

Teacher Training Information

1. **Student applies** for Teacher Training by completing an application.
 2. **Two recommendations** (one from a core instructor, one from a non-core instructor) are required, along with a brief written statement by the student describing how the instructor knows the student. The student writes this and submits it to the instructor before asking for the recommendation.
 3. **Three classes maximum** per Teacher Training Project. Classes available for Teacher Training are Fundamentals, Basic, Intermediate, Advanced, Reflexology, Zen Shiatsu, Acupressure Oil Massage, Acu-Yoga*. The student will **Observe once, Assist twice, and teach under supervision, Supervised Teaching, once** with a Core Instructor. It is recommended, but not required, that a student Assist at least once with the Instructor that they will do their Supervised Teaching with.
- * If a student first takes the Acu-Yoga Teacher Training class, then Acu-Yoga may be one of the classes the student chooses to take within their Teacher Training.

Final Approval of an Application must be given by the Director or an Associate Director of the Acupressure Institute.

When a student has been accepted:

4. The student is given Teacher Training Evaluation Forms to complete with dates of classes and instructor names.
5. The student signs up for three of the classes listed above. For each class, the student contacts a Core Instructor for approval to be supervised by him/her at the Supervised Teaching level. These classes must be paid for on a class-by-class basis until, along with all other program payments, the student has paid the full cost of the 850 Hour program. If the 850 Hour program is already paid in full, no further payments are necessary.
6. The student is responsible for giving instructors the Teacher Training Evaluation Form before class begins. Upon completion of each class, Instructor records comments on Teacher Training Evaluation Form. Instructor returns the Teacher Training Evaluation Form to office with the class sheet. All papers returned to office will be attached to student's file.
7. If a student needs to change dates, the student needs to:
 - Call office to cancel out of original class
 - Check to see if substitute dates are available
 - Call instructor to cancel out of class if the student is signed up for Supervised Teaching.
 - Five day minimum notice is required for all class cancellations.
8. If class gets cancelled:
 - The student will be notified by staff
 - The student is responsible for finding a replacement class date
 - The student notifies the instructor of the replacement date if this class is for Supervised Teaching

9. **If teacher trades a class:**

- Staff will call student who is doing Supervised Teaching and direct student to Instructor who is now teaching class. If the class has not gone to a Core Instructor, student must choose another date.

10. **Supervised Teaching:**

The student teaches 20% - 35% of the class. The Instructor will determine the content of the student's teaching. The student must contact the Instructor in advance (at least 10 days) in order to prepare for their teaching. The Instructor must be Core Faculty, only one co-teacher per class, and the student may do the Supervised Teaching only once for this Teacher Training Class.

NOTE: Any exception to the above policies must be cleared by the Director or an Assistant Director of the Acupressure Institute and a written explanation of the reasoning behind the exception must be added to the student's file.