

Section 3: Instructor & Instructor Policy

3.1 Membership

3.1.1 Instructor Membership

3.1.1.1 Instructor Continuing Education and Active membership consists of:

3.1.1.1.1 One of the following, every two years:

3.1.1.1.1.1 Sixteen Continuing Education Units of Ortho-Bionomy classes –or–

3.1.1.1.1.2 Teach a class with a registered instructor and be responsible for half of the material –or–

3.1.1.1.1.3 Be observed teaching by a registered instructor –or–

3.1.1.1.1.4 Attend the Ortho-Bionomy Conference and Instructor Retreat

3.1.1.1.2 Annual payment of membership dues to maintain active status as an Instructor

Revision Date: 2024.03.18

3.1.2 Advanced Instructor Membership

3.1.2.1 Advanced Instructor Continuing Education and active membership consists of:

3.1.2.1.1 One of the following:

3.1.2.1.1.1 Sixteen units of Continuing Education every other year -or-

3.1.2.1.1.2 Co-teaching with Registered Instructors -or-

3.1.2.1.1.3 Be observed/Supervised teaching by Registered Instructor every two years -or-

3.1.2.1.1.4 Attend the Ortho-Bionomy Conference and Instructor Retreat

3.1.2.1.2 Annual payment of membership dues to maintain active status as an Advanced Instructor

Revision Date: 2012.10.02

3.1.3 Active and Inactive Instructors

3.1.3.1 Inactive Instructor membership option

3.1.3.1.1 Instructor that is not teaching and has asked to move to a reduced level of SOBI membership. Their membership level would show at level they have chosen - such as Advanced Practitioner.

3.1.3.1.2 Can belong to SOBI at a reduced level of membership

3.1.3.1.3 Would only have the privileges attendant to that level

3.1.3.2 Instructor to move back to Active Instructor member status

3.1.3.2.1 Instructor can choose to resume active Instructor level membership

3.1.3.2.2 In addition to payment of the appropriate rate of dues,

- 3.1.3.2.3 S/he must submit documentation from a Registered Instructor of an appropriate CEU class i.e. Co-Teach, Supervised/Observed teaching

Revision Date: 2024.03.18

3.2 Training Level Requirements

3.2.1 What level of Instructors and Experience Can Train Practitioners

- 3.2.1.1 **Advisor** – Associate Instructor – Advanced Instructor
Revision Date: 2011.06.16
- 3.2.1.2 **Session Received** – Associate Instructor – Advanced Instructor can give session
- 3.2.1.3 **Feedback Session** – Associate Instructor – Advanced Instructor
- 3.2.1.4 **Evaluation Session** – Associate Instructor – Advanced Instructor
- 3.2.1.5 **Study Group** – Associate Instructor – Advanced Instructor
- 3.2.1.6 **Consultation** – Associate Instructor – Advanced Instructor
- 3.2.1.7 **Supervised Demonstration** – Associate Instructor – Advanced Instructor
[2024.03.18]

3.2.2 What level of Instructors and Experience Can Train Advanced Practitioners

- 3.2.2.1 **Advisor** – Associate Instructor – Advanced Instructor
Revision Date: 2011.06.16
- 3.2.2.2 **Session Received** – Associate Instructor – Advanced Instructor
(Note: Practitioners and Advanced Practitioners may also give sessions)
- 3.2.2.3 **Feedback Session** – Associate Instructor – Advanced Instructor
- 3.2.2.4 **Evaluation Session** – Associate Instructor – Advanced Instructor
- 3.2.2.5 **Study Group** – Associate Instructor – Advanced Instructor
- 3.2.2.6 **Consultation** – Associate Instructor – Advanced Instructor
- 3.2.2.7 **Supervised Demonstration** – Associate Instructor – Advanced Instructor
[2024.03.18]

3.2.3 What level of Instructors and Experience Can Train Instructors

- 3.2.3.1 **Bench** – Instructor with 1-year active (3-5 classes per year) teaching experience can supervise a bench for an instructor trainee
- 3.2.3.2 **Co-Teach** – Instructor with 2 years active (3-5 classes per year) teaching experience
- 3.2.3.3 **Supervised Teach** – Instructor with 2 years active teaching experience
- 3.2.3.4 **Advisor** – Instructor with 2 years active (3-5 classes per year) teaching
- 3.2.3.5 **Instructor Training Seminar (ITS)** – One instructor that has previous experience teaching an ITS and one Advanced Instructor

- 3.2.3.5.1 Trainers have minimum of 2 years teaching experience

Revision Date: 2011.7.19 Inst. Train

3.2.3.5.2 ITS Trainers submit a proposal for training to SOBI before running an ITS, so it can be approved as an ITS

3.2.3.5.3 A Trainee cannot attend ITS1 or ITS2 until the class instructors have sighted (seen) the trainee's email of acceptance into the Instructor Trainee Program from the SOBI office

