

**Registered Advanced Practitioner Training Program Handbook
of the Society of Ortho-Bionomy International**

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Handbook Revisions:

- *Active Teaching Definition: Advisor Section - 3-5 classes taught a year 11/1/13*
- *Member Fees and Evolverment address and email updated 1/1/2016,*
- *Evolverment form created 8/16*
- *Advisor, Consultations, Feedback & Evaluation Sessions change to Associate Instructor - Advanced Instructor & Evolverment form to submit with final Practitioner paperwork/documentation Portfolio 12/1/16.*
- *Reformatted Handbook, added Simplified Policy & General Guidelines to Handbook 12/27/16*
- *Policy 2/2018*
- *Address Update 12/2018*
- *Address and procedure update 10/2019*

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Advanced Practitioner Training Program Overview:

The Advanced Practitioner Training Program is designed to allow Practitioners an opportunity to deepen their training, and the ability to customize the program to meet their individual needs toward long-term goals.

The Ortho-Bionomy Advanced Practitioner Training Program includes 505 units, including:

- 210-330 units of classes and study groups, including Philosophy, Principles, Technique, Anatomy & Physiology, Ethics, Body Mechanics and more
- 120 units of electives – Additional coursework, Research/Case Studies or Community Service Project
- 16 units of mentorship with Ortho-Bionomy Instructors, including Consultation, Demonstration, Feedback & Evaluation
- 1 unit for Essay writing by the trainee
- 8 Ortho-Bionomy sessions received by the trainee
- 150 Ortho-Bionomy sessions given by the trainee. In addition, trainees give 6 sessions to Ortho-Bionomy Instructors for feedback and evaluation, as part of their mentorship units.

Basic Steps, Start to Finish: The Handbook includes more detail, but here are the Basic Steps for Starting, the Milestones, and Completion of the Advanced Practitioner Training Program.

Note: the **blue underlined** areas are links to specific forms and searches:

1. Complete Advanced Practitioner Online Application - [Advanced Practitioner Training Program Application](#)
 - a. Have completed at least 375 units of your Practitioner training program coursework
 - b. Are a current member of SOBI, in good standing
 - c. Complete form, Pay Application Fee \$100
 - d. Pick an Advisor before completing first 100 hours of Program
2. Find a class: [Find a Class](#) and start completing Program form & requirements
3. Decide with program advisor the plan to complete your 120 Electives:
 - a. Additional coursework
 - b. Research/Case studies
 - c. Community Project
4. Completion of Advanced Practitioner Program
 - a. Complete Advanced Practitioner Training Program form requirements:
 - i. Complete the Advanced Practitioner Evolvement form
 - ii. Compile Advanced Practitioner Evolvement Documentation Packets
 - iii. Scan completed documentation into a single PDF
 - iv. Email portfolio to SOBI Office
 - v. Pay evolvement fee \$150 from invoice sent by office
5. Practitioner Review Committee (PRC) reviews Advanced Practitioner Portfolio
 - a. PRC makes recommendation to SOBI Board
 - b. Board reviews and accepts recommendation
 - c. SOBI Office notifies trainee of the results

Registered Advanced Practitioner Program

Advanced Practitioner Training Program:

- The Advanced Practitioner Training Program is designed to allow Practitioners an opportunity to deepen their training and the ability to customize the program to meet their individual needs toward long-term goals.
- The Program is grounded in the foundation classes of Ortho-Bionomy. The 120 units of Electives may be additional coursework, a research project, a community service project, or a combination of these options. For example, a Practitioner who loves working with a particular population, may choose additional classes and community service to increase skills. A Practitioner who wants to become an Instructor may take additional Phase 4 classes to focus on increased learning as a potential Instructor.
- Regarding the options of writing case studies and of writing about a community service project for publication: the ability to accurately track a client's progress and to thoroughly document sessions is an important skill that Practitioners continually develop. As acceptance of Ortho-Bionomy grows, Practitioners must be able to demonstrate accurate documentation in their practices.
- All projects and community service Electives must be pre-approved by the trainee's advisor, and the number of hours documented must meet the Elective requirements.

Curriculum:

Classes should be appropriate to the Advanced Practitioner Program. In cases where these are not available, the trainee should let the Instructor know that they are enrolled in the Advanced Practitioner Training Program and approach the class on an energetic level appropriate to an Advanced level class. This energetic approach will be an integral part of the ongoing interaction with trainee's advisor.

Fees for Program & Membership:

- A training program entrance fee of \$100 is payable to SOBI
 - Due at the time of your Training Program application
 - Entrance fee is payable to SOBI
 - Evolvement fee of \$150 is due on completion of the Training Program
 - Entrance & Evolvement Fees do not include your annual membership fees in the Society.
 - Your member fees provide members with affiliation to a registered professional organization with trademark protection
 - All fees are used to support the activities of the Society (a non-profit mutual benefit professional association). Including:
 - staffing of the Society office
 - administration of membership and training programs
 - website
 - general Society business

Bodywork Laws: Please check with local and state governing bodies to confirm the requirements to be a bodyworker in the local community. Each state and municipality are different. In some areas, Ortho-Bionomy falls under the Massage Therapy laws, in others, it is an exempt practice or does not fall under those laws. For a link to Massage Therapy laws, go to your state website, or click this link, compiled by SOBI's Government Relations committee: [Massage Therapy and Bodywork Laws in the U.S.](#). Note the most up to date information is on local government's websites.

