



# INSTRUCTOR TRAINING PROGRAM HANDBOOK

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# Overview of Instructor Training Program

Quality education is one of the highest goals and services of Ortho-Bionomy Australia (OBA). Whether someone is taking Ortho-Bionomy classes for personal or professional enhancement, they deserve the opportunity to experience Ortho-Bionomy from a well-trained instructor. Instructor Trainees deserve the best education possible to insure that they present Ortho-Bionomy in ways that are both personally and professionally satisfactory and successful.

Ortho-Bionomy Australia has the legal and functional responsibility to ensure that all instructors receive a quality education and represent Ortho-Bionomy with the highest integrity. OBA has a particular interest in protecting usage of its registered trade marks and training programs. It is imperative that OBA has appropriate supervision over the training process to guarantee continuity and quality of instruction.

Ortho-Bionomy is a highly creative and evolving form of bodywork that requires room to grow and change. Any Training Instructor must be open enough to stimulate and support creativity and at the same time provide a structure that focuses that creativity. Instructor training should promote individual expressions that are shared in a group and community setting. Instructor training should be open to new solutions but also be conscious of and connected to the successes of the past.

## Overview of OBA's Instructor Training Program

OBA invites all interested Ortho-Bionomy Advanced Practitioners (and those who have almost completed their Advanced Practitioner training) to consider enrolling in the Instructor Training Program (ITP).

### To apply to enrol in the OBA Instructor Training Program you must be:

- Current Advanced Practitioner member of OBA in good standing -OR-
- Current Practitioner member of OBA in good standing, enrolled in OBA's Advanced Practitioner Training Program and have completed at least 375 hours of the program -OR-
- Current certified Advanced Practitioner member of another Ortho-Bionomy organisation who supplies evidence of their certification, and membership in good standing with that organisation, with their enrolment application

### Advisors

Before you apply to enrol in the Instructor Training Program (ITP) you must choose two Advisors to support and guide you through the program. Your Advisors will provide constructive feedback to guide your focus on your strengths and weaknesses and track your progress as you work through the program. They will be Registered Ortho-Bionomy Instructor members of OBA with 2 years of active teaching experience. They will ideally be people from whom you are open to receiving feedback and guidance. Your Advisors will also:

- Ensure you meet the curriculum requirements at each stage
- Review and confirm that your training program documentation is complete and in order
- Complete and sign forms on your behalf as required by OBA for your evolvment
- Recommend you for evolvment to Associate Instructor and Instructor level when you are ready, or suggest further training if not
- Support you to set up your Supervised Teaching class for final assessment, and supervise the class
- Communicate with the Instructor Review Committee (IRC) or the OBA Board on your behalf as needed

### Instructor Training Seminar (ITS)

Most of the curriculum for the Instructor Training Program is presented in the Instructor Training Seminars.

- The Instructor Training Seminar is conducted in 2 segments (ITS Part 1 and ITS Part 2) separated by a time period of at least 6 months.
- The first segment can be taken as the first step in the Instructor Training Program or following some class observation or Bench Assist experience.
- ITS Part 1 is a prerequisite for ITS Part 2. Both segments are compulsory for completion of the ITP.

### Instructor Training Program Agreement

**Part One:** This portion is completed at the end of the Instructor Training Seminar Part 1 with the guidance of your ITS Instructors and must be reviewed by your Advisor(s). If the Advisor(s) is/are not Instructors of the ITS, then you must schedule a discussion with your Advisor(s) as soon as possible after the ITS to review your ITP agreement. You will submit part one of the agreement with your application to evolve to Associate Instructor after you have completed your ITS 1 and Bench Assists

**Part Two:** This portion is completed at the end of the Instructor Training Seminar Part 2 with the guidance of your ITS Instructors and must be reviewed by your Advisor(s). As above, if the Advisor(s) is/are not Instructors of the ITS, schedule a discussion with your Advisor as soon as possible after the ITS 2. Once you have completed the ITP you will submit both parts one and two of the agreement with your application to evolve to Instructor.

### **Program Record Form**

All course work and tutorials including training hours from ITS 1 and 2 are recorded on this form. You will submit a copy of the form in your final application to evolve to Instructor. Some additional detail and clarification on various sections of the program record form are included below:

**Demonstration of Teaching** – for each class, document how much time spent observing instructors demonstrating Ortho-Bionomy in the ITS and in classes that you bench or co-teach.

