



**The Rubenfeld
Synergy Method®**

A dynamic system for the integration of body, mind emotions, and spirit ®

STANDARDS OF PRACTICE AND ETHICAL PRINCIPLES FOR CERTIFIED RUBENFELD SYNERGISTS (CRS)

1. Introduction

The Rubenfeld Synergy Method® (RSM), developed by Ilana Rubenfeld, is a dynamic system for the integration of body, mind, movement, emotions, and spirit. Human transformation, learning, and self-care can occur through this process. The method is designed to support the client through the use of concurrent synergistic dialogue and gentle, listening, intentional touch and movement.

The Rubenfeld Synergy Method employs materials and procedures developed by Ilana Rubenfeld and any persons or entities approved by her or her assignee to provide any training in the Method. Ilana Rubenfeld is the proprietary owner of the registered trademarked name, logo, and tag line, and of all educational training methodologies and materials produced by Ilana Rubenfeld or her assignee.

These Standards of Practice, combined with the underlying Ethical Principles, provide fundamental guidelines describing quality of care for the profession of Rubenfeld Synergy. The Ethical Principles define the moral responsibilities of the Certified Rubenfeld Synergist. Together these documents provide the foundational core values accepted by professionals certified to use the Rubenfeld Synergy Method.

All Certified Rubenfeld Synergists accept and are required to adhere to the Standards of Practice and Ethical Principles. Because each Certified Rubenfeld Synergist is an integral part of the Rubenfeld Synergy profession, individual adherence to the Standards of Practice and Ethical Principles impacts on all members of this profession. These Standards of Practice and Ethical Principles are accepted and upheld by individual Certified Rubenfeld Synergists qualified to use the Rubenfeld Synergy Method or any derivation of the method and Professional Associations licensed by Ilana Rubenfeld or her assignee.

2. Scope of Practice

The Rubenfeld Synergy Method responds to the needs of a client using gentle intentional touch, movement, imagery, metaphor, active listening, and verbal interchange. This process heightens one's awareness so that conscious choices can be made to facilitate healing and personal development.

3. Purposes of the Standards of Practice

The purposes of the Rubenfeld Synergy Method Standards of Practice are as follows:

- 3.1. To provide a guide to Certified Rubenfeld Synergists to ensure that the public is protected and that a professional quality of service is provided.
- 3.2. To support and preserve the basic rights of the client and of Certified Rubenfeld Synergists.

- 3.3. To maintain and provide a common base for and interpretation of the professional practice of the Rubenfeld Synergy Method.
- 3.4. To enhance the unity of the Rubenfeld Synergy Method profession.
- 3.5. To provide direction to Certified Rubenfeld Synergists for conducting research.
- 3.6. To describe certification and provide for certification maintenance for Certified Rubenfeld Synergists.

4. Purpose of the Ethical Principles

The Ethical Principles are intended to obligate Certified Rubenfeld Synergists to high moral conduct and to inform the public about the values associated with the Rubenfeld Synergy Method. Acceptance of these values serves to protect the public and to describe the boundaries of acceptable professional practices for Certified Rubenfeld Synergists.

5. Standards of Practice (*in italics*) and Ethical Principles

Certified Rubenfeld Synergists are accountable to themselves, their clients, and their colleagues for ensuring that their conduct adheres to the highest standards of professional practices in the helping professions.

5.1. Responsibility to Clients

Certified Rubenfeld Synergists recognize that their primary responsibility is to their clients, and they practice only within the limits of their competence. They establish and maintain boundaries in their relationships with clients in a manner that supports clients' healing and well-being. Contact with clients is professionally appropriate, clearly defined, and with informed consent. Clients' rights to dignity, emotional and physical safety, and confidentiality are the guiding principles for the professional decisions and actions of the Certified Rubenfeld Synergist. The client is supported in the open sharing of deeply held thoughts, feelings, beliefs, body-awareness, and self-expression. Certified Rubenfeld Synergists agree to participate in and abide by the Ethical Principles Complaints procedure (see Appendix A) and decisions of the Board of Administration of Standards, Ethics, and Certification Maintenance (BASEC).

