

## BodyTalk Fundamentals Exam Guidelines

You may take the Fundamentals Exam with any qualified CBI – usually the one you took the Fundamentals course with – but it can be with another instructor. It is wise to talk to your examining instructor about their approach to the oral exam to make sure you are well prepared. If the instructor you are intending to take the exam with is traveling to your area, please make arrangements with them well ahead of time to allow them to be able to review your sessions, give feedback and to make adequate advanced travel arrangements.

Below adapted from the Policies and Procedures (May 15 2014)

5.1.1 Course Pre-requisite: Members wishing to take the Fundamentals exam must monitor BodyTalk Fundamentals or take the BodyTalk Fundamentals Integration course prior to sitting the exam.

5.1.2 If the member chooses to monitor BodyTalk Fundamentals, full attendance is necessary to meet this pre-exam requirement.

5.1.3 Personal BodyTalk Sessions Pre-requisite: As of June 15th 2014, students will be required to receive a minimum of 5 BodyTalk sessions from a CBP and may be required to provide proof to the testing instructor. Receiving regular BodyTalk sessions demonstrates the student's belief in the system and willingness to "walk the talk."

5.1.4 Sessions Pre-requisites: Members wishing to be certified as a BodyTalk practitioner must have conducted a minimum of 50 BodyTalk sessions without using their books, notes or charts. They are to keep records of the sessions including the date, clients initials or assign them a number (for confidentiality), the client's complaints and any results noted immediately after the session and on follow up sessions. These are to be submitted to the testing instructor. On the members download section there are Session Note Templates that can be downloaded to write on then scan or mail, or they can be filled out digitally, saved and emailed to the instructor. If hand written they must be legible or they may not be accepted. Please also refer to the document "**How to Write Session Notes and Accepted Abbreviations**" as a guide for writing your session notes. As of June 15th 2014, the examining instructor must begin to review the student's sessions well before the exam to provide any necessary feedback. Please contact the examining instructor to discuss their preferences regarding how to submit the session notes to them. Once the review of the sessions begins, half of the exam fee will be required. **If the student chooses to change instructors for the exam, the half down payment will be forfeited unless the issue resided with the instructor.** This down payment is to pay for the instructor's time for reviewing the sessions and any coaching involved. The instructor will mark the section on the exam cover page to confirm receipt and review of the session notes. Students may test once they have completed **25 reviewed and approved sessions** without using study materials. However, certification will not be completed until the remaining sessions have been reviewed and approved.

5.1.5 Time Limits: The guidelines for time limits are as follows: 75 minutes for the written portion and 2 hours for the oral. Exceptions to these guidelines and appropriate accommodations can be made for students with learning disabilities.

5.1.6 Exams are to be done one on one. There are to be no group oral exams.

5.1.7 Exam Failure: When members fail one part of the Fundamentals exam, they must re-sit the entire exam (both written and oral). The full exam fee must be paid each time the exam is taken.

5.1.8 Instructors will keep failed written exams on file for future reference in case of an appeal. There is no need to keep the exams of those students who passed.

5.1.9 Fees: The examination fee that goes to the examining instructor is currently set at \$250 USD (in addition to the \$50 USD processing fee that goes to the IBA).

5.1.10 Age Restrictions: There are no age restrictions in taking the Fundamentals examination. However, the legal age to practice as a CBP may vary from state to state, or country-to-country, therefore it is the individual's responsibility to be aware of those requirements.

5.1.11 Fundamentals Exam Study Guide: There is a study guide for preparation for the Fundamentals Exam on the members download area that outlines what to study how to study.