

Registered Instructor Training Program Handbook

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Glossary of Terms: Active teaching experience - 3-5 classes a year (updated 3.2013),
Handbook Updates: Address and evolvment process (updated 1.2016, 12.2016), Combined
forms and added policy bullets (updated 8.2018)
Application - Eligibility section updated -Practitioner/Adv. Pract. separated (8.2016)
Updated SOBI contact information 11/2019

Instructor Training Program Process & Checklist

Below is a checklist and flow chart for each step of the process to become an Instructor of Ortho-Bionomy.

Detailed directions and descriptions are provided on pages 33-38. All submissions should be typed. Good luck with your journey.

Application Process for Instructor Training Program (IT)

Applicant must be a Registered Advanced Practitioner or be a Registered Practitioner $\frac{3}{4}$ of the way through their Advanced Practitioner program. When complete, compile all documentation into a single PDF **in this order**:

- ◇ Application to Instructor Training Program, including Advisor selection, typed answers to Essay Questions
 - ◇ 2 completed Recommendation Forms, 1 from advisor and 1 from a Registered Instructor**
 - ◇ Partially completed Advanced Practitioner Program Record Form if the applicant is not already an Advanced Practitioner
 - ◇ Compile all documentation into a single PDF
 - ◇ Email to office@ortho-bionomy.org
 - ◇ Office will confirm receipt of application & send invoice for \$100 Application Fee
- Please keep 1 copy for yourself and send 1 copy to your advisor You are responsible for all your own records

Application is sent to Instructor Review Committee. You will be notified of the status of your application into the program after next IRC meeting and can attend an ITS after being accepted.*

Complete Instructor Training Seminar 1 (ITS I) and bench assists (6 -12)

Evolution Process to become Associate Instructor

When complete, compile all documentation into a single PDF **in this order**:

- ◇ Associate Instructor Evolution Request Form & Copy of Instructor Training Program Agreement
- ◇ 2 Recommendation Forms for Associate Instructor Evolution, 1 from advisor, 1 from Registered Instructor** with whom you have benched
- ◇ Summary of bench assists (date, location, class benched, instructor you worked with.)
- ◇ Completed bench assist evaluation forms, including at least 3 with demonstrations
- ◇ Compile all documentation into a single PDF
- ◇ Email to office@ortho-bionomy.org
- ◇ Office will confirm receipt of application & send invoice for \$150 Evolution Fee

Please keep 1 copy for yourself and send 1 copy to your advisor. You are responsible for all your own records

You will be notified of your evolution or if the IRC has additional requirements after next IRC meeting*

Complete Instructor Training Seminar 2 (ITS II)

Additional bench assists, co-teaches and other training as recommended by your advisor and trainers.

Evolverment Process to become Instructor

When complete, compile all documentation into a single PDF **in this order**:

- ◇ Completed Instructor Training Program Agreement (updated after ITS II)
 - ◇ Completed Instructor Training Program Record Form, including Advisor signature
 - ◇ Evolverment Form from trainee requesting evolverment to Instructor
 - ◇ 2 completed Recommendation Forms for Instructor Evolverment, 1 from advisor, 1 from Registered Instructor** with whom you have co-taught
 - ◇ Completed bench assist, co-teach and supervised teach evaluation forms
 - ◇ Email completed packet to office@ortho-bionomy.org
 - ◇ Office will confirm receipt of packet for the next IRC cycle
- Please keep 1 copy for yourself and send 1 copy to your advisor. You are responsible for all your own records

You will be notified of your evolverment or if the IRC has additional requirements after next IRC meeting

*The Instructor Review Committee (IRC) meets quarterly, and the submission deadlines are March 15, June 15, September 15 and December 15. The application for Instructor Training Program, Associate Instructor and Instructor evolverments should be sent to the SOBI office at least two weeks prior to the IRC deadline. This gives the office time to notify the applicant if any paperwork is missing and still meet the IRC deadline.

** Registered Instructors providing recommendations must be in good standing with the Society.

Instructor Continuing Education and active membership consists of:

- Sixteen units of Continuing Education every other year
 - Co-teaching with Registered Instructors –or-
 - be Observed/Supervised teaching by Registered Instructor every two years -or-
 - attend the Ortho-Bionomy Conference and Instructor Retreat
- Annual payment of membership dues to maintain active status as an Instructor [12-10-02]

Instructor can choose to move to Inactive Instructor status

- can belong to SOBI at a reduced level of membership
- Would only have the privileges attendant to that level

Instructor to move back to Active Instructor member status

- Instructor can choose to resume active Instructor level membership
- in addition to payment of the appropriate rate of dues,
- s/he must submit documentation from a Registered Instructor of an appropriate CEU class i.e. Co-Teach, Supervised/Observed teaching [05-12-17]

Society of Ortho-Bionomy International Instructor Training Policy

Reasons for this Policy

Quality education is one of the highest goals and services of the Society of Ortho-Bionomy International. Whether someone is taking Ortho-Bionomy classes for personal or professional enhancement, they deserve the opportunity to experience Ortho-Bionomy from a well-trained instructor. Instructor Trainees deserve the best education possible to insure that they present Ortho-Bionomy in ways that are both personally and professionally satisfactory and successful.

The Society of Ortho-Bionomy has the legal and functional responsibility to ensure that all instructors receive a quality education and represent Ortho-Bionomy with the highest integrity. The Society has a particular interest in protecting usage of the trademarked term "Ortho-Bionomy." It is imperative that the Society has appropriate supervision over the training process to guarantee continuity and quality of instruction.

