

Certification Maintenance Committee

POLICIES AND PROCEDURES

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1.01 Certification Maintenance Committee:

- (a) The Committee shall be established in accordance with the Bylaws.
 - (i) The Chair of the Committee will be appointed by the Professional Practices and Certification Committee Chairperson.
 - (ii) The Chair shall select Committee Members in accordance with the Bylaws.
- (b) The primary function of the Certification Maintenance Committee is to
 - 1) collaborate with the INARS Board of Directors in order to establish guidelines for certification maintenance requirements for Certified Rubenfeld Synergists (CRS). These guidelines shall be approved by the INARS Board of Directors.
 - 2) establish clear and accurate procedures for certification maintenance;
 - 3) notify CRS of their status of meeting or failing to meet certification maintenance requirements;
 - 4) annually notify the INARS Board of Directors of the status of each CRS;
 - 5) notify the INARS Board of Directors of CRSs whose right to practice has been suspended;
 - 6) establish criteria for Continuing Education Units (CEUs), which support CRSs knowledge and skill-building of RSM;
 - 7) evaluate and determine if workshop proposals submitted for the Annual INARS Conference meet established criteria for CEUs.

2.01 Administrative:

- (a) The Committee will review the policies and procedures on an annual basis each on an as needed basis.
 - (i) Changes made to policies and procedures must be completed by early February and brought to the February meeting of the INARS Board for approval.
 - (ii) Following the meeting, approved Policies and Procedures must be posted on the INARS Members Only section of the RSM website by the Committee.

- (b) The CM Chairperson will oversee the INARS Virtual Assistant who will maintain and update the Certification Maintenance Data Base, which lists all CRS whose status is being tracked.

3.01 Certification Maintenance Requirements

- (a) In accordance Standards of Practice/Ethical Principles for Certified Synergists the guidelines are as follows:
- i. Practicing Synergists, who use the title Certified Rubenfeld Synergist, were certified prior to 2000 and are strongly encouraged to engage in mentoring, continuing education, and RSM Graduate Training. In order to maintain certification, they are required to pay annual Certification Maintenance Fees to INARS and to annually agree to abide by the SOP/EP
 - ii. Certified Synergists who were certified prior to 2000 and who fail to comply with the above certification maintenance requirements will be considered out of compliance and will lose their grandfathered status. They will be placed in a "lapsed" status and their right to practice Rubenfeld Synergy will be suspended until all certification maintenance requirements have been met and/or a plan has been devised to complete all requirements. If they choose to once again pay annual Certification Maintenance Fees and agree to abide by the SOP/EP, they will then be subject to the certification maintenance requirements outlined for Synergists certified in 2000 or later (see c).
 - iii. Certified Synergists who were certified in 2000 or later shall maintain certification by completing a total of 30 Continuing Education Credits (CEUs) in 3 years designated as:
 - 10 hours of RSM Hands-On CEUs over 3 years for as long as they practice RSM.
These credits must be obtained through RSM Certified Synergists who are TIRF approved instructors with TIRF approved teaching material. Credits are for the purpose of developing the method of Rubenfeld Synergy and must be

accomplished by participation in person and hands-on.

- 10 hours of RSM Client-related CEUs, for as long as they practice RSM.

Led by Certified Rubenfeld Synergists, who are Professional Members of INARS, topics must be specific to the Rubenfeld Synergy Method and contribute to the growth of a Synergist's client practice. CEUs may be accomplished through webinars, on-line courses, workshops (i.e. body-mind, humor, grieving), peer mentoring. A minimum of 2 CEU hours shall be devoted to understanding ethical issues.

- 10 hours of General CEUs, for as long as they practice RSM.

Participation in seminars or workshops in allied professions (e.g. Cranial-Sacral, Trauma, Meditation); or RSM allied applications (e.g. presenting workshops, using social media).

