

Feldenkrais Guild® of North America
E2.2.1.3 INTERNATIONAL ACCREDITATION GUIDELINES
FOR FELDENKRAIS® TRAINING PROGRAMS [ACCREDITED BY NATAB]

INTRODUCTION

(Policy begins on page 2.)

The International Feldenkrais® Training Accreditation Guidelines (TAGs) are the common ground that accredited *Feldenkrais*® training programs share, and they provide a level of consistency around the world.

A review process began in 2020 and included an international working group, the four training accreditation boards (TABs), and the consultation and informational phase set out in the [Policy and Procedure to Change Internationally-Approved Training Accreditation Policies and Guidelines](#).

Proposed revisions were approved by the FGNA Board of Directors and the Governing Bodies for AusTAB and DTAB in June 2024. The EuroTAB Council may approve a slightly different version for EuroTAB. In August 2024, the FGNA Board of Directors approved the Accreditation Guidelines for *Feldenkrais*® Training Programs Accredited by NATAB, which incorporates previously approved items.

The approved changes relate to 800-hour *Feldenkrais* Practitioner training programs, and do not include any changes related to “ATM® only” Teacher training programs, since that topic needs further discussion.

Highlights of Changes:

Duration	In exceptional cases, TABs may accredit held over a minimum of 24 rather than 36 months. (#7)
Online teaching	Specifies maximum online hours and information required in educational plan. (#5)
Hours taught by Trainer Candidates or very experienced Assistant Trainers, without Trainer present	Increases maximum total hours in training program from 50 to 80, decreases Assistant Trainer work experience from 1400 to 600; requires experience in all four quarters. (#28)
Authorization to teach ATM to public as a trainee	Reduces required hour from 400 to 350, requires successful completion of practicum, recommendation of Educational Director, additional requirements of local Guild (#33)
Staff compliance with policies	Requires all staff to affirm compliance with professional policies and any disciplinary action, and agree to comply with policies of Guild or Association in country where training takes place; or requirements set by TAB, if there is no Guild.
Items identified as “minor” in the Policy and Procedure to Change Internationally-Approved Training Accreditation Policies & Guidelines <i>(As stated in the “Policy to Change Policy,” only items identified as “substantial” require international approval. Minor items may be decided by the Governing Bodies of each TAB.)</i>	In the International TAGs minor items were identified and/or moved to appendices, as examples of what may be required by local TABs. In the Accreditation Guidelines for Training Programs Accredited by NATAB, items specific to NATAB that were previously approved by the FGNA Board of Directors were incorporated, and are shown in italics, or in the appendices.

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STANDARD 1 – Purpose, Expected Outcomes, and Educational Requirements for the Training Program
1. The training program shall prepare trainees for competence in the practice of both <i>Awareness Through Movement®</i> and <i>Functional Integration®</i> .
2. Purpose of the Training Program An accredited <i>Feldenkrais</i> training program (“the training program”) must have a clear and concise public statement of the purpose of the training program that sets the tone for educational direction.
3. Expected Outcomes for the Training Program The training organization must have a public statement of the expected outcomes for trainees in the training program. The outcomes include the expected competence for trainees at the completion of the training program, in both what they will know, and what they will be able to do.
Educational Requirements
4. A proposal for accreditation of a training program shall include a clear and comprehensive educational plan including an outline of general and specific skills and functional abilities to be fostered by the training, along with learning strategies to be used to provide learning experiences for the trainees and how these will evolve throughout the training. <i>For training programs accredited by NATAB, the proposal must specify how online learning will be used, if applicable.</i>
5. Online training hours can be used for part of the overall training hours, with the following constraints: Each Trainee must have at least: - 70% (280 hours) of in-person training hours in the first half (first 400 hours) of the training program, and - 80% (320 hours) of in-person training hours in the second half (second 400 hours) of the training program. Include in the Educational Plan: - The number of hours of online time you plan to use; - how you plan to use this online time; and - if you are offering a hybrid program design where trainees can choose when to attend in person and when to attend online, how you will monitor individual trainees to ensure they attend in-person the required number of in-person training hours. For the purposes of these guidelines, “online” is defined as meaning when the trainee is present online, from a site where there is no accredited faculty (Trainer, Trainer Candidate or Assistant Trainer) present in-person with the trainee(s).

