

INSTRUCTORS APPLICATION INSTRUCTIONS

Introduction

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

New applicants for instructor must begin at the Associate Instructor level 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 are listed here in these instructions. These same requirements is also described in chapter eight of the association's Directors and Instructors Handbook.

All the requirements listed in these instructions of the instructor level of the application must be met for the applicant to be successful. The requirements include an assessment of the applicant's teaching skills and the applicant's commitment and adherence to the Yang Family Tai Chi Commandments and Conduct Code.

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. (Go to page 5 at the end of these instructions to learn how to insert a photo into a PDF file.)

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 taken classes as well as the seminars you have attended. Include seminars taken with Grandmasters Yang Zhenduo and Yang Jun and seminars authorized by Yang Family Tai Chi and offered by Academy Instructors, Senior Instructors, or Master Instructors.

- You may also include the study of other styles of tai chi chuan, qigong, wellness exercises like yoga or pilates, or 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 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.

The registry 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 Teacher 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 Yang Family Tai Chi Chuan by participating in association seminars and association training events.
5. Teach a minimum 48 hours of Yang Family Tai Chi Chuan each year. Applicants for Academy Instructor and above who have met the 48 hours requirement of regular or online group class sessions each year may use private class teaching hours to satisfy the required minimum hours of teaching.

Required Application Documents and Fee

1. A completed application package.
2. Applicant teacher's recommendation or recommendations from three tai chi chuan colleagues or from three professional associates.
3. An assessment of the applicant's teaching performance by a local examiner directly in person or a choice of submitting a video recording of the teaching performance. Teacher Academy Trainers who apply to become Associate Instructor are exempt from interview and assessment of teaching skills by an examiner.

If applicant chooses a local examiner, the applicant should check the association website for a list of local examiners. Provide the name and email address of the Local Examiner who will perform the teaching assessment in person.

The teaching performance by instructor level: Associate Instructor-103 Hand Form, Certified Instructor-67 Sword Form, Academy Instructor push hands.

4. A completed Teaching Assessment Lesson Plan.
5. Evaluations of applicant by students. (Required for Certified and Academy Instructors only.)
6. Evidence of a minimum of 48 hours of teaching regular or online group classes each year. Applicants for Academy Instructor and above who have met the 48 hours requirement of regular group class sessions each year may use private class teaching hours to satisfy the required minimum hours of teaching for advancement to higher levels of instructor.

Complete the form titled: Documentation of Hours Teaching Yang Family Tai Chi Chuan for Instructor Application.
7. Seminar certificates or evidence of participation in seminars by Grandmasters Yang Zhenduo or Yang Jun, or seminars authorized by Yang Family Tai Chi and offered by an Academy Instructor, Senior Instructor, or Master Instructor.
8. Copy of last ranking certificate earned.
9. 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: members@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

Associate Instructor

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

- Be rank two or higher.



- Document participation in at least three association seminars taught by Master Yang Jun, or seminars authorized by Yang Family Tai Chi and offered by an association Academy Instructor, Senior Instructor, or Master Instructor.
- Teacher Academy Trainers who apply to become Associate Instructor are exempt from interview and assessment of teaching skills by an examiner.
- Complete an interview with a local examiner. 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 applicant has a choice to have the class session observed by a local examiner in person or video recorded. For assessment directly by a person, the applicant must submit the name of the preferred local examiner. For a video, a link to the recording must be submitted.

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

Certified Instructor

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

- Have the rank of Copper Tiger or higher and be an Associate Instructor.
- Document participation in at least five association seminars taught by Grandmasters Yang Zhenduo or Yang Jun, or seminars authorized by Yang Family Tai Chi and offered by an association Academy Instructor, 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 applicant has a choice to have the class session observed by a local examiner in person or video recorded. For assessment directly by a person, the applicant must submit the name of the preferred local examiner. For a video, a link to the recording must be submitted.
- Submit at least five satisfactory instructor evaluations from classes taught by the applicant in the previous 12 months. Go to the following link to obtain the student evaluation of instructor form: <http://www.yangfamilytaichi.com/download/teacher-evaluation.pdf>

Please attach evidence of rank, teaching hours, seminars attended, and the receipt for \$150 for the annual instructor registry fee.

