



North American Training Accreditation Board
5436 N. Albina Ave. • Portland, OR 97217 USA
Tel: 1.503.221.6612 1.800.775.2118 Fax: 1.503.221.6616
natab@feldenkraisguild.com

NATAB Training Accreditation Procedure Trainings Accreditation Request (with Approved Educational and Administrative Standing Protocols on File¹)

To request accreditation of a specific training program, the Training Organizer submits the appropriate fee and the Training Accreditation Agreement signed by the Organizer, Administrator and Educational Director with their request for NATAB Accreditation including the following information²:

Data Record, including:

- Name (s) of the Training Organizer, Educational and Administrative Director, and public contact information (s)
- The location where the training will be held
- Exact dates, indicating how the minimum requirement of the 200 hours per training year will be met
- Names of trainers who have agreed to teach

Letters from each trainer, including the educational director, agreeing to participate in the training program including specific dates the trainer will be teaching³

A list of assistant trainers who have verbally agreed

The plan for continuity and 50% presence of Educational Director

Discussion of the current geographical distribution of Feldenkrais Practitioners and the needs of the proposed communities to be served

List of fees and budget for each of the four years in local currency as well as in US Dollars

A copy of the specific student contract for this training

Make-up Plan (required only if a make-up session is likely)

Training Accreditation Agreement signed by Training Organizers, Educational and Administrative Directors

Evidence that the program is in compliance with state and local laws related to post secondary or vocational training (documents included) OR a statement that advertising and catalog/prospectus will include a statement that "accreditation of this program by FGNA DOES NOT indicate that this program meets local or state laws for post secondary or vocational training."

Accreditation will be granted after NATAB approval of Administrative and Educational Standing Protocols and review of items listed in Step 2.

Standing Protocols may be changed by submitting a request to NATAB for approval.

Fees:

- 1. Request for accreditation with data and agreements - \$100**
- 2. Request for change in either administrative or educational "Standing Protocol" - \$100**

¹Training organizations, individual training organizers, and educational directors who are associated with training programs which are not in compliance with the accreditation policy, or who are not current with all fees and monies due, will not be able to have another proposal or application considered by any TAB until all compliance and money issues are resolved.

²The training organizer is the legal entity which is requesting accreditation for a specific training program and is ultimately responsible for compliance with all aspects of the accreditation requirements.

³If an assistant trainer is scheduled to be the trainer for a specific segment on the assumption that they will be granted trainer status by that time, a letter from a trainer will be required committing him/herself to be a back up for this time should the assistant trainer not become a trainer as scheduled.



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Training Accreditation Agreement

We the undersigned are applying for accreditation of the *Feldenkrais*® Training Program to be known as _____ . We agree to adhere to the Accreditation Policy including but not limited to the following requirements for accreditation, including specific points on file with the NATAB as Administrative and Educational "standing" protocols.

The NATAB agrees that an application will be considered by the NATAB within three (3) months of receipt of all of the above information.

- 1) Advertising and promotional materials:
 - a. Advertising includes written announcements to the public or to practitioners, teachers, and/or trainees of the Feldenkrais Method. A letter of intention or announcement of a "project" or anything of similar intent, published in Feldenkrais literature or any publication or place is considered advertising.
 - b. Advertising published before accreditation must include a statement that the sponsor "intends to apply for accreditation." In North America, a letter of intention must be filed with the NATAB before advertising.
 - c. Advertising should specify that in certain states, or countries, professional practice may be subject to licensing laws limiting their professional practice unless the graduate has (a) certain license(s).
 - d. Advertising shall indicate that neither ATM nor FI may be practiced professionally until the person has graduated from an accredited training program. Interim authorization as an ATM teacher is a student teaching position, subject to completing all graduation requirements.
 - e. All promotional materials used by the training will ensure protection of the Guild's Service Marks, as established by FGNA. Brochures/notices of the training will be submitted for review by the Guild office (allow at least 5 days) for use of the Guild's service marks before publication.
- 2) The NATAB will be informed as soon as possible, in writing, of any planned or unplanned changes in educational content, personnel, location, structure, etc.
- 3) The program will either be in compliance with state and local laws related to post secondary or vocational training with documents on file in the trainings standing protocol file OR will state in the advertising and catalog/prospectus that "accreditation of this program by FGNA DOES NOT indicate that this program meets local or state laws for post secondary or vocational training."
- 4) All trainers and assistant trainers teaching in this training are members of a recognized FELDENKRAIS Professional practitioner/teacher Guild/Association.
- 5) Compliance forms will be submitted within 45 days after completion after each 40 days of training,(for trainings with no history of violations).
- 6) The current accreditation fees and student dues will be paid as scheduled.
- 7) It is understood that within the first year of the training, and at the end of the second and fourth years, the trainees will receive an information packet from the Guild; representatives of the Guild may visit each year for up to three days without charge as arranged with the Directors.
- 8) A contract will be signed between accepted applicants and training organizers; a copy is in the standing file.

- 9) In the first half of a program, there will be an average of one trainer or assistant trainer for each 20 participants or fraction thereof; in the second half, there will be one to 15. We understand that given that the average daily attendance may be slightly below actual enrollment, actual enrollment may exceed the required ratios by up to 2 trainees from time to time and still comply with this policy. For trainings under 40 participants, in the first half, there may be one trainer for 30 participants or fraction thereof.
- 10) The Educational Director is a Guild-Certified Trainer with at least two years of experience (at least 80 days of teaching as a trainer), and is to be present at least 50 % of the time; the educational director or one person from the educational staff or team will be present 100% of the time. A trainer will to be present for the entire 800 hours, except for brief and extraordinary circumstances.
- 11) The function of educational direction of the training program, which may be shared by an educational staff, educational team, or co-educational directors, includes:
 - 12) Development and implementation of the educational plan and coordination of the educational process.
 - 13) Coordination and integration of all trainers and training staff with the process
 - 14) Ongoing evaluation of the educational process, including how it is received by the trainees.
 - 15) Evaluation of the trainees for graduation.
- 16) The training will be held over a minimum of three years (36 months) and include a minimum of 800 hours of class instruction over at least 160 days of training. In training segments longer than 10 days, there will be at least one day off after each 7 days. There will be no more than 80 participants in the program. No new trainees will enter the program after the beginning of the second year.
- 17) The training program will properly display the Guild's service marks on all literature, flyers, materials, etc. provided to the trainees during the course of the program.

Signature of Training Organizer/s	Printed name	date
Signature of Educational Director/s	Printed name	date
Signature of Administrative Director	Printed name	date