

Practitioner & Advanced Practitioner Review Committee Checklist:

OVERVIEW: You need to be a current paid member of SOBI, and have sent in your application for the training program. You will need to make 4 copies of your paperwork, letters, etc. after it is signed off by your advisor. You keep the original, 1 copy for the office, then 1 copy will be mailed to each of the 3 individual committee members. **This is why we have 4 copies of everything, as each committee member needs to see it, as they meet via conference call, they are not physically meeting in one location.**

WAIVERS: Same copy format as below – 4 identical packets stapled in upper left hand corner with each stapled packet having one of each of the items required by the waiver you are receiving-See your waiver form for requirements.

EVOLVEMENT to Practitioner or Advanced Practitioner:

- ◇ You are **currently a member of the Society of Ortho-Bionomy International**
- ◇ You have **sent in your application and \$100/65 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).**
- ◇ **Each** of the **FOUR** individual packets should be **stapled in upper left hand corner** and include:
 - Letter** on top of each packet, announcing applicant's request to be registered as a Practitioner (Typed) – Applicant, include date, name, address, phone, email and advisors name.
 - Essay** in each packet – typed by applicant
 - Waiver** approved – One page waiver form approved - **ONE IN EACH PACKET** - 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, Intl is \$97.50.

How to Make Your Copies:

The envelope you send to the SOBI office/PRC will have:

- ◇ **1 envelope with FOUR Identical Stapled Packets. To do this:**
 1. **Create a stack of all your forms, letters, etc.** This is the stack you will make 4 copies of.
 2. **Thoroughly check your stack.**
 3. **DO NOT SEND IF THERE IS ANYTHING MISSING**
 4. **Please wait to get All letters – including evaluations, demonstrations, advisors, etc. They can not be sent directly or separately to the SOBI office.**
 5. **Make 4 copies of the entire stack (note program record form is double sided), keep your original**
 3. **Each stack will be identical** – cover letter, program record form, evals, etc.
 4. **Confirm each pile is identical**
 5. **Staple each stack in upper left hand corner, keep the original for yourself, send the copies.**
 6. **You will then have FOUR IDENTICAL STAPLED PACKETS.**
 7. **Put these FOUR IDENTICAL STAPLED Packets in ONE ENVELOPE** that will fit thru a 2” mail slot
 8. **Address it to SOBI, 5335 N. Tacoma Ave, Suite 21G, Indpls, IN 46220**
 9. **Send it Priority Mail with Delivery Confirmation**
DO NOT INSURE, DO NOT SEND SIGNATURE REQUIRED, or CERTIFIED MAIL
 11. **Send your packet by March 1, June 1, September 1, December 1 so there is not a rush.**
 12. **We get your envelope, we keep 1 stapled packet, and then put 1 in separate envelopes to mail each committee member.**

CONFIRMATION OF RECEIPT OF PACKET & RESULTS:

Receipt of Envelope by SOBI: SOBI sends an email when your portfolio has been received. If you paid for delivery confirmation, you will also get notice from the post office. 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.

Fee for incomplete packets: \$25 Processing Fee for Incomplete Submissions. **We have included detailed support above, to ensure you have all the information you need to NOT have to pay the additional \$25 Processing fee for Incomplete Submissions.** Please take the time to go through these checklists.