

ACN 152 298 005
Ortho-Bionomy Australia Ltd (or OBA)
Suite 313, 585 Little Collins St,
Melbourne. Vic. 3000 Phone: (03)86793355
oba@ortho-bionomy.org.au

Practitioner Training Program Handbook

Benefits of Enrolling in the Practitioner Training Program

- Having an **advisor**: a person whom you trust who is available on a one on one basis and who can help you with questions and problems, who monitors your progress and who can celebrate your success with you. Your advisor is available to support you in learning techniques, help you fine-tune your work with clients and aid you in developing into a practitioner. Together you establish your own mixture of pre-arranged meetings/sessions and more informal ways to check in.
- The **instructor community** knows that you have more than a passing interest in Ortho-Bionomy and you will receive extra attention and monitoring in classes and in between.
- Having made a **commitment** to the program helps students to stay focused and generates enthusiasm for the work and its evolution.
- Further commitment often shifts the students work to a clearer and higher place of **evolution**.
- You gain a sense of **community**, belonging and support from other students in the program that helps you stay connected between classes.
- Enrolment helps you to create a space to develop **relationships** with peers and professional colleagues and ways to develop this into a personal practice.
- Your fees **support** the ongoing efforts of the Ortho-Bionomy Australia to increase the visibility of Ortho-Bionomy and to keep the organisation functioning to the benefit of all its members.
- A listing in the Ortho-Bionomy directory that you are in the program makes you a more likely candidate for **referrals** and allows instructors and peers to know that you have committed to the program.
- Apart from the above-named benefits, being enrolled in the practitioner program is a necessary step to becoming a registered practitioner.

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Registered Ortho-Bionomy Practitioner Training Program

Overview

Based on the training programs developed by the Society of Ortho-Bionomy International, Ortho-Bionomy Australia oversees two professional training programs: the Registered Practitioner Training Program and the Registered Advanced Practitioner Training Program. There is also an interim qualification level of Practitioner in Training, which is awarded when a student has completed 114 units of the Practitioner Training Program.

The Practitioner and Advanced Practitioner Training programs are designed to give students 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. After completing the Advanced Practitioner Training Program, those who are drawn to teaching Ortho-Bionomy are eligible to enrol in the Instructor Training program offered by the Society of Ortho-Bionomy International.

Enrolment in Training Programs helps students to create a space to develop relationships with peers and professional colleagues. They gain a sense of community, belonging and support from other students in the program which helps them stay connected between classes. In addition, further work often shifts the students' work to a clearer and higher place of evolution. 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 student can apply the principles of Ortho-Bionomy to the techniques they learn. The applicant will also be prepared to present and demonstrate Ortho-Bionomy in their own practice and community.

How to Start:

To enrol in the Practitioner Training Program complete the application form, attach your payment for your entrance fee and send it to Ortho-Bionomy Australia. If you are not an Affiliate Member, please also complete a membership form.

Once you have met the Program requirements and have sent in your application, you will begin filling in your Practitioner Program Record Form. We suggest that you take your program record form with you to your classes, study sessions and advisor meetings so your record form is kept up to date.

The Program Record Forms 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. If you have not had your classes signed off as you have taken them an Instructor can review your certificates and sign off classes on that basis. There is no record of the classes that you attend other than your certificate and Record Form. Please be diligent about completing your forms. Ortho-Bionomy Australia does not keep a record of classes that students attend until you have fully completed your training and submitted your forms for evolution to Practitioner in Training Member and Practitioner.

Ortho-Bionomy Australia does not have a "school" that teaches the curriculum for the Training Programs. Instead there are many Registered Instructors who teach classes, usually on the weekends. Some Instructors teach in Massage Schools or Healing Arts Schools and as such they may offer classes on a set schedule according to those schools' policies. You are encouraged to take classes with multiple Instructors. Classes are listed on the Ortho-Bionomy Australia website www.ortho-bionomy.org.au. You may take classes in any order (some Instructors may set prerequisite classes for the courses that they are teaching, but that is up to the individual Instructor).

To register for any class please get in touch with the Coordinator listed for the class that you wish to attend. A Class Coordinator is the person who is coordinating that class for the Instructor. You will find that most areas have a class coordinator who schedules classes at different times of the year for that area. Some Instructors may also be listed as a Class Coordinator. Class fees are set by the instructor and will vary depending on travel or location fees. Always check with the Class Coordinator regarding the fee for the specific class that you are interested in attending. Only classes taught by Registered Instructors in good standing with Ortho-Bionomy Australia and the Society of Ortho-Bionomy International may count toward your Training Program.

