

**- RULES AND REGULATIONS -**  
**IPNFA – ANNUAL GENERAL MEETING DECISIONS**

**Overview of all proposals decided by the Annual General Meeting of the IPNFA®.**  
**Constitutional changes (C), rules to be lived (R) and other decisions that have been made.**

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**IPNFA**

Change of constitution: written voting is possible	C	1999
Research committee will be standing committee	C	1999
Financial Report of General Meeting will be received by treasurer by 3 months after end of the annual meeting	R	2000
Executive Comm. will contact Hermitage, Bad Ragaz to obtain PNF-material		2000
National PNF organizations should be "IPNFA-country identification"	R	2000
Executive Committee will control the costs of the secretary	R	2003
Specification of secretary office costs must be made	R	2003
IPNFA should establish a fund for helping developing countries, a task force work out ideas		2003
Preferred mode of communication is via e-mail		2003
Changes and new information on the web-site are to be announced by e-mail	R	2004
A list of IPNFA certified instructors will be on the web-site, including address, e-mail		2004
IPNFA spends \$300 (annual award) for the best PNF article (recommended by research committee)	R	2004
Dues for Instructors € 130.- / \$ 150.- Associate members € 40.- / \$ 45.-	R	2007
IKK examination representative will be reimbursed: travel +hotel costs (1 night) with a maximum of Euro 350.00 as well as a honorarium of Euro 100.00	R	2010
Dues for members, paying in Swiss Francs: full members CHF 170.- / ass. members CHF 50.-	R	2010
Peer Review /Grievance Committee will follow the PeerReview/Grievance Committee guidelines	R	2011
National Contact Person (Website) must be a IPNFA member and must attend the Annual General Meeting at least once every 4 years.	R	2012
Rule "IPNFA Bank account should be where the secretary lives (secretary and treasurer will be co-signers)" is deleted	R	2013
Adjustment of art. 17b of the constitution: addition of the bullet point "Election of the research Committee	C	2013
Accept the Euro as the reference currency of the IPNFA	R	2016
The revisor is elected at the AGM. Term of office will be 3 years. Re-election is possible	C	2016
Executive Committee will adjust the rates of US\$ and CHF to the Euro in advance of the AGM if necessary	R	2017
Website of choice (listed in the National Contact Section) will be screened and approved	R	2017
PNF-Techniques from common script available on the public section of the website		2017
Covering the costs of the new website from IPNFA budget. We propose that Executive Committee Members choose the best offer		2019
Installation of a new standing committee, named Public Relations committee	C	2019
IPNFA® as an association be represented in the exhibition hall at the next WCPT conferences (might be a task for the new PR committee)		2019

**IPNFA – MEETING**

IPNFA Bank account should be where the secretary lives (secretary and treasurer will be co-signers)		1992
A conference fee may be set by the host country to cover costs and paid by attending members		1993

