



2018-2019

Student Handbook of Procedures, Requirements
and General Information

The purpose of this handbook is to serve as a general guide to the academic expectations, procedures and structure of the Radical Aliveness Institute. We will inform you whenever substantive changes are made to anything listed here.

Have a great year!

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SECTION I

APPLICATION, ADMISSION AND COMPLETION REQUIREMENTS FOR
BOTH PROGRAMSTO APPLY AND BE ADMITTED TO YEAR 1, PERSONAL
TRANSFORMATION PROGRAM

- Applicant must be 18 years old.
- Application form completed and application fee paid.
(Application form and fee-payment procedure can be found at radicalaliveness.org under "Admissions Application Process.")
- Interview by an RAI faculty member and approval to enter the program.
- Signed Training Program Agreement.
- First payment made by October 1, 2018.

COMPLETION REQUIREMENTS FOR YEARS 1 AND 2

All requirements must be completed by the stated deadlines throughout the year. If any requirements still have not been met by September 1 of the current school year, the student will be required to repeat the entire year in order to proceed.

There are 5 requirements for each of the first 2 class years in order to move on to the next year or to graduate from the 2-year Personal Transformation Program:

1. Class attendance and participation
2. Homework
3. Personal process sessions
4. Financial commitments
5. Mutual agreement for program fit

Students in Years 1 and 2 may miss a cumulative total of three of the

listed deadlines for meeting these requirements over the course of a school year. If additional deadlines are missed, the student will be subject to dismissal from this training program or asked to repeat the year.

If a deadline is going to be missed, the student is responsible for communicating this to the Class Coordinator to receive his/her approval on a planned new completion date.

DETAILED DESCRIPTIONS OF YEARS 1 AND 2 REQUIREMENTS

1. PARTICIPATION AND ATTENDANCE

We have 3 rules:

1. Don't hurt yourself.
2. Don't hurt others physically.
3. Don't hurt the room.

Students are responsible for their own safety. Part of the learning in this program is understanding and honoring our own boundaries on every level of being. Also, if any physical limitations prevent you from fully participating in a class, please take responsibility for your own limits.

Only one training module may be missed during this 2-year program. One training module = 4 consecutive days or the equivalent of 4 days in cumulative class hours missed because of absence or lateness. When a total of 4 days is missed, students will be required to make up the work with a project, to display competency in the topics covered.

Attendance at all class and all all-school meetings is required. Detailed records of all class and group attendance are kept for each student. Please see the Appendix II for a sample attendance record.

2. HOMEWORK

Completed homework for each module must be submitted by the date assigned in the homework/reading list document posted on Ning at the beginning of the school year.

3. PERSONAL PROCESS SESSION REQUIREMENTS

Students are required to receive personal process sessions from a school-approved practitioner throughout their RA training. (See the Ning site FAQ page for a list of practitioners.) The purpose of these sessions is to focus on personal work and self-transformation, deepening and integrating the work done during the modules. The relationship with a professional practitioner provides an ongoing container in which the student is held and supported.

When you find the practitioner who is right for you, we ask that you commit to working solely with that person for at least the entire year.

Personal Process Session Deadlines: A student must have a process session every 2 to 3 weeks beginning in Module 1 and ending by September 1st. Documentation of your session dates must be submitted to your Class Coordinator by the Friday prior to each module.

Due to the fact that many students come from locales where no in-person RA practitioners are available, online sessions are acceptable. Also, RA practitioners are available at each module for in-person individual sessions.

Note on RAI Approved Practitioners: RAI individually approves practitioners, supervisors and workshop leaders to meet our student process work and supervision requirements. These individuals are known to be accomplished body-oriented practitioners and/or known to the

Institute as having particular skills from which students will benefit. In addition, RAI faculty members have particular expertise in training and supporting students through the RAI curriculum and skills practice. If there is a person you think should be on the list of RAI approved practitioners, please ask them to contact Ann Bradney to be interviewed for inclusion.