**Tutorial, Feedback, Demonstration Practice** – tutorial discussions are time spent with instructors to work on any aspect of instructor training. They may include pre-class preparation, clarification of technique, feedback, debriefing and evaluation of how things went in a class that was benched or co-taught, etc. Demonstration practice is time spent in class or in ITS doing presentations (technique, history, philosophy, principles, concepts).

**IMPORTANT:** It is essential that trainees work with at least 2 (ideally 3+) supervising instructors throughout their training to ensure exposure to a wide range of teaching styles and expertise. It is not enough to complete the majority of the training with one instructor and take one obligatory class with another teacher to ‘tick the box’. Any trainee doing this will be asked to complete additional training with a number of other instructors to broaden their experience before they will be considered for evolvment at any stage.

### **Bench Assisting (6-12 classes)**

- A Bench Assist class involves the trainee attending a class in the role of observer and assistant - observing the teaching of the class and assisting students during practise time.
- The trainee must complete at least 6 Bench Assist classes.
- Only one Bench Assist class can be counted for training credit before the trainee attends the ITS 1 and the trainee is not permitted to demonstrate techniques before they have attended the ITS 1.
- The trainee must demonstrate techniques in at least 3 Bench Assists (i.e. after they have attended the ITS 1).
- A minimum of 3 Bench Assists must be Phase 4 Fundamentals classes.
- Beyond the minimum of 3 Phase 4 Bench Assists, the trainee may choose any Phase 4-level classes in the Practitioner Training Program (Phase 4, Isometrics, Exploration of Movement, Posture & Post Techniques) for their remaining Bench Assists, in consultation with their Advisor.
- The number of Bench Assists above the minimum of 6 is determined at the ITS and in consultation with the Advisor. All 6 of the Bench Assist classes required as a minimum must be classes of two or more days.
- Copies of the Bench Assist Evaluation Forms (1 Self Evaluation and 1 Instructor Evaluation for EACH Bench Assist) must be included in your application to evolve to Associate Instructor. They must clearly demonstrate, for the IRC, your development and improvement as you progress through your training.

**Note: Rather than the regular class fee, the trainee pays an agreed fee to the supervising instructor - usually \$100 per Bench Assist, Co-Teach or Supervised Teach class at time of writing (this may change without notice).**

### **Co-Teaching (3-6 classes)**

- After you have been admitted to Associate Instructor level by the OBA IRC you can begin doing Co-Teaching classes.
- A Co-Teach consists of the trainee sharing the teaching of an Ortho-Bionomy class with an OBA Instructor. The trainee must present/demonstrate 50% of the class content.
- All 3 of the Co-Teach classes required as a minimum must be classes of two or more days.

- A Co-Teach class cannot be shared with other instructor trainees.
- A minimum of two Co-Teaching classes must be whole-body Phase 4 Fundamentals classes.
- With advisor agreement, the instructor trainee may choose from the Phase 4-level classes (Phase 4, Isometrics, Exploration of Movement, and Posture & Post Techniques) for the remainder of their Co-Teaching classes.
- The trainee must complete a Bench Assist of any class before they can Co-Teach that class.
- Copies of the Co-Teach evaluation forms (1 Self Evaluation and 1 Instructor Evaluation for EACH Co-Teach class) must be included in your application to evolve to Instructor. They must clearly demonstrate for the IRC your development and improvement as you progress through your training.

### **Supervised Teaching (1+)**

- A Supervised Teach is an Ortho-Bionomy class presented solely by the trainee, under the observation of a supervising Registered OBA Instructor **who is one of the trainee's Advisors**.
- The Supervised Teaching class can only be completed after all required Co-Teaching classes have been completed and the Advisors determine that the trainee is ready to present a Supervised Teaching class.
- The number of Supervised Teaching classes required beyond the first is determined through the recommendation of the Advisors and the supervising Instructor.
- The Supervised Teach must be conducted over 2 days/16 units and present the whole-body Phase 4 Fundamentals class.
- The trainee is responsible for every aspect of the class including planning, promotion, venue booking and inviting the supervising Instructor. The supervising Instructor will not teach any aspect of the class, acting solely as observer to evaluate the trainee's performance and assess their readiness to be recommended for evolvment to Instructor level. If the supervisor deems the trainee is not ready for evolvment they will recommend further training and/or an additional Supervised Teach.