- 6 hours of mentoring sessions per year for the first 3 years after certification.
 - a) A practicing Synergist requires a minimum of 6 hours of mentoring sessions per year, for a total of 18 mentoring sessions, in the first 3 years after certification.
 - b) A non-practicing or minimally – practicing Synergist requires a minimum of 4 mentoring sessions per year for a total of 12 mentoring sessions in the first 3 years after certification.
 - c) It is recommended that new Synergists seek more than 6 sessions per year for a moderate or robust practice; or by recommendation of their mentor.
 - d) It is highly recommended that a practicing Synergist continue to receive mentoring adequate to support their practice beyond the mandatory 3 years.

- Payment of annual Certification Maintenance Fees which are included in the Annual Active Membership Fee to INARS.
- All Active Practicing Synergists must read, abide by, and uphold the Standards

of Practice and Ethical Principles (SOP/EP) for Certified Rubenfeld Synergists.

- It is the responsibility of all Active Practicing Synergists to keep an ongoing personal record of their CEUs.
- iv) Certified Synergists who were certified in the RSTI's Level Training Program, shall maintain certification by completing the following requirements:
The CM committee will review and respond to the request in cooperation with the Board of INARS and The Ilana Rubenfeld Foundation.

4.01 Certification Maintenance Fees

- a) Certification Maintenance Fees are determined and approved by the INARS Board of Directors. There are two fee categories 1) active status and 2) inactive status.
- b) CM Fees are collected during the Annual Membership Drive and are payable no later than September 30th.

5.01 Certification Maintenance Documentation

- (a) Upon completion of each three-year cycle the CM Committee will send a request via email by November 15th to all CRS certified in 2000 or later and all CRS who have lost their grandfathered status to submit documentation attesting to the completion of these requirements by January 15th. See Appendix A for Certification Maintenance Documentation Record.
- (b) Records of Certification Maintenance Documentation shall be archived by the INARS Virtual Assistant under the supervision of the CM Chairperson. It is the responsibility of each Certified Synergist to maintain their ongoing certification records.
- (c) Upon receipt of CM documentation, the CM Committee will issue a document acknowledging the CRS completion of CM requirements and inform them of the requirements for the next three-year cycle and the date the requirements are to be completed. See Appendix B for Document Confirming Completion of CM Requirements

6.01 Failure to Meet Certification Maintenance Requirements

- (a) Failure to pay CM Fees and/or submit CM Documentation will result in designating the CRS as lapsed.

7.01 Procedures for Informing a Certified Synergist of a Lapsed Status.

I. Failure to Pay Certification Maintenance Fees

- (a) An email will be sent after the membership drive has been completed on October 1st informing non-members that CM fees are past due and must be paid immediately.
- (b) A warning letter will be sent to all CRS in a lapsed status via registered mail, signature requested, within 45 days of the lapse. See Appendix C for Sample of Warning Letter.
- (c) If the CRS fails to respond to the warning letter by the date indicated a Final Letter will be sent via registered mail, signature requested, indicating that the CRS can no practice RSM, use the designation Certified Somatic, Integrative or Rubenfeld Synergist, depending upon the level of certification, and that they are no longer under the jurisdiction of INARS. See Appendix E for Sample of Final Letter.

II. Failure to Submit Documentation for Certification Maintenance Requirements

- (a) An email will be sent reminding CRS on January 16th that CM Documentation is past due and must be submitted immediately.
- (b) A warning letter will be sent to all CRS in a lapsed status via registered mail, signature requested, within 30 days of the lapse. See Appendix D for Sample of Warning Letter.
- (c) If the CRS fails to respond to the warning letter by the date indicated a Final Letter will be sent via registered mail, signature requested, indicating that the CRS cannot practice RSM, use the designation Certified Somatic, Integrative or Rubenfeld Synergist, depending upon the level of certification, and that they are no longer under the jurisdiction of INARS. See Appendix C for Sample of Final Letter.

