

Policy Section 2: Practitioner & Training Policy for the Society of Ortho-Bionomy International®

Includes General Member, Associate, Practitioner and Advanced Practitioner Member & Training Program Policy

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Abbreviations Key and Definition:

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

Policy – Protocol, requirements, definition or rules to be followed

Procedure – Actions, operations, function, methods or steps followed to execute protocol

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

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

Curriculum - add definition

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.

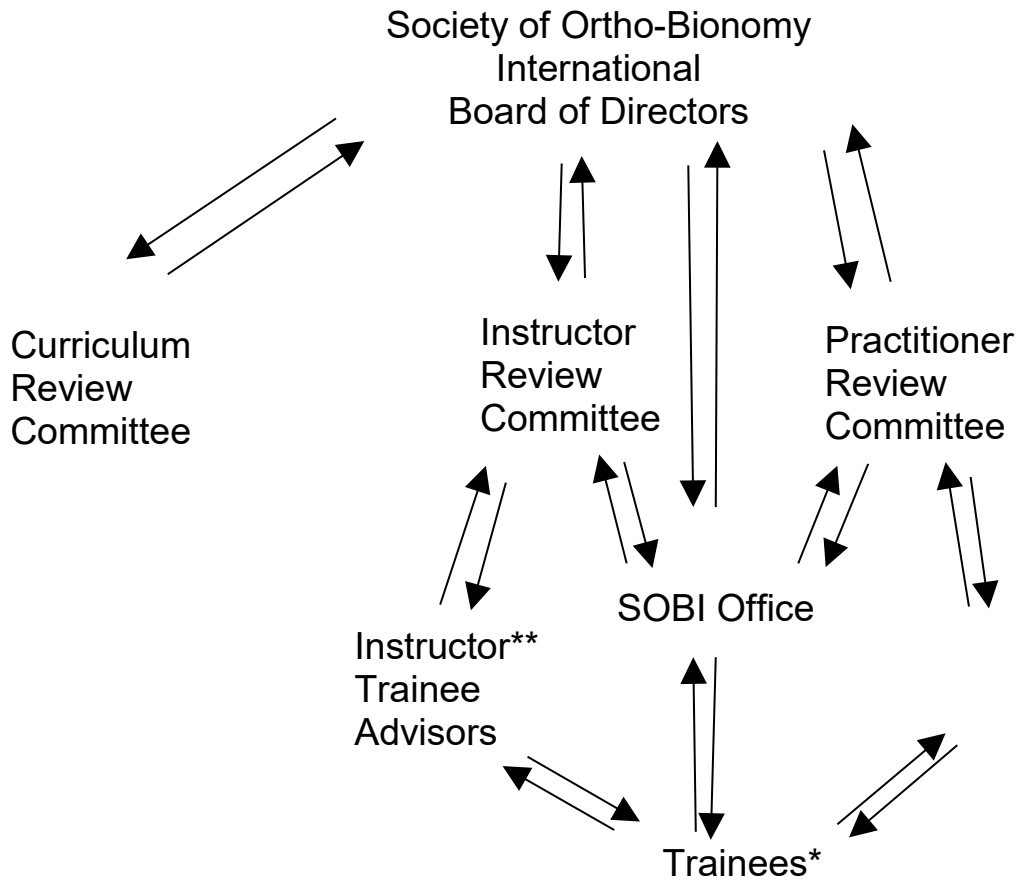
Date Format: The date of the policy format [yy-mm-dd]

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

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

General Membership Policy Section:

Diagram of Board/Committee & Member Relationships



*Trainees - Members, including Advanced Instructors, Instructors, Associate Instructors, Practitioners, Advanced Practitioners, Associates, Students

** Instructor - Instructor and Advanced Instructor Training Program Advisors

*** Practitioner- Practitioner & Advanced Practitioner Training Program Advisors

Trainees send in their training program paperwork to the SOBI office to be distributed to the Instructor and Practitioner Review committees. The Instructor and Practitioner Review Committees communicate with the trainee's advisor, if there are questions on the trainee's program documentation.