All application forms, agreement forms and program record forms for each stage of your training are included in this handbook along with a checklist to guide you through the process. Your Advisors and supervising instructors will also assist you to document your progress and support your application for Associate Instructor and Instructor evolvment. You are also welcome to contact the OBA office by email at [oba@ortho-bionomy.org.au](mailto:oba@ortho-bionomy.org.au) or via the website if you have further questions about the Instructor Training Program.

The OBA Board of Directors wishes you well with your training journey and looks forward to welcoming you into our faculty of instructors.

# Training Program Processes & Checklist

Detailed instructions and forms are provided in the pages following this checklist. All documents must be typed (except forms that are completed and signed by instructors in classes) and submitted by email to Ortho-Bionomy Australia Ltd.

## Step 1. Apply to enrol in the Instructor Training Program (ITP)

The Applicant must be a

- Current Advanced Practitioner member of OBA in good standing -OR-
- Current Practitioner member of OBA in good standing, enrolled in OBA's Advanced Practitioner Training Program and has completed at least 375 hours of the program -OR-
- Registered Advanced Practitioner member of another (international) Ortho-Bionomy organisation who supplies evidence of their certification, and membership in good standing with that organisation, with their enrolment application

**Step 1.A Select 2 instructors to be your Advisors and make agreements with them as per page 8 of this handbook.**

**Step 1.B Compile all the following documents** (must be typed except instructor signatures from classes) into a single PDF **in this order** (tick off this list as you collect each item):

- Application to enrol in the Instructor Training Program, including name and signature of your Advisors and answers to the Essay Questions
- Advisor Selection form
- Advisor Recommendation form
- Instructor Recommendation form from another OBA Registered Instructor\*\*
- Partially completed Advanced Practitioner Program Record Form if the applicant is not already an Advanced Practitioner
- Email your application to OBA at [oba@ortho-bionomy.org.au](mailto:oba@ortho-bionomy.org.au) 2 weeks prior to the IRC quarterly deadline \*
- Keep 1 copy for yourself and send 1 copy to your Advisors.
- The OBA office will confirm receipt of your application and send you an invoice for the \$100 Application Fee
- Once your fee is received, the OBA IRC will review your application and make a recommendation to the Board of Directors. The board will notify you of the outcome.
- Once you receive notice of your approval you can attend the Instructor Training Seminar Part 1 and begin taking Bench Assist classes (which can now include presentation/demonstrations).

## Step 2. Complete and document Training Stage 1

- Attend ITS Part 1
- Begin filling out Program Record Forms
- Complete Bench Assist classes (6 -12)
- Complete self-evaluations and collect Instructor evaluations for EACH Bench Assist class. These will be submitted with your application for evolvment to Associate Instructor
- Complete any remaining Advanced Practitioner Training, recommended by OBA Practitioner Review Committee and approved by OBA Board

## Step 3. Apply to evolve to Associate Instructor

When you have completed the ITS Part 1 and all Bench Assists (and evolved to Advanced Practitioner if not done before enrolment), compile all the following documents (must be typed except instructor signatures from classes) into a single PDF **in this order** (tick off this list as you collect each item):

- Associate Instructor Evolvment Request Form
- Copy of Instructor Training Program Agreement
- 1 Recommendation Form for Associate Instructor Evolvment signed by your Advisor
- 1 Recommendation Form for Associate Instructor Evolvment signed by a registered OBA instructor who has supervised 1 or more of your Bench Assist classes\*\*
- Copy of Program Record Form showing details of ITS 1 and Bench Assist training completed
- Self-evaluations and instructor evaluations for each Bench Assist class
- Email your application to OBA at [oba@ortho-bionomy.org.au](mailto:oba@ortho-bionomy.org.au) 2 weeks prior to the IRC quarterly deadline \*

- Keep 1 copy for yourself and send 1 copy to your Advisors.
- The OBA office will confirm receipt of your application and send you an invoice for the \$150 Evolvement Fee
- Once your fee is received, the OBA IRC will review your application and make a recommendation to the Board of Directors. The board will notify you of the outcome.
- Once you receive notice of your approval you proceed to training stage 2

#### 4. Complete and document Training Stage 2

- Attend ITS Part 2 (any time during this training stage)
- Continue filling out Program Record Forms
- Complete any additional Bench Assist classes required
- Complete Co-Teach classes and other training as recommended by your Advisors and instructors
- Complete one Supervised Teaching class (or more as advised by your Advisors/supervisor). Please note that any publicity for the Supervised Teach class must clearly identify it as a Supervised Teach class for assessment and must not present the candidate as a qualified Instructor. A Supervised Teach must be conducted with the supervising instructor (ie. one of your Advisors) present in person. Complete self-evaluations and collect Instructor evaluations for each Co-Teach and Supervised Teaching class (and any remaining Bench Assists). These will be submitted with your application for evolvement to an Instructor.