Total Personal Process Sessions Required: 15 Individual Sessions + 5 Additional Session Credits = 20 Sessions

All Year 1 and Year 2 students are required to do a minimum 15 hours of individual sessions per year. (Sessions may be done in person or online.)

In addition to the 15 individual sessions, students are required to do any of the following for 5 additional session credits:

- 5 more individual sessions;

- 10 group sessions (2 groups = 1 session credit);

- Couples sessions (1 session = 1 session credit for each person);

- Workshops with an approved workshop facilitator (1 day of workshop = 1 session credit)

- Or, any combination of the above.

At the faculty's discretion, additional sessions may be recommended.

4. PROCESS WORK DOCUMENTATION

All students are required to submit documentation of their sessions by two weeks prior to Modules 2, 3, 4 and 5 of each school year.

Send an email with the name(s) of your practitioner(s) and dates of the sessions. Also list the type of each session (individual, group, couples or

workshop). The email will be sent from you with a cc to your practitioner. All students should send these emails to your Class Coordinator with a CC to Christina Oliver Christina@RadicalAliveness.Org.

5. FINANCIAL COMMITMENTS - When you receive your Training Agreement you will make the choice of one of three financial plans. The dates and amounts due are printed on the agreement which you will sign. If for any reason, you have trouble keeping your commitment to the agreement, it is your responsibility to contact our Program Administrator, Christina Oliver, Christina@RadicalAliveness.Org and agree on arrangements.

6. MUTUAL AGREEMENT FOR PROGRAM FIT

On occasion, it becomes clear that this work does not serve a particular student. The Director and faculty, as professionals with a lot of experience, reserve the right to ask students not to continue when we feel that this program is not in service of their healing.

RECEIPT OF DIPLOMA AT THE COMPLETION OF YEAR 2

Diplomas are signed when all requirements have been met. but no later than September 1 of the year being completed.

ADMISSION REQUIREMENTS FOR PROFESSIONAL CERTIFICATION PROGRAM - TO APPLY TO YEAR 3

- Signed diploma from RAI 2-year Personal Transformation Program, or documentation of completion from a Core Energetics Institute
- Evaluated by the RAI faculty as being a good candidate to become a professional practitioner;
- Signed Program Training Agreement.
- Tuition payment

COMPLETION REQUIREMENTS FOR YEAR 3 AND GRADUATION

All requirements must be completed by the stated deadlines throughout the year. If any requirements still have not been met by September 1 of the current school year, the student will be required to repeat the entire year in order to proceed or to graduate.

There are 6 requirements to be met each class year, in order to proceed to the next year or to graduate.

1. Class attendance and participation
2. Homework
3. Project work
4. Personal process sessions and supervision sessions
5. Financial commitments
6. Faculty approval

Students in the Professional Certification Program (Years 3 and 4) may miss a cumulative total of three of the listed deadlines for meeting these requirements over the course of a school year.

If additional deadlines are missed, the student will be subject to dismissal from this professional training program.

If a deadline is going to be missed, the student is responsible for communicating this to the Class Coordinator to receive his/her approval on a planned new completion date.

DETAILED DESCRIPTIONS OF YEARS 3 AND 4 REQUIREMENTS

1. PARTICIPATION AND ATTENDANCE

Rev.Date 8/1/18

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We have 3 rules:

1. Don't hurt yourself.
2. Don't hurt others physically.
3. Don't hurt the room.

Students are responsible for their own safety. Part of the learning in this program is understanding and honoring our own boundaries on every level of being. Also, if any physical limitations prevent you from fully participating in a class, please take responsibility for your own limits.

Only one training module may be missed during a 2-year program. One training module = 4 consecutive days or the equivalent of 4 days in cumulative class hours missed because of absence or lateness. When a total of 4 days is missed, students will be required to make up the work with a project to display competency in the topics covered.

