

Creative Motion Alliance, Inc.

**Handbook of Creative Motion[®]
Certification Procedures and Forms
for**

Certification in Creative Motion Teaching

January 1, 2004

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Handbook of Creative Motion®

Certification Procedures and Forms

for

Certification in Creative Motion Teaching

January 1, 2004

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Creative Motion Alliance, Inc.

Introduction

In this January 1, 2004 edition of the *Handbook of Creative Motion® Certification Procedures and Forms for Certification in Creative Motion Teaching*, the members of the Creative Motion Alliance, Inc. have updated and clarified the certification procedures in use since 1993. Our experience with those procedures during this time period has highlighted several areas where clarification of existing text was needed, as well as other areas where the addition of new and evolutionary enhancements were accepted.

The major areas of change were:

1. Level I Examination

- The Level I examination will be primarily based upon the content of the Creative Motion Body Class at the annual Windswept Music Workshop.

2. Level II Lesson Plan Template and Example

- A lesson plan template and example have been included for Level II.

3. Options for Level I and II Certificate Holders

- For Levels I and II, certificate holders have the option of renewing their level, or beginning work on the next level. If work on the next level will not be completed before the current level expires, the certificate holder must renew the current level.

4. Timeframe for Completion of Level II and Level III

- The timeframe for completion of Level II and III is two years from the date of application, with a provision that an applicant can apply to the committee for an extension.
- Level II applications that are currently in process on January 1, 2004 will automatically receive a one-year extension.

5. Revisions to Level III

- The current Level III Certification has been revised to allow inclusion of past work of significant value, and one performance/teaching event instead of three.

6. Level III Now Permanent

- The revised Level III will not require renewal.

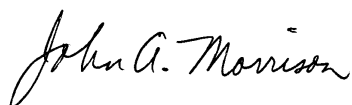
7. Certification Path

- The certification path will be: Level I, Level II, Level III.

8. Document Readability

- In addition, cosmetic changes to the document have been made to improve readability.

Since 1993, over 30 persons have been certified as Level I or as Level II Creative Motion Instructors.



John A. Morrison,
Chair, Certification Committee

Creative Motion Alliance, Inc.

Certification Facts

1. Fee for Certification and Renewal of Certification.

- A certification fee of \$20 will be required with each Level I, Level II, or Level III application. Please make checks out to the Creative Motion Alliance, Inc.

2. Timing of Applications

- Level I: Application for Certification should be made no later than the beginning of the annual Windswept Music Workshop.
- Level I Renewal: Application for Certification Renewal should be made no later than the beginning of the annual Windswept Music Workshop in the expiration year.
- Level II: Application for Certification should be made no later than the beginning of the annual Windswept Music Workshop.
- Level II Renewal: Application for Certification Renewal may be made anytime in the 5-year Certification Period, but must be made no later than the beginning of the annual Windswept Music Workshop in the expiration year.
- Level III: Application for Certification should be made no later than the beginning of the annual Windswept Music Workshop.

3. Prior Approval for Level II and Level III Activities

- Prior approval from the Certification Committee is required for all articles, lectures, research papers, and self-designed projects submitted with Level II, Level II Renewal, and Level III activities, except for those articles published in the Journal of Creative Motion.

4. Administration of Certification Effective and Expiration Dates

- Uniform Certification Effective and Expiration Dates have been adopted. The Certification Effective Date is the date the formal Certification Period begins for a certificate, and the Certification Expiration Date is the date formal Certification ends for a certificate.
 - The formal Certification Period for all new certificates begins on January 1, and all certificates that are expiring in a given year will do so on December 31.
 - Certification granted at the Windswept Music Workshop is immediately in effect, but, for administrative purposes, the formal Certification Period of the certificate begins on the following January 1.

5. Lapsed Certification

- Certification may lapse due to failure to pay dues, failure to complete the required renewal activities, lack of participation in Alliance activities, etc.
- Reinstatement of Certification will be considered by the Certification Committee on a case-by-case basis, and depending upon the situation could entail any or all of the following actions:
 - Require all back dues (in case of multiple years) to be paid to the Alliance plus a reinstatement fee of \$25.
 - Require only Alliance dues for current year to be paid, plus a reinstatement fee of \$25.
 - Require a written explanation of the reason for lapsed certification.
 - Grant a "grace period" in which the renewal activities or Alliance participation can be completed.

6. Impact of Certification on Faculty Assignments

- Faculty appointments for the annual Windswept Music Workshop are the responsibility of the Creative Motion Alliance, Inc. Executive Board, and certificate holders cannot assume that certification guarantees appointment to a faculty position.

