



The Arica School®

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## APPRENTICE DEVELOPMENT GUIDELINES with Definitions

### DEFINITIONS:

**TRAINING TEAM** – Training teams may be composed of the training Sponsor, certified Profactors, Apprentices, and all others who are assisting in the production of the training. The training team works in Unity for transmission of the Work, guided by the *Integral Ethics of Unity*™. With this ethical orientation, the team manifests Self-responsibility, Commitment, Integrity, Brotherhood, Dedication, Acceptance, Perseverance, Loyalty, and Unity. Team standards are informed by the *Arica Institute Sponsor License Agreement*, and policies such as [The Arica School® Training Guidelines, Sponsor • Profactor • Participant](#), and the [Arica Code of Conduct](#).

**PROFACTOR** – A Profactor is a Proficient authorized to present *Arica*® programs.

**APPRENTICE** – An Apprentice has previously completed the training as a participant, served as an assistant, and is now engaged in all aspects of the training presentation (pre-training preparation, interacting with participants, exercise demonstrations, preparation of the room, etcetera) including passing the Work from the manual with the mentoring and guidance of one or more of the Profactors presenting the training being apprenticed.

### Criteria for apprenticing:

- At least three months before the training, participating in the monthly *Arica Day of Unity* and *Velocity Meditation* group practices and tunings, and engaged in an ongoing individual training or a daily routine of at least one hour;
- Working toward or has already attained Voting Member status; and
- Current dues-paid member in good standing.

ASSISTANT – All team members who are assisting with various aspects of the training presentation before, during and after training, who are neither Profactors nor Apprentices. This definition encompasses all other terms such as ‘staff,’ ‘helpers,’ etcetera.

Individuals may function as assistants after taking the training once as a participant.

Criteria for assisting:

- Member of *Arica* Institute in good standing within the *Arica School*.
- Participation in the group practices, tunings and preferably doing an ongoing daily routine / individual training practice.

#### APPRENTICE DEVELOPMENT GUIDELINES:

Arica Institute (AI) supports and encourages Aricans to learn the skills to become a certified Profactor. The Sponsor and Apprentice follow the Apprentice Development Guidelines outlined in this document.

#### GUIDELINES:

1. The prospective training team member asks to be accepted by the Sponsor as an Apprentice toward Profactor certification in a training the Sponsor is presenting.
2. The Sponsor will verify if the prospective Apprentice is active in the Work.
3. Upon accepting the apprentice, the Sponsor and the Apprentice will review the responsibilities and potential outcome of the training apprenticeship, and whether the apprentice wishes to apply for certification at the end of the training. This discussion includes Sponsor’s guidance on the timelines, depth and breadth of experience needed. The certified Profactors will coordinate with the apprentice to provide sufficient experience and opportunity in order to determine if the apprenticeship goals have been met by the end of the training.
4. On the initial training Proposal, submitted to TASCC in advance of the training, the Sponsor will identify the Apprentices whose royalty fees are to be waived.
5. Apprentices will be Members of AI, active in an individual training routine and participate in OIF monthly group practices and tunings.

6. Certified Profactors guide the Apprentices and Training Team under the auspices of the Sponsor to provide support and feedback. The following themes are highlighted:
  - a. The Apprentice participates in meetings for preparation, prior to the start of the training, during the training and after.
  - b. Apprentices have access to the training manual, to the [\*The Arica School Training Guidelines, Sponsor • Profactor • Participant\*](#) and these *Arica Profactor Policies and Guidelines*.
  - c. Apprentices will orient their behavior in accordance with the *Integral Ethics of Unity*, Training Guidelines and AI Code of Conduct.
  - d. A feature of the apprentice role is that these individuals have increasing experiences passing the training material as part of their apprenticeship training toward Profactor certification.
  - e. Apprentices may focus their learning time in a particular training they are apprenticing on a role away from the lectern (technical, etc); however, the pathway to becoming a certified Profactor will require significant and varied experiences passing the training material toward proficiency.
7. It is recommended that the Apprentice keep a journal noting activities and functions completed over the course of the training for the purpose of personal reflection and reference when submitting their [\*Arica Profactor Application\*](#). The journals will remain in the Apprentice's possession:
  - a. Exercises, lectures, clarification processing groups, demonstrations, theater presentations, training announcements, coordination of handouts, technical assistance, etcetera)
  - b. Interactions with members of the training team and participants
  - c. Feedback received from team members and participants
  - d. Experiences and reflections on their personal process during the training
  - e. Goals, comments or impressions
8. Once the Apprentice has a sufficient depth and variety of experiences, and both the Apprentice and certified Profactors assess that the Apprentice is ready to apply

for certification, the Apprentice will fill out the [Arica Profactor Application](#) and submit it to TASCC.

9. Once TASCC receives the Profactor Certification Application, TASCC will request the [Arica Profactor Evaluation Form](#) from the certified Profactors listed on the application. Application does not guarantee certification.

## PROFACTOR ELIGIBILITY CRITERIA (SYNOPSIS)

The applicant will:

1. Be a current Voting Member of Arica Institute. (Exceptions: Non-voting Members may apply for certification for *Psychocalisthenics*®, which requires only current Arica Institute membership.)
2. Be active in the individual trainings and daily routines of the School and have completed or are working toward completion of the Line of the School, in addition to participating in monthly group practices and Tunings.
3. Have participated in or apprenticed for the training for which certification is being applied.

## PROFACTOR APPLICATION AND CERTIFICATION PROCEDURE

1. Applicant submits the Profactor Application Form for each training that certification is being sought for. The application includes a self-evaluation.
2. TASCC reviews the application(s) and the evaluations received from certified Profactors, as well as from other team members and training participants (when pertinent).
3. TASCC notifies applicant with the decision about the application(s). The applicant will receive a synthesis of a number of anonymized evaluations.
4. If there is any disagreement with TASCC's decision, the applicant will have the opportunity to process the decision and if necessary, selected evaluators may be contacted again.

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