

# CERTIFICATION BOARD FOR STRUCTURAL INTEGRATION<sup>SM</sup>

## EXAM CANDIDATES HANDBOOK



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## **INTRODUCTION**

This handbook has information on taking the Certification Exam for Structural Integration. The policies and procedures related to application, payment, cancellation, exam preparation and maintenance of your certification following the Exam are in this handbook. Please keep a copy of this handbook for your ongoing reference. This information is also available on line at [www.Slexam.org](http://www.Slexam.org).

All forms needed to apply for the Certification Exam can be found at the [www.Slexam.org](http://www.Slexam.org). The exam application contains directions for filling out each page, and will refer you to the appropriate forms for special situations.

This Handbook has been prepared by the Certification Board for Structural Integration (CBSI) and will be updated by the Board as needed. Candidates are responsible for knowing the most current policies and procedures. Please note the version number on the bottom right of the Handbook you have. In the future, when new policies are first announced they will refer to a version of the Candidate's Handbook where they are first to be published. The most current version of the Handbook will always be first published on the CBSI website, [www.Slexam.org](http://www.Slexam.org).

## **APPLICATION PROCESS**

Applications and exam fees must be received no less than five (5) business days prior to the date of the exam administration. Applications received four (4) days or less prior to the exam are subject to space availability.

Applications that involve Non-Traditional training must be submitted not less than three months prior to the date of the desired exam administration.

Applications that involve Americans with Disabilities Act (ADA) considerations must be submitted not less than one month prior to the date of the desired exam administration.

Applicants who are not members of the IASI must include a copy of their diploma or a graduation certificate from an IASI recognized Structural Integration training program. Applicants non-traditionally trained will need to submit a portfolio of training. IASI members not current in their dues will also need to submit a copy of their diploma or graduation certificate.

Admissions Documents for the exam will be mailed to those whose applications have been received in time, while late registrants will have other arrangements made for them. Applicants must bring to the examination: 1) this Admissions Document and 2) a non-expired, photo identification as proof of identity.

## QUALIFIED CANDIDATES

### Traditional Candidates

Persons who have graduated from Structural Integration programs recognized by the IASI are qualified to take the Certification Exam. Candidates do not have to be members of the IASI to take the exam.

### Recognized Structural Integration Training Programs (updated 1-2011)

[Australian School of Applied SI & Somatic Studies](#)

[Biodynamic Structural Integration](#)

[Core Institute - Structural Integration Program](#)

[Czech Association for Structural Integration \(Ceská Asociace Strukturální Integrace\)](#)

[The Guild for Structural Integration](#)

[Hellerwork®, International](#)

[Institut für Strukturelle Körpertherapie](#)

[Institute for Structural Integration](#)

[Institute of Structural Medicine](#)

[International Professional School of Bodywork](#)

[International School of Structural Integration](#)

[Kinesis Myofascial Integration - KMI](#)

[Mana Integrative Therapies](#)

[New School of Structural Integration](#)

[Northwest Center for Structural Integration](#)

[The Rolf Institute® of Structural Integration](#)

[SI Australia](#)

[Soma Neuromuscular Institute®](#)

[Structural Innovations - SI Program](#)

### Student Applicants

If you are a student at an IASI recognized training program, you may register and take the exam up to one month before your graduation date. You will need to submit a copy of your diploma or graduation certificate to the Certification Board for Structural Integration, PO BOX 31381 Raleigh, NC 27622 upon graduation. Your exam will not be scored until your graduation documentation is received.