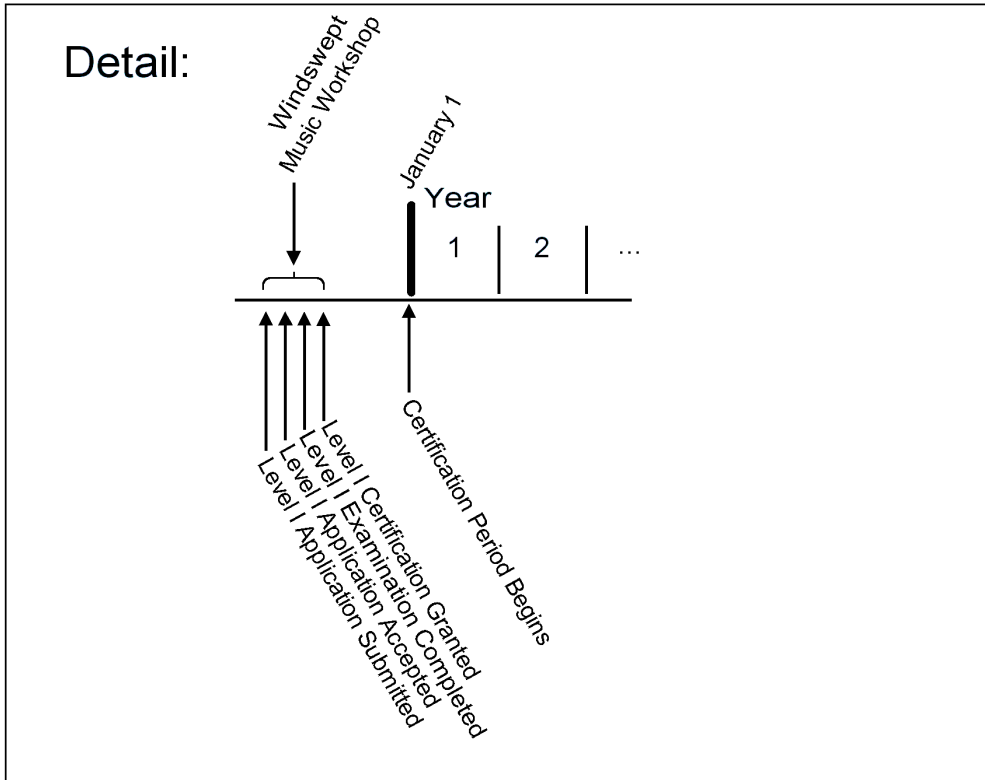
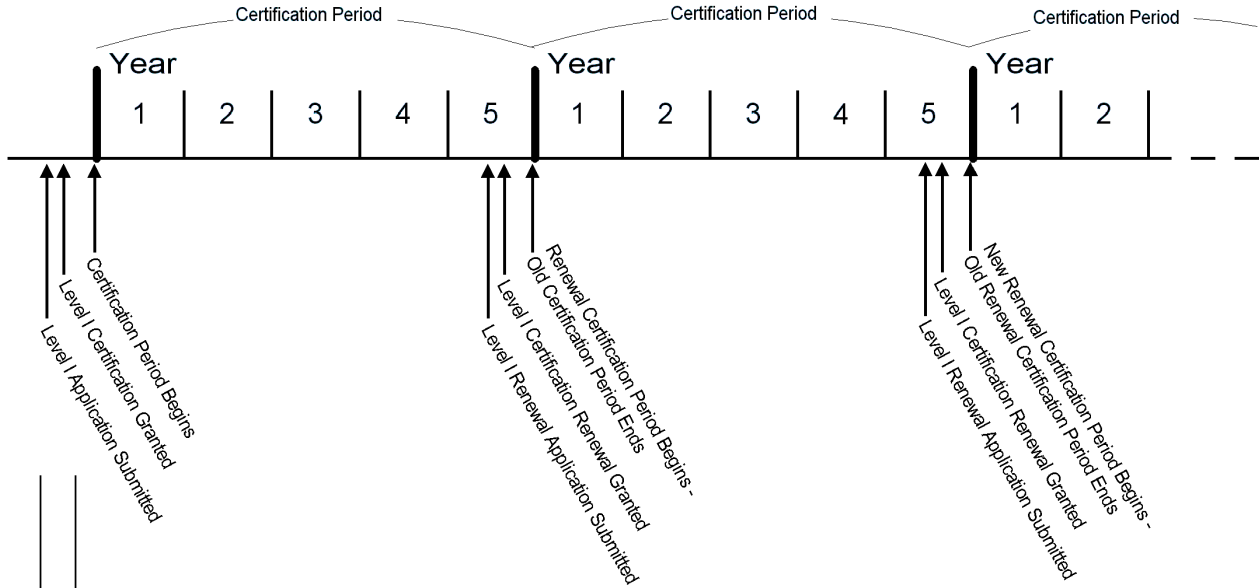
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7. Level I Basic Certification Examination

- The Level I Examination will be updated prior to each Windswept Music Workshop with input from the instructors of the upcoming Creative Motion class.