III. Notification to INARS Board

- (a) A report will be sent to the INARS Board after the Annual Membership Drive has ended and after the deadline (January 15th) for submission of Certification Maintenance Documentation indicating CRS who will be receiving a Warning Letter

due to a lapsed status.

- (b) A report will be sent to the INARS Board after the Final Letters have been sent indicating those CSs who have been suspended from practicing RSM.

8.01 Communications

- a) To maintain good communication with CRS the Certification Maintenance Committee shall 1) Notify CRS no later than January 15th in the year that the 3-year cycle ends that CM requirements need to be completed by December 31st. All 3-year cycles end on December 31st regardless of the CRS month of certification.
- b) At the time of the Annual Membership Drive, the CM Committee will include in emailed notices the online link, describing the categories of status:
 - i) active; ii) inactive; iii) retired; iv) non-practicing; v) lapsed. An online link will be provided to apply for inactive status for those CSs wanting to apply for this status.

Status Designations

- (i) Active Status designates Certified Synergists who are seeing clients and have completed Certification Maintenance requirements. See 3.01
- (ii) Inactive Status designates Certified Synergists who have successfully applied to be placed in an inactive status for no more than two years. A Certified Synergist may apply for renewal of Inactive Status for a second year by paying the Inactive Certification Maintenance Fee. To be eligible for Inactive Status, a Certified Synergist must describe in an application form the reasons for requesting inactive status. Hardship situations including, but not limited to, financial problems, health crisis and relocation will be considered by INARS. An applicant must request Inactive Status in good faith and include in the application hopes and future plans for the practice of RSM. Applications are submitted to the Certification Maintenance Committee. A Certified Synergist may remain in the Inactive Status category for a period of not more than two consecutive years and may return to active status

without forfeiting the rights and privileges designated for all Certified Synergists. Specifically, those certified prior to 2000 will not be required to engage in mentoring, continuing education, and RSM graduate training. They will resume the requirement to pay full Certification Maintenance Fees and to abide by the SOP/EP. Certified Synergists certified in or after 2000, in returning to active status, must resume meeting all certification maintenance requirements in 3.01.

Synergists who have been in an Inactive Status for more than 2 years are automatically placed in a Non-practicing 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. The CM committee will review and respond to the request. Depending on Certification status, the Synergist may be requested to complete a computerized exam and/or refresher course designed by The Board of INARS in cooperation with The Ilana Rubinfeld Foundation Training program.

- (iii) Certified Synergist Retired Status is available to all CSs who are 65 years or older, are no longer practicing RSM, nor receiving any remuneration for teaching or mentoring. They are not required to pay the Certification Maintenance Fee.
- (iv) Certified Synergist-Non-practicing Status designation may be chosen by a person under the age of 65 who has been certified as a Synergist and who is not practicing and does not intend to practice in the near future. 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. The CM committee will review and respond to the request. Depending on Certification status, the Synergist may be requested to complete a computerized exam and/or refresher course designed by The Board of INARS in cooperation with The Ilana Rubinfeld Foundation Training
- (v) Lapsed Status designates a CS who has failed to comply with Certification Maintenance requirements and whose right to practice has been suspended until all Certification Maintenance requirements are met.

10.01 Criteria for Continuing Education Units to Fulfill Certification Maintenance Requirements.

I. Criteria for Certified Synergists CEU requirements.

- a) All 3 categories of CEUs must broaden knowledge and build skills specific to the practice of RSM as determined by, but not limited to the INARS Certification Committee's Policies and Procedures
- b) Upon the completion of a Certified Synergist's 3-year cycle of CM requirements, the CS must submit a written statement for each workshop or program related to the General CEU category, indicating how they broadened knowledge and built skills specific to the practice of RSM, as determined by, but not limited to the INARS Certification Committee's Policies and Procedures.

II. Criteria for CEU eligibility for INARS Conference Workshops.

- a) All workshops must meet the criteria as stated in 10.01, I a) and relate to the conference theme.