### Non-Traditional Candidates

If you are not a graduate of one of the recognized trainings in Structural Integration there is a process by which you can present your training and qualifications and, if accepted, sit for the exam. Applicants for non-traditional status must submit a portfolio of training and mentored practice. The training will need to be specifically in Structural Integration based

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on the work of Dr. Ida P. Rolf, as well as in anatomy, physiology and kinesiology. There will need to be a total of 650 hours of training specific to bodywork. This will need to include:

- No less than 300 hours of training specifically in Structural Integration. The training hours in Structural Integration must be from persons trained in Structural Integration. These persons must have been in full-time practice as Structural Integrators for no less than seven years at the time of the training. The training hours in Structural Integration can have been in any combination of classroom and mentored education.
- Not less than 100 hours of education in the fields of anatomy, physiology and kinesiology (Traditional kinesiology is required. Please be aware that courses in "movement for therapists" do not fill this requirement). This training in Anatomy, Physiology and Kinesiology will need to be all classroom hours .
- The additional 250 hours of training specific to bodywork must be classroom hours.

All training will need to be documented by transcripts, certificates of completion, diplomas and/or letters from mentors. This documentation must be submitted to the review committee. If such documentation is not available this needs to be explained in a letter. Un-mentored independent study and professional experience cannot be considered.

The acceptance of Non-Traditional training will depend upon a review of the application by a committee of three members of the Certification Board for Structural Integration. This committee may require other proof of training including, testimony by other Certified Structural Integrators and a personal interview. Please note that the CBSI and IASI require a minimum of three months to process Non-Traditional Candidate Applications.

### **CANDIDATES WITH DISABILITIES**

CBSI can assist candidates with qualified disabilities within the legal standards of usual and customary accommodations to take the exam. If you feel you will need such arrangements, please complete the ADA Accommodation Request Form and include it with the required documentation to your application. The Certification Board will consider your request and contact you about potential arrangements. Please note that the CBSI requires a minimum of one month to process applications for ADA provisions.

## **NEW Policy on Non-Traditional Candidates**

Applicants who did not graduate from an IASI-recognized school or program in Structural Integration may be eligible to take the Certification Examination for Structural Integration (CESI)CM .

### **Applicants who completed Structural Integration education before 2003**

Structural Integration practitioners who completed their education before 2003, when IASI began to recognize education programs, must submit a portfolio of training, mentored practice, and a summary of active Structural Integration practice and continuing education in the five years prior to application. In addition, three letters of reference must accompany the application. These must be either from direct mentors or Structural Integrators who have at least 5 years of experience and direct knowledge of the applicant's practice. These documents must be uploaded as part of the application, which is completed online.

A committee of 3 members of the CBSI Board of Directors, who may require further information of the applicant, and whose determination about eligibility to take the CESI will be final, will evaluate the application.

### **Applicants who completed Structural Integration education after 2003**

Applicants who completed training in Structural Integration by supervised mentorship may submit a portfolio of training, mentored practice, and a summary of active Structural Integration practice and continuing education in the five years prior to the application to the CBSI. In addition, three letters of reference must accompany the application. These must be either from direct mentors or Structural Integrators who have at least 5 years of experience and direct knowledge of the applicant's practice. These documents must be uploaded as part of the application, which is completed online.

A committee of 3 members of the CBSI Board of Directors, who may require further information of the applicant, and whose determination about eligibility to take the CESI will be final, will evaluate the application.

In addition, the committee will require endorsement by at least one IASI-recognized education program that the applicant's educational preparation is comparable to those of its graduates (at the time of the completion of the applicant's education). Applicants must provide permission to share information, from which identifying personal data has been removed, about the applicant's education with an IASI-recognized program.

## **INCOMPLETE APPLICATIONS**

If your application is found to be incomplete phone, email or letter will contact you within three weeks of receipt of the application. If you fail to complete your application prior to the exam date, you will not be able to take the exam. You will have six months to file the necessary information to complete your application. If not completed within this six-month period your application will be terminated and you will forfeit your examination fees. In this event, you will need to submit an entirely new application and fees to register for the Exam.

