

# **Protocol for Changing Internationally-Approved Training Accreditation Policies and Guidelines (including Trainer and Assistant Certification)**

*(underlined terms are defined at end of document)*

## **1. Initiation of Policy Review**

Policy review and change to any internationally-approved training accreditation policy can be initiated as follows:

1.1 **TABs:** Because of their ongoing involvement in implementation of policy related to training accreditation, TABs can initiate review, and recommend policy change based on perceived need, according to the following guidelines:

- 1.1.1 A proposal which is initiated by a TAB will first be presented to all TABs.
- 1.1.2 The initiating TAB is responsible for shepherding the proposal.
- 1.1.3 When all the TABs are in agreement regarding the proposal, the shepherding TAB will post it on the internet for member accessibility.
- 1.1.4 At the same time, the TABs parent bodies, and affiliated guilds/associations will be informed that this procedure is in process.
- 1.1.5 The TABs will then follow the process outlined in Section (3) below.

1.2 **TAB parent bodies:** Because of their interest in and responsibility for the integrity of policy related to training accreditation, parent bodies can initiate review, recommend or change policy based on perceived need, according to the following guidelines:

- 1.2.1 TAB parent bodies must inform and consult with the affected TAB regarding any review, recommendation or change in policy.
- 1.2.2 TAB parent bodies follow the guidelines in Sections 3-5 regarding notification to the community and consideration of the proposal.

1.3 **Governing boards and members of affiliated guilds/associations:** Because of their interest in the integrity of policy related to training accreditation, governing boards and individual members of affiliated guilds/associations, including the educational community, can recommend policy review or change according to the following guidelines:

- 1.3.1 A request must be made by at least 10 members.
- 1.3.2 The proposal must include evidence that the group has explored divergent viewpoints, and has had conversation with some members of the educational community regarding the feasibility of the proposal.
- 1.3.3 The proposal must be in writing, and directed to the TAB located in the geographic area of the majority of members originating the proposal.

## **2. Review of Proposals**

- 2.1 The TAB in the geographic area where the proposal originated is responsible for shepherding the proposal.
- 2.2 The shepherding TAB ensures that the proposal for change meets the guidelines outlined in 1.3.1, 1.3.2 and 1.3.3.
- 2.3 If the proposal meets the above criteria, the shepherding TAB will advance the proposal, unaltered, to the other TABs for consideration.

## **3. Community Notification and Comment Period**

- 3.1 The shepherding TAB will post the unaltered proposal on the internet for member accessibility at the time it is submitted to the other TABs.
- 3.2 At the same time, the TABs parent bodies, and affiliated guilds will be informed that this procedure is in process.
- 3.3 The shepherding TAB may make a recommendation to accept, reject or change the proposal, or make no recommendation.
- 3.4 Once the proposal is posted on the internet, a comment period of 45 days begins, during which members of the community may voice their support of or objection to the change.
- 3.5 Feedback can be voiced by any TAB or parent body, or by members of affiliated guilds/associations, including the educational community.

## **4. TABs Consideration, Recommendation**

- 4.1 At the end of the comment period, the TABs will consider the proposal, taking into account all the comments made during the comment period.
- 4.2 The TABs will make a recommendation to the Parent Bodies.
  - 4.2.1 If the TABs are in agreement, their recommendation for or against the proposal will be made to their parent bodies.
  - 4.2.2 If they are not in agreement, their recommendation to their parent bodies must be to reject the proposal.

## **5. Reporting**

- 5.1 The shepherding TAB will report on its progress to parent bodies, affiliates and members within 90 days of posting the proposal on the internet,. The originators of the proposal will also receive this report. [was 2.5]
- 5.2 The shepherding TAB will report to parent bodies, affiliates and members regarding the TABs' final recommendation.

- 5.2.1 In the event that the proposal is not recommended for adoption, the report will include an explanation of why the proposal was not recommended, or why the TABs did not come to an agreement. The originators of the proposal will also receive this report.

## **6. Approval by Parent Bodies**

- 6.1 Policy change will take effect only when it has been approved by all parent bodies.
- 6.2 If the proposal is not approved by all parent bodies, a new proposal can be developed according to the guidelines above.

## **7. Board Of Directors' Duties**

- 7.1 Nothing in this policy shall limit the governing board of any parent body or guild/association in the execution of its duties.

## **8. Definitions**

- 8.1 TABs: Training Accreditation Boards which are full members of the International Feldenkrais Federation.<sup>1</sup>
- 8.2 Parent bodies: the governing bodies which approve policy for the TABs.<sup>2</sup>
- 8.3 Affiliated guilds/associations: guilds/associations which are represented on a parent body.<sup>3</sup>
- 8.4 Members: practitioner members of parent bodies or affiliated guilds/associations.
- 8.5 Educational community: TAB certified trainers and assistant trainers.
- 8.6 Shepherding: facilitating the process of considering a proposal.

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<sup>1</sup> As of December 2002, these are:

- a) AUSTAB Australian Training and Accreditation Board
- b) EuroTAB European Training Accreditation Board
- c) NATAB North American Training Accreditation Board

<sup>2</sup> As of December 2002, these are:

- a) The Australian Feldenkrais Guild, Inc. (parent body for AUSTAB)
- b) EuroTAB Council (parent body for EuroTAB)
- c) FELDENKRAIS GUILD® of North America (parent body for NATAB)

<sup>3</sup> As of December 2002, these are:

- a) Guilds/associations represented on the EuroTAB Council

*Approved by NATAB and The Feldenkrais Guild Board of Directors 3/94. Reviewed by the EuroTAB 12/93. Adopted by FGNA 1997. Revisions approved by: The Australian Feldenkrais Guild, Inc 7/03; FGNA Board of Directors 10/03 EuroTAB Council 4/04.*