# ASSOCIATION INSTRUCTORS APPLICATION INSTRUCTIONS

## Introduction

Interested Association members who meet the requirements may apply to be an instructor for the Association. This is an application form for all instructor levels of the International Yang Family Tai Chi Chuan Association. The five instructor levels are Associate Instructor, Certified Instructor, Academy Instructor, Senior Instructor, and Master Instructor.

New applicants for instructor must begin at the instructor level of Associate Instructor regardless of previous experience or background. The Association's instructor levels are sequential and applicants may not skip any instructor levels. The requirements for each instructor level can be found in Chapter 4 of the Association's Directors and Instructors Handbook.

Applicants must meet all the requirements described in the handbook. The requirements include an assessment of the applicant's teaching skills and the applicant's commitment and adherence to the Yang Family Tai Chi Chuan Morals and Commandments.

Applicants should be very complete in providing the information requested on this application.

Please sign the application before mailing it to the address provided on the application form.

## Section 1. Identification

Fill in all required information on the application.

Attach a recent passport-size front view photo of yourself. (*Note: For how to insert a picture into a PDF file check at the end of the instructions section on page 3).

Select the appropriate instructor level for your application. It is required that your Association membership is up to date and current.

## Section 2. Practice and Experience

In Section 2-A, describe your training in the martial arts with a focus on your Tai Chi Chuan training.

- Provide the names of the teachers, addresses, email addresses and phone numbers of the schools where you have taking classes as well as the seminars you have attended. Include seminars taken with Grandmasters Yang Zhenduo and Yang Jun and from Association Senior Instructors and Master Instructors.
- You may also include study of other styles of Tai Chi Chuan; qi-gong, other wellness exercises like yoga or Pilates; and studies of research in the healing arts or meditative arts.

In Section 2-B, describe your teaching experience as a teacher of Tai Chi Chuan.

- Teaching experience should include number of hours you taught each year and a description of the types of classes taught and number of students taught.

In Section 2-C, describe your professional training and experience. Include the degrees you have earned, your major areas of study, and the profession(s) in which you have work experience.

- Applications for Academy Instructor and above should include a separate resume with your professional information and experience. Attach the resume to the application.

## Section 3. Recommendation

Your current teacher should provide information for this section using the guidelines below. Applicants who do not have a current teacher may submit a recommendation from previous teachers, from three Tai Chi Chuan colleagues or from three professional associates.

Guidelines for the person(s) writing the recommendation:

1. Please share how you know this applicant.
2. Please share your knowledge about the applicant's adherence to the Yang Family Tai Chi Chuan Morals and Commandments. Is the applicant a trustworthy and honest person?
3. Please share your knowledge of the applicant's martial arts training and experience.
4. Please share your knowledge of the applicant's contributions to the school or center. Was the applicant a teaching assistant? What did the applicant do to help the center or school?
5. Please indicate whether you support or not support the applicant's application to be an instructor for our Tai Chi Chuan organization.
6. Please include your name, address, phone number, and email address with the recommendation.

The person writing the recommendation may write the recommendation on the application form or submit the recommendation as an attachment to the application.

## Section 4. Requirements

### Instructors Registry

The International Yang Family Tai Chi Chuan Association's Instructors Registry is a list of the Association's approved instructors. The registry is a resource for persons interested in finding an instructor. To view the list of instructors in the Instructors Registry click here.

The registry also provides the Association a database by which it can track the training and certification of its instructors as well as provide information about which instructors are qualified to teach for the Association's Tai Chi Chuan Teachers Academy.

**General Instructor Application Requirements**

Applicants who apply to be an instructor must meet the general requirements, as well as the specific requirements for the instructor level of the application. Applicants for all instructor levels have the following general requirements:

1. Be a current Association member.
2. Be of good moral character.
3. Have a history of dedication to the art of Tai Chi Chuan.
4. Demonstrate a commitment to learning and teaching Traditional Yang Family Tai Chi Chuan by participation in seminars and Association's training events.
5. Teach a minimum 52 hours of Yang Family Tai Chi Chuan each year.