## **DENIAL OF APPLICATION**

All applicants are responsible for reviewing the qualifications for taking the Certification Exam. If it is determined that you are not eligible to take the exam you will be informed within three weeks of receipt of your application. All application fees will be refunded to you less a 50% administration fee. This refund will be a check made out to you, which will be mailed to you along with your full application and supporting documents at the address given on the application. Applicants can appeal a denial of eligibility by written letter sent to the Certification Board for Structural Integration, PO BOX 31381 Raleigh NC 27622

## **EXAM FEES**

- o The fee for taking the exam is \$300 for members in good standing with the IASI. Membership dues must be current at the time of application.
- o New SI graduates pay only \$250.00 if they take the exam within 60 days of graduation.
- o The fee for taking the exam for persons who are not members of the IASI is \$400.

The full fee must be submitted at the time of application by check, money order or credit card. If a check does not clear or your credit card is declined there will be a \$25 administration fee. You will be informed by a phone call. The full application fee plus the \$25 administrative fee must be received before your application can proceed. There will be an additional \$25 fee for each return or denials.

Fees are always subject to change. Please check with the Certification web site, [Slexam.org](http://Slexam.org) or with the CBSI office to be sure that you have current information.



## **EXAM LOCATIONS AND DATES**

The location and date of Exam administrations will be announced on the CBSI web site, Slexam.org, on the International Association of Structural Integration's web site, theIASI.org, and in other IASI and Certification Board publications. The Exam will be offered at all International Symposiums of the IASI and at regional meetings of the IASI. When possible, Exam administrations will be scheduled to coincide with graduations of approved Structural Integration training programs.

## **RESCHEDULING OR CANCELING AN EXAM**

### **Rescheduling an Exam**

To reschedule an exam, you must notify the Certification Board for Structural Integration office at 855-253-4274 at least one week prior to your scheduled exam date. There is a processing fee, of \$50 to reschedule. You will not be able to change your reservation or receive any refund of your exam fee if you call less than one week before your scheduled exam. If the Certification Board has to reschedule an exam you will not be charged any additional fees.

### **Canceling your Exam**

If you choose not to take the exam and decide to cancel your reservation, you must call one week prior to your scheduled exam date and follow up with a request to cancel in writing. Your letter should be sent to Certification Board for Structural Integration, (or CBSI) PO BOX 31381 Raleigh NC 27622 and include your full name, address, exam date, and signature. You will receive a refund, minus a \$100 processing fee, after receipt of your written cancellation request. If you then decide to take the exam, you will be required to resubmit a new application with required documentation and pay all application fees.

### **Failing to Appear for a Scheduled Exam**

You will lose the full exam fee if you do not appear for an exam or if you reschedule or cancel with less than one week notice. However, there are six reasons that you may be able to reschedule an exam after failing to appear without penalty. They are:

1. Serious illness—for you or an immediate family member.
2. Death in the immediate family.
3. Disabling traffic accident.
4. Court appearance or jury duty.
5. Natural disaster.
6. Unexpected military duty call-up.

Documentation of the reason must be submitted. If your reason is accepted, you will be allowed to reschedule once without additional charge. You will need to notify the

Certification Board for Structural Integration office in writing, addressed to within one week of the scheduled exam date. Certification Board for Structural Integration reserves the right to request documentation to support your reason for failing to appear.

## **EXAM FORMAT**

The test will be administered with paper and pencil, using an examination booklet and multiple-choice answer sheet. You will have three hours to complete the exam. Once you finish and turn in your exam, you will not be able to add or change any answers. Your exam will be scored by an independent agency and results will be mailed to you within three weeks of taking the exam.

## **HOW TO PREPARE FOR THE EXAM**

The exam tests for the minimum knowledge necessary for the safe and effective practice of Structural Integration. It is geared toward an entry-level practitioner. A full Study Guide for the exam can be found on the home page of Slexam.org. The Study Guide contains Content Outline with a self-assessment guide, a category specific sample question, and study references, so that you can determine the areas where you may desire additional study.

The following steps may be helpful as you prepare for the exam:

- Review the Study Guide and make note of the areas you consider to be your strengths and weaknesses.
- Read the Advice on How to Take a Multiple Choice Exam included in the Study Guide section of this website.
- Study the “Review the Series Summary” included in the Study Guide section of this website.
- Study the “IASI Code of Ethics” included in the Study Guide section of this website.
- Before the Exam Day, make sure you know the exact location where the exam will be given, how to get there and the actual room. Be sure you know the exact time you will need to arrive to be allowed into the Exam.

