



International BodyTalk Association

Policies and Procedures

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International BodyTalk Association Policies and Procedures Manual

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Abbreviations and Terms Used by the IBA and/or in This Manual

A&P	Anatomy and Physiology
BAT	BodyTalk Access Technician
CEUs	Continuing Education Units – pertains to IBA only
CBI	Certified BodyTalk Instructor
AdvCBI	Advanced Certified BodyTalk Instructor
SrCBI	Senior Certified BodyTalk Instructor
AdvSrCBI	Advanced Senior Certified BodyTalk Instructor
CBP	Certified BodyTalk Practitioner
CBP-A	Certified BodyTalk Practitioner for Animals
AdvCBP	Advanced Certified BodyTalk Practitioner
AdvCBP-A	Advanced Certified BodyTalk Practitioner for Animals
MSI	MindScape Instructor
SrMSI	Senior MindScape Instructor
BrI	BreakThrough Instructor
SrBrI	Senior BreakThrough Instructor
FFI	FreeFall Instructor
Sr.FFI	Senior FreeFall Instructor
PaRama BP	PaRama BodyTalk Practitioner
IBA	International BodyTalk Association
TBAT	Trainer of BodyTalk Access Trainers
BodyTalk	This term is used to refer to anything connected with any program or course based on the BodyTalk System. This would include PaRama, Access, BodyTalk for Animals, and all the Specialized Courses such as Orthopaedic Evaluation, Eastern Medicine, etc.
Instructor	In most cases throughout this document, this term is used to refer collectively to anyone who teaches a course. That would include Certified BodyTalk Instructors (including Advanced, Senior and Advanced Senior categories), BodyTalk Access Trainers, BodyTalk for Animals Trainers, BodyTalk for Animals Instructors, MindScape Instructors, BreakThrough Instructors and FreeFall Instructors.
Life Sciences	This term is used to refer to anything connected with any program or course based on the Life Sciences. This would include MindScape, BreakThrough and FreeFall.
Members	This term generally refers collectively to all persons who hold an active membership with the IBA.
Supervising Instructor	This term refers to a SrCBI, AdvSrCBI, TBAT or other qualified person who is supervising the training of a trainee in either BodyTalk, Access or one of the Life Sciences.

General Guideline to Interpreting the Policies and Procedures Manual

The International BodyTalk Association and its management reserve the right to modify this Policies and Procedures Manual at their sole discretion, with or without direct notification to its users.

The IBA consists of various branches of membership. The Policies and Procedures Manual has been designed to address all members.

In the following document, if the title of the policy includes the term “BodyTalk,” it refers specifically to those members/instructors involved with BodyTalk. There is usually a policy following which indicates some of the differences in the application of that policy to members/instructors of the Life Sciences programs.

If the title of the policy does not contain either “BodyTalk” or “Life Sciences,” then that policy relates to the student body and entire membership of the IBA.

1.0 Policies Relating to the General Public

1.1 Conflict Resolution Process Involving BodyTalk Members or Instructors:

- 1.1.1 Any person may lodge a complaint against an IBA member or instructor regarding the conduct of the member/instructor that:
 - 1.1.1.1 Violates any provision of the Certified BodyTalk Practitioner Agreement and Code of Ethics;
 - 1.1.1.2 Is detrimental to the best interests of the public;
 - 1.1.1.3 Harms the standing of the profession generally; or
 - 1.1.1.4 Displays a lack of knowledge, skill or judgment in the practice of BodyTalk.
- 1.1.2 Complaints against members or instructors should be directed to the IBA via complaints@bodytalksystem.com.
- 1.1.3 Complaints must be lodged within 30 days of the event to allow for those involved reasonable memory recall of the event.
- 1.1.4 The complaint should be in writing and signed by the complainant or sent via the complainant's email address. The complainant should specify the act or circumstances that led to the complaint.
- 1.1.5 If the complainant wishes to file a complaint and remain anonymous to the person they are filing the complaint against, they must still provide their name and contact information to the IBA so the IBA can follow up with the complainant.
- 1.1.6 If the complainant does not wish to be identified to the IBA for proper follow-up and/or does not wish to submit the complaint in writing, then the complaint process ends. It is important that a fair and transparent conflict resolution system is in place for information to be made available to those accused thus allowing them the opportunity to respond.
- 1.1.7 The IBA notifies the IBA member or instructor involved of the nature of the complaint and, if necessary, provides a copy of the complaint. The member or instructor has the right to respond to the complaint through the IBA if the complainant wishes to remain anonymous to the accused, or directly to the complainant if anonymity was not chosen.
- 1.1.8 The IBA acts for resolution of the complaint which could include any of the following measures:
 - 1.1.8.1 Encourage the people involved to communicate directly with each other to resolve the complaint between them;
 - 1.1.8.2 Attempt to act as a facilitator between the complainant and the member or instructor to come to a resolution;
 - 1.1.8.3 Conduct a formal investigation into the circumstances of the complaint;
 - 1.1.8.4 Dismiss the complaint if it is deemed trivial or vexatious or if there is insufficient or no evidence of a violation by the member or instructor;
 - 1.1.8.5 Recommend disciplinary action. Disciplinary action may involve the suspension of IBA membership or instructorship.
 - 1.1.8.6 Determine that the IBA is not the appropriate vehicle for dealing with the complaint, for any reason.
- 1.1.9 Upon completion of the investigation and resolution process, if the complaint against the investigated member or instructor is resolved or found to be

unsubstantiated, the IBA closes the case and informs both the complainant and investigated member of the outcome.

- 1.1.10 If the complaint against the investigated member is found to warrant disciplinary action, the member or instructor will be advised. For confidentiality reasons, the complainant will not necessarily be advised as to what the entire scope of the discipline entails.
- 1.1.11 When the member or instructor has received a complaint against them, or at any time during the investigative process, the member or instructor has the right to resign from the IBA. When this happens, no further proceedings will take place.
- 1.1.12 If during the course of the investigation the IBA deems it necessary to also investigate other questionable matters that arise, these secondary investigations follow the same procedures.
- 1.1.13 If the IBA is unable to conduct the investigation for any reason, or requires assistance, the IBA will recruit assistance from another designated person(s) as necessary. If the complaint is against an instructor, when appropriate the SrCBI who trained the instructor will be involved in remediation.

1.2 Complaints Against Instructors and Life Sciences Members:

The first step in resolving conflict with instructors and Life Sciences members is for those involved to seek out a BreakThrough and/or BodyTalk session or attempt to resolve the situation using Mindscape. If the complaint does not resolve using these techniques, then the complaint is submitted in writing to the IBA. The process will follow the same steps as outlined in policy 1.1.

1.3 Complaints Between Senior and Advanced Senior Instructors and/or Trainees:

The first step in resolving conflict between senior/advanced senior instructors or between senior/advanced senior instructors and their trainees is for those involved to seek out a Breakthrough and/or BodyTalk session or attempt to resolve the situation using Mindscape. If the complaint does not resolve using these techniques, then the complaint is submitted in writing to the IBA (refer to Policy 1.1).

1.4 Complaints Against Coordinators and Local Associations:

Written complaints against a coordinator or a local association supporting BodyTalk may be directed to the IBA.

1.5 Non-English-Speaking Member Complaints:

Complaints from non-English-speaking members will follow the same procedure as in policy 1.1 using a designated English-speaking mediator from that country.

1.6 Complaints About IBA Office:

If there are problems communicating with the IBA office, members are encouraged to contact the IBA via complaints@bodytalksystem.com.

1.7 Appeal Process:

The investigated member has the right to appeal a disciplinary decision to the IBA. The appeal needs to be received by the IBA office in writing within 30 days of the member

receiving notice of the decision and include the reasons for the appeal. In order for the appeal to be considered, fresh evidence or information needs to be provided.

1.7.1 The IBA will review any appeals and deliver a decision.

1.7.2 This decision is final and binding. There is no further appeal of such a decision.

1.8 Complaints Against Non-Members of the IBA:

The IBA cannot discipline non-members for their conduct. However, the IBA will talk to anyone who advertises that they practice BodyTalk (often in conjunction with other modalities), informing them that they cannot represent themselves as BodyTalk Practitioners when they are in fact not an IBA member. This also applies to the use of any IBA, BodyTalk, Life Science or other copyrighted or trademarked materials. In instances of non-compliance, the IBA will take appropriate action, which may include legal action.

2.0 Policies Relating to Non-IBA Member Students

2.1 Member Eligibility:

Any person can become a member of the IBA. There are no prerequisites. There are currently four membership levels: Access, Standard, Practitioner and Life Sciences.

2.2 Non-IBA Member Monitoring:

Non-members can retake any course previously taken for 50% of the list price, with the exception of BodyTalk Access and those courses which require active membership status as a prerequisite (all advanced modules, Founders Session Intensive, etc.).

3.0 Policies Relating to Members

3.1 BodyTalk Certification Designations:

- 3.1.1 Standard members and practitioner members may call themselves BodyTalk Practitioners or Certified BodyTalk Practitioners (CBP) as long as they have met all of the CBP requirements (refer to Policy 5.1) and are current members of the IBA in good standing.
 - 3.1.1.1 A member in good standing has paid the yearly membership fee and adheres to the IBA Code of Ethics.
 - 3.1.1.2 A practitioner member in good standing has additionally met the requirement of 32 CEUs every 2 years (refer to Policy 3.10).
- 3.1.2 An IBA member may call themselves a BodyTalk student during the time preceding a successful completion of the certification process to become a Certified BodyTalk Practitioner (CBP).
- 3.1.3 An IBA member may call themselves an Advanced Certified BodyTalk Practitioner (AdvCBP) as long as they have met all the requirements for this designation (refer to Policy 5.2).
- 3.1.4 Access members and Life Science members may not call themselves BodyTalk Practitioners.