Attendance at all class and all all-school meetings is required. Detailed records of all class and group attendance are kept for each student. Please see the Appendix II for a sample attendance record.

2. HOMEWORK

Completed homework for each module must be submitted by the date assigned in the homework/reading list document.

Students Seeing Clients as Part of Years 3 Homework:

Students are required to begin working with clients (fellow students or referrals) in year 3 of their Professional Certification Training. Year 3 sessions will be done for no charge, with the student letting clients know these are practice sessions required for their school homework. This practice work can be done individually or in groups. (See guidelines in

homework handouts posted on Ning.)

Year 4 students may see clients at their discretion. They may charge a maximum* amount of \$70.00 per individual client session; \$70.00 per person per workshop day; \$35.00 per person for 2-hour group. Student practitioners must communicate to their clients that they are supervised students in a professional training program.

*The fee limitation does not apply to students who are currently in private practice as professionally certified somatic therapists.

3. PROJECT WORK

In their third year of study, students begin work on the RA Project, which will be completed by the 4th Module of year 4. The project is based on their unique vision for applying their leadership and healing capacities as change agents. Over the two years, the students deliver 15 hours (unpaid) of RA-oriented services such as private sessions, groups, organizational work etc. to clients and then report their process and experiences in a 10-page paper. Students make oral presentations of their projects to the RAI community during Module 4 of their 4th year.

Students may not charge for group or individual sessions or any other work conducted as part of their Year 3/4 Project. Students must inform all project clients that they are supervised students in training and that no fees are being asked for their participation. We have found that this facilitates the best environment for growth, risk-taking and innovation for student practitioners.

Project work assignments and deadlines are listed in the Homework/Reading List document posted on Ning at the beginning of each year.

4. PERSONAL PROCESS WORK AND SUPERVISION SESSION

Rev.Date 8/1/18

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REQUIREMENTS

Students are required to receive personal process sessions from a school-approved practitioner throughout their RAI training. (See the Ning site FAQ page for a list of practitioners.) The purpose of these sessions is to focus on personal work and self-transformation, deepening and integrating the work done during the modules. The relationship with a professional practitioner provides an ongoing container in which the student is held and supported.

When you find the personal process practitioner who is right for you, we ask that you commit to working solely with that person for at least the entire year.

Year 3/4 students are also required to have 10 sessions with an approved supervisor to support the development of your skills and competence as an RA practitioner. Working with more than one supervisor is supported as this provides multiple perspectives on how to do this work.

Process Work and Supervision Session Deadlines: A student must have a process session or a supervision session every 2 to 3 weeks beginning in Module 1 and ending by September 1st. Documentation of your session dates must be submitted to your Class Coordinator two weeks prior to each module.

Due to the fact that many students come from locales where no in-person RA practitioners are available, online sessions are acceptable. Also, RA practitioners are available at each module for in-person individual sessions.

Total Sessions Required: 10 Supervision and 10 Personal Process Sessions per year

These are to be broken down as follows:

Supervision Sessions: 10 sessions in either an individual or group format. (1 group session = 1 session credit.)

Personal Process Work: 10 Sessions comprised as follows:

5 Individual sessions

PLUS:

5 Additional Session Credits

Additional Session Credits can be earned in any combination of the following ways:

5 more individual sessions. (1 session = 1 session credit)

10 group sessions. (2 groups = 1 session credit.)

Couples sessions. (1 session = 1 session credit for each person.)

Workshops with an approved workshop facilitator (1 day of workshop = 1 session credit.)

At the faculty's discretion, additional sessions may be recommended.

See Ning for lists of RAI approved practitioners, supervisors and workshop facilitators.

5. PROCESS WORK AND SUPERVISION DOCUMENTATION

All students are required to submit documentation of their sessions by two weeks prior to Modules 2, 3, 4 and 5 of each school year.

Send an email with the name(s) of your practitioner(s) and dates of the sessions (individual, group, couples, or workshop). (The email will be

sent from you with a cc to your practitioner.) All students should send these emails to your Class Coordinator with a cc to Christina Oliver Christina@RadicalAliveness.Org.