- 5.1.1. Certified Rubenfeld Synergists serve their clients with maximum application of their professional skills and competence.
- 5.1.2. Certified Rubenfeld Synergists recognize and support their clients' informed self-determination. They see their role as facilitators in their clients' healing and growth.
- 5.1.3. Certified Rubenfeld Synergists maintain appropriate boundaries with clients. Synergists seek to avoid dual relationships with clients, which occur when Synergists interact with a client in more than one role. In instances when dual relationships are unavoidable, Synergists protect clients from exploitation and are responsible for setting clear, appropriate, and sensitive boundaries.
- 5.1.4. Dual relationships with former clients interfere with the client's access to services in the future. Such dual relationships also carry the potential for exploitation. Certified Rubenfeld Synergists, who are responsible for establishing and maintaining boundaries in dual relationships, are therefore discouraged from entering into dual relationships, such as personal, social, or business, with former clients. During the transition that a trainee in the RSM Professional Certification Training makes to a collegial relationship with other Certified Rubenfeld Synergists, sensitivity to dual relationships is considered.
- 5.1.5. Certified Rubenfeld Synergists do not misuse relationships with clients for personal advantage or gain. Certified Rubenfeld Synergists are strongly discouraged from bartering Rubenfeld Synergy sessions in exchange for goods and/or services of others. Bartering places Certified Rubenfeld Synergists into a

dual relationship with the client.

- 5.1.6. Certified Rubenfeld Synergists are prohibited from engaging in sexual intimacies with current clients and/or individuals under their current mentorship. Certified Rubenfeld Synergists do not accept as clients persons with whom they have engaged in sexual intimacies. Certified Rubenfeld Synergists refrain from sexual relationships with former clients.
- 5.1.7. Certified Rubenfeld Synergists work only with clients who are clothed.
- 5.1.8. Certified Rubenfeld Synergists are skilled in using a continuum of touch ranging from no touch to intentional touch and movement. Certified Rubenfeld Synergists inform their clients that the client may request that touch be suspended or that a session be stopped for any reason at any time. Certified Rubenfeld Synergists do not touch genitalia.
- 5.1.9. Certified Rubenfeld Synergists provide clients with accurate and complete information regarding the extent and nature of the service they will provide, such as session length, fees, and cancellation policies. Prior to beginning RSM sessions with a client, Certified Rubenfeld Synergists provide an "Informed Consent for RSM Sessions" (see Appendix D).
- 5.1.10. Certified Rubenfeld Synergists respect the privacy of clients and hold in confidence all information obtained in the course of professional services. They advise their clients at the start of their work together of exceptions to privileges of confidentiality and any legal or professional mandate to report abuse or threat of danger.
- 5.1.11. In the event that release of information about a client is requested by a third party, Certified Rubenfeld Synergists, at the minimum, discuss this request with their client and have the client sign a written Consent for Release of Information prior to any release of information.
- 5.1.12. During the course of working with a client, Certified Rubenfeld Synergists seek consultation with mentors and knowledgeable professionals when such consultation is needed. When consulting with these mentors or professionals, Certified Rubenfeld Synergists (a) do not share confidential information that could reasonably lead to the identification of the client and (b) share information only to the extent necessary to achieve the intent of the consultation.
- 5.1.13. Certified Rubenfeld Synergists seek to educate themselves or refer clients to other professionals when a client's work involves issues for which an individual Synergist has insufficient experience or training.
- 5.1.14. Certified Rubenfeld Synergists obtain written permission from clients prior to observation by any other person or by electronic taping, recording, or filming procedures.
- 5.1.15. Certified Rubenfeld Synergists maintain appropriate confidentiality in creating, storing, accessing, transferring, and disposing of client records.
- 5.1.16. Certified Rubenfeld Synergists do not solicit testimonials from current clients.
- 5.1.17. Certified Rubenfeld Synergists do not provide remuneration in any form to clients for client referral.
- 5.1.18. Certified Rubenfeld Synergists discuss with their clients ending their services when, in their professional judgment, such services no longer serve their clients' needs. Certified Rubenfeld Synergists provide appropriate and adequate time for completion and closure, recognizing that the ending of services is a distinct phase of their work together.
- 5.1.19. Certified Rubenfeld Synergists, who anticipate interruption or ending of their services to clients, notify clients promptly. They assist clients by appropriate referrals or transfers to other professionals who are best suited

to the clients' situations.

- 5.1.20. Certified Rubenfeld Synergists are thoroughly familiar with their professional Standards of Practice and Ethical Principles and seek advice on ethical behavior whenever necessary from a member of the Ethics Committee of BASEC. Lack of awareness or misunderstanding is not in itself a defense to a charge of unethical conduct.
- 5.1.21. Certified Rubenfeld Synergists inform clients of the availability of the Standards of Practice and Ethical Principles.

5.2. Responsibility to Colleagues

Certified Rubenfeld Synergists are responsible for dealing respectfully with professional colleagues. If unprofessional behavior of a colleague comes to their attention, they follow the procedures articulated in the Ethical Principles Complaints Procedures. They encourage public awareness and trust of the Rubenfeld Synergy Method and its standards in their professional practice and by their personal example.

