Registered Advanced Instructor Training Program Handbook of the Society of Ortho-Bionomy International®



Table of Contents

The Advanced Instructor Training Program 3
- Overview 3
- Admission Requirements 3
- Basic Requirements 3
- Basic Steps 4
- Choosing an Advisor 4
- Applying to the Program 6
- AITP Curriculum 7
  - Advanced Instructor Training Seminar 7
  - Online Classes 7
  - Associate Advanced Instructor Training 7
    - Phase 5 Bench Assists 7
    - Phase 5 Co-Teaches 8
    - Phase 5 Supervised Teaches 8
    - Directions to Evolve to Associate Advance Instructor 9
  - Advanced Instructor Training 10
    - Phase 6 Bench Assists 11
    - Phase 6 Co-Teaches 11
    - Phase 6 Supervised Teaches 12
    - Directions to Evolve to Advanced Instructor 13

Continuing Education for Associate Advanced and Advanced Instructors 14

Completing Forms and Signatures Electronically 15
- Filling Out Forms 15
- Signatures 15

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Signing a Form in Adobe Reader 15
Signing a Form in Mac Preview 15
Requesting E-Signatures from Instructors 15
Submitting a Packet with E-Signatures 15
Completing Forms and Signatures Physically 16
Electronically Submitting a Packet from Printed Forms 16
Overview and Links to All Forms 17
Application Packet Forms 17
Associate Advanced Instructor Evolvement Packet Forms 17
Advanced Instructor Evolvement Packet Forms 19
Links to SOBI Policy 20
Advanced Instructor Training Program Application and Evolvement Reference 20
Advanced Instructor Training Program Application Prerequisites Checklist 21
Associate Advanced Instructor Evolvement Packet Checklist 22
Advanced Instructor Training Program Application Packet Checklist 21
Advanced Instructor Evolvement Packet Checklist 22
Glossary of Terms 23
Handbook Revisions 24

The Advanced Instructor Training Program

Overview

The Advanced Instructor Training Program (AITP) is for Instructors who want to teach Phases 5 and 6, and eventually other classes including Chapman's Neuro-Lymphatic Reflexes, Visceral, Ethics & Emotional Issues, Phase 7, Cranial, Residential, Instructor Training Seminar, and Advanced Instructor Training Seminar.

There are two evolvement stages in the AITP: Associate Advanced Instructor to teach Phase 5, and Advanced Instructor to teach Phase 6.

Once enrolled in the AITP, you (the trainee) will be eligible to begin the approval process to teach Residentials by bench assisting. You may also apply to train to teach Phase 4 Instructor Training Seminar (ITS). After applying to train and being approved, you may Bench Assist, then Co-Teach ITS.

After completing all Phase 5 requirements and evolving to Associate Advanced Instructor you may begin teaching Phase 5 classes. After completing all Phase 6 requirements and evolving to Advanced Instructor you may begin teaching Phase 6 classes.

Admission Requirements

- Current Instructor member of SOBI in good standing with the Society
- Minimum two years of active teaching experience as a registered Instructor of Ortho-Bionomy
- Minimum 12 Ortho-Bionomy classes taught
  - Classes taught must include:
    - Standard Phase 4 (having taught each section of the body)
    - Exploration of Movement Patterns
    - Postural Re-Education & Post Techniques
    - Isometrics & Isotonics
  - Classes may also include In-Depth/Non-Standard Phase 4
  - No other classes count toward the 12-class requirement
  - Each class needs to have been at least 16 units, though the class days did not need to be consecutive
  - Up to 9 of the classes may have been Collaborative/Team Teaches; Co-Teaches do not count toward this requirement. It is recommended that at least 6 of the classes have been taught solo.
- Be recommended to the program by at least two instructors who agree to serve as your advisors during your training. At least one of your advisors must be an Advanced Instructor. The other advisor may be an Associated Advanced Instructor or an Advanced Instructor. Submit an Advanced Instructor Training Program Application Packet to the SOBI office.
- Be approved to train by the Instructor Review Committee (IRC) and SOBI Board

Basic Requirements

- Phase 5 Training

    - Minimum 2 Observation/Bench Assists
    - Minimum 2 Co-Teaches
    - Minimum 1 Supervised Teach
- Phase 6 Training
    - Minimum 2 Observation/Bench Assists
    - Minimum 2 Co-Teaches
    - Minimum 1 Supervised Teach
- Optional
    - Advanced Instructor Training Seminar

The exact number of Observation/Bench Assists, Co-Teaches, and Supervised Teaches required for your training will be determined by your AITS instructors (if applicable) and advisors. They may also assign other requirements to supplement your training, related to the art of teaching Ortho-Bionomy, to enhance your success as an Ortho-Bionomy instructor.

All aspects of training in the AITP, from recommendations to classes, must be done with qualifying SOBI Registered Associate Advanced Instructors to Advanced Instructors. With your advisors approval, some Bench Assists and Co-Teaches may be completed with non-SOBI instructors that are in good standing with another Ortho-Bionomy organization. Make sure the instructors with whom you work meet the necessary requirements detailed in each section.