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In contrast to this are models that have elements of online delivery but are not considered online for the purposes of the guidelines, because there is an educational staff member present in-person with the trainees. For example, a training might have satellite sites where the trainer and/or the trainees are linked via online hubs, however there is/are also accredited staff physically present with the trainee/s at the satellite sites.
6. A training shall accept no more than 80 participants for a given program, have no more than 80 participants on site, and graduate no more than 80 (exception - visitors and guests). The training organizer needs to request an exception from the TAB if they want to have more than 80 participants.
7. A training is to be held over a minimum of 36 months, and include a minimum of 800 hours of class instruction. For training programs accredited by EuroTAB, the training must be held over at least 160 days of training. For training programs accredited by AusTAB, DTAB or NATAB, in exceptional cases, (for example, a training offered in an academic institution as a full-time program of study), the TABs may accredit a training program that is held over a minimum of 24 months. <i>For training programs accredited by NATAB, in training segments longer than 10 days, there must be at least one day off after each 7 days.</i>
8. The educational plan shall include a description of how the educational materials of Moshe Feldenkrais will be utilized in the training program and how the trainees will be exposed to the man and his teachings from the original sources (i.e., Amherst Training, San Francisco Training, and Alexander Yanai lessons).
9. It is expected that <i>ATM®</i> will be part of the curriculum throughout the training program. The educational plan will specify how <i>Awareness Through Movement</i> will be taught in relation to <i>Functional Integration</i>.
10. A minimum of 12 <i>Functional Integration</i> lessons shall be offered to each trainee as part of the training and included in the tuition. All of these lessons shall be given under the direction of the Educational Director. At least one of these lessons shall be given by a Trainer. For training programs accredited by EuroTAB, Practitioners with at least five years of experience may give up to 5 of these lessons. All remaining lessons shall be given by a Trainer or an Assistant Trainer. It is expected that the majority of these lessons will be given outside the 800 hours. For training programs accredited by AusTAB, DTAB or NATAB, of the remaining 11 lessons, up to 5 may be given by an experienced practitioner as determined by the Educational Director. The remaining lessons may be given by a Trainer, Trainer Candidate, or Assistant Trainer. The majority of these lessons must be given outside the 800 hours.

STANDARD 2 – Legal, Financial and Insurance Requirements

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Compliance with local business regulations 11. It is the responsibility of the training organizers and Educational Directors to comply with and adhere to the local regulations and laws that apply in the country/locality in which the training program is held.
Adequate Financial Resources 12. The training program's financial resources must be adequate to achieve the program's stated purpose and expected program outcomes. <i>For training programs accredited by NATAB, organizers of all training programs in the US and Canada must secure insurance for the training programs including General Liability and Sexual Harassment coverage for the training program and each member of its educational and administrative staff, and naming FGNA as an additional insured. Ongoing coverage will be a condition of continued accreditation. Organizers must provide FGNA with:</i> - a certificate of insurance meeting the above requirements, no less than 45 days before the beginning of the training program; and - a certificate of renewal no less than 45 days prior to the beginning of each training year.
STANDARD 3 – Enrollment and Attendance Requirements
13. Diversity is encouraged. a. Diversity from a variety of professions, occupations and fields of endeavor is recommended. b. Trainees shall be accepted into the <i>Feldenkrais</i> Professional Training Program regardless of their race, gender, religion, physical limitations, age or sexual orientation, provided they fulfill the other requirements set by the training organization.
14. Attendance and makeup - Trainees may miss no more than 25 hours in any quarter of the training, and no more than 50 hours during the whole course of the training program, without having to make formal arrangements with the trainer or educational staff to make up missed class time.
15. Trainees must make up all additional missed time with assistance of the Educational Director and the training program teachers. Training applications must address how they will organize make up requirements.
16. No person shall join a training program, having missed more than the first 200 hours of the program.
17. When a trainee wants to transfer from one training program to another, the Educational Director and the Administrative Director of the trainee's original program must provide a letter indicating fees paid, number of hours of training completed, and which parts of the program have been completed.
STANDARD 4 – Staffing Requirements
General
18. Faculty roles are Educational Director, Trainer, Trainer Candidate, experienced Assistant Trainer, Assistant Trainer, experienced Practitioner, and guest presenters.

