should operate within the limits of their expertise, training and professional license/credential.
  2. Mentorship does not substitute for supervision required for professional licensure or supervision required for insurance reimbursement. These are unique and separate contractual agreements between two professionals.
- D. Professional Commitment IQCB expects mentors to:
1. be active in the field of brain analysis and their professional area as evidenced by affiliations with professional organizations and as required for IQCB recertification.
  2. be free of active sanction by a disciplinary proceeding.
  3. demonstrate involvement in formalized training and participation in professional development in the practice of mentoring. This may include workshops, continuing education programs, and study of current literature.
  4. have expertise with the candidate's client population and methods of practice.
  5. be knowledgeable about issues related to diversity such as race, language, culture, gender, sexual orientation, age, and disability.
  6. be both technically and clinically experienced with a major time and career commitment to the field of QEEG analysis.
- E. Client Confidentiality
- IQCB encourages clinicians to maintain HIPPA compliant communication methods for all electronic communications. This would include communications with mentors, colleagues, other professionals and insurance companies. Such compliance would include, but not be limited to, use of coded numbers in place of names, using initials, altered birth dates, blacking out identifying information, or other means of making patient identification impossible. IQCB encourages individuals to check with their employer, risk manager, or the HIPPA regulations to make certain they are in compliance.

### **III. Procedures**

- A. The IQCB certificant should file a Mentor Application and await approval from IQCB prior to beginning clinical training. Approved applications are valid for one year and during that time, the mentor may simply email IQCB with new candidate names.
- B. IQCB strongly encourages each prospective candidate to file their certification application and have it approved prior to beginning clinical training.

- C. IQCB recommends a written agreement for mentoring should be signed by both the mentor and candidate prior to starting to work together. It should be amended and renegotiated as needed to reflect any necessary changes. The agreement should include but not be limited to the following:
  - 1. obligations of the mentor and the candidate.
  - 2. a set period of time (no more than one year) or renegotiated at the end of the time.
  - 3. a statement to abide by the ethical principles of the mentor's profession and the IQCB Professional Standards and Ethical Principles of Biofeedback.
  - 4. a plan to address conflicts between mentor and candidate.
  - 5. a fee charged for mentoring.
  - 6. a process for termination of mentoring relationship.
  - 7. an evaluation or performance appraisal to be done at specified intervals.
  - 8. format and scheduling of conflict-resolution.
- D. Mentoring should be documented by both the mentor and candidate.
- E. We strongly advise that the mentor verify the professional liability insurance of the candidate when the treatment of patients is involved.
- F. Original signatures for all phases of mentoring should be provided to IQCB.

#### **IV. Liability Issues**

Although it is rare for a mentor to be held liable for the mistakes made by a candidate, we advise prudence when the treatment of patients is involved. It is ill advised to treat patients without obtaining professional liability insurance. In order to avoid liability problems, we strongly advise that the following risk management procedures be instituted by the mentor.

- A. Monitor the candidate's professional functioning as well as the mentoring process on a regular basis. Document all interactions.
- B. Ensure that QEEG analysis services are performed according to accepted standards.
- C. To protect patient confidentiality, a mentor should insist on an informed consent form regarding disclosure of information if the identity of the client/patient is evident.
- D. Identify any practice that might pose a danger to patients/clients and quickly take remedial action.
- E. Identify any inability to practice due to impairment by alcohol, drugs, illness, stress or personal problems.

#### **V. The Certification Mentoring Relationship**

Mentors must maintain objectivity and have no conflict of interest. The mentoring relationship is important because it should promote the development of knowledge and skills and standards of care. Although the mentor is in a position of power, the candidate must be treated with respect. This position must not be used to exploit the candidate in any way, including sexual harassment. The mentor also has an obligation to the patients/clients of the candidate, and must take appropriate action against unethical conduct of the candidate and one's self. If the mentor believes that the candidate is unqualified to deliver neurofeedback services, this must be clearly stated through an evaluation or some other appropriate method.

## VI. Clinical Mentoring Requirements for IQCB Certification

IQCB requires that a certification mentor application be submitted and approved prior to starting the mentoring process. Approved applications are valid for one year and during that time, the mentor may simply email IQCB with new candidate names.

IQCB recommends that mentoring of QEEG analysis with patients/clients should take place after the candidate is a pre-qualified IQCB applicant and completes didactic training through an accredited training program, unless the training is part of a degree granting program from an accredited college or university that offers course work concurrently with practicum.

All certification mentoring requirements may be completed through direct contact or through the use of live phone and/or web meetings, including the 2 hours of live observation so long as the mentor can view the applicant's screen during a live session.

## VII. QEEG analysis Mentoring Requirements

The mentoring requirements involve two essential components: practical experience and mentoring contact hours. Mentoring should be provided by a Board-certified diplomate clinician and may be completed through direct contact or through the use of live phone and/or web meetings, including the 2 hours of live observation so long as the mentor can view the applicant's screen during a live session.

### A. Certification Mentoring Contact Hours

The mentor and candidate must have a minimum of 10 contact hours together. This time is to be used for the review of 10 patient/client data analysis and 5 QEEG report presentations. At least two of these hours must involve direct observation during which time the mentor is to directly observe the candidate in his/her technical expertise, proficiency in data artifacting, data interpretation, treatment planning, etc. The remaining 10 hours may be accomplished through either direct, electronic, or phone contact or any combination of these means. **Please refer to the IQCB Essential Skills List for a suggested list of skills that each candidate should be able to demonstrate.**

### B. Practical experience

1. EEG & QEEG analysis: The mentor should review the candidate's skills in data collection, editing and analysis demonstrated with no less than 2 sessions. The candidate should use the patient/client data they have collected in session and demonstrate/review their completed data analysis with the mentor.
2. Report/Case Study Presentations: The candidate should demonstrate good skills in assessment, setting up an analysis review and treatment recommendations. This is to be demonstrated with no less than 5 case study presentations.