Choosing A Program Advisor: An integral part of the Training is the guidance, support, and feedback received from an advisor. Although it is strongly recommended that trainee's experience working with as many Registered Instructors, Registered Practitioners and peers as possible, the relationship they have with their program advisor is unique. S/he will be working specifically with trainee's as they progress in their training. It is not necessary to choose an advisor prior to formally enrolling in the training program. Classes taken from a Registered Instructor prior to enrollment in the program count toward fulfillment of the program requirements. It is strongly suggested that you choose an advisor before completing your first 100 hours of the program.

The following are some tips and guidelines for selecting and working with an advisor:

- Can the Instructor clearly articulate what s/he requires from advisees?
- Can the Instructor talk in detail about how s/he views his/her role as advisor?
- Do you feel that you will get the time and attention that you need from the Instructor? Be direct and ask for what you envision or ask the Instructor in what ways s/he is available outside of class for his/her students.
- What are the Instructor's fees for Feedback Sessions, Consultations, and Evaluation Sessions?
- Does s/he have a written contract? Not all Instructors have a contract but s/he should be able to talk in detail about what they expect from a student. Talk with several Instructors before choosing an advisor. This is a relationship in which you, as the student, will need to be supported and guided. Find an Instructor who matches your needs and at the same time will challenge you to continue to grow.

Advisor Eligibility: A Registered Associate Instructor, Instructor, Advanced Instructor. An advisor must be actively involved with Ortho-Bionomy through teaching and/or seeing clients. Choose the person who will provide you with the best guidance in your training.

Agreement: Talk with the advisor of your choice to discuss expectations. Specify what you expect from an advisor and hear what s/he expects her/his role to be. When you come to an understanding that is clear for both of you, put your agreement in writing. You will have your agreement to refer back to if necessary.

On-going Relationship: Becoming a Registered Advanced Practitioner of Ortho-Bionomy is an on-going process. It is both a personal process and a process of coming to more deeply understand the work and how to utilize it. Maintaining on-going communication with your advisor is an invaluable aid in moving along in your process. Together you can establish your own mixture of pre-arranged meetings/sessions and more informal talks and ways to check in.

- Your advisor does not need to be local. With video conferencing, phone and other technological advances, many of your mentorship units can be done in a variety of ways.
- You may want to be able to see your advisor in person for feedback & evaluation sessions, so if your advisor does not travel to teach in your area, you may need to travel to a class of theirs or plan to meet at the SOBI Conference.
- Sessions for feedback with your advisor, having one-on-one discussion in person or by telephone/technology, or having him/her observe your work with clients, are three examples of excellent ways for your advisor to get a sense of where you are in your journey, so s/he can best guide and support your continued growth.
- It is a good idea to plan together how and when you will stay in contact as part of your initial agreements.
- Having clarity between you and your advisor for where a fee is appropriate in exchange for her/his time.

Advanced Practitioner Component & Class Descriptions:

Curriculum: The Advanced Practitioner curriculum includes 210 units of core classes listed below, and 120 units of electives that can be classes, case studies or projects.

16 Units Phase IV	16	Phase V
16 Phase VI	8	Phase VII
16 Isometrics	16	Exploration of Movement Patterns
16 Chapman's Reflexes	16	Ethics & Emotional Issues
16 Posture & Post Techniques	16	Cranial
40 Residential (5 day min.)		
120 Electives (specify in each category below)		
	___ Class credits	___ Research Project
		___ Community Service Project
18 Study Group (six 3 hr. min.)		
8 Sessions Received	3	Feedback Sessions
8 Consultations	3	Evaluation Sessions
1 Supervised Demonstration	1	Essay
150 Documented Sessions		

Electives (120 units) May be classes, research projects/case studies, community project, or a combination.

- **Classes** include additional core classes, anatomy and physiology or other Ortho-Bionomy relevant courses designed by a registered SOBI instructor such as visceral, communication skills, self-care, TMJ, carpal tunnel, working with fibromyalgia, etc.
- **Project and Case Study Formats** include an abstract and report of a research project, community service project or case studies, which are designed and approved by the trainee's advisor.

If a trainee is completing a project or case studies, they will create a plan and work with their advisor on:

- How to track project time
- How to track session time
- And how these units are utilized on their electives and program record form

Documentation of process, case studies, projects, with a summary, included in the Evolvement documentation

A. Case Study Option Format:

This is an **option** may to take the place of some documented sessions and electives.

The goal of a case study is:

- Track and document session (change or no change) over time
- Track over 5-10 sessions

The report/notes taken during a session should include the following information:

- Brief 50-100 word abstract/introduction
- Subjective complaints
- Medical history
- Objective findings
- Assessment of subjective and objective findings
- Description of sessions including
 - techniques used
 - response of client
 - conclusions

By taking good notes at each session with a client, you can then compile a "picture or story" of what occurred over 5 or 10 sessions. The more that you write the easier it will be to compile the story later when putting together the case study. The case study should be formatted with the above information and a brief

50-100 word introduction or summary (abstract) to give as much depth as possible to your presentation of the client history and progress. Your advisor can help you with formatting the case study if necessary. A uniform format for case study presentation by all applicants will facilitate a collection of case studies as a learning tool in the future.