Instructions for Enrolling:

To enrol in the Practitioner Training Program, you must first meet the entrance requirements listed below:

Entrance Requirements:

1. Be a current member of Ortho-Bionomy Australia in good standing (You must be an Affiliate member of Ortho-Bionomy Australia to enrol in the Practitioner Training Program) there is a membership form in this handbook.
2. Pay the Practitioner Program Entrance Fee of \$100
3. Select a program advisor. See the Advisor section for a full description of how to choose an advisor

Fees:

\$100 Entrance/Application Fee

\$150 Evolvement Fee

An entrance fee of \$100 payable to Ortho-Bionomy Australia is due at the time of your application into the Registered Practitioner Program. An additional evolvement/matriculation fee of \$150 is due on completion of the Program. These fees do not include your annual Practitioner membership fees. All fees are used to support the activities of Ortho-Bionomy Australia (a not-for-profit limited liability Company). These include the office administration, management of membership and training programs, website, and general business. Your fees provide you with affiliation to a registered professional organisation and trademark protection.

Waivers:

Waivers of demonstrated course proficiency are available for some of the Practitioner subjects. You must be enrolled in the Practitioner Training Program in order to submit a waiver for classes required for the completion of the Training Program. You may not use the same class for both the Practitioner and Advanced Practitioner Training Program unless the training included enough hours to meet the total requirements for both parts of the Registered Programs. The following classes may be waived and the criteria for waiving these subjects are as follows:

- **Elements of a Successful Practice** – (Replaces Business & Marketing) Business management and public relations experience and/or class(es) taken at college or in work related training
- **Anatomy & Physiology** – Course taken at a local college, professional training in the medical field, or training in massage school with an equivalent number of hours.

After discussion with your advisor regarding the classes you wish to waive, you must submit the following to OBA either by email attachment or a copy (NB: not the original) of each document by post (see email and postal address in this handbook):

- 1) the waiver form signed by your advisor,
- 2) the letter requesting your waiver,
- 3) appropriate documentation which indicates why the class can be waived (such as a school transcript from an accredited institution and/or your résumé documenting your relevant experience) and
- 4) a letter of support from your advisor describing why s/he believes you have the competence to waive the class.

This 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 the page number.

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 students 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 necessary to choose an advisor prior to enrolling in the training program; however, you may begin taking classes and filling out your Program Record Form immediately. Classes taken from a Registered Instructor prior to enrolment 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. **As soon as you have an advisor you may send your Application to enrol in the Practitioner Training Program to Ortho-Bionomy Australia office.**

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, Private Discussions, 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 Instructor that has been actively teaching for at least one year may serve as an advisor. An advisor must be actively involved with Ortho-Bionomy through teaching and 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 utilise 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.

Doing sessions for feedback with your advisor, having him/her observe your work with clients, having one-on-one discussion in person or by telephone are all excellent ways for your advisor to get a sense of where you are in your training and to guide you in your training. 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.

Practitioner Training Program Requirements:

The training program consists of classes, sessions received, private consultations, a lecture/demonstration of Ortho-Bionomy, documentation of sessions with clients, feedback sessions and evaluation sessions with Registered Instructors. In this handbook you will find a complete list of the requirements for the Practitioner Training Program. Below you will find a complete description of each component of the training program. If you have any questions, please ask any Instructor for clarification or you may e-mail the Ortho-Bionomy Australia office at oba@ortho-bionomy.org.au

Class Descriptions

Basics/Phase Four: This foundation class covers the history, philosophy and concepts of Ortho-Bionomy and provides an overview of the basic release techniques and anatomy for 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 principle 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 that monitor and acknowledge 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 pattern 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 recognise 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 client is invited to actively participate and recognise 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 neurolymphatic 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 Ortho-Bionomy Australia'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. Online course options are available for courses approved by Ortho-Bionomy Australia Ltd.

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 that arise for individuals completing the Practitioner Training Programs and helps participants synthesise 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 healthcare 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 are tailored to the participants needs and give students 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 specialised techniques and applications.

Elective topics include: Self Care, Cranial, Ortho-Bionomy Approach to Whiplash, TMJ and Carpal Tunnel Syndrome, Visceral Work, Women's Care, Men's Care, Witnessing and Clear Presence, Shock and Trauma Resolution, Beyond Technique, and others.

Conference attendance: Full attendance at a 2-day OBA Ltd Conference will be accepted as 16 units of elective learning in the Practitioner or Advanced Practitioner Training Program. The signature of an OBA Ltd Instructor is required as proof of attendance.