- 5.2.1. Certified Rubenfeld Synergists do not defame colleagues or their professional reputations.
- 5.2.2. In deciding whether to offer or provide Rubenfeld Synergy services to those already receiving professional services elsewhere, Certified Rubenfeld Synergists carefully consider the potential client's welfare and the context of the presenting issues. The Synergist discusses these issues with the client and, when appropriate, consults with the other service providers, after obtaining from the client an appropriate Consent for Release of Information.
- 5.2.3. A Certified Rubenfeld Synergist who observes or learns of the unprofessional behavior of another Synergist or who has a disagreement with or complaint about another Synergist, when appropriate, speaks about his/her concern directly to the Synergist involved. If the matter is not resolved, consultation with a supervisor or peer is recommended. If the matter remains unresolved, the Synergist who learns of unprofessional behavior has a duty to follow the Ethical Principles Complaints Procedures outlined in Appendix A, including informing the Ethics Committee Chair of BASEC of the behavior in question.
- 5.2.4. Certified Rubenfeld Synergists respect the professional relationship of Rubenfeld Synergy colleagues with their clients. They do not solicit other Synergists' clients.
- 5.2.5. Before beginning a client-Synergist relationship, Certified Rubenfeld Synergists confirm that a new client has completed his/her work with another Synergist.
- 5.2.6. Certified Rubenfeld Synergists do not accept or tender payments for referrals.
- 5.2.7. Certified Rubenfeld Synergists refrain from sexual relationships with former mentorees for a period of at least three years following the end of the mentoring relationship. The Certified Rubenfeld Synergist who engages in such a relationship with a former mentoree after three years will be sensitive to the complexities of dual relationships.

5.3. Responsibility to the Profession

Certified Rubenfeld Synergists conduct themselves in a manner that reflects honorably on their profession. They take responsibility for seeking and pursuing opportunities for their professional development. They seek to inform themselves about government regulations that relate to the practice of Rubenfeld Synergy. In the event of an investigation of a complaint, Certified Rubenfeld Synergists follow the protocol for grievance procedures, keeping foremost the best interests and protection of their clients, and seek professional and legal advice before taking any action.

- 5.3.1. Certified Rubenfeld Synergists uphold and advance the values, ethics, and knowledge of their profession.
- 5.3.2. Certified Rubenfeld Synergists seek collegial opportunities for interaction and support. They seek interdisciplinary exchange with members of like-minded and complementary professions.
- 5.3.3. Certified Rubenfeld Synergists take responsibility for developing and fully utilizing their knowledge of Rubenfeld Synergy and fully develop and utilize their personal style for its use in their professional practice. They are encouraged to share their knowledge with the professional community and to participate in increasing the available body of knowledge.
- 5.3.4. Certified Rubenfeld Synergists maintain liability insurance that is adequate and appropriate to their needs.
- 5.3.5. Certified Rubenfeld Synergists do not engage in exploitive relationships with individuals over whom they have mentoring, evaluative, or instructional control or authority.
- 5.3.6. Certified Rubenfeld Synergists claim or imply only professional credentials possessed and correct any known misrepresentations of their credentials by others.
- 5.3.7. Certified Rubenfeld Synergists shall immediately notify the Ethics Committee of BASEC and Ilana Rubenfeld or her assignee of (a) any disciplinary action filed against them by any professional regulating board or (b) any loss of professional liability insurance.

5.4. Responsibility to the Broader Society

Certified Rubenfeld Synergists take responsibility for representing their profession to the public and distinguishing it from other professions. They accurately describe their education, training, and experience relevant to their practice of Rubenfeld Synergy.

- 5.4.1. When Certified Rubenfeld Synergists present and advertise themselves in print and/or other media, they convey accurate information to the public about their professional services and credentials. Such information includes at least one of the following as space permits: Rubenfeld Synergy Method® Certification(s) (see Appendix B); The Rubenfeld Synergy Method logo and tag line, used in accordance with guidelines established by Ilana Rubenfeld.
- 5.4.2. Certified Rubenfeld Synergists do not use the trademarks and copyright materials belonging to Ilana Rubenfeld (or her assignee) without permission.
- 5.4.3. Certified Rubenfeld Synergists advance the awareness and trust of the public in the Rubenfeld Synergy Method and its professional Standards of Practice by their personal example.
- 5.4.4. Certified Rubenfeld Synergists are encouraged to contribute some of their professional services to the broader society with little or no financial gain or personal advantage.
- 5.4.5. Certified Rubenfeld Synergists promote the general welfare of society by respectful and sensitive conduct in the practice of the Rubenfeld Synergy Method and adherence to the Standards of Practice and Ethical Principles.
- 5.4.6. Certified Rubenfeld Synergists are non-discriminatory regarding race, gender, religion, national origin, or sexual orientation in providing professional services.

5.5. Responsibility to Research Subjects

Certified Rubenfeld Synergists conducting research respect the individuality and safeguard the welfare of research participants. They follow professional research standards and federal and other governmental laws that govern the conduct of research.

