

**Tai Chi Fundamentals[®] Program Advanced Certification:
Certification Reviewer
Course Instructor**

Tai Chi Fundamentals (TCF) Certification Reviewers and Course Instructors must be certified in both TCF Adapted & Original Programs, have additional training in traditional Yang Style tai chi and be recommended by Tricia Yu or Patricia Culotti.

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Becoming a Certification Reviewer

Overview

The role of a Certification Reviewer is to evaluate the skills and knowledge of Applicants for certification to insure that they perform and teach all TCF program elements accurately. During the certification process, Certification Reviewers evaluate and document Applicants' movement and verbal communication skills as well as their performance on a written exam.

Applicants demonstrate competency in the following:

1. Applying standards for evaluating movement performance.
2. Evaluating written exams.
3. Completing testing feedback and summary forms.
4. Reporting results to and billing Tai Chi Health administrative office.

Prerequisites

These apply to both the TCF Adapted and Original TCF Programs

1. Certification in TCF Adapted & Original Programs.
2. Teach Basic Moves, TCF Short Form and Original TCF Form for a minimum of 3 years.
3. Training in Yang Style tai chi.
4. Assist with teaching at least one training course.
5. Demonstrate knowledge of standards for evaluating movement performance.
6. Demonstrate ability to perform and teach individual corrections.
7. Recommendation by Tricia Yu or Patricia Culotti.

Training

Complete Certification Reviewer training at TCF Certified Instructor Advanced Retreats (recommended) or individually. Applicant may need additional practice evaluating written exams and/or movement tests or with submission/billing. This may be accomplished at the retreat as well as individually with your Certification Reviewer Trainer.

Includes coaching in the following areas:

1. Written Exam Evaluation

- a. Session One: Certification Reviewer Trainer demonstrates standards and process for evaluating one written exam for Applicant.
- b. Session Two: Supervised by Certification Reviewer Trainer, Applicant demonstrates competency in evaluating one written exam.

2. Movement Testing Evaluation

- a. Session One: Certification Reviewer Trainer conducts one movement test and reports results on feedback and summary forms while observed by Applicant.
- b. Session Two: Applicant conducts one movement test and reports results while supervised by Certification Reviewer Trainer.

Becoming a Certification Reviewer (Continued)

Training Continued

3. Submitting Information/Billing

- a. Session One: Certification Reviewer Trainer demonstrates preparation and submission of the following to Tai Chi Health Offices for Applicant:
 - i. Certification-testing evaluations
 - ii. Written exam
 - iii. Applicant Movement Testing Feedback Form
 - iv. Recommendations for program certification
 - v. Bill for services
- b. Session Two: Certification Reviewer Applicant, supervised by Certification Reviewer Trainer, demonstrates competency in preparation and submission of the following to Tai Chi Health Offices:
 - i. Certification-testing evaluations
 - ii. Written exam
 - iii. Applicant Movement Testing Feedback Form
 - iv. Recommendations for program certification
 - v. Bill for services

Certification

When Applicant successfully completes all requirements, Certification Reviewer Trainer will notify Tai Chi Health administrative office, which will send Certification Reviewer certificate to the Applicant and include him/her in TCF certified databases and website.

Becoming a Course Instructor

Overview

Course Instructors conduct TCF instructor training courses; attend Certified Instructor trainings regularly; work with other Course Instructors to maintain standards; give feedback and suggestions; participate in revising and updating course handouts, policies and procedures; help promote a sense of community and common purpose in disseminating TCF; and support professional development of TCF Certified Instructors.

Prerequisites

- 1. Course One: TCF Adapted Program Basic Moves Training (formerly Levels 1-2)**
 - a. Meet all requirements for Certification Reviewer outlined in pp. 2-3.
 - b. Recommendation by Tricia Yu or Patricia Culotti.

- 2. Course Two: TCF Adapted Program Short Form Training**
 - a. Meet all requirements for Certification Reviewer outlined in pp. 2-3.
 - b. Recommendation by Tricia Yu or Patricia Culotti.

- 3. Course Three: Original TCF Program Form Training (formerly Level 3)**
 - a. Meet all requirements for Certification Reviewer outlined in pp. 2-3.
 - b. Teach TCF a minimum of 5 years.
 - c. Practice Yang Style tai chi minimum of 5 years.
 - d. Recommendation by Tricia Yu or Patricia Culotti.

Training

Complete Course Instructor training at TCF Certified Instructor Advanced Retreats (recommended), or individually.