Basic Steps

1. Meet all admission requirements
2. Apply to the program
3. Begin Phase 5 training
    - Complete all required Bench Assists
        - After completing a minimum of two Phase 5 Bench Assists, you may begin bench assisting Phase 6 classes for credit
    - Complete all required Co-Teaches
    - Complete all required Supervised Teaches
    - Complete any additional training requirements as per your Phase 5 agreement
    - Apply to evolve to Associate Advanced Instructor
    - Evolve to Associate Advanced Instructor
4. Begin Phase 6 training
    - Complete all required Bench Assists
    - Complete all required Co-Teaches
    - Complete all required Supervised Teaches
    - Complete any additional training requirements as per your Phase 6 agreement
    - Apply to evolve to Advanced Instructor
    - Evolve to Advanced Instructor

Optional: Attend Advanced Instructor Training Seminar (AITS). This may be done at any time during your training.

Choosing an Advisor

You will need two SOBI registered instructors who are in good standing with the Society to act as advisors. When entering the program, at least one of your advisors must be an Advanced

Instructor. The other advisor may be an Associated Advanced Instructor or Advanced Instructor. When you are ready to begin your Phase 6 training, if one of your advisors is an Associate Advanced Instructor you will either need to add a third advisor who is an Advanced Instructor, or replace your Associate Advanced Instructor advisor with an Advanced Instructor. Only Advanced Instructors may act as advisors for your Phase 6 training. It is recommended that both of your advisors be Advanced Instructors when you start the program so that they can be with you through the entirety of your training. Your advisors must have at least two years of active teaching experience at their current level.

An integral aspect of the Advanced Instructor Training Program is the input, guidance, support, and feedback received from your advisors. Your advisors oversee and participate in most aspects of your training. It is important to take your time to find advisors who are ready and willing to take on the philosophical, educational, and practical responsibilities of their roles and who will provide you with the best guidance.

Some of an advisor's responsibilities during training include:

- Reviewing your forms and submission packets
- Recommending you to the program and for evolvements
- Formulating any requirements in addition to the curriculum
- Supervising some of your Bench Assists, Co-Teaches, and/or Supervised Teaches

Talk with the instructors of your choice to discuss expectations. Specify what you expect from an advisor and hear what they expect their role to be. When you come to an understanding that is clear for both of you, put your agreement in writing. You will have your agreement to refer back to if necessary.

Tips and guidelines for selecting an advisor

- Can the instructor clearly articulate what they require from an advisee?
- Can the instructor talk in detail about how they view their role as advisor?
- Is the instructor prepared and willing to do the practical work of an advisor, including writing evaluations and recommendations, and reviewing your submissions?
- Does the instructor respond to your communications in a timely manner?
- Do you feel you will get the time and attention you need from the instructor? Be direct and ask for what you envision.
- What are the instructor's fees for consultations? Do they have other fees?
- Does the instructor have a written contract? Not all instructors have a contract but they should be able to talk in detail about what they expect from an advisee. Talk with several instructors before choosing an advisor. This is a relationship in which you need to be supported, guided, and respected. Find an instructor who matches your needs and at the same time will challenge you to continue to grow.

You are allowed to change advisors any time during your training. If you decide to change, please inform the SOBI office by completing the Change of Advisor Form online so the office can contact the correct advisor if the need ever arises. Also, as a courtesy please let your current advisors know of your decision to change. If you change advisors, your new advisors may require you to complete additional training. If a situation arises where you and your advisors disagree about your training requirements, you may appeal to the IRC.

The freedom and flexibility of the Advanced Instructor Training Program allows you to control many aspects of your training. This also means that ultimately your training is your responsibility. It is important to remain in contact with your advisors and any instructors with whom you work to stay on top of getting all required signatures and evaluations. If you completed a class and something happens to your advisors or to the instructor that prevents them from completing an evaluation/review (e.g. illness), then you will not receive credit for that class.

To recommend you for evolvement, your advisors must experience your work in the classroom, including demonstrations/presentations.

Applying to the Program
Create your Advanced Instructor Training Program Application Packet. Compile completed **typed** documentation into a **single PDF in this order:**

1. *Application to Enter the Advanced Instructor Training Program*
2. *Advisor Recommendation to Enter Advanced Instructor Training Program* forms from each of the instructors that agree to be your advisors (minimum 2)
3. *Advisor Selection for the Advanced Instructor Training Program*
4. *Documentation of Classes Taught* form of at least 12 Ortho-Bionomy classes taught since becoming an Instructor
5. *Advisor Review of Advanced Instructor Training Program Application Packet*

For more information about getting e-signatures from advisors, see Completing Forms and Signatures Electronically.

Email entire Application Packet as a single PDF to office@ortho-bionomy.org by March 15, June 15, September 15, or December 15 to be reviewed in the next IRC cycle.

Save your completed packet and keep all the original documents for yourself. Send a copy to your advisors.

Pay $100 application fee, invoiced from SOBI office after receipt of your packet.

The SOBI office sends AITP Application Packets to the Instructor Review Committee. IRC recommendations are sent to the SOBI Board for approval. You will be notified of the status of your application to the Advanced Instructor Training Program after the next IRC meeting. Once accepted you can begin Phase 5 training—Bench Assists, Co-Teaches, Supervised Teaches, and optional AITS.

If the Instructor Review Committee denies an applicant's request for entry into the Advanced Instructor Training Program, the applicant and the instructors who have recommended the applicant will be notified in writing. The applicant may reapplying to the Advanced Instructor Training Program after a 6-month period.

AITP Curriculum

Advanced Instructor Training Seminar

Advanced Instructor Training Seminar is optional but highly recommended. AITS provides trainees with a supportive space to deepen their understanding of the energetic foundations of Ortho-Bionomy and explore the energetic embodiment of the Advanced work. Trainees will develop clear language to describe the distinctions between the various Phases and learn how to guide students into a felt-sense experience of the Advanced work in their hands. The specific content of each AITS is intentionally fluid, shaped by the questions, experiences, and learning needs of the trainees present.