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 (20 units): Tutorial time spent with your advisor or instructor augments your study of Ortho-Bionomy outside regular classes. The 20 units required include: **1)** received sessions, **2)** sessions for feedback, **3)** sessions for evaluation and **4)** consultations. A unit is equal to approximately one hour – individual segment length of tutorial time is at the discretion of the advisor.

1) Sessions Received (8 units): As part of your tutorials, sessions received from a Registered Instructor or Registered Practitioner during the course of 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 Instructor qualified to be an Advisor (see Advisor Eligibility page 5). 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 useful to have one of those individuals be your advisor. The program highly recommends that you complete a minimum of one session for feedback during each 100-unit period of training.

3) Sessions for Evaluation (3 units): These are sessions that you, the applicant give to a Registered Instructor or Associate Instructor in good standing to demonstrate your Ortho-Bionomy skills. The recipient provides feedback and documentation (letter) of the evaluation. At least one of the evaluations must be from the student's advisor.

4) Consultations - formerly Private Discussions (9 units): As part of your tutorials, this is one-to-one time that you arrange to spend with a Registered Instructor or Associate Instructor to discuss your own questions and concerns about any aspect of Ortho-Bionomy. Not all of the private discussions need to be with your advisor.

Be sure to document your tutorial time. Include time, date and Instructor comments. 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 group led by a Registered Instructor or Associate Instructor that meets to address the interests of participating students, 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. The Instructor or Associate Instructor must complete your Program Record Form in order for the Study Group to count toward your training requirements. Additional Workshops taken beyond those required by the Practitioner program can substitute for up to 2 of the 6 required study groups if the advisor agrees*.

Peer Practice Sessions (*Recommended, optional, not for program credit*): Students are strongly encouraged to meet with their peers to review and practice Ortho-Bionomy. Such meetings can greatly enhance learning and embodying the work. They are particularly helpful where there is not regular, easy access to an Instructor. Unresolved questions arising from these sessions make excellent tutorial topics with your advisor.

Documented Sessions (*Supervised Practice*): The 150 documented session hours with clients must be with a minimum of 20 different people. Each session must be 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. We recommend that you begin documenting sessions given outside of class immediately upon your entrance into the program.

Keep a notebook of your sessions. A sample (master) of a form for the session can be used. At the completion of each section of your sessions (three sections of 50 sessions) set up an appointment with your advisor to discuss the sessions and initial the program record form. It is helpful to submit the documented sessions in advance of the tutorial so that your advisor can prepare for the meeting.

Evaluation Requirements for Registered Practitioner Program

Upon completing the Practitioner Training Program curriculum, you will enter into the evaluation phase of your program. The following activities are included as part of your evaluation process:

1. Three sessions given to Registered Instructors or Advanced Practitioners. At least two of the evaluations must be with Instructors and one with the student's advisor. (Documentation required)
2. Demonstration of Ortho-Bionomy given as an introduction to your practice, to a minimum of four people, observed by an Instructor.
3. A short typed essay (at least one page) on what the philosophy and principles of Ortho-Bionomy mean to you personally and professionally.

Submission to Become a Registered Practitioner:

To confirm you are ready to submit your Practitioner Training Program, refer to the **Practitioner Program Curriculum Checklist** (included in this handbook, see table of contents) prior to sending documentation to the Ortho-Bionomy Australia office for the Practitioner Review Committee (PRC)

Once you have completed all the requirements and documentation to become a Practitioner and your advisor has reviewed and signed your completed Practitioner Training Program Record Form, please **submit a copy of each of the following to Ortho-Bionomy Australia either by email attachments/scans or in hard copy by post (please do not send your originals):**

1. a typed letter announcing your request to be registered as a Practitioner,
2. letters of Recommendation from the three instructors who received your evaluation sessions,
3. a letter of recommendation from the Registered Instructor who observed your demonstration,
4. documentation of approved waivers of any requirements. (Note: All **wavers must be approved** by the Practitioner Review Committee (PRC) **prior to sending in your final packet.**)
5. your Program Record Form, with your advisor's signature confirming satisfactory completion of program and the documentation,
6. your completed typed essay,
7. the \$150 matriculation fee, which may be paid by direct debit online, by credit card or by cheque made to Ortho-Bionomy Australia Ltd. (see details on forms included below)

Remember to keep the originals of all your documentation.

Please email or post an additional copy of your application to your advisor.

If posting your application, please **send your complete packet at least two weeks prior to the submission deadline** to allow for any postage delays. Even if you email your application, please send it early so that, if there is anything missing from your packet, you have time to submit this documentation and do not have to wait for the next submission date.