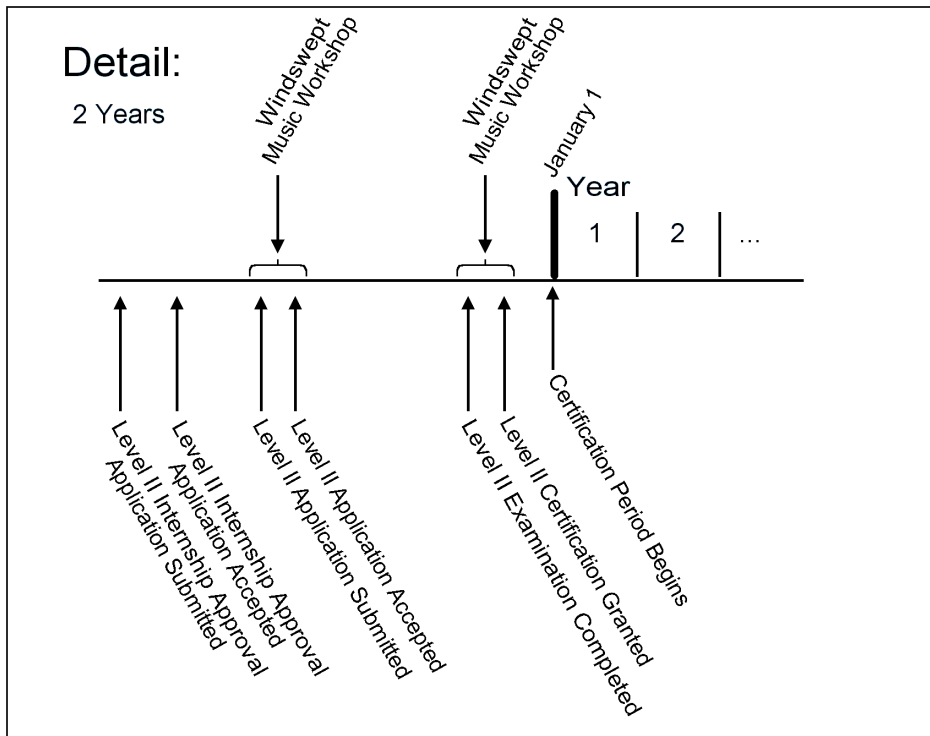
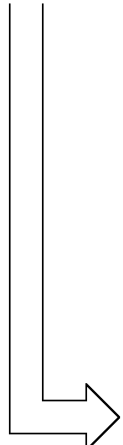
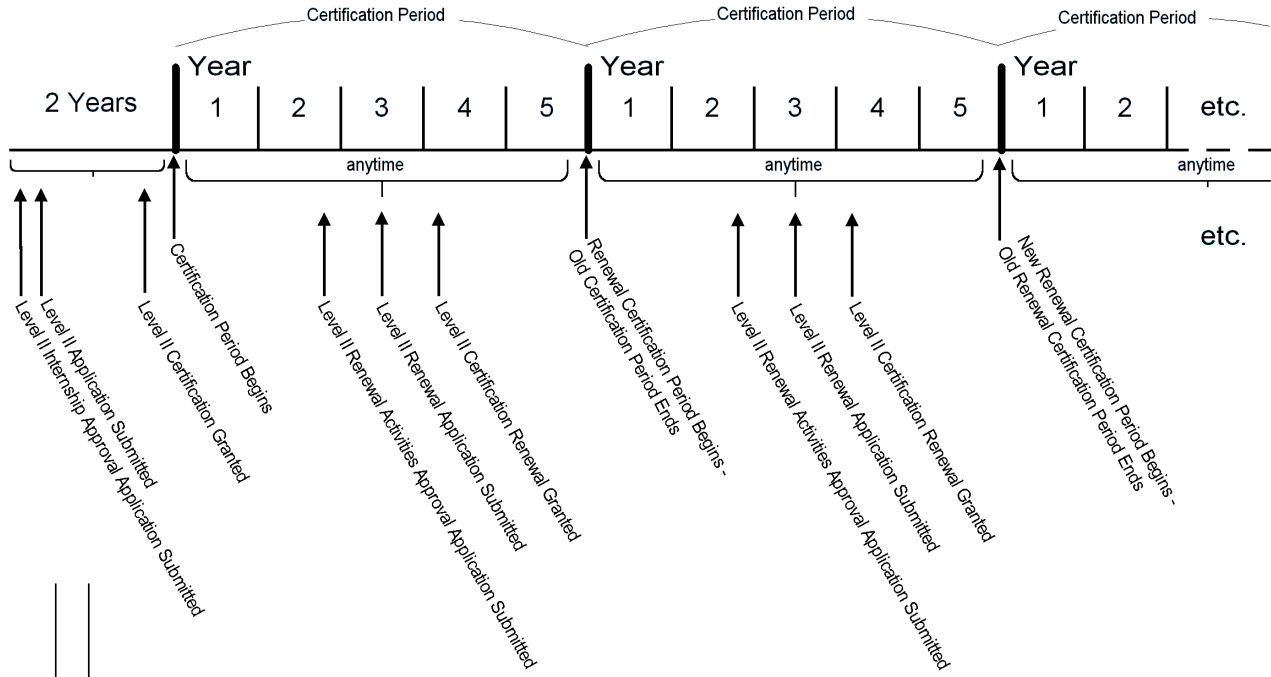
CMA Certification Periods

