

IKC and TFHKA Policy for Instructor Updating (Re-certification)

To maintain your Instructor's certification you must:

- Take the **two-day Proficiency Skills Update** within three years of the original TFH Instructor Certification (date of TFH Training Workshop -formerly called the Instructor Training Workshop or ITW).

- **After the initial Proficiency Skills Update, in each subsequent 3-year cycle, instructors are required to:**

- Accrue 15 Continuing Education Credits

and

- Teach a minimum of 15 students every three years.

If you teach less than 15 students in a 3 year period, you must attend the Proficiency Skills Update for your update requirement-

Instructors who maintain their membership/ registration with the IKC/ TFHKA and have taught a minimum of 15 students (and filed rosters/ evaluation forms with TFHKA) within a three-year period have other options (below) to fulfill their update hours for re-certification. (You may always elect to fulfill your Continuing Education via the Skills Update).

Please note that if you elect one of the options below, then you must notify the Faculty that you have completed your Continuing education, pay Faculty your IKC Registration fee and receive from Faculty your official IKC Registered Instructor certificate indicating your new three-year period of IKC registration.

Continuing Education Options for TFH Instructors

Option 1: Teach a Lot!

After the initial Proficiency Skills Update (post instructor certification) teaching 50 students or more in a three-year period accrues the following credits:

Less than 50 students taught in 3 years

- 50 students “ “
- 100 students
- 150 students

15 credits of TFH CEs still required
10 credits of TFH CEs required.
5 credits of TFH CEs required
0 credits of TFH CEs required

Please note that the instructor will be responsible for notifying their Faculty that they have completed their Continuing education **via teaching a lot**, pay Faculty their IKC Registration fee and receive their official IKC Registered Instructor certificate indicating their new three-year period of registration

Option 2: First Attendance of a Faculty Approved Course (1 hr. = 1 credit)

Instructors who maintain their membership/ registration with the IKC/ TFHKA and have taught a minimum of 15 students (and filed rosters/ evaluation forms with TFHKA) within a three year period, may attend the following courses below towards fulfillment of their update requirement of 15 credits:

Proficiency Skills Update - IKC Faculty – 15 hours

Biokinetic Exercises by Wayne Topping, PhD. – 8 - hours

Emotional Kinesiology Parts I & II by Warren Jacobs, MD – 15 hours

Emotional Repatterning by Arlene Green – 15 hours

eTouch for Health 1-4 by Earl Cook – 15 hours

Five Elements, level 1: Rooms with a View by Sharon Plaskett – 21 hours
(online option available)

Stress Release I by Wayne Topping, PhD. – 8 hours

TFH Goal Setting & Metaphor by Mat Thie – 15 hours

TFH Goal Setting & Metaphor Teacher Training Workshop – 15 hours

Top Ten Pain Releasers by Arlene Green – 8 hours

Top Ten Pain Releasers part 2 by Arlene Green – 7 hours

Top Ten Pain Releasers Teacher Training by Arlene Green – 3 hours

TFH Proficiency DVD (home study option) 15 hours – Arlene Green – 15 hours

Other courses that enrich TFH instructor skills may be approved by Faculty on a case-by-case basis.

Please note that the instructor will be responsible for notifying their Faculty that they have completed their Continuing education **via attending an approved update course**, pay Faculty their IKC Registration fee and receive their official IKC Registered Instructor Certificate indicating their new three-year period of registration.

Option 3. Attend TFHKA Conferences (see below)

Following his/her first Proficiency Skills Update, instructors who maintain their membership/ registration with the IKC/ TFHKA and have taught a minimum of 15 students (and filed rosters/ evaluation forms with TFHKA) within a three-year period, may use attendance at the TFHKA Annual Conferences. Attendance at 2 out of 3 years of conferences can be applied as fulfilling the continuing education required hours towards Update recertification.

