

Registered Practitioner Training Program Handbook of the Society of Ortho-Bionomy International® (SOBI)

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Handbook Revisions:

- Active Teaching Definition: Advisor Section - 3-5 classes taught a year 11/1/13
- Member Fees and Evolution address and email updated 1/1/2016,
- Evolution form created 8/16
- Advisor, Consultations, Feedback & Evaluation Sessions change to Associate Instructor - Advanced Instructor & Evolution form to submit with final Practitioner paperwork/Portfolio 12/1/16.
- Reformatted Handbook, added Simplified Policy & General Guidelines to Handbook 12/27/16
- Updated SOBI contact information and program submission procedures 10/16/2019

Contact Information: Website: www.ortho-bionomy.org E-mail: office@ortho-bionomy.org

Practitioner Training Program Overview:

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

- 330 units of classes and study groups, including Philosophy, Principles, Technique, Anatomy & Physiology, Ethics, Body Mechanics and more
- 16 units of mentorship with Ortho-Bionomy Instructors, including Consultation, Demonstration, Feedback & Evaluation
- 1 unit for Essay written by the applicant
- 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 as part of their mentorship units.

Basic Steps, Start to Finish: Look further into the handbook for more details, but here are the Basic Steps for Starting, Enrollment, the Milestones, and Completion of the Practitioner Training Program.

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

1. Become a SOBI Member – [Join Online Now](#) as a student member.
2. Complete Practitioner online application - [Practitioner Training Program Application](#)
 - a. Complete form, pay application fee \$100
 - b. Pick an Advisor before completing first 100 hours of program
3. [Find a Class](#) and start completing your training program forms & requirements
 - a. Most trainees choose to find a Phase IV or Basics class for their first class, but if a class does not have a pre-requisite, you can take it without taking a Phase IV/Basics class.
 - b. Classes taken before joining SOBI or enrolling in training count towards your program.
4. Evolve to Associate in Practitioner Training - *Optional*
 - a. Complete the 114 unit Associate training portion of practitioner training program (forms included in this handbook)
 - b. Send in your Associate training evolvment form & record forms
 - c. Benefits include: online listing on our *Find a Practitioner* web search, voting level member, gain limited use of trademarks, and more
5. Completion of Practitioner Training Program - classes, requirements (505 units):
 - a. Complete the Practitioner Evolvment request form
 - b. Create your Practitioner Evolvment Portfolio Packets
 - c. Pay evolvment fee \$150
 - d. Email single PDF to the SOBI Office office@ortho-bionomy.org
6. Practitioner Review Committee (PRC) reviews Practitioner Portfolio
 - a. PRC makes recommendation to SOBI Board
 - b. Board reviews and accepts recommendation
 - c. SOBI Office notifies you of the results
 - d. Congratulations, you are now an Ortho-Bionomy Practitioner

Ortho-Bionomy® Practitioner Training: A Detailed Guide

Training Programs Overview: The Society of Ortho-Bionomy International® (SOBI) has developed and oversees four professional Ortho-Bionomy training programs:

- Registered Practitioner Training Program (which includes the 114 units of Associate Membership Training)
- Registered Advanced Practitioner Training Program
- Registered Instructor Training Program
- Registered Advanced Instructor Training Program

Practitioner and **Advanced Practitioner** Training programs are designed to give trainees a thorough understanding of the principles and philosophy of Ortho-Bionomy, in addition to providing extensive hands-on experience in both course work and supervised practice to be able to see clients and provide sessions. The **Instructor programs** are additional training for those who are drawn to teach Ortho-Bionomy.

The **Registered Practitioner Training Program** is designed to give individuals a thorough understanding of the art and practice of Ortho-Bionomy. The program is focused so the trainee can apply the principles of Ortho-Bionomy to the techniques they learn. Trainees will also be prepared to present and demonstrate Ortho-Bionomy in their own practices and communities.

Enrollment in Training Programs helps trainees develop lasting relationships with peers and professional colleagues. They gain a sense of community, belonging and support from other trainees and instructors in the program, which helps them stay connected between classes. In addition, declaration of formal intention to become a Practitioner often shifts the trainees' work to a clearer and higher place of evolvment.

How to Start: Once you have completed the program application steps, as outlined on **Getting Started**, you will begin filling in your Practitioner Program Record Form.

- Take your program record form with you to your classes, study sessions and advisor meetings so your record form is kept up to date.
- You may also choose to save a copy of your Program Record form on your computer, type the documentation and have your advisor and instructors sign off.
- The Program Record Form assist you in keeping records of your class attendance and progress. Space is provided on the form for your instructors to initial the courses as you complete them.
- It is your responsibility to fill out each section and to give it to the instructor to sign at each class. Please be diligent about completing your forms.
- The Society Office has just begun to keep and compile class records, so keeping your program record form up to date is important.

The Society of Ortho-Bionomy does not have a "school" that teaches the curriculum for the Training Programs. Registered Instructors teach classes independently, many times within occupational schools, massage & healing arts schools, and in other facilities. Some communities offer the full curriculum in a more immersed setting, some offer blocks of classes, while other areas offer a range of two – ten classes a year.