Ortho-Bionomy is a highly creative and evolving form of bodywork that requires room to grow and change. Any Training Instructor must be open enough to stimulate and support creativity and at the same time provide a structure that focuses that creativity. Instructor training should promote individual expressions that are shared in a group and community setting. Instructor training should be open to new solutions but also be cognizant and connected to the successes of the past.

The following Instructor Training Policy attempts to meet the above challenges by creating a clear, fair and flexible process that meets the needs of trainees, the Society and the future students of Ortho-Bionomy.

Admission to the Instructor Training Program

1. To enter the Instructor Training Program, an applicant needs to have fulfilled the following requirements:
 - a) Be a registered Advanced Practitioner of Ortho-Bionomy or have completed a minimum 375 hours of the Advanced Practitioner program (with clear intention to complete the Advanced Practitioner Program within 6 months to 1 year)
 - b) Submit letters of recommendation from 2 instructors that are familiar with the applicants work as a student.
 - c) Submit an application to the Instructor Training Review Committee (IRC).
 - d) Be approved by the IRC to train.
2. The Instructor Review Committee (IRC) consists of 3 Instructor members, including at least one Advanced Instructor. The members are appointed by the Board of Directors and are rotating positions. A 4th alternate is also a silent member of the committee and will review a case if the regular committee member is not available to assess a particular case. It is the role of the IRC to review paper work and provide quality assurance of the applicants.
3. If it is the decision of the members of the Instructor Training Review Committee to deny the applicants request for entry into the Instructor Training Program, the applicant and the

- instructors who have recommended the applicant will be notified in writing. The applicant will have the option of reapplying to the Instructor Training Program after a 6 month period.
4. Prior approval by the IRC for the Instructor Training Program is required before taking the Instructor Training Seminar (ITS). Trainees who take an Instructor Training Seminar without prior approval will be considered auditors and not awarded credit for the Seminar.
 5. A trainee must pick an Advisor to oversee their training experience as soon as possible but at least by the time of the 3rd bench assist.
 6. A trainee must complete an Instructor Training Seminar form and get all required signatures. After each bench assist, co-teach and supervised teach, all Instructor Trainees must complete an appropriate form and get a signature from the instructor.

Instructor Training Seminar (ITS)

1. Most of the curriculum for the Instructor Training will be included as topics covered in the Instructor Training Seminar. Tutorials in addition to the ITS may supplement and complete the requirements.
2. An approved Instructor Training Seminar is required by all students enrolled in the Instructor Training Program.
3. The Instructor Training Seminar is divided into 2 segments (ITS I and ITS II) separated by a gap of at least 6 months. The first segment can be taken as the first step in the Instructor Training Program or following some class observation or bench assist experience. It is a prerequisite for ITS II. The second segment may be taken after completing bench assists with presentations/demonstrations. Of these bench assists, only one will count for credit before completing ITS I.
4. If invited by an Instructor, an Advanced Practitioner or a Registered Practitioner enrolled in the Advanced Practitioner Program who has completed 375 hours of that program may begin bench assisting; however, no classroom presentations are permitted until the Trainee has attended ITS I.
5. Instructor Trainees may not co-teach until they have been appointed Associate Instructors.

ITS Instructors and Instructor Trainee Supervision

1. Instructor Trainees may bench with a Registered Instructor who has a minimum of one year active teaching experience. Instructor Trainees may co-teach and do their supervised teaching with an Instructor who has a minimum of 2 years active teaching experience.
2. In order to supervise a trainee throughout their training process (as their Advisor) an instructor needs a minimum of 2-3 years active teaching experience.
3. ITS trainers must include at least one instructor who has previous experience teaching an ITS and one Advanced Instructor. Each trainer must have a minimum of 2-3 years teaching experience.
4. ITS trainers should fill out and return an Instructor Agreement Form and submit a proposal for training to SOBI before running an ITS so that it can be an approved ITS. The agreement forms are available from the SOBI office.

Becoming an Associate Instructor

1. See checklist on page two of the Instructor Training Program Handbook
2. Trainee must be approved as a Registered Advanced Practitioner
3. Trainee must have completed ITS I

4. Trainee must have completed bench assists and bench assists with classroom demonstrations as required by their Advisor and trainers. A minimum of 3 of the bench assists must include demonstrations.
5. Trainees must be recommended to become Associate Instructors by the Advisor and another registered instructor in good standing with whom s/he has benched.
6. All application materials are submitted to IRC quarterly. The SOBI Office will notify the trainee and his/her Advisor of the trainee's appointment as an Associate Instructor or a requirement for further training prior to the next quarterly IRC meeting.
7. Once approved, Associate Instructors may teach study groups

Note: Trainee may not co-teach prior to appointment by the IRC to Associate Instructor.

Final Appointment to Instructor

1. It is the responsibility of the Advisor to review and confirm that the curriculum's requirements have been met before recommending an Associate Instructor evolvement to Instructor.
2. The Associate Instructor must complete the training requirements, forms, and written recommendations (one from Advisor and one from a SOBI registered instructor with whom you've done classroom training) and submit all documentation to the SOBI Office.
3. Please note that any publicity for the supervised teach must clearly identify it as a supervised teach and not present the candidate as an Instructor. A supervised teach must be in person. Videotaped supervised teaches are only allowed under rigorously defined conditions. Please contact office for description if needed.
4. The IRC will examine and assess the information contained in the trainees file

A completed file will include:

- Instructor Training Program Record Form
- All completed Evaluation Forms for each bench assist, co-teach, and supervised teach. It is required to co-teach or bench with at least two instructors.
- Recommendation forms from 2 registered SOBI Instructors in good standing with whom you have worked in your training, preferably from instructors with whom you have co-taught or done a supervised teach. One of the recommendations must be from your Advisor.
- Completed Instructor Training Program Agreement
- Letter requesting evolvement to Instructor

The IRC will verify the completeness of the file, and also conduct a qualitative examination of the records. It will review the recommendations, evaluations of the trainee, the trainee's self-evaluations and other parts of the application and records to indicate the readiness of the candidate to become an Instructor. On occasion, the IRC may also request and consider collateral information from instructors who have worked with or taught the candidate that may be relevant in making a decision. The Instructor Review Committee will recommend appointment of the applicant as Instructor, or additional requirements for the candidate to the Board of Directors.