Academy Instructor

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

- Have the rank of Silver Tiger or higher and be a Certified Instructor.
- Document 720 or more hours of teaching Yang Family forms since becoming a Certified Instructor. Hours of teaching seminars, private classes and group or online classes may be counted to meet the required 720 hours and should include the required 48 hours per year of regular group or online classes.
- Document participation in at least 10 association seminars taught by Grandmasters Yang Zhenduo or Yang Jun, or seminars authorized by Yang Family Tai Chi and offered by an association Academy Instructor, 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 applicant has a choice to have the class session observed by a local examiner in person or video recorded. For assessment directly by a person, the applicant must submit the name of the preferred local examiner. For a video, a link to the recording must be submitted.
- Submit at least 10 satisfactory instructor evaluations from classes taught by the applicant in the previous 12 months. Go to the following link to obtain the student evaluation of instructor form: <http://www.yangfamilytaichi.com/download/teacher-evaluation.pdf>
- If not teaching with a Yang Family Tai Chi Center or a Yang Family Tai Chi 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, and the receipt for \$150 for the annual Instructor Registry fee.

Senior Instructor

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

- Have the rank of Gold Tiger or higher and be an Academy Instructor.
- Document 1,200 hours or more of teaching Yang Family Tai Chi Chuan since becoming an Academy Instructor. Hours of teaching seminars, private classes and group or online classes may be counted to meet the required



1,200 hours and should include the required 48 hours per year of regular group or online classes.

- Document participation in at least 20 association seminars taught by Grandmasters Yang Zhenduo or Yang Jun, or seminars authorized by Yang Family Tai Chi and offered by an association Academy Instructor, Senior Instructor, or Master Instructor.
- If not teaching with a Yang Family Tai Chi Center or Yang Family Tai Chi School, the applicant must have at least 40 association members as students.
- Mentor at least five members who 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. Embodies the Yang Family Tai Chi Commandments and Conduct Code.
- 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's publications.
 - 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 the association's Tai Chi Chuan Teacher Academy.
 - c. Recognition for promoting tai chi chuan by government agencies, institutions of higher learning or by the Yang Family.

Please attach all the evidence to support the above requirements for Senior Instructor , and the receipt for \$150 for the annual instructor registry fee.

Master Instructor

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

- Have the rank of Copper Dragon or higher, and be a Senior Instructor.
- Have 1,900 hours or more of teaching Yang Family Tai Chi Chuan since becoming a Senior Instructor. Hours of teaching seminars, private classes and group or online classes may be counted to meet the required 1,900 hours and should include the required 48 hours per year of regular group or online classes.
- Document participation in at least 30 seminars taught by Grandmasters Yang Zhenduo or Yang Jun, or seminars authorized by Yang Family Tai Chi and

offered by an association Academy Instructor, Senior Instructor, or Master Instructor.

- If not teaching with a Yang Family Tai Chi Center or Yang Family Tai Chi School, the applicant must have at least 50 association members as students.
- Mentor at least eight members who 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. Embodies the Yang Family Tai Chi Commandments and Conduct Code.
- 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's publications.
 - 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 Teacher Academy, publishing articles on tai chi chuan theory, or by assisting in the planning, coordination and implementation of international tai chi chuan symposia.
 - c. Recognition for promoting tai chi chuan by government agencies, institutions of higher learning or by the Yang Family.

Please attach all the evidence to support the above requirements for Master Instructor , and the receipt for \$150 for the annual Instructor Registry fee.

WHEN THE APPLICATION IS COMPLETE

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

Email: ts-dept@yangfamilytaichi.com

or

YANG FAMILY TAI CHI CHUAN

Training Standards Department

P.O. Box 345
Birmingham, MI 48012 USA



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

Pay by Paypal at: members@yangfamilytaichi.com

or

YANG FAMILY TAI CHI CHUAN

Membership Department

P.O. Box 786
Bothell, WA 98041 USA

IF THE APPLICATION IS NOT APPROVED

If the applicant's application is not approved, the applicant has an opportunity to repeat the teaching performance assessment process within six months without paying a new application fee.

**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

First Name

Last Name

Sex: M F

Birthday: Month Day Year

Address



City

State/ Province

Zip Code

Country

Phone

Email

Rank:

Date:

Member I.D.

Current Rank & Date Obtained

Current Ranking Certificate I.D.