B. Projects are designed by the trainee, approved by the advisor and can include:

- A research project
- Ortho-Bionomy related community service project

Documentation will include an abstract and report, sent with the other completed program documentation to the Practitioner Review Committee for review. The value of the project would depend on the time required as worked out between the advisor and student. A project could be an academic research project or community service with a specific group. The following is a short list of sample projects or special populations that could define a research project or community service project in Ortho-Bionomy: Horses, domestic abuse survivors, sexual abuse survivors, cancer patients, fibromyalgia patients, individuals with carpal tunnel, asthma patients, individuals with multiple sclerosis, children or adults with ADD or ADHD, Post Traumatic Stress Syndrome, athletes, and in surgical recovery.

If a trainee chooses to work with a specific group of people, the project could include:

- a set number of client hours
- a number of research hours to become familiar with the condition, and
- a number of hours to write an abstract and research report

For example, if a student chooses to work with carpal tunnel s/he would research the etiology of the syndrome, the current treatment options available and their success rate, and then find a group of people to work with who have carpal tunnel. After completion of the treatments a report would be written summarizing the research and the client's results with Ortho-Bionomy. A general guideline for writing up a research project could be as simple as following the case study guidelines or as in depth as following the protocol for publication in a medical journal. It is up to the student to choose how they wish to write up the project. This write up must be included with the documentation that goes to the PRC at the completion of the Advanced Practitioner Training Program. The student is encouraged to seek publication of any work which stems from the training program.

Ortho-Bionomy Class Descriptions:

Basics/Phase Four: These foundation classes cover the history, philosophy and concepts of Ortho-Bionomy and provide an overview of the basic release techniques for and anatomy of each major joint in the body. Movements and positions of comfort are demonstrated to facilitate the release of muscular tension and overall stress by stimulating the inherent, self-corrective reflexes of the body which help the body create structural alignment and balance from within. This course is typically taught for specific body area/anatomy, such as Spine, Extremities, Thoracics, etc. to break the coursework into more manageable sections.

Phase Five: The focus of Phase Five is to move to a more subtle level of awareness of the practice and principles of Ortho-Bionomy. Specific techniques develop and increase the student's understanding and proprioceptive sensitivity to the self-corrective movements initiated by the client. Through the practice of observing, following and supporting subtle movement patterns, muscular tension is released, range of motion is increased and pain is reduced. In Phase Five, students are encouraged to do less and let the client be the guide for his/her exploration of change.

Phase Six: This class is designed to help participants access and track sensation and energetic perception in themselves and in their clients, and to learn how to make contact without necessarily engaging physically. Techniques will be presented which acknowledge and monitor the inter-relationship between energetic, emotional and physical levels and that demonstrate how energetic shifts can affect changes in physical patterns.

Phase Seven: This class demonstrates the principles and applications of the Phase Seven patterns to assist with self-correction. The pattern addresses all levels of human experience and teaches participants a non-forceful, elegant way to approach problems of many kinds.

Exploration of Movement Patterns: Exploration of Movement Patterns adds a dynamic dimension to the positional release techniques. Participants will learn to recognize and palpate patterns of joint and muscle movement in order to facilitate increased range of motion to promote a general sense of well-being in the body. By gently exploring and supporting preferred patterns of movement or stillness, the clients are invited to actively participate and recognize their patterns. Functional anatomy will also be discussed.

Postural Re-Education and Post Techniques: In this class participants learn to evaluate and address inefficient postural habits through accurate observation and simple exercises. Techniques to work with spinal curvatures and scoliosis are presented and practiced, including related anatomy. Post techniques focus on assessing and releasing areas of tension as well as integrating the work done in a session. In addition, exercises are taught to facilitate the client's ability to maintain balance through the neuro-muscular re-education of postural habits.

Isometrics: Isometric and isotonic techniques for working with inefficient muscular tension patterns as well as underdeveloped muscle tone are presented and practiced, including related anatomy. Through the use of restraining movement while the muscle is engaged, self-correcting reflexes are stimulated and habitual holding patterns can be released. Participants learn how the conscious use of obstacles can help promote change from rigid physical patterns to greater mobility and allow the client to actively participate in the session.

Chapman's Reflexes: This class presents the Chapman's Reflexes system of identifying and stimulating reflex points to facilitate lymphatic drainage and the balancing of the organs. The class also focuses on the relationship between the neuro-lymphatic reflexes and the endocrine system and its effect on structural balance as well as the individual's physical and emotional well-being.

Ethics and Emotional Issues: Participants learn skills for addressing emotional responses that may arise during a session in an appropriate and professional manner. In addition, participants discuss the guidelines for professional conduct and review the Society of Ortho-Bionomy International's Code of Ethics.

Elements of a Successful Practice: This class addresses the business side of having an Ortho-Bionomy practice. Participants learn about issues such as marketing and advertising, developing a business plan, setting up an office, setting fees, and attending to tax and legal issues. The class also covers communication with clients, record keeping and staying within the scope of practice.

Demonstration Skills: In this class participants learn how to describe and present Ortho-Bionomy to family, friends and the public in general. Participants are encouraged to find ways to communicate the "unexplainable" and practice presenting Ortho-Bionomy in a clear and accurate way. Techniques for building confidence and for improving public speaking and presentation are included.

Residential: Residential training programs provide participants with the opportunity to broaden and deepen their understanding of Ortho-Bionomy techniques and principles through an in-depth immersion for five or more days of uninterrupted study. Residentials allow time for learning and personal growth as well as relaxation to facilitate the integration of technique, philosophy and the qualities of "Be-ing" rather than "doing."