#### 5. Apply to Evolve to Instructor

When all training is completed your Advisors must review your records and confirm that you have met all the curriculum requirements. Next, compile all the following documents (must be typed except instructor signatures from classes) into a single PDF **in this order** (tick off this list as you collect each item):

- Completed Instructor Training Program Agreement (updated after ITS II)
- Completed Instructor Training Program Record Form, including Advisor signature
- Instructor Evolvement Request Form
- 1 Recommendation Form for Instructor Evolvement signed by your Advisor, preferably with whom you have taken a Co-Teach or Supervised Teaching class
- 1 Recommendation Form for Instructor Evolvement signed by a registered OBA instructor who has supervised 1 or more of your Co-Teach and/or Supervised Teach classes\*\*
- Letter to the IRC requesting your evolvement to Instructor
- Self-evaluations and instructor evaluations for each Bench Assist, Co-Teach and Supervised Teach class
- Email your application to OBA at [oba@ortho-bionomy.org.au](mailto:oba@ortho-bionomy.org.au) 2 weeks prior to the IRC quarterly deadline \*
- Keep 1 copy for yourself and send 1 copy to your Advisors.
- The OBA office will confirm receipt of your application
- The OBA IRC will review your application and make a recommendation to the Board of Directors. The board will notify you of your evolvement or, if your application is rejected, you will be notified of any additional training requirements.
- It is recommended that all new Instructors send a letter of self-introduction to the entire OBA instructor community announcing their evolvement as an Instructor.

\*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 evolvements should be emailed to the OBA office [oba@ortho-bionomy.org.au](mailto: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.

\*\* Registered Instructors providing recommendations must be in good standing with Ortho-Bionomy Australia.

# Application to Enrol in the OBA Instructor Training Program

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructor Training Program Enrolment Fee: \$100.00

Email your completed application forms and any supporting documents to the OBA office at [oba@ortho-bionomy.org.au](mailto:oba@ortho-bionomy.org.au). The OBA office will confirm receipt of your application. Pay your enrolment fee using one of the methods shown below or contact the OBA office for alternative payment methods. Once your payment is received by OBA a receipt will be emailed to you.

### Payment Options

#### • Direct Deposit:

Account name: Ortho-Bionomy Australia Ltd

BSB: 064 124 Account number: 10374292

Your reference: Name and OBA member number (if known)

#### • Credit Card:

Type of Card (Visa/Mastercard): \_\_\_\_\_ Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### ELIGIBILITY (CIRCLE WHICH OPTION APPLIES)

1. Completion of the Advanced Practitioner Training Program AND is a current financial Advanced Practitioner member of OBA Ltd in good standing.

-OR-

2. Current Practitioner member of OBA Ltd in good standing who has completed a minimum of 375 hours of OBA's Advanced Practitioner program (or equivalent training with another Ortho-Bionomy organisation, with approval by the OBA Ltd Board of Directors)

- must provide a copy of your Advanced Practitioner Program Record Form showing training completed so far AND
- submit a letter from your Advanced Practitioner Program Advisor stating you have completed a minimum of 375 hours of the Advanced Practitioner program and recommending you be admitted to the Instructor Training Program.

-OR-

3. Current certified Advanced Practitioner member of another Ortho-Bionomy organisation who supplies evidence of their certification and membership of that organisation with their enrolment application

## Advisor Appointment

Trainees will work with 2 Advisors who will guide and support them through the training program. Instructors must meet the eligibility criteria shown in the document ***Instructor Training Advisor/Supervisor Guidelines***.