Online Classes

For Phase 5 and Phase 6 classes combined, you may complete a maximum of two online Observations/Bench Assists and one online Co-Teach for credit. With your advisors' approval, exceptions could be made to include more online Observation/Bench Assists for credit.

Associate Advanced Instructor Training

To complete Phase 5 training and evolve to Associate Advanced Instructor a trainee must complete all required Phase 5 Observations/Bench Assists, Co-Teaches, Supervised Teaches, and any additional training assigned by the trainee's AITS instructors (if applicable) and advisors.

Your AITS instructors (if applicable) and advisors may require additional Bench Assists, Co-Teaches, and Supervised Teaches beyond the stated minimums, and may also assign other requirements to supplement your training.

The timeline of your Phase 5 and Phase 6 training may overlap. After completing a minimum of two Phase 5 Bench Assists, you may begin bench assisting Phase 6 classes for credit.

Phase 5 Bench Assists

An Observation/Bench Assist can consist of observing a class, assisting students during practice time and, if permitted by the instructor, demonstrating/presenting techniques.

A minimum of two Phase 5 Observations/Bench Assists are required for training. The exact number of Observations/Bench Assists required will be determined by your AITS instructors (if applicable) and advisors. Multiple non-credit observations of classes are strongly recommended for all trainees.

All Observations/Bench Assists much be Phase 5 classes of at least 16 units. Class days do not need to be consecutive. It is recommended that each class you Bench Assist have at least 4 students in attendance.

All Bench Assists must be completed with SOBI Registered Associate Advanced Instructors to Advanced Instructors or, with your advisors' approval, non-SOBI Associate Advanced

Instructors to Advanced Instructors that are in good standing with another Ortho-Bionomy organization. All instructors must have at least one year of active teaching experience at the Phase 5 level or higher. With your advisors' approval, you may do observation-only Bench Assists with new Associate Advanced Instructors who have not yet met the 1-year requirement.

Throughout your Bench Assists and Co-Teaches, you must work with a minimum of two instructors. Benching a Residential counts as one class/experience.

Evaluation forms (*Trainee Observation/Bench Assist Self-Evaluation* and *Instructor Evaluation of Trainee*) for **each** Observation/Bench Assist need to be completed after each class. These forms should demonstrate the learning and progress that is on-going in training so that they provide clear information for the IRC.

Phase 5 Co-Teaches
A Co-Teach consists of teaching an Ortho-Bionomy class with a qualifying instructor where the trainee is responsible for at least half of all aspects of teaching the class.

Before co-teaching any Phase 5 classes a trainee must complete the minimum required Phase 5 Observations/Bench Assists.

A minimum of two Co-Teaches are required for training. The exact number of Co-Teaches required will be determined by a trainee's AITS instructors (if applicable) and advisors.

All Co-Teaches must be Phase 5 classes of at least 16 units. It is recommended that each class you Co-Teach have at least 4 students in attendance. Two trainees may not Co-Teach during the same class.

All Co-Teaches must be done with SOBI Registered Associated Advanced Instructors to Advanced Instructors or, with your advisors' approval, with non-SOBI Associate Advanced Instructors to Advanced Instructors that are in good standing with another Ortho-Bionomy organization. All instructors must have least two years of active teaching experience at the Phase 5 level or higher.

Throughout your Bench Assists and Co-Teaches, you must work with a minimum of two instructors.

Evaluation forms (*Trainee Co-Teach Self-Evaluation* and *Instructor Evaluation of Trainee*) for **each** Co-Teach need to be completed after each class. These forms should demonstrate the learning and progress that is on-going in training so that they provide clear information to the IRC.

Phase 5 Supervised Teaches
A Supervised Teach is an Ortho-Bionomy class presented by the trainee and supervised by a qualifying instructor. During a Supervised Teach, a trainee is responsible for every aspect of the class.

Before supervised teaching Phase 5 classes a trainee must complete all of their required Phase 5 Co-Teaches.

A minimum of one Supervised Teach is required for training. The exact number of Supervised Teaches required is determined by a trainee's AITS instructors (if applicable) and advisors.

Supervised Teaches must be Phase 5 classes of at least 16 units. It is recommended that each class you Supervise Teach have at least 4 students in attendance.

All Supervised Teaches must be done with SOBI Registered Associated Advanced Instructors to Advanced Instructors who have least two years of active teaching experience at the Phase 5 level or higher. It is recommended completing Supervised Teaches with your advisors or someone with whom you have benched or co-taught, or has other experience of your work. It is difficult for an instructor to get a good feel for your work if their first experience of your teaching is your Supervised Teach.

Any publicity for a Supervised Teach must clearly identify the class as a Supervised Teach and must specify the Supervising Instructor who will be present. During a Supervised Teach the Supervising Instructor will be observing a trainee's teaching and evaluating a trainee's performance for recommendation to become an Associate Advanced Instructor, or to undertake additional Supervised Teaches.

Supervised Teaches must be completed in person. Online Supervised Teaches may be allowed as exceptions. Circumstances must exist that necessitate an online Supervised Teach and it must be pre-approved by both the Instructor Review Committee and your advisors before occurring. In an online Supervised Teach the trainee and students must be in-person while the Supervising Instructor must attend live online. The Supervising Instructor must also have previously experienced your work in the classroom at the Phase 5 level, including demonstrations/presentations.