**Required Application Documents and Fee**

1. A completed application form.
2. Applicant teacher's recommendation or recommendations from three (3) Tai Chi Chuan Colleagues or from three (3) professional associates.
3. Teaching Video for assessment of applicant's teaching performance (Associate Instructor-103 Hand Form, Certified Instructor-67 Sword Form, Academy Instructor-Push Hands)
4. Evaluations of applicant by students. (Required for Certified and Academy Instructors only.)
5. Evidence of 52 or more hours of teaching from teaching schedule for past 12 months.
6. Seminar certificates or evidence of participation in seminars by Grandmasters Yang Zhenduo or Yang Jun, Association Senior Instructor and Association Master Instructor.
7. Copy of last ranking certificate earned.
8. A receipt to show that the applicant has paid the $50 instructor application processing fee.

**Fee and Information for Successful Instructor Applicants**

1. Applicants approved to become an Association instructor to be listed in the Association's Instructors Registry have a required annual instructors registration fee of $150 US. Once an application is approved, this $150 fee should be submitted to the Association immediately so that the successful applicant could be placed into the Instructors Registry. The annual instructor registration fee is submitted to the Association Secretary at: fanghong@yangfamilytaichi.com. This annual fee is for all instructor levels of the Association.
2. If the applicant's instructor certification is approved between October and March, the certification effective date will be January 1st. If it is between April and September, the effective date will be July 1st. Certification and recertification effective dates are from July to July or from January to January only.

**Specific Requirements and Required Attachments**

<u>Associate Instructor</u>

Besides meeting the general requirements for Association instructors, applicants for Associate instructor have these additional requirements:

- Be Rank 2 or higher.
- Document participation in at least 3 Association seminars taught by Master Yang Jun, a Master Instructor or a Senior Instructor.
- Complete an interview with an Examiners Committee member. This interview must be successfully passed in either a Skype or face-to-face interview. The interview will, among other things, explore the applicant's knowledge of Yang Family Tai Chi Chuan basics and his or her personal goals for teaching Yang Family Tai Chi Chuan.
- Pass an assessment of teaching skills with regard to hand form. The applicant is required to teach a 45-60 minute class on the 103 Hand Form with a group of 5-10 students. The class session should be video taped and submitted on YouTube. If applicant prefers to arrange for an Examiners Committee member to observe the class in person, that is acceptable, but a video of the class must still be submitted.
- The application process for Associate Instructor from start to end will take approximately 1 month to complete if everything proceeds without delays or issues.

Please attach evidence of rank, teaching hours, and seminars attended.

Required documents and fee after Associate Instructor application Is approved.

1. Instructor and Director Release of Liability Form.
2. Signed commitment to Yang Family Tai Chi Chuan Morals and Commandments.

Send these two (2) required documents to Association Secretary at: fanghong@yangfamilytaichi.com.

Certified Instructor

Besides meeting the general requirements for Association instructors, applicants for Certified Instructor have these additional requirements:

- Be Rank 4 or higher and be an Associate Instructor.
- Document participation in at least 5 Association seminars taught by Grandmasters Yang Zhenduo or Yang Jun or from an Association Senior Instructor or Master Instructor.
- Pass an assessment of teaching skills with regard to sword form. The applicant is required to teach a 45-60 minute class on the 67 Sword Form with a group of 5-10 students. The class session should be video taped and submitted on YouTube. If applicant prefers to arrange for an Examiners Committee member to observe the class in person, that is acceptable, but a video of the class must still be submitted.
- Submit at least 5 satisfactory Instructor Evaluations from classes taught by the applicant in the previous 12 months.

Please attach evidence of rank, teaching hours, seminars attended, and student evaluations.

