

# **FMI Certification Committee (CC) Operating Guidelines**

## **Composition of the Committee**

The number of Committee members shall not be less than three and shall not exceed five persons. The Committee shall have broad regional representation whenever possible, with no more than two members from any one region. The committee can have a span of professional representation with a mix of trainers, teachers, students, and friends.

Members are invited to join a Committee by Ruthy Alon, the FMI board of directors, or current committee members.

Members can resign at any time by simple communication to the Committee Chairperson. A Committee Member's term of office is a maximum of 5 years; after a 3 year hiatus, a person can again become a member of the same Committee.

Roles such as Chairperson, Secretary, Liaison, etc. are created and elected by Committee Members

## **Purpose and Goals of the Committee**

The main function of the FMI CC is to support and educate BFL Teachers and Trainers by maintaining and interpreting current certification standards.

### **Other specific tasks include:**

- Ensure FMI office has copies of all documents pertaining to certification including Certification Procedures, Grandfather Clause, Memorandum of Understanding, Teacher in Training Registration, Practice Teaching and Mentoring documentation forms, Teacher Application
- Ensure documents listed above are made available to the Membership
- Reviews Teacher applications to authorize FMI Office staff to issue uniquely numbered Teacher Certificates\*\*\*
- Reviews essays, articles or research submitted by Teachers seeking Trainer status. As well as verifying completion of Trainer certification requirements to approve and authorize FMI Office to issue numbered Trainer Certificates
- Consulting body when a Trainer needs support in making a decision about any exception to the current Certification Procedures for one of their students
- Reviews re-certification process of Trainers

\*\*\*Trainers who are working directly with their student (Teacher-in-Training) have the responsibility of tracking their progress and signing off on their completion of the certification requirements. The Trainer is the person who has a relationship with the student and knows when they are ready to teach. In this regard the

Certification Committee is a body of support for the Trainer. The final step of submitting all documentation of a Teacher-in-Training's completion of the requirements to the Certification Committee to initiate approval for FMI Office to issue the uniquely numbered Teacher Certificate is to maintain logistical efficiency.

**Other ideas include:**

- Looks for ways that the BFL profession can establish itself with other credible institutions (Universities, NCCA, etc)

**Committee Procedures**

Chair answers community questions about the certification procedure to the best of her/his ability and can reply directly or via the Bones and/or Trainer Forums  
Chair receives Teacher and Trainer applications and other correspondence from North American BFL community through [certification@movementintelligence.org](mailto:certification@movementintelligence.org)  
Chair reviews applications and/or other requests, seeks further information from applicant and/or Trainer if necessary

Chair communicates with other CC members to complete approval

Chair authorizes FMI Office to issue numbered Teacher or Trainer Certificate

Chair informs applicant and Trainer of the CC action

Chair can appoint another member to act as Chair when necessary

CC follows FMI Board committee policy

**Tasks of the Committee**

In compliance with the FMI mission and vision, the Committee Members will determine a task list and timeline to accomplish their goals. As the community and organization grow these initial goals may evolve and expand, but any changes are subject to the approval of the FMI Board of Directors.

**Decision Making and Voting**

Decisions are made by a simple majority vote.

The voting of the Committee can either be accomplished online — by sending the vote to the Committee Chair — via teleconference, or by acclamation in person.

**Record Keeping and Communication with the FMI Board**

The Committee archives its own meeting minutes, and decisions made, so that a historical record is available to pass on to successive Committee Members. A written Committee report is sent to the FMI board annually outlining actions accomplished, and listing pending and proposed future projects.