Evaluation forms (*Trainee Supervised Teach Self-Evaluation* and *Instructor Evaluation of Trainee*) for **each** Supervised Teach need to be completed after each class. These forms should demonstrate the learning and progress that is on-going in training so that they provide clear information to the IRC.

Directions to Evolve to Associate Advance Instructor
After completing all of your Phase 5 requirements, create your Associate Advanced Instructor Evolvement Packet. Compile completed **typed** documentation into a **single PDF in this order:**

1. *Request for Evolvement to Associate Advanced Instructor*
2. *Phase 5 Advanced Instructor Training Program Agreement*
3. *Advisor Recommendation for Evolvement to Associate Advanced Instructor* from each of your advisors (minimum 2). Your recommending advisors must have experienced your work in the classroom at the Phase 5 level, including demonstrations/presentations.
4. *Associate Advanced Instructor Training Program Record*

5. *Trainee Observation/Bench Assist Self-Evaluation* **AND** *Instructor Evaluation of Trainee* for all Phase 5 Observation/Bench Assists. Each self-evaluation for a class should be immediately followed by the instructor evaluation for that class, in chronological order by class date.
6. *Trainee Co-Teach Self-Evaluation* **AND** *Instructor Evaluation of Trainee* for all Phase 5 Co-Teaches. Each self-evaluation for a class should be immediately followed by the instructor evaluation for that class, in chronological order by class date.
7. *Trainee Supervised Teach Self-Evaluation* **AND** *Instructor Evaluation of Trainee* for all Phase 5 Supervised Teaches. Each self-evaluation for a class should be immediately followed by the instructor evaluation for that class, in chronological order by class date.
8. *Advisor Review of Associate Advanced Instructor Evolvement Packet*

For more information on getting e-signatures from instructors, see Completing Forms and Signatures Electronically.

Email entire Evolvement Packet as a single PDF to office@ortho-bionomy.org by March 15, June 15, September 15, or December 15 to be reviewed in the next IRC cycle.

Save your completed packet and keep all the original documents for yourself. Send a copy to your advisors.

Pay $150 evolvement fee—invoiced from SOBI office after receipt of your packet. This fee includes evolvement to both Associate Advanced Instructor and Advanced Instructor.

The SOBI office sends Associate Advanced Instructor Evolvement Packets to the Instructor Review Committee at their next meeting cycle. IRC recommendations are sent to the SOBI Board for approval. You will be notified of the status of your evolvement after the next IRC meeting.

Once approved as an Associate Advanced Instructor you may teach Phase 5 classes and are eligible to complete the approval processes to teach Chapman's Reflexes and Visceral. You are also eligible to co-teach Residentials, if you have already bench assisted, and may apply to train to teach Advanced Instructor Training Seminar. After applying to train and being approved, you may Bench Assist AITS.

Please refer to SOBI Policy Section 3—Who Can Teach Each Class to view the specific requirements of each class.

Advanced Instructor Training

To complete Phase 6 training and evolve to Advanced Instructor a trainee must complete all required Phase 6 Observations/Bench Assists, Co-Teaches, Supervised Teaches, and any additional training assigned by the trainee's AITS instructors (if applicable) and advisors.

Phase 6 Bench Assists
An Observation/Bench Assist can consist of observing a class, assisting students during practice time and, if permitted by the instructor, demonstrating/presenting techniques.
A minimum of two Phase 6 Observations/Bench Assists are required for training. The exact number of Observations/Bench Assists required will be determined by your AITS instructors (if applicable) and advisors. Multiple non-credit observations of classes are strongly recommended for all trainees. After completing at least two Phase 5 Bench Assists, a trainee may begin bench assisting Phase 6 classes for credit.

All Observations/Bench Assists must be Phase 6 classes of at least 16 units. Class days do not need to be consecutive. It is recommended that each class you Bench Assist have at least 4 students in attendance.

All Bench Assists must be completed with SOBI Registered Advanced Instructors or, with your advisors' approval, non-SOBI Advanced Instructors that are in good standing with another Ortho-Bionomy organization. All instructors must have at least one year of active teaching experience at the Phase 6 level. With your advisors' approval, you may do observation-only Bench Assists with new Advanced Instructors who have not yet met the 1-year requirement.

Throughout your Bench Assists and Co-Teaches, you must work with a minimum of two instructors. Bench Assisting a Residential counts as one class/experience.

Evaluation forms (*Trainee Observation/Bench Assist Self-Evaluation* and *Instructor Evaluation of Trainee*) for **each** Observation/Bench Assist need to be completed after each class. These forms should demonstrate the learning and progress that is on-going in training so that they provide clear information for the IRC.

Phase 6 Co-Teaches
A Co-Teach consists of teaching an Ortho-Bionomy class with a qualifying instructor where the trainee is responsible for at least half of all aspects of teaching the class.

Before co-teaching any Phase 6 classes a trainee must have evolved to Associate Advanced Instructor and completed the minimum required Phase 6 Observations/Bench Assists.

A minimum of two Co-Teaches are required for training. The exact number of Co-Teaches required will be determined by a trainee's AITS instructors (if applicable) and advisors.

All Co-Teaches must be Phase 6 classes of at least 16 units. It is recommended that each class you Co-Teach have at least 4 students in attendance. Two trainees may not Co-Teach during the same class.

All Co-Teaches must be done with SOBI Registered Advanced Instructors or, with your advisors' approval, with non-SOBI Advanced Instructors that are in good standing with another Ortho-Bionomy organization. All instructors must have least two years of active teaching experience at the Phase 6 level.