Level I Basic Certification



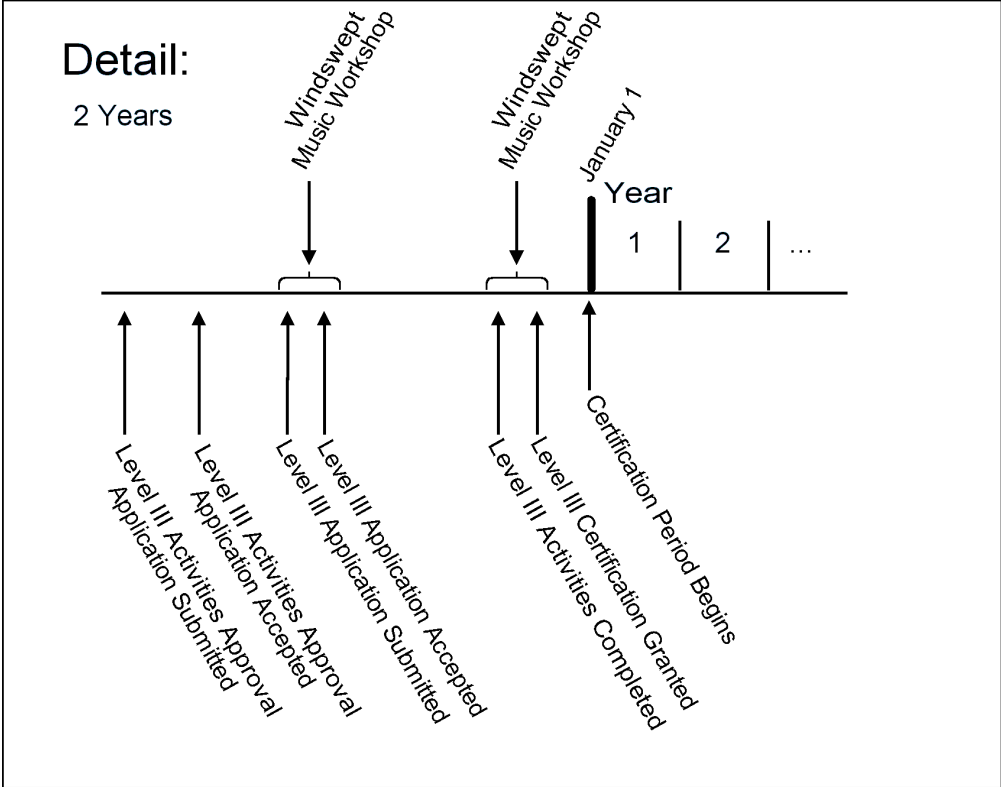
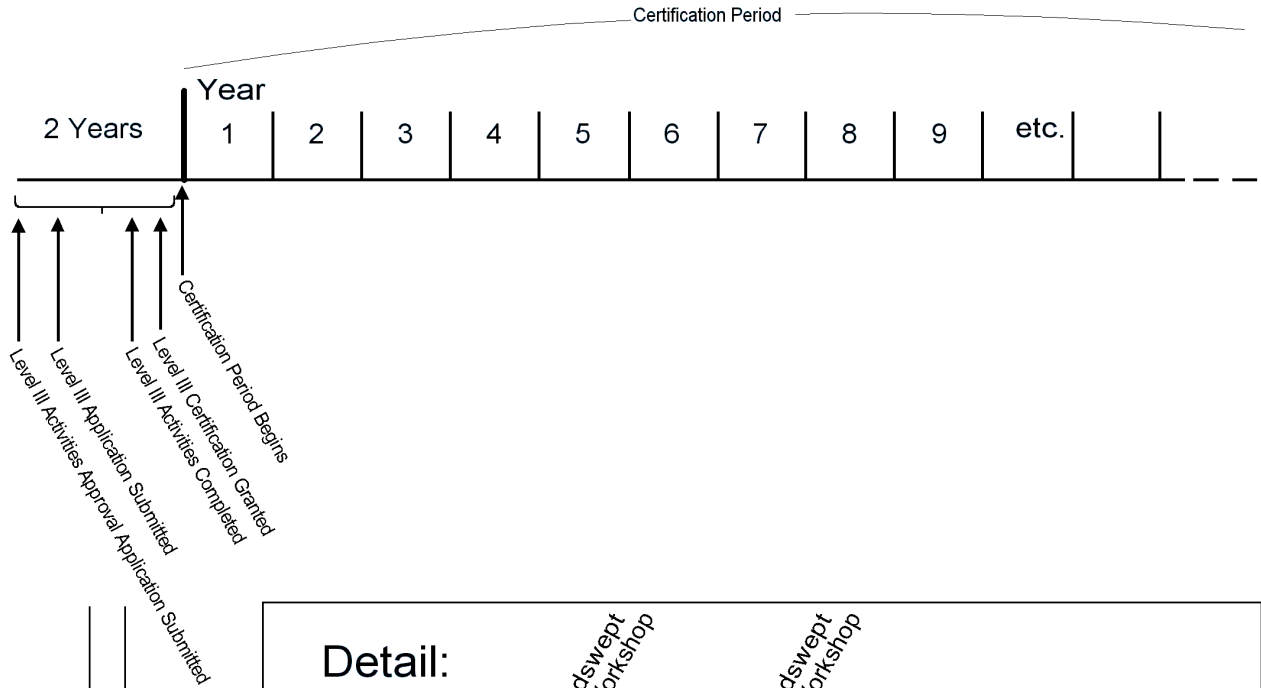
CMA Certification Periods