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19. All Trainers and Assistant Trainers must be members of a recognized Feldenkrais Professional Practitioner/Teacher Guild/Association.
20. Each member of the training program's educational and administrative staff must: a. affirm that they are in compliance with: - the <i>Feldenkrais Method</i> Standards of Practice, Code of Professional Conduct, and other professional policies that apply in the country where the training is taking place, or as otherwise specified by the TAB; and with - requirements of any disciplinary action from a Guild, Association or TAB that is in place for that individual; and b. agree to comply with <i>Feldenkrais Method</i> Standards of Practice, Code of Professional Conduct, and other professional policies of the Guild or Association of the country in which the training is taking place. In countries where there is no IFF member Guild or Association, the TAB will specify the requirements that apply to the educational and administrative staff. <i>For training programs accredited by NATAB:</i> - <i>For training programs taking place in the United States and Canada, all training program staff must be members of, or certified by FGNA, or must complete the FGNA "Statement of Understanding and Agreement to abide by FGNA Ethics Requirements" before joining the staff of the training program.</i> - <i>In other countries where the training programs are accredited by NATAB, educational staff must be members of the IFF member Guild or Association in that country. If there is no IFF member Guild or Association in that country, they must be a member of FGNA, or must complete the FGNA "Statement of Understanding and Agreement to abide by FGNA Ethics Requirements" before joining the staff of the training program.</i> - <i>Educational and administrative staff must be in good standing with all IFF members Guilds, Associations and Training Accreditation Boards, and must be in compliance with the FGNA Code of Professional Conduct, Standards of Practice, and any FGNA disciplinary action that is in place for that individual.</i>
Educational Director, Educational Direction Team, Educational Direction
21. An Educational Director must be a TAB Certified Trainer with at least 400 hours of experience teaching as a Trainer in a training program.
22. Every training program has to have an Administrative Director, and an Educational Director. Both roles may be performed by the same person.
23. The Educational Director for a training program is responsible for the integrity of the entire training process, the overall educational plan, the quality of the instruction, and the carrying out of the curriculum, and shall supervise all educational staff of the training program.
24. While the Educational Director has the ultimate responsibility for the matters stated in #23, the Educational Director may share the educational direction function within the

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training program with a co-Educational Director, or with a team of educational staff from the training program. If there are co-Educational Directors, one of them must be specified to be the primary contact for the accrediting TAB.
25. The function of educational direction of the training program includes: a. Development and implementation of the educational plan and coordination of the educational process. b. Coordination and integration of all trainers and training staff with the process. c. Oversight of the trainees' educational development over the course of the training program. d. Ongoing evaluation of the educational process, including how it is received by the trainees. e. Evaluation of the trainees for graduation.
26. For the sake of continuity, the Educational Director or one person from the educational staff or team shall be assigned to be present 100% of the time. The Educational Director her/himself is to be present at least 50% of the time. Proposals must specifically address the continuity functions. When the Educational Director is not present 100% of the time the plan should account for the following aspects of continuity: - How the incoming Trainer will know about the educational design and what has preceded the current segment, including information about any special needs of the group and/or specific students. - How the Educational Director will learn about the segment including information about specific students, if indicated. - How the students' need for a consistent, reliable presence by an educational team member is actualized.
27. A Trainer must be present for the entire 800 hours, except under the following conditions: - An emergency situation where the Trainer cannot be present. - A Trainer Candidate is scheduled to teach. - An experienced Assistant Trainer* is scheduled to teach.
28. A maximum of 10% (80 hours) of the entire training (800 hours) can be taught by Trainer Candidates and/or experienced Assistant Trainers* <i>without a Trainer present, but with Trainer supervision</i>, and at the discretion of the Educational Director. No more than 25 hours of these 80 hours may take place on consecutive training days. *An experienced Assistant Trainer is defined as a person who has worked a minimum of 600 hours in training programs as an Assistant Trainer. This needs to include working in all 4 quarters of the training program.