3.2 IBA Code of Ethics:

The IBA Code of Ethics and Professional Conduct can be found on the IBA website at: <https://www.bodytalksystem.com/learn/IBA/Ethics/IBA-codeofethicsandprofessionalconduct.pdf>

3.3 Member Reinstatement:

- 3.3.1 If a standard or practicing member misses paying the yearly membership fee, their IBA membership is automatically dropped. It is possible to become reinstated within a three (3) year time period (calculated from the date of the last payment made) after submitting a written request to the IBA and paying the yearly fee as established at that time.
- 3.3.2 If the lapsed practitioner membership is longer than three (3) years, a past CBP must monitor either BodyTalk Fundamentals or the BodyTalk Fundamentals Integration course and re-sit the Fundamentals Exam.
 - 3.3.2.1 If a member is registered for any seminar, conference or class where membership is a prerequisite, and the membership lapses before the commencement of the event, the registrant will be dropped from the course until membership dues have been paid to the IBA. Course coordinators will be monitoring the membership prerequisites (refer to Policy 6.4).
- 3.3.3 If the CBP wants to reinstate their membership and their CEUs are not up to date, they will need to register for a class as soon as they reinstate their membership and provide proof to the IBA they have registered and paid for the IBA sanctioned course.

3.4 Conference Evaluations:

Members attending any conferences have the right to evaluate and provide feedback on their experience to the office staff (refer to Policy 9.2).

3.5 Course Prerequisites:

3.5.1 IBA Membership is required to take advanced courses.

3.5.2 The advanced second level of most BodyTalk courses (e.g. Principles of Consciousness) requires the completion of Fundamentals and completion of the Advanced BodyTalk Protocol and Procedure course (available on PaRama Campus). Depending on the course, other prerequisites also may be required.

3.5.3 The advanced second level of Life Science courses (e.g., Advanced MindScape) requires the completion of the first level class for that modality.

3.5.4 All course prerequisites can be found in the Course Descriptions section of the website at <https://www.bodytalksystem.com/seminars/>.

3.5.5 Course prerequisites, where applicable, are subject to change by the IBA at any time.

3.6 Monitoring Fees/Family Discounts:

3.6.1 IBA members can retake any course for 25% of the instructor's posted full list price, unless otherwise noted during the course registration.

3.6.2 Life Science Members can retake any IBA course that they qualify to attend for 50% of the instructor's full list price.

3.6.3 BodyTalk Access does not provide a monitoring price; it is at the discretion of the individual instructor to offer their own discount.

3.6.4 Family Members living in the same household may purchase an IBA course (in DVD format or the PaRama Campus online course format) and share the content among said household members. They will pay full price for one set of materials, plus 50% to have the other party share the content and receive CEUs.

3.7 Nudity During BodyTalk Sessions:

It is never necessary for a client to disrobe for a BodyTalk session. It is never necessary to have skin-on-skin contact to tap out a link. Intent and focus are sufficient.

3.8 Personal Information Privacy Protection:

Students have the option to allow their contact information to be used to market other IBA workshops or products by checking the appropriate box on the IBA registration forms for each course.

3.8.1 If members have checked this box, then their contact information will not be shared with the IBA office, other IBA instructors and coordinators.

3.9 Course Evaluations:

Each student has the right to provide feedback to the instructor of the course.

3.9.1 Instructors will offer students the alternative of mailing their evaluation forms to the IBA office directly if the students do not feel comfortable handing their forms to the instructor.

- 3.9.2 If the student is dissatisfied with any aspect of the course and communication with the instructor does not sufficiently resolve the complaint, the student is encouraged to fill out the On-line Evaluation that will be sent by email following the course. If the student would like to file a formal complaint to the IBA, the student must also follow the procedure outlined for the complaint process (refer to Policy 1.1).

3.10 BodyTalk Continuing Education Units:

- 3.10.1 Thirty-two (32) CEUs over a two-year period are required to remain as a practitioner member in good standing. Most courses on the IBA website and the PaRama Campus website are eligible.
- 3.10.2 Forty (40) CEUs over a two-year period are required to maintain instructor status. If CEUs are not maintained, the Instructor may have his or her teaching capabilities suspended until the CEU requirement is met. Most courses on the IBA website and the PaRama Campus website are eligible. Also, instructors do receive special pricing on certain courses (refer to Policy 10.5.5).
- 3.10.3 Attending the Members' Conference or Instructors' Conference counts for 8 CEUs per day.
- 3.10.4 Students must attend an entire course in order to receive CEU credits. Exceptions of a minor nature must be discussed with the instructor in advance so that no major content of the course is missed due to non-attendance.
- 3.10.5 The collecting and recording of CEUs does not begin until after the student has achieved CBP status. From the day the student passes their Fundamentals exam, they have two (2) years to complete their CEUs. Classes taken prior to the exam do not count toward the required 32 CEUs.
- 3.10.6 Beginning January 1, 2018, any CEUs a student or instructor accrues in excess of their CEU requirement and earned after January 1, 2018, will be carried over to their next CEU period.

3.11 Recording of Courses:

- 3.11.1 Instructors may refuse to allow students to record their courses.
- 3.11.2 If the instructor agrees to recording, students must sign a waiver form indicating that they agree to record lectures for their personal learning purposes only. This Group Audio Release Form will contain all signatures of students in a class who have agreed to be recorded under these conditions.
- 3.11.2.1 The Group Audio Release Form is available through the download area of the instructors' section of the IBA website.
- 3.11.3 The instructor will keep the signed waiver form on file for 3 years.

3.12 Manuals:

- 3.12.1 **Replacements:** Members may purchase replacement manuals, limited to one manual per course per year. If students are monitoring a seminar for which there has been an update to the manual **and** it has been over 7 years since the student took the course, a new manual is required for the student; they must pay this cost in addition to the fee to monitor the course. On-line ordering of the replacement manual from the IBA is the preferred method, however, if instructors have extra

manuals, they may sell one to a monitoring student for the current IBA replacement price for students. The instructor must then report it to the IBA office to receive a rebate and to give the name of the student for tracking purposes (refer to Policy 7.18.3).

- 3.12.2 **Sharing:** It is not permitted for students who have attended any IBA course to share their manual with students who have not taken that course. If a student is interested in studying the IBA material, he or she must register for and attend the relevant seminar thereby obtaining their own manual.
- 3.12.3 **Access Manuals:** Any member who has previously taken Access can buy one replacement Access manual at full price.

3.13 Public Presentations on BodyTalk:

- 3.13.1 Any member can hold informal presentations about BodyTalk for friends and family.
- 3.13.2 Only Certified BodyTalk Practitioners may give formal, advertised presentations as a practice-building tool.
- 3.13.3 Any member may teach the Cortices technique to clients and people attending their public presentations; members may also demonstrate other techniques, but not teach them.
- 3.13.4 There is a maximum time limit of 2 hours for these introductory lectures, unless otherwise approved by the IBA.
- 3.13.5 An appropriate fee may be charged to attendees of public lectures.
- 3.13.6 Only Certified Instructors and Trainers may list their public presentations on the IBA website Seminars Schedule.
- 3.13.7 Any public lecture or presentation given by a Certified Instructor or Trainer for which a fee is charged must be registered on the IBA website and attendees must register.
- 3.13.8 Any public lecture or presentation for which a fee is not charged, but for which registration is required, must be registered on the IBA website.

3.14 Study Groups:

- 3.14.1 Any standard member can hold study groups and donations can be suggested to cover costs. CBPs, Instructors and Trainers may charge for study groups that they lead.
- 3.14.2 Policy 3.14.1 does not constitute endorsement by the IBA, nor does it imply “teaching” and cannot be advertised as such. Only CBIs, Trainers and Instructors of the Life Sciences may advertise that they are teaching anything.

3.15 Advertising BodyTalk:

- 3.15.1 Practitioners of other modalities (e.g. acupuncture, massage therapy) may advertise that they are incorporating BodyTalk techniques into their treatment plans before being certified. However, they cannot represent themselves as a BodyTalk Practitioner until certified.
- 3.15.2 The IBA logo is reserved for use by the IBA and cannot be used by members or instructors. Life Science logos are reserved for use by the Instructors of those courses. CBPs may use the BodyTalk logo in their personal promotional materials

so long as they adhere to the brand standards posted on the IBA website **and** maintain their IBA membership. The brand standards can be found at https://www.bodytalksystem.com/member/downloads/logos/bodytalk_brand_standards.pdf

- 3.15.3 No BodyTalk, Life Science or IBA logo-bearing product can be produced and/or sold without express IBA permission.
- 3.15.4 The IBA logo, the BodyTalk name and the BodyTalk and Life Science logos are copyrighted and trademarked and will be protected by the IBA to the fullest extent allowed by law.
- 3.15.5 Members can opt to have their information hidden from the website or excluded from newsletters. Any member who opts for this, unless otherwise noted, should not receive any unsolicited communications from the IBA or other persons, such as Coordinators, Practitioners, Instructors, etc.

3.16 Charging for Sessions:

3.16.1 BodyTalk Sessions:

- 3.16.1.1 Health care practitioners of other modalities may incorporate BodyTalk into their sessions immediately after taking BodyTalk Fundamentals and continue to charge for their treatments.
- 3.16.1.2 Laypeople who have completed BodyTalk Fundamentals should initially claim an energy exchange for their sessions, which may range from clients offering their time while being practiced on to attracting other clients for the student. Once a non-certified student is confident in navigating through the Protocol, it is appropriate to ask for a suggested donation rate that is lower than a professional treatment.

- 3.16.2 **Access Sessions:** It is encouraged to use Access to treat oneself, family and friends. It is recommended that any charges for Access sessions are for a recommended donation unless performed by a person with a license to touch.

3.17 Getting Permissions from Distance Clients:

It is considered unethical for any IBA practitioner (BodyTalk or Life Sciences) to conduct distance sessions on anyone without first obtaining verbal consent from that client or the client's legal guardian for such work. If there is a complaint arising from such unethical behavior and the pursuing investigation confirms it, the consequences may include loss of IBA membership and/or certifications.