The signing of the forms below confirms that the trainee and their Advisors have entered into a contract for the entire training process. The program is designed to be challenging and the Advisor's role is to provide constructive feedback and guidance to help trainees develop their technical and interpersonal skills to become successful Ortho-Bionomy Instructors. Not all trainees will be approved to evolve at the end of their training program - this will depend on their willingness to accept feedback and allow this process to change them. This feedback may at times feel uncomfortable, and this discomfort is essential for the growth of the trainee outside of their 'comfort zone' and into their new role as an instructor. If necessary, Advisors may also recommend the trainee consults with a qualified counsellor, psychologist or psychotherapist to address any significant personal emotional issues that may inhibit the trainee's ability to diffuse emotional or 'triggering' situations or conflicts in classes.

Due to the contract made with their Advisors, trainees are not permitted to change Advisors during the training program for reasons of conflict or disagreement. We acknowledge, however, that it is occasionally necessary to change Advisors (due to illness, work or other life reasons), so if circumstances arise that make it difficult or impossible for trainee or Advisor to continue their agreement to the completion of the training program, they must submit a written request to the OBA IRC at [oba@ortho-bionomy.org.au](mailto:oba@ortho-bionomy.org.au) detailing the reasons for the request. The IRC will recommend approval or rejection to the board of directors, who will notify the trainee and Advisor of the outcome.

If the request is approved, the trainee must enter into a new contract with another instructor and submit a new copy of these Advisor Appointment pages to the IRC showing the details and signature of the trainee and their new Advisor. This application form must also be emailed to the new Advisor along with any completed pages of this handbook and any instructor recommendations and evaluations completed so far. This will enable the new advisor to review the trainee's progress and training needs before working with them.

In addition, if either person acts in a way that conflicts with OBA's Codes of Conduct and Ethics or Australian law while they are working together under this agreement, the other person involved must immediately notify the OBA board and the contract between them may be cancelled. Another Advisor would be appointed in this case.

### Advisor/Trainee Commitment

By signing this form the following Registered Instructors declare that they are committed to serve as the trainee's Advisors for the duration of the training program. They have discussed the training and made an agreement with the trainee. They submit that their advisee is eligible and prepared for instructor training and their application forms are complete. The Advisors commit to supervising some of the trainee's Bench Assist and Co-Teach classes and one of them must supervise the Supervised Teach class. By signing this form they declare that they have read and agree to OBA's ***Instructor Training Advisor/Supervisor Guidelines*** and agree to abide by OBA's instructor training policies.

By signing this form the trainee applicant commits to the agreement made with these instructors for the duration of the training program.

Advisor name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Advisor name: \_\_\_\_\_ Date: \_\_\_\_\_



Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Trainee name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Recommendation for Enrolment in the OBA Instructor Training Program**

The two Advisors must provide a written recommendation confirming that the trainee is ready to enter the Instructor Training Program. (Must be typed by the recommending instructor and emailed to the trainee for inclusion in their application. Handwritten letters will not be accepted.) Before submitting these recommendations the Advisors must read the *Instructor Training Advisor/Supervisor Guidelines* and OBA's instructor training policies.

### **The Advisor Recommendation must include the following information:**

Trainee's Name

Advisor's Name

### **Include answers to these questions:**

1. How long have you known the applicant?
2. What is your personal knowledge and familiarity with the applicant?
  - In Ortho-Bionomy classes?
  - In Ortho-Bionomy sessions?
  - Other: (e.g. professional association, other trainings etc.)?
3. Please describe what you see as the applicant's strengths as a Student and a Practitioner:
4. What qualities of the applicant will be suited for being an Ortho-Bionomy Instructor?
5. What areas will be challenging for the applicant in their Instructor Training Process?
6. Do you have any other comments regarding the candidate's application to the Instructor Training Program?
7. Please clearly state one of the following:
  - I recommend the applicant be accepted into the Instructor Training Program
  - OR-
  - I do not recommend the applicant be accepted at this time. Please explain. Send this recommendation directly to the OBA office at [oba@ortho-bionomy.org.au](mailto:oba@ortho-bionomy.org.au) instead of sending it to the applicant.
- 8.. Sign and date the recommendation.

## Applicant's Essay Questions

Type your answers to these questions on a separate page and submit with your application forms. Please keep your answers concise - 1-2 paragraphs should be enough for most questions.