- 5.5.1. Researchers respect participants' freedom to decline participation in or to withdraw from a research study at any time. Investigators or other members of the research team, who are in positions of authority or influence over participants, ensure this freedom of choice. Researchers avoid dual relationships with research participants, which could impair professional judgment or increase the risk of exploitation.
- 5.5.2. All information obtained about a research participant during the course of the data collection phase of the research study is confidential unless there is a specific waiver obtained in writing.
- 5.5.3. Ethical implications must be considered in planning acceptable research studies. If there is any possibility that research participants may be compromised by participation in research, investigators seek the ethical advice of qualified professionals not directly involved in the research and observe safeguards to protect the rights of research participants.
- 5.5.4. All research participants must affirm their consent to participate in the research study by signing a Research Consent Form, which fully informs them of all aspects of the research that might reasonably be expected to influence willingness to participate. If the participant is a minor or has an official guardian, the legally responsible party must approve participation by signing the research consent form to participate.

6. Noncompliance with the Standards of Practice and Ethical Principles

Noncompliance with the Standards of Practice and Ethical Principles (see Appendix A) is the basis for one or more of the following:

- Recommendation of discipline by BASEC;
- Revocation of a Certified Rubenfeld Synergist's Certification by Ilana Rubenfeld or her assignee;
- Disciplinary action by BASEC.

7. Certification

Several categories of certification have been established and awarded by Ilana Rubenfeld (or her assignee), as the sole owner of the proprietary information, registered trademarks, logo, and tag lines, and copyrighted materials related to the Rubenfeld Synergy Method®, including those used in the RSM Professional Certification Training. Categories of Certification (Appendix B) are under the jurisdiction of Ilana Rubenfeld or her assignee.

7.1. Maintenance of Certification

- 7.1.1. Certified Rubenfeld Synergists who are certified prior to 2000 are not required to engage in mentoring, continuing education, and RSM Graduate Training in order to maintain certification. Voluntary participation is strongly recommended.
- 7.1.2. Certified Rubenfeld Synergists who are certified in 2000 or later maintain certification by completing the requirements of mentoring, continuing education, and RSM Graduate Training every three years.
- 7.1.3. Certified Rubenfeld Synergists who are certified in 2000 or later are responsible for maintaining personal

records of mentoring, continuing education, and RSM Graduate Training for presentation to BASEC as necessary.

7.1.4. Certified Rubenfeld Synergists are required to sign the Standards of Practice and Ethical Principles with the renewal of their membership as an indication of their agreement to adhere to these standards.

7.2. Board of Administration of Standards, Ethics, and Certification Maintenance (BASEC)

BASEC is responsible for monitoring and overseeing the Rubenfeld Synergy profession through three areas of responsibility: 1) Certification Maintenance; 2) Professional Practice; and 3) Ethical Principles Complaints. (See Appendix C.)

8. Description of Practice

Embodied in the practice of Rubenfeld Synergy are the provision, facilitation, and promotion of the best possible professional services using RSM Protocols and Techniques. The practice includes response to the needs of the client while maintaining one's own self care in a way that fosters trust, respect, cooperation, and personal growth. The Rubenfeld Synergy Method does not employ the following practices: diagnosis, treatment, promise of a cure, and imposed interpretation of client's behavior or feelings. The practice characteristics differ from body therapy modalities that use massage, oils, aromas, specific manipulations, heat, electrical machinery, and/or cold compresses.

- 8.1. The practice of Rubenfeld Synergy includes explaining the possible benefits of the Rubenfeld Synergy Method to potential clients and to the public. These include heightened client awareness, movement to deeper levels of self-knowledge and self-acceptance, greater self esteem, movement from habit to choice, support for openness to new experiences for growth and learning, increased ease of body movement, support for congruence between the client's body/somatic state and expressed thought, self-understanding and self-empowerment, and increased body-mind-emotion awareness and acceptance.
- 8.2. The practice of Rubenfeld Synergy includes an explanation to potential clients and the public of the major Protocols and Techniques of the Rubenfeld Synergy Method. These include and are not limited to Intentional Touch, Body-Mind Exercises, Somatic Skills and Movements, Verbal Interaction Skills, and Imagery.
- 8.3. The practice of Rubenfeld Synergy includes an explanation by a Rubenfeld Synergist to clients and potential clients of the nature of RSM, distinguishing RSM from other modalities that the Synergist may employ. The appropriateness of RSM for achieving the client's goals is also discussed.

9. Process for Amendment

This document will be reviewed and updated by BASEC. (See Appendix C.)

GLOSSARY

BASEC - The Board of Administration of Standards, Ethics, and Certification Maintenance.

Body-Mind Exercises - verbally directed exercises guiding body-mind awareness to increase one's flexibility and one's attention to breathing patterns.