6. FINANCIAL COMMITMENTS – When you receive your Training Agreement you will make the choice of one of three financial plans. The dates and amounts due are printed on the agreement that you will sign. If for any reason you have trouble keeping your commitment to the agreement, it is your responsibility to contact Christina Oliver Christina@RadicalAliveness.Org, and agree on arrangements.

7. MUTUAL AGREEMENT FOR PROGRAM FIT

On occasion, it becomes clear that this work does not serve a particular student. The Director and faculty, as professionals with a lot of experience, reserve the right to ask students not to continue when we feel that this program is not in service of their healing.

GRADUATION REQUIREMENTS AND GRANTING OF DIPLOMAS

Diplomas certifying the individual as a Practitioner of Radical Aliveness are signed when all requirements have been met, and no later than September 1 of the school year being completed.

SECTION II

CLASS INFORMATION

CLASS FORMAT AND PURPOSE

There are several formats of group meetings in a module, each with a specific function.

CLASS TEACHING GROUPS

Each of the 4 years meets with faculty members for two days during the week for teaching on the curriculum topics. These meetings are held in the small classrooms.

Class Teachings are for the purpose of conveying specific course material to students. They include lectures and experiential components. While the experiential components do indeed encourage and evoke students' personal process, the teaching topic will be the primary purpose of the class and personal process that does not forward or illustrate the teaching will be tabled for the process group.

CLASS PROCESS GROUPS

Each class has two process groups per module facilitated by their assigned faculty.

The RA Institute has a highly trained, diverse group of faculty who are chosen for their expertise and unique knowledge of the material. The different styles of the teachers are an important part of the school's commitment to providing rich learning opportunities for the students. Some of the faculty are trained from the RA perspective and others bring orientations that we consider valuable contributions to the program. As the RAI is a learning organization, our curriculum and teaching are in a constant state of dynamic evolution.

COMBINED CLASSES

Throughout the year, some classes will also be taught combined with all or other years.

CLASS LUNCHEON/EVENING GROUPS

Students meet each module for a required reading discussion group.

Year 3 and Year 4 students will meet periodically with project lead faculty during lunch or via phone or Skype for project updates, support and information.

ALL-SCHOOL MEETINGS

Day 1, Day 2 and Day 3 begin with a required movement class led by the Assistant Class Coordinators. At the end of the Day 1 morning movement class, students will be welcomed to the school and faculty introduced. The entire school meets Day 2 evening for a Complexity class and on Day 3 evening for a Radical Aliveness group process. Day 4 afternoon is a Complexity class preceding the spiritual service.

The spiritual service is the last gathering of the module. It acknowledges the spiritual foundation and affirms the spiritual connection of our work. Year 4 will lead the first spiritual service, year 3 the second, year 2 the third and year 1 will lead the last spiritual service, which takes place in Module 4.

In Module 5, the time usually allocated for the Day 4 Complexity class and the Spiritual Service is devoted to graduation and celebration!

CLASS EVALUATIONS

Student evaluations of each module are extremely important to maintaining and improving the quality of RAI programs. They are the way for you to voice your suggestions, concerns, questions and appreciation. Ann and other faculty thoroughly read them immediately after each module. Changes to the school are implemented because of your input.

Evaluation forms are completed on line. You will be provided with the link. Please fill out the form thoughtfully and completely at the end of

each module.

SECTION III

STUDENT SUPPORT AND COMMUNICATION

CLASS COORDINATORS (CC)

These are RAI graduates who are chosen to be consistent support to each of the four classes throughout the school year. They are the first contact new students have with the school and are a resource to answer student questions and concerns. The Class Coordinator will be present for all the classes and groups of the assigned year. As Certified Practitioners of Radical Aliveness, they are qualified to assist faculty and students as needed. They receive, read and comment on all students' written homework and track and stay aware of the students' skills and requirements progress. The Class Coordinators also facilitate between-class phone calls and lunchtime reading meetings.