- 3.17.1 **Exception:** The only exception to policy 3.17 is in the case of a one-time emergency situation where the person to be worked upon is unconscious or unable to provide verbal consent in some way.

4.0 Applying to Become a Certified IBA Instructor or Trainer:

- 4.1** Please go to this page on the IBA website for guidelines, applications and agreements:
<https://www.bodytalksystem.com/member/InstructorTrainingD1.cfm>

5.0 Policies Relating to BodyTalk Practitioner Certification and Examinations

5.1 BodyTalk Fundamentals Examination for CBP Qualification:

The BodyTalk Fundamentals examination is a combined oral and written test that students must pass in addition to several other prerequisites listed below to qualify as a Certified BodyTalk Practitioner (CBP).

5.1.1 IBA Standard Membership is required to take the exam and become a CBP.

5.1.2 **Course Prerequisite:** Members wishing to take the Fundamentals exam must monitor BodyTalk Fundamentals or take the BodyTalk Fundamentals Integration course prior to sitting the exam.

5.1.2.1 If the member chooses to monitor BodyTalk Fundamentals, full attendance is necessary to meet the prerequisite.

5.1.2.2 It is recommended that the timeframe between taking the first BodyTalk Fundamentals and the next Fundamentals class does not exceed 18 months to maximize the student's learning experience.

5.1.2.3 It is recommended that the timeframe between monitoring BodyTalk Fundamentals or taking BodyTalk Fundamentals Integration and sitting the Fundamentals Exam does not exceed 18 months, to ensure the student is studying and using the most up-to-date manuals and content.

5.1.3 **Personal BodyTalk Sessions Prerequisite:** Students are required to receive a minimum of five (5) BodyTalk sessions from a CBP and may be required to provide proof to the testing instructor. Please see the Fundamentals Exam Guidelines in the members download section of the IBA website. Receiving regular BodyTalk sessions demonstrates the student's support of the system and willingness to "walk the talk."

5.1.3.1 It is left to the examining instructor's discretion as to the number of sessions that may be distance sessions, given the student's access to eligible CBPs in the area.

5.1.3.2 It is left to the examining instructor's discretion if they will allow for any of these sessions to be "trades" or if the sessions must be paid, considering the economic factors for the student.

5.1.4 **Sessions Prerequisite:** Members wishing to take the Fundamentals exam must have conducted a minimum of fifty (50) BodyTalk sessions without using their books, notes or charts in order to be certified. They are to keep records of the sessions including the date, first name and last name initial of the client, the client's presenting symptoms and any results noted immediately after the session and on follow up sessions. These are to be submitted to the testing instructor. The examining instructor must begin reviewing the student's sessions well before the exam. Once review of the sessions begins, half of the exam fee will be required. If the student chooses to change instructors for the exam, the half down payment will be forfeited. This down payment is to pay for the instructor's time for reviewing the sessions and any coaching involved. The instructor will mark the section on the exam cover page to confirm receipt and review of the session notes. Students may take the test once they have completed twenty-five (25) reviewed and approved sessions without using study materials. However, certification will not be completed until the remaining sessions have been reviewed and approved.

- 5.1.4.1 If the student has taken MindScape or has previous training in distance sessions, it is left to the Instructor's discretion if they will allow a small number of the student's 50 sessions to be performed at a distance. The majority of the submitted sessions must be done in person to develop the clinical practice aspects of being a CBP.
- 5.1.5 **Time Limits:**
 - 5.1.5.1 Guidelines for exam time limits are as follows: 75 minutes for the written portion and 2 hours for the oral. Exceptions to these guidelines and appropriate accommodations can be made for students with learning disabilities.
 - 5.1.5.2 After passing the Fundamentals Exam, students must complete all other remaining certification requirements (remaining case studies, 5 personal sessions, etc.), all financial obligations, and file the paperwork with the IBA office within 9 months
- 5.1.6 **Proctors and Technology Assisted Exams:** Written exams may be conducted with a Proctor that is pre-approved by the examining instructor (school principal, lawyer, commissioner of oath etc.). Oral exams may be conducted over Skype, Zoom or other agreed upon platforms, provided the student shows the instructor the surroundings of the exam room to demonstrate that there is no study material in the room. Although the IBA still encourages face-to-face exams, it is understood that in some areas it is difficult to have access to instructors for in-person exams.
- 5.1.7 **Exams Are Done Individually.** There are to be no group exams.
- 5.1.8 **Exam Failure:** When members fail one part of the Fundamentals exam, they must re-sit the entire exam (both written and oral). The full exam fee must be paid each time the exam is taken.
 - 5.1.8.1 Instructors will keep failed written exams on file for future reference in case of an appeal. There is no need to keep the exams of those students who passed.
- 5.1.9 **Fees:** The examination fee that goes to the examining instructor is currently set at \$250 USD. In addition, a \$50 USD processing fee goes to the IBA, and any fees required by the proctor for the written component are the responsibility of the student.
- 5.1.10 **Age Restrictions:** There are no age restrictions in taking the Fundamentals exam. However, the **legal age to provide** treatment or practice as a CBP may vary across states or countries, therefore it is the individual's responsibility to be aware of those requirements.
- 5.1.11 Once all prerequisites are met, the Certified BodyTalk Practitioner (CBP) title will be given on successful completion of the exam.
- 5.1.12 **Fundamentals Exam Study Guide:** There is a study guide for preparation for the Fundamentals exam in the members downloads area of the IBA website outlining what and how to study with sample exam questions.

5.2 Advanced BodyTalk Certification Examinations

The Advanced BodyTalk Certification Exam is comprised of two written exams for practitioners to demonstrate their mastery of the more advanced BodyTalk material,

including all advanced courses through Matrix Dynamics and several adjunct courses. Having met the prerequisites for the exam listed below and then passed the exam, practitioners obtain the Advanced Certified BodyTalk Practitioner (AdvCBP) designation. When performing a search for BodyTalk practitioners in an area, Advanced CBPs appear at the top of the list.

- 5.2.1 Must already be a CBP;
 - 5.2.1.1 This includes up-to-date IBA Membership of one of the following types: Practicing Member, Trainee Instructor, Instructor, Senior Instructor.
- 5.2.2 **Course Prerequisites:**
 - 5.2.2.1 Completion of the following courses: Principles of Consciousness, Bio-Dynamics, Macrocosmic BodyMind, Matrix Dynamics, BodyTalk Advanced Integration
 - 5.2.2.2 Anatomy and Physiology course: Document through transcripts or other means the successful completion and passing of a 90-hour Anatomy and Physiology (A&P) or equivalent course taken within the past 10 years; an AdvSrCBI will verify this information (refer to Policy 5.2.11).
 - 5.2.2.3 Have taken two other IBA courses besides the Advanced Modules and BodyTalk Advanced Integration (BAI) (BodyTalk Access is excluded).
- 5.2.3 **Personal BodyTalk Sessions Prerequisite:** Have received a minimum of ten (10) more BodyTalk sessions since CBP certification. These sessions must be performed by a CBP or AdvCBP; proof may be required by the testing instructor.
- 5.2.4 **Sessions Prerequisite:** Document at least 250 BodyTalk sessions; the AdvSrCBI may request to review the sessions.
- 5.2.5 **Case Study Prerequisite:** Document a minimum of five (5) thorough, professional case studies worthy of putting on the IBA website; an AdvSrCBI will verify this information. The AdvSrCBI will submit these case studies to the IBA Office at office@bodytalksystem.com.
- 5.2.6 **Time Limits:** Guidelines for exam time limits are 3 hours per exam. Exceptions to these guidelines and appropriate accommodations can be made for students with learning disabilities.
- 5.2.7 **Exam Failure:** When members fail one part of the Advanced Certification exam, they must re-sit the exam that they failed. The exam fee will be due again.
- 5.2.8 **Fees:** Each exam is \$300 USD. Of this fee the examining instructor will collect \$150 to mark the exam, the Proctor will collect \$50, the IBA will collect \$100 per exam.
- 5.2.9 Once all prerequisites are met, the Advanced Certified BodyTalk Practitioner (AdvCBP) title will be given on successful completion of the two advanced exams.
- 5.2.10 **Advanced Certification Exam Study Guide:** There is an advanced study guide available to students in the members downloads area of the IBA website outlining what and how to study with sample exam questions.
- 5.2.11 Exam to Demonstrate Anatomy and Physiology (A&P) Knowledge
 - 5.2.11.1 When transcripts for an A&P course cannot be provided, or when the A&P training is more than 10 years old, the IBA Anatomy and Physiology Challenge Exam is the method whereby students can demonstrate their A&P proficiency.

- 5.2.11.2 This exam must be completed with a passing grade of 80 percent prior to a student being able to sit for their AdvCBP written exams.
- 5.2.11.3 Sitting for the A&P Challenge Exam requires a fee that is paid directly to the proctor of the exam plus any applicable taxes, postage/courier costs, etc. The fee is set by the proctor, not by the IBA.
- 5.2.11.4 Details about the IBA's A&P Challenge Exam, additional methods for satisfying the A&P course prerequisite, and sample exam questions can be found at:
https://www.bodytalksystem.com/member/downloads/english/member/CB I_Anatomy_Physiology_Study_Guide.pdf

6.0 Policies Relating to Coordinators and Local Associations

6.1 Local Associations:

The IBA will enter into a relationship with any local association that is established to support and promote any of the IBA program areas (BodyTalk and/or the Life Sciences). This relationship will consist of providing the local association with benefits such as being able to use the official logos, banners or other larger promotional materials produced by the IBA, publicize any local meetings and events on the IBA website, and so forth.

6.2 Coordination Function:

Local associations may act as local coordinators for instructors. However, local associations cannot dictate who teaches or coordinates in their geographical areas.