The Practitioner Review Committee (PRC) submission **deadlines are February 1st, May 1st, August 1st and November 1st**. The PRC will verify the completeness of the application and also conduct a qualitative examination of the documentation to assess the readiness of a candidate to become a Registered Practitioner. The PRC may approve your application or request some clarification or additional work for you to qualify. The PRC may also contact your advisor for clarification. Please note the review committee will only review one level of evolution at a time and therefore, you must have previously registered for the Training program for which you are applying.

A Practitioner Program portfolio submission checklist has been provided in this handbook

The OBA office holds all applications until the next committee date, at which time your Practitioner documentation is sent to the three members of the Practitioner Review Committee (PRC). The committee reviews all of your documentation and assesses if you are ready to evolve to the Practitioner level. The Practitioner Review Committee may request some clarification, or some additional work based on their review of the application.

The Ortho-Bionomy Australia office receives notice of decisions from the PRC by the next submission deadline. As soon as notice is received from the PRC, the OBA office will email or mail you the results of your submission. Once you have been approved by the PRC as a Practitioner, you will receive correspondence from Ortho-Bionomy Australia welcoming you as a Registered Practitioner member, as well as a Practitioner Certificate.

Please note it takes approximately 8 weeks from notice of your evolution for your certificate to be mailed. As a Practitioner In Training member, you may need to pay the difference between your current membership level and the Practitioner level to make your membership current for the year. This depends on where you are in your membership cycle. Please remember, you must be in good standing with the OBA to receive your certificate.

Registered Practitioner Benefits:

As a Registered Practitioner member of Ortho-Bionomy Australia, you will

1. have voting privileges,
2. receive referrals through the OBA office,
3. receive logo sheets from Ortho-Bionomy Australia,
4. be entitled to use the words “Registered Practitioner”, “Practitioner of Ortho-Bionomy” on your literature and personal website,
5. be listed on www.ortho-bionomy.org.au with your contact information specified in the Practitioner/Instructor locator,
6. be entitled to use the Sand Dollar registered mark and all of the other benefits included as part of Affiliate or Practitioner In Training membership, and
7. be eligible for any workshop offered by OBA for Practitioner and Practitioner/Instructor members only.

Continuing Education Requirements:

Eight units of continuing education are due every year, along with the annual payment of membership dues to maintain active status as a Registered Practitioner. All Continuing Education must be taken with a Registered Ortho-Bionomy Instructor in good standing.

Congratulations on your decision to begin the Practitioner Training Program and enjoy your journey.

Ortho-Bionomy Australia Trademark Guidelines and Code of Ethics

TRADEMARK GUIDELINES

Ortho-Bionomy Australia owns these registered trademarks:

OrthoBionomy



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

Affiliate Members:

1. Affiliate Members **cannot** use any of OBA's trademarks in any promotional materials.
2. Can state that they are members of Ortho-Bionomy Australia.
3. Can share posts on social media from people suitably qualified including trademarked terms e.g. Facebook post, videos etc

Practitioner in Training (PIT) Members:

1. Can use the Ortho-Bionomy trademarks on a business card or brochure, website, social media or any other promotional material when listing Ortho-Bionomy among the bodywork modalities that they practise.
2. Can state that they are members of Ortho-Bionomy Australia.
3. Can use the term "Registered Practitioner in Training" when referring to their level of qualification.
4. Must not use wording that in any way suggests, or misleads the public to believe, they have completed the OBA Ltd 500-hour Practitioner training Program.

Professional Members:

1. Practitioners, Advanced Practitioners and all levels of Instructors can use the trademarks promoting their Ortho-Bionomy practice or teaching, in the case of Instructors. The trademarks may be used on a business card, website, Facebook page or other social media platforms, brochures and other print and digital promotional materials.
2. Can also use the phrase "Registered Practitioner of Ortho-Bionomy" in promotional literature. Instructor Members can use the phrase "Registered Instructor of Ortho- Bionomy"

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CODE OF ETHICS

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

1. The philosophy and concepts of Ortho-Bionomy shall be the guiding principles in my work with clients.
2. I will at all times render the highest quality of services possible for the well-being and benefit of my client.
3. I will only offer skills or services in which I have specifically been trained. For issues that fall beyond the scope of my practice, I will refer clients to other qualified professionals.
4. To protect the privacy of my clients, I will keep all communications, clients' records and client identity confidential.
5. Recognising 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 Ortho-Bionomy Australia any action of another member that appears to be ethically inappropriate or contrary to standards set by Ortho-Bionomy Australia.
8. I will use all Ortho-Bionomy 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 Ortho-Bionomy Australia
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.