Teaching Assessment by Video Recording

Teaching Assessment by Local Examiner

Language Preference:

English

Italian

French

German

Spanish/Portuguese

Chinese

Name of Local Examiner: _____ Email Address: _____

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

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 or two months.
Submit this application to:

Email: ts-dept@yangfamilytaichi.com

or

YANG FAMILY TAI CHI
Training Standards Department
P.O. Box 345
Birmingham, MI 48012 USA

Note: Send application processing fee of \$50 to:

Pay by Paypal at:
members@yangfamilytaichi.com

or

YANG FAMILY TAI CHI
Membership Department
P.O. Box 786
Bothell, WA 98041 USA





THE YANG FAMILY TAI CHI COMMANDMENTS AND CONDUCT CODE

The Yang family has a deep-rooted tradition of integrity, honesty, sincerity and high morals.

The Yang Family Tai Chi Commandments and Conduct Code is a set of expected behaviors derived from this tradition.

Being of high moral character is a primary expectation for all students, instructors, directors and officers of the association.

All Yang Family Tai Chi members and practitioners are expected to observe the commandments and conduct listed below.

Be helpful, harm no one.

Be patient, do not be over-eager.

Be a good example for others to follow.

Be a strong finisher be not just a good beginner.

Be unified and connected with the tai chi family.

Be a lifelong learner and continue your education.

Be obedient, respectful, and honor all your teachers.

Be humble and gentle, do not be prideful or a braggart.

Be careful and sensible, do not be reckless or imprudent.

Be honest and keep promises, do not be tricky or deceitful.

Be virtuous and righteous, do not be evil or vicious-minded.

Be not solicitous of students from other schools or instructors.

Be consistent and reliable, do not always have a changing mind.

Be grateful for the art of Yang Family Tai Chi Chuan and for its teachers.

Be brave and honorable, do not take advantage of the weak or powerless.

正脈承傳

辛卯年春
楊振鐸



Signature: _____

Date: _____



INSTRUCTOR AND DIRECTOR RELEASE OF LIABILITY

INFORMATION

This agreement must be signed by all who apply for instructor, Yang Family Tai Chi School Director or Yang Family Tai Chi 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

Emergency Contact Name	Phone	Email (if available)	
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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, Yang Family Tai Chi Centers or Yang Family Tai Chi 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 releasess or otherwise.



RISK AGREEMENT

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 instructors or directors if any instruction provided to the student is unsafe.

Instructors and directors have the responsibility to provide instruction and a environment that helps students, 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, 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 bones, 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, Yang Family Tai Chi Center or Yang Family Tai Chi 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 or school 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 made 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.

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.

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.

Printed Name of Applicant

Signature of Applicant

Date: MM/DD/YYYY





TEACHING ASSESSMENT LESSON PLAN

Candidate's Name: _____

Member ID: _____

Instructor Level applying for: _____

Date of Lesson: _____

Directions: Please complete this form and submit it with your instructor application package.

Note: The lesson should be a lesson where you are teaching a new skill, posture, movement and/or theory and not be a practice session. Please refer to Assessment Areas and Lesson Suggestions & Sample Lesson Plan in this package for more information and assistance in completing this form.

Overview

The form taught in this lesson is: _____

Class location: _____

Student level: _____

Students being taught are:

The applicant's students

Another teacher's students

Objective(s); What do you want the students to learn?

Activities

Activity	Allotted Time

Evaluation: How do you know students learned what you taught?





INSTRUCTOR APPLICANT ASSESSMENT AREAS AND LESSON SUGGESTIONS

Dear Instructor Applicant: This document provides you with the areas that will be assessed in your teaching performance for your application and suggestions for your lesson. This information will help you in your preparation and planning for your lesson.

ASSESSMENT AREAS

1. Class Greeting Protocol: Opening Greeting & Closing Good-bye.
2. Instructor's Demeanor: Proper Dress and Attire, Respect for Students & Professionalism.
3. Form Practice and Review: Oral Commands Clear and Loud Enough, Leads Practice Effectively, Correction of Movements & Calls Names of Movements in Own Language or in Chinese
4. Effectively Asks Questions
5. Effectively Provides Answers
6. Is Able to Identify Mistakes Students Make in Practice
7. Instructor and Student Interaction is Professional and Friendly
8. Supervision of Class: Supervise Students so They Are Attentive and Follow Instructions
9. Organization of Teaching Content
10. Time Management of Class: Covering the Class Material & Focuses the Teaching Time on the Areas of Student Need and Not on Skills that Students Already Have
11. Explanation of the Movements: Footwork, Hand Movement, Body Posture, Eye Focus and Spirit, Energy Technique/ Points, Applications & Accuracy of Movements
12. Overall Class Appeal to Students

SUGGESTIONS FOR YOUR LESSON

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 lesson.
3. In your lesson, include some theory and some practical learning.
4. Do move around the room when you teach so that students can see you and you them.
5. Do rotate the rows so that each row has an opportunity to be upfront and see the instructor better.
6. If there are mirrors in the room, do not teach to the mirror but teach the students. (Teach as if there are no mirrors in the room.)
7. Ask students if they have any questions or any clarification about what is being taught.
8. At the end of class, review for the students the main points you were trying to teach them and asked if there are any more questions before you close the class with a formal goodbye.