6.2.1 **Consequences of Non-compliance:** If after an investigation, a local association is found to be contravening any policy or the spirit of any policy, the IBA will terminate the relationship with that association, resulting in the association losing its benefits. That is, the local association will not be able to use any copyrighted materials including, but not restricted to, the names of the programs (BodyTalk, MindScape, BreakThrough, FreeFall, etc.), the logos, banners, other promotional materials and/or use of the website. Refer to the terms and conditions set forth in the Brand Standards Guide on the IBA website:

https://www.bodytalksystem.com/member/downloads/logos/bodytalk_brand_standards.pdf.

IBA members who are held responsible for the non-compliance will also be investigated and determined if they are eligible to maintain IBA member privileges.

6.3 Local Association Membership:

Wherever a local association is established, and local membership fees are collected, those local members must also be IBA members. All IBA members within the geographical area of the local association must be given the opportunity to join.

6.3.1 **Exception:** The IBA will allow an exception to policy 6.3 if the association has a second supporting tier of membership (non-CBP level) that has a minimal fee attached to it.

6.4 Student Enrollments and IBA Memberships:

Coordinators will be responsible for ensuring that the students enrolled in the course they are coordinating have a current IBA Membership if active membership is a prerequisite to the course. The expiration of a student's membership is displayed at the bottom of the registration notification received by the coordinator. If the expiration of the membership date is prior to the course date, the coordinator will remind the student to renew their membership prior to the course to ensure their ability to attend. This also applies to the coordinator's membership if they are enrolled in the course.

6.5 Contracts – Coordinators and Local Associations:

- 6.5.1 Instructors are to ensure that their coordinators, whether using individuals or a local association, receive a written contract/agreement detailing responsibilities on the part of both parties as well as compensation arrangements.
- 6.5.2 There should be a clause in the contract asserting confidentiality between both parties in all issues, particularly around all agreed to financial arrangements.
- 6.5.3 Both parties must sign the contract.
- 6.5.4 The IBA will also enter into an agreement with each coordinator where the coordinator agrees to abide by the policies as set out under policy 6.0 and signs the Coordinator’s Agreement to such effect. It is the responsibility of instructors working with new coordinators to make them aware of the IBA agreement.
- 6.5.5 Coordinators need to review the IBA’s “Coordinator Resource Guide” in preparation of working with an instructor. This guide is accessible through the coordinators area of the IBA website.
- 6.5.6 Coordinators are not obliged to continue coordinating for an instructor for whom they have previously coordinated. They may also simultaneously coordinate for more than one instructor. There will be no exclusivity clauses permitted in any coordinator contracts.

6.6 Coordinator Evaluations:

Instructors are encouraged to submit to the local association an evaluation of their experience with each coordinator they worked with or, in the absence of a local association, to the IBA directly. While there isn’t presently a formal process for this, we advise instructors to write a short paragraph when it feels appropriate and submit it as stated above.

6.7 Complaints Against Coordinators and Local Associations:

Written complaints against a coordinator or local association supporting the IBA, may be directed to the IBA at complaints@bodytalksystem.com.

6.8 Coordinator Payment for Courses:

- 6.8.1 It is up to the instructor’s discretion whether a coordinator taking a course for the first time will have to pay the fee in full.
- 6.8.2 Instructors are free to charge or not charge the coordinator for monitoring (second-time) classes.
- 6.8.3 Instructors have the freedom to request payment for the course up-front or to deduct the fee from the coordinator’s final payment for coordinating services rendered.
- 6.8.4 Whichever scenario is decided, the payment agreement between the instructor and coordinator must be clearly defined in the Coordinator’s Agreement.

6.9 Scheduling Courses:

IBA policy is based on self-directed scheduling for coordinators, local associations and/or instructors with a focus on sharing knowledge with as many individuals and groups around the world as possible. There are no territories or regions of the world over which coordinators, local associations and/or instructors may claim ownership. The IBA deems

it beneficial for a region to be exposed to a variety of instructors. However, the IBA also recommends consideration be given when scheduling courses to ensure the successful enrollment of any already scheduled courses in a geographic area as well as for the course presently being scheduled.

- 6.9.1 A “geographic area” is roughly considered to be a central region plus surrounding areas with a population of at least 100,000 within a 25-mile (40-kilometer) radius. This is an estimated guideline. In densely populated regions, a “geographic area” may be smaller, and in remote and rural areas, a “geographic area” may be larger. Local perception around travel times and distances will influence region size.
- 6.9.2 All instructors and coordinators in an area are automatically deemed to be part of the “local IBA matrix.” Any instructor or coordinator who is part of the “local IBA matrix” can thereby be a representative for that matrix if an outside Instructor contacts them with an interest in scheduling a course in that area.
- 6.9.3 Any CBI may teach BodyTalk Fundamentals in any location at any time as long as the instructor considers the needs of the “geographic area” (refer to Policy 6.9.1) and makes an effort to connect with the area’s “local IBA matrix” (refer to Policy 6.9.2).
 - 6.9.3.1 It is important to inform other instructors and coordinators, who are also teaching and coordinating in a geographic area, of the intent to schedule a course. BodyTalk Access, Fundamentals, MindScape and BreakThrough are considered entry level courses and should be available frequently. Coordinators and Instructors are encouraged to work together to actively promote all the classes in the area for sustained growth of the matrix. To ensure equal opportunity for all instructors in an area, it is unacceptable for one instructor to flood the local market by scheduling courses other than Access on a monthly basis. An exception to this is if an instructor chooses to have a small private class that is not listed on the website until the class is completed. Excessively frequent courses in a single region may deter students from registering for a course knowing the course is frequently available.
- 6.9.4 The IBA discourages instructors from scheduling any advanced courses within 30 days of another instructor in the same geographic area unless there is collaboration between the instructors. In instances where two or more instructors want to schedule courses in the same geographic area in a close timeframe, the IBA encourages instructors to work together to offer complimentary courses (either simultaneously or consecutively) taking advantage of a “learning forum” format. This can be advantageous for students who can take two or more courses in one trip and can increase overall attendance for all involved instructors.
 - 6.9.4.1 The exception to this policy is when all Fundamentals coordinators within a geographic area mutually agree that there is a benefit to having two or more advanced courses (either the same or different courses) in the same area in a very short timeframe. It is imperative to consider and work with the local IBA matrix for that area to make sure the region can support the classes being scheduled so closely together.
- 6.9.5 Coordinators are not obliged to continue coordinating for an instructor for whom they have previously coordinated. They may also simultaneously coordinate for

more than one instructor. There will be no exclusivity clauses permitted in any coordinator contracts.

- 6.9.6 While a coordinator may develop a good rapport with a particular instructor and naturally prefer coordinating for them, coordinators and local associations may not favor one instructor over another when it comes to promoting trainings in the geographic area. This means that if a potential student contacts a coordinator, it is the coordinator's responsibility to inform the student to look at the IBA's course listings to find the most convenient course to take.
- 6.9.7 If coordinators, local associations or instructors do not follow the spirit of this cooperative, non-territorial philosophy, then their relationship with the IBA may be terminated.
- 6.9.8 To coordinate advanced courses, the coordinator must have previously coordinated enough relevant entry-level courses to feed into advanced courses. For example, to coordinate for any advanced module, the coordinator must have coordinated enough Fundamentals courses; to coordinate Advanced Mindscape, they must have coordinated Mindscape courses. It is recommended, based on the number of advanced module students an instructor requests, that three times as many students have been taught the corresponding entry-level courses in that area. This will ensure there are enough eligible students available to attend the advanced module. There are two exceptions to this:
 - 6.9.8.1 First Exception: If a local coordinator who has coordinated enough entry-level courses (meeting the required minimum students as stated above) within the past two years wishes to pass the responsibility of coordinating upcoming advanced courses to another person, he/she may do so. The new coordinator however must also be willing to coordinate entry-level courses if they wish to continue coordinating advanced courses.
 - 6.9.8.2 Second Exception: The IBA recognizes that the instructor may want to utilize the person they feel has the best skills for coordinating their course without restrictions. In such cases, prior experience coordinating the entry-level courses is preferred but not mandatory; however, the coordinator is still expected to contribute in some way to entry-level courses, through referrals, marketing or coordinating entry-level courses in the future.

6.10 Cancellation of Courses:

- 6.10.1 Although it is the instructor's ultimate responsibility, coordinators need to ensure that the instructor's cancellation policy is clearly stated on the website under "Details." This policy should include a statement that there is a possibility of course cancellation due to low enrollment and that a decision to cancel will be made by a specific date.
- 6.10.2 In the event that the IBA has to cancel or reschedule a conference or course, the IBA is not responsible for flights and lodging expenses.
- 6.10.3 Course participants are encouraged to take out travel insurance to cover unforeseen cancellations; when looking at travel insurance options, it is the student's responsibility to ensure the policy covers trip cancellations due to course cancellations or "cancel for any reason" coverage.

6.11 Setting Course Fees:

Although it is the instructor's ultimate responsibility to set their course fees, the coordinator should advise any visiting instructor to their country of customary fees that other instructors have been charging, and the visiting instructor may not charge less than the local instructors.

6.12 Explaining BodyTalk Concepts:

Coordinators are to refrain from explaining course concepts to prospective students (e.g., yes/no biofeedback, distance treatments, and so forth). These concepts are to be left to the instructor to explain in the classroom or with individual students if needed.

6.13 Advertising of Courses:

6.13.1 The various IBA discussion forums may not be used for advertising any upcoming IBA sponsored courses or any other trainings or products.

6.13.2 Trainings for private groups of people (for example, an Access training for a specific corporation) are not to be advertised on the website.

7.0 Policies Relating to Instructors, Trainers and Trainees

7.1 CBI Trainees Conducting Exams:

Instructor trainees are permitted to actively supervise Fundamentals exams after having been observed conducting exams by their Supervising Instructor. The Supervising Instructor must sign the trainee off and submit it in writing to the IBA.

