

## International Feldenkrais Training and Accreditation Guidelines. EuroTAB edition

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*The numbers in the brackets refer to the international edition of the International Training Accreditation Guidelines.*

### General Application and Accreditation Guidelines

- G-1. The training shall prepare trainees for competence in the practice of both AWARENESS THROUGH MOVEMENT® and FUNCTIONAL INTEGRATION®. [1.]
- G-2. An organization applying for a Training Program for the first time needs to submit PART A AND PART B in its entirety. An organization applying for a recurring program needs to submit only PART B for any new individual Training Program.
- G-3. A program shall not begin before accreditation has been given. [4.]
- G-4. A proposal will be considered for approval by the TAB within three (3) months of receipt of a training proposal which fulfills all the criteria to the TAB. The staff will review the proposal for completeness and write to the training organizers for additional data, if needed, before the proposal is put on the agenda of the TAB.
- G-5. Purpose of the training program [2.]:  
An accredited Feldenkrais training program (“the training program”) must have a clear and concise public statement of the purpose of the training program that sets the tone for educational direction.
- G-6. Expected Outcomes for the Training Program [3.]:  
The training organization must have a public statement of the expected outcomes for trainees in the training program. The outcomes include the expected competence for trainees at the completion of the training program, in both what they will know, and what they will be able to do.
- G-7. Advertising and promotional materials:
  - a. Advertising includes written announcements to the public or to practitioners, teachers, and/or trainees of the FELDENKRAIS METHOD. A letter of intention or announcement of a "project" or anything of similar intent, published in FELDENKRAIS literature or any publication or place is considered advertising.
  - b. Advertising published before accreditation must include a statement that the organizer "intends to apply for accreditation".
  - c. Advertising should specify that in certain states, or countries, professional practice may be subject to licensing laws limiting their professional practice unless the graduate has (a) certain license(s).

- d. Advertising shall indicate that neither ATM or FI may be practiced professionally until the person has graduated from an accredited training program. Interim authorization as an
  - e. ATM teacher is a student teaching position, subject to completing all graduation requirements.
  - f. Service Marks [40]:
    - i. The training program shall comply with the service mark provisions of the country in which the program is operating. For information on local service mark provisions training organizers are to refer to the Guild/Association of the country in which the training program is operating.
    - ii. Service marks will be appropriately used in all training program promotional materials.
- G-8. It is expected that a training program will proceed according to what has been set forth in the proposal with regard to educational content, personnel, location, structure, etc. **The TAB must be informed as soon as possible, in writing, of any planned or unplanned changes in these areas.** Significant changes in program may affect the status of accreditation.
- G-9. It is recommended that Assistant Trainers hired for years 3 and 4 of a Training Program have experience teaching in years one and two.
- G-10. All Trainers and Assistant Trainers must be members of a recognized FELDENKRAIS Professional practitioner/teacher Guild/Association. [19.]
- G-11. Every training program has to have an Administrative Director, and an Educational Director. Both roles may be performed by the same person. [22.]
- G-12. The Educational Director is responsible for the integrity of the entire training process; they must be a TAB-Certified Trainer with at least 400 hours of experience in this function. [21./23.]
- G-13. Trainees in Training Programs will be permitted to teach AWARENESS THROUGH MOVEMENT for purposes of their learning, after two years enrollment in the Professional Training Program. If a trainee drops out of the Training Program after two years enrollment, but before graduation, they will lose the right to teach AWARENESS THROUGH MOVEMENT, unless they have been granted a leave of absence. [33.]
- G-14. Trainees may miss no more than five (5) days in any year, and no more than ten (10) days during the whole course of the Training Program, without having to make formal arrangements with the Trainer or educational staff to make up missed class time. The trainee, however, is responsible for the content of the missed material. [14.] Trainees must make up all additional missed time with assistance of the Educational Director and the Training Program teachers. [15]  
When an entire sequence is made up in another Training Program, it is expected that the learning material be comparable, both in content and stage in the training process. Make up work is to be done as soon as possible.  
No person shall join a Training Program, having missed more than the first year (40 days/200 hours) of the program. [16.]
- G-15. The Training Program graduating the trainee and giving the diploma is responsible to see that the trainee has fulfilled all the requirements for graduation. [35.]
- G-16. A trainee who wants to transfer from one Training Program to another must receive a letter from the Educational Director and the Administrative Director of their original

program, indicating fees paid, number of hours of training completed, which parts of the program completed, and a recommendation to continue the training elsewhere. [17.]