Revision date: 2019.01.31

3.3 Instructor Agreement - Board of Directors & Instructors

Note: this section is a repeat of section 1.1.15, including 1.1.15.1 and 1.1.15.2 and their subpoints

3.3.1 Instructors sign and agree to:

- 3.3.1.1** Abide by the Society of Ortho-Bionomy International (SOBI) Code of Ethics
- 3.3.1.2** Utilize the SOBI Trademarks and abide by the Ortho-Bionomy Trademark Guidelines
- 3.3.1.3** Familiarize self with the Ortho-Bionomy Training Programs and handbooks.
- 3.3.1.4** Review the Training Programs annually and familiarize myself with changes
- 3.3.1.5** Advise trainees on Training Programs I am familiar with
- 3.3.1.6** Teach courses for which I have been trained to teach
- 3.3.1.7** Send in class lists to the Office to be input into the transcript database
- 3.3.1.8** Follow the SOBI Policies
- 3.3.1.9** Communicate with Board liaison or SOBI Office if I have questions
- 3.3.1.10** Include Trademark Policy and SOBI information in my classes
- 3.3.1.11** Renew my membership annually
- 3.3.1.12** Biannually complete and submit proof of Continuing Education
- 3.3.1.13** Participate and abide by request in mediation or grievance process

3.3.2 Board signs and agrees to:

- 3.3.2.1** Abide by the Society of Ortho-Bionomy International Code of Ethics
- 3.3.2.2** Use the Principles, Mission and Vision as Guidelines for the Society to function
- 3.3.2.3** Conduct ourselves in a professional manner
- 3.3.2.4** Support and oversee Training Programs
- 3.3.2.5** Support and oversee Trademarks
- 3.3.2.6** Develop and provide transcripts for students/trainees
- 3.3.2.7** Notify Instructors of their and their trainees evolvments
- 3.3.2.8** Notify the Instructors of changes or updates of Training Program/handbook
- 3.3.2.9** Maintain class list information and keep the material confidential
- 3.3.2.10** Provide materials to Instructors to promote SOBI membership
- 3.3.2.11** Provide Instructors with a Liaison/Contact on the SOBI Board
- 3.3.2.12** Not sell or market class or member information
- 3.3.2.13** Provide web-space for marketing Registered Ortho-Bionomy classes

- 3.3.2.14** Support Instructors, including study groups through SOBI Office and other expanded ways for Instructors to teach
- 3.3.2.15** Provide web-space for Instructors to promote themselves and their work
- 3.3.2.16** Continue to evolve SOBI technology and website to further support Instructors
- 3.3.2.17** Listen and respond to the requests of our Instructors
- 3.3.2.18** Actively facilitate the resolution of complaints and grievances

Revision Date: 2016.05.16

3.4 General Instructor Program Policies

3.4.1 Instructor Advisor Guidelines and Responsibilities

- 3.4.1.1** Advisor is an Instructor with 2 years active teaching
- 3.4.1.2** Is responsible to review and confirm Curriculum's requirements have been met at each level of application and training
- 3.4.1.3** Will review and confirm training program documentation is complete and in order for the Trainee at each level
- 3.4.1.4** Mentors and supports Trainee through their program, benching and co-teaching when possible
- 3.4.1.5** Recommends Trainee to apply for Instructor Training Program
- 3.4.1.6** Confirms Trainee co-teaches or benches with at least two Instructors
- 3.4.1.7** Recommends applicant to evolve to Associate Instructor
- 3.4.1.8** Confirms Supervised Teach is clearly identified as a Supervised Teach
- 3.4.1.9** Works with Associate Instructor to get in-person Supervised Teach
 - 3.4.1.9.1** If in-person Supervised Teach is not possible, will work with IRC and Associate Instructor to confirm if online Supervised Teach will be allowed

Revision Date: 2024.03.18

- 3.4.1.10** Recommends Associate Instructor trainee's evolvement to Instructor.
- 3.4.1.11** Will be the contact for the Instructor Review Committee or the Board, for applicant if there are questions.

3.4.2 Advanced Instructor Advisor Guidelines and Responsibilities

- 3.4.2.1** Advisor is an Advanced Instructor
- 3.4.2.2** Responsible for review and understanding of the Advanced Instructor Training Program
- 3.4.2.3** Responsible to review and confirm Curriculum's requirements have been met at each level of application and training
- 3.4.2.4** Review and confirm paperwork is in order for Trainee at each level
- 3.4.2.5** Mentor and support Trainee through the Training Program, benching and co-teaching when possible
- 3.4.2.6** Recommends Trainee to apply for Advanced Instructor Training Program
- 3.4.2.7** Confirms Trainee co-teaches or benches with at least two instructors

- 3.4.2.8** Recommends applicant to evolve to Associate Advanced Instructor
- 3.4.2.9** Confirms Supervised Teach is clearly identified as a Supervised Teach
- 3.4.2.10** Work with Associate Advanced Instructor to get Supervised Teach
- 3.4.2.11** Recommends Associate Advanced Instructor involvement to Advanced Instructor
- 3.4.2.12** Receives copy of Trainee's application and training documentations throughout the process
- 3.4.2.13** Will be contact for Instructor Review Committee or Board for applicant if there are questions.