ASSISTANT CLASS COORDINATORS (ACC)

Assistant Class Coordinators are either graduates of the 4-year professional program or other uniquely qualified individuals who have been invited by the Institute to provide assistance. An ACC is assigned to each year and is present at all classes and groups throughout the year. As Certified Practitioners of Radical Aliveness, they are qualified to assist faculty, Class Coordinators and students as needed. The main role of an ACC is to provide a constant and supportive presence for students and faculty including carrying out all logistics functions. The morning movement classes are led by the ACCs.

STUDENT COUNCIL

The Student Council was formed to be a liaison between the faculty and the students.

The Student Council functions are:

To provide an effective conduit for information and perceptions from the student point of view such as feedback on homework, curriculum, projects and logistics to the administration.

To meet with administration to find ways to utilize the energy and talents of the student body as a resource and support to the school.

Council members generally join one of the following committees, which are formed as a need is identified. Current committees include, but are not limited to:

1. Communications - giving feedback to help to streamline communications between students and administration including emails, Ning and information about schedules, curriculum and homework;
2. Governance - giving feedback to help clarify school policies, processes and responsibilities;
3. Curriculum - providing feedback on what we are taught, the scaffolding of information and how we are taught;
4. Facilities - helping first year students orient to the space and facilities.
5. Logistics - helping to facilitate ridesharing/carpooling, book purchase and Thurs. night accommodations.

6. Fundraising and scholarships - helping to facilitate fundraising efforts for scholarships as well as looking at school monetary needs in general.

The first-year students will pick 2 members from their class and an alternate to represent their class in the council. This will happen during the first module.

CLASS PHONE CALLS

Each Year 1 and Year 2 class will meet for one two-hour telephone conference call every month in which there is not a scheduled module. The calls will be facilitated by a Class Coordinator with the day and time decided by all participants. The purpose of the class phone calls is for students to stay in contact - check in, share, let your classmates know what is important for you at the moment. The calls continue throughout the summer.

Year 3 and 4 students are encouraged to continue the phone calls in a peer-process format.

SCHOOL PHOTOGRAPHER

The school has an official school photographer who will be taking photos during the modules to be used in school marketing and promotion, for the website, etc. Photographs of the modules are vital tools in communicating to prospective students the environment that is created at RAI. At the beginning of each school year, Student Council members will check with their class to identify students who do not want their photos taken or used.

SECTION IV

RA INSTITUTE DIRECTORS, ADMINISTRATION AND FACULTY

INSTITUTE DIRECTOR

Ann Bradney, Institute Director

Ann@RadicalAliveness.Org; ph. 310-751-0606

BOARD OF DIRECTORS

David Sutcliffe, Chair

Sutcliffe1969@gmail.com

Jody Holmes, Secretary

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ADMINISTRATION

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Christina@RadicalAliveness.Org

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Patricia Pfost, Program Development, Operations and Visionary
Consultant
Patricia@RadicalAliveness.Org

SECTION V

WHERE TO GO TO FOR QUESTIONS AND INFORMATION

ETHICS

Any ethics concerns should immediately be brought to the attention of the director or a faculty member.

NING ONLINE COMMUNITY

<http://radicalalivenessinstitute.ning.com/>

All students are required to join our school community Ning group. This site is where you will find important class documents including homework assignments, class handouts, lists of qualified practitioners, student and faculty contact information, report forms, announcements and other pertinent information. Check Ning at least before every module for the upcoming Lesson Plan and other important information.

