

APPLICATION FOR APPROVED TRAINING PROGRAM

General Information

What is APTA Training Approval?

APTA Training Approval is the process by which the American Polarity Therapy Association identifies training programs which meet the criteria in the Standards for Education. Enrollment in a training program approved by APTA provides the competently trained student with APTA registration upon successful completion of the program.

Why Approved Trainings?

Training approval is for the purpose of assuring a quality curriculum that supports the practice of Polarity Therapy. Training approval provides the following benefits:

- APTA gains a way to strengthen the use of the *Standards for Practice and Education*.
- Provides a basis for referring students to Approved Training programs.
- Practitioners can be confident that new colleagues have received appropriate training.
- Students can be assured that their education will lead to the profession and practice of Polarity Therapy as defined by APTA and required for BCPP registration.
- Consumer rights are protected by increasing quality and uniformity of Polarity Education.
- Other Healthcare professionals can be confident in making referrals to Board Certified Polarity Practitioners.

Who can register a course?

Anyone who has been an RPE with an APTA membership in good standing for 2 years can apply to have a course approved.

What courses can be approved?

To become an APTA Approved Training Program (ATP) the curriculum and content of the course must be based on the *APTA Standards for Education and Code of Ethics* and its descriptions of competencies expected of Polarity students. Two categories of approval are currently available:

- (1) Associate in Polarity Principles programs
- (2) Registered in Polarity Principles programs

Approved Training Manager

When a Polarity program has been approved and by and registered with APTA, the submitting RPE gains the title of Approved Training Manager (ATM). The ATM is responsible for the quality of content of the program and the assurance that the graduates of that program are competent in the APP or RPP competencies of that Program, as listed in the *Standards for Education, Ninth Edition*.

How are the Standards for Education used?

The *APTA Standards for Education* have ten areas of concentration that locate the area of competencies expected at the APP/RPP levels of education. Please refer to page 2 of the *Standards for Education, Ninth Edition* document for individual hourly requirements in specific subjects. The *Standards for Education* define the profession of Polarity Therapy. APTA sponsored meetings, between leading Polarity Practitioners and teachers, in order to establish the *Standards for Education*. The source of the Standards is the written work of Randolph Stone, DO, DC, ND, founder of Polarity Therapy. Each segment of the *Standards for Education* is referenced to a specific source in Dr. Stone's books. They concisely summarize the content of Dr. Stone's material while qualifying the minimum number of hours considered necessary to teach each aspect of Polarity Therapy.

What are the Standards for Administration?

The *Standards for Administration* reflect the responsibility and requirements of any Polarity Training Program offered as an APTA Approved Training Program. The source of the *Standards for Administration* was the experience of those who also developed the *Standards for Education*.

Is there flexibility within the Standards for Education and Administration?

Polarity Therapy is a comprehensive health care system which lends itself to interpretation and adaptation in many sub-specialties. The *Standards for Education and Administration* is not intended to prescribe rigidly how to teach the training program. APTA is committed to a policy of diverse teaching styles and varied training experiences. APTA encourages innovative approaches to the instruction and practice of Polarity Therapy within the framework of the *Standards for Practice*.

Distance Learning:

If any part of the course will be delivered via a Distance Learning method, the following criteria apply:

1. The sections of the *Standards for Education* that can be taught using a Distance Learning method include:
 - Theory & Basic Principles of Polarity
 - Anatomy and Physiology
 - Energetic Nutrition
 - Stretching Postures
 - Business Management and Promotion
 - Professional Ethics and Law
2. The following sections of the *APTA Standards for Education* can be taught with a combination of Distance Learning and in-person experience, by the ATM or RPE on faculty:
 - Energetic Evaluation and Integration
 - Energetic Touch
 - Communication and Facilitation
 - Personal Polarity Experience
 - Clinical Practice

3. Students must be provided with a student/Approved Training Manager communication plan, detailing timely feedback and how/who/when the student may turn for additional assistance for any part of the course delivered via Distance Learning.
4. Detailed information as to how the success of the instruction will be measured must be provided to the students.
5. Evaluation of Energetic Touch will be conducted by the Approved Training Manager of the program or a designated RPE from the faculty of the program.

Training Approval

Application Review Process:

Application materials will be reviewed by the Director of Education, who works under the supervision of the Board of Directors. Mentoring and curriculum development is available via the Director of Education. Contact the Director of Education at polaritydofe@polaritytherapy.org or 366.574.1121 x 801.

