

Procedure for Submitting a Training Accreditation Request

The Training Organizer and Educational Director must be in compliance with accreditation requirements for all current trainings programs before new applications will be considered. The Training Organizer is the legal entity that will be the owner of the program.

The Training Organizer must have an approved Administrative Standing Protocol on file with NATAB, and the Educational Director must have an approved Educational Standing Protocol.

Required Items:

- 1) **Confirmation of accuracy of Administrative and Educational Standing Protocols, or request for changes.**
Include addendum to educational plan, specifying how online learning will be used, if applicable.
- 2) **Data Record:**
 - a. Name and contact information for Training Organizer, Educational Director, Administrative Director, and public contact
 - b. Location where the training will be held
 - c. Proposed schedule including dates and faculty, showing how the minimum requirement of 800 hours will be met, and specifying whether hours are online or in person. If dates and faculty have not been finalized at the time of application, a complete schedule must be submitted with the first year compliance form.
- 3) **Plan for continuity** and 50% presence of Educational Director
- 4) **List of fees and budget** for each of the four years in local currency and US Dollars
- 5) **A copy of the specific trainee enrollment agreement** for this training, based on the approved Administrative Standing Protocol. (See updated requirements on the following page.)
- 6) **Training Accreditation Agreement** signed by Training Organizer and Educational Director
- 7) **Statement 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
- 8) **Verification of administrative and educational staff status:**
 - a. **Guild membership or completed Statements of Understanding and Agreement:**
 - i. For training programs taking place in the US and Canada, 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.
 - ii. For training programs taking place in other countries, all educational staff and administrative 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 members of FGNA, or must complete the FGNA "Statement of Understanding and Agreement to abide by FGNA Ethics Requirements".
 - b. **Ethics status:** Each member of the educational and administrative staff is in good standing with all IFF member Guilds, Associations and Training Accreditation Boards, is in compliance with the FGNA Code of Professional Conduct and Standards of Practice, and with any FGNA disciplinary action that is in place for that individual; and understands that in the event of a disciplinary action by FGNA, the result will be shared with all TABs and Guilds.
- 9) **Statement agreeing to comply with FGNA Grievance Protocol requirements** regarding disciplinary actions against trainees and training program staff.

10) **Statement of agreement to 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; and agreement to provide FGNA with 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.

11) **Application fee** -to be submitted upon receipt of invoice from FGNA. Changes to standing protocols may be subject to an additional fee.)

Accreditation will be granted after approval of Administrative and Educational Standing Protocols and items listed above. Standing Protocols may be changed by submitting a request to NATAB for approval.

rev. 04/2021

***Trainee Enrollment Agreement Requirements as of April 7, 2021:**

- a. Number of FI lessons included in the tuition
- b. Fees, conditions of payment and responsibilities for non-payment of fees
- c. Number of hours and years, including approximate amount of online time, if applicable
- d. Evaluation process during the training
- e. Causes and process for dismissal
- f. Maximum of 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 four years in one training
- j. [Minor item deleted.]
- k. A statement about needing to conform to laws about “hands on” practice in certain cases, in some states, provinces, and countries.
- l. A statement that the training is organized under policies of an international accrediting board.
- m. A statement that the training has to be completed in seven (7) years.
- n. [Minor item deleted.]
- o. 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.
- p. A link to information regarding procedures for filing complaints and grievances.
- q. 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.