Decisions can be made when 1/5 of the voting membership is present (Quorum)	C	1993
Instructor will be moved into an inactive category after 4 years absence of the Annual General Meeting (Business Day) (protection of the quorum)	C	1993
Guests can be allowed/invited to the Educational Day (Host determine number of guests)		1993
Suggestion: part of Educational Day reserved for hands-on treatment/problem solving		1993
30 Minutes of Educational Day reserved for research projects (scheduled by the Research Committee)		1994
IPNFA pays NLG 6'000.- (Euro 2'700.-) in advance to the host country	R	1995
For Executive Comm. 100% of meeting costs will be reimbursed	R	1998
For Executive Comm. \$ 100.- honorarium will be paid	R	1998
Member can vote at annual meeting if dues up to the meeting are current	R	1999
All Instructors and assistants will be invited to the instructor meeting day		2000
General Meeting will be 3 days including general meeting day, educational day and instructor meeting day (1/2 day organized by vice-president)		2000
For Executive Comm. \$ 100.- reimbursement for administration costs (tel., fax etc.)	R	2000
Educational Comm. reimbursement: \$250.- travel costs / All members receive \$100.- for expenses during the year	R	2000
Recommendation: After registration-deadline a percentage fee increase will be assessed. Any conference cancellation will be 50% of the fee		2001
IPNFA organizes a workshop for associate members on same day as instructor day		2001
Chair of Educational Comm. reimbursement of 100% meeting costs (as Exec. Comm)	R	2001
Annual meeting will be held at the 2 <sup>nd</sup> , 3 <sup>th</sup> or 4 <sup>th</sup> weekend of october	R	2003
Business day should not be the last day of the meeting		2004
Instructor day should be one day		2004
Instructor day should be a practical day for all IPNFA members		2004
Reimbursements of expenses must be sent no later than 2 month prior to the next meeting, otherwise the request will be denied	R	2005
Rename educational day to IPNFA-congress, open congress with call for papers, install a board which will judge the papers, equal participation of presentations from IPNFA members and other speakers		2007
Instructor day is only for IPNFA instructors and IPNFA assistants	R	2008
The permanent members of the Education Committee may send a locum (must be a full member of the IPNFA) to the meetings of the Education Committee in case he/she cannot attend the meeting personally. The locum will have full rights to speak and vote	R	2010
Proposals have to be written in a uniform format	R	2011
A guideline "how to write proposals" is available on the website (members-area)		2011
At the IPNFA Annual General Meeting, in order for an IPNFA Assistant to participate in the "collective" IPNFA assistant voting process of one single vote, he must be current on his IPNFA dues and must have attended an IPNFA AGM at least once every four years.	R	2012
Resind the rule of 2007: „Rename educational day to IPNFA®_congress, open congress with call for papers, and install a board which will judge the papers, equal participation of presentations from IPNFA®_members and other speakers”	R	2013
US\$ 200 Honorarium is awarded to the representatives of Research, Peer Review Grievance and Nominating Committee or their locum		2014
The IPNFA pays the host country of the AGM meeting Euro 3'500 in advance	R	2017
Add to the score system 2 points for a Basic Instructor standing as a candidate for an IPNFA committee		2017
Deletion of the proposal: IPNFA® organises a workshop for associate members on the same day as Instructor Day (2001)	R	2018

**IPNFA – COURSES**

**See also “Course System of the IPNFA”, edited by the educational committee!**

IPNFA-recognized course, only when IPNFA-recognized instructor presents course	R	1993
If participant fails 2 of 3 parts of the test, re-take of those parts can be allowed if he/she has done well through the course		1996
Recommendation: a case-study for all IPNFA-courses		1997
Recommendation: participants should take courses from at least 2 different instructors		1999
Level 4 course in place of level 3B with defined clinical application of PNF	R	1999
Course member may miss 2 hours per course level (basic course: 4 hours, others: 2 hours)	R	2001
All non-person related courses should be announced on the web-site (instructor area)		2004
Instructors should use a “revised” version of “Content and Objectives 1,2,3” till meeting 2005		2004
The national PNF organisation of a country has to be informed by the instructor about the course(s) he will teach in that country.	R	2006
All IPNFA recognized basic and advanced courses (after march, 1 2008) must have a IPNFA-sticker on the participants certificates	R	2007
For all IPNFA courses: Max 16 participants with 1 instructor Max 20 participants with 1 instructor and 1 IPNFA assistant Max 24 participants with 1 instructor and 2 IPNFA assistants	R	2009
Instructors who want to buy stickers must fulfill following criteria: 1. Be an active member (attend AGM at least every 4 years) 2. Give courses (at least 1 course per 3 years) 3. Do postgraduate training (at least 1 in 3 years) 4. Pay their dues	R	2010
Stickers can only be bought for personal use (it is allowed for an instructor to buy stickers for a colleague-instructor).		2010
Occupational Therapists can participate in IPNFA courses up to Level 5	R	2011
The IPNFA course system is extended by a second Level 4 (new there are 3 advanced course levels between Level 2 and Level 5: Level 3A, 3B, 4 or Level 3A, 4A, 4B). The Level 4 course objectives and contents are changed according to the new rule (effective January 1, 2016)	R	2015
Participants on the international PNF 5 waiting list would be exempt from the new rule about the change until 31th December 2017	R	2015
Add the wording „minimum“ to the amount of course hours of all IPNFA courses	R	2015
In reasoned cases the Education Committee may allow 7 days less than 6 months between two course levels	R	2017
Recommended minimal salary for IPNFA® courses is Euro 500 per day	R	2018

