

## Policy Section 3: Instructor & Instructor Policy for the Society of Ortho-Bionomy International®

Including Instructor and Advanced Instructor Member & Training 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

**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

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

**Instructor Policy:**

- **Instructor Continuing Education and Active membership** consists of:
  - Sixteen units of Continuing Education every other year –or-
    - Co-teaching with Registered Instructors –or-
    - be Observed/Supervised teaching by Registered Instructor every two years -or-
    - attend the Ortho-Bionomy Conference and Instructor Retreat
  - Annual payment of membership dues to maintain active status as an Instructor [12-10-02]
- **Inactive Instructor membership option** - 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.
  - can belong to SOBI at a reduced level of membership
  - Would only have the privileges attendant to that level
- **Active teaching** - Defined as 3-5 classes per year. This definition is used in Instructor training advisor and mentoring/classroom time descriptions and requirements to be met before an Instructor can work with trainees. See the **Instructor - What level of Instructors and Experience can Train Instructors** section of the policy for details.
- **International Instructors & Training-** See General Policy for policy on reciprocity in International membership and, training
- **Instructor Agreement - Board of Directors & Instructors - Signed agreement** between Board of Directors and Instructors.
  - **Instructors agree to:**
    1. Abide by the Society of Ortho-Bionomy International (SOBI) Code of Ethics
    2. Utilize the SOBI trademarks and abide by the Ortho-Bionomy Trademark Guidelines Policy
    3. Familiarize self with the Ortho-Bionomy Training Programs and handbooks.
    4. Review the Training Programs annually and familiarize myself with changes
    5. Advise Trainees on Training Programs I am familiar with
    6. Teach courses for which I have been trained to teach
    7. Send in class lists to the Office for input into the transcript database
    8. Follow the SOBI Policies

9. Communicate with Board Liaison or SOBI Office if I have questions
10. Include Trademark Policy and SOBI information in my classes
11. Renew my membership annually
12. Bi-annually complete and submit Continuing Education
13. Participate and abide by requests in mediation or grievance process

**The Board Will:**

1. Abide by the Society of Ortho-Bionomy International Code of Ethics
  2. Use the Principles, Mission and Vision as Guidelines for the Society to function
  3. Conduct ourselves in a professional manner
  4. Support and oversee Training Programs
  5. Support and oversee Trademarks
  6. Develop and provide transcripts for Students/Trainees
  7. Notify instructors of their and their Trainee's evolvments
  8. Provide and maintain Training Program handbooks
  9. Notify the Instructors of changes or updates of Training Program/handbook
  10. Maintain class list information and keep the material confidential
  11. Provide materials to Instructors to promote SOBI membership
  12. Provide Instructors with a Liaison/Contact on the SOBI Board
  13. Not sell or market class or member information
  14. Provide web-space for marketing Registered Ortho-Bionomy classes
  15. Support Instructors, including Study Groups through SOBI office and other expanded ways for Instructors to teach
  16. Provide web-space for Instructors to promote themselves and their work
  17. Continue to evolve SOBI technology and web-site to further support of Instructors
  18. Listen and respond to the requests of Instructors
  19. Actively facilitate the resolution of complaints and grievances [16-05-16]
- **Instructor to move back to Active Instructor member status**
    - Instructor can choose to resume active Instructor level membership
    - in addition to payment of the appropriate rate of dues,
    - s/he must submit documentation from a Registered Instructor of an appropriate CEU class i.e. Co-Teach, Supervised/Observed teaching [05-12-17]
  - **Instructor - What level of Instructors and Experience can Train Instructors**
    - **Bench** - Instructor with 1-year active (3-5 classes per year) teaching experience can Supervise a bench for an instructor trainee
    - **Co-Teach**- Instructor with 2 years active (3-5 classes per year) teaching experience
    - **Supervised Teach** – Instructor with 2 years active teaching experience
    - **Advisor** – Instructor with 2 years active (3-5 classes per year) teaching