- You are encouraged to take classes with multiple Instructors
- Classes are listed on the Society website at www.ortho-bionomy.org
- Classes may be taken in any order, provided you meet the prerequisites listed for that class
- To register for class:
 - Communicate with the listed Class Contact/Coordinator to register for a class
 - A Class Contact is the person who is coordinating that class for the Instructor or may be the Instructor
 - Many areas have a class coordinator who schedules classes throughout the year
- Class fees are set by the Instructor and will vary
- Only classes taught by Registered Instructors in good standing with the Society of Ortho-Bionomy may provide credits toward your Training Program requirements

Fees for Program & Membership:

- A training program entrance fee of \$100 is payable to SOBI
 - Due at the time of your Practitioner Training Program application.
 - Entrance fee is payable to SOBI
 - Evolvement fee of \$150 is due on completion of your Practitioner Training Program
 - Entrance & Evolvement Fees do not include your annual membership fees in the Society.
 - When you evolve, you may need to pay the difference between your current membership level and the \$165 Practitioner level annual membership fees.
 - All dues and fees must be current in order for evolvement to be approved
 - Your member fees provide you 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 your local and state governing bodies to confirm the requirements to be a bodyworker in your community. Each state and municipality is 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, you may go to your state website, or you may go to: <http://www.orthobionomy.org/Forms/State-Exemption-List%203.18.16.xlsx>. Note the most up to date information is on your local government website.

Waivers: See Waiver Request Form for details on sending in waiver for approval. Submitting waiver requests should be done as early in your Program as possible, as the Practitioner Review Committee only meets four times a year, and your waivers must be approved before you submit your completed paperwork to become a Practitioner. If the Committee approves your waiver request, indicate on your Program Record Form that the class is waived and be sure to submit the approval letter along with your paperwork at the completion of your training. A waiver form can be found in this handbook, check table of contents for page.

Choosing Your Advisor: An integral part of the Registered Practitioner Training is the guidance, support, and feedback received from an advisor. Although it is strongly recommended that you experience working with as many Registered Instructors, Registered Practitioners and peers as possible, the relationship you have with your advisor is unique. S/he will be working specifically with you as you progress in your 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 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 Practitioner of Ortho-Bionomy is an on-going process. It is both a personal process and a process of coming to 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.
- Be clear with your advisor if and where a fee is appropriate in exchange for her/his time.

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 student) 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 (9 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 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
- 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. A sample of a documented session form is included in this handbook.
- At the completion of each 50 session section (three sections of 50 sessions), set up an appointment with your advisor to discuss the sessions and initial the program record form.

Evaluation Phase of the Registered Practitioner Training Program:

Upon completing the Practitioner 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.

Evolution Portfolio: When you have completed your training & evaluation activities, it is time to gather, copy and mail in your Final Practitioner Portfolio for the Practitioner Review Committee.

- All waivers must be approved by the Practitioner Review Committee (PRC) prior to sending in your final packet.
- Please send only complete portfolios. Do not send in your materials piecemeal.
- Keep the originals of all documentation for yourself.
- Utilize the Final Checklist to confirm you are ready to submit your Practitioner Portfolio
- Review with your advisor to confirm completion
- Email single PDF to office@ortho-bionomy.org
- Office will email invoice for evolution fee
- Pay your evolution 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 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 evolution at a time and therefore, you must be a member & be registered in the Training program

SOBI/SOBI Office:

- Handles fees and payments
- Forwards Practitioner portfolio to 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 by the PRC as a Practitioner, you will receive correspondence from the Society of Ortho-Bionomy welcoming you as a Registered Practitioner member, your online profile will be updated, and Registered Practitioner Certificate will be sent. *Please note it takes approximately 4 weeks from notice of your evolvment for your certificate to be mailed.*

Registered Practitioner Member Benefits:

As a Registered Practitioner member of the Society, you:

- Quarterly newsletters & annual member directory
- Listings in Member Directory & Online Member 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 do Feedback Sessions, Evaluation Sessions or Consultations
- Retain benefits included as part of Student and Associate membership
- Pay dues annually
- Complete 16 units of continuing education every two years (Ortho-Bionomy class, attending SOBI conference)

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 Practitioner Program Record Form (Record Form Page 1 of 6)
Please Type or Print Clearly

Society of Ortho-Bionomy International[®]

E-mail: office@ortho-bionomy.org www.ortho-bionomy.org

Phone: 317-426-1261

Name _____ Date _____

Address _____ City _____

State/Province _____ Zip/Postal Code _____ Country _____

Phone: _____ E-Mail _____

Advisor Information:

Advisor Name (Please print legibly) _____

Advisor E-Mail _____

Practitioner Training Program Curriculum (1 unit is approximately 1 hour):

| | | | |
|----------|---|----|-----------------------------------|
| 64 Units | Phase IV | 16 | Demonstration Skills |
| 16 | Phase V | 16 | Elements of a Successful Practice |
| 16 | Phase VI | 32 | Anatomy & Physiology |
| 16 | Postural Re-education & Post Techniques | 16 | Elective(s) |
| 16 | Isometrics | 40 | Residential |
| 16 | Exploration of Movement Patterns | 16 | Practitioner Training Seminar |
| 16 | Chapman's Reflexes | 18 | Study Groups |
| 16 | Ethics & Emotional Issues | | |

Tutorial:

- 9 Consultations
- 8 Sessions Received
- 3 Feedback Sessions
- 3 Evaluation Sessions
- 1 Lecture Demonstration (Supervised)
- 1 Essay
- 150 Documented Sessions

The Associate Training shares Pages 2 & 3 of the Practitioner Program Record Form, so trainees only need to maintain 1 record form for both.

Phase IV (64 units)

| Location | Date | Units | Trainee Name | |
|----------|------|-------|--------------|-----------|
| | | | Instructor | Signature |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Phase V (16 units)

| Location | Date | Units | Instructor | Signature |
|----------|------|-------|------------|-----------|
| | | | | |
| | | | | |

Phase VI (16 units)

| Location | Date | Units | Instructor | Signature |
|----------|------|-------|------------|-----------|
| | | | | |
| | | | | |

Postural Re-education & Post Techniques (16 units)

| Location | Date | Units | Instructor | Signature |
|----------|------|-------|------------|-----------|
| | | | | |

Isometrics (16 units)

| Location | Date | Units | Instructor | Signature |
|----------|------|-------|------------|-----------|
| | | | | |

Exploration of Movement Patterns (16 units)

| Location | Date | Units | Instructor | Signature |
|----------|------|-------|------------|-----------|
| | | | | |

Chapman's Reflexes (16 units)

| Location | Date | Units | Instructor | Signature |
|----------|------|-------|------------|-----------|
| | | | | |

Ethics & Emotional Issues (16 units)

| Location | Date | Units | Instructor | Signature |
|----------|------|-------|------------|-----------|
| | | | | |

Demonstration Skills (16 units)

| Location | Date | Units | Instructor | Signature |
|----------|------|-------|------------|-----------|
| | | | | |

| | | | Trainee Name | |
|---|-------|-------|--------------|-----------|
| Elements of a Successful Practice (16 units) | | | | |
| Location | Date | Units | Instructor | Signature |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

| Anatomy & Physiology (32 units) | | | | |
|--|-------|-------|------------|-----------|
| Location | Date | Units | Instructor | Signature |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

| Residential (40 units – 5 day minimum) | | | | |
|---|-------|-------|------------|-----------|
| Location | Date | Units | Instructor | Signature |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

| Practitioner Training Seminar (16 units) | | | | |
|---|-------|-------|------------|-----------|
| Location | Date | Units | Instructor | Signature |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

| Electives (16 units) | | | | |
|-----------------------------|----------|-------|-------|----------------------|
| Class | Location | Date | Units | Instructor Signature |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

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: _____

Study Groups (18 units – six 3 hour minimum)

_____ Trainee Name

1. Date: _____
Inst./Pract. Name: _____ Signature: _____
Topic: _____

2. Date: _____
Inst./Pract. Name: _____ Signature: _____
Topic: _____

3. Date: _____
Inst./Pract. Name: _____ Signature: _____
Topic: _____

4. Date: _____
Inst./Pract. Name: _____ Signature: _____
Topic: _____

5. Date: _____
Inst./Pract. Name: _____ Signature: _____
Topic: _____

6. Date: _____
Inst./Pract. Name: _____ Signature: _____
Topic: _____

Trainee Name

Tutorial It is recommended that for every 100 classroom units you complete, you receive 3 sessions, do 1 session for feedback and participate in 3 private discussions. Tutorials include 8 units of sessions received, 3 sessions given for feedback, 9 units of consultations and 1 Supervised Lecture Demonstration.

Sessions Received (8 units)

| Date | Instructor/Practitioner | Date | Instructor/Practitioner |
|-------|-------------------------|-------|-------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Consultations (9 Units)

1. Date: _____ Instructor Signature: _____
Topic: _____
2. Date: _____ Instructor Signature: _____
Topic: _____
3. Date: _____ Instructor Signature: _____
Topic: _____
4. Date: _____ Instructor Signature: _____
Topic: _____
5. Date: _____ Instructor Signature: _____
Topic: _____
6. Date: _____ Instructor Signature: _____
Topic: _____
7. Date: _____ Instructor Signature: _____
Topic: _____
8. Date: _____ Instructor Signature: _____
Topic: _____
9. Date: _____ Instructor Signature: _____
Topic: _____

Associate Membership Training Program Summary

Benefits of Completion of Ortho-Bionomy Associate Member Training:

