

# IASI Program Application Checklist

The following checklist is designed to assist in preparation for the application. Use the boxes to the left of the items to check off tasks as you complete them.

## PROGRAM DEMOGRAPHIC

- |   |   |
|---|---|
| <input type="checkbox"/> UBI Number if applicable       | <input type="checkbox"/> Program phone number |
| <input type="checkbox"/> Federal Tax ID (or equivalent) | <input type="checkbox"/> Contact name         |
| <input type="checkbox"/> Legal owner                    | <input type="checkbox"/> Contact email        |
| <input type="checkbox"/> Mailing address                |   |
| <input type="checkbox"/> Program physical address       |   |

## ACCREDITATION INFORMATION

- |   |   |
|---|---|
| <input type="checkbox"/> List of federally approved accreditation | <input type="checkbox"/> Copy of documentation verifying accreditation, including agency name and date of accreditation issue |
|---|---|

## PROGRAM LENGTH

- ☐ Hours of core SI training
- ☐ Hours of prerequisite (onsite or transfer)
- ☐ Name of certificate offered

## CURRICULUM

- |  |   |
|--|---|
| <input type="checkbox"/> List of program courses offered   | <input type="checkbox"/> Student competencies in the form of measurable objectives for the course |
| <input type="checkbox"/> Syllabi for each course containing: <ul style="list-style-type: none"><li><input type="checkbox"/> Course title</li><li><input type="checkbox"/> Subject matter</li><li><input type="checkbox"/> Course Hours and Criterion 1 designation. Must designate where the course is considered among these minimum hours:</li></ul> | <input type="checkbox"/> Methods of evaluation  |
|  | <input type="checkbox"/> Course schedule  |
|  | <input type="checkbox"/> Textbooks and other instructional material used                          |

- 300 hours of SI-Specific instruction, including theory, Anatomy & Physiology, session, explanations, and practicums.
- 40 hours of in-person, student observation of two series, performed by instructors
- 40 hours of in-person, supervised giving and receiving of a series by classmates
- 40 hours of in-person, supervised student series work on two general public clients
- 20 hours of Assessment
- 20 hours of Kinesiology
- 10 hours of Movement Education
- 10 hours of Pathologies and Contraindications
- 10 hours of Proprietary Education
- 5 hours of Research Literacy and Case Studies
- 5 hours of SI History, Variety, Licensing, and CESI

☐ Instructor(s) name(s)

## ACADEMIC STANDARDS

- |  |  |
|--|--|
| <input type="checkbox"/> Admissions procedures               | <input type="checkbox"/> Publications and advertising guidelines |
| <input type="checkbox"/> Student rights                      | <input type="checkbox"/> Record Keeping                          |
| <input type="checkbox"/> Published and Fair student policies |  |
| <input type="checkbox"/> Refund policy                       |  |

## HEALTH, SANITATION AND FACILITIES

- ☐ Statement that facilities are maintained in accordance with state and local ordinances and rules governing health sanitation

## FACULTY

- ☐ Faculty and student conduct
- ☐ Professional development and benefits
- ☐ Staff policies and procedures
- ☐ Resume for each instructor or trainer, identifying lead, associate or assistant instructor. Resume must include:
  - ☐ Name
  - ☐ Professional license/BCSI information and dates issued
  - ☐ Total years' experience as a SI practitioner
  - ☐ Advanced training from an IASI approved program information
  - ☐ 300 hours of documented CE's
  - ☐ Teaching experience
  - ☐ Lead, associate, or assistant instructor