3.4.3 Adding a Class

3.4.3.1 Instructors - Adding Classes After Approved as an Instructor

- 3.4.3.1.1** Associate Instructors may only teach Study Groups
- 3.4.3.1.2** Instructors may add most basic classes after they:
 - 3.4.3.1.2.1** Co-teach
 - 3.4.3.1.2.2** Advisor/Supervising Instructor may require bench before co-teach.
 - 3.4.3.1.2.3** SOBI office receives notice of applicant's approval to teach from the Instructor who co-taught with the Trainee [09-08-27 Inst. Train]

Revision Date: 2022.03.23

3.4.3.1.3 Instructors may add the following on basis of self-assessment:

- 3.4.3.1.3.1** Anatomy and Physiology
- 3.4.3.1.3.2** Demonstration Skills
- 3.4.3.1.3.3** Elements of a Successful Practice

Revision Date: 2006.06.26, 2022.03.23

3.4.3.2 Associate Advanced Instructor - Adding classes After Approved as an Associate Advanced Instructor:

- 3.4.3.2.1** Chapman's Neurolymphatic Reflexes may be added
- 3.4.3.2.2** Visceral may be added
- 3.4.3.2.3** Process to add includes:
 - 3.4.3.2.3.1** Co-teach
 - 3.4.3.2.3.2** Advisor/Supervising Instructor may require bench before co-teach.
 - 3.4.3.2.3.3** SOBI office receives notice of applicant's approval to teach from the Instructor who co-taught with the Trainee.

Revision Date: 2022.03.23

3.4.3.3 Advanced Instructor - Adding Classes After Approved as an Advanced Instructor:

- 3.4.3.3.1** Ethics and Emotional Issues may be added
- 3.4.3.3.2** Phase 7 may be added
- 3.4.3.3.3** Cranial may be added
- 3.4.3.3.4** Residential may be added
- 3.4.3.3.5** Instructor Training Seminar (ITS) may be added
- 3.4.3.3.6** Advanced Instructor Training Seminar (AITS) may be added

3.4.3.3.7 Process to add the above classes includes:

3.4.3.3.7.1 Co-teach

3.4.3.3.7.2 Advisor/Supervising Instructor may require bench before co-teach.

3.4.3.3.7.3 SOBI office receives notice of applicant's approval to teach from the Instructor who co-taught with the Trainee.

Revision Date: 2022.03.23

3.4.4 Instructor – Who Can Teach Each Class

3.4.4.1 Study Groups — Associate Instructors and above may review material based on the classes that they have been approved to teach. Study groups may also be comprised of new information that the Instructor is exploring in their practice. Instructors and Associate Advanced Instructors may talk about the advanced work, but may not teach it and are expected to maintain integrity at the level for which they have been approved to teach.

3.4.4.2 Ethics Study Group — Associate Instructors through Advanced Instructors may conduct Ethics Tutorials and Study Groups

3.4.4.2.1 Include discussion of SOBI Code of Ethics and Trademark Policies

3.4.4.2.2 Include contemplation

3.4.4.2.3 Meet the Ethics requirement for Associate members

3.4.4.3 Postural Re-education and Post-Techniques – Instructor bench, co-teach & be approved by the Co-teacher

3.4.4.4 Isometrics – Instructor bench, co-teach and be approved by the Co-teacher

3.4.4.5 Exploration of Movement – Instructor bench, co-teach and be approved by the Co-teacher

3.4.4.6 Practitioner Training Seminar – Instructor bench, co-teach and be approved by the Co-teacher

3.4.4.7 Anatomy and Physiology – basis of a self-assessment without benching

3.4.4.8 Demonstration Skills – basis of a self-assessment without benching

3.4.4.9 Elements of a Successful Practice – basis of a self-assessment without benching

3.4.4.10 Instructor Training Seminar (ITS) – bench, approval to co-teach by the Co-teacher

3.4.4.10.1 Must have two years of experience

3.4.4.10.2 Co-Teach – May not conduct an ITS without an Advanced Instructor, so this is a co-teach at Instructor level

Revision Date: 2011.07.19 Inst. Train

3.4.5 Associate Advanced and Advanced Instructor – Who can Teach Each Class

3.4.5.1 All classes listed in Section 3.4.4 for Instructors plus the following:

3.4.5.2 Chapman's Neuro-Lymphatic Reflexes – Associate Advanced – bench, co-teach, advisor approval

3.4.5.3 Visceral – Associate Advanced – bench, co-teach, advisor approval

- 3.4.5.4 Ethics and Emotions** – Advanced – bench, co-teach, advisor approval
 - 3.4.5.5 Phase 7** – Advanced – bench, co-teach, advisor approval
 - 3.4.5.6 Cranial** – Advanced – bench, co-teach, advisor approval
 - 3.4.5.7 Residential** – Advanced – bench, co-teach, co-teacher approval
 - 3.4.5.8 Instructor Training Seminar (ITS)** – bench, co-teach, co-teacher approval
 - 3.4.5.9** Co-Teacher may email or mail office letter of approval to teach
- Revision Date: 2011.10.08 Adv. Inst. Train

