



## LANGUAGE EXAMINERS WORKFLOW STEPS FOR ASSOCIATE, CERTIFIED AND ACADEMY INSTRUCTOR APPLICATIONS

### INSTRUCTOR APPLICATION WORK FLOW STEPS

Step 1. Application package is sent by the applicant to the Training Standards Department at [ts-dept@yangfamilytaichi.com](mailto:ts-dept@yangfamilytaichi.com). The department head will forward the package to one of the five language coordinators based on the applicant's language of preference.

Step 2. Language Coordinator receives the application package and performs the following:

- Verifies that all required information is in the application package.
- Checks that the recommendations are included in the application package.
- Verifies payment of application fee by reviewing the receipt sent by the applicant.
- Confirms that the Teaching Assessment Lesson Plan and Teaching Video recording link are included in the application.
- Assigns a Language Examiner and emails the Teaching Video Information and Teaching Assessment Lesson Plan from the application package to that Examiner along with blank Interview and appropriate Teaching Assessment forms.

Step 3. The Language Examiner performs the following duties:

- Sets the date for the Interview, conducts the interview in person or by Skype, completes the Interview for Associate Instructor Form (interview for Associate Instructor applicants only)
- Evaluates the Teaching Video and completes the Teaching Video Assessment Form.
- If there are any doubts about the candidate's performance, the Language Examiner should seek the assistance of any other Examiner or Language Coordinator by sharing the Interview and Teaching Video results and reach consensus on whether the candidate should pass or not pass.
- Sends via email, the results of the assessment and related items back to the appropriate Language Coordinator.

Step 4. Upon receipt of the items from the Language Examiner, the Language Coordinator performs the following duties:

- Places all the documents and items from the application package into the Dropbox that has been set up for this process.
- Emails recommendation for approval to the Training Standards Department Head.

If the applicant does not pass the assessment, the applicant has an opportunity to repeat the teaching performance assessment process within 6 months without paying a new application fee.

If there is a copy of a video recording of the applicant, the recording will be deleted one month after the applicant's assessment whether the applicant passes or not.

### THE "INSTRUCTORS EXAMINER COMMITTEE" DROPBOX

The Training Standards Department Head and the five (5) Language Coordinators are the only ones with access to the Dropbox.

### FIVE COORDINATORS

ENGLISH: Susan Smith  
Email: [susan@yangfamilytaichi.com](mailto:susan@yangfamilytaichi.com)

ITALIAN: Roberta Lazzeri  
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