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ACN 152 298 005
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Membership Renewal & New Member Enrolment Form

Title	Given Name	Family Name
Postal Address		Year of Birth
Suburb/Town		State Postcode
Preferred Address (for listing on website and directory)		
Suburb/Town		State Postcode
Phone	Mobile	
e-mail	Social network address for website	

PIT members and above are listed on the OBA Ltd website and in the directory unless you indicate here

Your quarterly OBA Ltd Newsletter will be emailed unless you do not have an email address or request a hard copy. In this case an extra charge of \$25 per annum will be required for postage. Please complete that section below when completing your membership fee.

Membership Category	Fee	Amount Due
Affiliate Member	\$45	
**Practitioner In Training (PIT)	\$65	
**Practitioner	\$90	
**Advanced Practitioner	\$90	
Associate Instructor	\$100	
Instructor (indicate level)	\$130	
Retired Member	\$35	
Request for newsletters to be posted to you	\$25	
OBA Brochures \$30 per 100 + \$15 p&p (up to 300)	No:	
TOTAL		

****New PIT Members must additionally submit a copy of a PIT Membership Form showing completion of 112 hours class training, a session received by a practitioner or an instructor and an evaluation session with an instructor.**

****Existing PIT, Practitioner & Advanced Practitioner members are required to submit yearly proof of Continuing Education(C E) (INSERT) with this renewal. This requires a minimum of 8 hours C E and may include any combination of class attendance, study group attendance, consultations, feedback sessions, or other.**

Payment method:	Cheque/Money Order <input type="checkbox"/> (enclosed)	Credit Card <input type="checkbox"/> (complete below)	Direct Deposit <input type="checkbox"/> (see details below)
Credit Card Details		Direct Deposit Details	
Type of Card:	Visa MasterCard	Account name: Ortho-Bionomy Australia Ltd BSB: 064-124 Account Number: 10374292 Your Reference: Name and OBA member no. (if known)	
Name on Card:			
Card Number:			
Expiry Date:			
Signature:			
OFFICE USE ONLY	Date received	Date entered	Receipt No

Practitioner In Training Membership

Benefits of becoming a Practitioner In Training (PIT)

- **Trademark Privileges:** PIT Members may use the Ortho-Bionomy trademarks in their promotional literature by listing Ortho-Bionomy among the modalities they practice.
- Can use the term “Registered Practitioner in Training” when referring to their level of qualification but not 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” on OBA’s website & listing in the “Member Resource Directory” in the Member Section of the website
- **Practitioner Training Program (PTP) – PIT units transfer directly to the Practitioner Training Program.** Students who register as Practitioners in Training 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.
- **Voting Privileges:** PIT Members are entitled to vote on general matters pertaining to the Ortho-Bionomy Australia such as electing the Board of Directors.
- **Newsletter Subscription** to “Ortho-Bionomy Australia Newsletter”.

Evolution Requirements to enrol as a Practitioner In Training (112 total units):

1. **Choose your Advisor (see p.7) before completing your first 112 units of instruction.**
2. **Complete 112 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: These training units transfer directly to the PTP.
3. **Equivalent training option for Phase 6:** OBA Ltd acknowledges that occasionally the Phase 6 class is not offered in some areas for an extended period, which may result in a long delay before a student may evolve to PIT. In such cases it is possible for the student to apply to evolve to PIT if the following conditions are met:
 - a. The student attends an Ortho-Bionomy Residential program conducted by a Registered Advanced Instructor
 - b. The Residential Instructor observes the student’s proficiency in Phase 6 during the Residential and writes a letter to the OBA Board of Directors (BOD) indicating why they consider the student should be allowed to count the Residential coursework as equivalent to the Phase 6 class, and documenting the Phase 6 class work completed during the Residential.
 - c. The Residential Instructor indicates the replacement of the Phase 6 class by the Residential coursework on the student’s PIT application form
 - d. The student submits a copy of the Instructor’s letter with their PIT application form
 - e. Once the student submits their PIT application form, the BOD will consider whether to accept this Equivalent Training Option for the student. In the event that the option is not approved, the BOD will inform the student and the Instructor in writing and the student will be asked to attend the standard class and apply to evolve to PIT again once it is completed.
 - f. If the option is approved by the BOD, the student must still attend the required total hours of Phase 6 class(es) to complete the Practitioner Training Program