Academy Instructor

Besides meeting the general requirements for Association instructors, applicants for Academy Instructor have these additional requirements:

- Be Rank 5 or higher and be a Certified Instructor.
- Document 500 or more hours of teaching Yang Family forms since becoming a Certified Instructor. The class size should be a minimum of 5 students.
- Document participation in at least 10 Association seminars taught by Grandmasters Yang Zhenduo or Yang Jun or from an Association Senior Instructor or Master Instructor.
- Pass an assessment of teaching skills with regard to push hands. The applicant is required to teach a 45-60 minute class on Push Hands with a group of 5-10 students. The class session should be video taped and submitted on YouTube. If applicant prefers to arrange for an Examiners Committee member to observe the class in person, that is acceptable, but a video of the class must still be submitted.
- Submit at least 10 satisfactory Instructor Evaluations from classes taught by the applicant in the previous 12 months.
- If not teaching with a YCF Tai Chi Center or an Affiliated School, the applicant must have at least 10 Association members as students.
- Help train more instructors to meet the future needs of the association as it expands and grows.

Please attach all the evidence to support the above requirements for Academy Instructor.

Senior Instructor

Besides meeting the general requirements for association instructors, applicants for Senior Instructor have these additional requirements:

- Be Rank 6 or higher and be an Academy Instructor.
- Document 1,500 hours or more of teaching Yang Family Tai Chi Chuan since becoming an Academy Instructor.
- Document participation in at least 20 Association seminars taught by Grandmasters Yang Zhenduo or Yang Jun or from an Association Senior Instructor or Master Instructor.
- If not teaching with a YCF Tai Chi Center or an Affiliated School, the applicant must have at least 40 Association members as students.
- Mentor at least five members that have become Association Instructors and are listed in the Instructors Registry.!
- Have outstanding skills in teaching Tai Chi Chuan.
- Be a model instructor for others to follow. Always embody the Yang Family Tai Chi Chuan Morals and Commandments.
- Document achievement in at least two of the following three areas:
    a. Recognition in the community as a highly qualified teacher of Tai Chi Chuan. This can be documented with published articles in local newspapers or magazines, recognition from local media or published articles in the Association Journal.
    b. Recognition for work in support of the Association's mission and goals. For example, sponsoring Association ranking events, sponsoring Association seminars, or teaching courses at Association's Tai Chi Chuan Teacher Academy.
    c. Recognition for promoting Tai Chi Chuan by government agencies, institutions of higher learning or the IYFTCCA.

Please attach all the evidence to support the above requirements for Senior Instructor.

Master Instructor

Besides meeting the general requirements for Association instructors, applicants for Master Instructor have these additional requirements:

- Be Rank 7 or higher, and be a Senior Instructor.
- Have 2,000 hours or more of teaching Yang Family Tai Chi Chuan since becoming a Senior Instructor.
- Document participation in at least 30 seminars taught by Grandmasters Yang Zhenduo or Yang Jun or from an Association Master Instructor.
- If not teaching with a YCF Tai Chi Center or an Affiliated School, the applicant must have at least 50 association members as students.
- Mentor at least eight members that have become Association Instructors and are listed in the Instructors Registry.
- Have outstanding skills in teaching Tai Chi Chuan.
- Be a model instructor for others to follow. Always embody the Yang Family Tai Chi Chuan Morals and Commandments.
- Document teaching at least five Association seminars since becoming a Senior Instructor.
- Document ongoing achievement, subsequent to achieving Senior Instructor status, in at least two of the following three areas:

    a. Recognition in the community as a highly qualified teacher of Tai Chi Chuan. This can be documented with published articles in local newspapers or magazines, recognition from local media or published articles in the Association Journal.

    b. Recognition for work in support of the Association's mission and goals and for significant contributions to the broader Tai Chi Chuan world. For example, sponsoring Association ranking events, sponsoring Association seminars taught by Grandmaster Yang Jun, teaching courses in Association's Tai Chi Chuan Teachers Academy, publishing articles on Tai Chi Chuan theory, or significant work on promoting/creating Tai Chi Chuan symposia.

    c. Recognition for promoting Tai Chi Chuan by government agencies, institutions of higher learning or the IYFTCCA.

Please attach all the evidence to support the above requirements for Master Instructor.