- **Limited Trademark Privileges:** Associate Members may use the term “Ortho-Bionomy®” in their promotional literature by listing Ortho-Bionomy among the modalities they practice. (However, this cannot give the impression, directly or indirectly, that the user is a Practitioner or Instructor of Ortho-Bionomy).
- **Referral Listings:** Online Listing in “Find a Practitioner” & listing in the “Member Resource Directory”
- **Insurance Discount:** Discount on liability insurance & membership with Associated Bodywork & Massage Professionals (ABMP) in the U.S., if qualify.
- **Practitioner Training Program (PTP) – Associate units transfer directly to the Practitioner Training Program.** Those completing the Associate Training Program are ¼ through the Requirements of the PTP and have completed over 35% of the classroom units. Those trained in complementary modalities may be eligible for waivers for some coursework, placing them over 50% through the classroom units of the PTP.
- **Discount on SOBI Membership – \$15 off membership by also applying for the Practitioner Training Program**
- **Voting Privileges:** Associate Members are entitled to vote on general matters pertaining to the Society of Ortho-Bionomy International such as electing the Board of Directors.
- **Newsletter Subscription** to “Ortho-Bionomy News” the Society’s quarterly newsletter and e-newsletters.

Evolverment Requirements to Complete Associate Member Training Program (114 total units):

Complete 114 units of Ortho-Bionomy instruction consisting of a minimum of 32 units of Basics/Phase Four, 16 units of Phase Five, and 16 units of Phase Six. The balance of units should be from the Registered Practitioner Training Program (PTP). Note: The Associate units transfer directly to the PTP.

- **Ethics requirement:** There are two options to meet the Ethics requirement: tutorial or class
 1. **Tutorial:** A 3 hour Ethics tutorial with an Ortho-Bionomy Instructor. This would also count for a tutorial in the PTP.

-OR-

 2. **Ethics and Emotions (E&E) Class:** Completing an 8 unit or a 16 unit Ortho-Bionomy Ethics & Emotions (E&E) course. This would count towards 8 or 16 units of E&E in PTP.
- **Receive an Ortho-Bionomy Session (1 unit):** Receive a session from a Registered Practitioner, Advanced Practitioner or any level of Instructor.
- **Give an Ortho-Bionomy Session for Feedback (1 unit):** Complete a satisfactory feedback session with a Registered Instructor of Ortho-Bionomy.
- **Associate membership fee*** - \$125, discounted to \$110 if also enrolled in Practitioner Training Program.
- **Email from original a legible copy of your completed Associate program evolverment form and page 2 & 3 of Associate/Practitioner Program Form.. Keep your originals for your records.**

*Note: If you are currently a Student member and are not due to renew, you may pay the difference between the Associate and Student fee.

Associate Member Continuing Education & Annual Membership Renewal Requirement: Sixteen Continuing Education Units (CEUs) Bi-Annually:

- Due every two years
 - 16 units of Ortho-Bionomy class
 - Attendance of full SOBI conference
- All Continuing Education must be taken with a Registered Ortho-Bionomy Instructor
- CEUs are every other year, membership dues are annual
- Submit CEUs by including the Instructor, Date, Class, Units on your online renewal

.....
Ortho-Bionomy Associate Membership Evolvement Form



Name _____ Date _____

Address _____ City _____

State/Province _____ Zip/Postal Code _____ Country _____

Phone: _____ E-Mail _____

Check if new member or if this includes updated contact information

Associate Portion of Practitioner Training Program: Trainee has completed the following, as shown on their practitioner training program record form, and met the requirements to evolve to Associate member:

- 32 units Phase IV
- 16 units Phase V
- 16 units Phase VI

- 1 option from Ethics requirement – see below
- 1 Session Received
- 1 Feedback Session with instructor signature below
- 32-45 Elective units for program total of 114 units

Ethics Requirement: (3, 8 or 16 units) check the box below for the option you choose and have instructor sign

Tutorial Option: 3 unit Associate Ethics Tutorial (this transfers to a study group on the Practitioner Training Program), trainee will complete additional 45 class/elective units to complete the 114 unit Associate program.

Tutorial

Instructor Signature

Date

Class Option: 8 or 16 unit Ethics & Emotional Issues Course, trainee will complete additional 40 or 32 class/elective units to complete the 114 unit Associate program.

Ethics Class

Class

Date

Unit

Instructor Signature

Your Associate Evolvement portfolio includes one copy of the following:

- Associate evolvement form – *which is this page*
- Associate portion of the **Associate/Practitioner Program record form** – *which include pages 2 and 3*
This is a record of the classes and feedback session you have completed. Please keep original for yourself.
- Payment - \$125, \$110 if enrolled/registered in the Practitioner Training Program** (additional one-time fee of \$100 to apply to Practitioner training and an application, if you have not already done so)

You may pay by credit card/Paypal on the SOBI website www.ortho-bionomy.org **If you are a current member who will not renew within the next 6 months, you may pay the difference in cost between the Associate member and Student member fees.*

Instructor Recommendation for Trainee's Evolvement to Associate Member:

I (Instructor) _____ have received a satisfactory feedback session from the Associate member trainee listed above and find that s/he has a competent understanding of Ortho-Bionomy to evolve to Associate member.