Level II Advanced Certification



CMA Certification Periods

Level III Professional Certification



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Certification Procedures

Purpose:

The purpose of certification is to:

- Protect the use of the Creative Motion name and concept
- Develop future workshop teachers
- Encourage teachers in the application of Creative Motion principles at studio, performance and personal levels.

While the Alliance encourages the use of Creative Motion concepts at any time, only those who are certified are permitted to represent themselves as qualified Creative Motion instructors.

Goals:

The overall goals of certification are to:

- Foster personal growth
- Strengthen Creative Motion teaching
- Extend the body of pedagogical materials available for future generations.

Jurisdiction:

The Certification Committee is solely responsible for the implementation and interpretation of these procedures. It is understood that exceptional merit and life circumstances may be taken into consideration at any time by the Certification Committee.

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Level I Basic Certification

Level I Basic Certification is valid for five years, and permits applicants to advertise themselves as Creative Motion instructors (e.g. business cards, stationery, brochures, etc.).

The applicant must fulfill the following requirements:

1. Attendance

- Attend twenty workshop days in a five-year period. This must include three annual Windswept Music Workshop sessions, two of them in succession, and may include the session in progress at the time of application. *Note: Full-time attendance at the annual Windswept Music Workshop session equals five days of credit. A maximum of five workshop days can be accumulated at other Creative Motion Alliance sponsored workshops.*
- Attend the Level I Certification Information sessions offered during the current Windswept Music Workshop, as well as any other classes or sessions designated by the Certification Committee as a prerequisite to Certification.

2. Application and Fees

- Submit an application for Level I Basic Certification, including a written personal statement describing his/her experience with Creative Motion and his/her general understanding of its concepts. (See Appendix A)
- Pay the certification fee at the time of application.
- Maintain membership in the Creative Motion Alliance, Inc. by paying the annual dues at time of application, and throughout the life of the Certification.

3. Level I Examination

- Prepare for the examination by reviewing the exam preparation material provided by the Certification Committee.
- Attend the scheduled examination and complete the following two activities to the satisfaction of the Certification Committee:
 - a. **Teaching Demonstration:** The applicant will lead the Certification Committee in applying the basic Creative Motion principles taught in the Creative Motion Body Class or other Creative Motion classes specified by the Certification Committee.
 - b. **Field of Expertise Demonstration:** The applicant will demonstrate to the Certification Committee how Creative Motion concepts relate to his/her field of expertise.

4. Options at Completion

- Apply for Renewal of Level I Basic Certification in the fifth year of certification, no later than the date of the beginning of the Windswept Music Workshop. (See Appendix B)
- Apply for Level II Advanced Certification anytime during the Level I certification period if the candidate has met the specified requirements for Level II Certification. (See Appendices C, D, and E.)
Note: If work on the Level II Advanced Certification will not be completed before the Level I Basic Certification expires, the certificate holder must apply for renewal of Level I Basic Certification.