5. Final appointment to Instructor will be made by the Board of Directors of the Society of Ortho-Bionomy upon recommendation by the IRC.
6. It is recommended that all new Instructors send a letter of self-introduction to the entire instructor community announcing their evolvement as an Instructor.

Instructor Training Program Overview of Forms

1. Application to Instructor Training Program, Advisor Selection and Essay Questions

This is the application form to enter the Instructor Training Program. It must be completed before attending ITS Part I and sent to the SOBI office address on checklist to forward to the IRC for review for you to be considered as an Instructor Training Program trainee.

Advisor(s) Selection for Instructor Training Program

This form confirms the trainee's Advisor(s). All Instructor Training Advisors should sign this form. Only 1 Advisor is necessary; however, trainee may wish to work with more than 1 Instructor. An Advisor should be chosen no later than the trainee's 3rd bench assist. See Instructor Policy for Advisor eligibility.

2. Instructor/Advisor Recommendation Form for Entrance Into Instructor Training Program

This form is to be filled out by trainee's Advisor(s) and Registered Instructor recommending the trainee is ready for the Instructor Training Program.

3. Instructor Training Program Agreement

Part One: This portion is completed at the end of the Instructor Training Seminar Part One in conjunction with the ITS Instructors and must be reviewed by the Advisor(s). If the Advisor(s) is/are not Instructors of the ITS, then the Instructor Trainee must schedule a discussion with the Instructor(s) as soon as possible after the ITS. Send part one in with your Associate instructor involvement request to IRC.

Part Two: This portion is completed at the end of the Instructor Training Seminar Part Two in conjunction with the ITS Instructors and must be reviewed by the Advisor(s). If the Advisor(s) is/are not Instructors of the ITS, then the Instructor Trainee must schedule a discussion with the Instructor(s) as soon as possible after the ITS. Send part one and two in with your Instructor involvement request to IRC.

5. Program Record Form

All course work and tutorials including hours of credit from ITS I and II, are recorded on this form and copies are to be included in the final request for Instructor appointment. Some additional detail and clarification on various sections of the program record form are included below:

Demonstration of Teaching – in this section, document time spent observing Instructors demonstrating Ortho-Bionomy in the ITS and in classes that you bench or co-teach.

Tutorial, Feedback, Demonstration Practice – tutorials are time with instructors to work on any aspect of instructor training. They may include feedback, discussion with/evaluation of how things went in a class that was benched or co-taught, etc.

Demonstration practice is time spent in class or in ITS doing presentations (technique, history, philosophy, principles, concepts).

Bench Assisting - A Bench Assist consists of observing, assisting students during practice time and, if permitted by the Instructor, demonstration of techniques. A minimum of three bench assists must be Basic Phase 4 classes e.g. Spine/Extremities. Beyond the minimum of three Phase 4 bench assists, the instructor trainee may choose any basic level classes in the Practitioner Training Program (Phase 4, Isometrics, Exploration of Movement, Posture and Post Techniques, and Self Care) for bench assists. For any additional bench assists beyond six, the trainee and advisor will determine appropriate classes.

The number of bench assists and the number of these with demonstrations is determined at the ITS and in consultation with the Advisor. At least three benches with demonstrations are required.

Multiple observations of classes are recommended for those interested in training as an Instructor. Of these, only one bench assist may be completed for credit before the first ITS, by a candidate who is a Registered Practitioner with 375 units completed of the Advanced Practitioner Program. A minimum of five bench assists must be completed after the ITS, when the trainee is permitted to demonstrate/present

(Note: For those who were enrolled in the ITS program before these guidelines were issued, the limit of 1 bench assist for credit before the ITS may not apply. The supervisor and ITS trainers will set bench assist requirements for the trainee.)

Copies of the bench assist evaluation forms (1 Self Evaluation and 1 Instructor Evaluation for EACH bench assist) should be included in your packet as part of your request for appointment to Associate Instructor. They must be completed in a way that demonstrates the learning and progress that is ongoing in the training and so that they provide clear information for the IRC.

Co-Teaching - A Co-Teach consists of co-teaching an Ortho-Bionomy class with a Registered Instructor.

A minimum of two co-teaches must be Basic Phase 4 classes (e.g. Spine /Extremities). An instructor trainee must bench assist the class before co-teaching the class. With advisor agreement, the instructor trainee may choose from basic level classes in the Practitioner Training Program (Basic Phase 4, Isometrics, Exploration of Movement, and Posture and Post Techniques) for the remainder of their co-teaches.

At least three of the co-teaches required as a minimum for Instructor Training, must be classes of two or more days in which the candidate teaches 50% of the class with an eligible Registered Instructor. The trainee must have completed all of his/her Bench Assists, Part One of the ITS, and be appointed an Associate Instructor before s/he is permitted to co-teach. A co-teach cannot be shared with other trainees.

Supervised Teaching – A Supervised Teach is an Ortho-Bionomy class presented by the Instructor Trainee and supervised by a Registered Instructor. The number of supervised teaches required beyond the first supervised teach is determined through the recommendation of the Advisor and the supervising Instructor.

The Supervised Teach must be a 16 unit or more Basic Phase 4 class, Spine or Extremities or a combination of both.

