

Tai Chi Fundamentals® Program Advanced Certification: Becoming a Certification Testing Reviewer (CTR) and/or Becoming a Training Course Instructor (TCI)

Certification Testing Reviewer (CTR) Information	pp. 1-2
Training Course Instructor (TCI) Information	p. 3
Application	p. 4

Certification Testing Reviewer (CTR) Information

Certification Testing Reviewer Overview

The role of a CTR is to evaluate skills and knowledge of certified instructor applicants to insure that they represent TCF program elements accurately. During the certification process, CTS's evaluate and document applicant's movement and verbal communication skills as well as their performance on a written exam.

Prerequisites: may vary depending on prior tai chi experience.

- **CTR Level One: Movement Patterns/Basic Moves**
 - Level Three Certification is current.
 - Teach/apply TCF Movement Patterns/Basic Moves for a minimum of 3 years.
 - Complete CTR Training (see below).
 - Training in Yang Style tai chi recommended.
 - Recommendation by Tricia Yu or Patricia Culotti.
 - Complete CTR Training (see below).

- **CTR Level Two: Movement Patterns and Form, Part 1 Prerequisites**
 - Level Three Certification is current.
 - Teach/apply TCF Movement Patterns/Basic Moves and Form for a minimum of 3 years.
 - Training in Yang Style tai chi highly recommended.
 - Recommendation by Tricia Yu or Patricia Culotti.
 - Complete CTR Training (see below).

- **CTR Level Three: Movement Patterns and entire Form Prerequisites**
 - Level Three Certification is current.
 - Teach/apply TCF Movement Patterns/Basic Moves and Form for a minimum of 3 years.
 - Training in Yang Style tai chi required.
 - Recommendation by Tricia Yu or Patricia Culotti.
 - Complete CTR Training (see below).

CTR Applicant Training

Please note: All hours spent in personal consultation with your Certification Testing Reviewer Trainer about any aspect of this process are billed to you at the Trainer's private hourly rates.

Prerequisites

- Assist with teaching at least one TCF training course.
- Get feedback and suggestions from course instructor.
- Demonstrate knowledge of standards for evaluating movement performance
- Demonstrate ability to perform individual corrections. .

Tai Chi Fundamentals® Advanced Certification: Certification Testing Reviewer Information (Continued)

Training Process

- **Movement Testing Evaluation**
 - Observe TCF CTR conducting Movement Test and reporting results for one applicant.
 - Conduct Movement Test and report results for one applicant, supervised by TCF CTR. This process will demonstrate competency in the following:
 - Applying standards for evaluating movement performance.
 - Filling out Applicant Movement Testing Feedback.
 - Filling out Reviewer Summary Form.
 - Reporting results to TCF administrative office
 - If the TCF Testing Reviewer determines that the CTR applicant needs additional practice with conducting movement tests, more may be scheduled at their discretion.

- **Written Exam Evaluation:**
 - TCF Certification Testing Reviewer demonstrates for CTR Applicant:
 - Standards for evaluating written exam
 - Protocols for reporting results to TCF administrative office
 - CTR Applicant:
 - Demonstrate competency in evaluating written exam, which is reviewed by TCF Certification Testing Reviewer.
 - Discuss questions with TCF Certification Testing Reviewer following the exam.

- **Submitting Information/Billing**
 - TCF Certification Testing Reviewer demonstrates:
 - Preparation and submission of certification-testing evaluations
 - Billing to TCF Administrative Office.
 - CTR Applicant demonstrates success in:
 - Preparing one certification testing evaluation
 - Preparing a written recommendation for level of certification
 - Preparing a bill for services to Tai Chi Health administrative office.
 - Submitting the above to Tai Chi Health administrative office which will send the Certificate of certification to the newly certified individual and include him/her in TCF Certified databases and website.

Tai Chi Fundamentals® Advanced Certification: Training Course Instructor (TCI) Information

TCF Training Course Instructor Overview

A TCI conducts TCF training courses for instructors, attends Certified Instructor Trainings regularly, works with other training instructors to maintain standards, update handouts, develop policies and procedures, and maintain a sense of community and common purpose in disseminating TCF, and supports the professional development of TCF Certified Instructors.

Prerequisites for:

- **TCF Training Course Instructor: Levels One-Two and Adapted Form Courses**
 - Current Advanced Certification as a Testing Reviewer current, preferred.
 - Teach TCF a minimum of 3 years preferred.
 - Practice Yang Style tai chi minimum of 2 years, preferred.
 - Recommendation by Tricia Yu or Patricia Culotti.
 - Complete Training Course Instructor coaching (see below).

- **TCF Training Course Instructor: Level Three Courses**
 - Current Advanced Certification as a Testing Reviewer.
 - Teach TCF a minimum of 5 years, preferred.
 - Practice Yang Style tai chi minimum of 5 years.
 - Recommendation by Tricia Yu or Patricia Culotti.
 - Complete Training Course Instructor coaching (see below).

Training Course Instructor Applicant Requirements

Please note: All hours spent in personal consultation with your Trainer about any aspect of this process are billed to you at the Trainer's private hourly rates.

1. Assist and teach at scheduled trainings

- Assist with teaching at least two TCF training courses at the levels that you wish to teach.
- Assist with course promotion, preferred.
- Assist instructor/coach as needed during course.
- Teach portions of the course and receive suggestions and feedback from Instructor/coach.
- Demonstrate working knowledge of curriculum, timing and logistics of teaching courses.

2. Consult with instructors about course handouts

- Obtain current course handouts. There is a \$200 flat fee for files of TCF approved course handouts and permission to use for 3 years. Includes upgrades.
- Stay in communication with Tai Chi Health to stay up-to date about changes.
- Obtain approval from Tai Chi Health for additional course handouts that you create.

Application: Advanced Tai Chi Fundamentals[®] Program Certification For Certification Testing Reviewer and/or Training Course Instructor

Name _____ Level of Certification _____

1. I am applying for:

Certification Testing Reviewer Advanced Certification *Select One*

- ____ Certification Testing Reviewer: Movement Patterns Only
____ Certification Testing Reviewer; Movement Patterns and Form

Training Course Instructor Advanced Certification *Select one or both*

- ____ TCF Training Course Instructor Levels One and Two
____ TCF Training Course Instructor Level three

2. Dates, Levels of Training Courses & Instructors with whom you have assisted (A) & presented (P).

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

Applicant Signature _____ date _____

Application Fees: \$75 per hour for coaching, plus flat fees

Please note. The following are usual hour estimates. Additional hours, if needed, billed separately

Certification Testing Reviewer Training: \$450

- 3 hours: Applicant observes testing process, plus preparation and follow-up consultation
- 3 hours: Applicant conducts testing with supervision plus evaluation session

Training Course Instructor Certification levels 1-2: \$425

- 3 hours: Personal coaching, review and approval of additional Applicant created handouts
- \$200 Flat Fee: files of TCF approved Level 1-2 course handouts and permission to use for 3 years.

Training Course Instructor Certification level 3: \$425

- 3 hours: personal coaching, review and approval of additional Applicant created handouts
- \$200 Flat Fee: files of TCF approved Level 3 course handouts and permission to use for 3 years.

Payment by Credit Card: Call 575-776-3470

Checks payable to Tricia Yu mail to Tricia Yu: Tai Chi Health, PO Box 756, Taos, NM 87571