7.2 Keeping Failed Exams on File:

Instructors, as well as instructor trainees, will keep failed written exams on file for future reference in case of an appeal for one year. There is no need to keep the exams of students who passed.

7.3 CBIs to Train First as BATs:

A person must first be a BodyTalk Access Trainer (BAT) before training to teach Fundamentals. They are required to teach a minimum three (3) Access classes and to have attracted a minimum of fifty (50) students to their classes, even if it means they must teach more than 3 classes to do so.

7.4 Trainee Evaluation of Supervising Instructor:

Trainees have the right to evaluate their experience with their Supervising Instructors. Evaluations are to be submitted to the IBA. While there isn't presently a formal process for this, we advise Trainees to write a short paragraph when it feels appropriate and submit them to office@bodytalksystem.com.

7.4.1 If there is a conflict between a Supervising Instructor and his or her trainee, the first step is for those involved to seek out a Breakthrough and/or BodyTalk session for themselves and/or attempt to resolve the situation using Mindscape. If the complaint does not resolve using these techniques, it can then be submitted in writing to the IBA who will engage the IBA Management Team as required (refer to Policy 1.3).

7.5 Established CBIs Training for Access:

CBIs who are not qualified to teach Access (i.e., did not attend the original training session by John Veltheim in 2005) may apply to do so through one of the Senior Instructors. The training fee in this case is \$500 USD to the IBA and \$500 USD to the Supervising Instructor and is to be paid at the commencement of training unless otherwise agreed to in writing.

7.6 Access as a Career:

Instructors may not encourage students who have taken Access to make a career out of being Access Technicians nor can they promote that the BodyTalk Access course will lead to a career in Access in any way. However, the IBA will not prevent someone from charging a fee for Access sessions once they have graduated from the course, so long as they are a member in good standing with the IBA (refer to Policy 3.1.1).

7.7 Scheduling Courses:

IBA policy is based on self-directed scheduling for coordinators, local associations and/or instructors with a focus on sharing knowledge with as many individuals and groups around the world as possible. There are no territories or regions of the world over which coordinators, local associations and/or instructors may claim ownership. The IBA deems it beneficial for a region to be exposed to a variety of instructors. However, the IBA also recommends consideration be given when scheduling courses to ensure the successful enrollment of any already scheduled courses in a geographic area as well as for the course presently being scheduled.

- 7.7.1 A “geographic area” is roughly considered to be a central region plus surrounding areas with a population of at least 100,000 within a 25-mile (40-kilometer) radius. This is an estimated guideline. In densely populated regions, a “geographic area” may be smaller, and in remote and rural areas, a “geographic area” may be larger. Local perception around travel times and distances will influence region size.
- 7.7.2 All instructors and coordinators in an area are automatically deemed to be part of the “local IBA matrix.” Any instructor or coordinator who is part of the “local IBA matrix” can thereby be a representative for that matrix if an outside Instructor contacts them with an interest in scheduling a course in that area.
- 7.7.3 Any CBI may teach BodyTalk Fundamentals in any location at any time as long as the instructor considers the needs of the “geographic area” (refer to Policy 7.7.1) and makes an effort to connect with the area’s “local IBA matrix” (refer to Policy 7.7.2).
 - 7.7.3.1 It is important to inform other instructors and coordinators who are also teaching and coordinating in a geographic area of the intent to schedule a course. BodyTalk Access, Fundamentals, MindScape and BreakThrough are considered entry level courses and should be frequently available. Coordinators and Instructors are encouraged to work together to actively promote all the classes in the area for sustained growth of the matrix.
 - 7.7.3.2 To ensure equal opportunity for all instructors in an area, it is unacceptable for one instructor to flood the local market by scheduling courses other than Access on a monthly basis. An exception to this is if an instructor chooses to have a small private class that is not listed on the website until the class is completed. Excessively frequent courses in a single region may deter students from registering for a course knowing the course is frequently available.
- 7.7.4 The IBA discourages instructors from scheduling any advanced courses within 30 days of another instructor in the same geographic area unless there is collaboration between the instructors. In instances where two or more instructors want to schedule courses in the same geographic area in a close timeframe, the IBA encourages instructors to work together to offer complimentary courses (either simultaneously or consecutively) taking advantage of a “learning forum” format. This can be advantageous for students who can take two or more courses in one trip and can increase overall attendance for all involved instructors.
 - 7.7.4.1 The exception to this policy is when all Fundamentals coordinators within a geographic area mutually agree that there is a benefit to having two or more advanced courses (either the same or different courses) in the same

area in a very short timeframe. It is imperative to consider and work with the local IBA matrix for that area to make sure the region can support the classes being scheduled so closely together.

- 7.7.5 Coordinators are not obliged to continue coordinating for an instructor for whom they have previously coordinated. They may also simultaneously coordinate for more than one instructor. There will be no exclusivity clauses permitted in any coordinator contracts.
- 7.7.6 While a coordinator may develop a good rapport with a particular instructor and naturally prefer coordinating for them, coordinators and local associations may not favor one instructor over another when it comes to promoting trainings in the geographic area. This means that if a potential student contacts a coordinator, it is the coordinator's responsibility to inform the student to look at the IBA's course listings to find the most convenient course to take.
- 7.7.7 If coordinators, local associations or instructors do not follow the spirit of this cooperative, non-territorial philosophy, then their relationship with the IBA may be terminated.
- 7.7.8 To coordinate advanced courses, the coordinator must have previously coordinated enough relevant entry-level courses to feed into advanced courses. For example, to coordinate for any advanced module, the coordinator must have coordinated enough Fundamentals courses; to coordinate Advanced Mindscape, they must have coordinated Mindscape courses. It is recommended, based on the number of advanced module students an instructor requests, that three times as many students have been taught the corresponding entry-level courses in that area. This will ensure there are enough eligible students available to attend the advanced module. There are two exceptions to this:
 - 7.7.8.1 First Exception: If a local coordinator who has coordinated enough entry-level courses (meeting the required minimum students as stated above) within the past two years wishes to pass the responsibility of coordinating upcoming advanced courses to another person, he/she may do so. The new coordinator however must also be willing to coordinate entry-level courses if they wish to continue coordinating advanced courses.
 - 7.7.8.2 Second Exception: The IBA recognizes that the instructor may want to utilize the person they feel has the best skills for coordinating their course without restrictions. In such cases, prior experience coordinating the entry-level courses is preferred but not mandatory; however, the coordinator is still expected to contribute in some way to entry-level courses, through referrals, marketing or coordinating entry-level courses in the future.

7.8 Setting Course Fees:

7.8.1 BodyTalk and Life Science Courses:

- 7.8.1.1 **Course Pricing:** The IBA does not dictate pricing. However, it is expected for Instructors to always act professionally and respectfully toward the pricing and practices of other Instructors who teach within a geographical region. To deter pricing competitions, we offer guidelines as detailed in Policy 10.5.

- 7.8.1.2 **Additional Taxes:** Whether additional taxes (such as VAT or GST) are included in the advertised fee or added on top of the advertised fee must be clearly indicated in all course listings and advertising.
- 7.8.1.3 **Payment of Local Taxes:** All instructors must pay the local taxes, such as the VAT in European countries. It is the visiting instructor's responsibility to investigate the legal requirements of each country in which they plan to teach. If an instructor is found to be negligent in paying these local taxes, he or she will lose their CBI status.
- 7.8.1.4 **Timeframe to Graduate Students:**

Instructors must submit the names and addresses of students taught along with the date and name of the course to the IBA within 15 days of completion of said course. This confirms the number of manuals used/sold and facilitates students in easily upgrading to membership status. These details must be entered on the IBA website in the appropriate area.
- 7.8.1.5 **BodyTalk Access:**
 - 7.8.1.5.1 **No Minimum Fees:** The IBA does not set a minimum or maximum charge for BodyTalk Access courses. Each Trainer is free to charge what they want for Access students: new or repeat.
 - 7.8.1.5.2 **Variable Fees:** It is appropriate for different fee amounts to be charged for different target markets even within the same country.
 - 7.8.1.5.3 **Access Trainers and Trainees Attending Access for Free:** Access Trainers and Trainer trainees can attend Access classes of other trainers at no charge (although they should expect to chip in for the cost of food, if any, and assist where needed). However, Trainers and Trainer trainees may not attend private BodyTalk Access events, which are for a specific target audience and are not an opportunity for training a new BAT.
 - 7.8.1.5.4 **Access Trainees Teaching with Consent of the Instructor:** An Access Trainee may present a portion of the Access class, with consent from the instructor, as part of their training. (This would need to be announced in the course schedule under details if this is a course open to the public.)

7.9 Course Hours:

Each course has a minimum number of teaching hours required. Instructors may increase these hours, if they so wish.

7.10 Handouts:

No personal handouts are permitted. Only official IBA handouts or any previously IBA published materials may be circulated.

7.11 Recording of Courses:

If the instructor agrees, students are permitted to tape lectures for their own learning purposes only. Students must sign the "Group Audio Recording Release Form" which

instructors can download from the instructor downloads section of the IBA website. This form contains all names of students in a particular class who have agreed to tape under the stated conditions.

7.12 Livestream Courses:

All livestreaming or broadcasting of IBA courses (live or recorded), in any format, must be agreed upon by IBA Management prior to posting or advertising a course in this manner. Instructors must make the request in writing to office@bodytalksystem.com.

7.13 PowerPoint Presentations:

Any changes/additions by Instructors to the official PowerPoint presentations for a course (once created) must be approved by IBA Management at review@bodytalksystem.com.

7.14 Course Evaluations:

Students have the right to evaluate each course that they take. Instructors will circulate an evaluation form to each student at the end of every class and keep them in their files for future reference.

