



Becoming an IAIM International Trainer is an active and individual journey – one of personal and professional growth.

The IAIM Committee for Trainer Candidates (CTC) is responsible for the educational process for new trainers. IAIM Trainer Candidates (referred to as “TC”) work with active IAIM Senior Trainers, Trainer Consultants and the CTC, gradually assuming more responsibility for all aspects of the training process. Trainer Candidates learn through experience, observing, organising, planning and presenting training.

As previously mentioned, the IAIM Trainer process is designed to be flexible and individualized. Within the context of the IAIM Training phases and curriculum for Trainer Candidates, each person is encouraged to take an active role in selecting and planning their experiences and activities with the guidance of the CTC.

The Trainer Candidate may have the opportunity to work with a number of Senior Trainers and Trainer Consultants, who are IAIM Trainers that have gone through further education to receive this title. The IAIM Trainers’ Training process will be supported by the entire CTC, Circle of Trainers and IAIM Chapters.

During the process to become an IAIM certified Trainer, different people will support the Trainer Candidate. They are:

- **CTC advisor** - CTC member assigned to support each TC through the process to become an IAIM certified Trainer.
- **Assigned Trainer** - an IAIM Trainer assigned to support the Trainer Candidate in a specific step. Some of the steps require Senior Trainer or Trainer Consultants. The IAIM Trainer Assigned Trainer may also be the CTC members. The IAIM Trainer Assigned Trainer may be different in each step and must be approved by the CTC.
- **Mentor** - Person from the Chapter or country of the TC who will support the TC in order to better understand the chapter or/and IAIM policies and procedures. If the country does not have an IAIM chapter the mentor can be a IAIM Trainer with the same local language. The mentor does not have any final decision regarding the process to become an IAIM Trainer.

- **CTC financial advisor** - will communicate with the TC for all the financial aspects of the process.

EDUCATIONAL PROCESS and PROCEDURES

The Phases below describe the basic process:

CIMs (CEIMs) interested in becoming IAIM Trainers will contact the Committee for Trainer Candidates (CTC) directly.

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Juliana.Dellinger@gmail.com

mjoao.alvito@gmail.com

After the initial dialogue with CTC members, the Trainer Candidate will receive information on requirements (see requirements below) and an application form.

Trainer Candidate prerequisites include all of following 3 points:

- 1) Be an active member in IAIM, a local Chapter or a Forming Chapter
- 2) Experience of being a certified IAIM instructor active in teaching parents for at least 3 years.
- 3) Teach at least 100 families with the IAIM programme.

The applicant must be a member in good standing with her/his IAIM Chapter and/or the IAIM International Association. The applicant should demonstrate active involvement in volunteer activities benefiting IAIM at the chapter or international level. This may include: committee/subcommittee work, local/regional representative, newsletter contributions, conference presentations or grant-writing or be involved in the creation of the local IAIM chapter in the country where the applicant resides.

The applicant must be an active IAIM Certified Infant Massage Instructor (CIM/CEIM) who has been teaching infant massage to parents for at least 3 years. The applicant will have taught infant massage as an IAIM Instructor to at least 100 families. It would be beneficial to have experience teaching fathers, babies/families with special/additional needs and babies who were born prematurely. It is required that the applicant demonstrates experience with families from diverse cultural, educational and economic backgrounds.

The applicant must demonstrate completion of a college degree or license in a helping field (social work, education, massage therapy, psychology, etc.), or training and teaching experiences related to the IAIM work.

The applicant must have completed a course in communication skills, counselling and/or group facilitation as well as adult education courses.

The applicant should have good comprehension of written and spoken English and, if not, is responsible for providing translations of all written materials submitted to the Committee for Trainer Candidates (CTC). The CTC or IAIM international will not be responsible for any translation costs for any part of the training or for any documents/written materials. The applicant needs to understand that the official language in IAIM is the English and all communication as a Trainer will be in English.

Each applicant will be recommended and presented to the CTC by an IAIM Trainer, who is also willing to assist the applicant in the process of becoming a Trainer, should they be chosen as a Trainer Candidate. If the applicant does not have a letter of recommendation from an IAIM Trainer, then a letter from the Chapter or Forming Chapter (Contact Person) will be requested. The applicant should establish direct communication with their chapter.

Before submitting the Application, it is recommended that the applicant audit one entire 4-day IAIM Trainer Certification course conducted by a IAIM Trainer other than the one who certified the applicant. This step will give the applicant the opportunity to form a better understanding of what is involved in becoming a Trainer. The applicant may audit any IAIM Trainer and the applicant should inform the CTC which Trainer has been audited. It will not be necessary to write a report from this audit.