**WHEN THE APPLICATION IS COMPLETE**

Please send the completed application form and all the documentation and evidence to support the instructor level of your application to:

Email: ts-dept@yangfamilytaichi.com

or

International Yang Family Tai Chi Chuan Association

Training Standards Department

P.O. Box 1563

Royal Oak, MI, 48068 USA

Also, please send the application processing fee of $50 to:

Pay by Paypal at: members@yangfamilytaichi.com

or

International Yang Family Tai Chi Chuan Association

Membership Department

P.O. Box 786

Bothell, WA 98041 US

**HOW TO INSERT A PICTURE IN A PDF FILE (FOR WINDOWS)*

1. *Open picture with **Paint** (Microsoft Windows software)*
2. *On the Home tab click **Select** then **Select All** in Selection options*
3. *On the Home tab click **Copy***
4. *Close **Paint***
5. *Open the PDF file*
6. *On the menu bar click **Edit** and select **Paste***
7. *Click on the image, then resize and move it to its proper position on the form*
8. *Save the PDF*

# Instructor Application

CERTIFICATE NUMBER _____
(For Officer use Only)

## 1. IDENTIFICATION

Frist Name | Last Name

Sex: ☐ M ☐ F | Birthday: Month Day Year

PHOTO
2" x 2"
(You can attach in to this PDF file)

Address

City | State/ Province | Zip Code | Country

Phone | Email

Level: | Date:

Member ID | Current Rank & Date Obtained | Current Ranking Certificate ID

Language Preference: ☐ English ☐ Italian ☐ French ☐ Spanish/Portuguese

Click on bar to the right for drop-down menu for the level of instructor of your application.

Associate Instructor

Signature: _____ Date: _____

## 2. TRAINING, TEACHING AND PROFESSIONAL EXPERIENCE

A. Describe your martial arts training include training in Tai Chi Chuan. (Attach additional pages if necessary)

B. Describe your experience as a teacher of Tai Chi Chuan.

C. Describe your academic training, profession(s), and work experience.

## 3. RECOMMENDATION

Recommendation (Special attention should be placed on applicant's moral character.)

*Please include the name, address, phone number and email address of person writing the recommendation.

## 4. FOR ASSOCIATION USE ONLY

Association Officer Comments:

Signature: _____ Date: _____

Note: Applicants will be notified the results of their application in approximately one month.
Submit this Application to:

Email: ts-dept@yangfamilytaichi.com

Or

International Yang Family Tai Chi Chuan Association
Training Standards Department
P. O. Box 1563
Royal Oak, MI 48068 USA

Note: Send Application Processing Fee of $50 to:

Pay by Paypal at:
members@yangfamilytaichi.com

Or

International Yang Family Tai Chi Chuan Association
Membership Department
P.O. Box 786
Bothell, WA 98041 USA

YANG FAMILY
TAI CHI CHUAN

# THE YANG FAMILY TAI CHI CHUAN MORALS AND COMMANDMENTS

Be obedient and respect your teacher.

Be honest and keep your promises.

Be virtuous and righteous.

Be brave and honorable.

Be humble and gentle.

Do not be tricky or deceitful.

Do not be evil or vicious-minded.

Do not use your powers to take advantage
of others especially those weaker than you or are powerless.

Do not isolate yourself from others or
from other Tai Chi Chuan Schools.

Do not be reckless or imprudent.

Do not be bloated with pride.

Do not be fickle with an ever-changing mind.

Do not be over-eager.

Understand and appreciate your background; never forget it or be ungrateful.

Finish strong do not just have a robust beginning.

Signature: _____ Date: _____

# INSTRUCTOR AND DIRECTOR RELEASE OF LIABILITY

## INFORMATION

This agreement must be signed by all who apply for Instructor, Affiliated School Director and Yang Chengfu Tai Chi Chuan Center Director.