## **EXAMINATION DAY**

### **Arrival Time**

You must arrive at the test location 45 minutes before the scheduled examination start time to complete the admission process before testing begins. If you arrive late for the exam you will forfeit your full application fee and will be required to re-apply to take the Exam.

## **What You Need to Bring**

You must bring your Admission Document and one piece of valid photo identification that includes your signature. Acceptable forms of identification include a valid driver's license, valid passport, or a valid military or state ID card. If you do not have acceptable Identification with you on your scheduled exam day, you will not be allowed to take the exam. You will be considered absent and will forfeit your full application fee. You will be required to re-apply for the exam and pay all application fees.

You will not be able to use study materials, electronic devices of any kind, or blank paper during the test.

**Please note that visitors are not allowed in the testing room(s). Childcare is not provided.**

## **Late Arrival**

If you arrive late for the exam, you will be considered absent and the policy on page 8, Failure to Appear, will apply. You must arrive at the test location 45 minutes before your test start time to complete the required admission process.

## **Bad Weather**

The exam will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the testing center inaccessible or unsafe, the exam will be canceled. Exams that are canceled due to bad weather will be rescheduled as soon as possible, without additional charge. Candidates should call the Certification Board for Structural Integration office at 855-253-4274 during business hours to find out when an exam has been rescheduled.

## **EXAM SECURITY**

### **Disallowed Behaviors**

The Exam Administration Staff will be monitoring the exam room for cheating. If a Candidate is suspected of engaging in disallowed behaviors, (referring to notes, speaking with other candidates, etc.), they will not be interrupted, but will be observed and allowed to finish the Exam. The Exam Administration Staff will fill out an Irregularity Report, which will be considered by the Professional Practices Committee of the Certification Board. If the Committee concludes that the Candidate did engage in disallowed behaviors, that exam will not be scored. The Candidate will be informed in writing within three weeks of the Exam date, will forfeit the exam fee, and will be barred from retaking the Exam at any future time.

The Candidate can appeal this decision by writing to the Certification Exam

Committee, Certification Board for Structural Integration, PO BOX 31381 Raleigh NC 27622. The Professional Practices Committee will submit the appeal along with the original report and all other committee documentation, including minutes of all meetings where discussions of the matter occurred, to the Executive Committee of the Certification Board for a second review. The Executive Committee will conduct an investigation of the matter and issue a report to the Professional Practices Committee within three weeks of receiving the appeal. The Professional Practices Committee will immediately inform the Candidate by letter to include the full report of the Executive Committee. The decision of the Executive Committee will be final.

### **Exam Confidentiality**

By taking the exam, you express your consent to abide by the following Confidentiality Agreement.

“By taking this certification examination for structural integrators I agree that I will neither copy nor retain examination questions or other confidential examination materials in any form or by any means and that I will not transmit examination questions or other confidential examination materials in any form or by any means to any other person or organization. Further, I agree that any violations of this agreement are considered violations of the Code of Ethics and may result in suspension or revocation of this Certification subject to review by the Professional Practices Committee.”

### **Results and Score Reports**

Once you have finished the exam, the exam proctor will collect your answer sheet and booklet. At the end of the exam period, the exams will be sent for scoring. Official score reports will be mailed to candidates within three weeks of the exam date. A Candidate who achieves a passing score on the Certification Exam will be sent a frameable certificate that will identify them as a Board Certified Structural Integrator. Candidates who pass will not receive a score report.

### **Candidate Confidentiality**

A Candidate's performance on the Certification Exam shall remain confidential unless otherwise stipulated by the examinee.