New students will be sent an email invitation at the beginning of the year with instructions to join Ning. Please address any questions regarding Ning to Christina Oliver Christina@RadicalAliveness.Org

SECTION VI

CONTINUING EDUCATION UNITS (CEUS)

28.5 CEU hours are provided to LMFTs, LCSWs, LPCCs, and LEPs for each class module. For more information, please contact Christina Oliver Christina@RadicalAliveness.Org

SECTION VII

TUITION, PAYMENT, FINANCIAL ARRANGEMENTS AND SCHOLARSHIP
INFORMATION

CONTACT

Christina@RadicalAliveness.Org

TUITION AND PAYMENT FOR ALL YEARS

Checks should be made payable to "Radical Aliveness Institute" and mailed to:

Radical Aliveness
836 Venezia Avenue
Venice, CA 90291

Or through PayPal: Payments@RadicalAliveness.Org

There may be increases in tuition each year to cover cost-of-living increases. We do everything we can to keep these at a minimum.

By signing the Training Program Agreement, you are making a commitment for the year and are therefore responsible for the full year

of payment(s). Upon making a payment the first month for the second year, there is a commitment for the year and you are therefore responsible for the full year of payment(s).

If you are in need of any other financial arrangement, please speak with the Director. If a student falls more than 90 days behind in making payments, they will not be able to stay at the school.

SCHOLARSHIP PROGRAM

An RA community sourced and administered scholarship program is available to provide a limited number of scholarships to students. For a list of criteria and to apply for a scholarship, contact the scholarship committee: Sherri Brown sherritbrown@mac.com, Chris Swartley chris_swartley@icloud.com and Gretchen Hinojosa gdhathome@verizon.net.

To contribute and for more information, please contact Christina Oliver Christina@RadicalAliveness.Org

We are grateful for the students and graduates and their friends and families who have contributed creativity and financial resources to support this growing fund. The scholarship effort is independent of the institute administration and requires continued RAI community leadership and participation to assure its ongoing viability.

SECTION VIII

APPENDIX I:

RADICAL ALIVENESS INSTITUTE PRINCIPLES OF ACTION

INTERPERSONAL RELATIONSHIPS

It is our intention for RAI to be a safe environment in which students can explore intimate personal issues, create healthy boundaries for themselves and respect the boundaries of others.

In a program such as ours that encourages full self-expression and deep vulnerability, it is natural that intimate and sexual feelings arise. The school structure gives students the opportunity to create healthy boundaries for exploring these feelings safely, within the container of the school, rather than assuming that they are "real" or "grown up" and making life choices based on these impulses.

We want you to know that acting on these feelings without consciously exploring and understanding them has the potential to be deeply destructive to your personal development, your school experience, and your outside life. It's important that you explore within the boundaried containers of your class group and the larger school environment in conjunction with your personal sessions. What we mean by "exploring within the container of the group" is that you bring these feelings out into the open, in one of these public settings, with the intention of understanding them rather than unconsciously acting on them. Use class time, process time and community meetings to talk about attractions and places where you are tempted to cross boundaries and to get intimately involved.

Students are asked to make a commitment to disclosing relationships, if they do arise.

Radical Aliveness practitioners are taught to be aware of power differentials. Teaching Faculty, Class Coordinators and Assistant Class Coordinators are in positions of power and may not enter into intimate relationships with students.

The potential of the RAI program for powerful teaching and personal

and community transformation exists in the level of truth, transparency, heartfelt respect and connection that we commit to bring to all our relationships with each other.

EXCHANGE OF SERVICES FOR MONEY

Students may not exchange any services for money with other students whether within or outside of the school environment.

The exchange of services for money immediately sets up a power relationship. This unequal complexity gets in the way of students being able to freely engage in their studies, as peers, as fellow explorers and experimenters. Please do not exchange services for money until you have graduated from the program. (This includes any products, and services such as any type of healing or therapy, consulting services and workshops.)

USE OF CONSCIOUSNESS-ALTERING SUBSTANCES

Radical Aliveness is a program that asks people to feel deeply and explore subtle levels of awareness. We ask that no drugs or alcohol be used during the modules.

APPENDIX II:

SAMPLE CLASS ATTANDANCE SHEET