During the Supervised Teach, the Trainee is responsible for every aspect of the class. The Instructor supervising will be completely in the role of observing the Trainee's teaching and will be evaluating the Trainee's performance for recommendation to become an Instructor, or to undertake an additional supervised teach.

4. Instructor Training Self-Evaluation – completed by trainee for each Bench, Co-Teach and Supervised Teach

5. Instructor Training Evaluation - completed by Instructor for each Bench, Co-Teach and Supervised teach

6. Instructor/Advisor Recommendation for Evolvement This form is completed by the Advisor(s)/Instructor and sent in as part of the trainee evolvement documentation, once the trainee has is ready to evolve to Associate Instructor and is completed again for Instructor evolvement.

Application to Instructor Training Program (Page 1)

Name	_____	Date	_____
Address	_____		
City	_____	State/Province	_____
Zip/Postal Code	_____	Country	_____
E-mail	_____	Phone	_____

Instructor Training Program Enrollment Fee: \$100.00

Office will confirm receipt of packet and email invoice for Application fee.

ELIGIBILITY INFORMATION/CHECK LIST

1a. Completion of the Advanced Practitioner Training Program

-Or-

1b. Completed a minimum of 375 hours of the Advanced Practitioner program

-must provide a copy of your Advanced Practitioner Program Form

-must submit a letter from your Advanced Practitioner Program Advisor stating you have completed a minimum of 375 hours of the Advanced Practitioner program

2. Current Advanced Practitioner member of the Society of Ortho-Bionomy International

ADVISOR INFORMATION

The following Registered Instructor(s) has/have agreed to serve as the trainee's Advisor(s). They have discussed the training process with the Trainee. They submit that their advisee is eligible and prepared for instructor training, and their application forms are complete.

_____	_____	_____
Advisor Name	Email	Signature

Application to Instructor Training Program (Page 2)
Applicant Essay Questions

Please type responses to the following questions on a separate sheet of paper:

1. What is your interest in becoming an Ortho-Bionomy instructor?
2. Describe several key learning experiences. What was the role of the instructor or their instruction in these experiences?
3. What do you think your strengths and weakness will be as an instructor? Please assess or comment in regards to the following areas about yourself: communication skills, patience, honesty, discernment, personal integrity, perseverance, commitment to the practice of Ortho-Bionomy, relationship to the Ortho-Bionomy community and the Society of Ortho-Bionomy International.
4. What do you think will be unique to your teaching?
5. As a practitioner, have you served as an advisor to students in the program? If so, what has been your experience in that role? If not, please describe the role your advisor took in your training process. Please comment on the value of that experience in your training process.
6. Describe the role and responsibilities of an Instructor.
7. Describe the roles and responsibilities of an Advisor.

Society of Ortho-Bionomy International®

Phone: 317-426-1261

E-mail: office@ortho-bionomy.org

Web: www.ortho-bionomy.org

**Recommendation Form for Entrance
Into Instructor Training Program (Page 1 of 2)
From Advisor or Instructor**

Trainee Name _____ Date _____

Phone _____ E-mail _____

.....
Instructor name: _____

Instructions to recommending instructor: Please complete this form and return to the applicant as soon as possible. The application will not be reviewed until all his/her recommendation forms have been received. Thank you in advance for your participation in the process.

1. How long have you known this applicant? _____
2. What is your personal knowledge and familiarity with this applicant?

Ortho-Bionomy Classes: _____

Ortho-Bionomy Sessions: _____

Other: (e.g., professional association, other trainings, etc.): _____

3. What are the applicant's:

Strengths as a Student: _____

Strengths as a Practitioner: _____

**Advisor Recommendation Form for Entrance
Into Instructor Training Program Cont'd (Page 2 of 2)**

Trainee Name _____

Date _

Instructor Name: _____

4. What qualities of the applicant will be suited for becoming an Ortho-Bionomy Instructor?

5. What areas will be particularly challenging for the applicant in their Instructor Training Process?

6. Any other comments regarding the candidate's application to the Instructor Training Program?
(Attach additional sheets if necessary)

I recommend the applicant be accepted into the Instructor Training Program

I do not recommend the applicant be accepted at this time. Please attach an explanation.

Instructor Signature

Date

Instructor Training Program Agreement (ITS Part I)

Instructor Trainee Name:

ITS Part I Date:

Location:

ITS Instructor(s):

Minimum Number of the following are Required:

Bench Assists:

Co-teaches:

Supervised Teaches:

Additional training requirements or agreements:

Estimated Time interval until ITS Part II:

Signatures of ITS Instructors:

Instructor Trainee Signature:

Advisor(s) Signature(s):

If your ITS Instructors are different than your Advisor(s), please provide him/her with copies of this training agreement.

Please send copy with Associate Instructor involvement packet for IRC.

Instructor Training Program Agreement (ITS Part II)

Instructor Trainee Name:

ITS Part II Date:

Location:

ITS Instructor(s):

Training Requirements Review:

Bench Assists **Completed:** **Remaining:**

Co-teaches: **Completed:** **Remaining:**

Supervised Teaches: **Completed:** **Remaining:**

Additional training requirements or agreements since ITS Part I:

Additional training requirements remaining from ITS Part I:

Additional training requirements identified from ITS Part II:

Signatures of ITS Instructors:

Instructor Trainee Signature:

Advisor(s) Signature(s):

Advisor(s) – Please provide your advisor(s) with an updated copy of your training agreement after ITS II.

Please send copy with Instructor involvement packet for IRC.