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Renewal of Certification for Level I

During the five-year certification period, the applicant must fulfill the following requirements:

1. Attendance

- Attend a minimum of one annual Windswept Music Workshop session or two Alliance sponsored mini-workshops. The attendance requirement may include the session in progress at the time of renewal application.

2. Application and Fees

- Submit an application for Renewal of Level I Basic Certification in the fifth year of certification, no later than the date of the beginning of the Windswept Music Workshop.
- Pay the certification fee at the time of renewal application.
- Maintain membership in the Creative Motion Alliance, Inc., by paying annual dues at time of application, and throughout the life of the Certification.

3. Options at Completion

- Apply for an additional Renewal of Level I Basic Certification in the fifth year of certification, no later than the date of the beginning of the Windswept Music Workshop, if the candidate has met the specified requirements for Level I Basic Certification renewal. (See Appendix B)
- Apply for Level II Advanced Certification anytime during the renewed Level I certification period if the candidate has met the specified requirements for Level II Certification. (See Appendices C, D and E)
Note: If work on the Level II Advanced Certification will not be completed before the Level I Basic Certification expires, the certificate holder must apply for an additional renewal of Level I Basic Certification.

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Level II Advanced Certification

Level II Advanced Certification is valid for five years, and permits the applicant to conduct Creative Motion Alliance sponsored workshops and presentations, and to serve on the Certification Committee.

The applicant must fulfill the following requirements:

1. Prerequisite

- Complete Level I Basic certification.

2. Attendance

- Attend Windswept Music Workshop full-time for two successive years beyond the basic certification requirement (for a total between Level I and II of five years). The attendance requirement may include the session in progress at the time of application.
- Attend the Level II Certification Information sessions offered during the current Windswept Music Workshop.

3. Application and Fees

- Submit an application for Approval of Level II Advanced Certification Internship Program. (See Appendix C)
- Submit an application for Level II Advanced Certification. (See Appendix E)
- Pay the certification fee at the time of application.
- Maintain membership in the Creative Motion Alliance, Inc., by paying annual dues at time of application, and throughout the life of the Certification.

4. Timeframe for Completion

- Complete Level II Advanced Certification within two years from the date of application. The applicant may apply to the Certification Committee for an extension of the timeframe. (See Appendix K)

5. Internship Program

- Under the guidance of the Certified Level II Internship Program sponsor designated by the Certification Committee, complete the Level II Advanced Certification Internship Program.

Required Advance Approval: The application for the internship program, including topic, goals, timeline, sponsor, expected printed or recorded results, responsibilities of applicant and sponsor, and date of expected completion, must be approved *in advance* by the Certification Committee. (See Appendix C)

Required Documentation: Upon completion of the internship program, the Certification Committee must receive a copy of the printed or recorded results of the internship program, and a letter of recommendation from the sponsor verifying that all requirements have been successfully completed.

6. Lesson Plans

- Submit, with the application for Advanced Certification, written lesson plans for four one-hour classes at the Windswept Music Workshop. The applicant may choose the class related to his/her field of interest or expertise: body work, choral, vocal, instrumental, piano, expressive arts, etc. (See Appendix E)

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7. Level II Examination

- Once the internship has been completed and the letter of recommendation received from the sponsor, the applicant will be scheduled for an examination by the Certification Committee.
- Attend the scheduled examination and complete the following activity to the satisfaction of the Certification Committee:
 - a. **Teaching Demonstration:** Either live in front of the Certification Committee, or by recorded video or DVD, the candidate will teach one one-hour class of the candidate's choice from the submitted lesson plans.

Required Documentation: A printed copy of the lesson plans, and the video or DVD of the teaching demonstration. If the teaching demonstration is done live in front of the Certification Committee, no video or DVD is required.

8. Options at Completion

- Apply for Renewal of Level II Advanced Certification anytime during the current Level II certification period if the candidate has met the specified requirements for Level II Certification renewal. (See Appendices F and G.)
- Apply for Level III Professional Certification anytime during the current Level II certification period if the candidate has met the specified requirements for Level III Certification. (See Appendices H and I)
Note: If work on the Level III Professional Certification will not be completed before the Level II Advanced Certification expires, the certificate holder must apply for an additional renewal of Level II Advanced Certification.

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Renewal of Certification for Level II

During the five-year certification period, the applicant must fulfill the following requirements:

1. Attendance

- Attend a minimum of two annual Windswept Music Workshop sessions or four Alliance sponsored mini-workshops, or one annual Windswept Music Workshop session and two Alliance sponsored mini-workshops.
- Attend the Level II Certification Information sessions offered during the current Windswept Music Workshop.

