



ISMETA

Approved Training Program Handbook
2024

We are pleased to have you as an essential part of our professional community! This handbook includes everything you need to know as an ISMETA Approved Training Program.

WHO WE ARE

ISMETA is a not-for-profit trade organization, a 501c(6), that promotes the highest standards for education and practice in the profession of somatic movement education and therapy. As such, ISMETA is committed to:

- Maintaining a registry of qualified somatic movement professionals
- Ensuring training programs teach high standards of education and practice
- Furthering the recognition of the profession by defining and upholding standards
- Advocating for the profession in legal and governmental arenas
- Connecting the global somatic movement community
- Partnering with organizations in integrative healthcare, human services, education, and the arts

To maintain your status as an Approved Training Program with ISMETA, you are asked to participate fully and to uphold the educational and organizational standards of your program as outlined in the [Guidelines and Requirements for Approved Training Programs](#).

Here are multiple ways in which we invite you to participate in our organization:

ISMETA LOGO AND LANGUAGE FOR WEBSITES

The first step of engaging with our professional community is to add the ISMETA logo to a prominent place on your website and include this language in your publicity materials: “Graduates of our training program are eligible to become Associate Somatic Movement Professionals (ASMP) with 250 hours of training, or Registered Somatic Movement Educators or Therapists (RSMs or RSMTs) with 500 hours of training.” ISMETA logos and the policy for their use are located in the [Leadership Council Portal](#). The use of the ISMETA logo as well as our ASMP,

RSME/T, and MSME/T credentials whenever possible gives further credibility not only to your program but also to the profession as a whole!

INCREASED VISIBILITY ON ISMETA’S WEBSITE

The second step of effective participation is to take advantage of the visibility that the ISMETA website offers your training program through these resources: your dedicated training program page, the Professional Development Center (PDC), the Calendar of Events, the monthly newsletter, the ISMETA Bookstore, and the Research Database. Detailed instructions about creating/updating your training program page are included in Appendix A of this handbook. Also, there are currently two ways to contribute your work to the learning pathways in our [Professional Development Center](#): as an individual member or as an Approved Training Program. Information about submitting workshop or course proposals appears on the bottom of the landing page of the PDC. Stay tuned for more information about the “Essential Elements of Somatic Movement” video series that will feature Approved Training Programs in 2024 and beyond! In addition, instructions for listing your workshops and trainings in our [Calendar of Events](#) as well as information about submitting noteworthy items to our [Newsletter](#) appear below in Appendix B. Books that you have authored may be included in the [ISMETA Bookstore](#) if the publisher is willing to offer a 20% discount for ISMETA members. And, articles that you have published can be added to our [Research Database](#). We look forward to supporting greater visibility for your training program in any or all of these ways! Please see details below.

QUARTERLY LEADERSHIP COUNCIL MEETINGS

The third step in engaging directly with our professional community is to attend our quarterly Leadership Council Meetings on Zoom. To maximize communication and opportunities for collaboration, we require Approved Training Programs to attend all four of these meetings. If you are not able to attend all of the sessions live, the option to watch the recordings for a maximum of two events will be offered. These meetings usually occur on the second Wednesday of March and September (from 12 – 1:30 pm Eastern U.S. time) and the second Monday of June

and December (from 10 – 11:30 am Eastern U.S. time). Please confirm the exact dates and times in the [Leadership Council portal](#).

Please enter these into your calendar at the beginning of each calendar year. A reminder will be sent out with the Agenda one month prior to the meeting with a registration link, which is also available in the Leadership Council Portal. Please let us know who your representative will be on the Leadership Council as soon as possible by sending an email with the subject line “LC Representative for [Program Name Here]” to: info@ismeta.org. Program Directors are encouraged to be the representatives and we understand that demanding schedules can make that difficult. In such a case, an associate who has a strong knowledge of your program may be your substitute. Representatives must keep Program Directors and all Faculty up to date on Leadership Council activities.

LEADERSHIP COUNCIL PORTAL

On a related note, the [Leadership Council Portal](#) serves as a hub for Approved Training Programs (ATPs) and can be accessed through the “Log in” tab on the top menu of the ISMETA website. It provides important information regarding ISMETA policies for our Training Programs including upcoming and past Leadership Council Meetings, logo usage, and additional support materials for council members.

STUDENT MEMBERSHIP

The fourth step in integrating your program into our professional community is to encourage your current students and graduates to become ISMETA Members. We provide an [About ISMETA](#) curriculum in the Leadership Portal to introduce your students to ISMETA and the Profession of Somatic Movement Education and Therapy. Please read it carefully and share it with your faculty and students. It features the [Pillars of the Profession](#) documents and highlights the important sections of the website that all students should be familiar with. All training programs are required to dedicate at least 2 of the 250 or 500 training hours specifically focused on ISMETA, our Scope of Practice, Core Competencies, Standards of Practice, and Code of Ethics. A member of the ISMETA Operations

Team or Board of Directors can be available to give a presentation about our organization, in addition to any discussions about the Pillars of the Profession that you facilitate with your students.