4. **Equivalent Training Option for Ethics and Emotional Issues Class:** There are two options to meet the Ethics requirement:
 - a. **Study Group/Tutorial:** A 3 hour Ethics Study Group or tutorial with an Ortho-Bionomy Instructor or Associate Instructor. This would also count for tutorial work in the PTP.
OR:
 - b. **Ethics and Emotions (E & E) Class:** Completing an 8 unit or a 16 unit Ortho-Bionomy Ethics & Emotions (E&E) course with an Advanced Instructor. This would count towards 8 or 16 units of E&E in PTP.
5. **Receive an Ortho-Bionomy Session (1 unit):** Receive a session from a Registered Practitioner, Advanced Practitioner or any level of Instructor.
6. **Give an Ortho-Bionomy Session for Feedback (1 unit):** Complete a satisfactory feedback session with a Registered Instructor of Ortho-Bionomy.
7. **Pay PIT Enrolment Fee:** \$100
8. **Pay PIT membership fee - \$65** (Note: If you are currently an Affiliate member and are not due to renew, you may pay the difference between the Affiliate and Practitioner In Training fee.)
9. **Email or post** one legible copy of your completed Practitioner in Training program enrolment form and Practitioner Program Form. Keep your originals for your records

Practitioner In Training Member Continuing Education Requirement:

Practitioner In Training Members complete 8 units of continuing education in Ortho-Bionomy every year.

One of the following: A SCAN, COPY OR PHOTO of the certificate SHOWING DETAILS OF ATTENDANCE, must be included with payment of annual membership fees.

Ortho-Bionomy Practitioner In Training Enrolment Form (page 1 of 2)

Please Type or Print Clearly

Name _____ Year of Birth _____
 Address _____ State _____
 City _____ Postcode _____
 Email _____
 Phone _____ Mobile _____
 Advisor's Name: _____ Advisor's Signature: _____

Date: _____

Practitioner Training Program: Student has completed the 112 hours of class training as shown on their practitioner training program record form, and met the requirements to evolve to Practitioner In Training member

Phase IV (32 units)

Location	Date	Units	Instructor Signature
_____	_____	_____	_____
_____	_____	_____	_____

Phase V (16 units)

Location	Date	Units	Instructor Signature
_____	_____	_____	_____

Phase VI (16 units) or Residential Phase VI Option (see Page 14)

Please Note: if Residential Option is selected, a letter from an attending Advanced Instructor must be attached to this form. **SEE PAGE 14.**

Location	Date	Units	Instructor Signature
_____	_____	_____	_____

Ethics and Emotions (16 units) or Equivalent Training Option for PIT (see Page 15)

Location	Date	Units	Instructor Signature
_____	_____	_____	_____
_____	_____	_____	_____

Other units from the Practitioner Training Program to total 112 hours of total class training

Location	Date	Units	Instructor Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 1 Session Received
- 1 Feedback Session with instructor signature below
- Elective units for program total of 112 units

Ortho-Bionomy Practitioner In Training Enrolment Form (page 2 of 2)

Instructor Recommendation:

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

Instructor's Signature _____

Instructions:

Mail or Email **one copy of PAGES 1 and 2 of this Enrolment Form**, with your enrolment fee and membership fee to OBA.

- New Practitioner In Training membership fee** \$65
 - OR Change from Affiliate member to PIT member** \$20
 - PLUS Practitioner Training Program Enrolment Fee** \$100
- Total** _____

Payment method: Cheque/Money Order <input type="checkbox"/>		Credit Card <input type="checkbox"/>		Direct Deposit <input type="checkbox"/>	
(enclosed)		(complete below)		(see details below)	
Credit Card Details			Direct Deposit Details		
Type of Card:	Visa MasterCard		Account name: Ortho-Bionomy Australia Ltd BSB: 064-124 Account Number: 10374292 Your Reference: Name and OBA member no. (if known)		
Name on Card:					
Card Number:					
Expiry Date:					
Signature:					
OFFICE USE ONLY		Date received	Date entered	Receipt No	

You will be notified within 4 weeks of the OBA office receiving your completed Practitioner in Training Membership and Enrolment Form and payment.

Ortho-Bionomy Australia (or OBA)
 Suite 313, 585 Little Collins St, Melbourne. Vic. 3000
Phone: (03)86793355
Email oba@ortho-bionomy.org.au

Name of Student _____

Registered Practitioner Program

Practitioner Program Curriculum Checklist:

(Units are approximately equal to one hour, 16 units per weekend)

As you complete each class or requirement, check the appropriate box below.

<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"/>	32	Anatomy & Physiology
<input type="checkbox"/>	16	Elective(s)
<input type="checkbox"/>	40	Residential (5 day minimum)
<input type="checkbox"/>	16	Practitioner Training Seminar
<input type="checkbox"/>	18	Study Group (six 3/hour minimum)
<input type="checkbox"/>	8	Sessions Received
<input type="checkbox"/>	3	Feedback Sessions
<input type="checkbox"/>	9	Consultations (formerly Private Discussions)
<input type="checkbox"/>	3	Evaluation Sessions
<input type="checkbox"/>	1	Supervised Demonstration (one)
<input type="checkbox"/>	1	Essay
<input type="checkbox"/>	150	Documented Sessions
	505 Units	
	Total	

Name of Student _____

Portfolio Submission Checklist

Prior to Sending to the OBA Office for review by the Practitioner Review Committee (PRC) & OBA Board of Directors.