7.14.1 **Offering Students Alternatives for Delivering Their Evaluations:** Instructors will offer students the alternative of mailing in their evaluation form to the IBA office directly if the students do not feel comfortable handing their form to the instructor.

7.14.2 **On-line Evaluations:** On-line evaluations are available and will be sent out after each course.

7.15 IBA Membership Promotion:

Instructors are required to promote the IBA and encourage students to join the IBA as a member. To aid this, the IBA may occasionally offer discount coupons for Instructors to share with students, may provide promotional materials for Instructors to show or pass out to students, or other incentives for Instructors.

7.16 Teaching in a Retreat Setting:

Submissions for teaching two or more courses at the same time in a retreat setting should be submitted to the IBA for approval (refer to Policy 7.7.4). At the discretion of the instructors hosting the retreat, students may be given an option to attend any or all of the courses held at the retreat. Non-IBA classes will not be advertised on the IBA website.

7.17 Awarding of Certificates:

Students are entitled to certificates of completion at the end of a course training even if they did not or could not fully participate in all of the activities in the class as long as they attended all hours.

7.17.1 If a student does not fully attend all hours of a course, he or she will need to attend another training by the same instructor (either fully or partially) to cover the material missed before being awarded the certificate of completion for that course or to receive CEU credits.

7.18 Student Missed Sections of a Course:

- 7.18.1 There is no extra cost to a student if he or she attends only that part of the course that he/she missed the first time. If the student is sitting through the entire second course, the instructor may request that the student pay the monitoring fee.
- 7.18.2 In the event a student completely withdraws from a course, it is up to the instructor if any refund is given, full or in part, because the instructor may have incurred expenses on behalf of the student: manuals, snacks, venue space, etc.
- 7.18.3 In the event a student is withdrawing from the course due to the actions of the coordinator, the instructor or a fellow student, a complaint should be filed as soon as possible with the instructor to remain clear on the details of the situation. Resolution of the complaint is left up to the instructor.
- 7.18.4 If a student is dissatisfied with any aspect of a course and communication with the instructor does not sufficiently resolve the complaint, the student is encouraged to fill out the Online Evaluation sent from the IBA via email following the course. The student may also file a formal complaint to the IBA by following the procedure outlined in Policy 1.1. Complaints must be submitted within 30 days of the course end date.

7.19 Manuals – Instructors, Trainers and Trainees:

- 7.19.1 **Ordering Manuals:** Instructors should order one manual for each new student in a course at minimum, and it is encouraged to order more manuals than expected for any given course to avoid needing the IBA to rush orders.
- 7.19.2 **Ordering Manuals on Time and Follow-Up:** Manuals must be ordered in time for the shipment to arrive in a timely manner for the class. The proper method of shipping must be chosen to allow for a timely arrival.
- 7.19.3 **Replacing Students' Manuals:** If an instructor has extra manuals on hand at a class (for which they've paid the IBA instructor price), they can sell it to a monitoring student for the current IBA replacement price for students. The instructor may apply to the IBA for a refund of the difference. The instructor would need to provide the IBA with the name of the student to whom the replacement was sold. Instructors who request a monitoring fee credit for manuals cannot charge the student full price for the manual. The intention is to offer the manual as a benefit to the student retaking the class (refer to Policy 3.12).
- 7.19.4 **Replacement of Manuals When New Editions Come Out**
 - 7.19.4.1 **Fundamentals Manuals:** ISBN numbers are to be cut out and mailed to the IBA with a replacement fee of \$15 per manual plus shipping. The manuals can also be donated to the IBF with a \$15 replacement fee plus shipping.
 - 7.19.4.2 **Advanced Manuals:** Cut out the ISBN from a maximum of three (3) of the old edition manuals and send to the IBA for full credit. For any number of manuals over the three, the replacement cost will be \$20 plus shipping and handling if the manuals are to be sent separate to another order. When you send in the ISBN numbers, you must let the IBA know if the replacements are to be sent right away or if you want us to include

them in your next order. If we are to include them in your next order, you will need to contact the IBA office when you place the order as they will have to manually apply the credit.

7.20 Instructor Discussion Forum:

All instructors and instructor trainees have access to the Instructor's Forum. All BodyTalk Access Trainers and Trainees have access to the BodyTalk Access Trainer Forum.

7.21 Members Discussion Forum Monitoring:

BodyTalk instructors and trainees are encouraged to volunteer to monitor the General Members and Access discussion forums, as well as any other forum they are qualified to monitor for one to two weeks during the year. Instructors and trainees are to notify the IBA Office at office@bodytalksystem.com of their interest in monitoring the forum. Once approved, they are to sign onto each forum they have been approved for at the beginning of their designated shift to announce that they are "on duty" and to respond to questions and make comments as required. It is up to the instructor monitoring the forum to alert the IBA if there is any concern that the IBA needs to address on the forum.

7.22 Newsletter Contributions:

Instructors and trainees of all levels and designations are to contribute articles and other items of interest to the newsletter as per the Instructor Agreements. Submissions can be made by emailing news@bodytalksystem.com.

7.23 CBI Reinstatement:

Requests for CBI reinstatement after voluntary sabbatical or forced suspension will be formally reviewed by the IBA Management Team. Each request will be evaluated on its own merits, with the possibility of needing to monitor a Senior Instructor's class or submitting retraining assignments prior to acceptance of reinstatement. There will be a fee if retraining assignments are involved, to be determined by the IBA Management Team or the Supervising Instructor and payable to the Supervising Instructor.

7.24 Submission of Meeting Items:

Instructors and trainees need to submit items ahead of time to the IBA Management Team for approval to be on the agenda of an Instructors Meeting before circulating them to other instructors. Submissions should be received at least one month prior to the scheduled meeting event.

7.25 Advertising of Courses:

7.25.1 The various IBA discussion forums may not be used for advertising any upcoming IBA sponsored courses or any other trainings or products. It is the instructor's responsibility to ensure that their coordinators also adhere to this policy.

7.25.2 Trainings for private groups of people (for example, an Access training for a specific corporation) are not to be advertised on the website.

7.25.3 Instructor trainees may not post their public presentations on the IBA website.

- 7.25.4 The registration page for courses is only to be used to advertise the IBA sponsored course that the student is registering for. No other offering of other courses nor extra bonus material that is not part of the course may be presented or promoted here.
- 7.25.5 Marketing of one's courses should not come across competitively with other instructors. It does not support the spirit of cooperation and collaboration.
- 7.25.6 Use of student or member information derived from the IBA database is to be used to market IBA course material only.
- 7.25.7 Marketing one's courses must be done in good taste to avoid gimmicky sales promotions. Truth in advertising must be adhered to.

7.26 Fees for Instructors Attending IBA Courses:

Refer to policy 10.5.5 to see the fees instructors pay for attending BodyTalk courses.

7.27 Instructor Reviews:

Instructors Subject to Review: Instructors are subject to review by the IBA, at any time, within any two-year period. Instructors must be willing and able to provide an audio or video record of each course they teach once in every two-year period. Only the lecture portion of the course should be recorded, not the practical. If this policy is not adhered to, the Instructor may have his or her teaching capabilities suspended or revoked.

7.28 Attendance at IBA Conferences:

Instructors are required to attend and Instructor Trainees are encouraged to attend the Instructor Meetings and conferences as scheduled by the IBA.

- 7.28.1 All instructor trainees accepted prior to the annual Instructor Conference are encouraged to attend.
- 7.28.2 It is acceptable to attend the online transmission of these events, so that in-person attendance is not required. If instructors are unable to view the events live, they must watch the recordings within a reasonable time period.
- 7.28.3 An instructor or instructor trainee with valid reasons for exemption to this policy must appeal to the IBA Management in writing.

7.29 Instructors Teaching in Foreign Countries:

All instructors must inform themselves as to the legalities of working in a country not their own. If work permits are required, they must be obtained; if local taxes need to be collected and paid to the local government, these rules must be followed. Any instructor found not adhering to the rules and regulations of the foreign country may be subject to the suspension or loss of their teaching credentials.

7.30 Information on Foreign Customs:

Any instructor traveling to a foreign country to conduct trainings is advised to research local customs that may affect their teaching. Any such information is to be posted on the Instructors' Discussion forum on the IBA website, thus sharing such information with other instructors who may wish to teach in that country.

7.31 Accepting Monitors into a Course:

- 7.31.1 Monitoring is a privilege, not a right. Instructors may refuse monitors for various legitimate reasons such as limited space in a class or the class being limited to a specific sub-group of the population.
- 7.31.2 Any restrictions applying to monitors must be publicly stated in the class details section of the course schedule on the IBA website.
- 7.31.3 In order to receive full CEU credit for attending a course as a monitor, the student must be present for the entire class.
- 7.31.4 Monitors are to direct other student's questions to the instructor rather than to give advice on the BodyTalk techniques unless they are CBPs with expressed consent from the instructor to assist in the class.

7.32 Using Assistants in Courses:

If an instructor wishes to use assistants in any course, the assistants must be CBPs and not student monitors attending the class. Any payments for services rendered are arranged between the instructor and the assistants. Assistants must be trained on the instructor's expectations about what is appropriate to do and say to students in class.

7.33 Contracts – Instructors and Trainees:

- 7.33.1 **Instructor and Trainee Contracts with the IBA:** All levels of Instructor (CBIs, MSIs, BATs, etc.) must be IBA members in good standing and sign a contract with the IBA upon instructor or trainee certification.
- 7.33.2 **Yearly Licensing Fees:** There are three tiered levels of licensing fees based upon the level of Instructorship combined with which courses the Instructor or Trainer is certified to teach.

Level 1: BAT \$100

If you are a BAT and only teach Access, the fee is \$100 annually.

Level 2: CBI/Life Science Instructor \$200

If you are a CBI and only teach BodyTalk Fundamentals **OR** if you are an Instructor of one Life Science course **OR** if you teach only one specialized course the fee is \$200 annually, which *includes* your licensing fees if you are also a BAT.