Your current students can become Student Members of ISMETA by simply sending evidence of enrollment (e.g., an email confirmation) and paying a \$25 fee through the Join as an Individual (Student Member option) on our website [HERE](#). ATP students who become Student Members of ISMETA can become an ASMP (through 250-hour programs) RSME or RSMT or both (through 500-hour programs) upon graduation by sending a copy of their completion certificate. The application fees are waived and the Fast-Track process offers an expedited review of their application. All new RSME and RSMTs are required to complete 150 hours of professional practice within two years of becoming ISMETA members. Up to 75 of those required professional practice hours can be completed during their training if a practicum is part of your program.

In nutshell, here is a summary of the benefits of ISMETA membership to share with your students:

- Gain valuable international professional credentials: Associate Somatic Movement Professional (ASMP), Registered Somatic Movement Educator (RSME) or Registered Somatic Movement Therapist (RSMT) or both.
- Have access to affordable liability insurance for practitioners in the U.S. and Canada, Europe and the U.K., and South Africa
- Be included in the ISMETA Professional Practitioner Directory
- Discover the best practices of the leading Somatic Movement experts through Somatic Cafes, webinars, and study groups
- Enjoy discounts on magazine subscriptions, books, and videos
- Join the organization's advocacy efforts for somatic movement issues at community, legislative, and international levels
- Benefit from group membership discounts for Professional Membership Organizations
- Be represented in The Academic Collaborative for Integrative Healthcare

LIABILITY INSURANCE

We strongly encourage individual members to carry professional liability insurance, which ISMETA offers at a reasonable cost for our Registered Professional PLUS Members in the U.S., Canada, Europe, the U.K., and South Africa. All new and existing members in these regions are invited to choose this membership category. We have negotiated an arrangement that allows our members to benefit from group buying power for high quality insurance. Details about insurance for practitioners in the U.S. and Canada are available [HERE](#). Details about insurance for practitioners in Europe, the U.K. and South Africa are available [HERE](#). Any questions can be directed to: info@ismeta.org.

MEMBER EVENTS

We also invite you to participate in ISMETA by attending the Annual Membership Meeting every fall as well as any of the conferences, Somatic Cafes, Community Conversations, Special Events, and Professional Development Center events that we offer. These activities are publicized through our monthly newsletter. If you don't receive it, please sign up for our newsletter [HERE](#).

ANNUAL APPROVED TRAINING PROGRAM QUESTIONNAIRE

Finally, as part of our ongoing quality improvement, we require all training programs to share relevant programmatic and curricular updates. Each program is required to complete the Annual Approved Training Program Review Questionnaire and submit it along with any supporting documentation within 8 weeks in order to maintain their ATP status. To this end, many programs find that saving a copy of this document year to year and revising it to include pertinent changes that have happened over the past year can be a great way to make the process both effective and efficient. We thank you in advance for your participation. (If your program would like to add additional training sites, please see Appendix C.)

We look forward to our future collaborations! Together we are growing the profession of Somatic Movement Education and Therapy.

APPENDIX A: INSTRUCTIONS TO CREATE AND UPDATE YOUR TRAINING PROGRAM PAGE IN THE ISMETA APPROVED TRAINING PROGRAM DIRECTORY

The Member Login is located under LOG-IN tab on the top menu of our website. Please log in with your organizational email address and password to access your profile. The password was automatically generated and sent to you when you paid the training program application fee through the ISMETA website. If you can't locate it, please request a password reset link for your training program at: info@ismeta.org. Once you have access to the Membership Portal, your password can be changed in your training program profile at the bottom of the contact info section at any time.

To create/update the website page for your training program:

1. Log into the [Member Portal](#), as instructed above.
2. Click on "Manage My Membership" and select the "Renew/Upgrade/Manage Your Membership" option. Then, under the Profile tab, you can edit various fields. Please save each field as you work on your profile.
3. Edit your **Basic Info** for accuracy. It is optional to list a public address. Please fill out the Private Contact Address so that ISMETA can reach you by regular mail. ISMETA will never share your Private Contact Address. We will only use it to send land mail at times.
4. In the "Directory Settings" area you may choose privacy options to customize what contact information you would like shared on our public directory.
5. The "Business card" is what people see first. For your Profile Picture, we recommend a headshot rather than a logo. Other body views are acceptable, too. The "Description" is an important part of your profile. It is searchable by

keywords so please choose text that communicates the essence of your work. Identify yourself based on what you believe people might search for.