You will be notified within 2-4 weeks of the SOBI office receiving your completed Associate Membership Evolvement Form and payment. An Associate certificate and welcome information will be emailed to you.

Society of Ortho-Bionomy International[®]

E-mail: office@ortho-bionomy.org www.ortho-bionomy.org Phone: 317-426-1261

Practitioner Evolvement Request Form

Please make this form the first page of your Practitioner Evolvement Portfolio Packet. This replaces the need for a cover letter from the applicant.

Name _____ Date _____

Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____ E-mail _____

Phone _____

Date Enrolled in Practitioner Training Program _____

Date Completed Practitioner Training Program _____

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

Signature: _____ Date: _____

Practitioner Training Program Evolvement Fee: \$150

ADVISOR APPROVAL for Trainee to evolve to Practitioner

I recommend this trainee to be evolved to Practitioner. Trainee is a current SOBI member, is enrolled in Practitioner training program, and has completed their classes, demonstration, documented sessions, study groups, consultations and evaluation sessions. They are ready to satisfactorily evolve to Practitioner.

Advisor Name _____ Date: _____

Advisor Signature _____

Advisor Email: _____

Society of Ortho-Bionomy International[®]

E-mail: office@ortho-bionomy.org www.ortho-bionomy.org Phone: 317-426-1261

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.

- **Continuing Education (CE) for Members**
 - **Student** members pay annual dues, but do not have CE requirements
 - **Associate members, Practitioner, Advanced Practitioner, Associate Instructors** pay dues annually and complete:
 - 16 units of Ortho-Bionomy coursework every 2 years for Associate members - Associate Instructors Includes the following options:
 - Complete a 16 unit Ortho-Bionomy class -or-
 - Attend the SOBI conference [11-04-26]
- **Class Unit** is approximately equal to 1 hour [11-04-26]
- **Curriculum Committee** helps evolve the training program curriculum & education policies. It is made up of:
 - Three members appointed by the Board of Directors of the Society of Ortho-Bionomy International [15-9-10]
 - Minimum 2 Instructors, including 1 Advanced Instructor and can include 1 Advanced Practitioner [15-9-10]
 - Three-year curriculum 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]
 - Curriculum Policy voted on by Instructor body [84-06-25]
 - 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]
- **Student Members:**
 - Receive benefits and discounts of SOBI membership
 - Listed in member directory & listed in member online searches
 - May not use the term Ortho-Bionomy or trademarks outside of list above
- **Associate Members:**
 - Have limited trademark usage and restrictions, see Trademark Usage for details
 - Listed in public Ortho-Bionomy website searches, Find a Practitioner search
 - Have publicly viewable online profile and web presence
 - May vote on Board of Director elections
 - Associate in Practitioner Training members are also enrolled in Practitioner training
- **Associate Training Program Includes completion of 114 units of Ortho-Bionomy instruction (which also counts toward the Practitioner training program (PTP) consisting of:**
 - 32 units of Basics/Phase Four
 - 16 units of Phase Five
 - 16 units of Phase Six
 - 3, 8, 16 Units of Ethics see below for options:
 - Tutorial: 3 hour ethics tutorial with Ortho-Bionomy Instructor
 - Ethics and Emotions class – 8 or 16 unit Ortho-Bionomy Ethics class
 - Complete Electives to add up to 114 total units completed
 - The Associate units transfer directly to the Practitioner Training Program (PTP)
 - 1 session – Receive a session from a Registered Practitioner or Advanced Practitioner, or any level of Instructor (counts in the PTP)
 - 1 session - Give a session for feedback to an instructor (counts in the PTP)
 - Pay Membership fee
 - Email completed form to SOBI Office
 - Become an Associate once SOBI Office notifies of receipt and approval
- **Practitioner Members:**
 - Have trademark usage privileges and restrictions – see Trademark usage for details
 - Listed in public Ortho-Bionomy website searches, Find a Practitioner search
 - Have publicly viewable online profile and web presence
 - May vote on Board of Director elections and General Policy
 - May do Lecture/Demonstrations
 - May do self care/homework with clients as part of session
 - May not teach Ortho-Bionomy or Ortho-Bionomy self care to groups/workshops
 - In Training programs
 - **Can give Sessions** to Practitioner & Advanced Practitioner trainees
 - **They cannot do Feedback Sessions, Evaluation Sessions or Consultations**
- **Trademark Marketing use – See trademark policy for details**
- **Training Program Evolvement Delay** can be delayed by the Board of Directors until outstanding grievances are resolved.[06-06-26]

Practitioner Training Program: See Table of Contents for pages with Full Program Details and descriptions

- **Practitioner – Entrance** into the Practitioner training program
 - Must be a SOBI member -or-
 - Join as member at same time as apply to Practitioner Training Program
 - Pay enrollment fee [11-06-16]
- **Practitioner Training Program Curriculum in Units** (unit approx. 1 hour) [06-06-26]