**Basic Course.**

Splitting up the course is possible. Instructor verify that course-content is appropriate		1993
Course certificate with stamp and signed, only after completion of all course content	R	1993
Course members:	R	
physical therapists		1993
occupational therapists, up to level 3A		1993
other persons working closely with physical therapists.		1993
16 Course members maximum if 1 instructor gives the course (20 participants with 1 or 2 assistants).		1996
24-28 Participants if 2 instructors give the course (recommendation)		1996
Basic course must be finished within 24 months	R	2009
Basic course may be offered as single modules, must meet the standards as described in the IPNFA contents and objectives for PNF 1+2. Rules about certification remain the same	R	2009
On IPNFA® certificates following sentence should be posted: Participation in IPNFA® courses does not authorize the participant to use or disseminate the IPNFA® script or teach IPNFA® recognized courses	R	2019

<b>Advanced Course (Level 3A/3B/4)</b>		
Course certificate with stamp and signed, only after completion of all course content	R	1993
At least 6 months after basic course (level 2) / last advanced course.	R	1993
16 Coursemembers maximum if 1 instructor gives the course (20 participants with 1 or 2 assistants)		1996
No requirement of a patient demonstration within practical examination		1997
Time for theoretical examination will be 45 minutes	R	1997
Level 3A: successful completion when 50% of theoretical examination is correct	R	1997
Level 3B/4: successful completion when 2/3 of theoretical examination is correct	R	1997
Level 3B/4 participants will be tested with patient demonstration	R	1997
Practical examination minimum 20 minutes	R	1997
IKK-testing representative of IPNFA will be reimbursed travelcosts/hotelcosts NLG 300.00 (Euro 136.00)		1998
24-28 course members if 2 instructors give the course (recommendation)		
37 Hours (60 minutes)	R	
Level 4 course includes clinical application of PNF with minimum 4 hours of patient treatment	R	2004
A maximum of 6 open questions is allowed in the written test	R	2009
IKK-testing representative of the IPNFA will be reimbursed: travel costs and hotel costs (1 night if necessary) up to a maximum of Euro 350.00 + Honorary Euro 100.00	R	2010
Starting Munich AGM 2016, In order to teach PNF 4 courses, all newly qualified Advanced Instructors must fulfill the following requirements (IPNFA Course system will be adapted as voted): a) Must be an advanced Instructor for a minimum of 3 years. b) Must have taught a minimum of 5 PNF 3 courses	R	2016
Objectives for PNF 4 Ortho and PNF 4 Neuro (as <i>updated</i> 2016 Instructor day) are accepted		2016
One PNF4 can be replaced by a PNF3B (different instructor) , no matter if it is the first or second PNF4	R	2017
All participants will be tested in Level 4: written and practical test	R	2018
In case of a failure of an IPNFA® advanced course test, participants may repeat the failed parts of the tests 2 times within 1 year.	R	2019

<b>Advanced Course (level 5)</b>		
At least 6 months after last advanced course.	R	1993
Participants must have written recommendation of level 3B instructor.	R	
37 hours (60 minutes)	R	
6 Assistant-candidates for 1 instructor will be tested in the "AQC"		1999
Level 5B will be called Assistantship Qualification Course		1999
Qualification for "AQC" must be send to chair of Educ. Committee (after Level5)	R	1999
Ed. Comm. is allowed to give priority to course participants from countries where there is a demand for IPNFA instructors		2004
Vallejo 9 month programm is recognized as an equivalent to an IPNFA level 5 course. Participants are IPNFA certified therapists and may be considered for participation in an AQC	R	2007
All participants who have completed successfully a 9 month programm in Vallejo since 2003 will be recognized as having passed a Level 5 course and may be considered for participation in an AQC	R	2007
Limit participants in "AQC" to a maximum of 8 per instructor	R	2007
Requirement for participants of AQC: must have a minimum of 5 years patient treatment experience as a licensed physical therapist.	R	2008
A maximum of 6 open questions is allowed in the written test	R	2009
Delete the task "presentation of a preset clinical problem"		2013