### **Test Irregularities**

Occasionally, testing irregularities occur that affect a group of test takers. Such problems include administrative errors, defective materials, improper access to test content and/or the unauthorized general availability of test content, and other disruptions of test administration. When group-testing irregularities occur, the Certification Board for Structural Integration will conduct an investigation and may decide to not score the test or cancel the test score. In such cases, the affected test takers will have the opportunity to take the test again as soon as possible without charge. Affected test takers will be

notified of the reasons for the cancellation and their options for retaking the test. Certification Board for Structural Integration's appeal process does not apply to group testing irregularities.

## **IF YOU DO NOT PASS THE EXAM**

### **Score Report**

If you fail the exam, you will be given diagnostic information about your overall performance. The information will identify the areas of weakness, should you wish to try again. The score report will also provide information on how to apply for a future exam.

### **Retesting**

If you do not pass the Certification Exam and wish to take it again, please submit a new application with the fee for retaking the exam, which is \$200.00.

### **Challenging Results**

Following completion of the examination and prior to receipt of the examination score, candidates may challenge in writing any question(s) they believe contain errors in content. Comments will be forwarded to the Exam Development Committee of the Certification Board for Structural Integration. If the Exam Development Committee judges that an item(s) should not be scored, all affected candidates shall be notified promptly. Candidates, whose status changes from fail to pass, shall be issued a Certificate.

### **Rescoring**

As a measure of quality control, each Candidate's exam is reviewed and scored twice before the official score report is mailed to the Candidate. Although the examination has already been rescored, a Candidate may request an additional hand scoring of his or her performance by submitting a written request and \$50.00 payment to Certification Board for Structural Integration. You may submit this payment in the form of a money order or certified check to Certification Board for Structural Integration, PO BOX 31381 Raleigh NC 27622

### **Maintaining Validity of Certification and Recertification**

Once you have passed the Exam, your Board Certification in Structural Integration is valid as long as you participate in continuing education and report your hours every four years. The Continuing Education and Recertification Requirements document, as well as the Continuing Education Verification Form can be read or downloaded as a PDF by clicking on the CEU's and Recertification Menu of the Slexam.org website. Alternatively, you can renew your Certification by retaking the Exam once every four years.

## **RECORDS RETENTION**

The Certification Board will maintain all applications for Certification and their supporting documentation for Structural Integration for a period of 4 (four) years. These documents shall remain confidential and be destroyed after the 4-year cycle is complete. The Certification Board for Structural Integration will maintain electronic records of all applicants and Certificants, subject to the retention policy. Test scores are maintained indefinitely for all candidates in a secure electronic format. Inactive applicants that remain idle for a period of two years shall be purged from Certification Board's archive of records.

## **Certificants Registry**

The Certification Board keeps a list of all Certified Practitioners that will be available to the public on the web site, [www.Slexam.org](http://www.Slexam.org). The list will be organized so that consumers can locate Certified Practitioners by country and state. If you don't want your information displayed, please make that note on your application form.

## **Certification Exam Website – [www.Slexam.org](http://www.Slexam.org)**

The CBSI web site is a valuable tool for everyone planning to take the exam. It can answer many of the questions you have about the Certification Exam, the Exam schedule and it gives links for all the forms you will need for your application.

On our site you can find:

- How to apply for the exam;
- Schedule of exam administration dates and locations;
- Printable Online application;
- Continuing Education requirements to retain Certification;
- This Candidate Handbook in PDF format;
- General Information about Structural Integration Board Certification;
- How you can participate in future development of our exam.

## **CONTACTING CERTIFICATION BOARD STAFF**

- By e-mail at [info@Slexam.org](mailto:info@Slexam.org)
- Write the Certification Board at:  
Certification Board for Structural Integration (or CBSI)  
PO BOX 31381  
Raleigh NC 27622
- 855-253-4274(this is not a toll free number)

### **Moving? Changing your email address?**

We need to know! The CBSI needs to keep its information as up-to-date as possible. Please send any changes in your contact status to [info@Slexam.org](mailto:info@Slexam.org) and we will make the updates as soon as possible to the BCSI practitioner list and mailing lists. Please note that CBSI will not lend, sell or in any way make your mailing address available to others. Thank you.

