

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

### **Continuing Education Options for TFH Instructors**

#### **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.*

#### **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 – 22.5 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 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.**

**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:  
<https://fm69.triple8.net/fmi/webd#roster> (may have to cut and paste into browser) 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.

**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 material 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.