Participants who finished a PNF3B or PNF 4 before October 2015 and obtained a recommendation to proceed to PNF 5 may do so until July 2018.	R	2016
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**AQC Course**

Change of the constitution: Level 5B in AQC course and selection procedure wording	C	2013
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**Instructor Certification Course**

Educational Comm. may vote to run an Instructor Course within Basic Course		1998
Acceptance of the Vallejo Instructor training progression for Basic and Advanced Instructors		2000
ICC consists of a minimum of 100 hours (60min.) including a complete PNF Level 1 and 2 course. It will be held by 2 senior instructors or 1 senior instructor and 1 sen. instructor candidate	R	2014
The candidates receive a set of tasks (decided by the senior instructor group) to be accomplished in a defined time before the ICC. One of these tasks is the preparation of a complete IPNFA Basic Course. The candidates will teach this course under supervision.	R	2014
Additional there is a minimum of 25 hours (60 min.) of discussion, reflection, didactical instruction and testing of the candidates before and during the basic course	R	2014
For a successful completion of the ICC a minimum of 80% of the didactical performance must be good	R	2014
In case of a failure the ICC may be repeated only once	R	2014
If a candidate is recommended to continue, the supervising instructors will give tasks to be accomplished before the candidate can apply again for the ICC	R	2014
Deletion of the proposal: Educational Committee may vote to run an Instructor Course within Basic Course (1998)	R	2018
Defined procedure for running Instructor Certification Course	R	2019
ICC candidates receiving extra tasks after the ICC, must successfully complete these tasks, before they can teach alone. If the ICC candidate does not pass the extra tasks, the SIG and the Education Committee will discuss as a group and decide the next step.	R	2019

**IPNFA-MEMBERS**

**Members**

Any member of the IPNFA can submit a request for financial support for research projects. The decision on such a request will be made using the "IPNFA research committee Grant guidelines" The decision is a task of the executive committee in collaboration with the research committee. Decision depends on the actual financial situation of the IPNFA.		2012
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**Instructors**

Must participate in post graduate training every two years	R	1995
Must teach one Basic Course (or equivalent) every three years	R	1995
Advanced / Senior Instructor must teach one Basic and or one Advanced Course or equivalent every three years	R	1995
Peer Grievance Committee can decide what instructor must do in order to continue teaching		1995
Continuous practical work with patients by the instructor	R	1995
Basic Course instructor must teach 5 courses before taking assistants		1999
Advanced Instructor are allowed to teach Level 4 courses	R	1999
Definition of qualifications for Senior Instructor and "how to become a Senior"		1999
Adv. and Senior Instructors must fulfill requirements in effect at the moment of application	R	2000
PT in charge of the Vallejo PNF training program and IPNFA member will be a permanent senior instructor of the IPNFA	R	2003
To be reinstated, the instructor has to pay a fee of Euro 400,00. All other requirements written down must be fulfilled (see above)	R	2005