Please note that the instructor will be responsible for notifying their Faculty that they have completed their Continuing education **via attending the TFHKA conference**, pay Faculty their IKC Registration fee and receive their official IKC Registered Instructor certificate indicating their new three-year period of registration.

Option 3B -Instructors who make a presentation at the TFHKA Annual Conference, may multiply the span of the presentation by five, i.e., 1-hour presentation time equals 5 credits continuing education.

Attendance and presentation at other Kinesiology conferences may be approved by the Faculty on a case-by-case basis.

Instructors who do not fulfill their CE Credits within the 3-year period, and fail to make special arrangements with the Faculty may have their names removed from the IKC/TFHKA registries and lose their privileges to issue manuals, certificates and CE's.

Instructor's IKC certificate will be dated every 3 years from the date of their ITW or Update (whichever was last). If an instructor last updated in 2015, then their next Recertification certificate will be dated from 2018-2021, regardless if they take their Update in 2017 or 2019, or even 2020.

ANY INSTRUCTOR NOT UPDATING WITHIN A FIVE (5) YEAR PERIOD Is Required to REPEAT THE COMPLETE Instructor Training Workshop, unless other remediating arrangements are made with the Faculty!

Touch for Health Professional Instructor requirements

To maintain Registration as a Certified TFH Instructor and CE provider in the U.S. the following requirements MUST BE ADHERED TO:

1. Maintain a consistent Professional Instructor membership with the Touch for Health Kinesiology Association.
2. Update/ Continuing education every three years as outlined by the IKC (see above).
3. Have a current Teacher's Agreement on file (every 3 years) in the TFHKA office.
4. Have a current Resume on file (every 3 years) in the TFHKA office (submitted online through the Members Only section – fill out the standardized resume form).
5. Submit your class rosters through the online roster link:
within ten (10) business days of the end of the class. To request CE certificates you must include the student's certification/licensure numbers. Arrangements must then be made with the TFHKA office to pay certifications fees at the same time it is submitted.
6. Keep student evaluations in your files, for at least 5 years. The office may request evaluations be sent in at any time.
7. Teach all four levels of TFH according to the IKC standardized syllabus as printed in the beginning of each level of Book 1 and 2, or pages XXV-XXVIII of the Complete Edition)
8. Use Books 1 & 2 in their classes and/or the TFH Complete Edition. The use of Books 1 and 2 are recommended components to the classroom experience because:
 - a. They clarify the syllabus for each level, 1, 2, 3 and 4.
 - b. They allow the student to focus on ONLY the specific information for each specific level.
 - c. For the price of the manuals (and after you submit your completed class roster to the TFHKA office online) your students are: Inputted into the TFH system; An IKC Certificate of Attendance for the specific class is generated and sent to you for signing
 - d. Instructors teaching only out of The Complete Edition must arrange to pay a \$10 registration/certificate fee per student to the TFHKA office.
9. Make no claims for curing, healing or diagnosing disease. DO NOT imply the Touch for Health techniques will do so.
10. Read and agree to the TFH Instructor Code of Ethics. (see page 13)

Instructors who do not fulfill their Instructor Requirements (#1 – 10 above) may have their names removed from the IKC/TFHKA registries and lose their privileges to issue manuals, certificates and CE's.

*Please note: Instructors wishing to teach outside the U.S. must contact the Faculty of

that country to confirm the current syllabus and manner in which certificates, manuals, workbooks and other resource materials are obtained.

Providing TFH Continuing Education to Health Care Practitioners

As a Registered TFH Instructor you may advertise that the TFHKA offers CE's to:

1. All Nationally Certified Massage Therapists via the National Certification Board for Therapeutic Massage and Bodyworkers (NCBTMB). When advertising CE classes for Massage Therapists, the following is the wording approved by the NCBTMB board: TFHKA is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education Approved Provider.”
2. RN's, LPN's may also receive CE's where accepted, and are provided by the California Board of Registered Nursing. The following states DO NOT accept our nursing CE's: FL, OK, IA OR, KS, SD, KY, WY, NV.
3. Acupuncturists – certified by NCCAOM – the National Certification Commission for Acupuncture and Oriental Medicine. When advertising please include:
Approved by NCCAOM Provider # ACHB 947-001 (001 is the course # - it will change depending on the course you are advertising- 001 for TFH 1, 002 for TFH 2, etc.)

