**THE PROTOCOL FOR CHANGING INTERNATIONALLY APPROVED TRAINING ACCREDITATION POLICIES AND GUIDELINES
(INCLUDING TRAINER AND ASSISTANT CERTIFICATION)**

**ratified by EuroTAB Council ETC November 2015**

## Introductory Note from the 3 GB Task Force

The 3 GB Task Force consisted of Lorna Tardin (Israel, EuroTAB chair), Theresa Sawicka (New Zealand, AusTAB representative), Karin Egault (England, ETC Chair) and Bonnie Humiston (USA, NATAB Chair). Represenetatives of DTAB (Germany) were consulted throughout the process. We met 7 times and consulted Governing Bodies and TABS for feedback of our draft changes/additions. We present following draft as the result of our work. We've written substantial and minor criteria, detailed the decsision making process, and added time lines.

The original Task Force draft is in black. Task Force changes/additions to this policy draft in blue.

## 1. Purpose
This document outlines the policy and procedures for making changes to Internationally Approved Training Accreditation Policies and Guidelines (including Trainer and Assistant Certification).

## 2. Scope: International, applying to all Governing Bodies and TABs.

## 3. Definitions
**Parent Body**: This policy refers to the legal body for conducting business. For example, the Board of Directors of the Guild or the EuroTab Council.

**Governing Body**: A Parent Body of a Training Accreditation Board.

**Training Accreditation Board (TAB)**. A Standing Committee with responsibilities relating to Training Programs accreditation and Educational Staff certification.

**Policy**: A policy is a set of principles that guide behaviour, decisions and actions.

**A Policy to Change International Policy**: An agreed set of principles that allows a policy to be changed through international cooperation is called a policy to change international policies.

**Procedure:** A procedure is a specific set of steps used to apply policy. When the procedure describes the steps to develop new policy or to change current policy it is called a procedure to develop/change a policy.

**Protocol:** The same as procedure.

**Agreement within each Governing Body:** The structures, roles and responsibilites of each Governing Body differ. Therefore, each Governing Body is responsible for their own internal decision making process.

**Agreement among the Governing Bodies**: Unanimous defaulting to Majority. If unanimity cannot be achieved, then the decision is made by majority agreement (at least 50% + 1).

**Substantial and Minor Changes**: This policy makes a distinction between changes which are 'substantial' and changes which are 'minor' as some aspects of the current Training Guidelines (TAGs) are fundamental to the Method and thus 'Substantial'. Others are less fundamentally related

to the Method and based on more local practices and therefore are considered 'Minor'.

**Criteria for Substantial Items in the International Training Accreditation Policy**.
Policy items related to:
1. The Educational process to prepare trainees for competence in the practice of the Feldenkrais Method, specifically ATM and FI.
2. Length and duration of the Feldenkrais training process.
3. Continuity of the training process and variety in the teaching of the educational plan.
4. Qualifications of faculty (trainers and assistant trainers) and the Educational Directors.
5. Administrative process related to the trainees.

**Criteria for Substantial Items in the International Assistant Trainer and Trainer Polices**
Policy items related to the following criteria for an assistant trainer or trainer:
1. Experience in the Feldenkrais Method
2. Knowledge of the work of Moshe Feldenkrais
3. Demonstration of functional thinking
4. Mentoring processes
5. Attainment of competencies

## 4. Roles and Responsibilities
Standing Committees of the Governing Body (e.g. a TAB) and other subcommittees of the Governing Body are responsible for recommending  changes, and the Governing Body(ies) will decides whether the proposed changes are accepted or rejected. In the case of changes to training and accreditation policies the TABs recommend and the Governing Bodies approve according to the constitution/statutes/bylaws of the Governing Body.

## 5. Policy
Substantial changes to Policy or Changes of Substantial aspects of Training Accreditation Guidelines or changes to aspects of the Assistant Trainer or Trainer Certification Guidelines: A new policy is adopted or a change in policy is approved by unanimous defaulting to majority decision of the Governing Bodies.

Minor changes to Policy: Minor changes are within the scope of each Governing Body, as recommended by the TAB of that Governing Body.  The TABs will share such changes with each other and the community.

## 6. Procedures
The procedure to change the Training Accreditation Guidelines (including Trainer and Assistant Certification) has the following steps:

**Initiation -** A change may be initiated by a Training Accreditation Board, a Governing Body, the Parent Body of a Guild or five members of a Guild.

When a local Training Accreditation Board has its own procedures for submitting a change, each step should have  an end date. The initial proposal should include:
I.     the rationale and purpose of the change,
II.    options considered, and
III.   analysis of the impact of the proposed change.
The community should receive a complete and clear proposal. To this end, the local TAB will assess the completeness of the proposal. If necessary, the TAB discusses the draft with the proposers to ensure it becomes complete.

**Shepherding -** The local Training Accreditation Board will shepherd the suggested change

(hereafter referred to as the "Shepherding Training Accreditation Board") and administrate the process through the TABs. The shepherding Training Accreditation Board will determine whether the change is Substantial or Minor following the guidelines set by the Governing Bodies. The Shepherding TAB informs the other TAB's and GB's.


**Procedure for Substantial Changes**

**Consult**: The shepherding Training Accreditation Board will consult the training community and inform the general Feldenkrais community within 30 days of receiving a complete and clear proposal. This stage will end according to the guidelines set by the Governing Bodies.