Level 3: Advanced or Specialized CBI \$450

If you teach BodyTalk Fundamentals plus ONE/OR MORE advanced BodyTalk Seminars, Specialized Courses or Life Science courses, the fee is \$450 annually.

- 7.33.2.1 An Instructor renews their membership and pays full licensing fees based on their instructor level for the first year they teach.
- 7.33.2.2 Throughout the membership year, as the instructor graduates students from the classes they teach, each new student graduated will earn them credits.
- 7.33.2.3 The credits system is as follows:
 - \$4 credit for every Access student graduated
 - \$8 for every Fundamentals/Life Science student graduated
 - \$10 for every advanced/specialized class student graduated

7.33.2.4 Credits accumulate throughout the year and are applied to the next year's licensing fee. If an Instructor graduates 25 Access students, they earn \$100 (25 x 4). If an instructor graduates 25 Fundamentals students, they earn \$200 (25 x 8) and so on.

7.33.2.5 If an Instructor teaches more than one seminar, they may use a combination of credits toward their licensing fee (i.e. a combination of Access and Fundamentals student graduates).

7.33.2.6 All credits will be capped after the full licensing fee has been reached. The more students an Instructor graduates, the less they pay; if an Instructor does not earn back enough credit to cover the full licensing fee, they still pay a reduced rate based on their total graduates throughout the year.

7.33.3 **Instructor Review Process:** All instructors are subject to the instructor review process and all senior instructors are responsible for reviewing the audio and video material submitted by instructors as outlined in the policies in section 7.26.

7.34 Free Tuition for Staff and Selected External Committee Members:

IBA staff, with the approval of the IBA office, as well as some external committee members selected by the IBA Management Team are allowed to attend any IBA class they are qualified to attend free of tuition charge, unless an extenuating circumstance, also approved by the IBA, makes it difficult for the instructor to accommodate that staff or committee member. The staff member should be expected to help in the class as needed and may be required to contribute payment for their snacks or meals provided, if asked by the instructor. The IBA will pay for the staff and committee members' manuals.

7.35 Course Cancellations:

It is the instructor's ultimate responsibility to ensure that their cancellation policy is clearly stated on the website under "Details." This policy should include a statement that there is a possibility of course cancellation due to low enrollment and that a decision to cancel will be made by a specific date.

7.36 Graduating Students:

Students are to be graduated within 15 days of the end of any course.

8.0 Policies Relating to Senior, Advanced and Advanced Senior Instructors

8.1 Selection of Senior Instructors:

8.1.1 Invitation from IBA Management and Founder:

8.1.1.1 The IBA Management and Founder invites the CBI to become a SrCBI, the MSI to become a SrMSI, and so forth.

8.1.1.2 For SrCBI, the applicant must qualify as an AdvCBP.

8.1.1.3 The instructor must upload a recording of the entire course for which they are being promoted to senior instructorship to a specified site for review. A reviewer will be assigned to carefully review the presentation for accuracy of content, mastery of the material and good teaching style and technique. The rest of the Review Committee may be asked to spot check the same video and report their impressions on the review forum.

8.1.1.4 The applicant will perform an oral review of the Advanced Senior and Senior Instructor Expectations; Training Guidelines, Processes, Forms and Agreements; and the Policies and Procedures with the IBA.

8.1.1.5 If accepted following the review steps outlined above, the IBA will designate the candidate as a senior instructor (with the appropriate title specific to the modality they teach).

8.1.1.6 Refer to the appropriate Instructor Financial Investment Schedule and Instructor Training Guidelines located in the Instructor Training area of the IBA website for the most recent application and licensing fees.

8.1.2 **SrCBIs Train CBIs:** Senior BodyTalk Instructors have the responsibility of training new BodyTalk Fundamentals instructors as well as Access Trainers according to IBA Training requirements.

8.1.3 **Senior Life Science Instructors Train Life Science Instructors:** Senior Life Science Instructors have the responsibility of training new instructors in their respective programs according to IBA Training requirements.

8.2 Selection of Advanced Senior Instructors:

8.2.1 The IBA Management and Founder invites the Senior BodyTalk Instructor to become Advanced Senior CBIs, authorized to train other CBIs for advanced courses based on need in a geographical area or in general.

8.2.2 The IBA Management and Founder invites Senior MindScape Instructors to become Advanced Senior MSIs, authorized to train other MSIs for advanced courses based on need in a geographical area or in general.

8.2.3 The SrCBI or SrMSI must upload a recording of the entire course for each advanced course they teach and will be training others to teach. A reviewer will be assigned to carefully review the presentation for accuracy of content, mastery of the material, good teaching style and technique. A member of IBA management, the Founder, and other AdvSrCBIs or AdvSrMSIs may be asked to spot check the same video and report their impressions to the IBA Management Team.

- 8.2.4 The SrCBI or SrMSI may be asked to perform an oral review of the Advanced Senior and Senior Instructor Expectations; Training Guidelines, Processes, Forms and Agreements; and the Policies and Procedures with the IBA.
- 8.2.5 Refer to the appropriate Instructor Financial Investment Schedule located in the Instructor Training area of the IBA website for the most recent application and licensing fees.
- 8.2.6 Advanced Senior BodyTalk Instructors are given the authority to teach the BodyTalk Advanced Integration course.

8.3 Training of Advanced CBIs:

- 8.3.1 **Prerequisites to Qualify as an Advanced CBI Trainee:**
 - 8.3.1.1 The IBA Management and Founder invites the CBI or Advanced CBI to train for specific advanced courses based on need in a specific geographical area or in general; upon acceptance of the invitation, the instructor will become an “applicant” for senior instructorship.
 - 8.3.1.2 The applicant must qualify as an Advanced CBP.
 - 8.3.1.3 The applicant must have brought approximately 100 members into the IBA.
 - 8.3.1.4 The applicant must have demonstrated significant participation in the IBA matrix including: articles for newsletters, regular contributions on the forums, leadership in local associations, coordinating events for the IBA, etc.
 - 8.3.1.5 The applicant must request their CBI Supervising Instructor (if still currently active) submit a letter of recommendation directly to the IBA for distribution to the Review Committee.
- 8.3.2 The AdvCBI Application Review Committee members will be asked to review potential Advanced CBI candidates on the forum, as they currently do for new CBI candidates. The AdvCBI Review Committee, along with the Founder and IBA management, will make the decision according to market needs.
- 8.3.3 If approved, the applicant will be trained according to IBA Training requirements.
- 8.3.4 Refer to the appropriate Instructor Financial Investment Schedule located in the Instructor Training area of the IBA website for the most recent application and licensing fees.

8.4 Training of Advanced MSIs:

- 8.4.1 **Prerequisites to Qualify as an Advanced MSI Trainee:**
 - 8.4.1.1 The IBA Management and Founder invites the MSI or Advanced MSI to train for specific advanced courses based on need in a specific geographical area or in general; upon acceptance of the invitation, the instructor will become an “applicant” for senior instructorship.

- 8.4.1.2 The applicant must have brought approximately 100 members into the IBA.
- 8.4.1.3 The applicant must have demonstrated significant participation in the IBA matrix including: articles for newsletters, regular contributions on the forums, leadership in local associations, coordinating events for the IBA, etc.
- 8.4.1.4 The applicant must request their MSI Supervising Instructor (if still currently active) submit a letter of recommendation directly to the IBA for distribution to the Review Committee.
- 8.4.2 The AdvMSI Application Review Committee members will be asked to review potential Advanced MSI candidates on the forum, as they currently do for new MSI candidates. The AdvMSI Review Committee, along with the Founder and IBA management, will make the decision according to market needs.
- 8.4.3 If approved, the applicant will be trained according to IBA Training requirements.
- 8.4.4 Refer to the appropriate Instructor Financial Investment Schedule located in the Instructor Training area of the IBA website for the most recent application and licensing fees.

8.5 Complaints Between Senior and Advanced Senior Instructors and/or their Trainees:

The first step in resolving conflict between Senior/Advanced Senior Instructors or between Senior/Advanced Senior Instructors and their trainees is for those involved to seek out a BreakThrough and/or BodyTalk session for themselves and/or attempt to resolve the situation using MindScape. If the complaint does not resolve using these techniques, then it is submitted in writing to the IBA Management Team as required (refer to Policy 1.3).

9.0 Policies Relating to the IBA, the IBA Office and Staff

9.1 Logos on Official Documents:

The staff will ensure that the appropriate logos will appear on all official documents released through the IBA office.

9.2 Conference Evaluations

Conference attendees have the right to evaluate and provide feedback regarding their experience of the biannual conferences to the office staff. The staff will ensure that an evaluation form or some other electronic mechanism is available to members attending the conferences for their feedback.

9.3 Contracts – IBA, the IBA Office and Staff:

9.3.1 **Instructor Contracts:** The IBA office will send out contracts for signature to newly certified instructors and trainers.

9.3.2 **Yearly Licensing Fees:**

9.3.2.1 The IBA office will monitor whether the yearly licensing fee commitment has been met as per Policy 7.32.

9.3.2.2 **Collecting of Yearly Licensing Fees:** Yearly licensing fees will be paid annually at the time of membership renewal.

9.3.2.3 **Non-Payment of Yearly Licensing Fees:** The IBA office will instigate an investigation into any circumstances around an instructor or trainer not paying the yearly licensing fee. The ultimate consequence of not paying the licensing fee is a revoking of all Instructor, Practitioner and Member privileges including access to the website, store and course listings.

9.3.3 **Trainee Contracts:** The IBA office will send out a contract for signature to a newly accepted trainee in a timely fashion.