General Policy and Member Policy:

- **Continuing Education (CE) for Members**

- **Student** members pay annual dues, but do not have CE requirements
- **For Associate members, Practitioner, Advanced Practitioner, Associate Instructors** pay dues annually and complete:
 - 16 units of Ortho-Bionomy coursework every two years for Associate members – Associate Instructors and includes the following options:
 - Complete a 16 unit Ortho-Bionomy class
 - Attend the SOBI conference [11-04-26]
- **For Instructors through Advanced Instructor levels** pay dues annually and every two years complete one of the following:
 - Co-teaching with Registered Instructor
 - Observed/supervised teaching by Registered Instructor
 - Attend the full SOBI Conference & Instructor Retreat [12-10-02]
- **Class Unit** is approximately equal to 1 hour [11-04-26]
- **Curriculum Review Committee** helps evolve the Training Program Curriculum and Education policies. It is made up of:
 - Three members appointed by the Board of Directors of the Society of Ortho-Bionomy International [15-9-10]
 - Minimum two Instructors, including one Advanced Instructor and can include one Advanced Practitioner [15-9-10]
 - Three-year Curriculum Review Committee term [01-10-28]
 - Review Current Electives [06-06-27]
 - Approval of New Electives [06-06-27]
 - Curriculum Policy recommendations are sent to the Instructor community for input [01-10-28]
 - Submit all curriculum proposals to the Board of Directors for approval [01-10-28]
 - Board of Directors has the final approval in the curriculum policy approval process [01-10-28]
- **Practitioner Review Committee:**
 - Practitioner Review Committee submissions due Mar. 15, Jun. 15, Sept. 15, Dec. 15
 - Verify completeness of training program documentation and qualitative examination
 - Reviews Practitioner Waivers, Practitioner and Advanced Practitioner Evolvement submissions
 - Practitioner Review Committee sends their recommendation to SOBI Office for Board of Directors
 - Recommendations accepted and trainees are notified
 - Committee has 3 members
 - Serve for 3 years beginning in September
 - One new member each year, one member retires
 - Board of Directors appoints committee members

- Committee Members may be Advanced Practitioners and Instructors, with one instructor on each committee session
- If the applicant's training program documentation is incomplete, the committee will alert the applicant's Advisor of missing material and mark their evolvment request pending receipt of the missing material. [06-03-10]

- **Student Members:**
 - Can state they are a member of the Society of Ortho-Bionomy International
 - Listed in Member Directory
 - Listed on-line Member Online Searches
 - No Continuing Education requirements

- **Associate Members:**
 - Listed in public Ortho-Bionomy web-site searches, 'Find a Practitioner' search
 - Have publicly viewable online profile and web presence
 - May vote on Board of Director elections

- **Associate Training Segment of the Practitioner Training Program Includes completion of 114 units of Ortho-Bionomy instruction (which also counts toward the Practitioner Training Program (PTP) consisting of:**
 - 32 units of Basics/Phase Four
 - 16 units of Phase Five
 - 16 units of Phase Six
 - 3, 8, 16 Units of Ethics see below for options:
 - Tutorial: 3 hour Ethics Tutorial with Ortho-Bionomy Instructor
 - Ethics and Emotions class – 8 or 16 unit Ortho-Bionomy Ethics class
 - Completed Electives to add up to 114 total units completed
 - The Associate units transfer directly to the Practitioner Training Program (PTP)
 - 1 session – Receive a session from a Registered Practitioner or Advanced Practitioner, or any level of Instructor (counts in the PTP)
 - 1 session - Give a session for feedback to an Instructor (counts in the PTP)
 - Paid Membership fee
 - Sent completed form to SOBI Office
 - Become an Associate once SOBI Office notifies trainee of receipt and approval

- **Practitioner Members:**

- Listed in public Ortho-Bionomy web-site searches, 'Find a Practitioner' search
- Have publicly viewable online profile and web presence
- May vote on Board of Director elections and General Policy
- May do Lecture/Demonstrations
- May do Self-care/homework with clients as part of session
- May not teach Ortho-Bionomy or Ortho-Bionomy Self-care to groups/workshops
- In Training programs
 - Can give Sessions to Practitioner and Advanced Practitioner trainees
 - They cannot do Feedback Sessions, Evaluation Sessions or Consultations
- **Training Program Evolvement Delay** can be delayed by the Board of Directors until outstanding grievances are resolved. [06-06-26]

Practitioner Training Program Section: Refer to the Practitioner Training Handbook for full Program Details and descriptions. For Clarity, the Training section also includes some procedures:

- **Practitioner – Entrance** into the Practitioner Training program
 - Must be a SOBI member -or-
 - Join as member at same time as apply to Practitioner Training Program
 - Pay enrollment fee [11-06-16]
- **Practitioner Training Program Curriculum in Units** (unit approx. 1 hour) [06-06-26]
 - 64 Phase IV
 - 16 Phase V
 - 16 Phase VI
 - 16 Practitioner Training Seminar
 - 16 Postural Re-education and Post Techniques
 - 16 Isometrics and Isotonics
 - 16 Exploration of Movement Patterns
 - 16 Chapman's Neurolymphatic Reflexes
 - 16 Ethics and Emotional Issues
 - 16 Demonstration Skills
 - 16 Elective(s)
 - 18 Study Group (six 3 unit min)
 - 40 Residential (5 day minimum)
 - 8 Sessions Received from Practitioner/Instructors
 - 3 Feedback Sessions on Advisor/Instructors
 - 9 Consultations with Advisor/Instructors
 - 3 Evaluations-Documented session on Advisor/Instructors
 - 1 Supervised Demonstration –Documented

- 1 Essay
- 150 Documented Sessions
- 16 Elements of a Successful Practice (can be waived, see Practitioner Handbook)
- 32 Anatomy and Physiology (can be waived, see Practitioner -Handbook)

- **Practitioner Training Program – Who Can Support in your Training [16-12-01]**
 - **Advisor** – All Instructor levels, Associate Instructor through to Advanced Instructor
 - **Receive Sessions** from Practitioner through to Advanced Instructor
 - **Feedback Session** given to Associate Instructor through to Advanced Instructor
 - **Evaluation Session given** to Associate Instructor through to Advanced Instructor
 - with at least one given to your Advisor
 - **Consultation** – Associate Instructor through to Advanced Instructor
 - **Study Group** – Associate Instructor through to Advanced Instructor [11-06-16]
 - **Study Groups** – In Study Groups, Associate Instructors and Instructors may only teach materials based on the classes that they are approved to teach. [05-01-19]

- **Practitioner Advisor Guidelines and Responsibilities**
 - **Advisor** -Registered Associate Instructor, Instructor, Associate Advanced Instructor, Advanced Instructor
 - Responsible to review and confirm curriculum’s requirements have been met at each level of training
 - Complete Consultations with Advisee
 - Receive an Evaluation session from Trainee
 - Discuss and sign-off on Waivers for Trainee, if applicable
 - Review and confirm paperwork is in order for Trainee
 - Recommends trainee to evolve to Practitioner
 - Will be the contact for the Practitioner Review Committee and the Board for the applicant, if there are questions on the paperwork [11-06-16]

- **Feedback Session details in Practitioner Program, three given to:**
 - Registered Associate Instructor to Advanced Instructor [16-12-01]
 - 1 of the 3 feedbacks should be with your Advisor
 - Feedbacks are written on Practitioner Training Program Record form [11-06-16]

- **Evaluation Sessions in Practitioner Program, three given to:**
 - Associate Instructor through Advanced Instructor [16-12-01]
 - 1 of the 3 evaluations should be with your Advisor
 - Evaluating advisor/instructor will write an Evaluation letter to include with training program documentation submission [11-06-16]

- **Waivers for Anatomy & Physiology in Practitioner Program include:**
 - Waiver form provided by SOBI must be filled out and submitted

- Program Advisor approval
- Classes/Training used for waivers include:
 - Course completed at local college
 - Training in Massage School with equivalent hours
 - Professional Training in the medical field
- Include letter from trainee requesting waiver
- Waivers should be approved by Practitioner Review Committee prior to submitting final request for Practitioner Evolvement
- See Practitioner Handbook for procedure/number of copies, etc. [07-09-01]

- **Waivers for Elements of a Successful Practice in Practitioner Program include:**
 - Waiver form provided by SOBI must be filled out and submitted
 - Letter from Advisor supporting the waiver
 - Classes/Training/Experience for waiver can include:
 - Proof of business management and public relations experience
 - Classes completed at college
 - Work-related training
 - Include letter from trainee requesting waiver
 - Waivers should be approved by Practitioner Review Committee prior to submitting final request for Practitioner Evolvement
 - See Practitioner Handbook for procedure/number of copies, etc. [07-09-01]

- **Classes can't be used in both Practitioner & Advanced Practitioner Program**
 - You may not use the same class hours in Practitioner and Advanced Practitioner Training Program [07-09-01]

- **Classes are shared in Practitioner & Associate Training Programs**
 - Associate and Practitioner Training classes may be shared, as Associate Training is part of the Practitioner Training Program [07-09-01]

- **Animal clientele (i.e. Equine and canine) courses can be used as electives for:**
 - 16 units of Practitioner Training
 - 32 units of Advanced Practitioner Training [18-02-09]

- **Consultations/Private discussions in Practitioner Training:**
 - Nine consultations
 - With Associate Instructors, Instructors or Advanced Instructors
 - It is recommended that some be with the Trainee's advisor [07-09-01]