3.5 Instructor Training Program

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

3.5.1 Application to Instructor Training Program

3.5.1.1 Instructor Training Applicants are

- 3.5.1.1.1** Current members of SOBI in good standing
 - 3.5.1.1.2** Registered Advanced Practitioner of Ortho-Bionomy -or-
 - 3.5.1.1.3** Practitioner enrolled in Advanced Practitioner training with 375 hours completed of the Advanced Practitioner program.
- Revision Date: 2011.07.19 Inst. Train
- 3.5.1.1.4** Remain member in good standing of SOBI throughout their training
- Revision Date: 2020.04.09

3.5.2 Instructor Training Program Application includes:

3.5.2.1 Instructor Program Application, is either a:

- 3.5.2.1.1** Registered Advanced Practitioner -or-
- 3.5.2.1.2** Practitioner with 375 units of Advanced Practitioner training completed and Practitioners must also include:
 - 3.5.2.1.2.1** Copy of Advanced Practitioner Program form
 - 3.5.2.1.2.2** Letter from Advanced Practitioner Advisor confirming completed 375 units

- 3.5.2.2** Typed answers to Essay questions
 - 3.5.2.3** Advisor Selection form
 - 3.5.2.4** Advisor Recommendation Form
 - 3.5.2.5** Instructor Recommendation Form
 - 3.5.2.6** Documentation submitted to SOBI office for 3/15, 6/15, 9/15, 12/15 for IRC
 - 3.5.2.7** Reviewed by the Instructor Review Committee for approval by the SOBI Board
 - 3.5.2.8** Application fee
 - 3.5.2.9** Once approved, applicant may attend ITS
- Revision Date: 2011.07.19 Inst. Train

3.5.3 Instructor Training Application Approved before Instructor Training Seminar 1

3.5.3.1 Instructor applicant must submit and be approved by the Instructor Review Committee & SOBI Board prior to attending the Instructor Training Seminar

3.5.3.2 Instructor Training Seminars are required for Instructor trainees

Revision Date: 2011.07.19

3.5.4 Instructor Trainee – Bench Assist

3.5.4.1 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).

3.5.4.2 Advanced Practitioner Trainees – prior to the first ITS may Bench Assist more than one class for credit.

3.5.4.3 Trainee must Co-Teach and Bench Assist with at least two Instructors.

3.5.4.4 Complete 6-12 Bench Assists as per training program agreement

3.5.4.5 Classes are at least 16 units

3.5.4.6 Class days do not need to be consecutive

3.5.4.7 All Bench Assists must in be Phase 4 classes (see Definitions)

3.5.4.8 At least 5 Bench Assists must be in Standard Phase 4 classes (for a complete list see Definitions)

3.5.4.9 At least three Bench Assists must include demonstrations/presentations

3.5.4.10 Bench Assists before ITS Part I may not include classroom demonstrations/presentations.

3.5.4.11 A minimum of five Bench Assists must be completed after completing ITS Part I

Revision Date: 2024.04.18

3.5.5 Instructor Training Seminar (ITS) is required for Instructor Trainees

3.5.5.1 2 segments (ITS I and ITS II) separated by a gap of at least 6 months.

3.5.5.2 The first segment is a prerequisite for ITS II.

3.5.5.3 The second segment may be taken after completing Bench Assists with presentations, of which one counts for credit.

3.5.5.4 ITS includes minimum of 1 Advanced Instructor Trainer

Revision Date: 2011.07.19

3.5.5.5 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

Revision Date: 2005.09.08

3.5.5.6 ITS should include elements of Phase V & VI

Revision Date: 2005.09.08

3.5.6 Instructor Trainees must be approved as an Associate Instructor before they co- teach.

3.5.6.1 Instructor trainees submit evolvement request to SOBI Office

- 3.5.6.2** Associate Instructor is recommended by the Instructor Review Committee and approved by the Board of Directors
 - 3.5.6.3** Instructor Review Committee meeting deadlines are 4 times a year – 3/15, 6/15, 9/15, 12/15
- Revision Date: 2011.07.19

3.5.7 Associate Instructor Evolvement (completion of ITS 1 and 6-12 benches):

- 3.5.7.1** Has been approved as an Advanced Practitioner
- 3.5.7.2** Has completed ITS I
- 3.5.7.3** Instructor Training Program Agreement Part 1
- 3.5.7.4** Associate Instructor Evolvement Request Form
- 3.5.7.5** One evolvement recommendation form from advisor who has experienced the trainee's work in the classroom including demonstrations/presentations
- 3.5.7.6** One evolvement recommendation form from an instructor who has experienced the trainee's work in the classroom including demonstrations/presentations
- 3.5.7.7** 6-12 Bench-assist forms (3 with demos) from applicant and Instructor
- 3.5.7.8** Submit to SOBI Office by 3/15, 6/15, 9/15, 12/15 for IRC
- 3.5.7.9** IRC reviews and makes recommendations to SOBI Board for approval
- 3.5.7.10** Trainees may not co-teach until approved by Board as an Associate Instructor.