2. Application and Fees

- Submit an application for Approval of Level II Advanced Certification Renewal Activities. (See Appendix F)
- Submit an application for Renewal of Level II Advanced Certification. (See Appendix G)
- Pay the certification fee at the time of renewal application.
- Maintain membership in the Creative Motion Alliance, Inc., by paying annual dues at time of application, and throughout the life of the Certification.

3. Renewal Activities

- Complete successfully at least two of the following renewal activities during the five-year certification period:
 - a. **Faculty Instructor Experience:** Accumulate a combined total of four hours as a faculty instructor from the following: the annual Windswept Music Workshop, a Creative Motion Alliance sponsored mini-workshop, or a locally sponsored Creative Motion mini-workshop. *Note: Faculty appointments for the annual Windswept Music Workshop are the responsibility of the Creative Motion Alliance, Inc. Executive Board.*

Required Approval: none

Required Documentation: A brochure, workshop or class schedule, or flyer listing your name as an instructor for the specified workshop.

- b. **Creative Motion Article or Lecture:** Write an article on a Creative Motion topic which is then published in the Journal of Creative Motion, or other Creative Motion publication, or local, state, regional or national publication. Or, present a lecture on a Creative Motion topic to a local, state, regional or national organization.

Required Advance Approval: The topic of the article or lecture must be submitted *in advance* to the Certification Committee for approval, except for articles published in the Journal of Creative Motion. (See Appendix F)

Required Documentation: A printed copy of the article, and a printed copy, video tape or DVD of the lecture.

- c. **Performance Event:** Perform as a solo, duo, or ensemble performer, accompanist, or conductor in a public recital or concert in which you actively employ Creative Motion principles, and if it is admissible, are identified in the printed program as a Certified Creative Motion Instructor. If this includes the Faculty Recital at the annual Windswept Workshop, approval of the Certification Committee is required.

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Required Approval: none, except when performing in the Faculty Recital at the annual Windswept Music Workshop. (See Appendix F)

Required Documentation: A concert program listing your name as a performer, an audio tape, CD, or video tape of the performance, and a description written by you of how Creative Motion was employed in rehearsal and performance.

- d. **Research Paper:** Complete a research paper on a problem or phase of Creative Motion related to music, music education, or expressive arts.

Required Advance Approval: The topic and length of the research paper must be approved *in advance* by the Certification Committee. (See Appendix F)

Required Documentation: A printed copy of the research paper.

- e. **Student Recital Preparation:** Prepare a student in Creative Motion for a significant solo recital, comparable to a high school senior recital, or a junior college recital.

Required Approval: none

Required Documentation: A concert program listing the student's name as a performer, an audio tape, CD, or video tape of the performance, and a description written by you of how Creative Motion was employed in lessons and performance.

- f. **Student Lessons, Student Musical Show or Musical Program:** As a music educator or church musician, prepare and present for any level of student from young child through high school senior one of the following: a series of classroom lessons, a musical show, or a musical program.

Required Approval: none

Required Documentation: A written lesson plan, or a printed program from the musical show or program listing your name, and an audio tape, CD, video tape, or DVD of the performance.

- g. **Self-Designed Project:** Submit to the committee a renewal project of your own design, subject to the approval of the committee.

Required Advance Approval: The type of project, goals, timeline, expected printed or recorded results or event(s), and date of expected completion must be submitted to the Certification Committee *in advance* for approval. (See Appendix F)

Required Documentation: Appropriate documentation as described by the Certification Committee.

4. Options at Completion

- Apply for an additional Renewal of Level II Advanced Certification anytime during the current Level II certification period if the candidate has met the specified requirements for an additional Level II Certification renewal. (See Appendices F and G)
- Apply for Level III Professional Certification anytime during the current Level II certification period if the candidate has met the specified requirements for Level III Certification. (See Appendices H and I) *Note: If work on the Level III Professional Certification will not be completed before the Level II Advanced Certification expires, the certificate holder must apply for an additional renewal of Level II Advanced Certification.*

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Level III Professional Certification

Level III Professional Certification is permanent, and recognizes the recipient as a prominent Creative Motion authority. He or she will be actively involved in the study and advancement of Creative Motion principles, and will be recognized as a master teacher at the Windswept Music Workshop and at other Creative Motion Alliance sponsored workshops.

The applicant must fulfill the following requirements:

1. Prerequisite

- Complete Level II Advanced Certification.

2. Attendance

- Attend the annual Windswept Music Workshop three successive sessions beyond the advanced certification requirement (for a total between Level I, II and III of eight years).