- 64 Phase IV
 - 16 Phase V
 - 16 Phase VI
 - 16 Practitioner Training Seminar
 - 16 Postural Re-education & Post Techniques
 - 16 Isometrics & Isotonics
 - 16 Exploration of Movement Patterns
 - 16 Chapman's Neurolymphatic Reflexes
 - 16 Ethics & Emotional Issues
 - 16 Demonstration Skills
 - 16 Elective(s)
 - 18 Study Group (six 3 unit min)
 - 40 Residential (5 day minimum)
 - 8 Sessions Received from Practitioner/Instructors
 - 3 Feedback Sessions on Advisor/Instructors
 - 9 Consultations with Advisor/Instructors
 - 3 Evaluations-Documented session on Advisor/Instructors
 - 1 Supervised Demo –Documented
 - 1 Essay
 - 150 Documented Sessions
 - 16 Elements of a Successful Practice (can be waived, see Practitioner Handbook)
 - 32 Anatomy & Physiology (can be waived, see Practitioner -Handbook)
- **Practitioner Training Program – Who Can Support in your Training [16-12-01]**
 - **Advisor** – All Instructor levels, Associate Instructor - Advanced Instructor
 - **Receive Sessions** from Practitioner – Advanced Instructor
 - **Feedback Session** given to Associate Instructor - Advanced Instructor
 - **Evaluation Session** given to Associate Instructor - Advanced Instructor
 - At least one given to your advisor
 - **Consultation** – Associate Instructor - Advanced Instructor
 - **Study Group** – Associate Instructor - Advanced Instructor [11-06-16]
 - **Practitioner Advisor Guidelines and Responsibilities**
 - **Advisor** -Registered Associate Instructor, Instructor, Advanced Instructor
 - Review and confirm program requirements are met
 - Complete Consultations with advisee
 - Receive an evaluation session from Trainee
 - Discuss and Sign off on Waivers for trainee, if applicable
 - Review and confirm paperwork is complete for trainee
 - Recommends trainee to evolve to Practitioner
 - Will be contact for Practitioner Review Committee or Board for trainee if questions. [11-06-16]
 - **Feedback Session details in Practitioner Program, three given to:**
 - Registered Associate Instructor - Advanced Instructor [16-12-01]
 - At least 1 of the 3 feedbacks with your advisor
 - Feedbacks are recorded on your program record form[11-06-16]
 - **Evaluation Sessions in Practitioner Program, three given to:**
 - Associate Instructor - Advanced Instructor [16-12-01]
 - At least 1 of the 3 evaluations with your advisor
 - Instructor documents session with a typed letter of evaluation [11-06-16]
 - **Waivers for Anatomy & Physiology in Practitioner Program:**
 - Waiver form
 - Program Advisor approval
 - Classes/Training used for waivers include:
 - College course
 - Training in Massage School with equivalent hours
 - Professional Training in the medical field
 - Include letter from trainee requesting waiver
 - Waivers approved by Practitioner Review Committee prior to Final request for Practitioner Evolvement
 - See Practitioner Handbook for procedure/number of copies, etc. [07-09-01]
 - **Waivers for Elements of a Successful Practice in Practitioner Program:**
 - Waiver form
 - Letter from advisor supporting the waiver
 - Classes/Training/Experience for waiver can include:
 - Proof of business management and public relations experience
 - Classes taken at college
 - Work related training
 - Include letter from applicant requesting waiver
 - Waivers are approved by Practitioner Review Committee prior to final request for Practitioner Evolvement[07-09-01]
 - **Classes cannot be used in both Practitioner & Advanced Practitioner Program [07-09-01]**

- You may not use the same class hours in Practitioner & Advanced Practitioner Program
- **Classes are shared in Practitioner & Associate Training Programs [07-09-01]**
 - Associate & Practitioner Classes may be shared, as Associate is part of the Practitioner program
- **Consultations in Practitioner Training:**
 - Nine consultations with Associate Instructors, Instructors, Advanced Instructors
 - Some must be with your advisor [07-09-01]
- **Study Groups in Practitioner Program:**
 - 6 three hour study groups
 - Can be led by Associate Instructor - Advanced Instructor
 - 2 of the 6 study groups, with Advisor approval, can be additional classes [07-09-01]
- **Documented Sessions for Practitioner Training:**
 - 150 documented sessions of entirely Ortho-Bionomy
 - Minimum of 20 different people
 - Each session a minimum of 30 minutes
 - Check with advisor on how to document [07-09-01]
- **Demonstration requirement in Practitioner Program:**
 - Given as an introduction to Ortho-Bionomy
 - Minimum of 4 attendees
 - Observed and documented by an Ortho-Bionomy instructor, either in person or video
 - Letter of documentation by instructor for your Practitioner portfolio [07-09-01]
- **Essay for Practitioner Training:**
 - Typed essay by applicant, at least 1 page in length
 - What the philosophy & principles of Ortho-Bionomy mean to the applicant personally and professionally [07-09-01]
- **Request for evolvment to Practitioner:**
 - Completed Practitioner Evolvment Packet Includes:
 - Completed Program Record forms
 - 3 evaluation letters
 - 1 essay
 - 1 evolvment form completed by trainee and signed by Advisor
 - 1 letter from Instructor regarding demonstration
 - Approved Waiver form, signed by PRC Chair (if applicable)
 - Evolvment fee paid
 - Completed program emailed to SOBI office for Practitioner Committee
 - Practitioner Review Committee meets Mar. 15, Jun. 15, Sep. 15, Dec. 15
 - Practitioner Review Committee sends recommendations to SOBI Office for Board
 - Recommendations accepted by Board & applicants are notified [07-09-01]
- **Practitioner Review Committee:**
 - Practitioner Review Committee submissions due Mar. 15, Jun. 15, Sept. 15, Dec. 15
 - Verify completeness of file and qualitative examination of portfolios
 - Reviews Practitioner Waivers, Practitioner & Advanced Practitioner Evolvment submissions
 - Practitioner Review Committee sends their recommendation to SOBI Office for Board of Directors
 - Recommendations accepted and applicants 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 & Instructors, with 1 instructor on each committee session
 - If packet is incomplete, the committee will alert the applicants advisor of missing material and mark their evolvment application pending receipt of the missing material [06-03-10]
- **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. See trademark usage documents for details.