- **Instructor Training Seminar (ITS)** – One instructor that has previous experience teaching an ITS and one Advanced Instructor
  - Trainers have minimum of 2 years teaching experience [11-7-19 Inst. Train]
  - ITS Trainers submit a proposal for training to SOBI before running an ITS, so it can be approved as an ITS
  - 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 [19-1-31]
- **Instructor - What level of Instructors and Experience Can Train Practitioners**
  - **Advisor** –Associate Instructor - Advanced Instructor [11-06-16]
  - **Session Received** – Associate Instructor – Advanced Instructor can give session
  - **Feedback Session** – Associate Instructor – Advanced Instructor
  - **Evaluation Session**- Associate Instructor-Advanced Instructor
  - **Study Group** – Associate Instructor – Advanced Instructor
  - **Consultation** – Associate Instructor – Advanced Instructor
  -
- **Instructor - What level of Instructors and Experience Can Train Advanced Practitioners**
  - **Advisor** –Associate Instructor – Advanced Instructor [11-06-16]
  - **Session Received** – Associate Instructor – Advanced Instructor  
*(Note: Practitioners and Advanced Practitioners may also give sessions)*
  - **Feedback Session** – Associate Instructor – Advanced Instructor
  - **Evaluation Session**- Associate Instructor-Advanced Instructor
  - **Study Group** – Associate Instructor – Advanced Instructor
  - **Consultation** – Associate Instructor – Advanced Instructor
- **Curriculum Review Committee (CRC):**
  - helps evolve the training program curriculum and education policies
  - Submit all curriculum proposals to the Board of Directors for approval [01-10-28]
  - Three members appointed by the Board of Directors of the Society of Ortho-Bionomy International [15-9-10]
  - Minimum 2 Instructors, including 1 Advanced Instructor and can include 1 Advanced Practitioner [15-9-10]
  - Three-year Curriculum Committee term [01-10-28]
  - Curriculum Policy recommendations are sent to the Instructor community for input by the Board [01-10-28]
  - Curriculum Policy voted on by Instructor body [84-06-25]
  - Board of Directors has the final approval in the Curriculum Policy approval process [01-10-28]

- **Electives Development:**
  - Electives that count for SOBI training programs will be approved by the Curriculum Review Committee.
  - Instructor submission/form includes:
    - a class title
    - the hours/units of the class
    - a class outline in brief point form
    - a short description of the content
    - cover letter explaining its relevance to Ortho-Bionomy and why it should be considered for approval. [06-06-26]
  
- **Elective Review** – Elective courses can be reviewed:
  - SOBI Board may determine the means for a current elective to be reviewed
  - Course participant may request a review to the SOBI Board
  - SOBI Board may request CRC to review the elective [06-07-25]
  
- **Curriculum Review – Specific Classes:**
  - **Anatomy & Physiology** – course can be completed as a home study with an Ortho-Bionomy instructor [90-06-01].
  - **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) [92-04-24]
  
- **Instructor Review Committee (IRC):**
  - Instructor Review Committee submissions due March 15, June 15, September 15, December 15
  - Verify the completeness of trainee’s documentation and complete a qualitative examination of documentation
  - Reviews Applications and Evolvments for all levels of Instructor and Advanced Instructor Trainee’s Evolvment submissions
  - Instructor Review Committee sends their recommendation to SOBI Office for Board of Directors
  - Recommendations, acceptances and the trainees are notified
  - Committee has 4 members, 3 active and 1 alternate
  - Serve for 4 years beginning in September
  - One new committee member each year
  - Board of Directors appoints Committee members
  - Committee members may be:
    - Advanced Instructors (at least 1 on committee)
    - Instructors with 3 years of experience
  - 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 [06-03-10]

**Instructor Training Program Policy Section:**

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

- **Instructor Advisor Guidelines and Responsibilities**
  - Advisor is an Instructor with 2 years active teaching
  - is responsible to review and confirm Curriculum's requirements have been met at each level of application and training
  - will review and confirm training program documentation is complete and in order for the Trainee at each level
  - mentors and supports Trainee through their program, benching and co-teaching when possible
  - recommends Trainee to apply for Instructor Training Program
  - confirms Trainee co-teaches or benches with at least two Instructors
  - recommends applicant to evolve to Associate Instructor
  - confirms Supervised Teach is clearly identified as a Supervised Teach
  - work with Associate Instructor to get live Supervised Teach
    - if live Supervised Teach is not possible, will work with IRC and Associate Instructor to confirm if video-taped Supervised Teach will be allowed
  - recommends Associate Instructor trainee's evolvment to Instructor.
  - Will be the contact for the Instructor Review Committee or the Board, for applicant if there are questions.
  