- **Study Groups in Practitioner Program :**
 - 6 three hour Study Groups
 - Can be led by Associate Instructor through to Advanced Instructor

- 2 of the 6 study groups can be additional classes with Advisor approval [07-09-01]
- **Documented Sessions for Practitioner Training :**
 - 150 documented sessions of entirely Ortho-Bionomy
 - Minimum of 20 different people
 - Each session a minimum of 30 minutes
 - Check in with Advisor on how to document [07-09-01]
- **Demonstration requirement in Practitioner Program :**
 - Given as an introduction to Ortho-Bionomy
 - Minimum of 4 attendees
 - Observed and documented by an Ortho-Bionomy Instructor, either in person or video
 - Letter of documentation by Instructor for trainee's Practitioner portfolio [07-09-01]
- **Essay for Practitioner Training:**
 - Typed essay by applicant, at least one page in length
 - What the philosophy and principles of Ortho-Bionomy mean to the applicant personally and professionally [07-09-01]
- **Request for evolvment to Practitioner:**
 - Completed Practitioner Evolvment Packet Includes:
 - Completed Program Record forms
 - 3 evaluation letters
 - 1 essay
 - 1 letter requesting evolvment or evolvment form by applicant
 - 1 letter from Instructor regarding demonstration
 - Approved Waiver form, signed by PRC Chair
 - Evolvment fee paid
 - 4 copies of training program documentation sent and 1 emailed to SOBI Office for Practitioner Committee
 - Practitioner Review Committee meets Mar. 15, Jun. 15, Sep. 15, Dec. 15
 - Practitioner Review Committee sends recommendations to SOBI Office for Board
 - Recommendations accepted by Board and applicants are notified [07-09-01]

Advanced Practitioner Policy Section:

● **Advanced Practitioner members:**

- Vote on Board of Directors Elections and General Policy
- Complete 16 units of Ortho-Bionomy Continuing Education every 2 years – Ortho-Bionomy class or attending full SOBI Conference
- Listed on public OB website searches, ‘Find a Practitioner’, have web presence
- May do Lecture/Demonstrations
- May do Self-care/homework with clients as part of session
- May not teach Ortho-Bionomy or Ortho-Bionomy Self Care to groups/workshops
- In Training programs
 - Can give Sessions to Practitioner and Advanced Practitioner trainees
 - Cannot be Advisor, or do Evaluations, Consultations, Feedback Sessions [16-12-01]

Advanced Practitioner Training Program Policy:

Refer to the Advanced Practitioner Training Handbook for Program Details

For Clarity, the training section also includes some procedures

● **Advanced Practitioner Program – Who Can Be Your**

- **Advisor** – Registered Associate Instructor through to Advanced Instructor
- **Receive Sessions** – Practitioner through to Advanced Instructor
- **Feedback Session** – given to Associate Instructor through to Advanced Instructor
- **Evaluation Session** – give to Associate Instructor through to Advanced Instructor
 - At least one with Trainee’s Advisor
- **Consultation** – Associate Instructor through to Advanced Instructor
- **Study Group** – Associate Instructor through to Advanced Instructor [16-12-01]

● **Advanced Practitioner Advisor Guidelines and Responsibilities**

- Advisor is Associate Instructor through Advanced Instructor
- Responsible to review and confirm curriculum and program requirements have been met at each level of training
- Receive sessions from Trainee for Feedback and Evaluation
- Complete Consultations
- Review and confirm training program documentation is in order for Trainee
- Mentor and support trainee through the Advanced Practitioner Training Program
- Recommends applicant to evolve to Advanced Practitioner
- Discusses elective options – ie. Class Elective, Community Project, Research/Case Study
- Will be the contact for Practitioner Review Committee or Board for the applicant if there are questions on the training program documentation[11-06-16]

● **Advanced Practitioner – Entrance into Advanced Practitioner Training Program**

- must be a SOBI member in good standing
- 375 units complete in Practitioner Training Program
- pay enrollment fee [11-06-16]