Materials to be submitted:

One copy of the following, either electronically via email or through regular post:

1. Completed application form
2. Course curriculum, referencing the *Standards for Practice* hours and content
3. Copy of class schedule
4. Copy of information booklet/materials that goes to students
5. Copy of marketing brochures, flyers or handouts given to the public
6. Copy of diploma or completion certificate issued to students
7. Copy of the transcript given to students upon completion of the program requirements
8. Copy of evaluation forms, tests or other measurements of success
9. Copy of state approval of registration if applicable
10. Two letters of reference attesting to your character, experience with Polarity and capacity to administer a Polarity program
11. A resume of professional experience
12. Application fee

Student's information booklet/materials need to contain the following:

- Student/program contract
- Enrollment agreement
- Admission requirements
- Registration process
- Course syllabus including goals and objectives for each section
- Financial costs of program, including books and materials
- Financial installment plan and/or scholarship program (if available)
- Refund policy
- List of what students need for class
- Instructors/faculty and their qualifications
- Progress procedure
- Grievance procedure

- Evaluation procedures, including follow-up, mentoring and supervision
- Drop out procedures, policy or process
- Policies or procedures for student health needs and/or medical conditions

Guidelines for Course Curriculum Approval

Submitted by an RPE:

- Must have RPE status for a minimum of 2 years
- Demonstrated prior teaching experience
- Be willing to assume total responsibility for:
 - All courses being taught as originally approved
 - All instructors have RPE status except in communications/facilitation, business practices and orthodox anatomy and physiology
 - Upholding the Code of Ethics of APTA
 - No false or misleading statements in advertising, promotion or application of the course
 - Course curriculum, purpose and goals being clearly stated
 - Referencing curriculum content to the competencies in the *Standards for Practice-*
 - Stating clearly the evaluation method used for each competency
 - Answering completely all questions on the application for approval
 - Sending APTA descriptions of modification or changes to the Approved Course and copies of any updated material with renewal fees

Application Fees

Application Processing Fee

APP Course	\$250
RPP Course	\$400

Annual Renewal Fees:

0-5 Students	\$100
6-11 Students	\$200
12-20 Students	\$300
21+ Students	\$400

Annual Renewal Fees are Due September of each year



— AMERICAN —
**POLARITY
THERAPY**
— ASSOCIATION —

AMERICAN POLARITY THERAPY ASSOCIATION

318 Avenue I #17 Redondo Beach, CA 90277

 (336) 574-1121  aptaoffices@polaritytherapy.org

APPLICATION FOR APPROVED TRAINING PROGRAM

Return completed form and hard copy materials with payment to:

APTA
318 Avenue I #17
Redondo Beach, CA 90277

Any materials sent via email can be sent directly to:

Nancy Lehto, APTA Director of Education
polaritydofe@polarithytherapy.org
366.574.1121 x 801

1. Contact Information

Name _____

Address _____

City, State, Zip _____

Telephone, fax number _____

Email address _____

Date of RPE registration _____

2. Training Program Title _____

2. *Program Type: (please circle)* **Associate in Polarity Principles (APP)**
Registered in Polarity Principles (RPP)

4. *Will any of the training be delivered via Distance Learning?* _____

If yes, which methods? _____

5. *Total Hours of Training?* _____

6. *Do you have a website?* _____ **URL:** _____

7. *State Regulation*

Each APTA Approved Training Manager will need to be aware of and be responsible for any or all of their respective state and/or local requirements for schools/trainings and maintain legal operation in their respective states.

Do you have state or local registration? _____

What are your particular states requirements? _____

Does your training program have a state license? _____

Can you demonstrate that you are exempt from needing a state license? _____

8. *Facilities*

Is your building and equipment safe, properly approved and in good working condition? _____

Are good health conditions and proper sanitation present and available? _____

Do you have proper fire regulations covered? (fire extinguishers, evacuation procedures posted) _____

9. *Insurance*

Do you carry liability insurance? _____

Do you carry any other type of insurance? _____

10. *Application Fee Included*

\$ _____

11. *Approved Training Manager Personal Statement*

I pledge that I will conduct Approved Training management and instruction according to the highest standards of professional conduct as described in the *APTA Code of Professional Ethics*. As Approved Training Manager, I recognize that I am responsible for all management and accurate instruction of courses covered in this application.

I understand and agree that the American Polarity Therapy Association and its affiliates assume no responsibility for my actions and activities as an Approved Training Manager, instructor or polarity practitioner. I hereby release APTA from any and all liability for any events relating to my management, teaching or practice of Polarity Therapy.

I verify that all information in this application for Approved Training status is true and accurate as stated.

Printed Name of Applicant

Signature

Date: _____