- **Instructor – Adding Classes After Approved as Instructor**
  - Associate Instructors may only teach Study Groups
  - Instructors may add most basic classes after they:
    - Bench
    - Co-teach -and-
    - SOBI office receives email notice of applicant's approval to teach from the Instructor who co-taught with the Trainee [09-08-27 Inst. Train]
  - Instructors may add the following on basis of self-assessment, without benching:
    - Anatomy and Physiology
    - Demonstration Skills
    - Elements of a Successful Practice [06-06-26]
  
- **Instructor – Who Can Teach Each Class**
  - **Study Groups** – Associate Instructors through Advanced Instructors may teach
  - **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]
  - **Ethics Study Group** –Associate Instructors through Advanced Instructors may conduct Ethics Tutorials and Study Groups

- Include discussion of SOBI Code of Ethics and Trademark Policies
- include contemplation
- meet the Ethics requirement for Associate members
- **Postural Re-education and Post-Techniques** – Instructor bench, co-teach & be approved by the Co-teacher
- **Isometrics** - Instructor bench, co-teach and be approved by the Co-teacher
- **Exploration of Movement**- Instructor bench, co-teach and be approved by the Co-teacher
- **Practitioner Training Seminar** – Instructor bench, co-teach and be approved by the Co-teacher
- **Anatomy and Physiology** – basis of a self-assessment without benching
- **Demonstration Skills** – basis of a self-assessment without benching
- **Elements of a Successful Practice**- basis of a self-assessment without benching
- **Instructor Training Seminar (ITS)** – bench, approval to co-teach by the Co-teacher
  - Must have two years of experience
  - Co-Teach - May not conduct an ITS without an Advanced Instructor, so this is a co-teach at Instructor level [11-7-19 Inst. Train]
  
- **Following Classes Added in Associate Advanced Instructor and Advanced Instructor process:**
  - **Chapman’s Neuro-Lymphatic Reflexes** – Associate Advanced – bench, co-teach, advisor approval
  - **Visceral** – Associate Advanced - bench, co-teach, advisor approval
  - **Ethics and Emotions** – Advanced – bench, co-teach, advisor approval
  - **Phase 7** – Advanced – bench, co-teach, advisor approval
  - **Cranial** – Advanced – bench, co-teach, advisor approval
  - **Residential**- Advanced – bench, co-teach, co-teacher approval
  - **Instructor Training Seminar (ITS)** – bench, co-teach, co-teacher approval
  - Co-Teacher may email or mail office letter of approval to teach [11-10-08 Adv. Inst. Train]
  
- **Instructor Training Applicants are:**
  - Current members of SOBI in good standing
  - Registered Advanced Practitioner of Ortho-Bionomy –or-
  - Practitioner enrolled in Advanced Practitioner training with 375 hours completed of the Advanced Practitioner program. [11-7-19 Inst. Train]
  
- **Instructor Training Program Application includes:**
  - Instructor Program Application
  - Is either a:
    1. Registered Advanced Practitioner -or-
    2. Practitioner with 375 units of Advanced Practitioner training completed and Practitioners must also include:

- copy of Advanced Practitioner Program form
- letter from Advanced Practitioner Advisor confirming completed 375 units
- Typed answers to Essay questions
- Advisor Selection form
- Advisor Recommendation Form
- Instructor Recommendation Form
- documentation submitted to SOBI office for 3/15, 6/15, 9/15, 12/15 for IRC
- Reviewed by the Instructor Review Committee for approval by the SOBI Board
- Application fee
- Once approved, applicant may attend ITS [11-7-19 Inst. Train]
  
- **Instructor Training Application approved before Instructor Training Seminar 1**
  - Instructor applicant must submit and be approved by the Instructor Review Committee & SOBI Board prior to attending the Instructor Training Seminar
  - Instructor Training Seminars are required for Instructor trainees [11-7-19 Inst. Train]
  