- 1. Teach/Assist at Training Course One**
 - a. Assist with teaching Course One, 2x minimum.
 - i. Assist with course promotion.
 - ii. Teach portions of the course as arranged.
 - iii. Receive suggestions and feedback from Instructor.
 - iv. Demonstrate working knowledge of curriculum, timing and logistics of teaching courses.
 - b. Course Instructors work with you to develop the skills and knowledge to teach independently.

- 2. Teach/Assist at Training Courses Two and/or Three**

Repeat process (see 1, above) to become a Course Two and/or Three Course Instructor as well. (See Prerequisites above.)

Course Handouts

- a. Obtain current course handouts. Fees apply (see application).
- b. Stay in communication with Tai Chi Health to stay up-to-date about revisions and updates.
- c. Obtain approval from Tai Chi Health for additional course handouts that you create.

Fees

Certification Reviewer

- **Training Fees**

Certification Reviewer training takes two sessions minimum, each about 3 hours. Session One: observe one movement test and written exam evaluation and receive coaching on submission/billing. Session Two: conduct one movement test, evaluate a written exam and practice submission/billing processes while supervised.

- Group and Individual Training (most cost effective):
 - \$300: Attend a TCF Advanced Certified Instructor Retreat to fulfill all Session One requirements plus Session Two requirements for evaluation of a written exam and practice submission/billing while supervised. (8 hours, one night. Includes room and board. Follows Certified Instructor Retreat.)
 - \$100 Schedule Session Two with Certification Reviewer Trainer (CRT). Conduct a movement test supervised by CRT with up to one-hour follow-up consultation and evaluation. Additional time billed at \$100 per hour. *Paid directly to CRT.*
- Individual Training Only:
 - \$300: Schedule Session One with Certification Reviewer Trainer (CRT). Additional time billed at \$100. *Paid directly to CRT.*
 - \$300 Schedule Session Two with CRT. Conduct a movement test supervised by CRT, evaluate a written exam and practice submission/billing processes while supervised with follow-up consultation and evaluation. Additional time billed at \$100 per hour. *Paid directly to CRT.*

- **Fees for administrative support and new Certification Reviewer certificate:** \$100 submitted with Certification Reviewer application.

Course Instructor

- **Training Fees**

- Assist and teach 2x at Course One. Repeat process with Courses Two and/or Three (optional).
 - No course fee for assisting and teaching at courses. Pay own transportation, food and lodging where applicable.
 - \$100 per course: Course Instructor Trainer preparation and follow-up one half to one-hour consultation/evaluation. Additional time billed at \$100 per hour. *Paid directly to Course Instructor Trainer.*

- **Fees for Course One tool kit:** \$500. Good for 3 years, includes updates. Includes files of course handouts, evaluations, Certificates of Completion, instructor information and Power Points, plus written permission to copy the Tai Chi Health Logo and trademarked Tai Chi Fundamentals® mark. **\$500 for each additional course.**
- **Fees for administrative support and new Course Instructor certificate:** \$100 Course Instructor application.

Questions? Contact Kelly Rehder mkrehder@msn.com. Checks payable to: Kelly Rehder.
Send to: Kelly Rehder, Tai Chi Health, PO Box 378, Red Wing, MN 55066

Application Certification Reviewer Course Instructor

Name _____

Certification Dates: TCF Adapted Program _____ Original TCF Program _____

1. I am applying for:

____ **Certification Reviewer:** TCF Adapted Program and Original TCF Programs

____ **Course Instructor** *Select the Course you are applying for:*

____ Course One: TCF Adapted Program Basic Moves Training

____ Course Two: TCF Adapted Program Short Form Training

____ Course Three: Original TCF Program Form Training

2. Time since your TCF Adapted and Original Programs certifications. Please list approximate dates and locations where you have taught the TCF Adapted Program.

3. Time since your TCF Adapted and Original Programs certifications. Please list approximate dates and locations where you have taught the Original TCF Program.

4. Dates, levels of training courses & instructors with whom you have assisted & presented

5. ____ Patricia Culotti or ____ Tricia Yu has indicated that I am approved for Advanced Certification

Applicant Signature _____ date _____

Certification Reviewer Administrative Fees: \$100

Course Instructor Administrative and Tool Kit Fees: \$600 (\$500 tool kit fee + \$100 administrative fee)

Questions? Contact Kelly Rehder mkrehder@msn.com. Checks payable to: Kelly Rehder.

Send to: Kelly Rehder, Tai Chi Health, PO Box 378, Red Wing, MN 55066