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.

- **Marketing use** require the following statement of registration/ownership and use notice in a conspicuous position, such as the first page at bottom of document or near the trademark: - The registered trademarks
 - o Include Use of the registered "®" symbol and
 - o Include 1 of the 4 statement options below:
 - *Ortho-Bionomy[®] is a registered trademark of the Society of Ortho-Bionomy International, Inc. and is used with permission.*
 - *The Sand Dollar design is a registered trademark of the Society of Ortho-Bionomy International, Inc. and is used with permission.*
 - *Ortho-Bionomy[®] and the Sand Dollar design are registered trademarks of the Society of Ortho-Bionomy International, Inc. and are used with permission.*
 - *Ortho Bionomy[®], the Sand Dollar design, and Society of Ortho-Bionomy International[®] are registered trademarks of the Society of Ortho-Bionomy International, Inc. and are used with permission.*

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 wellbeing 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

Phone: 317-426-1261 E-mail: office@ortho-bionomy.org

Evolverment Checklist, Training Program Application & Summary, Summary and Helpful Notes

Below is a summary for reference of applying and completing various levels & programs. Some are online applications, others are hard copy submissions, number of copies, fees and more.

| Program | What to Submit | How to Submit | Fee |
|---|--|--|----------|
| Associate new Member | Associate Forms to SOBI office | Email completed form to office@ortho-bionomy.org | \$125 |
| Associate New Member also enrolling in Practitioner Training *Note - You must already be enrolled/enroll in - | Associate Forms to SOBI Office Practitioner training online- | Email completed form to office@ortho-bionomy.org to be eligible for the discount | \$110* |
| Associate - Evolving from student *Note - if renewed within last 6 months, subtract | Associate Forms to SOBI Office -what you paid on your renewal | Email completed form to office@ortho-bionomy.org -from the appropriate rate | see note |
| | | | |
| Practitioner | Application | on-line application | \$100 |
| | Course Waiver Form and Material | Email completed waiver to office@ortho-bionomy.org | none |
| | Training Completion Portfolio | Email completed program to office@ortho-bionomy.org | \$150 |
| *Note - Must be a SOBI member to apply | | | |

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.

Practitioner Training Program Waivers, Evolverments,

- Email completed program form to office@ortho-bionomy.org
- Committee sessions begin March 15, June 15, September 15, December 15th

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.

Advisors' Support Crucial for Applicants: Please confirm the applicant's packet includes waiver or evolvment request form on top, 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.

Evolvment Checklist:

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

| | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|----------|------------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 64 Units | Phase IV | <input type="checkbox"/> | 16 | Phase V |
| <input type="checkbox"/> | | | | 16 | Phase VI | <input type="checkbox"/> | 16 | Postural Re-education & Post Techniques |
| <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 | Demonstration Skills | <input type="checkbox"/> | 16 | Elements of a Successful Practice |
| <input type="checkbox"/> | <input type="checkbox"/> | | | 32 | Anatomy & Physiology | <input type="checkbox"/> | 16 | Elective(s) |
| <input type="checkbox"/> | | | | 40 | Residential (5 day min.) | <input type="checkbox"/> | 16 | Practitioner Training Seminar |
| <input type="checkbox"/> | | | | 18 | Study Group (six 3 hr. min.) | | | |
| <input type="checkbox"/> | | | | 8 | Sessions Received | <input type="checkbox"/> | <input type="checkbox"/> | 3 Feedback Sessions |
| <input type="checkbox"/> | | | | 9 | Consultations | <input type="checkbox"/> | <input type="checkbox"/> | 3 Evaluation Sessions |
| <input type="checkbox"/> | | | | 1 | Supervised Demonstration | <input type="checkbox"/> | 1 | Essay |
| <input type="checkbox"/> | | | | 150 | Documented Sessions | | | |