- **Instructor trainee - Bench Assist**
  - Practitioner with 375 Advanced Practitioner training units completed - can do one Bench Assist for Instructor Trainee who has not evolved to Advanced Practitioner, before 1<sup>st</sup> Instructor Training Seminar (ITS).
  - Advanced Practitioner Trainees - prior to the first ITS may Bench Assist more than one class for credit.
  - Bench Assists before ITS 1 may not include classroom presentations.
  - Trainee must Co-Teach and Bench Assist with at least two Instructors.
  - A minimum of five Bench Assists must be completed after the ITS, when the trainee is permitted to demonstrate.
  - Complete 6-12 Bench Assists as per training program agreement
    - Three Bench Assists include demonstrations [11-07-19].
  
- **Instructor Training Seminar (ITS) is required for Instructor Trainees**
  - 2 segments (ITS I and ITS II) separated by a gap of at least 6 months.
  - The first segment is a prerequisite for ITS II.
  - The second segment may be taken after completing Bench Assists with presentations, of which one counts for credit.
  - ITS includes minimum of 1 Advanced Instructor Trainer [11-07-19].
  - 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 [05-09-08].
  - ITS should include elements of Phase V & VI [05-09-08].
  
- **Instructor Trainees must be approved as an Associate Instructor before they co-teach.**



- Instructor trainees submit evolvment request to SOBI Office
- Associate Instructor is recommended by the Instructor Review Committee and approved by the Board of Directors
- Instructor Review Committee meeting deadlines are 4 times a year – 3/15, 6/15, 9/15, 12/15 [11-7-19]
- **Associate Instructor Evolvment (completion of ITS 1 and 6-12 benches):**
  - Has been Approved as an Advanced Practitioner
  - Has completed ITS I
  - Instructor Training Program Agreement Part 1
  - Associate Instructor Evolvment Request Form
  - 1 Recommendation form from Advisor
  - 1 Recommendation form from Instructor that applicant has benched with
  - 6-12 Bench-assist forms (3 with demos) from applicant and Instructor
  - Submit to SOBI Office by 3/15, 6/15, 9/15, 12/15 for IRC
  - IRC reviews and makes recommendations to SOBI Board for approval
  - Trainees may not co-teach until approved by Board as an Associate Instructor. [11-7-19]
- **Associate Instructor Co-Teaching Guidelines**
  - Three co-teaches with Registered Instructor(s) are required as a minimum for Instructor Training
  - Classes that are two or more days
  - Instructor Trainee teaches 50% of the class.
  - The Trainee must have completed
    - all Bench-Assists,
    - Part One of the ITS, and
    - be appointed an Associate Instructor before co-teaching
  - A co-teach cannot be shared with other Trainees.
  - Co-teach of Phase 4 classes only (e.g. Spine /Extremities).
  - An Instructor Trainee must bench-assist the class before co-teaching the class.
  - Co-Teach and bench with at least two Instructors [11-07-19]
- **Instructor Supervised Teach**
  - Confirm publicity for Supervised Teach is clearly identified as Supervised Teach
  - Supervising Instructor has 2 years of active teaching experience
  - Supervising Instructor should be in attendance at the class
  - Must be a sixteen-unit Phase IV class
  - Video-taped Supervised Teach is allowed as a last option:
    1. when conditions exist that the Supervising Instructor, Trainee agree,
    2. are in communication with IRC and
    3. meets the detailed requirements and Guidelines [06-09-15]

- **Request for Instructor Evolvement Includes:**
  - Completed all forms and requirements
  - Complete ITS I and II Program Agreement
  - Completed Instructor Program Record Form (page 17-22), including Advanced Instructor Signature or e-signature
  - Evolvement request form/Applicant letter requesting evolvement
  - 1 Advisor Recommendation form for evolvement
  - 1 Instructor Recommendation form for evolvement with instructor with which trainee co-taught
  - Completed Bench-assists – matching #\_\_ from applicant’s ITS form
  - Completed Co-teach forms from Applicant
  - Completed Co-teach forms from Instructors they co-taught with
  - Supervised Teach form from Applicant
  - Supervised Teach form from Instructor
  - Sent to SOBI Office 3/15, 6/15, 9/15, 12/15 to be submitted to IRC
  - IRC sends recommendations to office for Board approval
  - Applicants must have their evolvement approved before teaching a class as an Instructor
  - Applicants may continue to do Study Groups (which they are approved to teach as an Associate Instructor) until they are approved
  - The IRC will contact the Advisor if there are questions regarding the documentation