Instructor Training Program Record Form (Page 1)

Name	_____	Date	_____
Address	_____		
City	_____	State/Province	_____
Zip/Postal Code	_____	Country	_____
E-mail	_____	Phone	_____
Advisor(s):	_____		

Instructor Training Program Curriculum

Completed in Instructor Training Seminars and in Tutorials

Clarification of Program, Roles & Responsibilities	(4-8 hours)
Demonstration of Teaching	(16-48 hours)
Clarification of Technique	(8-16 hours)
Demonstration of History and Philosophy	(4-6 hours)
Classroom Dynamics (Ethics and Energy)	(16-32 hours)
Business of Teaching	(8-16 hours)
Observation and Discussion of a Class	(20-32 hours)
Tutorial, Feedback and Demo Practice	(6-48 hours)
How to Teach so Students Will Improve	(16 hours)
How to Supervise Trainees	(4-8 hours)
Society's Policies and Ethical Relationships	(4-6 hours)
Suggested Elective: "Comparisons of Ortho-Bionomy to Other Modalities"	

Classroom Observation and Experience

Please have 1 Self Evaluation Form AND 1 Instructor Evaluation Form filled out for EACH session

Bench Assisting (6-12 Sessions) Evaluation Form page 23 and 24	(96-192 hours)
Co-Teaching (3-6 sessions) Evaluation Form page 25 and 26	(48-96 hours)
Supervised Teaching (1-2 sessions) Evaluation form page 27 and 28	(16-32 hours)

INSTRUCTOR TRAINING PROGRAM RECORD FORM (Page 2)

Please indicate if the hours are met in the ITS, an Ortho-Bionomy Class or in tutorial, then give the date, location and number of hours. Please have the instructor you are working with initial your form.

(See "Overview of Forms for descriptions of some sections of the Program Record Form)

Clarification of Program, Roles and Responsibilities	4-8 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Demonstration of Teaching	16-48 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Clarification of Technique	8-16 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Demonstration of History and Philosophy	4-6 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Classroom Dynamics (Ethics and Energy)	16-32 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Business of Teaching	8-16 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Observation and Discussion of a Class	20-32 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Tutorial, Feedback and Demonstration Practice	6-48 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	

INSTRUCTOR TRAINING PROGRAM RECORD FORM (Page 3)

How to Teach So Students Will Improve	16 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
How to Supervise Trainees	4-8 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
How to Teach So Students Will Improve	16 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Society's Policies and Ethical Relationships	4-6 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Society's Policies and Ethical Relationships	4-6 hours	Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Suggested elective: "Comparisons of Ortho-Bionomy to Other Modalities"		Initial
ITS Part 1	Hours	
ITS Part 2	Hours	
Other	Hours	
Total Hours of Curriculum Coursework	Hours	

INSTRUCTOR TRAINING PROGRAM RECORD FORM (Page 4)

Classroom Observation and Teaching Experience

Table/Bench Assists

(6-12)

96-192 hours

Date	Location	Course	Instructor(s)

INSTRUCTOR TRAINING PROGRAM RECORD FORM (Page 5)
Classroom Observation and Teaching Experience cont'd

Co-Teaches **(3-6)** **48-96 hours**

Date	Location	Course	Instructor(s)

Supervised Teaches **(1-2)** **16-32 hours**

Date	Location	Course	Instructor(s)

Advisor Record Form Sign-off

My signature below verifies that the information on this form is complete and true to the best of my knowledge.

Advisor Name Date Signature

TRAINEE SELF-EVALUATION FOR INSTRUCTOR TRAINING

(Please make multiple copies of this form and use a separate form for each class)

Please select **Bench Assist** -or- **Co-Teach** -or- **Supervised Teach**

Instructor Trainee Name: _____

Date: _____

Course: _____

Location: _____

Instructor(s): _____

What were your goals/objectives/focus for this class?

What did you do in the class (e.g. what areas did you present, did you run a circle, what other ways did you participate)?

Self-evaluation (How did it go for you? What did you learn? What was challenging? Where do you need to focus next?)

If more space is needed, please attach additional sheet(s)

INSTRUCTOR TRAINING - INSTRUCTOR EVALUATION

(Please make multiple copies of this form and use a separate form for each class)

Please select **Bench Assist** -or- **Co-Teach** -or- **Supervised Teach**

Instructor Trainee Name: _____

Date: _____

Course: _____

Location: _____

Instructor(s): _____

Instructor(s) feedback and suggestions

If more space is needed, please attach additional sheet(s)

Instructor's Signature: _____

Reviewed by Advisor: _____

Evolverment Request Form for Trainee to Complete

Select level you are requesting to evolve - Associate Instructor or Instructor

Name	_____	Date	_____
Address	_____		
City	_____	State/Province	_____
Zip/Postal Code	_____	Country	_____
E-mail	_____	Phone	_____

I formally request to be considered for evolverment to Associate Instructor -or- Instructor.

Signature: _____

Instructor Enrollment Fee: \$150 (Note: This fee includes the evolverment fee for both Associate and Instructor, so it is only paid once for the Instructor training program.)

Society of Ortho-Bionomy International®

Phone: 317-426-1261

E-mail: office@ortho-bionomy.org

Web: www.ortho-bionomy.org

Recommendation Form, completed by Instructor/Advisor for Evolvement (Page 1 of 2)

Trainee/Candidate Name: _____

Date: _____

Evolvement To: **Associate Instructor – or –** **Instructor**

Registered Instructor giving recommendation:

In capacity of: **Instructor – or –** **Advisor**

Instructions to recommending instructor: Please complete this form and return to the applicant as soon as possible. The application will not be reviewed until all of his/her recommendation forms have been received. Thank you in advance for your participation in the process.