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At the Educational Director's discretion, when a Trainer is present, an Assistant Trainer, Trainer Candidate, or a specialist in a topic can teach.
29. Faculty must provide exposure to a variety of teaching styles within the training context, including exposure to a minimum of four Trainers. Minimum exposure to each of these four Trainers is 50 hours. The maximum any one Trainer can teach is 50% of the 800 required training hours. However, an Educational Director who has directed a minimum of two training programs can teach a maximum of 60% of those 800 hours. The additional hours shall be taught by a minimum of three additional Trainers. The educational plan must provide for a significant variety of Trainers. Any two Trainers cannot teach more than 75% of the 800 required training hours, leaving at least 25% for two or more other Trainers.
30. Faculty-to-trainee ratios must be sufficient to meet the educational needs of the trainees in relation to the learning activities being taught. There shall be a ratio of an average of one Trainer or Assistant Trainer for each 15-25 trainees, subject to provision of a rationale in the educational plan, and approval of the educational plan by the TAB. The application needs to include a proposed ratio and rationale for each portion of the training.
31. If a Trainer Candidate or 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 backup for this time should the Trainer Candidate not become a Trainer as intended.

STANDARD 5 - Supervision and Assessment of Trainees

32. Each trainee must have the opportunity to teach <i>ATM</i> under supervision, and with feedback, before he/she is authorized to teach <i>ATM</i> with the public.
33. For training programs accredited by EuroTAB, trainees will be permitted to teach Awareness Through Movement for purposes of their learning, after two years enrollment in the Professional Training Program. For training programs accredited by AusTAB, DTAB and NATAB, trainees may be permitted to teach <i>Awareness Through Movement</i> to the general public as a trainee <i>ATM</i> teacher, for purposes of the trainee's learning, after 350 hours of enrollment in the Professional Training Program, dependent on: - successful completion of an <i>ATM</i> practicum - completion of 350 hours of the training program - recommendation of the Educational Director to be a trainee teacher - staying in the training program

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e. meeting any additional related requirements of the local <i>Feldenkrais</i> guild or association.
34. If a trainee drops out of the training program after meeting the requirements to be a trainee <i>ATM</i> teacher, but before graduation, he/she will lose the right to teach <i>Awareness Through Movement</i> , unless he/she has been granted a leave of absence.
35. In the last quarter of the training, each trainee must have the opportunity to give at least two (2) <i>FI</i> ® lessons under supervision and with feedback.
36. The training program graduating the trainee and giving the diploma or certificate of completion is responsible to assure that the trainee has fulfilled all the requirements for graduation.
37. The proposal must include a description of the ongoing feedback and evaluation strategies to track the progress of the training, the trainees, the Assistant Trainers, and the performance of the Trainers.
STANDARD 6 – Administrative Requirements
38. An application for accreditation must be submitted to the TAB for approval.
39. The training program must meet the administrative requirements and procedures set by the TAB. <i>For training programs accredited by NATAB:</i> a. <i>For advertising requirements, see Appendix 1.</i> b. <i>For accreditation application requirements, see Appendix 2.</i> c. <i>The accreditation fee (nonrefundable) for each training program is payable at the beginning of each training year to the Guild office.</i> d. <i>The organizer must provide all trainees with the following information upon or before enrollment:</i> - <i>a statement that the program is accredited by the North American Training Accreditation Board under internationally approved policies</i> - <i>contact information for NATAB and FGNA, and link to FGNA web page for trainees</i> e. <i>The training organizer shall facilitate distribution of FGNA orientation materials to the trainees within the first 40 teaching days of the training program.</i> f. <i>All trainee contact information requested by FGNA shall be given to the Guild office by the 40th teaching day of the training program.</i>
40. The training program must have a student contract/enrollment agreement that states the responsibilities and rights of the students, and of the training organization, that must be signed by each applicant accepted for the training program..
41. The training program must comply with the requirements for service mark use that apply in the country where the program is operating. For information on requirements, training organizers must contact the owners of the service mark(s) in that country.
STANDARD 7 – Reporting Requirements
42. The training program must meet the reporting requirements set by the TAB.