6. As you finish each section (Profile description, Practitioner information, Education, Photo gallery) save before you continue to the next. Including a link to your website is helpful to provide direct access to more information about your program. If your program is taught in English and another language please use both in your description.
7. Approved Training Programs can now provide details on the upcoming start dates of their new training cycles in the **Upcoming Training** section of their organization's directory page.
8. Approved Training Programs also have an option for Additional Contacts to be listed. They can be set to public or private. Additional names can include a business office contact for billing and the Director's name if you choose to not have that address in the public view. All of these contacts must have their emails and position or title listed. **IMPORTANT:** Make sure that your main email access is not also listed in additional contacts because this will limit your access to editing your account, and cause problems with renewals. Please contact ISMETA at info@ismeta.org to add new Leadership Council Representatives. It is your responsibility to keep these up to date.
9. If you are a Registered Professional Member and also have an ISMETA organizational membership, you can log in to both with the same email in turn by requesting a password and the system will ask which account. **IMPORTANT:** If you choose to use the same email for multiple accounts, it is vital that you keep track of the passwords for each account and make sure that you log into the correct account (personal or organization.)
10. Before leaving any page or section make sure to SAVE. Please contact us with any questions at info@ismeta.org.

APPENDIX B: PUBLICIZING YOUR TRAINING PROGRAM ACTIVITIES THROUGH ISMETA'S OUTREACH CHANNELS

- Please post your program events (i.e. workshops, classes, trainings) to the [Events Calendar](#). [Find the instructions on how to do this HERE](#). A link to the Calendar will be Posted at the top of each Newsletter and on ISMETA Social Media posts.
- “Newsworthy” items such as book launches, journal article publication, receiving an award, program relocation, Call for Conference Proposals, Call for Journal Submissions, a new Approved Training Program or Affiliated Professional Organization joining ISMETA, or other items you find of interest that fellow members may also find interesting, can be submitted to the Newsletter. Please send the text and associated image (relevant graphic, headshot, book cover) to ismetanews@gmail.com *by the recurring monthly deadline of the 25th of each month (e.g., by February 25 for the March newsletter).*
- Blog articles (about somatic movement education or therapy (with average word count from 750 – 1500 words) are welcome! Please submit your text and image(s) for review to: info@ismeta.org
- Approved Training Programs can provide details on their upcoming start dates of new training cycles in the newly added “Upcoming Training” section of their organization’s directory page.
- Stay tuned for more details about the “Essential Elements of Somatic Movement Education and Therapy” video series that will feature our Approved Training Programs in 2024 and beyond!
- Keeping your Approved Training Program page up to date is the best way to be seen and for potential students and colleagues to find you. (Please see instructions in Appendix A.)

APPENDIX C: Approved Training Programs with Multiple Program Sites

ISMETA's core mission is to maintain a professional registry of qualified somatic movement professionals who are either graduates of Approved Training Programs or who qualify for membership based on independent study. ISMETA approves training programs based on whether the curriculum provides a thorough foundation in somatic movement education and therapy and on other important considerations (see Approved Training Program Guidelines and Requirements). Because of ISMETA's confidence in its approved programs, their graduates are "fast-tracked" as Professional Registered Members.

Training programs and their curricula often grow and change, and do so in numerous ways, requiring ISMETA to monitor whether a training program continues to provide services according to our standards and regulations.

The following considerations are the standards for how we determine whether the growth of a training program is within our approval guidelines.

Expansion Sites

If a 500-hour approved training develops a secondary site or sites 1) with the same curriculum, program director, and faculty, 2) under the same incorporation or business structure, and 3) utilizing the same administrative structure, ISMETA considers the site to be a branch of the original program, not requiring a separate approval. Graduates of those sites will be fast-tracked for membership. ISMETA encourages such programs to become Associate Member Organizations to strengthen their relationship to ISMETA, although the main responsibility for communication about curricular and oversight issues with ISMETA is with the primary program office.

Independent Authorized Sites

If a 500-hour approved training has a secondary site or sites 1) that is incorporated as a separate legal entity or business, 2) is authorized by and/or pays a licensing fee to a parent training program or entity for the use of its curriculum and/or its name, and 3) utilizes a different program director and teachers, then ISMETA requires the licensee program to be separately approved and monitored.

If the training program does not join ISMETA as an approved program, its graduates cannot be fast-tracked as Registered Somatic Movement Therapists or Educators, but are qualified for ISMETA membership through the independent track application process.

If the curriculum is identical to the original program, ISMETA will accept a letter from the Director of the original program in lieu of a complete curriculum review and there will be a reduced application fee. All ISMETA Approved Training Program Guidelines and Requirements must be met and only then will their graduates be fast tracked in the registration process.

If there are special considerations, please contact the ISMETA Board of Directors.