



Thai Healing Alliance International

# Teacher and School Application Directions

## Application directions for Instructors (Teachers) & Institutions (Schools) – Make sure to follow these directions

**Requirements for Instructor (Teacher) membership** are listed on the website of Thai Healing Alliance International. You must have studied at least one time in Thailand, and you must have studied with at least three different schools or teachers. At least one of these schools and teachers must be School or Instructor member of THAI. The first course you wish to be approved by THAI must have been previously taught by you on at least one previous occasion, and you must have been teaching for a minimum period of one year. You must have been practicing *nuad boran* for a minimum period of three years, and the great majority of your study must have been completed in traditional Thai style, on the floor.

**Requirements for Institution (School) membership:** The institution must be an organization, operating in owned or rented premises, or in multiple, affiliated centers, and should have employees or assistants. The School must teach only Thai massage-related curricula. The Director/owner of the school must be the main teacher of Thai-related disciplines. The main teacher must meet all the requirements of Instructor described above. Any other Thai massage Instructors in the school must be active members of THAI at the RTT Advanced level.

## Detailed directions for completing this application

**This application is for** (check one box) Instructor or Institution. **Enter your THAI membership number, and the date of application.** Enter all personal information, including address, telephone and email.

### Section 1 – General Information

1.1) Enter all requested information in the spaces. Use your mouse or the tab key to jump from one field to the next.

**Credit Card Information:** You must pay by credit card. Enter the number, the expiration date, indicate if it is MasterCard or Visa, and enter the 3 digit security code on the back of your card.

1.2) – 1.3) Check either the “yes” or “no” boxes for each question.

1.4) *For Schools only:* List all teachers who teach Thai-related disciplines at your school, and their THAI member numbers.

1.5) List any professional organizations to which you belong.

1.6) List any official licenses or certifications you have.

1.7) When do you provide an evaluation form to your students for each course you teach?

1.8) All THAI instructors must pursue continuing education courses totaling a minimum of 30 hours every two years. Describe ways in which you expect to continue this ongoing study.

### Section 2

#### (A) - Hands on practice documentation – 500 hours

2.3) Read the declaration, and indicate your consent by entering your name in the space provided. If you have not already done so as a member of THAI, you must include notes of at least 5 Thai massage sessions with your application.

#### (B) – Documented Study of the main instructor

In the spaces below each heading, list the course name, teacher and/or school, location, date, and total hours of each course studied by the main teacher. Any combination of classes and workshops qualify, but the total formal study must equal or exceed the current minimum hours, plus a minimum of 20 hours of related cultural disciplines. If any of your courses were taught by a teacher or school that did not give you a certificate, you must also list that study here, and at the bottom of the page. Please note: all formal training must be documented with certificates or transcripts, and you must include photocopies of your study with this application. If you have any undocumented study hours (no certificates), your application will be reviewed by the THAI Membership Committee and you will be contacted personally.

**Optional:** Write any additional information you wish in the space below the course list.



## **(C) - Cultural Studies**

Describe the Instructor's studies or activities that fulfill the requirement for a minimum of 20 hours of Thai cultural disciplines. (Examples include Thai language studies, Theravada Buddhist studies, Thai cooking, Thai herbal studies, etc.)

*Note that the twenty (20) hours listed in section 2 C must be in addition to the minimum hours of required formal study.*

## **Section 3 – Professional Information**

**A) 3.1 - 3.3** Answer yes or no by checking each corresponding box, and enter any additional information requested.

**B) 3.4** List the academic and professional study of the main teacher or owner, and degrees and certifications held. Include both university study and specialized study.

## **Section 4 – Code of Conduct Agreement**

As an Instructor / School with Thai Healing Alliance, you are expected to maintain the highest level of standards and ethics, and to remain faithful to basic rules of conduct. Carefully review the Code of Conduct Agreement, and indicate your agreement and consent by entering your name and the date in the spaces at the bottom of the page.

## **Section 5 – Curriculum Guidelines**

You must submit a separate Curriculum Guidelines page for each program, course or workshop you teach. You must have previously taught one course at least once before. Variations of the same workshop must also be submitted separately. For example, if you teach beginner's Thai massage in a weekend format, but you also teach one day beginner's courses in Thai massage, you must submit a separate Guidelines page for both courses, and must indicate the variations in time format and study content. You may submit up to three courses for approval at the time of your application. Once you are accepted as an Instructor or School in THAI, you may easily submit additional courses at any time.

**Directions:** Enter the Instructor name, and enter your THAI member number.

1) Enter the name of your course or workshop, and in the space to the right, enter the total number of study hours in this course. *(Study hours should reflect the actual number of hours during which students are engaged in direct study and practice of subject matter, and may not reflect lunch breaks. Out-of-class study, or practice of auxiliary disciplines such as yoga, meditation, etc can not be counted either. For example, if your class begins at 9 am and ends at 5 pm, with a 30 minutes yoga and meditation period and a one hour lunch break, then the total study for that day is 6 ½ hours.*

2) Check the appropriate box to designate if the course is taught only by you. If there are other teachers or teaching assistants for this course, they must be members of THAI at the RTT Advanced level. If there are other teachers, list the names and THAI membership numbers of any others involved in teaching this course.

3) Describe the purpose and goals of this course. Define the target audience.

4) Describe the teaching methods used in the presentation of the material in this course. Describe any teacher demonstrations, hands on practice, review of routines, use of audio-visual materials, and any other methods by which participants learn and study the material presented in this course.

5) Provide a concise outline of all material presented in this course, and assign a time value (in hours or half-days) for each item of study. Do not assign time values for meals and other non-study activities. Mention all topics covered over the period of days that this course is presented to your students.

On the next page, read the Ethics Agreement, and indicate that you agree to uphold the THAI Code of Ethics by entering your name and the date.

**Optional:** THAI Session Notes: If you are not yet an RTT in THAI, or if you have never submitted sample session notes, make sure to transcribe 5 session notes from your regular clinical practice.



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### **Submitting and processing your application**

When you have completed your application, save the pdf file and store it on your computer. Read the Prepare Your Application directions on the THAI website. The next step is to prepare a pdf file of all your certificates of study and transcripts for the minimum study and practice requirement. For this follow, the directions on the application submission page on the THAI web site. When you have your application and the pdf of your study certificates, then you must submit them online.

If for some reason, more information is requested in order to process your application, a THAI representative will contact you. Your payment will not be accepted until your application is approved. If you have any questions about the application process, please write to: [membership@thaihealingalliance.com](mailto:membership@thaihealingalliance.com)

**Thank you for your interest in THAI. We hope to welcome you as an Instructor or School !**

<b>USE THIS CHECKLIST TO MAKE SURE YOU COMPLETE ALL INFORMATION</b>
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### **REMEMBER TO:**

1. Complete all the information on this application including credit card number and expiration date
2. Type your name in Section 2 (B), in Section 4, and again after the THAI Code of Ethics
3. If you have not previously done so as a member of THAI, include notes and logs of 5 sessions
4. Prepare a pdf with scans or photos of your supporting documents (certificates of documented study, study transcripts, etc.)
5. When your pdf application and the pdf of your certificates are completed, submit both of them through the THAI website.

*Please do not send these two directions with your application. Thank you.*