1. What is your knowledge of the trainee's training experience to date? *(Attach additional sheets if necessary)*

2. What is your assessment of the Trainee's readiness to evolve?

3. What areas of concentration should the Trainee be aware of during their continued Training?

Recommendation Form for Evolvement (Page 2 of 2)

Trainee/Candidate Name: _____
Registered Instructor
giving recommendation: _____

Date: _____

4. Any additional comments?

-
- I recommend the applicant be appointed as an Associate Instructor – or – Instructor
 - I do not recommend the applicant be appointed at this time. *Please attach an explanation.*

Evolverment checklists, Program Applications, Waivers & Evolverment Reference

Below is a summary for reference of applying (some are online applications, others are submissions), number of copies, fees and more. Please use this document as support, along with the Evolverment and Checklists earlier in this handbook.

Program	What to Submit	How to Submit	# of copies to submit	One Time Fee
Instructor Training	Application Portfolio	Email single PDF to office@ortho-bionomy.org If not an Adv Pract, include Adv Pract form and ltr from advisor	1	\$100
Associate Instructor	Training Completion Portfolio	Email Single PDF to office@ortho-bionomy.org	1	\$150
Instructor	Training Completion Portfolio	Email single PDF to office@ortho-bionomy.org	1	none

Review Committee Cycle: Review Committee Session cycles begin on March 15 / June 15 / September 15 / December 15. The committee session ends the day before the next committee. Most times committees look at paperwork and forward their decisions early in the session, but they have until the next committee cycle to complete their findings. **Do not wait until the 15th to mail your portfolios.**

Instructor Training Program Applications & Program Evolverments,

- Compile all documents into a single PDF
- Email to office@ortho-bionomy.org
- Office will confirm receipt of documents and submit to IRC at the next evolverment cycle
- Office will send appropriate invoice after of receipt of packet

Note: If you do not have ability to email from your home, many libraries, office supply stores, and copy centers such as Kinkos, FedEx can scan and create a PDF for you.

Mailing Packets/Portfolios:

- Send packets early - by March 1, June 1, September 1, December 1 so they arrive before the 15th
- Committee sessions begin March 15, June 15, September 15, December 15th

Advisors' Support Crucial for Applicants: Please confirm the applicant's packet includes a cover letter with the applicant's name as the trainee would want it on a certificate, applicant's email, phone and name and your name, phone and email as their advisor. This information speeds up the process if the committee or staff has a question on a portfolio. Please help the trainee confirm that their packet is complete.

Policy: Below is Instructor portion of SOBI policy. Please refer to the policy document on the SOBI website for full document.

Instructor - What level of Instructors and Experience can Train Instructors

- **Bench** - Instructor with 1-year active (3-5 classes per year) teaching experience can Supervise a bench for an instructor trainee
- **Co-Teach**- Instructor with 2 years active (3-5 classes per year) teaching experience
- **Supervised Teach** – Instructor with 2 years active teaching experience
- **Advisor** – Instructor with 2 years active (3-5 classes per year) teaching
- **Instructor Training Seminar (ITS)** – One instructor that has previous experience teaching an ITS and one Advanced Instructor
 - Trainers have minimum of 2 years teaching experience [11-7-19 Inst. Train]
 - ITS Trainers submit a proposal for training to SOBI before running an ITS, so it can be approved as an ITS

● **Instructor - What level of Instructors and Experience Can Train Practitioners**

- **Advisor** – Associate Instructor - Advanced Instructor [11-06-16]
- **Session Received** – Associate Instructor – Advanced Instructor can give session
- **Feedback Session** – Associate Instructor – Advanced Instructor
- **Evaluation Session**- Associate Instructor-Advanced Instructor
- **Study Group** – Associate Instructor – Advanced Instructor
- **Consultation** – Associate Instructor – Advanced Instructor

● **Instructor - What level of Instructors and Experience Can Train Advanced Practitioners**

- **Advisor** – Associate Instructor – Advanced Instructor [11-06-16]
- **Session Received** – Associate Instructor – Advanced Instructor
(Note: Practitioners and Advanced Practitioners may also give sessions)
- **Feedback Session** – Associate Instructor – Advanced Instructor
- **Evaluation Session**- Associate Instructor-Advanced Instructor
- **Study Group** – Associate Instructor – Advanced Instructor
- **Consultation** – Associate Instructor – Advanced Instructor

● **Curriculum Review Committee (CRC):**

- Helps evolve the training program curriculum and education policies
- Submit all curriculum proposals to the Board of Directors for approval [01-10-28]
- Three members appointed by the Board of Directors of the Society of Ortho-Bionomy International [15-9-10]
- Minimum 2 Instructors, including 1 Advanced Instructor and can include 1 Advanced Practitioner [15-9-10]
- Three-year Curriculum Committee term [01-10-28]
- Curriculum Policy recommendations are sent to the Instructor community for input by the Board [01-10-28]
- Curriculum Policy voted on by Instructor body [84-06-25]
- Board of Directors has the final approval in the Curriculum Policy approval process [01-10-28]

- **Electives Development:**
 - Electives that count for SOBI training programs will be approved by the Curriculum Review Committee.
 - Instructor submission/form includes:
 - a class title
 - the hours/units of the class
 - a class outline in brief point form
 - a short description of the content
 - cover letter explaining its relevance to Ortho-Bionomy and why it should be considered for approval. [06-06-26]

- **Elective Review** – Elective courses can be reviewed:
 - SOBI Board may determine the means for a current elective to be reviewed
 - Course participant may request a review to the SOBI Board
 - SOBI Board may request CRC to review the elective [06-07-25]

- **Curriculum Review – Specific Classes:**
 - **Anatomy & Physiology** – course can be completed as a home study with an Ortho-Bionomy instructor [90-06-01].
 - **No Internal Work** – No credit or endorsement will be given by the Society for any Ortho-Bionomy class, required for elective, in which internal work is done. (This was passed on advice of our attorney) [92-04-24]