Revision Date: 2024.04.18

3.5.8 Associate Instructor Co-Teaching Guidelines

- 3.5.8.1** Instructor Trainee teaches 50% of the class.
- 3.5.8.2** The Trainee must have completed
 - 3.5.8.2.1** All Bench-Assists,
 - 3.5.8.2.2** Part One of the ITS, and
 - 3.5.8.2.3** Be appointed an Associate Instructor before co-teaching
- 3.5.8.3** Complete 3-6 Co-Teaches as per training program agreement
- 3.5.8.4** Classes are at least 16 units
- 3.5.8.5** Class days do not need to be consecutive
- 3.5.8.6** All Co-Teaches must be in Phase 4 classes (see Definitions)
- 3.5.8.7** At least 3 Co-Teaches must be in Standard Phase 4 classes (for a complete list see Definitions)
- 3.5.8.8** Two trainees may not Co-Teach during the same class
- 3.5.8.9** An Instructor Trainee must bench-assist the class before co-teaching the class.
- 3.5.8.10** Co-teach and bench with at least two Instructors
- 3.5.8.11** One co-teach may be online

Revision Date: 2024.04.18

3.5.9 Instructor Supervised Teach

- 3.5.9.1** Trainee must have completed all required Co-Teaches
- 3.5.9.2** Complete 1-2 Supervised Teaches as per training program agreement
- 3.5.9.3** Must be a Standard Phase 4 class of at least 16 units (for a complete list see Definitions)
- 3.5.9.4** Confirm publicity for Supervised Teach is clearly identified as Supervised Teach
- 3.5.9.5** Supervising Instructor has 2 years of active teaching experience
- 3.5.9.6** Supervising Instructor should be in attendance at the class
- 3.5.9.7** Online Supervised Teaches may be allowed as exceptions
 - 3.5.9.7.1** Trainee and students must be in person, Supervising Instructor must be live online
 - 3.5.9.7.2** Circumstances must exist that necessitate an online Supervised Teach
 - 3.5.9.7.3** Must be approved by the IRC and the trainee's advisor

Revision Date: 2024.03.18

3.5.10 Request for Instructor Evolvment Includes:

- 3.5.10.1** Completed all forms and requirements
- 3.5.10.2** Complete ITS I and II Program Agreement
- 3.5.10.3** Completed Instructor Program Record Form (page 17-22), including Advanced Instructor Signature or e-signature
- 3.5.10.4** Evolvment request form/Applicant letter requesting evolvment
- 3.5.10.5** One evolvment recommendation form from advisor who has experienced the trainee's work in the classroom including demonstrations/presentations
- 3.5.10.6** One evolvment recommendation form from an instructor who has experienced the trainee's work in the classroom including demonstrations/presentations
- 3.5.10.7** Completed Bench-assists – matching # from applicant's ITSform
- 3.5.10.8** Completed Co-teach forms from Applicant
- 3.5.10.9** Completed Co-teach forms from Instructors they co-taught with
- 3.5.10.10** Supervised Teach form from Applicant
- 3.5.10.11** Supervised Teach form from Instructor
- 3.5.10.12** Sent to SOBI Office 3/15, 6/15, 9/15, 12/15 to be submitted to IRC
- 3.5.10.13** IRC sends recommendations to office for Board approval
- 3.5.10.14** Applicants must have their evolvment approved before teaching a class as an Instructor
- 3.5.10.15** Applicants may continue to do Study Groups (which they are approved to teach as an Associate Instructor) until they are approved
- 3.5.10.16** The IRC will contact the Advisor if there are questions regarding the documentation

Revision Date: 2024.04.18

3.6 Advanced Instructor Training Program

3.6.1 Transition to Current Advanced Instructor Training Program

For those in Advanced Training Program prior to October 8, 2011

- 3.6.1.1** Trainee does not need to complete application if they are already enrolled in Advanced Instructor Training
 - 3.6.1.2** Trainee's current title stays the same until the Trainee evolves per the program
 - 3.6.1.3** All training prior to October 8, 2011 applies to the requirements of this program
 - 3.6.1.3.1** Letters from Trainee's Advisors documenting what requirements have been fulfilled will substitute for bench forms
 - 3.6.1.3.2** These classes do need to be listed on the Program Record form
 - 3.6.1.4** All training done after October 8, 2011 will need to be documented using the current Advanced Instructor Training Program forms
- Revision Date: 2011.10.08

