

Ortho-Bionomy Australia Ltd

ACN 152 298 005

Suite 313, 585 Little Collins St, Melbourne 3000

Phone: 03 8679 3355 Email: oba@ortho-bionomy.org.au



Instructor Training Policy

Supervisor and Advisor Eligibility

1. Supervising instructors must be registered Instructor members of OBA in good standing
2. **Bench Assists:** supervising instructors must have a minimum of one year of active teaching experience
3. **Co-Teaching and Supervised Teaching:** supervising instructors must have a minimum of two years of active teaching experience
4. **Advisors:** instructors must have a minimum of two years of active teaching experience to act as an instructor trainee's Advisor
5. Active teaching experience is defined as teaching a minimum of 3 classes per year
6. **ITS:** The ITS program is presented by at least two instructor trainers. Each trainer must have a minimum of two years of active teaching experience. At least one trainer must have previous experience teaching the ITS and at least one must be a registered Advanced Instructor. The second instructor may be an Associate Advanced Instructor who co-teaches the ITS. A third instructor may attend the ITS to bench assist, subject to the supervising instructor's approval.

Instructor Training Program Handbook

The Instructor Training Program Handbook forms part of the OBA Instructor Training Policy. All regulations and procedures contained in the handbook are approved as part of the policy.

Training Process

Enrolment:

1. Applicant is an Advanced Practitioner (or has almost completed OBA's Advanced Practitioner Training Program) (see Instructor Training Handbook for details)
2. Trainee selects 2 Advisors to support their training process and all three complete the Advisor agreement forms from the handbook, Advisors write recommendations
3. Complete the application forms and questions in the handbook and submits application

From enrolment to Associate evolvment:

1. Instructor Training Application must be approved by the IRC and OBA Board before trainee attends the Instructor Training Seminar 1
2. Bench Assists before ITS 1 cannot include classroom presentations.
3. Trainee must Co-Teach and Bench Assist with at least two Instructors, preferably more
4. A minimum of five Bench Assists must be completed after the ITS 1, when the trainee is permitted to demonstrate. A Bench Assist class is 2 or more days, 8 hours/units per day
5. A minimum of three Bench Assists must include demonstrations.
6. Only 1 Bench Assist class will be counted for training credit before the trainee attends ITS 1
7. ITS 2 is taken after completing Bench Assists with presentations
8. 6 Bench Assist classes are required as a minimum, up to 12 may be completed
9. Approval to evolve as an Advanced Practitioner (if not done before enrolment)
10. Instructor trainees submit evolvment request to OBA Instructor Review Committee
11. If successful, Associate Instructor evolvment is recommended by the IRC and approved by the Board of Directors
12. Once evolvment is approved, the Associate Instructor is now approved to conduct study groups for training credit in OBA's programs

From Associate to Instructor evolvment:

1. Instructor Trainees must evolve to Associate Instructor status before attending Co-Teach classes
2. 3 Co-Teach classes are required as a minimum, up to 6 are recommended
3. Co-Teach classes are two or more days, 8 hours/units per day
4. Instructor Trainee teaches 50% of the class.
5. A Co-Teach cannot be shared with other instructor trainees.
6. Minimum 3 Co-Teach classes must be Phase 4 classes. Additional Co-Teaches may be other Phase 4 level classes with Advisor approval (Posture & Post Techniques, Isometrics, Exploration of Movement)
7. Associate Instructor must Bench Assist the class before Co-Teaching the class.
8. Attend Co-Teach classes with at least two different Instructors
9. Advisors and supervising instructors recommend when trainee is ready to take the Supervised Teaching class
10. Confirm publicity for Supervised Teach class is clearly identified as a Supervised class and the trainee is not a qualified instructor
11. Supervising Instructor must have 2 years of active teaching experience and be one of the trainee's Advisors
12. Supervised Teach must be a sixteen-unit Phase 4 Fundamentals class presenting the whole body (i.e. not Phase 4 Spine or Extremities or other) with the Supervisor present for the entire class
13. If both Advisors agree the trainee is ready to apply for evolvment to Instructor level, the trainee submits evolvment request to OBA Instructor Review Committee with Advisor recommendations
14. If successful, the Associate Instructor is recommended by the IRC and approved by the Board of Directors for Instructor evolvment
15. Applicants must have their evolvment approved and pay the OBA Instructor membership fee before teaching a class as a qualified registered Instructor
16. Applicants may continue to conduct Study Groups (which they are approved to teach as an Associate Instructor) until they are approved

Instructor Continuing Education and Active Membership Requirements

- Sixteen units of Continuing Education every other year, from:
 - Attending a class taught by another registered OBA instructor -or-
 - Bench assisting or co-teaching with a registered OBA instructor -or-
 - Being Observed/Supervised teaching by a registered OBA instructor every two years -or-
 - Attending the full Ortho-Bionomy Australia Conference and Instructor Retreat
- Annual payment of membership fee is required to maintain active status as an instructor

Adding Phase 4-Level Classes to Instructor's Teaching Repertoire Post-Evolvment

- Instructors must receive approval to add Exploration of Movement, Posture & Post Techniques and Isometrics & Isotonics to their repertoire. The procedure for approval is:
 - The Instructor must first Bench Assist, then Co-teach the class (presenting 50% of the content)
 - Following the successful Co-Teach the supervising instructor writes a (typed) letter addressed to the OBA Board recommending that the instructor be approved to teach the class. (Note that the Phase 4-level classes can be added in this way during the instructor training process, prior to instructor evolvment, as long as the trainee meets all the Phase 4 class training requirements and completes a Bench Assist and Co-Teach for each class.)
 - The applicant is responsible for emailing the instructor's recommendation to OBA at oba@ortho-bionomy.org.au. The OBA Board confirms approval to the applicant and their supervisor by email, updates the instructor's teaching list and advises the IRC and the PRC.

Classes not requiring approval before adding to instructor's repertoire

Instructors may add the following classes to their repertoire on the basis of self-assessment, without first attending a Bench Assist or Co-Teach class. They must inform the OBA board by email that the classes should be added to their teaching list.

- Anatomy and Physiology
- Demonstration Skills
- Elements of a Successful Practice
- Practitioner Training Seminar
- Self-Care - because this is an elective class, an instructor may only teach it if they attended the class during their practitioner training program. If they did not attend previously they must first attend the class taught by another instructor or Bench Assist with another instructor, then inform the OBA board via email. The board will then add this class to the instructor's teaching list.

Subject to approval by the OBA Board of Directors other elective classes may be added to an instructor's list of classes.

Submission Deadlines

The Instructor Review Committee (IRC) reviews instructor applications on a quarterly basis. Applications received at the OBA email address after a submission deadline will be held for inclusion in the next review cycle. The submission deadlines are 1st February, 1st May, 1st August, 1st November. Applications are reviewed by the Instructor Review Committee for approval or rejection by the OBA Board of Directors. The application for Instructor Training Program, Associate Instructor and Instructor evolvments should be emailed to the OBA office oba@ortho-bionomy.org.au at least two weeks prior to the IRC deadline. This allows the office time to notify the applicant if any documents are missing well before the IRC deadline.