



# Renewal Requirements for The BioMechanics Method Certificate Holders

# The BioMechanics Method Certificate Holder Renewal Requirements

All students who hold a specialist certificate in The BioMechanics Method are required to demonstrate their ongoing dedication to their education and skill development in the areas of structural assessment, human movement, corrective exercise, and business operations. As such, students who have successfully completed The BioMechanics Method Level One, The BioMechanics Method Level Two, and/or The BioMechanics Method Business Professional course(s) must earn a minimum of 100 Ongoing Education Credits (OEC) every two years in order to maintain recognition by The BioMechanics as a current Level One, Level Two, or Business Professional Specialist certificate holder.

Renewing your certificate holder status as a Specialist in The BioMechanics Method is easy. Just follow these simple steps:

1. Earn a minimum of 100 OECs every two years. Document the information for eligible activities you have completed or events you have attended on the OEC Tracking Form on page 5 of this booklet.
2. Complete The BioMechanics Method Renewal Application on page 4 of this booklet and sign at the bottom.
3. Submit your completed and signed Renewal Application form, OEC Tracking form, and applicable supporting documents along with the Renewal Fee of \$99.00. Fees are in US dollars and may be paid by credit card, check or money order. Please make your check payable to The BioMechanics LLC.

Mail, email or fax complete Renewal Applications to:

The BioMechanics  
ATTN: Renewals  
3969 4<sup>th</sup> Ave, Suite 304  
San Diego, CA 92103  
Email: [learning@thebiomechancismethod.com](mailto:learning@thebiomechancismethod.com)  
Fax: (619) 295-7775

4. You will receive your renewal confirmation and updated specialist certificate approximately 6-8 weeks after receipt and verification of your complete Renewal Application.

## Activities And Events That Are Eligible For Ongoing Education Credit (OEC)

Type of Educational Activity	OECs Awarded
Write an article related to structural assessment, anatomy, human movement, corrective exercise, or business for a non-commercial publication (e.g., blog, newsletter, client handout, etc.)	5
Write an article related to structural assessment, anatomy, human movement, corrective exercise, or business for a commercial publication (e.g., magazine, newspaper, etc.)	20
Submit a client case study essay (must be minimum of 3 pages and include assessment results and interpretation as well as a discussion regarding corrective exercise program details and subsequent results/successes.) (A maximum of 2 case study essays can be submitted per renewal application.)	45
Submit a testimonial letter from a client you have helped with pain reduction or improved quality of life. (Letters must be at least one page in length and contain specific details explaining how you helped the client providing the letter.) (A maximum of 2 letters can be submitted per renewal application.)	5
Attend a workshop or seminar related to the development of your skills as a corrective exercise specialist or overall business development (less than 2 .5 hours long)	10
Attend a workshop or seminar related to the development of your skills as a corrective exercise specialist or overall business development (more than 2 .5 hours long, but less than 9 hours long)	25
Attend a multi-day industry event or conference. (At least 2 sessions attended must be related to the development of your skills as a corrective exercise specialist or business development.)	35
Present at an industry conference or event on a topic related to structural assessment, corrective exercise or business development.	50
Obtain and watch or read a DVD or book available in the DVDs and Books product category from The BioMechanics Method website ( <a href="http://www.thebiomechanicsmethod.com">www.thebiomechanicsmethod.com</a> ). The number of OECs awarded for the various learning resources can be found in the product descriptions.	varies
Attend The BioMechanics Method Level One Optional Internship Program	100
Attend The BioMechanics Method Level One Half Day Mentorship Program	100
Complete The BioMechanics Method Business Professional Program	100
Complete The BioMechanics Method Level Two Course	100

# Frequently Asked Questions About Ongoing Education Credits (OEC)

## **Who needs to renew their Specialist certificate(s)?**

Everyone who successfully completes a course in The BioMechanics Method will need to periodically renew their certificate status in order to continue being recognized as a Specialist in The BioMechanics Method. This includes Level One, Level Two, and Business Professional Specialist certificate holders.

## **How often do I need to renew my certificate status?**

Individuals who wish to maintain their status as a Specialist in The BioMechanics Method and the benefits afforded those with Specialist standing must renew their certificate every two years prior to the expiration date listed on their most current certificate.

## **What does renewal of my Specialist certificate entail?**

In order to be eligible for Specialist certificate renewal, individuals must demonstrate their ongoing dedication to the development of their skills in the areas of structural assessment, movement analysis, corrective exercise, and business operations. Specialist certificate holders may complete a variety of activities which qualify for the Ongoing Education Credits (OECs) necessary for renewal. Documentation of completed OEC activities or events is submitted with a completed renewal application and the accompanying fee.