1. What is your interest in becoming an Ortho-Bionomy instructor?
2. Describe several key learning experiences. What was the role of the instructor or their instruction in these experiences?
3. What do you think your strengths will be as an instructor?  
What do you think you might find challenging as an Instructor?  
Please assess or comment in regards to the following areas about yourself: communication skills, patience, honesty, discernment, personal integrity, perseverance, commitment to the practice of Ortho-Bionomy, relationship to the Ortho-Bionomy community and Ortho- Bionomy Australia Ltd.
4. What do you think will be unique to your teaching?
5. As a practitioner, have you served as an advisor to students in the program? If so, what has been your experience in that role? If not, please describe the role your advisor took in your training process. Please comment on the value of that experience in your training process.
6. Describe the role and responsibilities of an Instructor.
7. Describe the roles and responsibilities of an Advisor.

# Instructor Training Seminar (ITS) Part 1 - Agreement

Trainee Name: \_\_\_\_\_

ITS Part 1 Date: \_\_\_\_\_

Location: \_\_\_\_\_

ITS Instructor/s: \_\_\_\_\_

## Minimum requirements:

Instructor trainees MUST complete at least the following training classes (i.e. at least this number must be completed and the trainee may be advised to complete more than the minimum to support their development.)

**Bench Assisting: at least 6** x 16-unit classes of which at least 3 must be 2-day whole-body Phase 4 Fundamentals classes (i.e. not Phase 4-Spine or Phase 4-Extremities etc) and the remainder may be a selection of Phase 4-level classes, with Advisor or Instructor approval (including Phase 4 Spine or Extremities, Exploration of Movement, Isometrics/Isotonics, Posture & Post-Techniques). The trainee must demonstrate techniques during at least 3 Bench Assists. A maximum of 2 Bench Assist classes may be conducted online.

**Co-Teaching: at least 3** x 16-unit classes of which at least 2 must be whole-body Phase 4- Fundamentals classes. A maximum of 1 class may be conducted online.

**Supervised Teaching: at least 1** x 16-unit whole-body Phase 4/Fundamentals class in-person - online classes are not permitted.

## Individual Trainee's Requirements:

Advisor's recommendation for this trainee to complete any additional classes before applying to evolve to Associate Instructor (these are optional and determined by the trainee's Advisor):

Bench Assisting classes: \_\_\_\_\_

Co-Teaching classes: \_\_\_\_\_

Supervised Teaching classes: \_\_\_\_\_

Additional training requirements or agreements: \_\_\_\_\_

## ITS Part 1 Instructors:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's signature (if not ITS instructor): \_\_\_\_\_

Trainee's signature: \_\_\_\_\_

# Instructor Training Seminar (ITS) Part 2 - Agreement

Trainee Name: \_\_\_\_\_

ITS Part 2 Date: \_\_\_\_\_

Location: \_\_\_\_\_

ITS Instructor/s: \_\_\_\_\_

## Training Requirements Review:

Bench Assists                      Completed: \_\_\_\_\_ Remaining: \_\_\_\_\_

Co-Teaching                      Completed: \_\_\_\_\_ Remaining: \_\_\_\_\_

Supervised Teaching              Completed: \_\_\_\_\_ Remaining: \_\_\_\_\_

## Additional training requirements or agreements since ITS Part 1:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Additional training requirements identified in ITS Part 2:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ITS Part 2 Instructors:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's signature (if not ITS instructor): \_\_\_\_\_

Trainee's signature: \_\_\_\_\_

# Program Record Form - Page 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor name/s: \_\_\_\_\_

## Instructor Training Program Curriculum

### Completed in Instructor Training Seminars and in Tutorials

Clarification of Program, Roles & Responsibilities	(4-8 hours)
Demonstration of Teaching	(16-48 hours)
Clarification of Technique	(8-16 hours)
Demonstration of History and Philosophy	(4-6 hours)
Classroom Dynamics (Ethics and Energy)	(16-32hours)
Business of Teaching	(8-16 hours)
Observation and Discussion of a Class	(20-32hours)
Tutorial, Feedback and Demo Practice	(6-48 hours)
How to Teach so Students Will Improve	(16 hours)
How to Supervise Trainees	(4-8 hours)
OBA Policies and Ethical Relationships	(4-6 hours)

Suggested Elective: "Comparisons of Ortho-Bionomy to Other Modalities"

### Classroom Observation and Experience

*Please have 1 Self Evaluation Form AND 1 Instructor Evaluation Form filled out for EACH session*

Bench Assisting (6-12 Sessions) Evaluation Form	(96-192 hours)
Co-Teaching (3-6 sessions) Evaluation Form	(48-96 hours)
Supervised Teaching (1-2 sessions) Evaluation form	(16-32 hours)

## Program Record Form - Page 2

Indicate if the hours are met in the ITS, an Ortho-Bionomy class or in tutorial discussions with your advisors or instructors, show the date, location and number of hours and have the instructor you are working with initial your form.