Certification Board for Structural Integration  
Code of Ethics & Standards of Practice Document

Introduction

The Certification Board Code of Ethics is the general ethics code for Board Certified Structural Integrators and is meant to offer a basic set of boundaries and principles as a guide to acceptable conduct. Ethical behavior, in accordance with this Code, is necessary to remain a Board Certified Structural Integrator. The Code of Ethics is not meant to preclude any professional ethics code of any other profession or organization.

This Code offers guidance for professional conduct and a vehicle for the assessment and appraisal of situations having ethical implications. This Code also is offered as a guide and an affirmation of the will of the Practitioners Certified by the Certification Board and is intended to protect their best interests and reputation while insuring the highest quality professional service to all of their clients.

CBSI Code of Ethics

Client / Practitioner Relationship

Board Certified Structural Integrators are entrusted with the responsibility of creating an environment that allows the Structural Integration Client to have a rewarding and positive experience. Board Certified Structural Integrators will:

1. Ensure client safety, protecting them from unreasonable physical and emotional risk;
2. Enable and empower all clients in their growth and evolutionary process with empathy, dignity and caring;
3. Never discriminate against anyone in providing Structural Integration services because of race, creed, sex, sexual orientation, national origin or disability;
4. Engage only in honest and fair business practices;
5. Ensure that all Structural Integration practice is conducted in an alcohol and drug free environment;
6. Avoid all sexual relationships with clients; and
7. Never engage in sexual harassment of any kind or create a sexually intimidating or offensive environment.

Standards of Practice

All Certified Structural Integrators have a duty to adhere to the CBSI Standards of Practice. Board Certified Structural Integrators will:

1. Only provide Structural Integration services for which they were properly trained, have proven competency and are recognized by their peers as capable to provide such services in the scope of their practices;
2. Accurately and truthfully represent CBSI policies, actions and procedures;



3. Use the established CBSI ethics procedures to resolve all complaints of conduct regarding charges from a client or charges between members;
4. Ensure client confidentiality
5. Never misrepresent themselves through information which is based on falsifications regarding accomplishments, qualifications, education, experience, certifications, licenses or criminal records;
6. Never misrepresent the nature and scope of their Structural Integration practice;
7. Seek advice and counsel of peers and other professionals whenever it is in the best interest of their clients.

### Practitioner Conduct

All Board Certified Structural Integrators are to be in compliance with all national, regional and local criminal and administrative codes.

### Development

Board Certified Structural Integrators should strive to increase their competency, skill and proficiency in the craft of Structural Integration. Board Certified Structural Integrators must take responsibility for remaining current on safety, health and developments that are relevant to the practice of Structural Integration.

### Conflict of Interest

Certified Structural Integrators are responsible for avoiding conflicts of interest, both actual and perceived, while acting in a business capacity for the CBSI. It is unethical for any member to:

1. Achieve personal gain by using CBSI services, their position in office, or authority inherent or implied or associated with their elected or appointed position in CBSI;
2. Incur unsubstantiated, unnecessary and/or unreasonable debt in the name of or while representing CBSI;
3. Participate in any decision-making mechanism within CBSI, which would result in their immediate or future personal gain.

### Enforcement of the Code

Enforcement of the CBSI Code of Ethics depends on voluntary compliance, peer involvement, client participation and the support of all members.

1. Voluntary Compliance

- a. Any Board Certified Structural Integrator who believes that another Board Certified Structural Integrator has violated the CBSI Code of Ethics, unless extraordinary circumstances dictate otherwise, should first address the concern directly with that practitioner. The respondent Board Certified Structural Integrator should comply completely with the satisfaction of the complainant member. A member of the Professional Practices Committee may be sought for a consultation and/or negotiation role in this part of the process.
- b. Any Board Certified Structural Integrator in personal ethical conflict is required to seek advice and counsel of a peer and/or the CBSI Professional Practices Committee.