IPNFA Basic course instructors are not allowed to teach PNF Advanced Courses (PNF3/PNF4) or equivalent courses, even if they are not using the name IPNFA to announce their courses	R	2008
An instructor can buy stickers if he/she fullfills the following criteria: <ul style="list-style-type: none"> <li>- must be an active member</li> <li>- give courses (1 per 3 years)</li> <li>- do postgraduate training (1 per 3 years)</li> <li>- pay his/her annual dues</li> </ul>	R	2010
Basic course instructor must teach a minimum of 10 basic courses before taking assistants and notify the IPNFA Education Committee	R	2010
Advanced Instructor Candidates have to assist successfully 2 Advanced Courses with two different instructors (at least one must be a Senior Instructor)	R	2011
Senior Instructor Candidates can be nominated or by application		2014
Full members (instructors) must attend the AGM (both Instructor Day and the Business Day) every 4 year	C	2015
An instructor must have a minimum of 300 hours patient treatment per year. On request they must be able to send in the necessary documentation of clinical hours to the IPNFA.	R	2015
Instructors, who are retired from work, do not need to meet the 300 minimum hours of patient treatment per year in order to be allowed to teach, if they meet all of the following requirements: a) Minimum of 30 years clinical experience b) Minimum of 20 years as an IPNFA Instructor It is recommended to co-teach every 2 years with another instructor	R	2016
All IPNFA instructors will be listed under the National Contact with status, contact data and link website of choice	R	2016
In order for a Vallejo Advanced Instructor to become a Senior Instructor, the requirements as stated in the PDF document "Comparisons of Kaiser Vallejo and IPNFA Instructor Progression-2016 Senior Instructor Addendum" must be met. (To find this document, see the Education Committee section of website)	R	2016
Change the procedure to become an advanced instructor (clearer timeline with existing pre-requisites and requirements) (To see the procedure, see the Education Committee section of website)	R	2016
In order to evaluate the pre-requisite for becoming an Advanced Instructor which states: " <i>Was and is active within the IPNFA and can prove a positive contribution to PNF development and IPNFA meetings</i> ", the Education Committee may use a score system. (To find the score system, see the Education Committee section of website)		2016
The Senior Instructor Group will decide which Senior Instructor will do the final qualification for an Advanced Instructor Candidate.		2016
An inactive instructor will become active again by informing the Executive Committee and by attending the next AGM (both business day and instructor day).	C	2019

<b>Assistants / Associated members</b>
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Must be IPNFA-associated member	R	1996
Minimum timeframe for assistantship will be 3 years	R	1999
Assistantships done till 1998 are recognized for the new rule to be counted towards the new system		1999
Receive "ready for Instructor" from two different Advanced or Senior Instructors in the last two course series	R	1999
Apprentice assistantship will not count if dues are not current	R	1999
Application for assistantship must be received by the Educational Comm. before the assistantships are initiated	R	2000
Cancel recommendation: one course serial should be finished before assisting next series		2002
Must complete 5 basic courses (level 1,2) and 3 advanced courses (level 3) in chronological order by at least 2	R	2002

IPNFA-Manual/Rules and Regulations

different instructors		
Minimum timeframe of 3 years will be a recommendation		2003
Receive "ready for instructor" not before 4 <sup>th</sup> basic course	R	2003
An assistant needs a "ready for IC course from 2 supervising instructors: 1 senior instructor and 1 senior/advanced instructor	R	2003
Assoc. members are not allowed to use their membership or the name IPNFA to promote courses taught by themselves	R	2004
Ass. Members and assistants are not allowed to teach PNF basic (PNF 1+2) and/or advanced courses (PNF3 or PNF4), even if they are not using the name IPNFA to announce their courses	R	2008
IPNFA assistants must have a minimum of 600 hours of patient treatment time per year	R	2008
Assistants must begin assistance at least 3 years after passing AQC (rule effective from jan 1, 2013)	R	2010
An assistant must assist four different instructors (for assistants who have 2 or less or didn't start assistantship)	R	2010
Assistantship will last a minimum of 3 years and a maximum of 10 years (rule effective jan 1, 2013)	R	2010
To maintain assistant status, each assistant must attend the IPNFA AGM at least every 4 years	R	2010
Must complete 5 basic courses (level 1,2) and 3 advanced courses (level 3 or 4) successfully in chronological order by at least 4 different instructors	R	2002 2014
After 2 unsuccessful assistantships the assistant may be told to stop. Decision will be done by EdComm in a majority voting after consulting evaluation papers and involved instructors	R	2014
IPNFA assistants must attend the AGM (both Instructor Day and the Business Day) every 4 year	C	2015
All assistants will be listed under the National Contact with status, contact data and link to website of choice	R	2016
Basic course (PNF 1 and PNF 2) must be assisted by the same assistant.	R	2016
Has to teach a minimum of 50% of the course content (Level 1 & 2) in English as a requirement to get the „Ready for ICC	R	2019