Practitioner Training Seminar: This seminar addresses issues and questions which arise for individuals completing the Practitioner Training Programs and helps participants synthesize their entire training experience. The class format includes time to discuss questions or problems that arise during a session, an opportunity to receive feedback and supervision about difficult cases, and information on how to best

structure a session, set fees, and communicate with clients. Participants can also discuss their changing role in the community as they move from being a student to becoming a professional in the health care field.

Anatomy and Physiology: Anatomical and physiological structures and functions relevant to the practice of Ortho-Bionomy are presented in this class. Both general classes as well as classes which focus on specific systems or body parts are available. Additionally, functional anatomy plays an integral role in many of the classes in the training program.

Study Groups: Study groups give trainees a chance to review techniques, receive clarification about the application and principles of Ortho-Bionomy and to gain insight about specific client cases or situations that concern them.

Electives: The principles and techniques of Ortho-Bionomy can be applied in many different circumstances and situations. Elective courses provide participants with more specialized techniques and applications. Examples of topics can include: Self Care, Cranial, Visceral, Whiplash, TMJ, Carpal Tunnel Syndrome, Shock and Trauma Resolution, Beyond Technique, and more.

Cranial: This seminar applies the principles of Ortho-Bionomy energy work to the function of the cranial system. Participants are encouraged to feel the energetic patterns existing in the cranial system and allow the recipient to find a better balance through the self-correcting reflexes.

Self Care: The Self Care class will demonstrate specific exercises that clients and practitioners can do to facilitate release of structural imbalances and discomfort within themselves, as well as providing clients with exercises that they can do after the session to integrate the changes experienced within the session itself.

Tutorials (24 units): Tutorials are time spent with your advisor or instructor that augments your study of Ortho-Bionomy outside regular classes. The units of tutorial time required include: **1)** 8 received sessions, **2)** 3 sessions for feedback, **3)** 3 sessions for evaluation, **4)** 9 consultations and **5)** Lecture Demonstration.

1. Sessions Received (8 units): As part of your tutorials, sessions received from a Registered Practitioner through Registered Advanced Instructor, during your training, help you to understand and integrate what you have learned in class and what happens with the client (on the table and the follow on).

2. Sessions for Feedback (3 units): Feedback sessions (initiated by you, the trainee) are required with a Registered Associate Instructor through Registered Advanced Instructor. These sessions allow you to receive feedback on your work, separate from evaluation. It is helpful to have a session for feedback from more than one individual and one of those individuals must be your advisor. **We recommend that you complete a minimum of one session for feedback during each 100 unit period of training.**

3. Consultations (8 units): As part of your tutorials, this is one-to-one time that you arrange to spend with a Registered Associate Instructor through Advanced Instructor to discuss your own questions and concerns about any aspect of Ortho-Bionomy. Not all consultations need to be with your advisor.

4. Sessions for Evaluation (3 units): These are sessions that you, the applicant give to a Registered Associate Instructor through Advanced Instructor to demonstrate your Ortho-Bionomy skills. The recipient provides feedback and a typed letter documenting the evaluation. At least two of the evaluations must be with Registered Instructors, and one from the student's advisor.

5. Lecture/Demonstration of Ortho-Bionomy by Trainee (1 unit):

- Lecture/Demonstration of Ortho-Bionomy
- Given as an introduction to your practice and means of marketing yourself
- Opportunity to show the practical skills learned in the Demonstrations Skills class
- To a minimum of four people

- Observed (in person or viewed by video) by your Advisor or Instructor
- Documented (typed) letter of the observation by the Advisor or Instructor

Be sure to document your tutorial time in the format required by the Program record form. At the end of your program, your advisor will check your documentation and sign an acknowledgement of the fulfillment of requirements. Fees for tutorial time are arranged by the individual instructors.

Study Groups (*Minimum of six 3 hour sessions*): A study group is

- Led by a Registered Associate Instructor through Advanced Instructor.
- Study groups give trainees a chance to review techniques, receive clarification about the application and principles of Ortho-Bionomy and to gain insight about specific client cases or situations that concern them. They address the interests of participating trainees, i.e. review of class material, practice of technique, demonstration of Ortho-Bionomy, sharing/questions concerning ethical and emotional issues, approaches to issues that have come up in the practice of Ortho-Bionomy, etc.
- Study group fees are determined by the individual instructors
- With Advisor approval, two of the study group requirements can be met by credits received for classes taken beyond the Program requirements.
- SOBI is facilitating monthly video/phone study groups to help trainees meet this requirement.

Documented Sessions:

- 150 documented session units with clients must be with a minimum of 20 different people
- Note that if trainee is completing a project or case studies, they will create a plan and work with their advisor on:
 - How to track project time
 - How to track session time
 - How these units are utilized on their electives and program record form
 - Documentation of process, case studies, projects, with a summary, included in the evolvment documentation
- Each session is a minimum of 30 minutes (even if the session extends beyond one hour it will still count as one) and must consist entirely of Ortho-Bionomy
- Begin documenting sessions given outside of class immediately upon your entrance into the program
- Check with your advisor to confirm what documentation format s/he prefers. Some sample documented session forms are included in this handbook.
- At the completion of each 50 session section (three sections of 50 sessions), set up a consultation with your advisor to discuss the sessions and initial the program record form.