Certified RSM Mentor- is a Certified Rubenfeld Synergist (CRS) who has completed the Teaching Intern Training Program and has met the criteria of clinical RSM experience required by the Mentor's Steering Committee. An RSM Mentor is an experienced advisor and supporter who watches over and fosters the progress of other CRS. Their role is to expand and deepen the graduates' (CRS) professional knowledge and abilities of CRS and to enhance their skills as a Synergist. (See Appendix C for all classifications of CRS).

Client - a person who receives the services of a Rubenfeld Synergist.

Competence - the ability to integrate the professional attributes required to perform in a given role, situation and practice setting. Professional attributes include but are not limited to knowledge, skill, judgment, attitude, values, and beliefs.

Continuing Education – instruction and experiences that expand and deepen one's professional knowledge and practice of Rubenfeld Synergy following certification.

Council of Master Synergists - Certified Rubenfeld Synergists who have been invited by Ilana Rubenfeld or her assignee to join this council based on their service as faculty members and/or workshop leaders.

Dual Relationship - interaction with a client in more than one role.

Inactive Status- Certified Rubenfeld Synergist

A Certified Rubenfeld Synergist, certified prior to 2000, may elect at the time of certification renewal to apply for Inactive Status by filing an application with BASEC requesting inactive status and paying a fee of \$20.00.

A Certified Rubenfeld Synergist may apply for renewal of Inactive Status for a second year by paying a fee of \$20.00.

A Certified Rubenfeld Synergist may remain in the inactive status category for a period of less than but not more than two consecutive years and may return to active status without forfeiting the rights and privileges designated for all Rubenfeld Synergists certified prior to 2000; namely not being required to engage in mentoring, continuing education, and RSM graduate training. Rubenfeld Synergists certified in or after 2000, in returning to active status, must resume meeting certification maintenance requirements.

To be eligible for Inactive Status, a Certified Rubenfeld Synergist must describe in an application form the reasons for requesting inactive status. Hardship situations inclusive but not exclusive of financial problems, health crisis and relocation will be considered by BASEC. An applicant must request Inactive Status in good faith and include in the application hopes and future plans for the practice of RSM

Intentional Touch/Movements - purposeful touch and movements used by the Rubenfeld Synergist.

Non-practicing Synergist- A Non-practicing Synergist status may be chosen by a person who has been certified as a Rubenfeld Synergist and who is not practicing and does not intend to practice in the near future. The RSM BASEC Inc. fee for this status is \$20/year rather than \$60/year for active status. The non-practicing status allows for the option to return to Active status if one chooses to. In order to return to Active Status one must send a Letter of Intent to the Certification Maintenance Committee of RSM BASEC, Inc. and complete a refresher course approved by RCI.

Retired Status- Retired status is available to all CRS who are 65 years or older, are no longer practicing RSM, nor receiving any remuneration for teaching or Mentoring. They will not be required to pay the RSM BASEC fee. They will only need to re-sign the SOP when substantive changes are made to the document.

RSM Graduate Training- courses approved by Ilana Rubinfeld and the Master Synergist's Committee for graduates of the Rubinfeld Synergy Professional Training Program and taught by approved faculty.

Rubinfeld Synergy Method® Professional Certification Training – a multi-year training program led by Ilana Rubinfeld, (or assignee), faculty, and teaching interns.

Somatic Skills and Movements - explicit movements by the Rubinfeld Synergist working with specific parts of the client's body.

Standard - an authoritative statement that sets out the legal and professional basis of a professional practice.

Teaching Internship Program - a post-graduate training program for qualified Certified Rubinfeld Synergists.

Verbal Interaction Skills - Translating somatic observations into verbal concepts in the context of the session. Recognizing the body as a metaphor and embodiment of the emotional, physical, and spiritual history of the person's life.

**APPENDIX B
CATEGORIES OF CERTIFICATION FOR THE RUBENFELD SYNERGY METHOD**

1. Certified Practitioner of Rubenfeld Synergy and Certified Rubenfeld Synergist (CRS®)

Certified Rubenfeld Synergist designates a person who has met the requirements of the Rubenfeld Synergy Method® Professional Certification Training and has not had his/her certification revoked. Several conditions determine whether they are authorized to use the trademark CRS®.