- **Advanced Practitioner Training Program Curriculum in Units (units approx.. 1 hour)[06-06-26]**
 - 16 Phase IV
 - 16 Phase V
 - 16 Phase VI
 - 8 Phase VII
 - 16 Postural Re-education and Post Techniques
 - 16 Isometrics and Isotonics
 - 16 Exploration of Movement Patterns
 - 16 Chapman's Neurolymphatic Reflexes
 - 16 Ethics and Emotional Issues
 - 16 Cranial
 - 120 Electives, Projects or Case Studies
 - 18 Study Group (six 3 unit min)
 - 40 Residential (5 day minimum)
 - 8 Sessions Received from Practitioner/Instructors
 - 3 Feedback Sessions on Advisor/Instructors
 - 8 Consultations with Advisor/Instructors
 - 3 Evaluations-Documented session on Advisor/Instructors
 - 1 Supervised Demonstration –Documented
 - 1 Essay
 - 150 Documented Sessions

- **Feedback Session details in Advanced Practitioner Program:**
 - Written on applicant's Advanced Practitioner Training Program Record
 - Complete 3 Feedback sessions
 - Given to Registered Instructors, including Associate Instructor
 - 1 of the 3 Feedbacks should be with the Trainee's Advisor [11-06-16]

- **Evaluation Sessions in Advanced Practitioner Program, three given to:**
 - Associate Instructor through to Advanced Instructor
 - 1 of the 3 evaluations should be with the Trainee's Advisor
 - Evaluating Advisors/Instructors will type an Evaluation letter to include with the Trainee's program documentation submission [11-06-16]

- **Classes can't be used in both Practitioner & Advanced Practitioner Program**
 - You may not use the same class hours in Practitioner and Advanced Practitioner Training Program [07-09-01]

- **Animal clientele (i.e. Equine and canine) courses can be used as electives for:**
 - 16 units of Practitioner Training
 - 32 units of Advanced Practitioner Training [18-02-09]

- **Consultations/Private discussions in Advanced Practitioner Training:**
 - Eight consultations
 - With Associate Instructors to Advanced Instructors
 - Suggest that some be with the Trainee's Advisor [07-09-01]

- **Study Groups in Advanced Practitioner Program :**
 - 6 three hour Study Groups
 - Can be led by Associate Instructor through to Advanced Instructor
 - 2 of the 6 study groups can be additional classes with the Advisor's approval [07-09-01]

- **Documented Sessions for Advanced Practitioner Training :**
 - 150 documented sessions of entirely Ortho-Bionomy
 - Minimum of 20 different people
 - Each session a minimum of 30 minutes
 - Check in with Advisor on how to document [07-09-01]

- **Electives in Advanced Practitioner Program** – options of class, project, case study or a combination of these options:
 - 120 units of Ortho-Bionomy classes –or-
 - Complete 1-5 Case studies of 4 sessions –or-
 - Project – Research Project or Community Service Project [11-06-16]

- **Documented Case Study for Advanced Practitioner Training:**
 - One to Five Case studies
 - At least 4 sessions per client/case study
 - Documented change in client over time
 - Include:
 - Subjective complaints
 - Medical History
 - Objective Findings
 - Assessment of subjective & objective findings
 - Description of sessions
 - Techniques used
 - Response of client
 - Trainee's Conclusions
 - Trainee to check in with Advisor on documentation [06-03-10]

- **Elective Projects for Advanced Practitioner Training:**
 - Research project or
 - Ortho-Bionomy related community service project
 - Designed by the applicant and Advisor
 - Include a report that can be sent with your final program documentation

- Could be an academic research project
- Could be community service with a specific group
- Check in with Advisor on documentation
- See the Advanced Practitioner Training handbook for ideas and details [06-03-10]

- **Demonstration requirement in Advanced Practitioner Program:**
 - Given as an introduction to Ortho-Bionomy
 - Minimum of 4 attendees
 - Observed and documented by an Ortho-Bionomy Instructor, either in person or video
 - Letter of documentation by Instructor for Advanced Practitioner portfolio [06-03-10]

- **Essay for Advanced Practitioner Training:**
 - Typed essay by applicant, at least 1 page in length
 - What the Philosophy and Principles of Ortho-Bionomy mean to the applicant personally and professionally [07-09-01]

- **Request for evolvment to Advanced Practitioner:**
 - Completed Advanced Practitioner Training Program
 - Completed Program Record form
 - 3 typed Evaluation letters
 - 1 essay
 - 1 letter requesting evolvment or evolvment form by applicant
 - 1 letter from Instructor regarding demonstration
 - Evolvment fee
 - 4 copies of training program documentation sent to SOBI office
 - Evolvment fee paid
 - Submit for Practitioner Review Committee by Mar. 15, Jun. 15, Sept. 15, Dec. 15
 - Practitioner Review Committee sends their recommendation to SOBI Office for Board of Directors approval
 - Recommendations accepted and trainees are notified [11-06-16]