Note: In the event of **Covid19** public health restrictions limiting in-person gatherings, the Trainer Candidate may audit a 4-day training via virtual livestream with the permission of an IAIM Trainer

The applicant should be available for an interview, either in person or in a conference call with CTC members.

Application

The applicant will send the application form to the CTC.

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Registration

If the applicant is accepted to enter the process, the CTC will send the:

- Registration form to the Trainer Candidate
- Acceptance Letter

- IAIM Agreement that all Trainer Candidates are required to sign.

Each Trainer Candidate will be assigned one Advisor who is a member of the Committee for Trainer Candidates (CTC). The role of the CTC Advisor is to be the primary contact person for the TC to clarify matters and communicate with directly. The CTC advisor will assist the TC and support the Candidate during the phases of the training process.

Each trainer candidate will be also supported by a member of the local chapter/country that will be called Mentor.

Training Phases

Step 1- Auditing

It is mandatory that Trainer Candidates audit a total of **two** trainings with different IAIM Trainers in coordination with their CTC advisor.

The training may be in the same geographic area as the Candidate or in another location.

Observation guidelines will be given to the TC to aid in their audit.

The TC should consider doing 1 audit before and the other audit after attending the Trainer Candidate Training.

Evaluations:

Written evaluation forms will be completed for each Audit, in English. These forms will be submitted by both the Trainer Candidate and the Assigned Trainer for each event.

Note: In the event of **Covid19** public health restrictions limiting in-person gatherings, the Trainer Candidate may audit a 4-day training via virtual livestream with the permission of an IAIM Trainer. The decision to audit in person or livestream will be made by CTC according to local public health restrictions.

Number of trainings required in this step: 2 (two)

Step 2 - Organize

The Trainer Candidate is required to organise **at least one** training to gain experience with this process. This is important to gain experience with the elements of organising an IAIM training especially if the TC has not done so

before. The Trainer Candidate will be given guidelines and assistance from the Chapter or CTC advisor to organise an IAIM Training.

The TC must organize training for a Senior Trainer or a Consultant Trainer and the decision must be approved by the CTC Advisor .

The Trainer Candidate may audit and organise the same training. This means that 1 audit from step1 is done together with the step2.

Note: In the event of **Covid19** public health restrictions on in-person gatherings, the Trainer Candidate may audit and organise training via livestream. The decision to organize the event in person or livestream will be made by the Trainer who will teach the training according to local public health restrictions.

Number of training required in Step 2: 1 (one).

Step 3

Attend the CTC Trainer Candidate Training

All Trainer Candidates will attend the 5-day group Training program, organised and conducted by the CTC members.

This Trainer Candidate Training will give the TC the opportunity to learn in greater depth the many levels of the profession of being a Trainer with IAIM. It will also be an opportunity to meet the CTC members and Trainer Candidates from other countries or Chapters. A comprehensive “Trainer Candidate Workbook” will be provided.

During the 5 day Training program, Trainer Candidates will give an oral presentation in English to the group covering two different Core Curriculum points.

If a Trainer Candidate needs translation or a translator during this training, it is the financial responsibility of the TC to provide this service.

Note: The Trainer Candidate Training event will be held in person. If public health conditions (COVID 19) do not allow travel and group events it will be held by virtual livestream. The decision to hold the event in person or livestream will be made by the CTC.

Number of training required in Step 3: 1 (one)

Step 4

Assignments: IAIM Core Curriculum points

During the months after the Trainer Candidate Training, each Candidate will submit monthly assignments or lesson plans, written in English, based on the IAIM core curriculum points. The Candidates will work together with their CTC

advisors, IAIM Senior and Consultant Trainers and colleagues with the help of the internet and online media. TCs will receive written feedback for each of their assignments.

Number of assignments required: 9 (nine)

Step 5

Supervised Independent Training Phase

The Trainer Candidate will lead at least two Independent Trainings while being supervised by an Assigned Trainer. The Assigned Trainer must be a CTC member or a Trainer Consultant. The decision of who will supervise the independent training is made in consultation between the TC and their CTC advisor.

Option for the First Independent Training:

The Candidate may request that the Trainer Consultant teach an aspect of the program during the Training.

Evaluations:

Written evaluation forms will be completed for the Independent Training steps. These forms will be submitted by both the Trainer Candidate and the Trainer for each event.