- **Instructor Review Committee (IRC):**
 - Instructor Review Committee submissions due March 15, June 15, September 15, December 15
 - Verify the completeness of trainee’s documentation and complete a qualitative examination of documentation
 - Reviews Applications and Evolvments for all levels of Instructor and Advanced Instructor Trainee’s Evolvment submissions
 - Instructor Review Committee sends their recommendation to SOBI Office for Board of Directors
 - Recommendations, acceptances and the trainees are notified
 - Committee has 4 members, 3 active and 1 alternate
 - Serve for 4 years beginning in September
 - One new committee member each year
 - Board of Directors appoints Committee members
 - Committee members may be:
 - Advanced Instructors (at least 1 on committee)
 - Instructors with 3 years of experience
 - If the Trainee’s program documentation is incomplete, the committee will alert the applicant’s Advisor of missing material and mark the trainee’s documentation submission pending, waiting on receipt of the missing material [06-03-10]

Instructor Training Program Policy Section:

See the Instructor Training Program Handbook for Program Details. For clarity, some procedure is included with Policy.

- **Instructor Advisor Guidelines and Responsibilities**
 - Advisor is an Instructor with 2 years active teaching
 - Is responsible to review and confirm Curriculum's requirements have been met at each level of application and training
 - Will review and confirm training program documentation is complete and in order for the Trainee at each level
 - Mentors and supports Trainee through their program, benching and co-teaching when possible
 - Recommends Trainee to apply for Instructor Training Program
 - Confirms Trainee co-teaches or benches with at least two Instructors
 - Recommends applicant to evolve to Associate Instructor
 - Confirms Supervised Teach is clearly identified as a Supervised Teach
 - Work with Associate Instructor to get live Supervised Teach
 - if live Supervised Teach is not possible, will work with IRC and Associate Instructor to confirm if video-taped Supervised Teach will be allowed
 - Recommends Associate Instructor trainee's evolvement to Instructor.
 - Will be the contact for the Instructor Review Committee or the Board, for applicant if there are questions.

- **Instructor – Adding Classes After Approved as Instructor**
 - Associate Instructors may only teach Study Groups
 - Instructors may add most basic classes after they:
 - Bench
 - Co-teach – and –
 - SOBI office receives email notice of applicant's approval to teach from the Instructor who co-taught with the Trainee [09-08-27 Inst. Train]
 - Instructors may add the following on basis of self-assessment, without benching:
 - Anatomy and Physiology
 - Demonstration Skills
 - Elements of a Successful Practice [06-06-26]

- **Instructor – Who Can Teach Each Class**
 - **Study Groups** – Associate Instructors through Advanced Instructors may teach
 - **Ethics Study Group** –Associate Instructors through Advanced Instructors may conduct Ethics Tutorials and Study Groups
 - Include discussion of SOBI Code of Ethics and Trademark Policies
 - include contemplation
 - meet the Ethics requirement for Associate members
 - **Postural Re-education and Post-Techniques** – Instructor bench, co-teach & be approved by the Co-teacher
 - **Isometrics** - Instructor bench, co-teach and be approved by the Co-teacher
 - **Exploration of Movement**- Instructor bench, co-teach and be approved by the Co-teacher
 - **Practitioner Training Seminar** – Instructor bench, co-teach and be approved by the Co-teacher

- **Anatomy and Physiology** – basis of a self-assessment without benching
- **Demonstration Skills** – basis of a self-assessment without benching
- **Elements of a Successful Practice**- basis of a self-assessment without benching
- **Instructor Training Seminar (ITS)** – bench, approval to co-teach by the Co-teacher
 - Must have two years of experience
 - Co-Teach - May not conduct an ITS without an Advanced Instructor, so this is a co-teach at Instructor level [11-7-19 Inst. Train]

- **Following Classes Added in Associate Advanced Instructor and Advanced Instructor process:**
- **Chapman’s Neuro-Lymphatic Reflexes – Associate Advanced – bench, co-teach, advisor approval**
- **Visceral – Associate Advanced - bench, co-teach, advisor approval**
- **Ethics and Emotions – Advanced – bench, co-teach, advisor approval**
- **Phase 7 – Advanced – bench, co-teach, advisor approval**
- **Cranial – Advanced – bench, co-teach, advisor approval**
- **Residential- Advanced – bench, co-teach, co-teacher approval**
- **Instructor Training Seminar (ITS) – bench, co-teach, co-teacher approval**
- **Co-Teacher may email or mail office letter of approval to teach [11-10-08 Adv. Inst. Train]**

- **Instructor Training Applicants are:**
 - Current members of SOBI in good standing
 - Registered Advanced Practitioner of Ortho-Bionomy –or-
 - Practitioner enrolled in Advanced Practitioner training with 375 hours completed of the Advanced Practitioner program. [11-7-19 Inst. Train]

- **Instructor Training Program Application includes:**
 - Instructor Program Application
 - Is either a:
 1. Registered Advanced Practitioner -or-
 2. Practitioner with 375 units of Advanced Practitioner training completed and Practitioners must also include:
 - copy of Advanced Practitioner Program form
 - letter from Advanced Practitioner Advisor confirming completed 375 units
 - Typed answers to Essay questions
 - Advisor Selection form
 - Advisor Recommendation Form
 - Instructor Recommendation Form
 - documentation submitted to SOBI office for 3/15, 6/15, 9/15, 12/15 for IRC
 - Reviewed by the Instructor Review Committee for approval by the SOBI Board
 - Application fee
 - Once approved, applicant may attend ITS [11-7-19 Inst. Train]