Throughout your Bench Assists and Co-Teaches, you must work with a minimum of two instructors. Co-Teaching a Residential counts as one class/experience.

Evaluation forms (*Trainee Co-Teach Self-Evaluation* and *Instructor Evaluation of Trainee*) for **each** Co-Teach need to be completed after each class. These forms should demonstrate the learning and progress that is on-going in training so that they provide clear information to the IRC.

Phase 6 Supervised Teaches

A Supervised Teach is an Ortho-Bionomy class presented by the trainee and supervised by a qualifying instructor. During a Supervised Teach, a trainee is responsible for every aspect of the class.

Before supervised teaching a trainee must complete all of their required Phase 6 Co-Teaches.

A minimum of one Supervised Teach is required for training. The exact number of Supervised Teaches required is determined by a trainee's AITS instructors (if applicable) and advisors.

Supervised Teaches must be Phase 6 classes of at least 16 units. It is recommended that each class you Supervise Teach have at least 4 students in attendance.

All Supervised Teaches must be done with SOBI Advanced Instructors who have least two years of active teaching experience at the Phase 6 level. It is recommended completing Supervised Teaches with your advisors or someone with whom you have benched or co-taught, or has other experience of your work. It is difficult for an instructor to get a good feel for your work if their first experience of your teaching is your Supervised Teach.

Any publicity for a Supervised Teach must clearly identify the class as a Supervised Teach and must specify the Supervising Instructor who will be present. During a Supervised Teach the Supervising Instructor will be observing a trainee's teaching and evaluating a trainee's performance for recommendation to become an Advanced Instructor, or to undertake additional Supervised Teaches.

Supervised Teaches must be completed in person. Online Supervised Teaches may be allowed as exceptions. Circumstances must exist that necessitate an online Supervised Teach and it must be pre-approved by both the Instructor Review Committee and your advisors before occurring. In an online Supervised Teach the trainee and students must be in-person while the Supervising Instructor must attend live online. The Supervising Instructor must also have previously experienced your work in the classroom at the Phase 6 level, including demonstrations/presentations.

Evaluation forms (*Trainee Supervised Teach Self-Evaluation* and *Instructor Evaluation of Trainee*) for **each** Supervised Teach need to be completed after each class. These forms should demonstrate the learning and progress that is on-going in training so that they provide clear information to the IRC.

Directions to Evolve to Advanced Instructor
After completing all of your Phase 6 requirements, create your Advanced Instructor Evolvement Packet. Compile completed **typed** documentation into a **single PDF in the following order:**

1. *Request for Evolvement to Advanced Instructor*
2. *Phase 6 Advanced Instructor Training Program Agreement*
3. *Advisor Recommendation for Evolvement to Advanced Instructor* from each of your advisors (minimum 2). Your recommending advisors must have experienced your work in the classroom at the Phase 6 level, including demonstrations/presentations.
4. *Advanced Instructor Training Program Record*
5. *Trainee Observation/Bench Assist Self-Evaluation* **AND** *Instructor Evaluation of Trainee* for all Phase 6 Observation/Bench Assists. Each self-evaluation for a class should be immediately followed by the instructor evaluation for that class, in chronological order by class date.
6. *Trainee Co-Teach Self-Evaluation* **AND** *Instructor Evaluation of Trainee* for all Phase 6 Co-Teaches. Each self-evaluation for a class should be immediately followed by the instructor evaluation for that class, in chronological order by class date.
7. *Trainee Supervised Teach Self-Evaluation* **AND** *Instructor Evaluation of Trainee* for all Phase 6 Supervised Teaches. Each self-evaluation for a class should be immediately followed by the instructor evaluation for that class, in chronological order by class date.
8. *Advisor Review of Advanced Instructor Evolvement Packet*

For more information on getting e-signatures from instructors, see Completing Forms and Signatures Electronically.

Email entire Evolvement Packet as a single PDF to office@ortho-bionomy.org by March 15, June 15, September 15, or December 15 to be reviewed in the next IRC cycle.

Save your completed packet and keep all the original documents for yourself. Send a copy to your advisors.

The SOBI office sends Advanced Instructor Evolvement Packets to the Instructor Review Committee at their next meeting cycle. IRC recommendations are sent to the SOBI Board for approval. You will be notified of the status of your evolvement after the next IRC meeting.

Once approved as an Advanced Instructor you can teach Phase 6 classes and are eligible to complete the approval processes for Ethics & Emotional Issues, Phase 7, and Cranial. You are also eligible to complete the approval process to teach Residentials, ITS, and AITS.

Please refer to SOBI Policy Section 3—Who Can Teach Each Class to view the specific requirements of each class.

Continuing Education for Associate Advanced and Advanced Instructors

One of the following, due every two years:

- Attend 16 units of Ortho-Bionomy class
- Teach a class with a registered instructor and be responsible for half of the material
- Be observed teaching a class by a registered instructor
- Attend the full SOBI conference and Instructor Retreat

Submit CEUs by emailing a copy of the class or conference certificate to the SOBI office, or by having the other instructor email the SOBI office notice that the teaching requirement was completed. Membership dues need to be paid annually (invoiced from SOBI office) to maintain active status as a SOBI instructor.

Completing Forms and Signatures Electronically

Filling Out Forms

All forms can be filled electronically and are available as both PDFs and Word documents. To fill out a form click on the required field and begin typing. You can also mark any checkboxes by clicking them. If the PDF reader program you are using does not support electronic fields and signatures you can download Adobe PDF Reader for free at https://get.adobe.com/reader/ Mac computers come pre-installed with Apple's Preview application, which supports fields and signatures. The fillable Word forms require Microsoft Word. Do not use Google Docs or a similar service to fill out the forms. This process distorts the formatting and such documents will not be accepted. Filling out forms electronically greatly aids the review process.