## **How many Ongoing Education Credits (OECs) do I need to renew my Specialist certificate?**

You will need to earn 100 OECs every two years in order to qualify for renewal of your Specialist certificate(s).

## **How do I earn OECs?**

Please refer to page 2 of this booklet for a list of qualifying activities and the OEC value assigned to each activity or event. Use the OEC Tracking Form on page 5 to record your OEC activities.

## **Do I have to send a separate renewal application for each course I have completed in The BioMechanics Method?**

No. Specialist certificate holders are only required to submit one renewal application every two years regardless of the number of The BioMechanics Method certificates held. Please refer to the expiration date(s) listed on your Specialist certificate(s) to know when it is time to renew.

## **What if my certificate(s) is already expired?**

Life can get hectic sometimes and it may be possible that you miss your certificate renewal deadline. If the expiration date on your certificate(s) is less than 120 days from the date you submit your completed renewal application, it may be possible to reinstate your certificate holder status. In order to be eligible for reinstatement you will have to pass a brief renewal exam related to your highest Specialist completion level. You will also need to submit a separate reinstatement application and an additional fee of \$199.00. If your certificate(s) have been expired for over 120 days you may not be eligible for reinstatement and may have to complete an entire course in The BioMechanics Method again in order to be recognized as a Specialist.

## **How can I submit my renewal application?**

Once you have gathered and completed all of the materials required for renewal (i.e., completed OEC form, supporting OEC documentation, and renewal application form) you may either mail, fax or email your complete renewal application and fee payment for review. Please submit your renewal application to the postal address, fax number, or email address listed on page 1 of this booklet.

# The BioMechanics Method Specialist Certificate Holder Renewal Application Form

## APPLICANT INFORMATION (Please write legibly to avoid processing delays)

Name _____	Date _____	
Address _____ _____		
City _____	State _____	Zip/Post Code _____
Country _____	Email _____	
Phone _____	(Please check here if this is a new postal or email address <input type="checkbox"/> )	
(Please indicate how you would like your name to appear on your certificate, if different): _____		

## WHICH SPECIALIST CERTIFICATE WOULD YOU LIKE TO RENEW?

<input type="checkbox"/> The BioMechanics Method Level One	Certificate No. _____	Expiration Date _____
<input type="checkbox"/> The BioMechanics Method Level Two	Certificate No. _____	Expiration Date _____
<input type="checkbox"/> The BioMechanics Method Business Professional	Certificate No. _____	Expiration Date _____

## METHOD OF PAYMENT

Renewal Fee - <b>\$99.00</b>	Form of Payment <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Cardholder Name _____	Billing Address (if different from above) _____
Card No. _____	Exp. ____/____ _____
I authorize The BioMechanics to charge my credit card for the above amount.	
Signature _____	Date _____

## RENEWAL APPLICATION CHECKLIST NOTE: Incomplete or unsigned renewal applications cannot be processed.

<input type="checkbox"/> <b>Completed Ongoing Education Credit (OEC) Tracking Form</b>
<input type="checkbox"/> <b>Supporting OEC Documents</b> (i.e., articles, essays, testimonial letters)
<input type="checkbox"/> <b>Renewal Fee</b> (in US Dollars)
<input type="checkbox"/> <b>Signed Renewal Application Form</b>

I hereby certify that all the information and documentation in this renewal application is true and correct. I understand that the information I have submitted in support of my application is subject to verification prior to approval.

\_\_\_\_\_  
Signature of Applicant

NAME \_\_\_\_\_  
 DATE \_\_\_\_\_

## Ongoing Education Credit (OEC) Tracking Form

### Article Writing (please include a copy of the article with your renewal application)

Name of Article	Name of Publication	Commercial or Non-Commercial	Points Earned

### Case Study Essays (Minimum of 3 pages. Must include assessment results and exercise program discussion)

Name of Client	Date of Initial Assessment	Length of Time Working With Client	Essay Length (# of pages)	Points Earned

### Testimonial Letters (All letters must include testimonial provider's contact information)

Name of Client	Length of Time Working With Client	Location of Client (City and State)	Points Earned

### Attendance at Workshops/Conferences/Events

Name of Event	Date(s) of Event	Location of Event (City and State)	Duration of Event	Points Earned

### Presenting at Workshops/Conferences/Events

Name of Event	Date(s) of Event	Name of Session Presented	Location of Event (City and State)	Points Earned

### OEC Eligible DVD Viewing/Book Reading

Name of DVD or Book from <a href="http://www.thebiomechanicsmethod.com">www.thebiomechanicsmethod.com</a>	Order Number	Date Purchased	Points Earned

### Completion of The BioMechanics Method Courses

Name of Course	Date Course Completed	Certificate Number	Points Earned