**Advanced Instructor Section:**

- **Advanced Instructor Continuing Education and active membership** consists of:
  - Sixteen units of Continuing Education every other year –or-
  - co-teaching with Registered Instructors –or-
  - be observed/Supervised teaching by Registered Instructor every two years -or-
  - attend the Ortho-Bionomy Conference and Instructor Retreat
  - Annual payment of membership dues to maintain active status as an Advanced Instructor [12-10-02]
- **Advanced Instructor Advisor Guidelines and Responsibilities**
  - Advisor is an Advanced Instructor
  - Responsible for review and understanding of the Advanced Instructor Training Program
  - Responsible to review and confirm Curriculum’s requirements have been met at each level of application and training
  - Review and confirm paperwork is in order for Trainee at each level
  - Mentor and support Trainee through the Training Program, benching and co-teaching when possible

- Recommends Trainee to apply for Advanced Instructor Training Program
  - Confirms Trainee co-teaches or benches with at least two instructors
  - Recommends applicant to evolve to Associate Advanced Instructor
  - Confirms Supervised Teach is clearly identified as a Supervised Teach
  - Work with Associate Advanced Instructor to get Supervised Teach
  - Recommends Associate Advanced Instructor involvement to Advanced Instructor
  - Receives copy of Trainee's application and training documentations throughout the process
  - Will be contact for Instructor Review Committee or Board for applicant if there are questions.
- 
- **Transition to Current Advanced Instructor Training Program**  
For those in Advanced Training Program prior to October 8, 2011
    - Trainee does not need to complete application if they are already enrolled in Advanced Instructor Training
    - Trainee's current title stays the same until the Trainee evolves per the program
    - All training prior to October 8, 2011 applies to the requirements of this program
      - Letters from Trainee's Advisors documenting what requirements have been fulfilled will substitute for bench forms
      - These classes do need to be listed on the Program Record form
    - All training done after October 8, 2011 will need to be documented using the current Advanced Instructor Training Program forms [11-10-08]
- 
- **Advanced Instructor Training Program Prerequisites:**
    - Current Instructor member of SOBI in good standing
    - Minimum 2 years of teaching experience with demonstrated competence
    - Minimum 12 Ortho-Bionomy classes taught, including
      - Phase IV
      - Exploration of Movement Patterns
      - Postural Re-education and Post-Techniques
      - Isometrics and Isotonics
    - Two Advanced Instructors recommendations [11-10-08]
- 
- **Advanced Instructor Training Program Application includes:**
    - All prerequisites have been met
    - Advanced Instructor Program application and questions typed
    - 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
    - documentation submitted to SOBI office for 3/15, 6/15, 9/15, 12/15 for IRC
    - IRC sends recommendation to SOBI Board, Board approves application

