



## Policy Regarding Special Circumstances: Related to Inability to Meet the Certification Renewal Requirements for Instructors

Association instructors is a valuable component of our organization in sharing the Yang Family's tai chi chuan art with the world. The association understands that there are times and circumstances that cause instructors to be unable to meet the certification renewal requirements.

When this happens, the association wants the instructor to submit to the Training Standards Department the application for certification renewal accompanied by a letter explaining why the instructor is unable to meet the renewal requirements. The head of the Training Standards Department will be notified and the special circumstances will be reviewed, along with the instructor's history with the association, then a decision will be made regarding the certification status of the instructor.

The Training Standards Department will report all special circumstances renewals to the Executive Committee.

The Training Standards Department will keep records of each case in the department's Dropbox.

Listed below is a sample of some of the circumstances that can cause an instructor to not be able to renew their certification:

- Relocation—An instructor relocates to another city and

has not been able to find an opportunity to teach in the new location. This persons teaching might be place on hold for months and even years.

- Health—An instructor whose physical, mental or spiritual health reasons prevents the instructor from teaching.
- Financial reason—An instructor is unable to financially afford to travel or pay the seminar fees to meet the renewal requirements.
- Age/Health,—An instructor 70+ years old is unable to travel long distances to seminars or is unable to attend seminars that are long in duration.

### Possible Courses of Action:

- Relocation--These instructors may have their certification renewal requirements suspended until they are able to teach again. They must continue to pay their instructor annual dues during that time.
- Health, age, inability to travel or financial reasons—These instructors might have their certification requirements modified or forgiven. That determination will be made case by case.

## INSTRUCTORS RENEWAL APPLICATION

### Renewal of Instructor Certification Requirements

All instructors are required to continue their own education and learning related to the teaching of tai chi chuan.

**Associate and Certified Instructors:** One seminar every two years with Master Yang Jun or seminars authorized by Yang Family Tai Chi offered by Academy Instructor or higher-level instructor. On-line courses taught by Master Yang Jun or by Academy Instructors or higher-level instructor qualify to meet the requirement. Five hours of on-line course is equivalent to attendance at one seminar and may be attended at different times.

**Academy Instructor:** Two Directors and Instructors Seminars every four years. Senior and Master Instructors

**Senior and Master Instructors:** Two Directors and Instructors Seminars every five years.

**Required documentation** for renewal. Listed below are the required documents you need to send for renewal:

1. Instructor Renewal Application.
2. Your current instructor certificate.
3. Your receipt for payment of your instructor annual Fee.
4. Documentation to show evidence of meeting the continued education required seminar attendance.
5. Evidence of teaching
  - Associate and Certified Instructor - Document 48 hours of tai chi chuan teaching in a year over the last two years.

- Academy Instructor - Document 48 hours of tai chi chuan teaching in a year over the last four years.
- Senior and Master Instructor - Document 48 hours of tai chi chuan teaching in a year over the last five years.

### Instructor Registry

Instructors not current with their annual fee will be dropped from the instructor registry.

Extraordinary Circumstances. In extraordinary circumstances where instructors are unable to meet all the renewal requirements, the instructors should write a letter to the Training Standards Department stating their case for consideration.

Deadline for Renewal. Please renew your instructor certification two months before your certificate expires.

### WHEN THE APPLICATION IS COMPLETE

Please send the completed application form and all the documentation to:

ts-dept@yangfamilytaichi.com

or mail to:

**Training Standards Department, IYFTCCA**

P.O. Box 345

Birmingham, MI, 48012 USA

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## INSTRUCTOR RENEWAL FORM

### INSTRUCTOR INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Birth Date: MM/DD/YYYY \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Member ID \_\_\_\_\_ Instructor ID \_\_\_\_\_

### TEACHING VERIFICATION

I verify that I have met the 48 hours teaching requirement for the calendar year(s): \_\_\_\_\_

Please briefly describe where, when and how you have met this requirement. Total teaching hours: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### EMAIL TO

YANG FAMILY TAI CHI  
Training Standards Department

P.O. Box 345  
Birmingham, MI 48012  
Email: [ts-dept@yangfamilytaichi.com](mailto:ts-dept@yangfamilytaichi.com)