3.6.2 Advanced Instructor Training Program Prerequisites:

- 3.6.2.1** Current Instructor member of SOBI in good standing
 - 3.6.2.2** Minimum 2 years of teaching experience with demonstrated competence
 - 3.6.2.3** Minimum 12 Ortho-Bionomy classes taught, including
 - 3.6.2.3.1** Phase IV
 - 3.6.2.3.2** Exploration of Movement Patterns
 - 3.6.2.3.3** Postural Re-education and Post-Techniques
 - 3.6.2.3.4** Isometrics and Isotonics
 - 3.6.2.4** Two Advanced Instructors recommendations
- Revision Date: 2011.10.08

3.6.3 Advanced Instructor Training Program Application includes:

- 3.6.3.1** All prerequisites have been met
- 3.6.3.2** Advanced Instructor Program application and questions typed
- 3.6.3.3** Two Instructor/Advisor recommendation forms to enter Advanced Instructor Training from Advanced Instructors who agree to serve as applicant's Advisors and support applicant's training
- 3.6.3.4** Documentation submitted to SOBI office for 3/15, 6/15, 9/15, 12/15 for IRC
- 3.6.3.5** IRC sends recommendation to SOBI Board, Board approves application

3.6.4 Associate Advanced Instructor Training

- 3.6.4.1 Phase V Curriculum** includes minimum of:
 - 3.6.4.1.1** 2 bench-assists with Advanced Instructors
 - 3.6.4.1.2** 2 co-teaches with Advanced Instructors
 - 3.6.4.1.2.1** NOTE: A co-teach cannot be shared with other trainees

- 3.6.4.1.2.2 1 Co-teach with Trainee's Advisor
 - 3.6.4.1.3 1 Supervised Teach supervised by Trainee's other Advanced Instructor Advisor
 - 3.6.4.1.4 All coursework is based on 16 units of class
 - 3.6.4.1.5 Trainee's Advisors may require more than stated minimums
 - 3.6.4.1.6 Residentials count as one class/experience
 - 3.6.4.1.7 Some of these requirements completed with trainee's Advisors
 - 3.6.4.1.8 Timeline of Phase 5 & 6 training may overlap
 - 3.6.4.1.8.1 Phase 6 classes come up between Phase 5 co-teach or Supervised Teaches
 - 3.6.4.1.8.2 After a minimum of 2 Phase 5 bench assists, trainee may begin Bench Assisting Phase 6 classes for credit
 - 3.6.4.1.8.3 Once trainee has completed and sent in their Phase 5, Associate Advanced Instructor paperwork, with Advisor permission, they can begin their Phase 6 co- teaches.
 - 3.6.4.2 **Supervised Teach** – Trainee is responsible for every aspect of the class
 - 3.6.4.2.1 Supervising Instructor is in Observer role
 - 3.6.4.2.2 Supervising Instructor is one of the trainee's Advisors
 - 3.6.4.2.3 Supervising Instructor will evaluate Trainee's performance for recommendation to evolve or complete an additional Supervised Teach
- 3.6.4.3 **Associate Advanced Instructor Evolvment** (completion of Phase V training):
 - 3.6.4.3.1 Program Record form, Page 1
 - 3.6.4.3.2 Program Agreement form – Phase 5
 - 3.6.4.3.3 All Trainee Class Self-Evaluation forms – bench, co-teach, Supervised Teach
 - 3.6.4.3.4 All Trainee Instructor Class Self-Evaluation forms – bench, co-teach, Supervised Teach
 - 3.6.4.3.5 2 Evolvment to Associate Advanced Instructor request forms from Advisors
 - 3.6.4.3.6 Evolvment request from trainee
 - 3.6.4.3.7 2 Recommendation forms from Instructor from Advising Instructors
 - 3.6.4.3.8 Sent to SOBI Office 3/15, 6/15, 9/15, 12/15 to be submitted to IRC
 - 3.6.4.3.9 IRC sends recommendations to Office for Board approval
 - 3.6.4.3.10 Once board approves, trainee has evolved to Assoc. Adv. Instructor
 - 3.6.4.3.11 Trainees must have their evolvment approved before teaching as an Associate Advanced Instructor
 - 3.6.4.3.12 Trainees must have their evolvment approved before completing their Supervised Teach for Advanced/Phase 6
 - 3.6.4.3.13 The IRC will contact the Advisor if there are questions with the documentation

3.6.5 Advanced Instructor Training

3.6.5.1 Phase VI Curriculum includes minimum of:

3.6.5.1.1 2 bench assists with Advanced Instructors

3.6.5.1.2 2 co-teaches with Advanced Instructors

3.6.5.1.2.1 NOTE Co-teaches cannot be shared by other Trainees

3.6.5.1.2.2 1 Supervised Teach supervised by Advanced Instructor

Revision Date: 2011.10.08 Adv Inst. Train

3.6.5.1.2.3 All coursework is based on 16 units of class

3.6.5.1.3 Trainee's Advisor may require more than stated minimums

3.6.5.1.4 Residentials count as one class/experience

3.6.5.1.5 Timeline of Phase 5 & 6 training may overlap

3.6.5.1.5.1 Phase 6 classes come up between Phase 5 co-teach or Supervised Teaches

3.6.5.1.5.2 After a minimum of 2 Phase 5 bench assists, trainee may begin Bench Assisting Phase 6 classes for credit

3.6.5.1.5.3 Once trainee has completed and sent in their Phase 5, Associate Advanced Instructor paperwork, with Advisor permission, they can begin their Phase 6 co-teaches.