- 1.1. All Certified Practitioners of Rubenfeld Synergy who graduated from the RSM Professional Certification Training prior to 2000 and whose certification has not been revoked are grandfathered to be certified in perpetuity without further requirements. Nevertheless, RSM graduate training, continuing education, and ongoing mentoring are strongly recommended for this group.
- 1.2. All Certified Practitioners of Rubenfeld Synergy who were certified prior to 2000, who have not had their certification revoked, who sign the Standards of Practice and Ethical Standards document, who forward the signed Standards of Practice and Ethical Standards document to the Chair of BASEC by September 30, 2000, and who pay their annual BASEC fee may use the designation of CRS® in perpetuity without further requirements. If the document is not signed and forwarded by this date, the right to use the CRS® trademark and the designation Certified Rubenfeld Synergist can be attained only by adhering to certification maintenance requirements. BASEC is authorized to extend the date on an individual basis.
- 1.3. All Certified Rubenfeld Synergists who graduate from RSM Professional Certification Training in 2000 and thereafter may use the designation of Certified Rubenfeld Synergist and the trademark CRS® for three years after certification (terminating at the end of the calendar year in which the third anniversary of certification completion occurs). Certified Rubenfeld Synergists will pay their annual BASEC fee as described in Appendix C. After the three years and every three years thereafter, he/she will be eligible for renewal of Certified Rubenfeld Synergist and CRS® designations, provided he/she has satisfied any certification maintenance requirements of mentoring, continuing education, and RSM graduate training, and paid the annual BASEC fee.

2. Certified Rubenfeld Synergist-Teaching Intern (CRS-TI)

A CRS-TI designates a Certified Rubenfeld Synergist who is either participating in or has successfully completed the Teaching Intern program (including the Post Graduate Training or Apprenticeship Training) of the Rubenfeld Synergy Method® Professional Certification Training program. A CRS-TI who for any reason does not successfully complete this post-graduate program within one year of the graduation date may not continue to use this designation.

3. Certified Rubenfeld Synergist-Faculty (CRS-Faculty)

A CRS-Faculty designates a Certified Rubenfeld Synergist who has completed the Teaching Intern post graduate training program and is presently or has been a faculty member for the full term of at least one Rubenfeld Synergy Method® Professional Certification Training program. Faculty are appointed by Ilana Rubenfeld or her assignee.

4. Certified Rubenfeld Synergist - Mentor (CRS- Mentor)

A CRS Mentor designates a Certified Rubenfeld Synergist who has completed the Teaching Intern Training program, has met the requirements for becoming a Rubenfeld Synergy Mentor, and has been accepted as such by the Rubenfeld Synergy Mentor Committee designated by Ilana Rubenfeld or her assignee.

5. Certified Rubenfeld Synergist Workshop Leader (CRS-WL)

A CRS-WL designates a Certified Rubenfeld Synergist who has completed the Workshop Leadership Training program or who is a CRS - Master. The CRS-WL is licensed to use the trademarked titles for and lead the Rubenfeld Synergy Method® workshops.

6. Certified Rubenfeld Synergist-Master Synergist (CRS-Master)

A CRS-Master designates a Certified Rubenfeld Synergist-Faculty and/or Workshop Leader who has served with distinction and has been invited by Ilana Rubenfeld or her assignee to join the Council of Master Synergists.

7. Certified Rubenfeld Synergist-Inactive Status

A Certified Rubenfeld Synergist, certified prior to 2000, may elect at the time of certification renewal to apply for Inactive Status by filing an application with BASEC requesting inactive status and paying a fee of \$20.00.

A Certified Rubenfeld Synergist may apply for renewal of Inactive Status for a second year by paying a fee of \$20.00.

A Certified Rubenfeld Synergist may remain in the inactive status category for a period of less than but not more than two consecutive years and may return to active status without forfeiting the rights and privileges designated for all Rubenfeld Synergists certified prior to 2000; namely not being required to engage in mentoring, continuing education, and RSM graduate training. Rubenfeld Synergists certified in or after 2000, in returning to active status, must resume meeting certification maintenance requirements.

To be eligible for Inactive Status, a Certified Rubenfeld Synergist must describe in an application form the reasons for requesting inactive status. Hardship situations inclusive but not exclusive of financial problems, health crisis and relocation will be considered by BASEC. An applicant must request Inactive Status in good faith and include in the application hopes and future plans for the practice of RSM.

The failure of a Certified Rubenfeld Synergist to elect either active or inactive status, sign the SOP and pay the appropriate fees forfeits the right to use the CRS trademark and the designation Certified Rubenfeld Synergist can be attained only by adhering to Certification Maintenance requirements.

8. Certified Rubenfeld Synergist-Retired Status

A Certified Rubenfeld Synergist Retired status is available to all CRS who are 65 years or older, are no longer practicing RSM, nor receiving any remuneration for teaching or Mentoring. They will not be required to pay the RSM BASEC fee. They will only need to re-sign the SOP when substantive changes are made to the document.

9. Certified Rubenfeld Synergist- Non-practicing

A Non-practicing Synergist designation may be chosen by a person who has been certified as a Rubenfeld Synergist and who is not practicing and does not intend to practice in the near future.

The RSM BASEC Inc. fee for this status is \$20/year rather than \$60/year for active status.