Evaluation Phase of the Registered Advanced Practitioner Training Program:

Upon completing the training program curriculum, including documented sessions and feedback sessions, you will enter into the evaluation phase of your program. The following activities are included as part of your evaluation process:

1. Evaluation Sessions- Documentation (typed) of three evaluation sessions given to any level of Registered Instructor. At least one with the trainee's advisor. Details listed in Tutorial section.
2. Lecture/Demonstration of Ortho-Bionomy given as an introduction to your practice, to a minimum of four people, observed and documented (typed) by an Instructor. Details listed in Tutorial section.
3. Essay – An essay (at least one page typed) on what the philosophy and principles of Ortho-Bionomy mean to you personally and professionally.

Evolvment Documentation Packet: When you have completed your training & evaluation activities, it is time to gather, copy and mail in your final Advanced Practitioner documentation for the Practitioner Review Committee. Please send only complete portfolios. Do not send in your materials piecemeal.

- Keep the originals of all documentation

- Utilize the Final Checklist to confirm you are ready to submit your Advanced Practitioner documentation
- Compile all documentation into a single PDF and email to: office@ortho-bionomy.org
- Pay your evolvment fee

The Practitioner Review Committee (PRC) will:

- Review your portfolio in the next committee cycle
- Verify the completeness of the file and
- Conduct a qualitative examination of the documentation to assess the readiness of a candidate to become a Registered Advanced Practitioner.
- May send recommendation to SOBI to approve your application
- May request some clarification or additional work for you to qualify
- May contact your advisor for clarification.
- Will only review one level of evolvment at a time and therefore, you must be a member & be registered in the Training program

SOBI/SOBI Office:

- Holds all documentation until the next committee
- Handles fees and payments
- Sends your documentation to the three Instructor/Practitioner members of the Practitioner Review Committee (PRC).
- Receives notice of decisions from the PRC by the next submission deadline. As soon as notice is received from the PRC,
- The Board reviews and approves their decision
- SOBI office will email the results of your submission.
- Once you have been approved as a Advanced Practitioner, you will receive correspondence from the Society of Ortho-Bionomy congratulating you on your evolvment, your online profile will be updated, and Registered Advanced Practitioner Certificate will be created & sent. *Please note it takes approximately 4 weeks from notice of your evolvment for your certificate to be mailed.*

Registered Advanced Practitioner Member Benefits:

As a Registered Advanced Practitioner member of the Society, you:

- Quarterly newsletters & annual member directory
- Listings in Online Member, Practitioner & Directory Searches
- Discounts on Conference, SOBI sponsored study groups and many classes
- Discounts on Merchandise
- Discounts on liability insurance with ABMP in US
- Allowed use of Ortho-Bionomy trademarks within guidelines – see Trademark page for details
- Are listed in public Ortho-Bionomy website searches, Find a Practitioner search
- Have publicly viewable online profile and web presence
- May receive referrals through the SOBI Office
- May vote on Board of Director elections and General Policy
- May do Ortho-Bionomy Lecture/Demonstrations to public
- May do self care/homework with clients as part of session
- May not teach Ortho-Bionomy or Ortho-Bionomy self care to groups/workshops
- May provide support to trainees by:
 - Giving sessions to Practitioner & Advanced Practitioner trainees (received sessions)
 - You may not be an Advisor, or do Feedback Sessions, Evaluation Sessions or Consultations
- Retain benefits included as part of Practitioner & Advanced Practitioner membership

Member Continuing Education Requirements: Sixteen Continuing Education Units (CEUs) Bi-Annually:

- Due every two years (membership dues yearly)
- 16 units of Ortho-Bionomy class or attendance at full SOBI conference
- All Continuing Education must be taken with a Registered Ortho-Bionomy Instructor
- Submit CEUs by including the Instructor, Date, Class, Units on your online renewal

Registered Advanced Practitioner Program Record Form (Pg. 1 of 6)

Please Type or Print Clearly

Name _____ Date _____

Address _____ City _____

State/Province _____ Zip/Postal _____ Country _____

Phone _____ Email _____ **Advisor Information**

Name (Please print legibly) _____

Advisor E-mail _____

Curriculum:

- | | |
|--|-------------------------------------|
| 16 Units Phase IV | 16 Phase V |
| 16 Phase VI | 8 Phase VII |
| 16 Isometrics | 16 Exploration of Movement Patterns |
| 16 Chapman's Reflexes | 16 Ethics & Emotional Issues |
| 16 Posture & Post Techniques | 16 Cranial |
| 40 Residential (5 day min.) | |
| 120 Electives (specify in each category below) | |
| _____ Class credits | _____ Research Project |
| | _____ Community Service Project |
| 18 Study Group (six 3 hr. min.) | |
| 8 Sessions Received | 3 Feedback Sessions |
| 8 Consultations | 3 Evaluation Sessions |
| 1 Supervised Demonstration | 1 Essay |
| 150 Documented Sessions | |

Advanced Practitioner Program Record Form (Pg 2 of 6)

Phase IV (16 units)

Trainee Name _____

Class Location Date Units Inst. Sign

Phase V (16 units)

Class Location Date Units Inst. Sign

Phase VI (16 units)

Class Location Date Units Inst. Sign

Phase VII (8 units)

Class Location Date Units Inst. Sign

Postural Re-education & Post Techniques (16 units)

Class Location Date Units Inst. Sign

Isometrics (16 units)