3.6.5.2 Supervised Teach – Trainee is responsible for every aspect of the class

3.6.5.2.1 Supervising Instructor is in Observation role

3.6.5.2.2 Supervising Instructor will evaluate the Trainee's performance, recommendation to evolve or complete an additional Supervised Teach

Revision Date: 2011.10.08

3.6.5.3 Advanced Instructor Evolvment (completion of Phase VI training):

3.6.5.3.1 Program Record form, Pages 1 and 2

3.6.5.3.2 Program Agreement form – Phase 5 and 6

3.6.5.3.3 All trainee Class Self-Evaluation forms – bench, co-teach, Supervised Phase 5 & 6

3.6.5.3.4 All trainee instructor Class Self-Evaluation forms – bench, co-teach, Supervised Teaches for Phases 5 and 6

3.6.5.3.5 2 Evolvment to Advanced Instructor request forms from Advisors

3.6.5.3.6 1 Evolvment form from the trainee

3.6.5.3.7 2 Recommendation forms from Advising Instructors

3.6.5.3.8 Sent to SOBI Office 3/15, 6/15, 9/15, 12/15 to be submitted to IRC

3.6.5.3.9 IRC sends recommendations to office for Board approval

3.6.5.3.10 Trainees must have their evolvment approved before teaching as an Advanced Instructor

- 3.6.5.3.11** The IRC will contact the Advisor if there are questions with the documentation

Revision Date: 2011.10.08

3.7 International Instructors & Training

See General Policy (Section 1.3 International Policy) for policy on reciprocity in International membership and training

3.8 Curriculum Review Committee (CRC)

3.8.1 General CRC Policy

- 3.8.1.1** Helps evolve the training program curriculum and education policies
- 3.8.1.2** Submit all curriculum proposals to the Board of Directors for approval
Revision Date: 2001.10.28
- 3.8.1.3** Three or five members appointed by the Board of Directors of the Society of Ortho-Bionomy International
Revision Date: 2020.11.09
- 3.8.1.4** Minimum 2 Instructors, including 1 Advanced Instructor and can include 1 Advanced Practitioner
Revision Date: 2015.09.10
- 3.8.1.5** Three-year Curriculum Committee term
Revision Date: 2001.10.28
- 3.8.1.6** Curriculum Policy recommendations are sent to the Instructor community for input by the Board
Revision Date: 2001.10.28
- 3.8.1.7** Curriculum Policy voted on by Instructor body
Revision Date: 1984.06.25
- 3.8.1.8** Board of Directors has the final approval in the Curriculum Policy approval process
Revision Date: 2001.10.28

3.8.2 Electives

3.8.2.1 Electives Development:

- 3.8.2.1.1** Electives that count for SOBI training programs will be approved by the Curriculum Review Committee.
- 3.8.2.1.2** Instructor submission/form includes:
 - 3.8.2.1.2.1** A class title
 - 3.8.2.1.2.2** The hours/units of the class
 - 3.8.2.1.2.3** A class outline in brief point form
 - 3.8.2.1.2.4** A short description of the content

- 3.8.2.1.2.5** Cover letter explaining its relevance to Ortho-Bionomy and why it should be considered for approval.

Revision Date: 2006.06.26

- 3.8.2.2** Elective Review – Elective courses can be reviewed:

- 3.8.2.2.1** SOBI Board may determine the means for a current elective to be reviewed

- 3.8.2.2.2** Course participant may request a review to the SOBI Board

- 3.8.2.2.3** SOBI Board may request CRC to review the elective

Revision Date: 2006.07.25

3.8.3 Curriculum Review – Specific Classes:

- 3.8.3.1 Anatomy & Physiology** – course can be completed as a home study with an Ortho-Bionomy instructor

Revision Date: 1990.06.01

- 3.8.3.2 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)

Revision Date: 1992.04.24

3.9 Instructor Review Committee (IRC)

3.9.1 General IRC Policy

- 3.9.1.1** Instructor Review Committee submissions due March 15, June 15, September 15, December 15

- 3.9.1.2** Verify the completeness of trainee's documentation and complete a qualitative examination of documentation

- 3.9.1.3** Reviews Applications and Evolvments for all levels of Instructor and Advanced Instructor Trainee's Evolvment submissions

- 3.9.1.4** Instructor Review Committee sends their recommendation to SOBI Office for Board of Directors