Please note that part of TFHKA agreement with the NCCAOM is that instructors will NOT charge any additional fees (book or certificate fees) in addition to the tuition advertised. **Therefore, any additional CE costs must be already included in the original class fee.**

Touch for Health MAY qualify for credit for other professions, such as Social Workers, Physical Therapists, Occupational Therapists, Counselors, Psychotherapists, and Educators, Healing Touch Practitioners, etc. Each state and each modality determines acceptance. When attending a TFHKA class or conference each individual participant must verify, with his/her state Board, whether or not credits will be given. A nominal fee will be charged for processing. Please have your licensure/certification number with you.

Logo Use

Upon signing of the Logo use permission and policy, TFH Instructors may use the IKC TFH School Logo and the TFHKA logo in the specific context of promoting TFH Workshops, but not in any way that appears to endorse any product or program other than TFH. Digital files of the Logos are available from your Faculty. (*See appendix at end of this document to sign contract for its usage*)

TOUCH FOR HEALTH SCHOOL INSTRUCTORS' CODE OF ETHICS

A TFH Instructor is both a private and professional person and these two aspects are inseparable. Any professional is not only professional when at work or in his office but is equally representative of his profession when taking part in business or leisure activities. Ethics are the basis from which a sense of responsibility, a moral understanding, and a sense of conscience prevents us doing harm.

- Touch for Health School courses work in the educational model, working with energy, and therefore I make no claim to diagnose or prescribe, or treat named diseases
- I make no claim for cures as I recognize the purpose of Kinesiology is to balance the body's energies in conjunction with using muscle testing and the associated correction reflexes and techniques.
- I agree to observe the rights of the individual in relation to creed, gender, religion and personal beliefs
- I will maintain the quality and standard of training and materials as set down by the Touch for Health School and its Faculty and Trainers
- I will maintain a high standard of cleanliness for both myself and in my teaching environment
- I realize the purpose of teaching students is to teach Touch for Health School courses in their entirety true to their recognized texts
- I realize that muscle testing must not be misused in ways unintended by the Touch for Health School syllabus or course materials
- I agree to honor the decision making process of the student and recognize that muscle testing may not be used to replace this process
- I will observe confidentiality with students in relationship to issues arising in the classes I attend
- When I use Touch for Health, I believe that the person's energies are balanced and their own self healing powers are activated
- I will not assign blame or guilt to the person with whom I am working
- I recognize that the responsibility during the balance remains with the person being balanced
- I recognize that a muscle test may challenge a statement and the muscle testing outcome does not replace thinking and feeling
- I will observe registration requirements to maintain recognition both nationally and internationally by the appropriate Touch for Health School associated bodies
- I understand Touch for Health is recognized as a form of Kinesiology, which can be used in the community for purposes of education and self-responsibility
- I agree to respect and support my colleagues and students alike
- I recognize the teaching of Touch for Health School courses in the community as a self development and educational tool, and in no way prescribes, diagnoses or takes the place of registered health modalities
- I recognize my role as seen in the community as a training professional and to act accordingly
- I agree to complete training programs to the required standard and to continue self-education and development

- I agree to maintain a high standard of professionalism in my behavior, manner, language, business and financial activities

INTERNATIONAL KINESIOLOGY COLLEGE TFHKA USA CERTIFIED INSTRUCTOR AGREEMENT

The signing of this document implies that as a Touch for Health Certified Instructor I agree to accept the following:

1. I recognize the International Kinesiology College Ltd. (IKC) is the parent body for Touch for Health School Training, and the TFH School Trainer as representatives and administrators of the IKC's TFH School policy and its vision to train Instructors to teach the curricula as determined by the needs of the discipline as defined by the TFH School Faculty.
2. I understand that Touch for Health does not represent a clinic and does not give treatments. Anyone using Touch for Health School course techniques as treatment must already have the appropriate license to do so for their local jurisdiction.
3. Teaching Touch for Health courses does not qualify me, or my students, for any licensing but are considered as training in additional skills.
4. I understand that Touch for Health makes no claims for curing, healing, or diagnosing diseases and I will not imply that the use of these techniques will do so.