Class Location Date Units Inst. Sign

Exploration of Movement Patterns (16 units)

Class Location Date Units Inst. Sign

Advanced Practitioner Program Record Form (Pg. 3 of 6)

Trainee Name

Chapman's Reflexes (16 units)

Class Location Date Units Inst. Sign

Ethics & Emotional Issues (16 units)

Class Location Date Units Inst./Adv. Sign

Cranial (16 units)

Class Location Date Units Inst. Sign

Residential (40 units – 5 day minimum)

Class Location Date Units Inst. Sign

Electives (120 units)

Class Location Date Units Inst./Adv. Sign

Advanced Practitioner Program Record Form (Pg. 3 of 6)

Trainee Name

Study Groups (18 units - six 3 hour minimum)

1. Date:

Inst. Name

Signature

Topic:

2. Date:

Inst. Name

Signature

Topic:

3. Date:

Inst. Name

Signature

Topic:

4. Date:

Inst. Name

Signature

Topic:

5. Date:

Inst. Name

Signature

Topic:

6. Date:

Inst. Name

Signature

Topic:

Advanced Practitioner Program Record Form (Page 4 of 6)

Trainee Name

Tutorial (22 units) It is recommended that for every 100 classroom units you complete, you receive 3 sessions, do 1 session for feedback and participate in 3 consultations.

Sessions Received (8 units)

<u>Date</u>	<u>Instructor/Practitioner</u>	<u>Date</u>	<u>Instructor/Practitioner</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sessions for Feedback (3 units)

1. Session for Feedback

Date _____ Instructor Signature _____
Focus of session, Instructor comments and recommendations

2. Session for Feedback

Date _____ Instructor Signature _____
Focus of session, Instructor comments and recommendations

3. Session for Feedback

Date _____ Instructor Signature _____
Focus of session, Instructor comments and recommendations

Consultations (8 Units)

1. Date:

Inst. Name _____ Signature _____
Topic: _____

2. Date:

Inst. Name _____ Signature _____
Topic: _____

Advanced Practitioner Program Record Form (Pg 5 of 6)

Trainee Name

Consultations (cont'd)

3. Date:

Inst. Name

Signature

Topic:

4. Date:

Inst. Name

Signature

Topic:

5. Date:

Inst. Name

Signature

Topic:

6. Date:

Inst. Name

Signature

Topic:

7. Date:

Inst. Name

Signature

Topic:

8. Date:

Inst. Name

Signature

Topic:

Evaluation Sessions (3 Units)

Typed Documentation of Session Attached

Date: _____ Instructor Signature: _____

Typed Documentation of Session Attached

Date: _____ Instructor Signature: _____

Typed Documentation of Session Attached

Date: _____ Instructor Signature: _____

Advanced Practitioner Program Record Form (Pg 6 of 6)

Trainee Name

Documented Sessions (150 Units) (Option: Some may be in case study format, but not required)

	Date	Units	Instructor/Advisor Signature
Reviewed	_____	50	_____
Reviewed	_____	50	_____
Reviewed	_____	50	_____

Supervised Demonstration (1 Unit)

Typed Documentation of Demonstration Attached

Date: _____

Instructor Signature: _____

Essay

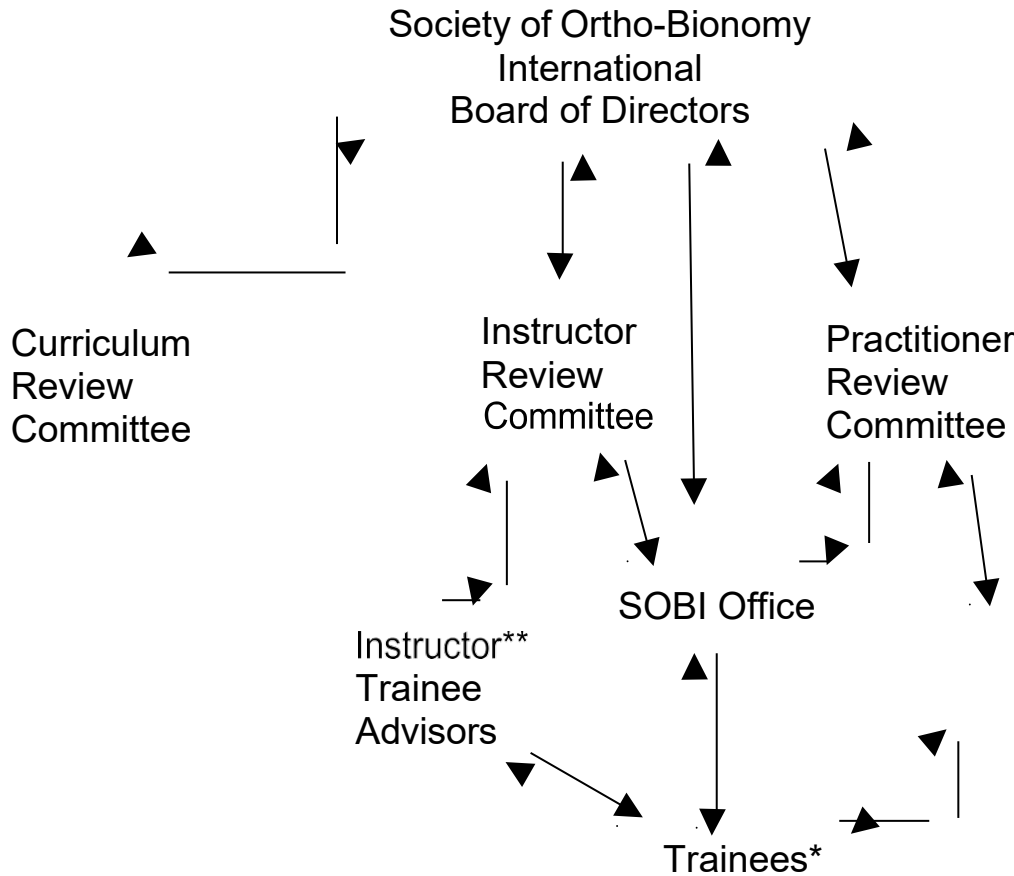
Typed Essay Attached

Notes:

General Trainee and Practitioner Policy List, simplified into a bulleted format:

This is a list of the training program policies also included throughout the handbook, along with policies that pertain to trademark and members. For clarity, this list includes some procedures.

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**
 - o **Student** members pay annual dues, but do not have CE requirements
 - o **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]
 - o **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:
 - o Three members appointed by the Board of Directors of the Society of Ortho-Bionomy International [15-9-10]
 - o 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 evolvement request pending receipt of the missing material. [06-03-10]

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]
- **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]

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 [19-02-09]

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]
- **Training Program Evolvment Delay** can be delayed by the Board of Directors until outstanding grievances are resolved.[06-06-26]

Society of Ortho-Bionomy International Trademark Guidelines & Code of Ethics

TRADEMARK GUIDELINES

The Society of Ortho-Bionomy International, Inc. owns these registered trademarks:

Ortho-Bionomy[®], Society of Ortho-Bionomy International[®], and the Sand Dollar design.

The Society encourages its members to promote their individual Ortho-Bionomy practices in ways that maintain the integrity and reputation of the Society's programs and services.

STUDENT MEMBERS: Student Members cannot use any of the Society's trademarks.

ASSOCIATE MEMBERS: Associate Members can use the term Ortho-Bionomy in promotional literature by listing "Ortho-Bionomy" among the bodywork modalities that they practice. Associate Members can also state that they are members of the Society of Ortho-Bionomy International. They cannot use the Society's trademarks in any way that suggests they specialize in, or exclusively practice, Ortho-Bionomy or in any way that suggests they have completed the Society's Registered Practitioner Program. They cannot use the words "registered," "practitioner," or "instructor" in conjunction with the term Ortho-Bionomy. Associate Members cannot use the Sand Dollar trademark.

PROFESSIONAL MEMBERS: Professional Member can use the trademarks Ortho-Bionomy, Society of Ortho-Bionomy International and Sand Dollar design in promoting their Ortho-Bionomy practice or teaching. Practitioner

Members can also use the phrase "Registered Practitioner of Ortho-Bionomy" in promotional literature. Instructor

Members can use the phrase "Registered Instructor of Ortho-Bionomy." The Sand Dollar trademark may be used in any size, but it may not be modified in any other way. The Sand Dollar trademark must always be accompanied by the symbol "®". In order to ensure that Ortho-Bionomy training meets the standards of the Society, Instructor Members must submit their instructional materials to the Society for review and approval.

CODE OF ETHICS

As a registered member of the Society of Ortho-Bionomy International I agree to uphold the highest standards of professional behavior, guided by the Code of Ethics stated below.

1. The philosophy and concepts of Ortho-Bionomy shall be the guiding principles in my work with clients.
2. I will at all times render the highest quality of services possible for the well being and benefit of my client.
3. I will only offer skills or services in which I have specifically been trained. For issues that fall beyond the scope of my practice, I will refer clients to other qualified professionals.
4. To protect the privacy of my clients, I will keep all communications, clients' records and client identity confidential.
5. Recognizing the vulnerability of the client in a therapeutic relationship, I will maintain the highest standard of professional conduct. I will show regard for common legal, moral and ethical standards.
6. To preserve the integrity of Ortho-Bionomy, I will make a clear distinction between Ortho-Bionomy and other modalities that I use.
7. I will bring to the notice of the Society any action of another member that appears to be ethically inappropriate or contrary to standards set by the Society.
8. I will use all Society trademarks only in accordance with the current established guidelines. Failure to follow guidelines will lead to suspension of said trademark use.
9. I will endeavor to improve my technical skills and professional standards through continuing educational training.
10. I will uphold professional relationships, never slandering a member of the Ortho-Bionomy community or the allied professional community.
11. Anyone in my employment will abide by the policies and trademark regulations set by the society of Ortho-Bionomy.
12. I will display a copy of this code of ethics in my work area where it is clearly visible.
13. I understand that transgression of the Codes of Ethics may result in the surrender of my membership.

Website: www.ortho-bionomy.org

E-mail: office@ortho-bionomy.org

Advanced Practitioner Evolvement Request Form

Name _____ Date _
Address _____ City _____
State/Province _____ Zip/Postal _____ Country _
Phone _____ Email _

Date Enrolled in Advanced Practitioner Training Program _____

Date Completed Advanced Practitioner Training Program _____

I formally request to be considered for evolvement to Advanced Practitioner. I have completed the Advanced Practitioner training program, including classes, demonstration, documented sessions, study groups, consultations and evaluation sessions. I am ready to evolve to Advanced Practitioner.