<b>Clarification of Program, Roles and Responsibilities</b>	<b>Date &amp; Location</b>	<b>4-8 hrs</b>	<b>Initial</b>
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists/Co-Teach/Supervised Class		Hours	
Tutorials with Advisors/Instructors		Hours	
<b>Demonstration of Teaching</b>		<b>16-48 hrs</b>	
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Tutorials with Advisors/Instructors		Hours	
<b>Clarification of Technique</b>		<b>8-16 hrs</b>	
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Tutorials with Advisors/Instructors		Hours	
<b>Demonstration of History and Philosophy</b>		<b>4-6 hrs</b>	
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Tutorials with Advisors/Instructors		Hours	
<b>Classroom Dynamics (Ethics and Energy)</b>		<b>12-28 hrs</b>	
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Tutorials with Advisors/Instructors		Hours	
<b>Business of Teaching</b>		<b>8-16 hrs</b>	
ITS Part 1		Hours	

ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Tutorials with Advisors/Instructors		Hours	
<b>Observation &amp; Discussion of a Class</b>		<b>20-32 hrs</b>	
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Tutorials with Advisors/Instructors		Hours	
<b>Demonstration Practice</b>		<b>6-48 hrs</b>	
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Supervised Teach class		Hours	
<b>How to Teach So Students Will Improve</b>		<b>16 hours</b>	
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Discussions with Advisors/Instructors		Hours	
<b>How to Supervise Trainees</b>		<b>4-8 hours</b>	
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Discussions with Advisors/Instructors		Hours	
<b>OBA's Policies and Ethical Relationships</b>		<b>4-6 hours</b>	
ITS Part 1		Hours	
ITS Part 2		Hours	
Bench Assists & Co-Teach classes		Hours	
Discussions with Advisors/Instructors		Hours	
<b>Suggested elective: "Comparisons of Ortho-Bionomy to Other Modalities"</b>			





# Program Record Form - Page 5

## Classroom Observation and Teaching Experience (continued)

### Co-Teaching (3-6) 48-96 hours

Date	Location	Class	Instructor(s)	Demonstrations (hours)

### Supervised Teaching (1-2) 16-32 hours

Date	Location	Class	Instructor(s)	Demonstrations (hours)

## Program Record Form - Page 6

Tutorial discussions with advisors or supervising instructors

Include here the 'tutorial' time you spent with instructors outside class time for mentoring, feedback, class preparation and debriefing.

Date	Relevant Class (Bench, Co-Teach, Supervised) & date - optional	Topic - include details - e.g. clarifying technique, pre-class prep, post-class feedback, class dynamics, the specific issues discussed) & number of hours	Instructor's signature

(Use another page if you need more space)

### Advisor Record Form Sign-off

My signature below verifies that the information on this form is complete and true to the best of my knowledge.

Advisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Trainee Self-Evaluations for each Class

It is vital that you keep careful, typed records of all classes you take as part of your training. These notes will document your progress and will form part of your application to be approved as an Associate Instructor and later as an Instructor. The evaluations you and your instructor write for each class will also be used by each subsequent instructor you work with to track your progress and determine what skills you need to develop or where you need more practice or support. In this way you will be supported to maximise your learning through the program and to enhance your success as an instructor after completing the program.

**Important: Before each class (except your first Bench Assist) it is essential that you send all instructor evaluations from previous classes to the instructor you'll be working with next.** Arrange to meet (or call or meet online) with the instructor to discuss your earlier class experiences and determine your goals, objectives and focus for this next class, making a note of these (see Question 1 below). Meet again with the instructor after the class (ideally immediately afterwards while it is fresh in your mind) to discuss the experience and prepare your answers to the other questions.

Type your answers up along with the class details as shown below. Use a separate page for each class and aim to use only one page per class - you don't need to write a long essay for each question!

