

## Section 5: Online Class Policy

Established 2021.2.26

### 5.1 Instructor & Class Requirements

- 5.1.1 All instructors teaching Ortho-Bionomy's required classes in the Practitioner (PTP) and Advanced Practitioner (AFTP) Training Programs must explain to the students that online instruction cannot replace the hands-on experience from in-person classes and must print the following statement on all class handouts: *"Online instruction cannot replace the hands-on experience from in person classes, and students should seek out extra support from an instructor or their advisor as needed."*
- 5.1.1.1 All Online classes require real-time instructor interaction and are to be documented as "Online" on certificates and on the program record form.
- 5.1.1.2 Online classes require that all students have their video turned on for the entire class. Exceptions can be made in situations of extreme technological limitations, at the Instructor's discretion. [2023.8.14]
- 5.1.1.3 Online classes with Instructor interaction taken before May 1, 2021, will be granted full credit with Advisor's approval.

### 5.2 Classifications of required classes:

- 5.2.1 Group 1: Hands-on Classes: Phase 4, Exploration of Movement, Isometrics, Phase 5, Phase 6, Postural Re-Education and Post Techniques, and Chapman's Reflexes. The Group 1 classes have credit restrictions listed below.
- 5.2.2 Group 2: Practitioner Training Seminar, Demonstration Skills, Elements of a Successful Practice, Anatomy and Physiology, Phase 7, and Ethics and Emotional Issues.
- 5.2.3 Group 3: Cranial, Residential, feedback sessions, and evaluation sessions must be in person.
- 5.2.4 Group 4: The Society of Ortho-Bionomy International (SOBI) online conference may be credited as if there were real-time instructor interaction. The SOBI online conference is the only exception to the real-time instructor requirement.

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### 5.3 Student Member Programs:

#### 5.3.1 Students in the Associate Member Program

- 5.3.1.1 One online class from Group 1 can be used as an elective.
- 5.3.1.2 Ethics may be taken online to fulfill the program requirement.

#### 5.3.2 Students in the Practitioner Training Program (PTP)

- 5.3.2.1 32 units of Group 1 classes can be online. This is 20% of the 160-unit PTP hands-on requirement.
- 5.3.2.2 Full credit will be given for Group 2 online classes.
- 5.3.2.3 Online classes that exceed the PTP requirements, listed as “Additional Classes” on the record form, may be rolled over into the Advanced program as electives with advisor approval.

### **5.3.3 Students in the Advanced Practitioner Training Program (AFTP)**

- 5.3.3.1 32 units of Group 1 classes can be online. This is 23.5% of the 136-unit AFTP hands-on requirement.
- 5.3.3.2 Full credit will be given for Group 2 online classes.
- 5.3.3.3 42 units of Elective classes may be online. This is 35% of the 120-unit Electives requirement.
- 5.3.3.4 Fifteen documented sessions may be live online sessions. This is 10% of the 150-unit documented sessions requirement.

### **5.3.4 Study Groups**

- 5.3.4.1 A maximum of 3 online Study Groups (9 units) will be accepted for credit in the PTP.
- 5.3.4.2 A maximum of 6 online Study Groups (18 units) will be accepted for credit in the AFTP.
- 5.3.4.3 More online Study Groups may be taken and credited as consultations with advisor approval.

### **5.3.5 ITS and AITS Trainees**

- 5.3.5.1 A maximum of two online bench assists and one online co-teach are allowed.
- 5.3.5.2 Exceptions could be made to include more bench assists with Advisor’s approval.
- 5.3.5.3 One online ITS is allowed, either Part I or Part II.

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## **Section 6: Addendum**

### **6.1 Abbreviations Key and Definition:**

- BoD - Board of Directors
- CRC - Curriculum Review Committee
- IRC - Instructor Review Committee
- ITS - Instructor Training Seminar

PRC - Practitioner Review Committee

PTP - Practitioner Training Program

## 6.2 Definitions

### 6.2.1 Classes

**6.2.1.1 Unit:** 1 class unit is 1 hour (class units do not include lunches or homework but may include breaks)

**6.2.1.2 Phase 4 Classes:** Standard Phase 4, Postural Re-Education & Post Techniques, Isometrics & Isotonics, Exploration of Movement, Self-Care, In-Depth Phase 4, and Non-Standard Phase 4

**6.2.1.3 Standard Phase 4:** Phase 4 Techniques for the major structures of the body that every Instructor is responsible to know. Standard classes are Phase 4 Spine, Phase 4 Extremities, and Phase 4 Whole Body. Titles of Standard Phase 4 classes may differ and content may have some minor variation, but should be essentially the same in any Registered Ortho-Bionomy Instructor classroom. Standard Phase 4 classes may include Cervical, Thoracic, and Lumbar Spine; Ribs; Psoas; Ilium; Sacrum; Femur; Knee; Ankle; Foot; Shoulder; Elbow; Wrist; Hand.

**6.2.1.4 In-Depth and Non-Standard Phase 4:** Classes for areas of the body that are based on more in-depth anatomy or methods that go beyond the standard material while still staying within Phase 4. These may be developed by the Instructor in their practice or learned elsewhere. These may be different based on the Instructor teaching them, yet all share the commonality of Phase 4 principles and techniques.

**6.2.1.5 Blended Phases and Advanced:** Classes that specifically combine more than one Phase in a single class. Taught only by Associate Advanced Instructors (approved levels only) and Advanced Instructors. These classes will be credited as electives.

### 6.2.2 Practitioner and Advanced Practitioner

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

### 6.2.3 Instructor and Advanced Instructor

**6.2.3.1 Active Teaching:** Minimum of three classes taught per year. This definition is used in Instructor Training and Advanced Instructor Training advising/supervising requirements. This definition does not apply to Instructor membership status.

**6.2.3.2 Observation/Bench Assist:** Bench Assisting is the first stage of learning to teach a class and can range from observation only to assisting at tables during practice to teaching demos during class.

**6.2.3.3 Co-Teach:** Part of Instructor Training, Advanced Instructor Training, and the approval process to teach certain classes after becoming an Instructor. A Co-Teach includes all aspects of teaching the class. The trainee/Instructor is responsible for 50% of all aspects of teaching the class. If a trainee/Instructor teaches less than 50% of the class this would count as a Bench Assist instead of a Co-Teach.

**6.2.3.4 Collaborative/Team Teach:** Two Instructors, neither of whom are in training, who are teaching together. The use of the term co-teach does not apply.

**6.2.3.5 Supervised Teach:** An Ortho-Bionomy class presented by a trainee and supervised by a Supervising Instructor. During a Supervised Teach, a trainee is responsible for every aspect of the class.

**6.2.3.6 Supervising Instructor:** The Instructor who supervises a Bench Assist, Co-Teach, or Supervised Teach.

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

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

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

[2024.04.18]

## 6.2.4 General

**6.2.4.1 In Good Standing** – Current member, dues paid, no grievances, signed trademark, Code of Ethics agreements on file. Instructor members also must have signed Instructor/Board agreement on file

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

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

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

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

## 6.3 Date Format

The date of the policy format yyyy.mm.dd

## 6.4 Miscellaneous Information

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

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