In consideration of being allowed to participate in any way in the teaching and/or conducting of classes, workshops and seminars that represents the interest of the International Yang Family Tai Chi Chuan Association, I,

| Full Name | Phone | Email | |
|---|---|---|---|
| Address | City | State | Country |
| Emergancy Contact Name | Phone | Email (if available) | |

1. Recognize and understand that Tai Chi Chuan training is a physical activity that may include physical contact and that my participation might result in serious injury, including permanent disability or death, and severe social and economic loss.
2. Recognize and understand that such risk may be due to my own actions, but also the action, inaction or negligence of others, the regulations of participation, or the conditions of the premises, or of any of the equipment used.
3. Understand that as an instructor or director, that I am responsible for making every effort to conduct classes in a safe and professional manner.
4. Recognize that there may be other risks that are not known to me or to others or not reasonably foreseeable at this time.
5. Agree to inspect the facilities, equipment, and pairings of partners prior to the commencement of class to ensure that the facilities and equipment are safe and the pairings are matched. If there is an unsafe situation, I will take immediate action to correct the safety problem.
6. Assume all of the foregoing risks and accept personal responsibility for any damages that may result from injury, permanent disability or death.
7. Enter Tai Chi Chuan training and/or competition entirely of my own free will and understand the importance of following the rules of training and competition.
8. I certify that I am in good physical condition, and have no disease, injury or other condition that would impair my performance or physical and mental well being during intense training practice and/or competition. Additionally, I certify that I am free of any skin disease especially if I am participating in Push Hands or have physical contact with others.
9. Grant permission in case of injury to have a doctor, nurse, athletic training or other emergency medical personnel provide me with medical assistance or treatment for such injury.
10. Release, waive, discharge and covenant not to sue, International Yang Family Tai Chi Chuan Association, Association Centers, Affiliated Schools, its affiliated organizations and governing bodies, their officers, department heads, directors, instructors and personnel, other members of the organizations, participants, supervisors, coaches, sponsoring organizations or their agents, and if applicable, owners and leasers of the premises from any and all liability to the undersigned, his or her heirs and next of kin for any and all claims, demands, losses and damages which may be sustained and suffered on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the realeasees or otherwise.

### Advisory Of Rights And Responsibilities

Safety is not the sole responsibility of instructors and staff. Everyone in class is responsible for their own safety and the safety of those around them.

Instructors and Directors should inform students that they, the students, should excuse themselves from any and all activities they feel will be harmful to them. Instructors and Directors should inform students to tell the Instructor or Director if any instruction provided to the student is unsafe.

Instructors and Directors have the responsibility to provide instruction and a environment that helps students, instructors and directors remain safe. Instructors and directors must ensure there is enough training room between students to avoid interfering and avoid students being struck by someone else practicing, which is especially important when practicing with weapons.

In the event of an injury, the Instructor or Director shall stop the activity immediately and evaluate the extent of the harm and decide if the activity should cease. Instructors and Directors shall inform students that they are to report all injuries to them immediately and shall take precautions to ensure that the injury does not become worst. In the event of a serious injury or appearance of a serious injury, the Instructor or Director shall stop the activity immediately and provide appropriate first aid and to call for medical assistance. Evaluation of the seriousness of the injury should be the decision of medically trained staff.

If an Instructor or Director notes an unsafe training situation, which may include a student performing a skill incorrectly, a student not showing due regard for the safety of others, a defective piece of training equipment, a potentially dangerous obstacle or condition on the floor, or anything else that may lead to harm of students, instructors, directors, visitors or guest, then the Instructor or Director is expected to correct the situation immediately.

### Assumption Of Responsibilities And Risk

Instructors and Directors will be participating in Association sponsored training on a regular bases, there is potential for injuries in Tai Chi Chuan training. Bumps, bruises, scrapes, scratches and soreness are possible, and students may encounter this sort of minor injury from time to time in their training. More serious injuries are also possible, including sprains, strains, twists, cramps, and injuries of similar magnitude. The possibility of even more serious injuries exists, including fractured cones, broken bones, torn ligaments, though it is seldom that students encounter such serious injuries. There remains, despite safety precautions, the very remote possibility of crippling or death, though this is certainly not expected in Tai Chi Chuan training.