- **Associate Advanced Instructor Training - Phase V Curriculum** includes minimum of:
  - 2 bench-assists with Advanced Instructors
  - 2 co-teaches with Advanced Instructors
    - NOTE: A co-teach cannot be shared with other trainees
    - 1 Co-teach with Trainee's Advisor
  - 1 Supervised Teach supervised by Trainee's other Advanced Instructor Advisor
  - All coursework is based on 16 units of class
  - Trainee's Advisors may require more than stated minimums
  - Residentials count as one class/experience
  - Some of these requirements completed with trainee's Advisors
  - Timeline of Phase 5 & 6 training may overlap
    - Phase 6 classes come up between Phase 5 co-teach or Supervised Teaches
    - After a minimum of 2 Phase 5 bench assists, trainee may begin Bench Assisting Phase 6 classes for credit
    - 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.
- Supervised Teach – Trainee is responsible for every aspect of the class
  - Supervising Instructor is in Observer role
  - Supervising Instructor is one of the trainee's Advisors
  - Supervising Instructor will evaluate Trainee's performance for recommendation to evolve or complete an additional Supervised Teach [11-10-08]
- **Associate Advanced Instructor Evolvement (completion of Phase V training):**
  - Program Record form, Page 1
  - Program Agreement form – Phase 5
  - All Trainee Class Self-Evaluation forms – bench, co-teach, Supervised Teach
  - All Trainee Instructor Class Self-Evaluation forms – bench, co-teach, Supervised Teach
  - 2 Evolvement to Associate Advanced Instructor request forms from Advisors
  - Evolvement request from trainee
  - 2 Recommendation forms from Instructor from Advising Instructors
  - Sent to SOBI Office 3/15, 6/15, 9/15, 12/15 to be submitted to IRC
  - IRC sends recommendations to Office for Board approval
  - Once board approves, trainee has evolved to Assoc. Adv. Instructor
  - Trainees must have their evolvement approved before teaching as an Associate Advanced Instructor
  - Trainees must have their evolvement approved before completing their Supervised Teach for Advanced/Phase 6
  - The IRC will contact the Advisor if there are questions with the documentation [11-10-08]

- **Adding Classes as an Associate Advanced Instructor:**
  - Chapman's Neurolymphatic Reflexes may be added
  - Visceral may be added
  - Process to add includes bench, co-teach and Advisor/Supervising Instructor approval
  - Advisor may email or mail the Office a letter of approval to teach [11-10-08 Adv. Inst. Train]
  - See the Instructor section: Adding classes as an Instructor for the full adding classes list
  - See Adding Classes as an Advanced Instructor for the classes that can be added at that level.
  
- **Advanced Instructor Training – Phase VI Curriculum** includes minimum of:
  - 2 bench assists with Advanced Instructors
  - 2 co-teaches with Advanced Instructors
    - NOTE Co-teaches cannot be shared by other Trainees
  - 1 Supervised Teach supervised by Advanced Instructor [11-10-08 Adv. Inst. Train]
  - All coursework is based on 16 units of class
  - Trainee's Advisor may require more than stated minimums
  - Residentials count as one class/experience
  - Timeline of Phase 5 & 6 training may overlap
    - Phase 6 classes come up between Phase 5 co-teach or Supervised Teaches
    - After a minimum of 2 Phase 5 bench assists, trainee may begin Bench Assisting Phase 6 classes for credit
    - 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.
  
- **Supervised Teach – Trainee is responsible for every aspect of the class**
  - Supervising Instructor is in Observation role
  - Supervising Instructor will evaluate the Trainee's performance, recommendation to evolve or complete an additional Supervised Teach [11-10-08]
  
- **Associate Advanced Instructor Evolvement (completion of Phase V training):**
  - Program Record form, Pages 1 and 2
  - Program Agreement form – Phase 5 and 6
  - All trainee Class Self-Evaluation forms – bench, co-teach, Supervised Phase 5 & 6
  - All trainee instructor Class Self-Evaluation forms – bench, co-teach, Supervised Teaches for Phases 5 and 6
  - 2 Evolvement to Advanced Instructor request forms from Advisors
  - 1 Evolvement form from the trainee
  - 2 Recommendation forms from Advising Instructors
  - Sent to SOBI Office 3/15, 6/15, 9/15, 12/15 to be submitted to IRC

- o IRC sends recommendations to office for Board approval
- o Trainees must have their involvement approved before teaching as an Advanced Instructor
- o The IRC will contact the Advisor if there are questions with the documentation [11-10-08]
  
- **Adding Classes as an Advanced Instructor:**
  - o Ethics and Emotional Issues may be added
  - o Phase 7 may be added
  - o Cranial
  - o Residential
  - o Instructor Training Seminar (ITS)
  - o Advanced Instructor Training Seminar (AITS)
  - o Process to add the above classes includes bench, co-teach and Advisor/Supervising Instructor approval
  - o Advisor may email or mail the office a Letter of Approval to Teach [11-10-08]
  - o See the Instructor section: Adding classes as an Instructor for full adding classes list
  - o See Adding Classes as an Associate Advanced Instructor for the classes that can be added at that level.