Signatures

All required signatures can be completed electronically. Follow the directions below to sign any form. If you prefer you may print out forms to gather signatures then scan them back into a PDF file.

Signing a Form in Adobe Reader

1. Click "Sign" in the toolbar
2. Click "Add Signature"
3. Type or Draw your signature
4. Click "Apply"
5. Select the signature you just created
6. Place it in the appropriate signature field
7. "Save" the document

Signing a Form in Mac Preview

1. Click "View" then select "Show Markup Toolbar"
2. Click the sign icon. It looks like a tiny signature.
3. Follow the directions to create your signature
4. Click on the signature you created
5. Place the signature in the appropriate signature field

Requesting E-Signatures from Instructors

Instead of printing out your forms and having an advisor or instructor manually sign them you may request e-signatures. Before emailing an instructor a document to sign first confirm that they are willing and able to sign the form electronically. If the instructor agrees, email them the form. Once they email it back to you make sure to save the new form and discard the version that does not have their signature. It is recommended to keep all your forms in one location dedicated to your training.

Submitting a Packet with E-Signatures

Any packet submissions need to be complete, follow the required order of forms, and submitted as a single PDF. Both Mac Preview and paid versions of Adobe Acrobat allow you to combine multiple PDFs into one document and reorder the pages. If you do not have

access to a program that has this capability, Adobe Acrobat offers a free online option to combine PDFs, or your local copy store can usually do it for you. As a final option the SOBI office can combine your forms into a single PDF for a fee of $25 per packet. Contact the SOBI office for more information.

Completing Forms and Signatures Physically

Electronically Submitting a Packet from Printed Forms

If you printed out your forms to fill manually, many apps on smart phones can use the phone's camera to take pictures of documents and convert and compile them into a PDF. Search "pdf scanner" in the Apple Store or Google Play Store on your phone to find an app. Then follow the directions in the app to scan each of your physical forms and convert them to a PDF. Also, many libraries, office supply stores, and copy centers can scan, create, and email PDFs for you.

Overview and Links to All Forms

All forms are linked below. They are grouped by packet submission. They are also on the SOBI website under *Ortho-Bionomy Training—Training Programs—Advanced Instructor Training Program.*

Each form is downloadable as either a fillable PDF (requires a PDF reader program, such as Adobe or Mac Preview) or a fillable Word document (requires Microsoft Word). If you choose to print out your forms to bring to class, download the PDF versions. Do not use Google Docs or similar programs to fill out your forms as they distort the formatting.

Application Packet Forms

Application to Enter the Advanced Instructor Training Program

PDF Word

This is the application form to enter the Advanced Instructor Training Program. All eligibility requirements must be met in order to apply to the program.

Advisor Recommendation to Enter the Advanced Instructor Training Program

PDF Word

This form is to be completed by each of your two advisors. At least one recommending advisor must be an Advanced Instructor; your other advisor may be an Advanced Instructor or Associate Advanced Instructor.

Advisor Selection for the Advanced Instructor Training Program

PDF Word

This form confirms your advisors and their contact information.

Documentation of Classes Taught

PDF Word

Use this form to document all Ortho-Bionomy classes you've taught since becoming an Instructor.

Advisor Review of Advanced Instructor Training Program Application Packet

PDF Word

This form is completed by one of your advisors and confirms they have reviewed your AITP Application Packet and that all materials and present and complete.

Associate Advanced Instructor Evolvement Packet Forms

Request for Evolvement to Associate Advanced Instructor

PDF Word

This form should be submitted as the first page of the Associate Advanced Instructor Evolvement Packet once a trainee has completed all their requirements necessary to evolve to Associate Advanced Instructor, as detailed in their Phase 5 Advanced Instructor Training Program Agreement.

Phase 5 Advanced Instructor Training Program Agreement

PDF Word

This form details the required number of Phase 5 Bench Assists, Co-Teaches, Supervised Teaches, and any additional training required for a trainee in the Phase 5 portion of the program.

Advisor Recommendation for Evolvement to Associate Advanced Instructor

PDF Word

Copies of this form are completed by a trainee's advisors (one each, minimum 2), recommending the trainee's evolvement to Associate Advanced Instructor.

Associate Advanced Instructor Training Program Record

PDF Word

All Phase 5 coursework and any non-Phase 5 classroom experience are recorded on this form.

Trainee Bench Assist Self-Evaluation

PDF Word

This form is completed by the **trainee** for each Phase 5 Observation/Bench Assist. Every class will need its own copy of the form and should be completed directly after the class.

Trainee Co-Teach Self-Evaluation

PDF Word

This form is completed by the **trainee** for each Phase 5 Co-Teach. Every class will need its own copy of the form and should be completed directly after the class.

Trainee Supervised Teach Self-Evaluation

PDF Word

This form is completed by the **trainee** for each Phase 5 Supervised Teach. Every class will need its own copy of the form and should be completed directly after the class.

Instructor Evaluation of Trainee

PDF Word

This form is completed by the **Supervising Instructor** for each Phase 5 Bench Assist, Co-Teach, and Supervised Teach. Every class will need its own copy of the form. Supervising Instructors will generally request to see your completed self-evaluation of a class before completing their evaluation form.