I understand the above statement of risk, and I understand the rights and responsibilities of Instructors and Directors. I assume responsibility for my own safety (or the safety of my child), understanding and accepting the risks involved with Tai Chi Chuan training. Even if I have been informed that no serious injuries have ever happened, I understand that this does not mean that there is not possibility of harm. By assuming this risk, I completely absolve all instructors, staff, guests, students, landlords, management companies and any and all other parties of liability for my harm, unless intentionally caused in criminal conduct.

### Notice And Consent To Instructors

This Association, Center or School seeks to make use of highly trained instructors, with both expertise and experience both in the art(s) that we teach and in teaching. The Center Director, Instructor or any other qualified instructor may teach classes. Should an instructor be unavailable for a given class, a junior instructor, senior student or guest instructor may teach. The choice of the instructor is left to the discretion of the Association, Center or School.

I understand that I may not always have the instructor I desire, but I shall seek to learn from whoever is teaching, to show the respect due to the position of teacher to whomever is teaching, and to conduct myself in accordance with the etiquette established. at this school. I understand that I have the responsibility for my own safety without regard to who may be teaching the class. I specifically consent to any instructor of the Association, Center or School who meets the Association standard for instructors set to teach the class. I specifically understand and agree that the full force of this document applies no matter who is teaching.

### Notice Of Physical Contact

When Instructors and Directors train, they will participate in the training as students. Complete Tai Chi Chuan training involves a wide variety of skills. While practicing these skills, students may have contact with any portion of the body. The groin may be the target of kicks, strikes or grabs. The chest, buttocks, groin or any part of the body may be contacted by any part of the training partner's body during training with Tai Chi Chuan techniques, or incidentally contacted while performing a Tai Chi Chuan technique which targets another portion of the body. When male and female students train together, or when adult and minor students

train together, and in any other training combination, the purpose and intent of the school, instructors and staff is to provide an environment for all students to learn and practice Tai Chi Chuan and self-defense. Students are expected to conduct themselves appropriately at all times to ensure the best training results for everyone.

Should any student feel that a training partner is engaging in contact beyond the scope of training, or a training partner is taking undue and unacceptable advantage of training contact, or if a student is make uncomfortable by any training exercise or partner, then that student has the right to withdraw from the exercise or drill. If the contact of a training partner appears inappropriate, the student should inform the instructor privately. If the conduct of the training partner or any training partner appears criminal, then the instructor should be informed and the authorities may be notified either by the student or the instructor, or both.

**Consent To Physical Contact**

I understand the nature of physical contact in Tai Chi Chuan training, and I understand that I have the right to immediately withdraw from any exercise or drill in which the contact of any party seems beyond the scope of training and makes me uncomfortable. I agree to abide by the school etiquette in all manners pertaining to training, and I shall not in any way conduct myself inappropriately or take inappropriate advantage of the contact Tai Chi Chuan training allows.

**Arbitration Clause**

Should any dispute arise between me, regarding this Association, then I specifically agree that the dispute shall be resolved in binding arbitration. Should a suit be filed in Court, I specifically authorize the Court to order the case to a binding arbitration.

**Severability**

If any clause, sentence, phrase or statement is found unenforceable or invalid by any Court of Law, the remainder of the document shall remain valid enforceable and the invalid clause, sentence, phrase or statement shall be struck from the document.

**Durability**

This document is effective from the date signed with no expiration. Furthermore, the terms of this document are retroactive to the beginning of training and visiting this school if this document was signed after that date.

**Authority To Treat**

I, give the instructors, staff and responsible adults the power to authorize medical or other treatment of the applicant named subject to the limitations listed below, if any. This authority begins on the date signed and continues indefinitely.

By granting my authorization, I assume responsibilities for all decisions made, provided they are reasonable decisions under the circumstances based on the knowledge and understanding of the person making the decisions, and I trust their judgment and offer the benefit of the doubt to them in any claim or legal proceeding. This presumption may only be overcome by clear and convincing evidence that they acted with malice or willful gross negligence, and if so they may still be liable.