9.4 Free Tuition for Staff and Selected External Committee Members:

IBA staff, with the approval of the IBA office, as well as some external committee members selected by the IBA Management Team are allowed to attend any IBA class they are qualified to attend free of tuition charge, unless an extenuating circumstance, also approved by the IBA, makes it difficult for the instructor to accommodate that staff or committee member. The staff member should be expected to help in the class as needed and may be required to contribute payment for their snacks or meals provided, if asked by the instructor. The IBA will pay for the staff and committee members' manuals.

9.5 Website Purchases and Payment Plans:

All products must be paid in full at the time of ordering. The IBA does not offer payment plans or delayed billing.

10.0 Appendices

In addition to the Code of Ethics and Professional Conduct found on the IBA website at <https://www.bodytalksystem.com/learn/IBA/Ethics/IBA-codeofethicsandprofessionalconduct.pdf>, the following also apply:

10.1 IBA Code of Ethics for Members:

As a member of the International BodyTalk Association, I hereby pledge to abide by the IBA Code of Ethics. In summary, this applies to:

Client Relationships

I shall endeavor to serve the best interests of my clients at all times and to provide the highest quality service possible.

I shall maintain clear and honest communications with my clients and shall keep client communications confidential at all times.

I shall provide my clients the opportunity to give their written consent for BodyTalk sessions and inform them that they have the right to withdraw or terminate their consent at any time, in accordance with local law.

Professionalism

I shall maintain the highest standards of professional conduct, providing services in an ethical and professional manner in relation to my clientele, the IBA, other health care professionals, and the general public.

I shall respect the rights of all practitioners and will cooperate with all health care professionals in a friendly and professional manner.

I shall refrain from the use of any mind-altering drugs, alcohol, or intoxicants prior to, or during, professional sessions.

I shall endeavor to the best of my ability and circumstance to continue my education in BodyTalk and stay abreast of the latest developments.

Scope of Practice/Appropriate Techniques

I shall not perform manipulations or adjustments of the human skeletal structure, diagnose, give a prognosis (expected outcome), prescribe, or provide any other service, procedure, or therapy which requires a license to practice, such as chiropractic, osteopathy, physical therapy, podiatry, orthopedics, psychotherapy, acupuncture, dermatology, cosmetology, homeopathy, working with herbs/ supplements, (flower) essences or any other profession or branch of medicine and healthcare unless specifically licensed to do so.

Image/Advertising Claims

I shall strive to project a professional image for myself, my business or place of employment, and the BodyTalk profession in general.

I shall actively participate in educating the public regarding the benefits of BodyTalk.

I shall practice honesty in advertising, promote my services ethically and in good taste, and practice and/or advertise only those techniques for which I have received adequate training and/or certification.

I shall not make false claims regarding the potential benefits of the techniques rendered, including claims of “cures,” healing of specific conditions, etc.

10.2 IBA Code of Ethics for Coordinators:

As a Coordinator for International BodyTalk Association seminars, I hereby pledge to abide by the IBA Code of Ethics for Coordinators as outlined below:

I shall maintain the highest standards of professional conduct, providing services in an ethical and professional manner in relation to my Instructor, other IBA Instructors and Members, the IBA and the general public.

I shall respect the rights of all IBA Instructors and Coordinators and will communicate with them in a friendly and professional manner.

I shall strive to project a professional image for myself, my business, and the BodyTalk and IBA Life Sciences professions in general.

I shall actively participate in educating the public regarding the benefits of the IBA coursework.

I shall practice honesty in advertising, promote my services ethically and in good taste, keeping in mind the wellbeing of the entire IBA matrix.

I shall follow, to the best of my ability, the guidelines listed in the IBA Policies and Procedures which pertain to Coordinators.

10.3 IBA Code of Ethics for Instructors:

As an Instructor/Trainer for International BodyTalk Association seminars, I hereby pledge to abide by the IBA Code of Ethics for Instructors as outlined below:

I shall abide by the IBA Code of Ethics for Members and Coordinators.

I shall maintain the highest standards of professional conduct and communication with the IBA, other IBA instructors, Members and the general public.

I shall endeavor to work in a spirit of cooperation with any local IBA matrix in an area in which I intend to teach as well as the IBA matrix as a whole.

I shall maintain the privacy and dignity of any student in my classes. I understand the nature of IBA coursework can reveal very private and sensitive issues in the sessions. If a sensitive issue arises that may be too personal in a class or during a demonstration, or practice session, I shall quietly ask the permission of the student before sharing the information as part of the learning session.

I shall stay abreast of any changes to the coursework that I teach, and I will strive to keep up with the latest IBA coursework.

I shall strive to incorporate the IBA's intention to promote Communication, Synchronization and Balance into my business as an IBA Instructor.

10.4 Guide to Practicing:

Practicing the techniques you have learned right away is essential, and we hope that the ethical practices and policies outlined in this document facilitate your unique path to full certification in a professional manner. If you are excited by this work, certification in a timely manner should be your goal. Those who don't value themselves and what they do enough to commit time to study, a one-time expense for the exam, the expense of yearly membership, and getting BodyTalk sessions to assist their own personal growth, rarely get the kind of results seen on a regular basis by those who do commit. Committing to mastering the material and joining the BodyTalk matrix at a professional level is a very rewarding experience and a priceless journey of personal growth.

10.5 BodyTalk and Life Sciences Course Pricing Standards:

Although BodyTalk and Life Science instructors act as licensees, it is important that we all represent the IBA in a uniform and consistent manner so the public's attention is focused on BodyTalk and the Life Sciences as highly valuable health care modalities and not on differences and competition between instructors. A key element of this is respecting a geographical area's typical fee structure and not undercutting local or other instructors through setting lower course prices than what has previously been offered in the region. Overt competition in the form of pricing wars is highly discouraged and detracts from the image of the IBA and the perceived value of BodyTalk. It is expected for Instructors to always act professionally and responsibly toward the pricing and practices of other Instructors who teach within a geographical region. This means investigating the typical fees in an area and respecting that as the minimum price. If you do not adhere to these standards, you will be contacted by the IBA Management team and your intentions and dedication to the IBA and to teaching will be questioned.

With this in mind, what follows are the standards regarding IBA course pricing.

10.5.1 Pricing:

The IBA does not dictate pricing. However, to deter pricing competitions, we offer guidelines. We recommend courses are priced between \$50 to \$250 per day (not including manual or royalty fees) based on content and region, with the more advanced courses priced slightly higher.

10.5.2 Allowable Discounts:

10.5.2.1 **Early Registration Discount:** If you wish, you may offer an early registration discount to encourage advance course registrations. Such discounts should not undercut local instructors' early registration rates if they are offered.

10.5.2.2 **Student Discount:** You may offer a discount to students in a professional health care training program. Such discounts should not undercut similar discounts local instructors might offer.

10.5.2.3 We recommend you do not combine discounts.

10.5.3 Referral Credits and Incentives:

10.5.3.1 It is smart business to recognize students who have referred others to your classes. You may do so in the form of gifts, such as a free books, posters or videos. Or you may decide to give a free or discounted BodyTalk session. You may also decide on other gifts of your choosing.

10.5.3.2 You may not offer a discounted price on a course in exchange for referrals. This includes not giving discounts or referral credits towards future course, such as the Integration course or other advanced courses. Referral recognition should be in the form of a gift of appreciation and not a customer loyalty program that directly influences future course attendance decisions in a monetary fashion.

10.5.4 Guarantees

Money-back guarantees are prohibited in your advertising. You may include testimonials about your seminar but advertising a money-back guarantee for a service you cannot take back accentuates competition with other instructors putting pressure on them to offer the same guarantee. This is an unfair competitive practice that relates to minimum pricing—undercutting other instructors to get students. It also devalues the image of BodyTalk.

10.5.5 Course Pricing for IBA Instructors

The following pricing policies are accepted as the current policies of the IBA regarding instructors and instructor trainees attending BodyTalk courses:

10.5.5.1 Senior Instructors

BodyTalk Access	Free
Courses BodyTalk Fundamentals, Principles of Consciousness, Bio-Dynamics, Macrocosmic-BodyMind, Matrix Dynamics	Free
PU 1 Practical	Half Price
Other Instructors' BT Fundamentals Integration	Monitoring Fee
Other Instructors' Special Courses	Half Price (e.g. Mod 5, Orthopaedic Evaluation, Family Constellations, Eastern Medicine)

Other IBA Special Courses	Half Price (e.g. BodyTalk for Animals, BodyTalk for Plants, BreakThrough, MindScape, FreeFall)
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New Courses Offered by John Veltheim	Half Price
Members Conference	Half Price
Instructors Conference	Free
Membership	Full Fee

10.5.5.2 Instructors (CBIs) and Instructor Trainees

BodyTalk Access	Free
Courses BodyTalk Fundamentals, Principles of Consciousness, Bio-Dynamics, Macrocosmic-BodyMind, Matrix Dynamics	Free
PU 1 Practical	Full Price (monitoring fee for additional times)
Other Instructors' BT Fundamentals Integration	Monitoring Fee
Other Instructors' Special Courses	Full Price (monitoring fee for additional times) (e.g. Mod 5, Orthopaedic Evaluation, Family Constellations, Eastern Medicine)

Other IBA Special Courses	Full Price (monitoring fee for additional times) (e.g. BodyTalk for Animals, BodyTalk for Plants, BreakThrough, MindScape, FreeFall)
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New Courses Offered by John Veltheim	Full Price (monitoring fee for additional times)
Members Conference	Full Price
Instructors Conference	Free
Membership	Full Fee

10.5.5.3 Non-BodyTalk Instructors (MindScape, BreakThrough, FreeFall) and Instructor Trainees

All BodyTalk Courses	Full Price (monitoring fee for additional times)
All courses in their discipline	Free (unless otherwise noted)

Members Conference	Full Price
Instructors Conference	Free

10.5.5.4 BodyTalk Access Trainers and Trainees

BodyTalk Access	Free
All other BodyTalk courses	Full Price (monitoring fee for additional times)
Members Conference	Full Price
Instructors Conference	Free