

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

Qualification

All ATCQA Certified Tai Chi Professionals should follow the **ATCQA Code of Ethics** (<http://www.americantaichi.org/CodeofEthics.asp>).

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, your employers, your trainers, etc. At least one 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

Master Tai Chi Instructor

- At least 5000 hours of experience in teaching Tai Chi
- Manifestation of Leadership
- Five or more reference letters

Certification Renewal

- Required for every category of certification: receive continuing education (in the form of workshops, seminars and/or classes) in Tai Chi for at least 10 hours a year.
- Required for the Instructor certification: maintain at least 100 hours in teaching Tai Chi every year.

Meeting the above criteria does not automatically qualify you for the ATCQA 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. ATCQA reserves the right to make these assessments on a case-by-case basis.

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	Employer Contact Info	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 TC@AmericanTaiChi.net