Email (scans or attachments) or post:

- Letter announcing applicant's request to be registered as a Practitioner (Typed) - Applicant
- Confirm all curriculum requirements have been signed off by the instructor or your advisor
- Essay (Typed) - Applicant
- Copy of PRC approved Anatomy or Elements of Successful Practice waivers, if applicable
- Letters of Recommendation including evaluation sessions documentation – Instructors
- Letter of recommendation from the Registered Instructor who observed your demonstration (Typed)
- Advisor Signature confirming completion of program and completion of evolution portfolio
- A copy of all program records, waivers and support documentation (evolution portfolio) *
Please keep your original completed Practitioner evolution portfolio for your records
- 1 copy of completed Practitioner evolution portfolio mailed or emailed to your Advisor
- Send to the OBA office **at least two weeks** prior to the next PRC deadlines - deadlines are February 1, May 1, August 1, and November 1. Only one level of evolution will be reviewed at a time and the applicants must be a Practitioner In Training member of OBA, have completed their Practitioner application and registered for the Practitioner Training program before they send in their final portfolio for submission.
- \$150 Evolution Fee to Ortho-Bionomy Australia

You will receive notice from the OBA office that your portfolio has been received. The office will contact you if there are any questions regarding your completed Practitioner portfolio, so please send it in early, so there is time to add materials and still make the deadline.

The OBA Office can charge \$25 for incomplete portfolios

Registered Practitioner Evolvement Application Form

Please Type or Print Clearly

Name _____ Year of Birth _____

Address _____ State _____

City _____ Postcode _____

Email _____

Phone _____ Mobile _____

Date Enrolled in Practitioner Training Program _____

Date Completed Practitioner Training Program _____

Advisor Information:

Advisor Name (Please print legibly) _____

Advisor Signature _____

Date Advisor Signed _____

Please complete this payment section prior to sending in your completed program record forms

- Change from PIT member to Practitioner member** \$25
 - Practitioner Training Program Matriculation Fee** \$150
- Total** _____

Payment method:	Cheque/Money Order <input type="checkbox"/> (enclosed)	Credit Card <input type="checkbox"/> (complete below)	Direct Deposit <input type="checkbox"/> (see details below)
Credit Card Details		Direct Deposit Details	
Type of Card:	Visa MasterCard	Account name: Ortho-Bionomy Australia Ltd BSB: 064-124 Account Number: 10374292 Your Reference: Name and OBA member no. (if known)	
Name on Card:			
Card Number:			
Expiry Date:			
Signature:			
OFFICE USE ONLY	Date received	Date entered	Receipt No

You will be notified within 4 weeks of the OBA office receiving your completed Practitioner in Training Membership and Enrolment Form and payment.

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Practitioner in Training and Registered Practitioner Program Record Form

(Page 1 of 5)

Phase IV (64 units)

Location	Date	Units	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

Name of Student _____

Practitioner in Training and Registered Practitioner Program Record Form

(Page 2 of 5)

Demonstration Skills (16 units)

Location or On-line Option	Date	Units	Instructor Signature

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)

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 _____

Name of Student _____

Practitioner in Training and Registered Practitioner Program Record Form (Page 3 of 5)

1. Study Groups (18 units – six 3 hour minimum) Study Group

Date _____

Inst. /Pract. Name _____ Signature _____

Topics _____

2. Study Group

Date _____

Inst. /Pract. Name _____ Signature _____

Topics _____

3. Study Group

Date _____

Inst. /Pract. Name _____ Signature _____

Topics _____

4. Study Group

Date _____

Inst. /Pract. Name _____ Signature _____

Topics _____

5. Study Group

Date _____

Inst. /Pract. Name _____ Signature _____

Topics _____

6. Study Group

Date _____

Inst. /Pract. Name _____ Signature _____

Topics _____

Name of Student _____

Practitioner in Training and Registered Practitioner Program Record Form (Page 4 of 5)

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, and 9 units of consultations.