After the evaluation from both TC and Assigned Trainer is received by the CTC, the CTC advisor will then send the recommendations for the next step of the process.

Number of training required in step 5 : 2 (two)

Requirement:

Attendance at the IAIM Educational Conference and IAIM General Assembly

The Trainer Candidate will attend an IAIM International Educational Conference and GA which is held every two years. The Trainer Candidates will have a meeting together with the CTC during this event. The Trainer Candidate will gain more understanding and become better acquainted with IAIM International aspects.

Note: IAIM events will be announced on the IAIM website and each participant can make reservations for the conference and GA online.

Extra Steps: If all requirements have not been met during this process, the CTC may assign an additional step for the Trainer Candidate to complete.

COMPLETION

The Trainer Candidate will move forward to each new step after the evaluations have been completed and evaluated by the CTC. The CTC will send recommendations for the next step.

On completing all steps, requirements, and payments, Trainer status will be awarded.

On completing the process, the Trainer Candidate will be certified to be an International Trainer with IAIM, to lead Instructor trainings, to join the Circle of Trainers and to contribute to their individual Chapter development.

Addendum

Some of the steps require involvement of Senior Trainer or Trainer Consultants. The IAIM Assigned Trainer may also be one of the CTC members. The IAIM Assigned Trainer may be different in each step and must be approved by the CTC.

Description of IAIM Senior Trainers and Consultant Trainers: as in IAIM Policies & Procedures

Requirements and professional standards for Senior Trainers

- active as IAIM International Trainer for five (5) years in a row preceding the course for Senior Trainers
- experience of conducting twenty-five (25) IAIM Trainings within the five (5) years preceding the Senior Trainer course
- to have attended two (2) of the three (3) past Circle of Trainers' Meeting
- to follow any additional requirements stipulated by the CTC
- to be in good standing with all IAIM professional requirements for Trainers
- to attend a Senior Trainer course

Rights and responsibilities of Senior Trainers

- to support Trainer Candidates in their audit/observation phases
- to be audited by a Trainer Candidate

Requirements and professional standards for Trainer Consultants

- to be a Senior Trainer
- to be active as IAIM International Trainer for ten (10) years in a row preceding the course for Trainer Consultant
- to have experience of conducting fifty (50) IAIM Trainings within the ten (10) years preceding the Trainer Consultant course

- to have attended at least four (4) Trainers' Meetings within the twelve (12) years preceding the course
- not to missed two (2) or more Trainers Meetings in a row
- to have been active as IAIM International Trainer for ten (10) years preceding the course
- to follow any additional requirements stipulated by the CTC
- to be in good standing with all IAIM professional requirements for Trainers
- to attend a Trainer Consultant course

Rights and responsibilities of Trainer Consultants

- to support Trainer Candidates in the supervision of their final phases
- to be audited by Trainer Candidates
- to co-train with a Trainer Candidate
- to be elected as CTC member

FINANCIAL ASPECTS

The financial aspect is designed to allow an individual pace of payments, in alliance with the educational process.

In each step the TC will have a CTC advisor that will support in every step and the process is designed in a way that during the process the TC will be generating revenue to pay the process.

In step 2, the TC as organizer, will receive income that will help to pay some of the expenses as for example audit(s). This will be arranged directly with the TC and the Assigned Trainer.

In each of the 2 Supervised Independent Trainings the TC will receive an income. The income received will vary from country to country. This income should support the training expenses and also to pay the fees for the process to become a trainer. When planning each of the supervised Independent Trainings there is also another important aspect that the TC needs to consider: the number of students for each training that will allow to cover the expenses.

Regarding the attendance at the IAIM Educational Conference and IAIM General Assembly, this will only occur in 2022, so you have time to put aside the amount you need. If you finish the process before then you may also fund this from your training.

For all financial aspects related with the process to become an IAIM Certified Trainer, the TC will contact, in English, the CTC Financial Advisor, Sofia Martins Santos to the email:

iaim.ctcfinancials@gmail.com.

Application

This payment will initiate the process and the CTC will review the applicant's qualifications. The applicant will send an email to the CTC Financial Advisor requesting an invoice with the payment details and provide the details to be in the invoice:

Invoice Name*:

Invoice Address1:

Invoice Address2 (if needed):

Invoice Postal Code*:

Invoice City*:

Invoice Country*:

VAT Number (Fiscal number if needed):

Application fee: 100€ to be paid to the CTC account.

Payment deadline: Before the CTC reviews the applicant's qualification.

Registration

The applicant has been accepted by the CTC as a Trainer Candidate.

Registration fee: 300€ to be paid to the CTC account.

Payment deadline: one week after receiving the acceptance letter.

Step 1 - Audit an IAIM Trainer

The Trainer Candidate is responsible for his\her own travel expenses and accommodation.

Trainer Candidate Fee to the CTC: 0€ (zero)

Trainer Candidate Fee to IAIM Assigned Trainer: 1 Student Fee to be paid directly to the IAIM Trainer.

“Student Fee” is a term used in IAIM for describing the sum paid by a student to become an Infant Massage Instructor. This sum varies according to the IAIM Chapter or Forming Chapter of the country.

Step 2 - Organise an IAIM Trainings

Organizing a training will be a way to create income in the process to become a Trainer.

The Trainer Candidate and the IAIM Assigned Trainer appointed for the training will create a financial agreement regarding the revenue to the Trainer

Candidate. Travelling and accommodations for both Trainer Candidate and IAIM Assigned Trainer will be included in the financial agreement.

Trainer Candidate Fee to the CTC: 0€ (zero)

Trainer Candidate Fee to IAIM Trainer: agreed between the TC and the Trainer.

Step 3 - Attending the CTC Trainer Candidate Training

Lodging, food and required training materials will be included in this fee.

All travel expenses will be paid by the Trainer Candidate. This includes visa, passport, local transportation to and from the venue.

Trainer Candidate Fee: 3.500€ to be paid to the CTC account.

Payment deadline: 4 weeks before the beginning of the CTC Trainer Candidate Training.

Step 4 - Assignments - preparing the IAIM Core Curriculum points

Each of the 9 assignments has a fee of 50€. To avoid several bank transfers fees, the payment for this step will be done in one time, and may be added to another payment in the process.

Trainer Candidate Fee: 450€ to be paid to the CTC account.

Payment deadline: before the 6th (sixth) assignment.

Step 5 - Supervised Independent Training

The Trainer Candidate Fee to each Supervised Independent Training may be generated from the revenue of the training.

The Trainer Candidate should calculate the minimum number of participants to cover all expenses including the fee to pay to CTC for each training.

Travelling, lodging, meals for the Trainer Candidate will be covered by the Trainer Candidate.

Travelling, lodging, meals and honorariums of the Trainer Consultant will be paid by the CTC.

Trainer Candidate Fee: 4.000€ to be paid to the CTC account.

Number of payments required in Step 5: 2 (two)

Payment deadline: up to 7 days from the last day of the training. The CTC Advisor will inform the CTC Financial Advisor of the dates of training as soon as they are confirmed.

Requirement: Attendance at the IAIM Educational Conference and IAIM General Assembly

No payment to CTC is required.

The Trainer Candidate will be responsible for all costs such as travelling, accommodation, registration fee to attend the IAIM Educational Conference and IAIM General Assembly. Costs of registration are usually announced about 6 months in advance.

Trainer Candidate Fee to the CTC: 0€ (zero)

Trainer Candidate cost: Traveling, lodging and Educational Conference fee.

Extra Steps:

If an extra step is required by the CTC to the TC, the Trainer Candidate Fee to apply is detailed above, and corresponds to the step required.

General information

Invoices: At the beginning of the process, the Trainer Candidate will inform the CTC Financial Advisor, via e-mail, the invoicing details (name, address, postal code, country, email and VAT number if required).

Any changes must be updated by e-mail to the CTC Financial Advisor.

Trainer Candidate will receive an invoice for each step.

Payments: The TC will pay the fees to CTC by **bank transfer or paypal**. The payment details are detailed in the invoice. Payments are non-refundable.

Payment Transfer Fees: The Trainer candidate is responsible for paying all transfer fees for each payment.

Translation: The Trainer Candidate is responsible to pay all translation or translator costs. (example translation of documents, translator's accommodations transport)

Taxes: If it applies to the country of the Trainer Candidate, all income taxes and VAT taxes are paid by the Trainer Candidate.

Payment Deadlines: In each step of the process the Trainer Candidate has to submit all requirements from the CTC as well the payment of the step. Only then the Trainer Candidate may follow to the next step.

On completing all phases, requirements and payments, Trainer status will be granted. On completing the process, the candidate will be certified to be an International Trainer with IAIM, to lead Instructor trainings, join the Circle of Trainers and contribute towards the chapter's development.

IAIM Committee for Trainer Candidates – CTC

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