INSTRUCTOR APPLICANT TEACHING VIDEO INFORMATION FORM

Directions: Please complete the information on this form. This completed form should be submitted when the video recording of your teaching performance is submitted with your application.

(Please note that a video recording of your teaching performance for instructor applications is *optional* and is the choice of the applicant. You may choose to have a local examiner directly assess your teaching performance in person.)

Candidate's Name: _____ Member ID: _____

Instructor Level applying for: _____ The form taught in this lesson is: _____

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.

Information about the Video

A video of the candidate teaching a practical class of a Yang Family Tai Chi Chuan Form correspondent to the Level of Instruction to be assessed will be submitted to the association's Training Standards Department at: ts-dept@yangfamilytaichi.com. This video should be 45-60 minutes long and show a real class, as opposed to a staged class.

As stated in the lesson plan form, the class should be a lesson on teaching skills, theories, applications, postures, etc. It should not be a practice session for students to perform a form. The lesson may be for students at any level of achievement, in other words, the lesson may be for a class of beginners or it may be a lesson for a class of students who are more experienced and have already taken classes in Yang Family Tai Chi Chuan forms.

Video Recording Instructions and Requirements

1. The video recording must be one continuous recording of the class session. There should not be any stops and restarts in the recording. There should not be any edits or breaks in the recording.
2. The video camera should be placed in one location with a wide-angle shot of the entire class with the instructor clearly in view. There should not be any zooming in for close-up shots. Once the camera is placed and shooting it should not be changed in location.
3. Video recordings that do not meet the instructions or requirements listed above are unacceptable and must be redone.





INSTRUCTOR RELEASE FORM - TEACHING VIDEO

Directions: This form is to be completed and signed by persons who are being video recorded 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 examiners 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 _____





EVIDENCE OF HOURS TEACHING YANG FAMILY TAI CHI CHUAN FOR INSTRUCTOR APPLICATION

Name of Applicant: _____ Instructor Level of Application: _____

Address: _____ Center or School Name: _____

Location(s) of Classes Taught: _____ Date: _____

REGULAR AND ONLINE GROUP CLASSES

(attach schedules and dates of classes)

YEAR	HOURS OF TEACHING	AVERAGE CLASS SIZE	FORMS TAUGHT

TOTAL: _____

PRIVATE CLASSES

(attach schedules and dates of classes)

YEAR	HOURS OF TEACHING	STUDENT NAME	STUDENT SIGNATURE

TOTAL: _____

*Evidence of a minimum of 48 hours of teaching regular group classes each year. Applicants for Academy Instructor and above who have met the 48 hour requirement may use private class teaching hours to satisfy the required minimum hours of teaching for advancement into the higher levels of instructor.





APPLICANT'S CHECKLIST OF REQUIRED DOCUMENTS

Full Name: _____ Member ID: _____

Email: _____ Teacher's Name: _____

Country/School/Center: _____

Instructions: Applicants, 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.

Check List:

Completed Instructor Application Form.

Recommendation(s) from: teacher, or three tai chi chuan colleagues or three professional associates.

Student evaluation forms completed by students (For Certified and Academy Instructor Applicants only)

Completed Evidence of Hours of Teaching Form

Completed Teaching Assessment Lesson Plan

Completed forms if video recording is submitted

- Completed Teaching Video Information Form with YouTube link for teaching video included.
- Student Release Form - Teaching video signed by students
- Instructor Release Form - Teaching video signed by instructor

Instructor and Director Release of Liability Form signed by instructor

Yang Family Tai Chi Commandments and Conduct Code signed by instructor

Evidence of seminars by Master Yang Jun, or seminars authorized by Yang Family Tai Chi and offered by an association Academy Instructor, Senior Instructor or Master Instructor as specified in the requirements for each level of instructor (certificate of attendance or other evidence).

Evidence of ranking: (copy of current ranking certificate).

Receipt for \$50 application fee.

Please Note: Successful instructor applicants are officially listed in the association's instructors registry that requires a \$150 annual Fee.