I understand that the directors, instructors, senior students, or others may have some skills in first aid, CPR, and at their discretion, I authorize them to use those skills and techniques to assist in any circumstance in which they judge their skills would be necessary or helpful.

Information of Medical Significance:

I HAVE READ THE ABOVE WARNING, WAIVER, RELEASE AND AGREEMENT TO PARTICIPATE. I UNDERSTAND ITS CONTENTS AND DO HEREBY SIGN IT VOLUNTARILY.

Printed Name of Applicant | Signature of Applicant | Date: MM/DD/YYY

# TEACHING VIDEO INFORMATION FORM

**Directions**: Please complete the information below and answer the questions on this form. This completed form should be submitted when the video of your teaching performance is submitted.

Printed Name of Applicant _____ Member ID _____

Please specify which instructor level are you applying for with this Teaching Video:

Associate Instructor ☐ Certified Instructor ☐ Acadmey Instructor ☐

Please specify which form your Teaching Video is related to:

103 Hand Form ☐ Sword ☐ Push Hand ☐

YouTube Link: _____

## Important – Video Release Forms

The candidate should submit with this form, a signed general release form for each student appearing in the video. The release form states that the students know they are being filmed and that any content of the video will not be made public in any way without explicit permission of all persons appearing in the video. A blank release form is attached to these materials. Make enough copies for each student in your teaching video.

## Information about the Video

A video of the candidate teaching a practical class of a Yang Family Tai Chi Chuan Hand Form correspondent to the Level of Instruction to be assessed will be submitted to the association's Instructors Committee. This video should be 45-60 minutes long and show a real class, as opposed to a staged class. The video may show any part of the learning process, in other words, a class of total beginners or a class of students who may have already had some classes in the Yang Family Tai Chi Chuan Hand Form.

## Please answer the following questions about your teaching video

1. Where is this class filmed and the nature of the class space (community center, school gym, outside)?

2. Who are the students: the candidate's own students, students at another teacher's center?

3. What level are these students: are they new beginners, students who have been studying tai chi, or mixed level?

4. What content will be covered in this class?

5. Why did you select this content for this particular group of students?

6. How will you evaluate the student's understanding of the class content?

## Suggestions for your video

1. Include warm-up exercises before and simple cooling exercise after your teaching session.
2. After the opening greeting, tell the students what you will be teaching them in this session.
3. In your lesson, include some theory and some practical learning.
4. Ask students if they have any questions or any clarification about what is being taught.
5. At the end of class, review for the students the main points you were trying to teach them before you close the class with a formal goodbye.

## Instructions on how to create a YouTube account to load your Teaching Video

You need a Google Account to sign into YouTube. A Google Account works across all Google products (e.g. Gmail, Blogger, Maps, YouTube, and more).

If you've signed into any of these products before, you already have a Google Account. To sign in, enter the email address you entered on those products (if you use Gmail, it's your Gmail username). If you don't have a Google Account, you can create one on YouTube.

Here are a few important things to remember about Google Accounts and YouTube:

**You sign into YouTube with your Google Account.** To sign in to YouTube, enter your Google Account email and password. After signing up for YouTube, if you sign in to your Google Account on another Google service, you'll be automatically signed in when you visit YouTube.

**Step 1**.

Navigate to the YouTube sign-in page and click "Create an Account" to open the Create a New Google Account page.

**Step 2**.

Fill out all of the applicable fields on the page. For example, enter your full name, choose a Google username and select your location. Agree to the terms of service and click "Next Step."

**Step 3**.

Click "Add Profile Photo" and upload a company logo or image and click "Next step."

**Step 4**.

Click "Back to YouTube" to open the YouTube homepage.

**Step 5**.

Click on your username and select "My Channel." Click "Create a Username" and enter your company's name in the "How You'll Appear On YouTube" field.

**Step 6**.

Click "OK, I'm Ready to Continue" to go to your company's channel page.