- 3.9.1.5** Recommendations, acceptances and the trainees are notified

- 3.9.1.6** Committee has 4 members, 3 active and 1 alternate

- 3.9.1.7** Serve for 4 years beginning in September

- 3.9.1.8** One new committee member each year

- 3.9.1.9** Board of Directors appoints Committee members

- 3.9.1.10** Committee members may be:

- 3.9.1.10.1** Advanced Instructors (at least 1 on committee)

- 3.9.1.10.2** Instructors with 3 years of experience

- 3.9.1.11** 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

Revision Date: 2006.03.10

Section 6: Addendum

6.1 Abbreviations Key and Definition:

BoD - Board of Directors
CRC - Curriculum Review Committee
IRC - Instructor Review Committee
ITS - Instructor Training Seminar
PRC - Practitioner Review Committee
PTP - Practitioner Training Program

6.2 Definitions

6.2.1 Classes

- 6.2.1.1 Unit:** 1 class unit is 1 hour (class units do not include lunches or homework but may include breaks)
- 6.2.1.2 Phase 4 Classes:** Standard Phase 4, Postural Re-Education & Post Techniques, Isometrics & Isotonics, Exploration of Movement, Self-Care, In-Depth Phase 4, and Non-Standard Phase 4
- 6.2.1.3 Standard Phase 4:** Phase 4 Techniques for the major structures of the body that every Instructor is responsible to know. Standard classes are Phase 4 Spine, Phase 4 Extremities, and Phase 4 Whole Body. Titles of Standard Phase 4 classes may differ and content may have some minor variation, but should be essentially the same in any Registered Ortho-Bionomy Instructor classroom. Standard Phase 4 classes may include Cervical, Thoracic, and Lumbar Spine; Ribs; Psoas; Ilium; Sacrum; Femur; Knee; Ankle; Foot; Shoulder; Elbow; Wrist; Hand.
- 6.2.1.4 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.
- 6.2.1.5 Blended Phases and Advanced:** Classes that specifically combine more than one Phase in a single class. Taught only by Associate Advanced Instructors (approved levels only) and Advanced Instructors. These classes will be credited as electives.

6.2.2 Practitioner and Advanced Practitioner

- 6.2.2.1 Supervised Demonstration:** A Supervised Demonstration is a lecture/presentation of Ortho-Bionomy given by the trainee and observed and documented by a Supervising Instructor.

6.2.3 Instructor and Advanced Instructor

- 6.2.3.1 **Active Teaching:** Minimum of three classes taught per year. This definition is used in Instructor Training and Advanced Instructor Training advising/supervising requirements. This definition does not apply to Instructor membership status.
- 6.2.3.2 **Observation/Bench Assist:** Bench Assisting is the first stage of learning to teach a class and can range from observation only to assisting at tables during practice to teaching demos during class.
- 6.2.3.3 **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 is responsible for 50% of all aspects of teaching the class. If a trainee/Instructor teaches less than 50% of the class this would count as a Bench Assist instead of a Co-Teach.
- 6.2.3.4 **Collaborative/Team Teach:** Two Instructors, neither of whom are in training, who are teaching together. The use of the term co-teach does not apply.
- 6.2.3.5 **Supervised Teach:** An Ortho-Bionomy class presented by a trainee and supervised by a Supervising Instructor. During a Supervised Teach, a trainee is responsible for every aspect of the class.
- 6.2.3.6 **Supervising Instructor:** The Instructor who supervises a Bench Assist, Co-Teach, or Supervised Teach.

During Bench Assists and Co-Teaches the Supervising Instructor is ultimately responsible for the learning experience of the students in the class as well as for giving feedback to the trainee/Instructor who is doing the Bench Assist or Co-Teach.

After a Co-Teach to add a class, the Supervising Instructor determines if the Instructor is qualified to teach that class solo and if so, provides a letter of approval.

During a Supervised Teach the Supervising Instructor is completely in the role of observing a trainee's teaching, giving feedback outside of class, and writing an evaluation. During a Supervised Teach class credit is given to the students by the Supervising Instructor.

[2024.04.18]

6.2.4 General

- 6.2.4.1 **In Good Standing** – Current member, dues paid, no grievances, signed trademark, Code of Ethics agreements on file. Instructor members also must have signed Instructor/Board agreement on file
- 6.2.4.2 **Policy** – Protocol, requirements, definition or rules to be followed
- 6.2.4.3 **Procedure** – Actions, operations, function, methods or steps followed to execute protocol

6.2.4.4 SOBI Administrative Policy (Admin) – Protocol utilized to define the organization's structure

6.2.4.5 SOBI Training Policy (Train) – Protocol utilized to define SOBI training

6.3 Date Format

The date of the policy format yyyy.mm.dd

6.4 Miscellaneous Information

These Policies have been pulled from their original documents and placed into a numbered format.

Note: There are instances where procedure is included in this Policy document, to provide clarity of the Policy.