Advisor Review of Associate Advanced Instructor Evolvement Packet

PDF Word

This form is completed by one of your advisors and confirms they have reviewed your Associate Advanced Instructor Evolvement Packet and that all materials and present and complete.

Advanced Instructor Evolvement Packet Forms

Request for Evolvement to Advanced Instructor

PDF Word

This form should be submitted as the first page of the Advanced Instructor Evolvement Packet once a trainee has completed all their requirements necessary to evolve to Advanced Instructor, as detailed in their Phase 6 Advanced Instructor Training Program Agreement.

Phase 6 Advanced Instructor Training Program Agreement

PDF Word

This form details the required number of Phase 6 Bench Assists, Co-Teaches, Supervised Teaches, and any additional training required for a trainee in the Phase 6 portion of the program.

Advisor Recommendation for Evolvement to Advanced Instructor

PDF Word

Copies of this form are completed by your Advanced Instructor advisors (one each, minimum 2) recommending your evolvement to Advanced Instructor.

Advanced Instructor Training Program Record

PDF Word

All Phase 6 coursework and any non-Phase 6 classroom experience are recorded on this form.

Trainee Bench Assist Self-Evaluation

PDF Word

This form is completed by the **trainee** for each Phase 6 Observation/Bench Assist. Every class will need its own copy of the form and should be completed directly after the class.

Trainee Co-Teach Self-Evaluation

PDF Word

This form is completed by the **trainee** for each Phase 6 Co-Teach. Every class will need its own copy of the form and should be completed directly after the class.

Trainee Supervised Teach Self-Evaluation

PDF Word

This form is completed by the **trainee** for each Phase 6 Supervised Teach. Every class will need its own copy of the form and should be completed directly after the class.

Instructor Evaluation of Trainee

PDF Word

This form is completed by the **Supervising Instructor** for each Phase 6 Bench Assist, Co-Teach, and Supervised Teach. Every class will need its own copy of the form.

Supervising Instructors will generally request to see your completed self-evaluation of a class before completing their evaluation form.

Advisor Review of Advanced Instructor Evolvement Packet

PDF Word

This form is completed by one of your Advanced Instructor advisors and confirms they have reviewed your Advanced Instructor Evolvement Packet and that all materials and present and complete.

Links to SOBI Policy

Complete SOBI Policy

Policy by Section

Section 1: Organizational, Board, and International Policy
Section 2: Student, Associate, Practitioner, and Advanced Practitioner—Membership and Training Policy
Section 3: Instructor Membership and Training Policy
Section 4: Trademark Policy
Section 5: Online Class Policy
Section 6: Addendum

Advanced Instructor Training Program Application and Evolvement Reference

Following are summaries of applying to training, evolving, checklists, fees, and more.

Program	What to Submit	How to Submit	Fee*
Advanced Instructor Training Program	Application Packet	Email completed packet as a single PDF to office@ortho-bionomy.org	$100
Associate Advanced Instructor Evolvement	Associate Advanced Instructor Evolvement Packet	Email completed packet as a single PDF to office@ortho-bionomy.org	$150
Advanced Instructor Evolvement	Advanced Instructor Evolvement Packet	Email completed packet as a single PDF to office@ortho-bionomy.org	None

*Fees are invoiced from the SOBI office after receipt of your submission materials

Advanced Instructor Training Program Application and Evolvements

- Printed Forms—Copy of complete packet electronically scanned as a single PDF in the required order. Review the PDF to make sure all pages came through the scan in their entirety and are legible.
- Electronic Forms—All forms combined as a single PDF in the required order.

If you do not have ability to create or email PDFs from your home, many apps on smart phones can use the phone's camera to take pictures of documents and convert and compile them into a PDF. Search "pdf scanner" in the Apple Store or Google Play Store on your phone to find an app. Also, many libraries, office supply stores, and copy centers can scan, create, and email PDFs for you.

Advisors' Support Crucial for Applicants

Please confirm all required forms are completed and in the correct order for each packet. Make sure applicable forms clearly and legibly state the trainee's name (as they would like it to appear on their certificate), email, and phone number and that recommendation forms clearly and legibly state the advisor's name, email, and phone number. This info speeds up the process if the IRC, Board, or staff have a question on a packet.

Advanced Instructor Training Program Application Prerequisites Checklist

- ☐ Instructor member of SOBI in good standing with the Society
- ☐ Minimum of 2 years of Ortho-Bionomy course teaching since becoming an Instructor
- ☐ Minimum of 12 Ortho-Bionomy classes taught since becoming an Instructor—classes must include Standard Phase 4 (having taught each section of the body), Exploration of Movement Patterns, Postural Re-Education & Post Techniques, and Isometrics & Isotonics. Classes may also include In-Depth/Non-Standard Phase 4.
- ☐ Discussion with a minimum of one SOBI Registered Advanced Instructor and another SOBI Registered Associate Advanced Instructor or Advanced Instructor to determine your readiness for training and the instructors' participation and agreement as advisors, with review of application essay questions

Advanced Instructor Training Program Application Packet Checklist

All forms completed and included in this order as a single PDF:

- ☐ *Application to Enter Advanced Instructor Training Program* with typed answers to essay questions
- ☐ *Recommendation to Enter Advanced Instructor Training Program* forms from each Registered SOBI Associate Advanced—Advanced Instructor who agrees to be your advisor and supervise training (minimum 2); at least one recommendation must be from an Advanced Instructor
- ☐ *Advisor Selection for the Advanced Instructor Training Program*
- ☐ *Documentation of Classes Taught*
- ☐ *Advisor Review of Advanced Instructor Training Program Application Packet*