**Step 7**.

Click "Channel Settings" and select an applicable tab to customize your channel page. For example, click the "Appearance" tab and select "Choose File" under Background to upload a company background image. Click "Done Editing" to save the changes.

**Step 8**.

Click "Video Manager" to open the Video Manager page.

**Step 9**.

Click the "Upload" button and select the video file you want to upload. You will need to create a file on your computer to store your video or upload from your smart phone.

**Step 10**.

Click the "Privacy Settings" drop-down menu and select the appropriate option. Select "Private" to share the video with a maximum of 50 other YouTube users. Select "Unlisted" if you plan to share the link to the video with people who don't have YouTube accounts.

**Step 11**.

Enter the video's name, description and a maximum of 50 YouTube usernames in the appropriate boxes; if you select the Unlisted option, the box for usernames does not appear. YouTube automatically saves the information. If you want to send a link to the video to an authorized person, click the "Share" button and copy the link that is displayed.

Send the copy of the link to Maria Angela Soci at: angela@yangfamilytaichi.com.

Create a user name that describes your video. For example, if it is your 10 Form demonstration, the title should be your name and 10 Form Demonstration. If it is your teaching video, the title should be your name and 10 Form T

# INSTRUCTOR TEACHING-VIDEO RELEASE FORM

**Directions**: This form is to be completed and signed by persons who are being video taped for the purpose of submitting a video recording of their teaching performance in front of students as a part of the instructor assessment process of the International Yang Family Tai Chi Chuan Association.

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, or distributed and waive the right to inspect or approve the finished product wherein my likeness appears.

Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse settings within an unrestricted geographic area.

The video recordings will only be used for the purpose of Instructor Teaching Assessment will not be made public without explicit permission of all persons appearing in the video. The video recordings will only be viewed by those individuals involved in the Instructor Teaching Assessment process.

**The video recordings will be viewed by assessors for the purpose of assessing the teaching performance of the instructor. The video recording will be used for this purpose only and for no other purpose.**

By signing this release, I understand this permission signifies that video recordings of me may be electronically displayed in various settings as it relates to instructor assessment of the International Yang Family Tai Chi Chuan Association.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. This release applies to video recordings collected as part of the sessions listed on this document only.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against the International Yang Family Tai Chi Chuan Association or any person or organization utilizing this material for instructor assessment purposes.

Date(s) of video recording _____ Location _____

Printed Full Name_____

Street Address/P.O. Box_____

City_____ Prov_____Postal Code/Zip Code_____

Phone _____ Fax _____ Email_____

Signature_____ Date_____

If this release is obtained from a presenter under the age of 19, then the signature of that presenter's parent or legal guardian is also required.

Parent's Signature_____ Date_____

# APPLICANT'S CHECKLIST OF REQUIRED DOCUMENTS

Full Name: _____

Email: _____

Member ID: _____

Country/Center: _____

Teacher's Name: _____

**Instructions:** Applicants, please use this checklist to assist you in completing your application. Check-off each of the required documents as you include them in your application package. Thank you.

**Check List:**

- ☐ Completed Application Form.
- ☐ Recommendation(s) from: Teacher, or 3 Tai Chi Chuan Colleagues or 3 Professional Associates.
- ☐ Students Evaluation (Academy Instructor only).
- ☐ Evidence of Teaching:
  - Associate and Certified Instructor—Document 52 hours of Tai Chi Chuan teaching in a year.
  - Academy Instructor—Document 500 or more hours of teaching Yang Family forms since becoming a Certified Instructor.
  - Senior Instructor—Document 1,500 hours or more of teaching Yang Family Tai Chi Chuan since becoming an Academy Instructor.
  - Master Instructor—Document 2,000 hours or more of teaching Yang Family Tai Chi Chuan since becoming a Senior Instructor.
- ☐ Evidence of Seminars from Grandmaster Yang Jun, Senior or Master Instructor, as specified in the requirements for each level of instructor (certificate of attendance or other evidence).
- ☐ Evidence of Ranking (current Ranking Certificate).
- ☐ Receipt for $50 Application Fee.

**Notes:**