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: _____

Documented Sessions (150 Units)

	Date	Units	Instructor Signature
Reviewed	_____	50	_____
Reviewed	_____	50	_____
Reviewed	_____	50	_____

Name of Student _____

Practitioner in Training and Registered Practitioner Program Record Form

(Page 5 of 5)

Evaluation Sessions (3 Units)

	Date	Instructor Signature
Documentation of Session Attached	_____	_____
Documentation of Session Attached	_____	_____
Documentation of Session Attached	_____	_____

Supervised Demonstration (1 Unit) Documentation of Demonstration Attached

Date _____ Instructor Signature _____

Essay

Typed Essay – Attached

Additional Classes

Class	Location	Date	Units	Instructor Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Notes

Advisor/Instructor Signature Confirming Completion of Program (Advisor/Instructor Name Printed)
 I _____ have reviewed the completed Record form and supporting documentation and the applicant has completed and documented the required elements for submission to satisfactorily evolve to Practitioner.

 Advisor/Instructor Signature Date

Name of Student _____

Ortho-Bionomy Australia Practitioner Training Program

Class Waiver Request

(Submit by email or post a copy of the waiver form, letters and support documentation)

Name _____

Address _____ City _____

State _____ Postcode _____

Email _____

Phone _____ Mobile _____

Website _____

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

_____ Elements of a Successful Practice – Business management and public relations experience and/or class(es) taken at college or in work related training.

Please attach a **letter** to the Practitioner Review Committee detailing the reasons a waiver should be granted as well as a letter of support from your advisor. All letters must be typed, not handwritten.

_____ Anatomy & Physiology – Course taken at a local college, professional training in the medical field, or training in massage school with an equivalent number of hours. Letter from applicant required, No letter from advisor.

Supporting documentation should be attached. See complete instructions on completing a waiver request.

Applicant Signature _____ Date: _____

Advisor Signature: _____ Date: _____

Email or post this form with documentation to:

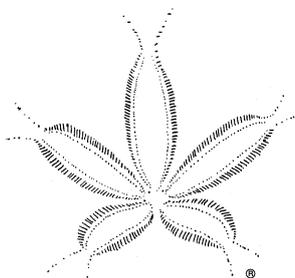
Ortho-Bionomy Australia Ltd (or OBA)
Suite 313, 585 Little Collins St,
Melbourne. Vic. 3000 Phone: (03)86793355
oba@ortho-bionomy.org.au

(Committee Use Only)

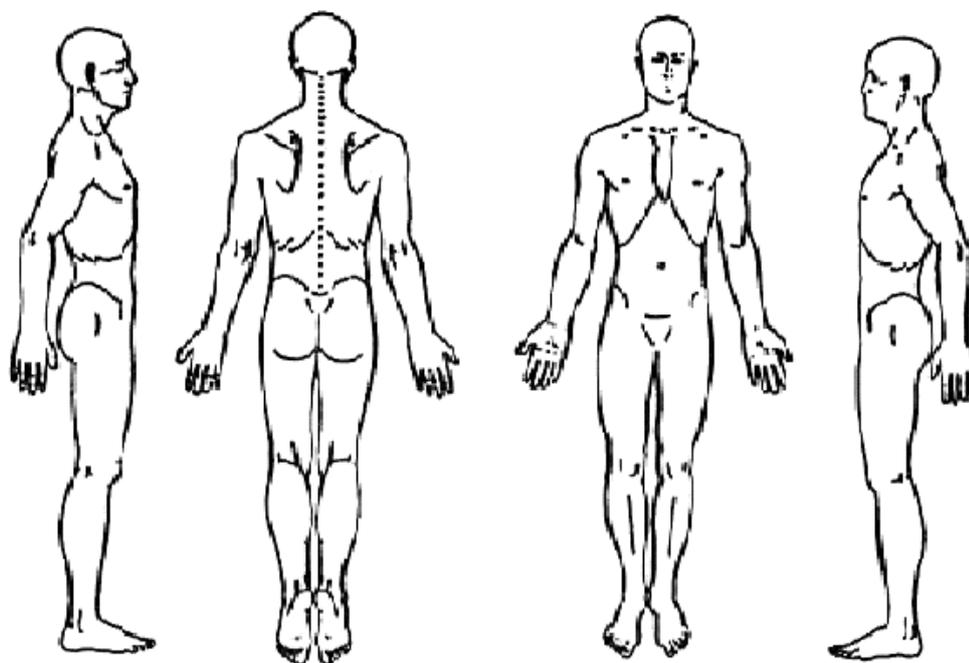
Request Granted (PRC Chairperson) Request Not Granted (Explanation Attached)

Signed _____ **Date** _____

Documented Session Form



Student Name		Date	
Client Name			
Address			
City	State	Postcode	
Country	Home Phone	Work Phone	
Length of Session _____			



Focus of Session _____

Client Response: _____

Client Signature: _____ Advisor: _____

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Melbourne. Vic. 3000

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