SYLLABUS AND TEACHING MATERIAL

1. TFH Certified Instructors teach as representatives of an international team and I agree to teach the current TFH School Workshop syllabus as published by the TFH School of the IKC to assure that all TFH School accredited courses have uniform content throughout the world.
2. I agree not to include methods or techniques in the TFH School courses I teach that are not covered in the syllabus published by the TFH School of the IKC.
3. I agree to update my syllabus material as required by the changes in the official syllabus. I agree to use only current versions of the approved official TFH School texts and manuals.
4. I recognize that TFH School courses may be included as part of a professional training course but its inclusion is limited to additional information and does not create TFH practitioners or therapists.

TOUCH FOR HEALTH CERTIFIED INSTRUCTOR STATUS

1. I agree to take a Skills Update within 3 years of completing the ITW

2. After that, Instructors who teach a minimum of fifteen students per 3 year period may fulfill CEUs in a variety of ways as outlined in the Rules and Regulations.

3. I agree to maintain a current membership in the TFHKA USA in order to be recognized as an active Certified Touch for Health Instructor.

4. I agree to fulfill Touch for Health School Continuing Education (TFHSCE) requirements with an IKC authorized Trainer and to accrue 15 hours of TFHSCE each three years. Accrual of more than the required 15 hours within a three year period, cannot be rolled over into any other TFHSCE periods. If I do not accrue my TFHSCE units, I will be considered non-active as a Certified TFH Instructor.

5. I understand that if I have not satisfied the TFHSCE requirements within five years, my certification will lapse, and in order to be reinstated, I must repeat the appropriate Training Workshops necessary for me to activate my teaching requirements.

6. I understand that further qualifications may be required to teach new programs the TFH School Faculty may introduce from time to time. Only active TFH Certified Instructors will be eligible to teach TFH School endorsed programs

TOUCH FOR HEALTH SCHOOL CERTIFICATES/ROSTERS

1. I agree to submit to the TFHKA USA/IKC my class roster and any fees necessary to register my students.

2. As an active Certified Touch for Health Instructor I will issue recognized IKC certificates to students attending my TFH School classes.

3. I agree to obtain these certificates through the TFHKA USA and to abide by the conditions set down by TFHKA USA in regard to the use and distribution of IKC certificates, including payment of any certificate fees that may apply. From time to time, TFHKA USA or the IKC may review or change the certificate fee/process and I will be advised accordingly.

4. I understand that if I choose not to maintain active certification, I may not be entitled to issue official IKC-TFH School certificates, and in some cases, my students may not have their hours of attendance credited towards other registration processes that may apply throughout the world.

5. I agree to post a copy of my class roster within fourteen (14) days of the completion of a class to TFHKA USA.

ETHICS

1. Because Touch for Health is a trademark and TFH materials are copyrighted I agree to obtain appropriate written permission to use the TFH materials and/or techniques for any use other than those designated in Touch for Health School workshops.

2. I agree to abide by the TFH School Code of Ethics. (page 13)

I have read and understand the meaning of this agreement. Yes No

I have received and read the rules and regulations handbook. Yes No

I am free to offer feedback or comments in writing to the TFH School Faculty.

Name: _____ Address: _____ City _____

State: _____ ZIP _____

Phone/Fax: () _____ Mobile: () _____

Email: _____

TFH Instructor Signature: _____

TFH Faculty Signature: _____

CC: Instructor TFH School Faculty TFHKA USA Office