Signature: _____

Date: _____

Advanced Practitioner Evolvement Fee: \$150

ADVISOR APPROVAL for Trainee to evolve to Advanced Practitioner

I recommend this student to be evolved to Advanced Practitioner. Trainee is a Practitioner in good standing, has completed their classes, demonstration, documented sessions, study groups, consultations and evaluation sessions. They are ready to satisfactorily evolve to Advanced Practitioner.

Advisor Information

Name (Please print legibly) _____

Advisor Signature: _____

Advisor E-mail _____

Evolverment checklists, Program Applications, Waivers & Evolverment Reference

Below is a summary for reference of applying (some are online applications, others are submissions), number of copies, fees and more. Please use this document as support, along with the Evolverment and Checklists in the complete Training Program Handbooks.

Program	What to Submit	How to Submit	# of copies to submit	Fee
Advanced Practitioner	Application	on-line application	0	\$100
	Training Completion Portfolio	Email complete PDF to office@ortho-bionomy.org	1	\$150
Instructor Training	Application Portfolio	Email complete PDF to: office@ortho-bionomy.org	1	\$100

Review Committee Cycle:

Review Committee Session cycles begin on March 15 June 15 September 15 December 15

The committee session ends the day before the next committee. Most times committees look at paperwork and forward their decisions early in the session, but they have until the next committee cycle to complete their findings. **Documents received after the 15th of each quarter will be held over to the next cycle.**

Advanced Practitioner Training Program Evolverments,

- Y Compile all required documents into a single PDF
- Y Emailed to office@ortho-bionomy.org

Note: If you do not have ability to email from your home, many libraries, office supply stores, and copy centers such as Kinkos, FedEx can scan and create a PDF for you.

Emailing Packets/Portfolios:

- Y Committee sessions begin March 15, June 15, September 15, December 15th

Advisors' Support Crucial for Applicants: Please confirm the applicant's packet includes a cover letter with the applicant's name as the trainee would want it on a certificate, applicants email, phone and name and your name, phone and email as their advisor. This speeds up the process if the committee or staff has a question on a portfolio. Please help to the trainee confirm that their packet is complete.

Advanced Practitioner Evolvement Checklist:

A. Program Checklist to complete before submit Practitioner evolvement (1 unit ≈ 1 hour):

<input type="checkbox"/>	16 Units	Phase IV	<input type="checkbox"/>	16	Phase V
<input type="checkbox"/>	16	Phase VI	<input type="checkbox"/>	8	Phase VII
<input type="checkbox"/>	16	Isometrics	<input type="checkbox"/>	16	Exploration of Movement Patterns
<input type="checkbox"/>	16	Chapman's Reflexes	<input type="checkbox"/>	16	Ethics & Emotional Issues
<input type="checkbox"/>	16	Posture & Post Techniques	<input type="checkbox"/>	16	Cranial
<input type="checkbox"/>	40	Residential (5 day min.)			
<input type="checkbox"/>	120	Electives (specify in each category below)			
<input type="checkbox"/>		___ Class credits	<input type="checkbox"/>		___ Research Project
<input type="checkbox"/>			<input type="checkbox"/>		___ Community Service Project
<input type="checkbox"/>	18	Study Group (six 3 hr. min.)			
<input type="checkbox"/>	8	Sessions Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8	Consultations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1	Supervised Demonstration	<input type="checkbox"/>	1	Essay
<input type="checkbox"/>	150	Documented Sessions			

B. Advanced Practitioner Detailed Directions for Evolvement Packets/Portfolios:

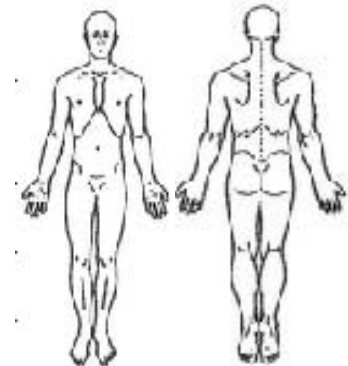
- SOBI Membership is current and you have enrolled and paid for the Training Program
- All sections and requirements completed, waivers were approved in a prior PRC committee cycle
- Single PDF compiled from all documentation in the order below:
 1. Typed Evolvement Form from the applicant, signed by advisor
 2. Program Record Form – Completed – use checklist above to confirm
 3. Elective Documentation- if chose Research or Community Service Project
 4. Essay – typed by applicant
 5. Evaluations: Three Letters of Recommendation/evaluation sessions documentation
 6. Demonstration Letter of recommendation from the Instructor who observed demo
- Keep original for yourself, check if your advisor wants a copy
- Scan completed documentation into a single PDF
- Email to office@ortho-bionomy.org by PRC session date
- Pay \$150 Evolvement fee from invoice emailed from the office after receiving your submission.

Document sessions:

Client Name:

Date:

Reason for Visit:



Session:

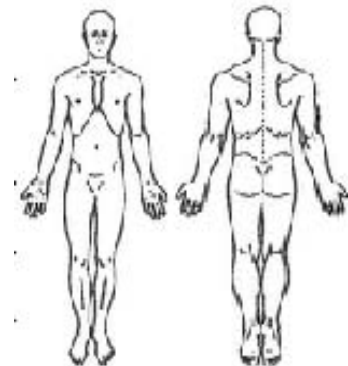
Self Care:

Document session:

Client Name:

Date:

Reason for Visit:



Session:

Self Care: