



### PROCESS TO BECOME A CERTIFIED IAIM TRAINER 2024-2026

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 teaching IAIM trainings.

The IAIM Trainer Candidate process is designed to be flexible and individualized. Within the context of the IAIM educational process and curriculum for TC , each person is encouraged to take an active role in selecting and planning their experiences and activities with the guidance of the CTC.

The TC may have the opportunity to work with a number of Senior Trainers and Trainer Consultants, who are IAIM Trainers who have participated in additional education to receive this title.

During the IAIM educational process the TC will be supported by the CTC, the Circle of Trainers and IAIM Chapters as well as:

- **CTC advisor** - A CTC member is assigned to support each TC during their process to become an IAIM certified IAIM Trainer.
- **Mentor** - A person from the Chapter or country of the TC who will assist to 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 must be approved by CTC and does not have any final decision regarding the educational process.
- **Assigned Trainers** - IAIM Trainers are assigned to support the TC in specific steps. Some of the steps require Senior Trainer or Trainer Consultants. The IAIM Assigned Trainer may also be a CTC member. The IAIM Assigned Trainer may be different in each step and must be approved by the CTC.
- **CTC financial advisor** - will communicate with the TC for all the financial aspects of the process.

## APPLICATION AND EDUCATIONAL PROCESS

### Application Process

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

CTC mail address		<a href="mailto:ctc@iaim.net">ctc@iaim.net</a>
Gail Bovenizer	Ireland	<a href="mailto:gail@bovenizer.me.uk">gail@bovenizer.me.uk</a>
Maria Joao Alvito	Portugal	<a href="mailto:mjoao.alvito@gmail.com">mjoao.alvito@gmail.com</a>
Mariel Madrigal	Costa Rica	<a href="mailto:marielmadriral@aol.com">marielmadriral@aol.com</a>

TC pre-requisites are the following 5 points:

1. Be a certified IAIM instructor (educator) active in teaching parents for at least 3 years.
2. Be an active member in IAIM in good standing of a local Chapter or a Forming Chapter.
3. Have volunteered with the IAIM organization: chapter or international level for at least one year. This may include: committee/subcommittee work, local/regional representative, newsletter contributions, conference presentations, grant-writing or be involved in the creation of the local IAIM chapter in the country where the applicant resides.
4. Teach the IAIM programme to at least 100 families with diverse cultural, educational and economic backgrounds like fathers/families with special/additional needs.
5. 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, group facilitation or 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 will not be responsible for any translation costs for any part of the training or for any documents/written materials. The applicant needs to respect that the official language in IAIM is English and all communication as a Trainer will be in that language.

Before submitting the application, it is recommended that the applicant audit one entire 4-day IAIM Training course (in person or livestream) conducted by an IAIM Trainer, if possible, 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.

### **Application:**

The applicant must submit:

1. The application form: [Application Form](#)
2. Documents that demonstrate all 5 pre-requisites listed above.
3. Three letters of recommendation from:
  - a) An IAIM Trainer
  - b) IAIM local Chapter (or Contact Person)
  - c) Professional letter by someone who is familiar with the applicants teaching of the IAIM programme.
4. A video of the applicant teaching an IAIM parent baby class.
5. Proof of payment of application fee (€100)

### **Registration**

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

- An Acceptance Notification Letter
- A Registration form
- The IAIM Agreement required of all Trainers.

Each TC will be assigned one Advisor who is a member of the 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 and support the TC during the phases of the training process and must be informed of and approved each step in the TC's educational process.

Each TC will be also supported by a member of the local chapter/country as their Mentor.

### **Step 1- Auditing**

It is mandatory that TC audit a total of **two** trainings with different IAIM Senior Trainers in coordination with their CTC advisor. The training may be in the same geographic area as the TC or in another location. Observation guidelines will be given to the TC to aid in their audit.

The TC should do 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 to the CTC by both the Trainer Candidate and the Assigned Trainer for each event.

**Note:** In the event of public health restrictions limiting in-person gatherings, the TC may audit a 4-day training via livestream. 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 TC is required to organize **at least one** training to gain experience with this process. This is important to gain experience with the elements of organizing an IAIM training especially if the TC has not done so before. The TC will be given guidelines and assistance from the Chapter, CTC advisor and their Mentor.

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

The TC may audit and organise the same training. This means that 1 audit from step1 is done together with the step 2.

**Note:** In the event of a public health restrictions on in-person gatherings, the TC may audit and organize the 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 - Participate in a 5-day CTC Trainer Candidate Training 27-31 March 2025**

All TCs 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 and responsibilities of the profession of being an IAIM Trainer. It will also be an opportunity to meet the CTC members in person and the other TCs from other countries. A comprehensive "Trainer Candidate Workbook" will be provided.

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

If a TC needs translation or a translator during this training, it is the complete responsibility of the TC to find and cover all expenses of this service.

Note: The Trainer Candidate Training event will be held in person. If public health or political conditions 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 trainings required in Step 3: 1 (one)

#### **Step 4 – Written Assignments IAIM Core Curriculum points**

During the months after the Trainer Candidate Training, each TC will submit monthly assignments or lesson plans, written in English, based on the IAIM core curriculum points. The TC will work together with their CTC advisors, IAIM Senior and Consultant Trainers. TCs will receive written feedback for each of their assignments.

Number of assignments required: 9 (nine)

#### **Step 5 - Live stream meetings for Continuing Education:**

CTC will organize group information meetings for different topics regarding IAIM Trainer's responsibility. We will have minimum of 6 meetings that will be scheduled one per month. Attendance is required and schedule of these meeting will be given at the Trainer Candidate Training.

#### **Step 6 – Supervised Independent Training Phase**

The TC 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.

#### **Evaluations:**

Written evaluation reports will be completed following each of the Independent Trainings. These forms will be submitted to the CTC by the TC and the Assigned Trainer for each event.

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

Number of trainings required in step 6: 2 (two)

**Additional Requirements:**

**Attendance at the IAIM Educational Conference and IAIM General Assembly**

The TC will attend an IAIM International Educational Conference and General Assembly which is held every two years. The TC will gain more understanding and become better acquainted with IAIM International aspects and will meet with the CTC during this event.

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 TC to complete.

**COMPLETION**

The TC will move forward to each new step after the evaluations have been completed and approved. The CTC will send recommendations for the next steps.

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

## **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 TC in their audit/observation phases
- to be audited by a TC

### **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 TC in the supervision of their final phases
- to be audited by TC
- to co-train with a TC
- 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 CTC financial advisor (Sofia Santos) will guide the process.

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](mailto:iaim.ctcfinancials@gmail.com)

All payments will be made to the CTC bank account or Paypal in **Euros**. **Bank transfer accounts and paypal detail for each step will be sent in the invoice.**

### **Application Fee:**

1. Submit the application form and fee to the CTC account.  
Application fee: €100 to be paid to the CTC account.
2. The applicant will send an email to the CTC Financial Advisor requesting an invoice and provide the following details:

Applicant's Name\*:

Applicant's Address1:

Applicant's Address2 (if needed):

Street address or Postal Code\*:

Applicant's City\*:

Applicant's Country\*:

VAT Number (Fiscal number if needed):

\*Mandatory fields

### **Registration**

Once the applicant has been accepted by the CTC as a TC.

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

Payment due: one week after receiving the CTC acceptance letter.

### **Step 1 - Audit an IAIM Trainer**

The TC is responsible for his/her own travel expenses and accommodation.

TC Fee to the CTC: €0 (zero)

TC Fee to IAIM Assigned Trainer: 1 Student Fee in the country that the training is taken place 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.



**Step 2 - Organize IAIM Trainings**

Organizing a training is a way to create income in the process to become an IAIM Trainer.

The TC and the IAIM Assigned Trainer will create a financial agreement regarding the revenue to the TC. Travelling and accommodations costs for both TC and IAIM Assigned Trainer will be included in the financial agreement.

TC Fee to the CTC: €0 (zero)

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

**Step 3 - Attending the CTC Trainer Candidate Training**

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

The course fee will include lodging, food, and required training materials.

If the TC needs any translation service, this will be organized and paid by the TC.

**TC Fee (in person event): €3.500 to be paid to the CTC account.**

**Payment due:** February 26 2025.

Note: The Trainer Candidate Training event will be held in person. If public health or political conditions 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. In this case:

**TC Fee (Livestream event): €2.000 to be paid to the CTC account.**

**Payment due:** February 26 2025.

**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.

**TC Fee: €450 to be paid to the CTC account.**

**Payment due:** before the 6th (sixth) assignment.

**Step 5 - Supervised Independent Trainings**

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

It is the responsibility of the TC to cover their own expenses related to travelling, lodging, meals, translator etc.

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

**TC 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 TC 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.

TC Fee to the CTC: €0 (zero)

TC cost: Traveling, lodging and Educational Conference fee.

**Extra Steps in the process:**

If extra steps are required by the CTC to the TC, the fee corresponds to the step to be completed.

**General information**

**Invoices:** At the beginning of the process, the TC 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 on the invoice details must be updated by e-mail to the CTC Financial Advisor.

TC 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 TC is responsible for paying all transfer fees for each payment.

**Translation:** The TC is responsible to pay all translation or translator costs. (example translation of documents, translator's expenses).

**Taxes:** If it applies to the country of the TC, all income taxes and VAT taxes are paid by them.

**Payment Deadlines:** In each step of the process, the TC has to submit all requirements as well as all the payments. Only then the TC may follow to the next step.

On completing the process, the candidate will 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***

***Gail Bovenizer***

***Maria João Alvito***

***Mariel Madrigal***