The non-practicing status allows for the option to return to Active status if one chooses to. In order to return to Active Status one must send a Letter of Intent to the Certification Maintenance Committee of RSM BASEC, Inc. and complete a refresher course approved by RCI.

APPENDIX C

BOARD OF ADMINISTRATION OF STANDARDS, ETHICS, AND CERTIFICATION MAINTENANCE (BASEC)

1. Incorporation

This Board of Administration of Standards, Ethics and Certification Maintenance (BASEC) is a not-for-profit corporation incorporated in the state of Florida. The initial incorporators are Ilana Rubenfeld, one representative from the professional association I NARS, and one representative from the Council of Master Synergists. The first meeting of BASEC will occur no later than December 30, 2000.

2. Authority Responsibilities

BASEC is licensed/designated by Ilana Rubenfeld to carry out all of the following responsibilities while upholding the guidelines set forth in the Rubenfeld Synergy Method® Standards of Practice and Ethical Principles:

- 2.1. Receive, review, and make decisions on all communications/recommendations to it in its areas of responsibility from its Committees and from other segments of the Rubenfeld Synergy professional community.
- 2.2. Establish guidelines for Certification Maintenance requirements of CRS®, maintain records of completion of these requirements by CRS®, notify CRS® of their status of meeting or failing to meet certification requirements, and annually notify the licensing agency (Ilana Rubenfeld or her assignee) of the status of each CRS®.
- 2.3. Receive, review, and make decisions on Ethical Principles related to all persons certified by Ilana Rubenfeld to practice the Rubenfeld Synergy® Method.
- 2.4. Receive and review any and all proposed amendments to the Rubenfeld Synergy Method® Standards of Practice and Ethical Principles, and make changes when deemed necessary and/or appropriate. The professional community will be given ample notice to comment prior to adoption of amendments.
- 2.5. Create and change protocols by which BASEC and each of its Committees will operate.
- 2.6. Inform the Rubenfeld Synergy community of any decisions taken, in a timely manner and according to the established protocols.
- 2.7. Comply with all applicable laws in whose jurisdiction BASEC operates.

3. BASEC Membership

3.1. Representation

Two representatives will be appointed to serve on BASEC by each of the following: Ilana Rubenfeld and/or her assignee, the Board of Directors of the International-National Association of Rubenfeld Synergists (INARS), the Council of Master Synergists and a majority of the CRS community at large. An additional representative may be appointed annually by the INARS. BASEC will make a best effort to include a member of the international community.

3.2. Term of office

Term of office is three years, with 1/3 of the membership being replaced each year. Members may serve for two consecutive terms only. The term begins on April 1.

3.3. Officers

Officers of BASEC (Chairperson, Vice Chairperson, Secretary, and Treasurer) are selected by BASEC members every year. A person may serve as an officer any or all of his/her term on BASEC.

4. Committees

BASEC will select Standing Committee Chairs from its membership to undertake the responsibilities of BASEC and to prepare recommendations to BASEC in the areas of Ethics Principles, Professional Practice Standards, and Certification Maintenance. Each member of BASEC will serve on at least one of the committees.

Each Committee selects a secretary. Decisions of each Committee are by consensus.

The Committees and their responsibilities are as follows:

4.1. Certification Maintenance Committee establishes the criteria for continuing education credits. It annually prepares a list and calendar of educational offerings to recommend to BASEC for approval.

4.2. Professional Practice Standards Committee receives, reviews, and deliberates on any and all proposed amendments to the Standards of Practice and Ethical Principles document and makes recommendations to BASEC.

4.3. Ethics Committee receives, reviews, and deliberates on all formal complaints regarding violations of the Standards of Practice and Ethical Principles. The Committee is empowered to recommend to BASEC actions that include, but are not limited to: dismissal of charges, rehabilitation, and revocation of certification.

5. Meetings

5.1. Time of meetings

BASEC will meet at least annually. Meetings may be in person or by phone. BASEC members will be notified at least 30 days prior to the annual meeting of the time, date, and manner of meeting. All BASEC members will receive advance notification of all BASEC meetings. The committees will meet as necessary to carry out their responsibilities. The Chair of each committee is responsible for calling the meetings and notifying the members.

5.2. A quorum for a meeting of BASEC is six directors of BASEC.

5.3. Representation at meetings for amendment.

A Director representing each constituent group is required to be present at a meeting to change and/or amend the RSM BASEC, INC bylaws and/or the Standards of Practice and Ethical Principles for Certified Rubenfeld Synergists.

5.4. Representation at Meeting for a Deciding Vote: A Director representing each constituent group is required to be present at a meeting where a deciding vote is to be taken. (see Appendix C, 6.3)

6. Process of Decision Making

6.1. BASEC will use a Consensus process of decision making in all deliberations as its preferred process. Consensus is the assent of all present members to a decision and/or action.

