



[Click here for the Google Doc](#)

EMOTIONAL FREEDOM TECHNIQUES (EFT) PRACTITIONER SUPERVISION & MENTORING HOURS RECORD LOG SHEET

To stay approved to be submitted to your Trainer, either voluntarily or when requested.

For Practitioners in Training: A minimum of 24 hours is required.

For Certified Practitioners: A minimum of 6 hours is needed annually.

Recorded annually from the date of certification.

| | |
|--|--|
| NAME | |
| EMAIL ADDRESS | |
| STATUS (Practitioner, Practitioner in Training, Facilitator, Presenter, & Trainer) | |
| DATE CERTIFIED | |

Types of Supervision activities: (See Appendix 5 on this link, <https://vitalitylivingcollege.info/vlc-cpd-supervision-requirements/>)

A. EFT CPD Supervision Hours Record Log Sheet Template to fill in for Structured Supervision:

| Date | Hours | Personal Development Log | Outcome of the meeting | Approved Supervisor or Accredited Master Trainer |
|------|-------|----------------------------------|------------------------|--|
| | | 1. What did I love about it? | | |
| | | 2. What can I do even better? | | |
| | | 3. What did I learn? | | |
| | | 4. How will I use what I learnt? | | |
| | | 1. What did I love about it? | | |
| | | 2. What can I do even better? | | |
| | | 3. What did I learn? | | |
| | | 4. How will I use what I learnt? | | |
| | | 1. What did I love about it? | | |
| | | 2. What can I do even better? | | |
| | | 3. What did I learn? | | |
| | | 4. How will I use what I learnt? | | |

| | | | | |
|--------------|----------------|----------------------------------|--|--|
| | | 1. What did I love about it? | | |
| | | 2. What can I do even better? | | |
| | | 3. What did I learn? | | |
| | | 4. How will I use what I learnt? | | |
| | | 1. What did I love about it? | | |
| | | 2. What can I do even better? | | |
| | | 3. What did I learn? | | |
| | | 4. How will I use what I learnt? | | |
| | | 1. What did I love about it? | | |
| | | 2. What can I do even better? | | |
| | | 3. What did I learn? | | |
| | | 4. How will I use what I learnt? | | |
| Total | X hours | | | |

(Please keep this record for 5 years for audit purposes)

B. Additional EFT CPD Supervision Hours Record Log Sheet Template to fill in:

| Date | Format (e.g., Group/ one-to- one) | How (e.g., Skype, Zoom, Online, Email) | Hours | Learnings, Reflections, and Outcome of the meeting | Approved Supervisor or Accredited Master Trainer |
|--------------|---|--|------------------------|--|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total | | | X hrs hours | | |

C. Examples of Supervision & Mentoring hours (Structured Supervision) below:

| Date | Hours | Personal Development Log | Outcome of the meeting | Approved Supervisor or Accredited Master Trainer |
|--------------|------------------|--|--|--|
| 12/5/2023 | 4.5 | 1. What did I love about it? – I learned how to write up case studies and understand the essential criteria in the intervention section. | Learnt all the components of writing a case study as a case history. | Dr Rangana Rupavi Choudhuri (PhD) |
| | | 2. What can I do even better? – I sometimes rush into taking on new clients, so I need to ensure I allocate enough time to support existing clients and complete documentation. | | |
| | | 3. What did I learn? – I learned that there is a code of conduct and a set of ethics when working with clients, particularly being mindful of vulnerable adults and children. | | |
| | | 4. How will I use what I learnt? – I'll use it in conducting my one-to-one case study sessions: I will be attentive to taking notes immediately after the session concludes. | | |
| Total | 4.5 hours | | | |

D. Examples of Supervision & Mentoring hours below:

| Date | Format (e.g., Group versus one-to-one) | How (e.g., Skype, Zoom, Online, Email) | Hours | Learnings, Reflections, and Outcome of the meeting | Approved Supervisor or Accredited Master Trainer |
|--------------|--|--|------------------|--|--|
| 19/5/22 | One to one | Phone Call | 1 | Felt more at ease that I am on the right track with clients. Will include an Intake questionnaire before every session now. | Dr Rangana Rupavi Choudhuri (PhD) |
| 29/7/22 | Group | Zoom | 0.5 | Was concerned as my client was stuck. I learned to flow with where the client is, rather than to force my ideas on the client. | Dr Rangana Rupavi Choudhuri (PhD) |
| 30/05/22 | Group | Zoom Call | 6 | Learned how to work with special needs children, cancer, and procrastination. I learnt to meet the clients where they are at. | Dr Rangana Rupavi Choudhuri (PhD) |
| Total | | | 7.5 hours | | |