

## **Practitioner & Advanced Practitioner Review Committee Checklist:**

**OVERVIEW:** You need to be a current paid member of SOBI and have sent in your enrollment application with the \$100 fee for the training program. You will need to compile your paperwork into a single PDF after it is signed off by your advisor. **Email your PDF for Pract/Adv Pract and Waivers to office@orthobionomy.org and copy your Advisor.** You keep the originals for your records.

Once your packet is received by the office you will get confirmation of receipt and an invoice for the \$150 evolvment fee. All dues and fees must be current in order for your paperwork to be sent to the PRC for approval.

All Associate members and above need to sign the SOBI Code of Ethics and the Trademark Agreements as a condition of their membership and evolvment.

### **EVOLVEMENT to Practitioner or Advanced Practitioner:**

◇ You are **currently a in good standing of the Society of Ortho-Bionomy International**

◇ You have **sent in your application and \$100 fee to enroll in the Practitioner Training Program**

◇ You have **fully completed your program requirements (and if for Practitioner that your waivers, if any have already been approved by the PRC).**

◇ **Compile your documentation in the order below into a single PDF:**

- Letter** announcing applicant's request to be registered as a Practitioner (Typed) – Applicant, include date, name, address, phone, email and advisors name.
- Essay** – typed by applicant
- Waiver** approved – One page waiver form approved - Copy of PRC approved Anatomy or Elements of Successful Practice waivers, if applicable
- Evaluations** Letters of Recommendation including evaluation sessions documentation
- Demonstration** Letter of recommendation from the Instructor who observed your demo
- Program Record Form**
- Payment** - You may pay by credit card on the SOBI website, or mail in a US dollar denominated check or money order. US is \$150.

### **CONFIRMATION OF RECEIPT OF PACKET & RESULTS:**

**Receipt of Practitioner documentation by SOBI:** SOBI sends an email when your portfolio has been received. There is no need to call or email to let us know it is coming. **Results:** The committee has until the next committee date to process the requests. SOBI will email your results as soon as we have them. If paperwork went to the March 15 committee, then we will have your results back by June 15.

**Be sure to review your paperwork with your advisor before submitting to the office. The office is not responsible for ensuring that evolvment packets are complete.**

**Any questions from the PRC regarding evolvment submissions will be directed to Advisors for clarification or additional documentation and will delay your appointment as a Practitioner or Advanced Practitioner.**

### **WAIVER APPROVALS:**

*Waivers must be approved by the PRC at least one cycle before turning in your Practitioner Paperwork.*

**Please submit a separate waiver request form for each waiver you are requesting.**

**A&P Waivers**-Include the waiver request form on page 26 of the Practitioner Training Program. Transcripts of approved A&P training ie: Massage School, College, Nursing School, etc.

**Elements of a Successful Practice Waiver:** Transcript of business education, letter explaining your experience of running your own business or someone else's as applicable. A letter from your Advisor explaining why they agree that your Elements of a Successful Practice waiver should be granted.

**Once approved the office will email you a copy of your approved waiver/s which you will attach to your completed PTP or APTP submission.**