- G-17. If a trainee has to interrupt the Training Program and wishes to continue in another program after a period of elapsed time, the Training Accreditation Board will decide about the trainee's eligibility to continue their training, on a case-by-case basis. A training has to be completed within seven years' time.
- G-18. There shall be a visitor (trainees from other programs and graduates) and guest policy.
- G-19. Compliance forms are due within one month after the completion of each Training year (40 days).
- G-20. Faculty roles are Educational Director, Trainer, Trainer Candidate, experienced Assistant Trainer, Assistant Trainer, experienced Practitioner, and guest presenters. [18.]
- G-21. Each member of the training program's educational and administrative staff must:
- a) affirm that they are in compliance with:
    - the Feldenkrais Method Standards of Practice, Code of Professional Conduct, and other professional policies that apply in the country where the training is taking place, or as otherwise specified by the TAB, and
    - with requirements of any disciplinary action from a Guild, Association or TAB that is in place for that individual;
  - b) agree to comply with Feldenkrais Method Standards of Practice, Code of Professional Conduct, and other professional policies of the Guild or Association of the country in which the training is taking place.

In countries where there is no IFF member Guild or Association, the TAB will specify the requirements that apply to the educational and administrative staff. [20.]

## PART A

### Quantities

- A-1. A training is to be held over a minimum of three years (36 months) and include a minimum of 800 hours of class instruction over at least 160 days of training. [7.]
- A-2. A training shall accept no more than 80 participants for a given program, have no more than 80 participants on site, and graduate no more than 80 (exception - visitors and guests). The Training organizer needs to request an exception from the TAB if they want to have more than 80 participants. [6.]
- A-3. A minimum of 12 FI lessons shall be offered to each trainee as part of the training and included in the tuition. All of these lessons shall be given under the direction of the Educational Director. At least 1 of these lessons shall be given by a Trainer. Practitioners with at least five years of experience may give up to 5 of these lessons. All remaining lessons shall be given by a Trainer or an Assistant Trainer. It is expected that the majority of these lessons will be given outside the 800 hours. [10.]
- A-4. Faculty-to-trainee ratios must be sufficient to meet the educational needs of the trainees in relation to the learning activities being taught. There shall be a ratio of an average of one Trainer or Assistant Trainer for each 15-25 trainees, subject to provision of a rationale in the educational plan, and approval of the educational plan by the TAB. The application needs to include a proposed ratio and rationale for each portion of the training. [30.]

## Educational Aspects

- A-5. Please address how the following will be provided:
- a. an educational support system during the Training Program and continuity between segments, such as study groups, newsletter, etc.
  - b. opportunity for post graduate education after the Training Program;
  - c. attention to ways a professional practice can be developed.
- A-6. A proposal should include a clear and comprehensive educational plan including an outline of general and specific skills and functional abilities to be fostered by the training, along with learning strategies to be used to provide learning experiences for the trainees and how these will evolve throughout the training. [4.]
- A-7. The educational plan shall include a description of how the educational materials of Moshe Feldenkrais will be utilized in the training program and how the trainees will be exposed to the man and his teachings from the original sources (i.e. Amherst Training, San Francisco Training, and Alexander Yanai lessons). [8.]
- A-8. A description of the process and criteria to be used in screening applicants should be included in the proposal. Diversity from a variety of professions, occupations and fields of endeavor is encouraged. Trainees shall be accepted into the FELDENKRAIS Professional Training Program regardless of their race, gender, religion, physical limitations, age or sexual orientation, provided they fulfill the other requirements described herewith. [13.]
- A-9. Previous experience in the FELDENKRAIS METHOD, both FI and ATM, is needed for participating in a Training Program. [28.]
- A-10. In countries, where the main language of the trainees is not English, a translation of materials should be provided.
- A-11. It is expected that ATM will be part of the curriculum all four years of the Training Program. The educational plan will specify how AWARENESS THROUGH MOVEMENT will be taught in relation to FUNCTIONAL INTEGRATION. [9.]
- A-12. The proposal shall include [36]:
- A description of the process and criteria to be used to remove trainees during the training.
  - A description of the graduation process will be included in the proposal.
  - A description of the on-going feedback and evaluation strategies to track the progress of the training, the trainees, the Assistant Trainers, and the performance of the Trainers.
  - A copy of the contract to be signed between the training organization and the trainees.
- A-13. Each trainee must have the opportunity to teach ATM under supervision, and with feedback before they are authorized to teach ATM with the public. [32.]
- A-14. In the last quarter of the training, each trainee will have the opportunity to give at least two (2) FI lessons under supervision and with feedback. [34.]
- A-15. Online training hours can be used for part of the overall training hours, with the following constraints: Each Trainee must have at least [5]:

- 70% (280 hours) of in-person training hours in the first half (first 400 hours) of the training program, and
- 80% (320 hours) of in -person training hours in the second half (second 400 hours) of the training program.

Include in the Educational Plan:

- The number of hours of online time you plan to use
- How you plan to use this online time; and
- If you are offering a hybrid program design where trainees can choose when to attend in person and when to attend online, how you will monitor individual trainees to ensure they attend in -person the required number of in -person training hours.

### **Educational Direction**

A-16. The function of Educational Direction of the Training Program includes: [25.]

- Development and implementation of the educational plan and coordination of the educational process.
- Coordination and integration of all Trainers and training staff with the process.
- Oversight of the trainees' educational development over the course of the training program.
- Ongoing evaluation of the educational process, including how it is received by the trainees.
- Evaluation of the trainees for graduation.

A-17. While the Educational Director has the ultimate responsibility for the matters stated, the Educational Director may share the educational direction function within the training program with a co-Educational Director, or with a team of educational staff from the training program. If there are co-Educational Directors, one of them must be specified to be the primary contact for the accrediting TAB. [24.]

### **Contract**

A-18. A contract shall be signed between accepted applicants and Training Organizers. This contract shall include: [39.]

- a. number of FI lessons included in the tuition
- b. fees, conditions of payment and responsibilities for non-payment of fees
- c. number of hours and years
- d. evaluation process during the training
- e. causes and process for dismissal
- f. maximum of permitted time of absence during the training program
- g. authorization to teach ATM after a designated period of time
- h. graduation process
- i. a clause about the intention of the trainee to complete the four years in one training
- j. a statement about what insurance coverage the Training Organization offers.
- k. description of when and how the service mark terms and the logo may be used.

- l. a statement about needing to conform to laws about "hands on" practice in certain cases, in some states, provinces, and countries.
- m. a statement that the training is organized under policies of an International Accreditation Board.
- n. a statement that the training has to be completed in seven (7) years.
- o. a statement that the trainee agrees not to advertise at all during the first two (2) years of the training.
- p. a statement to the effect that by signing the contract, the trainee authorizes the use of their name, address, date of birth, email address and any status conferred by the training, in FELDENKRAIS databases (local Guilds and EuroTAB).

## PART B

### Administration, finances, laws

- B-1. Is the training organized in a country with a professional IFF full member organization? In countries where there is a formally recognized Association of Practitioners/teachers, the TAB will consult with the national organization. No Training Program in a given country will be accredited without consulting with the national Association of Practitioners. A letter from the Practitioner Association regarding the Training Program should accompany the training proposal. Each country may have a specific agreement with the TAB regarding the way to be considered in the process of accrediting a proposal.
- B-2. It is the responsibility of the training organizers and Educational Directors to comply with and adhere to the local regulations and laws that apply in the country/locality in which the training program is held.
- a. Include a statement in the proposal attesting that the program is in compliance with country, state, and local laws and that all necessary permits and licenses for conducting a professional Training Program have been obtained. [11.]
- B-3. The Administrative Director shall know the laws, language and customs on the country in which the Training Program takes place. Someone from the Administrative staff shall be present on the training site as often as needed.
- B-4 The proposal shall include:
- a. Name(s) of the Educational and Administrative Director (s) as well as the contact person responsible for the communication with ETAB
  - b. List of qualifications and duties of persons responsible for administrative and professional aspects.
  - c. Location, where the Training Program will be held.
  - d. Exact dates, indicating how the minimum requirement of the 200 hours per training year will be met.
  - e. A list of the names of the Trainers and the dates for which they are scheduled.
  - f. Training Application and compliance percentage in Euro.
- B-5. The ETC shall receive a fee for the process of accreditation. The current fees are:
- a. The Training Application fee (non-refundable) is **€ 550**. (This is a one-time fee, to be included with the application.)
  - b. The Training Accreditation (compliance) fee is **3 %** of the yearly tuition fee, multiplied by the number of students per year, payable at the end of the training

year to the ETC office. The total amount per student shall not exceed **80 €**. This affects trainings accredited after 31st December 2018.