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For training programs accredited by NATAB, compliance reports are due after each 40 days of training. In cases where accreditation policy has been violated or reports have not been submitted promptly, reports may be required more frequently.

(See Appendices 1-3, below.)

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APPENDIX 1

Requirements for Advertising and Promotional Materials for Training Programs Accredited by NATAB

- 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. If advertising is published before accreditation, it must include a statement that the sponsor “intends to apply for accreditation,” and a letter of intention must be filed with NATAB before publication.
- c. Advertising should specify that in certain states/countries, professional practice may be subject to licensing laws limiting their professional practice unless the graduate has (a) certain license(s).
- d. Service Marks: The training program must comply with the service mark requirements of the country in which the program is operating. For information on local service mark provisions training organizers are to refer to the Guild/Association of the country in which the training program is operating. Service marks must be appropriately used in all training program promotional materials.

APPENDIX 2

Accreditation Application Requirements for Training Programs Accredited by NATAB

Include the following in the application for accreditation of the training program:

- a. Name(s) of the Educational Director(s) and Administrative Director(s).
- b. List of qualifications and duties of persons responsible for administrative and professional aspects.
- c. Location where the training program will be held.
- d. Proposed schedule including dates and faculty. If dates and faculty have not been finalized at the time of application, a complete schedule needs to be submitted with the first quarter compliance form.
- e. A list of fees and a budget for each of the four years in local currency as well as in US Dollars.
- f. A description of the ongoing feedback and evaluation strategies to track the progress of the trainees, and the performance of the Assistant Trainers and Trainers.
- g. A copy of the contract to be signed between the training organization and the trainees.
- h. A signed Training Accreditation Agreement including a statement that the training organizer indemnifies FGNA.
- i. A statement attesting that the program is in compliance with country, state, and local laws and that all necessary permits and licenses for conducting a professional training program have been obtained.

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- j. For each member of the administrative and educational staff: verification of compliance with Article 23, and acknowledgement of understanding that in the event of a disciplinary action by FGNA, the result will be shared with all TABs and Guilds.
- k. For staff members who are not members of or certified by FGNA: a signed statement of understanding and agreement to abide by FGNA ethics requirements.
- l. A statement agreeing to comply with FGNA Grievance Protocol requirements regarding disciplinary actions against trainees and training program staff.
- m. For training programs in the US and Canada, agreement to provide FGNA with a certificate of insurance as specified in Article 7 of this policy.
- n. Addendum to Educational plan for online learning sessions, if applicable.

APPENDIX 3
Student Contract Requirements for Training Programs Accredited by NATAB

- a. number of FI lessons included in the tuition
- b. fees, conditions of payment, refund policy and responsibilities for non-payment of fees
- c. number of hours and dates of the segments, including approximate amount of online time, if applicable.
- d. evaluation process during the training
- e. causes and process for dismissal
- f. maximum permitted time of absence during the training program
- g. criteria for authorization to teach *ATM* as a trainee
- h. criteria for graduation
- i. a clause about the intention of the trainee to complete the 800 hours in one training
- j. description of when and how the service mark terms and the logo may be used.
- k. a statement about the need to conform to laws about "hands on" practice in certain cases, in some states, provinces, and countries, and that in order to practice in the US and Canada, graduates must apply to FGNA for initial certification, and must renew certification annually.
- l. a statement that the training is organized under policies of an international accreditation board
- m. a statement that the trainee must complete the training program in seven years, unless an exception has been approved by NATAB
- n. A statement that by signing the contract, the trainee authorizes the training organizer to provide their contact information including email address to FGNA and authorizes FGNA to contact the trainee.
- o. A statement that by signing the agreement, the trainee agrees that they are subject to, and will comply with the FGNA Code of Professional Conduct and Grievance Protocol and *Feldenkrais Method* Standards of Practice, and requirements for use of FGNA service marks, as they may change from time to time.
- p. A prominently placed link to information regarding procedures for filing complaints and grievances.

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Last revised January 27, 2025 by FGNA Board of Directors, effective February 25, 2025.
Adopted 1997 by FGNA Board of Directors.