**Evaluate**: The Training Accreditation Boards will evaluate the proposal individually and the TABs are encouraged to meet to discuss their recommendations within 30-60 days of receipt of the proposal. If during this phase there are objections, disagreements or unclear aspects of the proposal, the TABs will do all they can to clarify these items and come to some agreement before the final vote is taken. Each TAB will make a separate recommendation to its Governing Body.

**Decide**: The Governing Body of the shepherding TAB is responsible for administrating the decision making process and will collect the votes from all the Governing Bodies.

The Governing Bodies will receive the TAB's recommendations and will start a process of consultation among the existing Governing Bodies within 30-60 days of receipt of the proposal. Each Governing Body will vote individually on the proposal. This stage will end when the Governing Bodies have reached a unanimous defaulting to majority decision. If unanimity cannot be achieved, then the decision is made by majority agreement (at least 50% + 1) according to the following process.

If there is unanimity among the Governing Bodies in favor of accepting the policy change, the proposal will be internationally approved; if all are against the change, the proposal, it will be rejected.

If there is no unanimity, but a majority of the Governing Bodies are in favor of accepting the policy change, the proposal will be internationally approved. If a majority of Governing Bodies are against, the proposal, it will be rejected.

In a case where the majority of Governing Bodies are in favor, -the proposal will be approved. In case of an even number of Governing Bodies and an equal number of votes in favor and against, the Governing Bodies who oppose the proposal will be responsible for defining the negating factor within the proposal. The shepherding TAB/ Governing Body who initiated the proposal will reconsider and re-enter the consulting and evaluation stages of the proposal for a period of 30-60 days to find a solution for the negating factor. If the shepherding TAB/Governing Body is able to re-define the proposal, it will be voted on once again by each individual Governing Body and be approved or rejected according to the above model.

The results of the vote will be made known by the shepherding Governing Body to all Governing Bodies/Training Accreditation Boards in writing.

In the case of decisions which were passed on the basis of majority with the objection of any Governing body, a report on the consequences of the decision will be presented a year later by the initiators of the change for reconsideration or agreement (reendorsement).

**Inform**: The community will be notified as directed by the Governing Bodies both in case the

proposal is accepted or rejected giving the rationale for the decision. The amended text of the TAG or the Trainer or Assistant Trainer certification policies will be provided to the TABs and to the community and implemented within 30 days of approval by the Governing Bodies.

When TABs/Governing Bodies approve minor changes to the TAGs, the other TABs/Governing bodies are to be notified of these changes within 30 days.

Nothing in this process shall limit The TABs from making exceptions to policies for individual circumstances that are deemed justifiable by agreement of all TABs.

Nothing in this policy shall limit the Governing Board of any Training Accreditation Board or Guild/Association in the execution of its duties.

## Appendix 1 – The following items in the current International Feldenkrais Training and Accreditation Guidelines are considered as substantial.

Any changes to these TAGs will require the international procedure to change policy.

**Application and Accreditation Guidelines**
1. Prepare trainees for competence ATM and FI
11. Length of training/number of days/hours

**Requirements Related to the Organizational Aspects of the Training Program**
12. Trainer presence
13. Have an Educational Director
20. Agreements with assistant trainers.
21. Assistant trainer scheduled to be the trainer
22. Experience of assistant trainers
23. Faculty are members of Guilds/Associations

**Requirements For the Educational Aspects of the Training Program**
25. Number of Trainee limits in program
26. Educational plan.
27. Screening applicants – Diversity/Discrimination
28. Trainee previous experience
30. Qualification of Educational Director
30a. Continuity
30b. Continuity
30c. Role of educational direction
31. Use of educational materials of Moshe Feldenkrais
33. Relation of ATM and FI teaching
34. Who can teach and how much
35. F.I. lessons for trainees
36. Faculty : Trainee Ratios
37. Supervised ATM practice
38. Supervised FI practice
39. Trainees teaching ATM after two years
41. Attendance and makeup
42. Diplomas
43. Transferring
46. Evaluation strategies for training, trainees, faculty

**Appendix 2: The following items in the current International Feldenkrais Training and Accreditation Guidelines are considered as minor, that is considered local, organizational or procedural, not affecting the quality of the teaching, who teaches, or what is taught.**

Any changes to these items may be done by each individual TAB with the approval of their Governing Body to facilitate their local needs.

**Application and Accreditation Guidelines**
2.  Accredit separately
3.  Consulting national association
4.  Accredit before starting
5.  TAB consider proposal within 3 months
6.  Advertising and service marks
7.  Communication between trainings in the same geographical area
8. Follow proposal as approved/inform TAB of changes
9. Consideration of current geographical distribution of Feldenkrais Practitioners
   -education/continuity between segments,
   -opportunity for post graduate education
10.  Follow country, state, and local laws

**Requirements Related to the Organizational Aspects of the Training Program**
14. Role of Administration and Administrative Director
15.  Qualification of Administrative Director
16.  Include the following:
   staff names, qualifications, duties, letters of agreement
   location,
   schedule
   criteria to remove trainees
   graduation process
   budget
   evaluation strategies
   student contract
17. Fees to TAB/Guild
18. Student information to TABs
19. Guild information to trainees
24. Speaking the native language of the country

**Requirements For the Educational Aspects of the Training Program**
29. Student contract
32. Translation from English
40. ATM authorization
44. Leave of absence
45. Visitor policy
47.  Compliance reports