- B-6. A fee has to be paid yearly without direct relationship with a student membership. The fee is set at 20.- Euro/calendar year per trainee. The fees should be paid and the names and addresses of the trainees given to the ETC by the 25th day of the training program. The fee is to be paid as follows:
- a. for all trainees in the training, the fee is paid to the host Guild/Association of the country where the training takes place. This is irrespective of the trainees' country of residence.

A training may take place in a country where there is, as yet, no Guild. In this case, the Training Organizer will pay the fees to the ETC. Once a Guild is formed, which is a full member of the ETC, the ETC will give this money to that Guild. The list of names and addresses of trainees will also be sent to the Council, who will send on names and addresses to relevant Guilds.

- B-7. The Training Program's financial resources must be adequate to achieve the program's stated purpose and expected program outcomes. [12.]

### Quantities and Schedule

- B-8. Exact dates, indicating how the minimum requirement of the 200 hours per training year will be met.
- B-9. In training segments longer than 10 days, there has to be at least one day off after each 7 days.
- B-10. Faculty must provide exposure to a variety of teaching styles within the training context, including exposure to a minimum of four Trainers. Minimum exposure to each of these four Trainers is 50 hours.

The maximum any one Trainer can teach is 50% of the 800 required training hours. However, an Educational Director who has directed a minimum of two training programs can teach a maximum of 60% of those 800 hours. The additional hours days shall be taught by a minimum of three additional Trainers. The educational plan must provide for a significant variety of Trainers.

Any 2 Trainers cannot teach more than 75% of the 800 required training hours, leaving at least 25% for 2 or more other Trainers. [29.]

- B-11. A Trainer must be present for the entire 800 hours, except under the following conditions:
1. emergency situation where the trainer cannot be present
  2. a Trainer Candidate is scheduled to teach
  3. an experienced Assistant Trainer\* is scheduled to teach. [27.]

A maximum of 10% (80 hours) of the entire training (800 hours) can be taught by Trainer Candidates and/or experienced Assistant Trainers without a Trainer present, but with Trainer supervision, and at the discretion of the Educational Director.

No more than 25 hours of these 80 hours may take place on consecutive training days.

\*an experienced Assistant Trainer is defined as a person who has worked a minimum of 600 hours of work in training programs as an Assistant Trainer. This needs to include working in all 4 quarters of the training program. [28.]

At the Educational Director's discretion, when a Trainer is present, an Assistant Trainer, Trainer Candidate, or a specialist in a topic can teach.

- B-12. If a Trainer Candidate Assistant Trainer is scheduled to be the Trainer for a specific segment on the assumption that they will be granted Trainer status by that time, a letter from a Trainer will be required committing themselves to be a backup for this time should the Assistant Trainer not become a Trainer as scheduled. [31.]

## Continuity and Educational Direction

- B-13. Proposals must specifically address the means by which continuity may be achieved throughout the training process. The preferred means for doing this would be that a single person, or perhaps two people sharing the role, would be present 100% of the time. Those filling this role should be Trainers and/or very experienced Assistant Trainers.

Alternative means are possible: various combinations of faculty, manuals, design materials, and communications with the Educational Director may be used to fulfil the continuity functions, given the specific situation for each Training Program.

Whatever the circumstances, the Educational Director must be present at least 50% of the time.

The proposal must specifically account for the following aspects of continuity:

- how the students' need for a consistent, reliable presence by an educational team member is actualized.
- how each incoming Trainer will know about the educational design and what has preceded the current segment, including information about any special needs of the group and/or specific students.
- how the Educational Director will learn about the segment including information about any special needs of the group and/or specific students. [26.]

Declaration of Obligation: As part of the Training accreditation process in Europe, training organizers will be required to sign a Declaration of Obligation in which they agree to be bound by their guidelines in regard to fulfilling their obligations and paying the required fees, as listed in B-5 and B-6.