

## **EuroTAB procedure for Training Accreditation**

### **Introduction:**

The following is a detailed description of the procedure carried out by the EuroTAB to ensure that TAB accredited Feldenkrais trainings adhere to the policy **Training Accreditation Guidelines** (short: TAGs) as listed in the website of the EuroTAB. For simplification purposes, the document is divided into two parts: the first describes the procedure carried out before the training commences and the second deals with the follow up procedure of a training once it has commenced.

### **Office Materials:**

- CHECKLIST (simplifies follow-up of procedure)
- GUIDELINES: The 'TAGs' (to be found on [www.eurotab.org](http://www.eurotab.org)).
- Sample approval letter.
- Database for data storage and generating list of trainings for website.

### **Part 1: Before training has commenced**

- Refer organizer to TAG's and add any helpful information before application is submitted.
- Confirm receipt of the application to applicant
- Ascertain that application fee has been forwarded to ETC (450 Euro at this point).
- Ascertain that the "Declaration of Obligation" is signed by the organizer and submitted (by post, fax, or scanned in and emailed).
- Check that national association letter has been received.
- Examination of checklist: When materials are missing the organizer is approached by the office with request for completion.
- Once additional materials have been received, all materials are collected in a clear way for future reference and checklist is updated.
- A new training program may not be approved from an organizer that has outstanding fees or compliance information.
- Submit all materials for EuroTAB board review.
- Suggest motion for approval or have board members propose such motion.

- Schedule EuroTAB for vote.

After positive vote:

- Inform organizer of ETAB approval.
- A formal approval letter is posted to organizer.
- Details of the training including schedule are entered into 'database'
- EuroTAB website is then updated.
- Final check of office computer files is done for future reference.
- The accredited training program is announced to all European associations.

**Part 2: After training has commenced: Running training program, yearly procedure:**

- Once the training has been running for one or two segments office requests start compliance information on the program. This request provides information on whether the program is actually running, whether it commenced according to planned date. EuroTAB is then informed of any deviations from plan and provided with updated information including the amount of students.
- EuroTAB office makes sure website has correct information on schedules of trainings. Therefore information on deviations from original plans has to be forwarded to ETAB office.
- Once the training has completed a year of training, the organizers are requested by the office to submit compliance forms (request example of form for the kind of information that is requested). The office then goes over the files and makes sure the information is complete and clear.
- Based on the compliance information the yearly compliance fee is calculated, and all data are entered into data base.
- The invoice is sent to organizer and payment is monitored.
- A training maintains its full accreditation only once compliance fee is paid and written compliance information is complete.

- Once the training program has been completed the office makes sure to receive a final list of graduated students and of those who still have make up days to complete. Files are updated with personal information of graduates such as birthdates and addresses.

**Please refer to additional materials (can be provided on demand):**

- Excel TRAINEE SHEET (with codes)
- COMPLIANCE FORM