3. Application and Fees

- Submit an application for Approval of Level III Professional Certification Activities. (See Appendix H)
- Submit an application for Level III Professional Certification (See Appendix I)
- Pay the certification fee at the time of application.
- Maintain membership in the Creative Motion Alliance, Inc., by paying annual dues at time of application, and throughout the life of the Certification.

4. Timeframe for Completion

- Complete Level III Advanced Certification within two years from the date of application. The applicant may apply to the Certification Committee for an extension of the timeframe. (See Appendix K)

5. Level III Activities

- Complete successfully one of the following two activities, as stated below or in combination:
 - a. **Performance Event:** As a solo, duo, or ensemble performer, accompanist, or conductor, present a performance event consisting of a combination of recital, concert, lecture, or video on a theme and plan approved by the Certification Committee.
 - b. **Teaching Event:** As a music educator, or instructor in body work or expressive arts, present a teaching event consisting of teaching, seminar, lecture, or video on a theme and plan approved by the Certification Committee.

The following applies to both a and b:

Creative Motion Analysis Demonstration: As part of or adjunct to these performance or teaching events, the candidate must demonstrate to the Certification Committee an understanding of the basic components of Creative Motion Analysis, through a written analysis using material from the performance or teaching event.

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Required Advance Approval: The theme, plan and dates of the performance or teaching event must be approved *in advance* by the Certification Committee. (See Appendix H)

Required Documentation: A printed copy of the Creative Motion analysis, teaching event outline, lesson plans, and/or slides, concert program and program notes, and a video tape or DVD of the event.

Certification Committee Attendance: Where possible, one or more members of the Certification Committee, or Certified examiners appointed by the Certification Committee will be in attendance.

- Complete successfully at least two of the following additional activities:
 - a. **Faculty Instructor Experience:** In the previous ten years prior to application, accumulate a combined total of twenty hours as a faculty instructor from the following: the annual Windswept Music Workshop, a Creative Motion Alliance sponsored mini-workshop, or a locally sponsored Creative Motion mini-workshop. *Note: Faculty appointments for the annual Windswept Music Workshop are the responsibility of the Creative Motion Alliance, Inc. Executive Board.*
 - b. **Written Publication:** Publish a treatise on Creative Motion, of a size between a lengthy article and a booklet, for distribution or sale to a professional association or academic community devoted to music which are acceptable to the Certification Committee, on a theme or topic approved by the Certification Committee. The treatise may consist of original work and/or prior work of significant value, and may include the restatement of others' ideas with proper footnoting following academic standards for crediting a source. For music educators, the treatise may include the use of Creative Motion principles in music education situations such as the general music classroom or conducting performing ensembles.

Required Advance Approval: The topic and length of the treatise, the expected audience (lay or academic), the publisher and date of expected completion must be submitted to the Certification Committee *in advance* for approval. (See Appendix H)

Required Documentation: For prior work, a copy of the treatise must be made available to the Certification Committee at the time of application. For revised or repackaged work, the final draft copy of the treatise must be approved by the Certification Committee prior to submission to a publisher.

- c. **Self-Designed Project:** Submit to the committee a project of your own design, or in collaboration with other candidates, subject to the approval of the committee, and comparable to the effort to publish a treatise on Creative Motion of a length between an article and a booklet. (example: a high-quality video tape of a one-hour Creative Motion Alliance, Inc. infomercial). In the case of collaboration, each collaborator must be able to show how the project is integrated with their own individual experience.

Required Advance Approval: The type of project, goals, timeline, expected printed or recorded results or event(s), and date of expected completion must be submitted to the Certification Committee *in advance* for approval. (See Appendix H)

Required Documentation: Appropriate documentation as described by the Certification Committee.

6. Options at Completion

- Level III Professional Certification is permanent as long as membership in the Creative Motion Alliance is maintained through the paying of annual dues at time of application and throughout the life of the Certification, and the member continues to participate in Alliance activities to the satisfaction of the Certification Committee.

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Emeritus Certification

The applicant must fulfill the following requirements:

1. Application and Fees

- Certified members who are at retirement age (approximately 60 or older) may submit an application for the Emeritus Certificate. (See Appendix J) The Emeritus Certificate will be at the highest certification level the individual has currently achieved. *Note: This certificate is not automatically issued by the Certification Committee to members at retirement age. A completed application must be submitted by the applicant.*
- No application fee is required.
- Maintain membership in the Creative Motion Alliance, Inc., by paying annual dues at time of application, and throughout the life of the Emeritus Certification.

2. Options at Completion.

- Emeritus Certification is permanent, as long as membership in the Creative Motion Alliance is maintained through the paying of annual dues at time of application, and throughout the life of the Certification.