B. Practitioner Detailed Directions for Evolvment 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
- Scan the completed PTP in this order into one PDF document.
 1. Completed Evolvment Form from the applicant
 2. Program Record Form – Completed – use checklist above to confirm
 3. Waiver page signed by PRC, if applicable, the one-page waiver form approved
 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
- Pay \$150 Evolvment fee online at www.ortho-bionomy.org
- Keep original for yourself, check if your advisor wants a copy
- Compile all required documentation into a single PDF for submission
- Email completed packet to office@ortho-bionomy.org

.....
Class Waiver Request Form
For the Practitioner Training Program



Name _____ Date _____
Address _____ City _____
State/Province _____ Zip/Postal Code _____ Country _____
Phone _____
E-Mail _____

I am requesting a waiver for the following Practitioner Training Program requirements of:

 Anatomy & Physiology – I have met one of the following 3 available waiver requirements:

1. College Course
2. Professional training in the medical field
3. Training in massage school with an equivalent number of hours

Documentation Includes:

- Typed Letter from applicant required detailing reasons for waiver, No letter from advisor required
- Transcript/Support documentation
- Scan all documents into a single PDF and email to office@ortho-bionomy.org

 Elements of a Successful Practice – I have met one of the following 2 available requirements:

1. Business management and/or public relations experience
2. Class(es) taken at college or in work related training

Documentation Includes:

- Typed Letter from applicant detailing reasons for waiver
- Typed Letter from advisor supporting waiver request
- Transcript/Support documentation
- Scan all documents into a single PDF and email to office@ortho-bionomy.org

Applicant Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Required:

- Trainee must be a member of SOBI
- Trainee must be enrolled in the Practitioner Training Program
- Emails letters and support documentation, with waiver form as cover/first page of the waiver packet.
- Waiver must be approved in a separate PRC session PRIOR to submitting final evolvment portfolio

E-mail: office@ortho-bionomy.org www.ortho-bionomy.org Phone: 317-426-1261

(Committee Use Only)

 Request Granted (PRC Chairperson) Request Not Granted (Explanation Attached)

Signed: _____ Date: _____

EVOLVEMENT OF THE ORIGINAL CONCEPT

Documented Session



Student Name _____

Date _____

Client Name _____

Address _____

City _____

State/Prov _____

Zip/Post Code _____

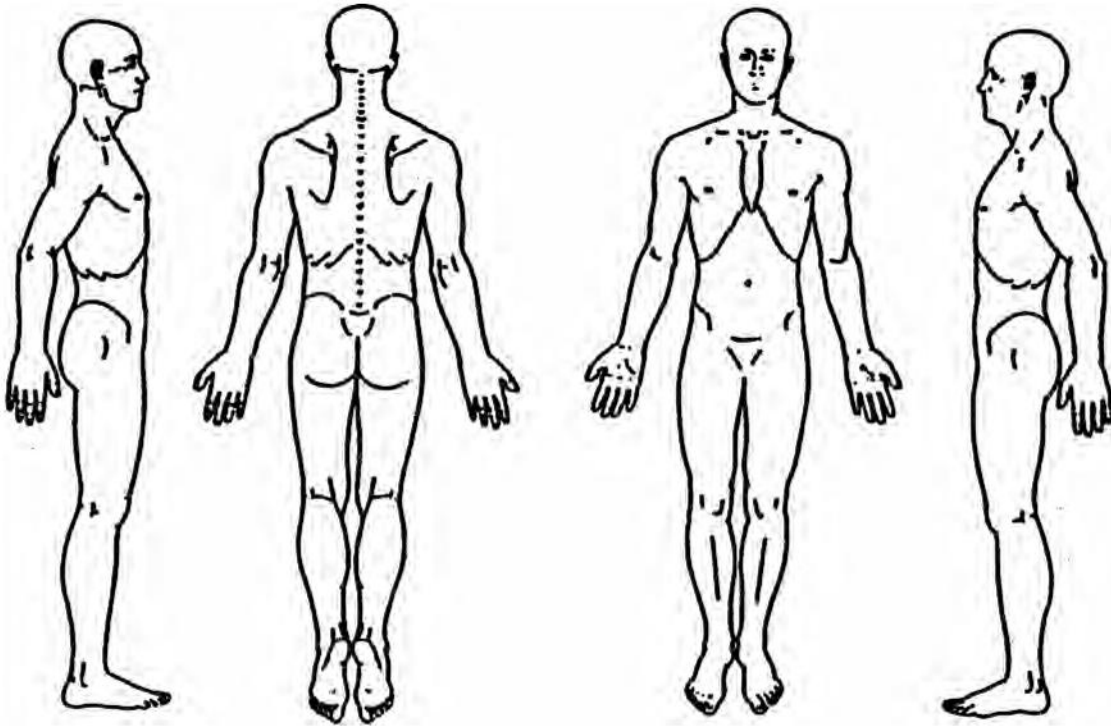
Country _____

Home Phone _____

Work Phone _____

Length of Session _____

Date of Session _____



Focus of Session: _____

Client Response: _____

Client Signature: _____

Advisor: _____

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