Associate Advanced Instructor Evolvement Packet Checklist

All documentation and forms completed and included in this order as a single PDF:

- ☐ *Request for Evolvement to Associate Advanced Instructor*
- ☐ *Phase 5 Advanced Instructor Training Program Agreement*
- ☐ *Advisor Recommendation for Evolvement to Associate Advanced Instructor* forms from each of your advisors (minimum 2)
- ☐ *Associate Advanced Instructor Training Program Record*
- ☐ *Trainee Bench Assist Self-Evaluation* and *Instructor Evaluation of Trainee* for all Phase 5 Bench Assists
- ☐ *Trainee Co-Teach Self-Evaluation* and *Instructor Evaluation of Trainee* for all Phase 5 Co-Teaches
- ☐ *Trainee Supervised Teach Self-Evaluation* and *Instructor Evaluation of Trainee* for all Phase 5 Supervised Teaches
- ☐ *Advisor Review of Associate Advanced Instructor Evolvement Packet*

Advanced Instructor Evolvement Packet Checklist

All documentation and forms completed and included in this order as **a single PDF:**

- ☐ *Request for Evolvement to Advanced Instructor*
- ☐ *Phase 6 Advanced Instructor Training Program Agreement*
- ☐ *Advisor Recommendation for Evolvement to Advanced Instructor* forms from each of your advisors (minimum 2)
- ☐ *Advanced Instructor Program Record*
- ☐ *Trainee Bench Assist Self-Evaluation* and *Instructor Evaluation of Trainee* for all Phase 6 Bench Assists
- ☐ *Trainee Co-Teach Self-Evaluation* and *Instructor Evaluation of Trainee* for all Phase 6 Co-Teaches
- ☐ *Trainee Supervised Teach Self-Evaluation* and *Instructor Evaluation of Trainee* for all Phase 6 Supervised Teaches
- ☐ *Advisor Review of Advanced Instructor Evolvement Packet*

Glossary of Terms

- **Active Teaching**—Minimum of three classes taught per year.
- **Co-Teach**—Part of Instructor Training, Advanced Instructor Training, and the approval process to teach certain classes after becoming an instructor. A Co-Teach includes all aspects of teaching the class. The trainee/instructor co-teacher is responsible for at least half of all aspects of teaching the class. Only one trainee may Co-Teach per class.
- **Collaborative/Team Teach**—Two instructors who are teaching together, not as part of a training or approval process. The use of the term co-teach does not apply. During a Collaborative/Team Teach each instructor may only teach material based on the classes they have been approved to teach. Collaborative/Team Teaches do not count for credit in the Instructor or Advanced Instructor Training Programs.
- **In-Depth and Non-Standard Phase 4**—Classes for areas of the body that are based on more in-depth anatomy or methods that go beyond the standard material while still staying within Phase 4. These may be developed by the instructor in their practice or learned elsewhere. These may be different based on the instructor teaching them, yet all share the commonality of Phase 4 principles and techniques.
- **In Good Standing**—SOBI member, dues paid, no grievances, signed trademark and Code of Ethics agreements on file; instructor members must also have a signed Instructor/Board agreement on file.
- **Instructor Review Committee**—The IRC consists of three instructor members of SOBI, including at least one Advanced Instructor. The members are appointed by the Board of Directors and are rotating positions. A fourth alternate is a silent member of the committee and will review a case if a regular committee member is not available to assess a particular case. It is the role of the IRC to review paperwork and provide quality assurance of AITP applicants. IRC session cycles begin on March 15, June 15, September 15, and December 15. Email completed packets by the first date of a session for your paperwork to be reviewed in that session. Committee sessions end the day before the next committee cycle. Committees review paperwork and forward their decisions as soon as possible, but they have until the end of a session cycle to complete their findings.
- **Qualifying Instructor**—an instructor who is or was a member of SOBI in good standing at the time of a recommendation; a non-SOBI instructor who is or was a member in good standing of another Ortho-Bionomy organization may be a qualifying instructor for Bench Assists and Co-Teaches .
- **Standard Phase 4**—Phase 4 techniques for the major structures of the body. Each instructor is responsible to know Standard Phase 4 techniques. Phase 4 Spine, Phase 4 Extremities, and Phase 4 Whole Body are Standard classes. Titles of Standard Phase 4 classes may differ and content may have some minor variation, but are essentially the same in any registered Ortho-Bionomy instructor classroom. Standard Phase 4 classes may include techniques for: cervical, thoracic, and lumbar spine; ribs; psoas; ilium; sacrum; femur; knee; ankle; foot; shoulder; elbow; wrist; and hand.
- **Supervising Instructor**—The instructor who supervises a Supervised Demonstration, Bench Assist, Co-Teach, or Supervised Teach.
- **Teach, taught, teaching, and solo teach** are understood to mean teaching a class

completely on one's own, without another instructor assisting, monitoring, supervising, or in the room.

- **Unit**—1 class unit is 1 hour (class units do not include lunches or homework but may include breaks).

Handbook Revisions

- Reformatted handbook; clarified program application pre-requisites; updated submission requirements; added *Demonstration of Classes Taught* form; added *Advisor Selection for the Advanced Instructor Training Program* form; added Overview of Forms section; added online class policy; added definitions for "active teaching," "collaborative/team teach," "in-depth/non-standard Phase 4," "in good standing," "qualifying instructor," "Standard Phase 4," "Supervising Instructor," and "teach, taught, teaching and solo teach"—2026

Society of Ortho-Bionomy International®

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