6.2. If a consensus is not achieved and a decision is required due to constraints of any urgent time or legal condition, the decision making process will change to a deciding vote. (see Appendix C 6.3) When the Board of Directors takes an item under consideration and a consensus is not readily achieved, the Directors will agree to a specific predetermined date by which it will change the decision making process to deciding vote if no date is agreed upon for this change, then the decision making process will immediately change to require a deciding vote for that item. If no date is agreed upon for this change, then the decision making process will be changed to achieve a deciding vote for that item.

6.3. A deciding vote consists of seven of the nine Directors.

6.4. For amendment of the Standards of Practice and Ethical Principles approval by seven of the nine Directors is required.

6.5. These bylaws may be altered, amended, repealed or added to by affirmative vote of seven of the nine Directors of RSM BASEC, INC. only with the approval of IR or her assignee in the event that a consensus of the entire body cannot be reached.

7. Funding

7.1. The BASEC fee will be collected triennially (once every 3 years) beginning June 1, 2005. The transition period from October 2004 until June 1, 2005 will be considered a grace period with the fee waived for that six months. There will be an option to pay one payment or to opt for three payments, one per year, with an additional administrative fee. Annual fees may be adjusted by the Board of Directors as necessary.

7.2. It is important that these funds come from the community members so that the administrative structure can support the current and future development of the Rubenfeld Synergy professional community. This is both an opportunity and a responsibility of the RSM practitioners to create a structure to serve and protect their profession.

7.3. The BASEC fee must be paid by June 1 or there will be a re-instatement fee. Those failing to pay by June 1 will be considered out of compliance, will lose their grandfathered status (for those certified before 2000) and will then be subject to the same requirements for certification maintenance as those certified from 2000 forward.

8. Use of Funds

8.1. Operational funds may be used to pay for expenses that include the following:

Any required legal representation of and consultation to BASEC, committees of BASEC and individuals carrying out the work of BASEC or its committees;

Expenses incurred by BASEC members and its committee members in carrying out the responsibilities of BASEC or its committees.

Any administrative costs for carrying out the responsibilities of both BASEC and its committees.

8.2. BASEC shall provide an annual report, financial statement, and budget to each of the entities it represents.

8.3. RSM BASEC, INC. shall provide a remuneration fee of 1/6 of all BASEC fees collected, both active and inactive practitioners, to The Rubenfeld Synergy Center, INC. (RCI) each September, starting 2006, for RSM BASEC, INC. and all Certified Rubenfeld Synergists (CRS) for the professional use of the trademark, logo and tag line.

APPENDIX D (Two Samples of a Client Consent Form)

SAMPLE A

**AGREEMENT TO RECEIVE AND TO PROVIDE
RUBENFELD SYNERGY METHOD® SESSIONS**

As a client, I request and give consent for the use of the Rubenfeld Synergy Method® (RSM). I understand that RSM is an integrative body-centered, psychophysical educational approach that uses gentle and respectful touch, verbal dialogue, and gentle movement. It is conducted with the client clothed, either lying down, sitting, standing, and/or moving.

I understand that during some Rubenfeld Synergy sessions there may be no touch or movement. These sessions may occur either when the Synergist or I decide to involve talking, sharing information, and/or processing my experience, or when one of the parties prefers not to use touch for physical or emotional reasons.

I know of no physical or emotional reasons why the Rubenfeld Synergy Method® would be inappropriate for me. I may stop a session at any time I have been able to ask questions regarding the Rubenfeld Synergy Method®, its Ethical Principles, and my participation as a client. I have read the above information regarding RSM, and by signing this form I am agreeing to participate in this approach involving touch and movement.

Client _____ *Date* _____

Certified Rubenfeld Synergist _____

SAMPLE B

INFORMED CONSENT FOR RUBENFELD SYNERGY METHOD® (RSM) SESSION(S)

I _____ hereby consent to RSM session(s) by _____, the nature of which has been explained to me by him/her. I understand that RSM is an integrative body-centered, psychophysical educational approach that may use respectful touch, verbal dialogue, and gentle movement. It is conducted with my clothes on, either lying, sitting, standing, and/or moving.

I have had the opportunity to ask questions regarding the RSM, its Ethical Principles, and my participation as a client. I know of no reason that the RSM is inappropriate for me. I may stop a session at any time by request.

Signed:

CLIENT _____

Certified Rubenfeld Synergist _____

Date _____

11 APPENDIX E –TRADEMARKS

1. THE LISTENING HAND
2. RUBENFELD SYNERGY METHOD
3. HEART IN HAND logo
4. CRS
5. DYNAMIC SYSTEM FOR INTEGRATION OF BODY, MIND, EMOTIONS & SPIRIT