



Kinesiology Course Accreditation Submission Requirements

(version May 2007)

Energy Kinesiology Association Course Accreditation Board



Index

EnKA Course accreditation submission requirements	Pg 3 – 9
Attachment 1: Accurate Muscle Monitoring, a model procedure – 11	Pg 10
Attachment 2: Accurate Indicator Muscle Monitoring – 14	Pg 12
Attachment 3: Specific Muscle Monitoring as defined by EnKACAB	Pg 16 – 17
Attachment 4: Definition for Pre-checks (minimum requirements) – 19	Pg 18
Attachment 5: Approved uses of an “Indicator Muscle” – 21	Pg 20
Attachment 6: Pause Lock	Pg 22 – 23
Attachment 7: Glossary of Terms and Definitions – 28	Pg 24
Attachment 8: Course Category Criteria	Pg 23 – 25
Attachment 9: Grievance Procedure – 30	Pg 29
Attachment 10: Copyright Information	Pg 31 – 32
Attachment 11: EnKA Code of Ethics and Practice – 34	Pg 33
Attachment 12: Course Accreditation checklist return sheets – 40	Pg 35

EnKA COURSE ACCREDITATION SUBMISSION REQUIREMENTS May 2007

The aim of the accreditation process is to ensure that:

Energy Kinesiology Association Course Accreditation Board



- A courses are accredited only if they achieve a standard of excellence as befits training programs for certified energy kinesiologists; and
- B accredited courses meet EnKA's independent and consistent standards.

The objective of the EnKA Course accreditation process is to ensure the standards are congruent with the Code of Ethics of the EnKA (See Attachment 11).

The purpose of the EnKACAB is to verify that the course is compliant with the Code of Ethics according to the guidelines set out by the EnKACAB and to ensure the above standards are met.

It is the responsibility of the Course Authors to ensure that their material complies with all the current United States and International laws regarding copyright. The EnKACAB will not tolerate any breach of copyright contained in submitted material.

The following are the core issues that your submission must address:

The Aims and Objectives of the Course
The Teachers of the Course
The Students of the Course
It adds to the Kinesiology Discipline.
Consistency with accepted Kinesiology Practices
Compliance with Copyright and Plagiarism Laws

You must submit the following documentary material:
(Submit in hard copy and/or on computer disc, EnKACAB prefers computer disc)

Course Application and Course Outline
Manuals and all Printed Material
Signed, dated and completed attachment 12
Completed Category A checklist (if wanting course to be considered for Category A status)
Resume including Kinesiology & other qualifications
Teaching Principles and Practices
Competency Assessment and Evaluation Procedures (including relevant Certificates of Attendance of course and Certificates of Proficiency in order to prove a pass in Assessment Sections. These documents are required when students apply for Practitioner status.

You must include with your submission:

Payment by credit card, check or money order of \$110 USD including tax (\$100 Non-US resident authors) for submission/resubmission fee which applies per course and needs to accompany the submission.

Energy Kinesiology Association Course Accreditation Board



All submissions made between May 1, 2006 and April 30, 2008 will not be charged a submission fee.

All material and manuals become the property of the EnKACAB for the purposes of reference and review and will remain strictly confidential.

Other Relevant information

1. The EnKA reserves the right to refuse the accreditation of any material submitted which is deemed to be in conflict with EnKA ethics and standards.
2. It is the responsibility of the course author to supply additions to, or alteration of the course that substantially change the nature of the material taught, or the way in which it is taught. These changes will be assessed and approved by the EnKACAB for the course to remain accredited. Therefore, it is important that your course updates or changes be resubmitted accordingly (a \$110 US administrative fee will be charged.)
3. Home study: All courses with a self-directed learning component or wholly self-directed learning (correspondence, distance learning) are subject to evaluation.
4. The EnKA reserves the right to require courses to be resubmitted for re-evaluation on a four-year cyclical basis.

*** Important Conditions for Courses Submitted for Accreditation ***

Full accreditation will be granted when a course has been presented to twenty (20) new students and in a minimum of three classes.

To verify the above, the EnKACAB will require either a Statutory Declaration confirming that the above requirements have been met or all class lists with contact numbers for students and dates of classes taught.

COURSE ACCREDITATION SUBMISSION REQUIREMENTS

The list below outlines the information that must be supplied to the EnKA Course Accreditation Board (EnKACAB) to process your accreditation application. The course manual and all of the required information is to be submitted in English. All information is to be provided in a standard typed format, either hard copy or computer disc (disc preferred). All information and documentation supplied remains the property of the EnKA.

1. Name of Course
2. The complete Workshop Manuals

Energy Kinesiology Association Course Accreditation Board



To be held as reference documents by the EnKACAB

3. Aims and Objectives of the Course

Minimum Requirements

- A. Why is this course being taught?
- B. Who can perform this skill and under what circumstances?
- C. How will this course enhance the well being of others?
- D. What unique skills does this course add to the Kinesiology discipline?

4. Learning Outcomes

Minimum Requirements : Specific Skill Development

- A. What the author/instructors specifically intend/s the students to learn.
- B. What new skill/s will the student be able to apply successfully
- C. How and where specifically will the student apply this/these skill/s

5. Delivery of Course Material

The methods of instruction/teaching employed to achieve the Course Aims and Objectives.

- A. Course timetable including breaks and practice times.
- B. Delivery style and strategies i.e. oral, visual, practical, via overheads, demonstration, lectures, face-to-face hours and self-directed learning nominal hours (correspondence, distance learning) etc. for each section. The EnKACAB will decide on allocation of nominal hours after submission of course.
- C. Times allocated for each topic and/or technique.

6. Prerequisites for the Course

Please refer to criteria for category A, B and C courses. See attachments 1-7 on page

List of any prerequisites for the course

Brief rationale for the requirements

If no prerequisites, a brief plan for Kinesiology skill development within this discipline.

7. Table of Contents

List of all topics covered in this course.

8. Hours Required for Teaching

Note – Hours must reconcile with Item 5

Please state specifically the number of hours for this course delivered face-to-face and/or self-directed learning (correspondence, distance learning).

9. Breakdown of Workshop Hours per topics presented

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List all topics contained within workshop, with allocated hours e.g. Anatomy and Physiology, Kinesiology Theory, Energetic Theory, Practical Skill development, Communications, Nutrition, Spiritual Theory, Meridians etc.

All of the examples above do not need to be a part of your course.

10. Descriptions of Types of Muscle Monitoring (testing) Used.

See Attachments 1-7 for minimum requirements

11. Descriptions of Pre-Checks Used and Muscle Monitor Evaluation

See Attachments 1-7 for minimum requirements and criteria.

12. Description of Challenges Used

List Verbal, Digital Determination, Circuit Locating, Stress Indicator Points, Acupoints, etc.

See Attachment 1-7 for minimum requirements and criteria

13. Descriptions of any Theory other than Kinesiology Theory

Theory other than currently accepted Kinesiology Theory (e.g. Educational Development, Homeopathic Principles, Massage, Neuro Linguistic Programming, Nutrition, Physiology, Psychological theory, Vision Improvement, Past Life Theory/Other times/Generations, etc.) which is written into and taught as principles and techniques in a Kinesiology Course, MUST include relevant references and/or research.

14. Outline of Prior Verification Procedures

Outline recognized successful employment of the techniques in your course relative to achieving the Aims and Objectives, e.g. PMC Stomach meridian reference TFH, AP, ICAK, etc.

15. All Materials Required by Students

List compulsory and optional equipment, handouts and any printed material given to students in the course.

16. Advertising

Present all fliers, brochures, etc. on the course material.

17. Copyright (see Attachment 10)

Your course must comply with the current laws in the United States relative to copyright, including any treaties and obligations to the International community.

Each author is encouraged to assert copyright on his or her material.

See Attachment 10 regarding copyright.

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Note: It is the responsibility of the Course Authors to ensure that their material complies with all the current United States and International laws regarding copyright.

The EnKACAB will not tolerate any breach of copyright contained in submitted material.

18. Plagiarism and Attributing Sources of information (See Attachment 10 for copyright contact information)

Your course must not contain plagiarism. Where you use other people's works in a lawful manner, the original sources must be acknowledged and attributed to the author thereof.

Note: It is the responsibility of the Course Author to ensure that his/her material contains no plagiarism and that the appropriate acknowledgments are made.

19. Instructor and Examiners

Course authors or duly notified representatives need to list the prerequisites and minimum requirement to become an instructor (if relevant). Provide instructor guidelines and teachers manual/outlines for the course.

Supply list of current updated trained instructors. This list needs to be updated as changes occur. This is necessary for student and practitioner registrations, because only students taught by registered instructor's courses will have their hours recognized.

20. If you want category A classification

If you want category A classification, you need to fill out the category A checklist and submit it to the EnKACAB.

21. Competence assessment evaluation

Course authors and/or currently trained instructors will administer the examination of the students skills/knowledge with regard to the learning outcomes i.e. assessment/evaluation criteria and methodology.

Copies must be submitted of all assessment procedures and papers in each of the written, oral and practical evaluations of the course.

EnKA requires that 80% of the course contents be competency assessed and MUST be tested with a minimum of 25% written, 25% oral and 25% practical assessment. The remaining 25% may be allocated to any assessment section.

1. Oral Assessment – Open or Closed Book
2. Written Assessment – Open or Closed Book
3. Practical Assessment – Open or Closed Book

Students will need a pass in each section based on the pass criteria of discipline.

Note: please supply with your assessment your criteria for a pass. This information should contain the number of marks attributed to each question in

Energy Kinesiology Association Course Accreditation Board



oral, practical and written assessments along with a minimum pass mark required (e.g. 75%).

You must submit the following documentary material:

- Manuals and all Printed Material
- Signed, dated and completed Declaration (page 45)
- Course Outline and Course submission material
- Resume of Course Author
- Teaching Principles and Practices
- Category A checklist (if wanting course to be considered for Category A status)
- Competency Assessment and Evaluation Procedures (including relevant Certificates of Attendance for course and Certificates of Proficiency in order to prove a pass in Assessment Sections. The EnKA CAB requires these documents when students apply for Practitioner status.)

Manuals and printed material submissions may be hard copy and/or on computer disc and must be in English. Our preference is to have all class documentation submitted on computer disc. EnKACAB documents, that must be filled out and signed, must be a hard copy.

All materials and manuals become the property of the EnKA for the purposes of reference and review and will remain strictly confidential.

Attachment 1

May 2007

“Accurate Muscle Monitoring a model procedure”

In Energy Kinesiology, “Muscle Monitoring” is preferred, NOT “muscle testing” as it has been referred to in the past. “Muscle testing” came from academic Kinesiology and the Chiropractic techniques of Applied Kinesiology, in which the muscle is “tested” for its ability to hold against physical force; an assessment of its strength. Thus, when the muscle can resist the force it is “strong” and when it gives it is “weak”.

In Energy Kinesiology, the muscle is used as a biofeedback mechanism to “monitor” the integrity of the subconscious communication between the muscle and the Central Nervous System (CNS), the body’s biocomputer. Via this mechanism the muscle provides feedback about the chemical, physical, emotional/mental and energetic systems of the body, indicated by the integrity of the muscle response. When monitored, the muscle can

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give a response of either a “lock” or “unlock”, depending upon the integrity of communication with the CNS; as affected by the other systems of the body.

Accurate Muscle Monitoring

Procedure for Contraction Monitoring:

Position and Direction

1. The muscle selected is to be monitored:
 - a. In optimal contraction, with attention to position and rotation, to shorten and straighten the muscle fibers.
 - b. With pressure to be applied toward the optimal extended position, which lengthens the muscle fibers.
e.g. for Anterior Deltoid Muscle:
 - a. The arm is straightened and brought forward to an angle of approximately 30° to the vertical axis of the body.
 - b. Pressure will be applied straight back toward the side of the body.

Pressure

1. The person being monitored is asked to “hold” their muscle in the contracted position.
2. Gentle pressure is gradually increased. (For accurate muscle circuit feedback, the pressure need not exceed 2 pounds.)
3. Pressure is held on the locked muscle for at least two (2) full seconds.
4. Pressure is then gradually and smoothly released.

Muscle Responses

Lock The muscle holds firmly and consistently.

Unlock The muscle moves in the direction of pressure or shakes, wavers or falters in some way.

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Attachment 2
May 2007

Accurate Indicator Muscle Monitoring

Only after the indicator muscle has been assessed and proven to be in balanced homeostatic function, and all pre-checks cleared, is there a “clear circuit” for accurate muscle monitoring.

An “Accurate Indicator Muscle” must satisfy all the criteria below.

1. The muscle to be used as an Indicator must LOCK when monitored in contraction both sides of the body.
 - * If the muscle unlocks, choose either option:
 - Select another muscle as an indicator.
 - Correct the muscle imbalance (i.e. unlocked state) with appropriate techniques (e.g. NL’s, NV’s, Meridian, ESR, etc.) until both muscles lock.
2. The muscle to be used as an indicator must also be able to be manually unlocked to check that the muscle has integrity of function, on both sides of the body, by either method A/ or B/ below.
 - A. Manual manipulation of the spindle cells to sedate the muscle in contraction i.e. Push the belly of the muscle together in the direction of the fibers, and then immediately re-monitor the muscle in contraction. Muscle should now unlock.
 - B. Apply the North Pole of a magnet to the belly of the muscle while monitoring the muscle in contraction. Muscle should now unlock.
 - C. Following spindle cell sedation tonify the muscle by pulling the spindle cells apart, and re-monitor. Muscle should now lock.

If the muscle fails to give the appropriate response, lock or unlock then do one of the following:

- Select another muscle as an indicator.
- Correct the muscle imbalance with appropriate techniques (e.g. NL’s, NV’s, Meridian, ESR, etc.) until both muscles give the appropriate response based on the above procedure.

Monitoring in extension:

Note: Although not essential, it is preferred that the muscles to be used as an indicator be monitored in Extension as well as Contraction.

Energy Kinesiology Association Course Accreditation Board



e.g. For the Anterior Deltoid muscle, the arm is straightened and brought backward to an angle of approximately 30° to the vertical axis of the body. Pressure is then applied to move the arm straight past the side of the body.

As with contraction monitoring, the antagonists to the muscle must be able to be UNLOCKED on both sides of the body by either method A/ or B/ below.

- A. Manual manipulation of the spindle cells of the muscle in extension (the inhibiting muscle) to unlock the antagonist muscle(s) i.e. pull the belly of the muscle apart in the direction of the fibers, and then immediately re-monitor the muscle in extension.
- B. Apply the South Pole of a magnet to the center of the belly of the muscle while monitoring the muscle in extension.

If the muscle fails to give the appropriate response, either lock or unlock, then do one of the following:

- Select another muscle as an indicator.
- Correct the muscle imbalance with appropriate techniques (e.g. NL's, NV's, Meridian, ESR, etc.) until both muscles give the appropriate response based on the above procedure.

Note: It is preferable, although not essential, that the muscle be checked for integrity of function on both sides of the body, by Golgi Tendon Origin stimulation in contraction and extension.

Conclusion:

The above procedures ensure that the muscle chosen as an indicator can:

LOCK and be MANUALLY UNLOCKED, indicating that it is in a state of proprioceptive homeostasis and has integrity of communication with the CNS.

Once the indicator muscle is in proprioceptive homeostasis, then all PRE-CHECKS must be checked and any imbalances corrected to ensure that the body has electro-magnetic and physiological integrity to provide clear and accurate responses.

Only after the indicator muscle has been assessed and proved to be in balanced homeostatic function, and all pre-checks cleared, is there a "clear circuit" for accurate muscle monitoring.

Energy Kinesiology Association Course Accreditation Board



Attachment 3

May 2007

Specific Muscle Monitoring as defined by the EnKACAB

- A The muscle must be monitored from the position of optimal Contraction.
- B Gradual and consistent pressure must then be applied from this position, toward the position of optimal Extension for that muscle.
- C Pressure must be maintained for a duration sufficient to assess a locked or unlocked muscle (e.g. 2 seconds).

Balanced Indicator Muscle (Minimum requirement)

The muscle must be a recognized Kinesiology muscle and must be monitored according to EnKACAB approved manual muscle monitoring technique. The same muscle on both sides of the body, when monitored, must individually or simultaneously demonstrate proprioceptive homeostasis as defined on points 1 and 2 below.

- 1. The muscles must lock when monitored in contraction. (See Note.)
- 2. Either A or B must be achieved:
 - A The muscles must unlock when monitored in Contraction immediately after manual Sedation of the Spindle Cells. They must lock again when monitored, after manual Tonification of the Spindle Cells. (See Note.)
 - B The muscles must unlock when the North Pole of a magnet is applied to the belly of the muscle when monitored in contraction. (See Note.)

Note: Although not essential at this level, it is preferred that:

- The muscles be monitored in Extension as well as Contraction
- The antagonists to the muscle(s) monitored in Extension, should unlock after manual Tonification of the Spindle Cells of the Extended muscle(s).
- When using a magnet, it is preferable to also apply the South Pole to the belly of the muscle in Extension.
- The manual Sedation and Tonification procedures for Golgi tendons also be used.

These procedures would ensure that the muscle is in more complete proprioceptive homeostasis.

Attachment 4

May 2007

Definitions for Pre-Checks (Minimum requirements)

Hydration

Challenge: Gently pulling a tuft of hair while monitoring a “Balanced Indicator Muscle”.

Correction: The client can consume water. Check that the challenge is clear.

Energy Kinesiology Association Course Accreditation Board



Switching (neurological disorganization)

The following three forms of Switching must be cleared.

In all the challenges and corrections below, the points involved must be simultaneously held or rubbed by the client or the practitioner.

With sensitive points e.g. GV1/Coccyx, it is preferable that the client CL and correct these points.

Neurological disorganization corrected by this manner is temporary and the cause must be discovered and corrected for lasting effect.

Up/Down Challenge by CL'ing GV26 and CV 24 while simultaneously monitoring a "Balanced Indicator Muscle".

Correction: Hold CV8 while stimulating the involved points with a neutral contact. After a suitable period (approximately 20 –30 seconds), change hands and repeat. Then re-challenge.

Left / Right Challenge by CL'ing the Left K27 and Right K27 while simultaneously monitoring a "Balanced Indicator Muscle".

Correction: Hold CV8 while stimulating the involved points with a neutral contact. After a suitable period (approximately 20 – 30 seconds), change hands and repeat. Then re-challenge.

Front / Back Challenge by CL'ing GV1 / Coccyx and CV8 while simultaneously monitoring a "Balanced Indicator Muscle". (This is best done while the client is sitting or standing).

Correction: Hold CV8 while stimulating GV1 / Coccyx with a neutral contact. After a suitable period (approximately 20 – 30 seconds), change hands and repeat. Then re-challenge.

Special Note:

- * All Pre-Checks must be performed using a "Balanced Indicator Muscle" as defined.
- * Hydration should be cleared before Switching for best results.

After each Pre-Check correction, all Pre-Checks must be re-challenged and corrected if necessary, until all are clear.

Energy Kinesiology Association Course Accreditation Board



Attachment 5

February 2007

Approved Uses of an “Indicator Muscle”

To use a muscle as an Indicator Muscle (I/M) the muscle *must be a balanced or “Clear Circuit I/M”* (in a balanced state or proprioceptive homeostasis), and *all pre-checks must be cleared.*

**Responses can only be an “Indicator Change” (I/C),
Or the I/M “Stays the same”.**

1. Challenge: For example, a statement, a CL, a Finger Mode etc are all challenges which may result in an I/C (Indicator Change). An I/C (Indicator Change) is a response *affirming the relevance* of what you have just challenged.

Or

No I/C is either

a. a response confirming what you just challenged is NOT relevant.

Or

b. Through related stress the I/M suddenly Over-facilitated (became “frozen”, “jammed” or “blocked”) in response to the Challenge.

An Over-facilitating I/M is a response to a Challenge. This indicates a compensated stress and can indicate relevance of what you challenged.

2. Question: Monitoring the I/M following a question addressed to the person being monitored.

This must only be used after having established a lock as a “Yes” and an unlock as a “No” by stating “Give me a Yes” and monitoring to verify a lock, then stating “Give me a No” and monitoring to verify an unlock.

Locked* Yes or Over-facilitated

Unlocked No

*Notes: A Lock has two possibilities:

A. The muscle is indicating Yes to the question asked.

B. The muscle has suddenly Over-facilitated in response to the question.

Only an I/M that remains Locked and is in homeostasis (e.g. can be sedated / unlocked) indicates a “yes” response to a question.

An Over-facilitated I/M is no longer a “Balanced Indicator Muscle” and will not unlock when sedated via spindle cell or Golgi tendon manipulation or when the North Pole of a magnet is placed on the belly of the contracted muscle.

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Attachment 6
May 2007

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Pauselock

Monitoring a muscle yields only information about what is going on at that moment, such as thoughts the client is thinking or modes the practitioner holds. Pauselock is used to hold on to specific information, making it possible to achieve a high amount of stress in the beginning of the session (imagining a stressful situation, pressing a painful part of the body) in order to put that information in the “biocomputer” of the client and keep it there without continuous effort.

Hips and jaws are joints that can be used for pauselock. Information can only be entered into pauselock while a joint is opening, and kept in pauselock while a joint remains open. Once the joint is open, information, which is entered, will be held. As soon as a joint closes, the information that was stored in that pauselock will be erased.

Entering information in pauselock

Information to be entered into pauselock must first be brought to the surface. This can be done by touching an alarm point, holding a mode, monitoring a muscle, thinking a stressful thought, etc. While information is at the surface, the legs are separated. At this point, the information is entered into pauselock. Information brought to the surface in one person can be held in pauselock by another person. In this case, physical contact between the two people must be made while the information is entered. Keep in mind that the information only remains in pauselock as long as the legs are kept separated; as soon as they're brought together, the information disappears.

Transferring information from one pauselock to another

Since information is kept at the surface by pauselock, it is easy to transfer information from one pauselock to another. If there is information in the client's pauselock, and for some reason the client must move, the practitioner can transfer the information to his own pauselock by separating his legs while holding on to the client. The information, kept at the surface by the client's pauselock, is then entered into the therapist's pauselock, freeing the client to move around. The information will remain in the practitioner's pauselock and can later be transferred back to the client's pauselock.

Adding information to pauselock

Energy Kinesiology Association Course Accreditation Board



It is not possible to simply add a bit of information already in pauselock. If the second piece of information is pauselocked, the first piece of information will be erased. Therefore, a system must be used similar to transferring information. While the second piece of information is brought to the surface, the practitioner pauselocks while touching the client. Now, not only the information from the client's pauselock is entered into the practitioner's pauselock, but also the new information.

This process is called stacking.

How pauselock affects an indicator muscle

When using pauselock, the behavior of an indicator muscle changes drastically. Normally an indicator will unlock as soon as an imbalance is brought to the surface. When the imbalance is stacked into pauselock, the indicator will remain unlocked. The next imbalance will cause the indicator to lock again.

In other words, when working with pauselock, no longer look for a lock or an unlock per se but for a change in indicator. Every new bit of information that is uncovered or stacked in pauselock will cause an indicator change.

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Attachment 7
May 2007

Glossary of Terms and Definitions.

Balanced Indicator Muscle	A muscle in proprioceptive homeostasis used for bio-feedback
Clear	When the challenge no longer gives a change of "Indicator Muscle".
Circuit Locating (CL, CL'ing)	Either practitioner or client uses Neutral Polarity (e.g. thumb or index and middle fingers of the same hand together to contact monitoring or reflex points.
Challenge	To CL or activate a reflex or acupoint while monitoring a "Balanced Indicator Muscle".
Contraction	A position in which the muscle fibers are shortened, and isolates the muscle as a prime mover.
CV8	The eighth acupoint on the Central Vessel acupuncture meridian, located at the umbilicus (navel).
CV24	The twenty-fourth acupoint on the Central Vessel acupuncture meridian, located in the inferior labial groove (between the tip of the chin and the center of lower lip).
Extension	A position in which the muscle fibers are lengthened to monitor its antagonists as a group.
GV1	The first acupoint of the Governing Vessel acupuncture meridian, located inferior to the Coccyx (Tip of the tail bone).
GV26	The twenty-sixth acupoint on the Governing Vessel acupuncture meridian, located in the superior labial groove (between the base of the septum of the nose and the center of the upper lip).
Hydration	Challenge to determine the absence of stress due to adequate water content.
K27	The twenty-seventh acupoint on the Kidney acupuncture meridian, located inferior to the Medial end of the clavicle where it joins the sternum.
Lock	When a muscle maintains its state of contraction or extension when pressure is applied in the direction of contraction to extension or extension to contraction.
Unlock	When a muscle moves in the direction of contraction or extension when pressure is applied in the direction of contraction to extension or extension to contraction.
Manual Sedation	Using finger pressure to squeeze the Spindle Cells in the belly of the muscle together to unlock the muscle in contraction.

Energy Kinesiology Association Course Accreditation Board



Manual Tonification	Using finger pressure to stretch the Spindle Cells in the belly of the muscle by pulling the fibers in the belly of the muscle apart to re-lock the muscle in contraction.
Monitoring/Muscle Monitoring	Assessing the bio-feedback from a muscle response, alternately called muscle testing or muscle checking.
Proprioceptive	Refers to the subconscious sensory feedback to the Central Nervous System from the receptors monitoring muscle tension, length, changes in length and joint position.
Proprioceptive Homeostasis	A state of muscle balance in which the muscle will lock when manually monitored in contraction, unlock after sedation, and then re-lock when tonified.
Reactive Muscle Response	When the activation of one muscle causes an imbalance in another muscle when the second muscle is monitored immediately after the activation of the first muscle.
Switching	Neurological disorganization evidenced by muscles on the opposite side of the body showing imbalance to the side affected or by the positive CL of specific test points e.g. K27's, CV24 or GV27. Walther claims Neurological disorganization is most often caused by distress in the cranial-sacral primary respiratory system, the second most common cause is foot dysfunction. Following this, more common causes include cloacal synchronization, pitch /roll / yaw / tilt (PRYT), gait organization and dural tension, although anything can be a cause of switching / neurological disorganization.

Attachment 8

May 2007

Course Category Criteria

Minimum Requirements for Accreditation

All courses must fulfill either 1), 2), or 3).

- 1) Correctly teach and use EnKACAB approved Kinesiology muscle monitoring techniques, for monitoring that specific muscles' proven associated Organ, Meridian, Proprioceptive or Reactive pattern response.

Energy Kinesiology Association Course Accreditation Board



- 2) Correctly teach, and use a 'Balanced Indicator Muscle', and clear 'Pre-Checks', in accordance with EnKACAB standards, before using that Muscle to indicate or assess generalized imbalances or stress.
- 3) Have a CAB accredited prerequisite course as a compulsory requirement, that includes a) or b) as above.

Criteria for assignment to category (A), (B), or (C) After fulfilling minimum accreditation requirements

For a course to become assigned to category (A), it must fulfill a minimum of six of the optional criteria below.

For a course to become assigned to category (B), it must be a follow up of a recognized stream.

For a course to become assigned to category C it must fulfill the 'minimum requirements for accreditation' as described in 1), 2) and 3) above.

Criteria

CATEGORY A COURSES:

Are those courses that satisfy a minimum of six (6) of the either (8) criteria listed below,

OR

Are introductory courses in a recognized Stream of Kinesiology (e.g. TFH/PKP, AP etc.) that meet all eight (8) criteria when that Stream has been taken through the Category B level.

Criteria for assignment to Category A: Core Kinesiology Courses that fulfill minimum accreditation Requirements as above and a minimum of six out of eight of the Criteria points following.

1. Include the nature of muscle function and structure.
2. Have a definition and explanation of meridian-organ/gland-muscle relationships including a brief history of its development, a definition of meridians and description of acupoints.
3. Include an introduction and explanation of Neurolymphatic and Neurovascular reflex points including a history of their development.
4. Include a description of the mechanism and application of Pause Lock. (Also known as Circuit Retaining Mode, or Putting it in Circuit)
5. Include a description of Finger Modes (Digital Determinators), their practice and application.

Energy Kinesiology Association Course Accreditation Board



6. Have a clear outline of balancing processes used including identification, correction and challenge procedures.
7. Include a basic philosophy and theme of the 'Triad of Health' (Physical, Emotional, Nutritional) and explain the importance of this balance.
8. Include an assessment procedure for students requiring both theoretical understanding of the concepts and techniques, and demonstrate proficiency in their application.

Reference the Category A checklist on page 27.

CATEGORY B COURSES:

Courses that are the continuation or extension of the Stream begun with Category A Core Courses (e.g. AP Agape taken in Category A followed by 7 Chi Keys and 5 Houses of Chi in Category B would be a continuation of that Stream),

OR

Courses that have a prerequisite of a minimum of 100 hours of Category A courses (e.g. NOT), and that when combined with the Category A courses satisfy all 8 Category A criteria.

CATEGORY C COURSES:

Courses that meet the minimum requirements for accreditation as outlined above for Category A & Category B as indicated in Attachment 8,

OR

Additional courses following in any recognized Stream beyond those in Category B.

Energy Kinesiology Association Course Accreditation Board



Checklist

Minimum requirements for accreditation for Category A courses (reference Criteria, page 25.)

Please fill out the box to the right; show the pages on which the detail can be found.

1. Include the nature of muscle function and structure.

Included
On
Page

2. Have a definition and explanation of meridian-organ/ gland-muscle relationships including a brief history of its development, a definition of meridians and description of acupoints.

Page

3. Include an introduction and explanation of Neurolymphatic and Neurovascular reflex points including a history of their development.

Page

4. Include a description of the mechanism and application of Pause Lock (also known as Circuit Retaining Mode, or Putting it in Circuit).

Page

5. Have a clear outline of balancing processes used including identification, correction and challenge procedures.

Page

6. Have a clear outline of balancing processes used including identification, correction and challenge procedures.

Page

7. Include a basic philosophy and theme of the “Triad of Health” (Physical, Emotional, Nutritional) and explain the importance of this balance.

Page

8. Include an assessment procedure for students requiring both theoretical understanding of the concepts and techniques, and demonstrate proficiency in their application.

Page

Energy Kinesiology Association Course Accreditation Board



Attachment 9 May 2007 Grievance Procedure

1. This procedure applies in relation to the accreditation of energy kinesiology courses.
2. Upon making an initial determination in relation to the accreditation of a kinesiology course the Course Accreditation Board (“CAB”) must advise the author thereof of the CAB’s initial determination.
3. If a person is aggrieved by an initial determination of the CAB the person must, within 30 days of receiving written notice of the initial determination, discuss his or her grievance with the Chair of the CAB.
4. If the matter is still unresolved after the discussion referred to in the previous paragraph, the author may , within 3 months of receiving written notice of the initial determination, appeal the initial determination by making a written submission to the CAB which submission must set out concisely and comprehensively the decision (or the part thereof) which is sought to be reviewed, the reasons why the author believes the CAB’s initial determination was wrong and details of the determination that the author would like to substitute for the actual initial determination. The author should, if applicable, submit written third party material in support of his or her submission. The submission is made to the Chair of the CAB.
5. At the next scheduled meeting of the CAB or as soon thereafter as is practical, the CAB will consider the submission made in accordance with the previous paragraph and generally review the whole matter in its entirety, anew.
6. Within 14 days of the meeting of the CAB at which the author’s submission was considered, the Chair of the CAB will notify in writing the author of the CAB’s revised determination.
7. Within 7 days of receiving the revised determination, the author may appeal the revised determination by making a written request to the President of the Association. The President of the Association must, within 60 days of receiving the request, review the submitted course, the initial determination, the submission made in accordance with paragraph 4 hereof and the revised determination and must make a final determination in relation to the matter.
8. The final determination will be sent in writing to the author within 90 days of the written request made by the author in accordance with paragraph 7 hereof.
9. The final determination shall be final and not subject to any further appeal.

Energy Kinesiology Association Course Accreditation Board



Attachment 10
February 2007

Copyright Information

For current requirements and fees, please check the Copyright Office Website at www.copyright.gov, contact the Copyright Office at the address below, or call (202) 707-3000.

Library of Congress
Copyright Office
101 Independence Avenue, S.E.
Washington, D.C. 20559-6000

Energy Kinesiology Association Course Accreditation Board



Attachment 10 (cont.)

Declaration

This course complies with the current laws in the United States relative to copyright including any treaties and obligations to the International community. This course does not contain plagiarism. Where I have used other people's work it has been in a lawful manner, the original sources have been acknowledged and attributed to the author thereof.

Name of course

Print Full Name

Signature _____

Date _____

Energy Kinesiology Association Course Accreditation Board



Attachment 11
February 2007

Code of Ethics

This Code of Ethics is a summary of the general principles of acceptable, ethical professional behavior within the Energy Kinesiology community.

Within the many different schools of Energy Kinesiology, we all share a common foundation: to provide services that promote the greatest good for the client.

In my willingness to promote awareness of ethics within the energy kinesiology community, and myself, I will do my best to:

- Conduct business and professional activities with integrity, in a professional, honest, and fair manner.
- Perform only those services for which I am qualified and represent my education, certifications, professional affiliations and other qualifications honestly. I will make a referral, when appropriate and if possible.
- Acknowledge the inherent worth and individuality of each person by honoring clients' and students' religious, spiritual, health, education, political and social views, and life choices, not discriminating against, race, creed, color, gender, and sexual orientation.
- Accept responsibility to maintain my physical, mental, emotional and spiritual well being.
- Refrain from diagnosing, prescribing, or treating any medical disorder unless licensed to do so.
- Strive for professional excellence through ongoing assessment of personal strengths, limitations and effectiveness, and by continued education and training.
- Abide by all applicable laws governing Energy Kinesiology. I shall consider working for the repeal or revision of laws detrimental to the legitimate practice of Energy Kinesiology.
- Acknowledge the confidential nature of the professional relationship with my client. I will respect each client's right to privacy, disclosing confidential information only when either authorized by the client or mandated by law.
- Respect the professional status of other Energy Kinesiologists and other health care practitioners.

Additionally, I acknowledge that my own development, personally and professionally, enhances the value of what I am able to offer to my clients and students. The foundation of ethical conduct is being mindful and discerning in my thoughts, feelings, words and behaviors. I will strive to include mindfulness and discernment in my personal and professional goals.

In the conduct of my business and association, I am and continue to be guided by the above ethics.

Energy Kinesiology Association Course Accreditation Board



Attachment 12

Course Accreditation Checklist

- 1. Name of Course
- 2. The complete Workshop Manuals
To be held as reference documents by the EnKACAB
- 3. Aims and Objectives of the Course
Minimum Requirements
 - A. Why is this course being taught?
 - B. Who can perform this skill and under what circumstances?
 - C. How will this course enhance the well being of others?
 - D. What unique skills does this course add to the Kinesiology discipline?
- 4. Learning Outcomes
Minimum Requirements: Specific Skill Development
 - A. What the author/instructors specifically intend the students to learn.
 - B. What new skill/s will the student be able to apply successfully
 - C. How and where specifically will the student apply this/these skill/s
- 5. Delivery of Course Material
The methods of instruction/teaching employed to achieve the Course Aims and Objectives.
 - A. Course timetable including breaks and practice times
 - B. Delivery style and strategies i.e. oral, visual, practical, via overheads, demonstration, lectures, face-to-face hours and self-directed learning nominal hours (correspondence, distance learning) etc. for each section. The EnKACAB will decide on allocation of nominal hours after submission of course.
 - C. Times allocated for each topic and/or technique
 - D. Please state specifically the number of hours for this course delivered face-to-face and/or self-directed learning (correspondence, distance learning).
- 6. Prerequisites for the Course
Please refer to criteria in Attachments 1-7

List of any prerequisites for the course
Brief rationale for the requirements

Energy Kinesiology Association Course Accreditation Board



If no prerequisites, a brief plan for Energy Kinesiology skill development within this discipline.

- 7. Table of Contents**
List of all topics covered in this course.

- 8. Hours Required for Teaching**
Note – Hours must reconcile with Item 5
Please state specifically the number of hours for this course delivered face-to-face and/or self-directed learning (correspondence, distance learning).

- 9. Breakdown of Workshop Hours into topics presented**
List of all topics contained within workshop, with allocated hours eg. Anatomy and Physiology, Energy Kinesiology Theory, Energetic Theory, Practical Skill development, Communications, Nutrition, Spiritual Theory, Meridians etc.

All of the examples above do not need to be a part of your course.

- 10. Descriptions of Types of Muscle Monitoring (testing) Used.**
See Attachments 1-7 for minimum requirements

- 11. Descriptions of Pre-Checks Used and Muscle Monitor Evaluation**
See Attachments 1-7 for minimum requirements and criteria.

- 12. Description of Challenges Used**
List Verbal, Digital Determination, Circuit Locating, Stress Indicator Points, Acupoints, etc.
See Attachment 1-7 for minimum requirements and criteria

- 13. Descriptions of any Theory other than Kinesiology Theory**
Theory other than currently accepted Kinesiology Theory (e.g. Educational Development, Homeopathic Principles, Massage, Neuro Linguistic Programming, Nutrition, Physiology, Psychological theory, Vision Improvement, Past Life Theory/Other times/Generations, etc.) which is written into and taught as principles and techniques in Energy Kinesiology Course, MUST include relevant references and/or research, and that can also be verified through accepted Accurate Muscle Monitoring techniques and/or Universal Finger Modes.

- 14. Outline of Prior Verification Procedures**

Energy Kinesiology Association Course Accreditation Board



Outline recognized successful employment of the techniques in your course relative to achieving the Aims and Objectives, e.g. PMC Stomach meridian reference TFH, AP, ICAK, etc.

15. All Materials Required by Students

List compulsory and optional equipment, handouts and any printed material given to students in the course.

16. Advertising

Present all fliers, brochures, etc. on the course material.

17. Copyright (see Attachment 10)

Your course must comply with the current laws in the United States relative to copyright including any treaties and obligations to the International community.

Each author is encouraged to assert copyright on his or her material. See enclosed documents regarding copyright.

Note: It is the responsibility of the Course Authors to ensure that their material complies with all the current United States and International laws regarding copyright.

The EnKACAB will not tolerate any breach of copyright contained in submitted material.

18. Plagiarism and Attributing Sources of information (See Attachment 10)

Your course must not contain plagiarism. Where you use other people's works in a lawful manner, the original sources must be acknowledged and attributed to the author thereof.

Note: It is the responsibility of the Course Author to ensure that their material contains no plagiarism and that the appropriate acknowledgments are made.

19. Instructor and Examiners

Course authors or duly notified representatives need to list the prerequisites and minimum requirements to become an instructor (if relevant). Provide instructor guidelines and teachers manual/outlines for the course.

Supply list of current updated trained instructors. This list needs to be updated as changes occur. This is necessary for student and practitioner registrations, because only students taught by registered instructors courses will have their hours recognized.

20. If you want category A classification

If you want category A classification, you need to fill out the category A checklist and submit it to the EnKA

Energy Kinesiology Association Course Accreditation Board



21. Competence assessment evaluation

Examination will be administered to ascertain the skills/knowledge of the students with regard to the learning outcomes i.e. assessment/evaluation criteria and methodology.

Copies must be submitted of all assessment procedures and papers in each of the written, oral and practical evaluations of the course.

EnKA requires that 80% of the course contents be competency assessed and MUST be tested with a minimum of 25% written, 25% oral and 25% practical assessment. The remaining 25% may be allocated to any assessment section.

Oral Assessment – Open or Closed Book

Written Assessment – Open or Closed Book

Practical Assessment – Open or Closed Book

Students will need a pass in each section based on the pass criteria of discipline.

Note: Please supply with your assessment your criteria for a pass. This information should contain the number of marks attributed to each question in oral, practical and written assessments along with a minimum pass mark required (e.g. 75%).

You must submit the following documentary material:

- Manuals and all Printed Material
- Signed, dated and completed attachment 12
- Course Outline and Course submission material
- Qualification of course author (Energy Kinesiology and other qualification) included in resume or similar document.
- Teaching Principles and Practices
- Category A checklist (if wanting course to be considered for Category A status)
- Competency Assessment and Evaluation Procedures (including relevant Certificates of Attendance for course and Certificates of Proficiency in order to prove a pass in Assessment Sections. The Practitioner Registration Board requires these documents when students apply for Practitioner status.)

Manuals and printed material submissions may be hardcopy and/or on computer disc.

Our preference is to have all class documentation submitted on computer disc.

EnKACAB documents, that must be filled out and signed, must be a hardcopy.

You must include with your submission:

- * Payment by Credit card, check or money order of \$100 US and \$110 non-US for submission / resubmission fee which applies per module per course and needs to accompany the submission / re-submission.

Energy Kinesiology Association Course Accreditation Board



Note: Submission fee waived until April 30, 2008

All materials and manuals become the property of the EnKA for the purposes of reference and review and will remain strictly confidential.