You will submit these pages in your application for evolvment to Associate Instructor and Instructor level, so make sure they are consistent and legible - i.e. follow the same layout and format for each class, with all information typed. **\*Handwritten pages will not be accepted\***

### Include the following for each class:

**Instructor Trainee Name**

**Training Type: (i.e. Bench Assisting or Co-Teaching or Supervised Teaching)**

**Class Name**

**Date/s**

**Location**

**Instructor name/s**

**Questions:**

**1. What were your goals/objectives/focus for this class?**

**2. What did you do in the class? (e.g. what areas did you present, did you run a circle, what other ways did you participate)**

**3. Self-evaluation (How did it go for you? What did you learn? What was challenging? Where do you need to focus next?)**

## Instructor Evaluations for Each Class

**Important: Before each class (except the first Bench Assist) it is essential that the trainee sends all instructor evaluations from previous classes to the instructor they will be working with next.**

The trainee and instructor are expected to meet or communicate before each class to discuss the trainee's earlier class experiences and instructor evaluations, as well as the goals, objectives and focus for the class they are about to teach, the instructor's expectations and what the trainee will do in the class. Instructor and student must meet again after the class (ideally immediately afterwards while it is fresh in both your minds) to discuss the experience in preparation for writing your evaluations.

All evaluations must be typed and must include the class details as shown below. Use a separate page for each class and aim to use only one page per class (no long-form essays please!).

The trainee will submit these pages in their application for evolvment to Associate Instructor and Instructor level, so it is vital that the evaluations are consistent and legible. **\*Handwritten pages will not be accepted\***

### Include the following for each class:

**Instructor Trainee Name**

**Training Type: (i.e. Bench Assisting or Co-Teaching or Supervised Teaching)**

**Class Name**

**Date/s**

**Location**

**Instructor name/s**

**Instructor(s) observations, feedback and suggestions for further practice**

**Instructor's Signature and date**

**Advisor's signature: the trainee's Advisor must review and sign all evaluations before the application is submitted for evolvment.**

# Trainee Evolvement Request Form

(Type your answers on the form or use a blank page)

Select level you are requesting to evolve -  Associate Instructor **OR**  Instructor

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor/s: \_\_\_\_\_

I formally request to be considered for evolvement to

Associate Instructor -or-  Instructor

Signature: \_\_\_\_\_

Email your completed application forms and any supporting documents to the OBA office at [oba@ortho-bionomy.org.au](mailto:oba@ortho-bionomy.org.au). The OBA office will confirm receipt of your application. Pay your enrolment fee using one of the methods shown below or contact the OBA office for alternative payment methods. Once your payment is received by OBA a receipt will be emailed to you.

## Instructor Enrolment Fee: \$150

**(Note: This fee is for evolvement to Associate Instructor level. There is no additional fee paid at the completion of the Instructor Training Program on evolvement to Instructor level.)**

## Payment Options

### • Direct Deposit:

Account name: Ortho-Bionomy Australia Ltd

BSB: 064 124 Account number: 10374292

Your reference: Name and OBA member number (if known)

### • Credit Card:

Type of Card (Visa/Mastercard): \_\_\_\_\_ Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# Advisor/Instructor Recommendation for Trainee Evolvement

Trainee Name: \_\_\_\_\_

Evolvement To:         Associate Instructor – or –  Instructor

Name of Registered Instructor giving recommendation: \_\_\_\_\_

In capacity of:  Instructor                      – or –                       Advisor

## **Instructions to recommending instructor:**

Please complete this form - either by typing into the form or typing all the details on a separate page - and return it to the applicant as soon as possible. The application will not be reviewed by OBA until all the trainee's recommendation forms have been received. Thank you in advance for your participation in the process.

## **Write your recommendation in response to these questions:**

1. What is your knowledge of the trainee's training experience to date?
2. What is your assessment of the trainee's readiness to evolve?
3. What aspects should the trainee focus on for further development during their continued training (for Associate Instructor level applicants) or post-evolvement (for Instructor level applicants)?
4. Do you recommend the trainee undertakes any personal development work with a relevant therapist to support their future work as an instructor? If yes, what suggestions have you made to the trainee in this regard? Explain what aspects you believe they should address and how you are tracking this with your client.
5. Any additional comments?

## **Include one of the following statements:**

I recommend the applicant be appointed as an **Associate Instructor** – or – **Instructor**

OR:

I do not recommend the applicant be appointed at this time. (If choosing this option please include an explanation and send your recommendation directly to the OBA office at [oba@ortho-bionomy.org.au](mailto:oba@ortho-bionomy.org.au) instead of sending it to the applicant.)