- **Instructor Training Application approved before Instructor Training Seminar 1**
 - Instructor applicant must submit and be approved by the Instructor Review Committee & SOBI Board prior to attending the Instructor Training Seminar
 - Instructor Training Seminars are required for Instructor trainees [11-7-19 Inst. Train]

- **Instructor trainee - Bench Assist**
 - Practitioner with 375 Advanced Practitioner training units completed - can do one Bench Assist for Instructor Trainee who has not evolved to Advanced Practitioner, before 1st Instructor Training Seminar (ITS).
 - Advanced Practitioner Trainees - prior to the first ITS may Bench Assist more than one class for credit.
 - Bench Assists before ITS 1 may not include classroom presentations.
 - Trainee must Co-Teach and Bench Assist with at least two Instructors.
 - A minimum of five Bench Assists must be completed after the ITS, when the trainee is permitted to demonstrate.
 - Complete 6-12 Bench Assists as per training program agreement
 - Three Bench Assists include demonstrations [11-07-19].

- **Instructor Training Seminar (ITS) is required for Instructor Trainees**
 - 2 segments (ITS I and ITS II) separated by a gap of at least 6 months.
 - The first segment is a prerequisite for ITS II.
 - The second segment may be taken after completing Bench Assists with presentations, of which one counts for credit.
 - ITS includes minimum of 1 Advanced Instructor Trainer [11-07-19].
 - ITS structured and consistent length so BITS I and BITS 2 can be with same or different set of trainers and still cover all required topics [05-09-08].
 - ITS should include elements of Phase V & VI [05-09-08].

- **Instructor Trainees must be approved as an Associate Instructor before they co-teach.**
 - Instructor trainees submit evolvment request to SOBI Office
 - Associate Instructor is recommended by the Instructor Review Committee and approved by the Board of Directors
 - Instructor Review Committee meeting deadlines are quarterly: 3/15, 6/15, 9/15, 12/15 [11-7-19]

- **Associate Instructor Evolvment (completion of ITS 1 and 6-12 benches):**
 - Has been Approved as an Advanced Practitioner
 - Has completed ITS I
 - Instructor Training Program Agreement Part 1
 - Associate Instructor Evolvment Request Form
 - 1 Recommendation form from Advisor
 - 1 Recommendation form from Instructor that applicant has benched with
 - 6-12 Bench-assist forms (3 with demos) from applicant and Instructor
 - Submit to SOBI Office by 3/15, 6/15, 9/15, 12/15 for IRC
 - IRC reviews and makes recommendations to SOBI Board for approval
 - Trainees may not co-teach until approved by Board as an Associate Instructor. [11-7-19]

- **Associate Instructor Co-Teaching Guidelines**
 - Three co-teaches with Registered Instructor(s) are required as a minimum for Instructor Training
 - Classes that are two or more days
 - Instructor Trainee teaches 50% of the class.
 - The Trainee must have completed

- all Bench-Assists,
- Part One of the ITS, and
- be appointed an Associate Instructor before co-teaching
- A co-teach cannot be shared with other Trainees.
- Co-teach of Phase 4 classes only (e.g. Spine /Extremities).
- An Instructor Trainee must bench-assist the class before co-teaching the class.
- Co-Teach and bench with at least two Instructors [11-07-19]

- **Instructor Supervised Teach**
 - Confirm publicity for Supervised Teach is clearly identified as Supervised Teach
 - Supervising Instructor has 2 years of active teaching experience
 - Supervising Instructor should be in attendance at the class
 - Must be a sixteen-unit Phase IV class
 - Video-taped Supervised Teach is allowed as a last option:
 1. when conditions exist that the Supervising Instructor, Trainee agree,
 2. are in communication with IRC and
 3. meets the detailed requirements and Guidelines [06-09-15]

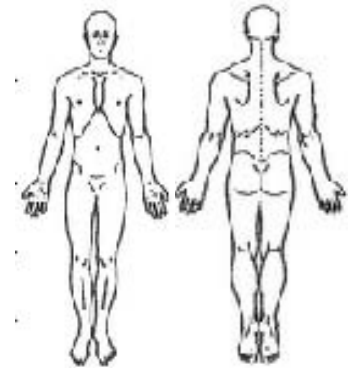
- **Request for Instructor Evolvement Includes:**
 - Completed all forms and requirements
 - Complete ITS I and II Program Agreement
 - Completed Instructor Program Record Form (page 17-22), including Advanced Instructor Signature or e-signature
 - Evolvement request form/Applicant letter requesting evolvement
 - 1 Advisor Recommendation form for evolvement
 - 1 Instructor Recommendation form for evolvement with instructor with which trainee co-taught
 - Completed Bench-assists – matching # from applicant's ITS form
 - Completed Co-teach forms from Applicant
 - Completed Co-teach forms from Instructors they co-taught with
 - Supervised Teach form from Applicant
 - Supervised Teach form from Instructor
 - Sent to SOBI Office 3/15, 6/15, 9/15, 12/15 to be submitted to IRC
 - IRC sends recommendations to office for Board approval
 - Applicants must have their evolvement approved before teaching a class as an Instructor
 - Applicants may continue to do Study Groups (which they are approved to teach as an Associate Instructor) until they are approved
 - The IRC will contact the Advisor if there are questions regarding the documentation

Document sessions:

Client Name:

Date:

Reason for Visit:



Session:

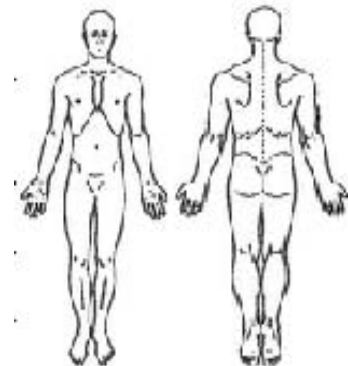
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