

T.H.I.E.* guidelines for generating and sharing new approaches and materials for teaching TFH:

(*Tools, Handouts, Intros & Extensions of TFH)

• New Designs for TFH Reference Materials

Of course, every student and instructor has the right, for their own **personal use**, to generate their own creative notes, folders, notebooks, drawings, diagrams, posters, presentations, videos, etc. to facilitate their own learning/reference and support their students' learning. However, giving copies away, even for free, including publishing on the internet is subject to copyright. **For Touch for Health®, the Trademark and Copyright owner is Matthew Thie**). Any TFH derived materials should receive written permission and include a copyright statement indicating it is used with permission.

• Teaching Tools/Support Materials and Handouts

In last year's Instructor Update in Salt Lake City, we revisited our TFH Instructor Agreement. We all agree to use the official IKC approved materials in TFH workshops (*TFH Complete Edition* and/or *TFH 1-4 Manuals*) and to NOT use any unapproved materials; or handouts. The purpose for this rule is to keep consistency among all the TFH workshops in the USA and internationally. However, it was brought up that the teaching/learning style of the instructor and/or students may require that the instructor generate any number of posters, power point presentations, videos and handouts restating the techniques from the book/manuals. The instructor/student population may need appropriate, simpler explanations for some groups and more technical terminology for certain professionals, as a supplement to the TFH materials.

We agreed that this may be necessary, and would be fine, so long as the official materials were provided, and the instruction/material did not significantly stray from the information/spirit presented in the official book/manuals, with a few provisions:

- Always provide the official IKC approved book/manuals (Never make unauthorized copies of these materials! This is common sense, but sometimes people "forget" this literal issue of the "right to make copies")
- Additional teaching/support materials must preserve the self-responsibility/educational model of TFH and adhere closely to the information provided in the original text. Thus resisting the temptation to add or take away from the official syllabus.
- If you want to share with students and other instructors, (essentially, make and distribute copies of part of TFH, even if it's in a new format) there is a TFH copyright issue, so it should first be submitted to the copyright holder, receive permission and include a copyright statement, indicating it is used with permission.
- If you create new support/reference materials based on TFH, that you want to SELL, this requires a license with the Copyright holder.

Whenever this is done for primarily educational/public service purposes, permission will usually be given based on quality/ accuracy of the materials, and outstanding materials may be recommended for sharing on the Instructor Resource page on the TFHKA website! (Perhaps some time we should have an annual awards – KinesiOscars?-- for the most outstanding shareware materials!). This might also include examples of business cards, letterhead, postcards, brochures, informational booklets, etc. that we can share via the TFHKA.

However, if any of these materials are offered for SALE it should be **with a license with the Trademark /Copyright owner**.

Note that *Instructors who are up-to-date with IKC/TFHKA* have the right to use the **logos of the IKC/ TFHKA** in association specifically with their materials promoting their TFH Workshops/sessions (but not in a way that appears to endorse anything other than TFH!). They can also use the Logos of the organizations that approve TFH as continuing Education for Nurses, Acupuncturists, Massage Therapists, etc.

• **Promotional/ Introductory Short/Topical Presentations, Workshops, Videos, Manuals etc.**

In the TFH Training Workshop (Instructor Training) we encourage and even require the students to generate their “elevator speeches” of 1, 5, or even 10 minutes to quickly explain their individual understanding of TFH. We also require that they generate a targeted presentation of 15 minutes or longer, that might be the basis of a 1-4 hour mini-workshop, tailored to a particular market/population. This is the top recommendation for introducing TFH to the community and generating interest in your workshops and TFH sessions. We also all sign the instructor’s agreement that says we **will not take information from TFH and utilize it new workshops that we create without written permission from the copyright holder.**

T.H.I.E.* Guidelines for Creating “New/Intro/Targeted” TFH Materials:

(*Tools, Handouts, Intros & Extensions of TFH)

We do encourage our instructors to be creative, and also respect Trademark and Copyright. Rather than get into any legalistic terminology, I prefer to present some simple, common sense guidelines, based on the acronym, “IMPALAS”:

Integrity, **M**ention (sources), **P**ermission, **A**greement, **L**icense, **A**pproval, **S**pread

Integrity: We all agree as TFH Instructors, we respect the self-responsibility model of TFH, and endeavor to maintain the quality, accuracy and clarity of any presentation of information from TFH, whether in hand outs, brochures, lecture/demonstrations, videos or new support/ extension products.

Mention sources: Give credit where credit is due. Let’s not take the work of others, and claim that we have invented it ourselves. We should mention our sources and give proper citation/ permission statements in support materials that we generate.

Permission: We do have common sense creative freedom to talk about TFH and generate the necessary materials to promote and deliver our TFH Workshops. However, whenever we are going to share copies of TFH derived materials, regardless of new formatting/medium, this should be done with written permission from the copyright owner. (Materials that maintain the integrity, give proper citation, and are primarily for educational/ non-commercial purposes, are generally given permission, and recommended for sharing via TFHKA/IKC.)

Agreements: In Writing : Everyone is better protected if we require our agreements in writing so that any permission is clearly documented and defined.

License: Materials/ Workshops that adhere to the above principles, but are **for sale/commercial** purposes, require a **license agreement** with the Trademark/Copyright holder, with appropriate fees/royalties.

Approval: Good quality materials that are given proper permission/written agreement, may also be submitted to TFHKA for approval as resources for TFH Instructors and new workshops may be approved as continuing education for Massage, Acupuncture, Nursing, and other categories administered by the TFHKA. Workshops and related support materials may also be submitted to the TFH School or Personal Development School of the International Kinesiology College (IKC) to be included as part of the official curriculum of the College.

Spread: Approval by the TFHKA helps to publicize, promote and spread the creative works of our TFH Instructors. Approval by the IKC likewise provides a higher profile and international platform for sharing these works around the world and even creating training programs to perpetuate the work through certified Instructors and Trainers, using IKC Certificates.

With integrity, permission, approval and of course, sufficient training and practice, **the benefits of our creativity can be shared worldwide through our TFH/ Kinesiology community.**