

## American Tai Chi and Qigong Association (ATCQA) Tai Chi Certification Application Form

### Qualification

#### Tai Chi Practitioner

- At least 150 documented hours in formal Tai Chi training
- Two or more reference letters.

#### Level I Tai Chi Instructor

- At least 150 documented hours in formal Tai Chi training
- At least 500 hours of experience in teaching Tai Chi
- Three reference letters from other Tai Chi instructors, customers, your trainers, etc. At least two of them should come from Tai Chi instructors (can be your trainers and/or peers).
- Optional: Awards, publications, and so on.

#### Level II Tai Chi Instructor

- All the criteria from Level I
- At least 1000 hours of experience in teaching Tai Chi

#### Level III Tai Chi Instructor

- All the criteria from Level I
- At least 2000 hours of experience in teaching Tai Chi

Meeting the above criteria does not automatically qualify you for the ATCA Certification. The decision will also depend on the credential of the organization(s) from which you received Tai Chi training, the significance of the reference letters, etc. ATCA reserves the right to make these assessments on a case-by-case basis.

**Fees:** Certification fee (after the application is approved) \$120/term (2-year)

### Your information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Affix: \_\_\_\_\_ Gender:  Male  Female

Mailing Address Line1: \_\_\_\_\_

Mailing Address Line2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Web URL: \_\_\_\_\_

### Education/Degrees (related to Tai Chi, Medicine, Healthcare, Physical Education, Oriental Medicine, Fitness, etc.):

School/Organization	From/To Dates	Major or Courses	Degree/Diploma/Certificate (if neither, specify the hours for the course)

### Training in Tai Chi

Name and Location of the Trainer/School	Starting and Ending Dates of the Training	Number of hours of Tai Chi Training

### Employment History (only those relevant to the Tai Chi profession; please use additional paper if needed)

(\* You can skip this section if you are applying for the Tai Chi Practitioner Certification)

Employer	Employment Time Period	Title	Full time or part time	Number of hours in teaching Tai Chi

### Supporting Documents

- Photocopies of the diploma, certificates and/or transcripts received in the relevant fields listed above
- Reference letters from peer Tai Chi instructors, employers, work associates, and/or students, etc. At least one of them should come from a Tai Chi instructor. In each letter, please include the following information -
  - the reference's relationship to the applicant,
  - how long the reference has known the applicant professionally,
  - the reference's contact information (email preferred),
  - the reference's comments on the applicant's experience related to Tai Chi practice.
- Other supporting documents that may help demonstrate your qualification, such as employment verification letter, award certificates, documents showing the hours in teaching of Tai Chi, and/or photocopies of publications, etc

### Submit the Application

Please submit –

- This application form
- All the supporting documents

Mail to –

American Tai Chi and Qigong Association  
2465 J-17 Centreville Road, # 150,  
Herndon, VA 20171

**Questions?** Please email [TaiChiPro@AmericanTaiChi.org](mailto:TaiChiPro@AmericanTaiChi.org)