** ISGO Certified Facilitators / Educators**

**CONDUCT OF ETHICAL BEHAVIOR**

I, Mary Jo Bulbrook, agree to abide by the following principles in carrying out my role as an ISGO Certified Facilitator / Educator

 July 2019, & Revised November 2019

I, Mary Jo Bulbrook, ICF, am approved as an ISGO Certified Facilitator (ICF) by ISGO administrative from having met the criteria for the role as described in the ISGO handbook, November 2018 version. I submitted materials for their credentialing process. In addition, I was invited to serve on the IANDS education committee and accepted this honor helping to serve as a bridge between ISGO and IANDS education committee. To serve as an approved educator I was mentored and supported in the evolving educational roles such as conducting ISGO sharing groups, webinars, theme / topics, courses as official approved ISGO educational activities. I have been interviewed and guided in the processes required to serve in both roles: ICF & ICF/E.

I commit to create a learning environment that nurtures and empowers the participant to reach the educational goal based on the defined documents submitted for approval before being granting the go ahead to publicize in the name of ISGO. A trial period of 3 to 6 months or longer if need be was set to establish enough data regarding the skill set of the ICF/E. Starting in July I taught 5 approved classes as an apprentice in my role as an ICF/E. The role included an evaluation component. In the past I also have offered a post conference seminar at a ISGO conference on the NEAR-HELP model for NDE and STEr’s.

Oversight ISGO facilitation and ICF/E educational was provided. Their role included:

* review and approve facilitators as well as educational courses, webinars, themes / topics,
* mentor / guide the ISGO facilitators and educators,
* evaluate course offerings.

In addition, they oversight the evaluation of all activities and handle any and all complaints that are sent to the Due Process Triad Arbitration Committee. This group may be expanded as the need arises and draw up appropriate resources to deal with the presenting issues / concern.

I adhere to the following principles that follow:

**Principle I: Ethical Conduct towards Learners, Participants, Students**

1. Both the ICF and ICF/E follows the same conduct of behavior listed and described in a separate document: model integrity, active listening, speaking and fostering one’s truth, modeling respect, maintaining confidentiality, transparency, clear boundaries, seeking counsel and doing ones best.
2. Educational content is to be presented clearly, with time, structure, objectives, topics and competency required, evaluation and location of activity regarding the educational activity planned and executed by the ISGO administrative team.
3. The goal is to empower the learner / peer with knowledge and expertise that is grounded in fact, science, following transparent protocols regarding source of data and findings. Since NDE and STE are elusive, evolving fields, multi-dimensionality reality calls for expanding current methods of education and facilitation that address these higher sense perceptions.
4. Students are not to be violated, used, manipulated in any way especially in the use of energy techniques or higher sense perception without clear communicated boundaries that are educational vs. controlling to undermine the integrity of the persons free choice or free will.
5. Information sources are to be presented using facts, quoting the sources of data. This can include higher sense perception since the nature of the field warrants an expanded worldview that is monitored, supervised and mentored.
6. All learners, participants, students are protected from detriments to learning, following the law and no exploitation over the students in any way either sexually, cultural orientations, overpowering, challenging personal beliefs and / or violation of individual integrity.
7. A peaceful resolution is to be the end goal when there is conflict either openly or covertly. Reporting experiences to an administrative oversight ISGO team to deal with conflict is encouraged and at times required. The ISGO team refers to the Due Process Triad to handle cases that are not able to be resolved at the first line of administrative oversight.

**Principle II: Ethical Conduct providing Educational and Facilitator Training**

ISGO ICF and ICF/E are approved providers under the ISGO banner with opportunity to be listed on the ISGO web site with clear boundaries regarding financial obligations for the educational offering such as: on-line sharing groups, webinars, themes / topics and courses.

Before offering a program under the ISGO banner, the information must be presented to the ISGO Administrative Committee for oversight approval. The activity is not to be advertised as an ISGO activity or conducted until officially approved by the ISGO oversight committee called Ethics, Integrity and Educator Committee. Cases not able to be resolved by this first level of “issue” are referred then by the ISGO administrator to the Due Process Triad.

The ISGO oversight committee, CEO is responsible for managing the course approvals process, mentorship, financial monitoring, reporting and in some cases, banking as required and approved by ISGO administration. A quarterly report is given to the IANDS board for review by the ISGO administrator.

The content of the ISGO activity is the responsibility of the educator to be accurate, clearly presented and representative of the submitted outline following the ISGO handbook guidelines. It may or may not reflect the official policy of IANDS nor ISGO. It might be culturally specific to the educators’ background. Different educational material is to be respected when views presented are different from others.

 A certificate will be given from ISGO with all the appropriate data documenting the educational effort.

The following principles are to be followed:

1. As a professional ICF/E, the highest standard of education is to be maintained demonstrating competency, obeying the law, demonstrating integrity and compassion for difference of opinion.
2. Each ICF/E operates within the guidelines established by the ISGO administrative team and approved by the ISGO oversight committee.
3. Each educator / facilitator assumes responsibility for their health to be capable in carrying out their duties with integrity. This includes items such as not teaching while impaired by physical, emotional, mental or spiritual challenges that may cloud judgment.
4. On-going education in the area of competency is expected to be and stay up to date in the area of expertise.
5. All official policies for ISGO and IANDS are to be clearly represented. There is a strict policy to not misrepresent official policies of the organization and clearly distinguish personal views from official policy.
6. Accurate reporting and representation for funds generated and planned for with the educational effort are to be fully accounted for and open to review periodically. Decisions are to be made prior to offering of the event.
7. The ICF and ICF/E is transparent in any actual or potential gain regarding an educational effort and actual or potential conflict of interest activity. Clear contracts of agreement are to be maintained and monitored and available for the IANDS executive committees review on request.

**Principle III: Ethical Conduct toward Colleagues**

1. All members of the ICF and ICFE are treated with respect and support in the conduct of their service and vice versa. The ICF and ICFE’s treat the administrative teams with respect and support in execution of their duties.
2. A spirit of teamwork under lies the “rhumba” planning community respecting boundaries of authority.
3. Any violations of performance are to be approached with sensitivity and respect to follow guidelines as outlines in this and other official documents for the protection of all.
4. Confidential information concerning colleagues are not revealed unless required by law. No blind copies of official planning and dialogue are tolerated and are subject to investigation as reported. Any violations are to follow the protocol established for such matters.
5. False statements about an ICF or ICF/E or IANDS member is not acceptable. Action will be taken to ensure high standards are achieved and maintained.
6. There is freedom of choice to teach an approved course by the ISGO ICF/E credentialing committee maintaining professional integrity based on the expertise and competency of the educator.
7. Use of social media as a “weapon” of challenge is unacceptable and prohibited. Using social media as a platform of complaint or discredit, may warrant suspension of certification or temporary or permanent removal.

**Principle IV: Ethical Conduct toward Community / Country Representation**

1. Guidelines may be slightly altered to fit a culturally specific boundary, or belief in the conduct of the training. Prior approval from the administrative ISGO team is required when needed or processed as situations present.
2. Quality education meeting high standards of performance are expected. Any violation to this will be subject to scrutiny by the oversight evaluation team.
3. The educator and facilitators are active in community / national associations pertinent to the material that will be taught.

\_\_\_\_\_\_\_\_\_\_\_*Based on the document of the Association of American Educators which is the largest national nonunion professional educators association.* [*www.aacteachers.org*](http://www.aacteachers.org)

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**Due Process Protocol for ISGO**

*Key players:*

* *ISGO Administrative Team*
* *ISGO Ethics / Educator / Facilitator Integrity Team Committee Members*
* *Due Process Arbitration Triad*
1. Any person may initiate a charge of ethical violation against a ISGO administrator, team member or triad, ICF or ICF/E member or participant in a facilitation or educational on-line group.
2. Any charge must be submitted in writing to the ISGO ethics / educator / facilitator team committee member. The charge must specify the time and place of the alleged violation and must be signed by the complainant.
3. The Due Process Team shall inform the member, through an informal communication, of the charges and solicit the member’s response to the charges. The Due Process Team will then informally communicate this response to the complainant. If the complainant drops the charges the matter is deemed resolved and no further action need be taken.
4. If, upon hearing about the response of the member, the complainant does not drop the charges, and the Due Process Team determines that cause for further inquiry exists, the Due Process Team shall set a time and place for a hearing and shall notify the member and the complainant, by certified mail, of the time and place.
5. The purpose of the Due Process Team hearing is to gather all the facts related to the alleged violation. The charged member may appear in person or by a representative or may submit a written defense to the Due Process Team at least forty-eight (48) hours prior to the time of the hearing. At the hearing, the charged member shall have the right to cross examine the complainant and any witnesses who may appear against the member. The charged member shall also have the right to present witnesses. The complainant shall be able to direct questions to the charged member only through a Due Process Team member. The hearing may be recorded and a transcript of the proceedings, if any, shall be available at cost.
6. No later than thirty (30) days following the hearing, the Due Process Team shall submit a report of the findings to the ISGO administrative team and recommend either: a) dismissal of the charges, b) censure or warning, c) suspension, or d) expulsion. The Due Process Team shall send by certified mail a copy of the report and recommendation to the charged member.
7. If the Due Process Committee recommends censure, warning, suspension or expulsion, the member shall have thirty (30) days from the receipt of the Due Process Team report to submit to the ISGO administrative team written objections to the findings or recommendations of the Due Process Team.

The ISGO administrative team shall review the findings and recommendation of the Due Process Team. The Due Process Team makes an independent decision that is binding which includes any written objections submitted by the member charged and shall reach a final decision that is forwarded to the ISGO administrative team. The ISGO administrative team shall notify the member and compliant in writing, by certified mail, of its decision that is forwarded to the IANDS board.

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Source of guideline adapted from the Akamai University Ethical Guidelines and the National Qigong Association documents and modified as appropriate to serve ISGO population.