

Tai Chi for Arthritis and Fall Prevention Instructor Recertification Training Statement of Understanding Agreement New York State Older Adult Falls Prevention Program

Thank you for your interest in recertifying as an instructor with the New York State Older Adult Falls Program. This invite-only instructor training is for those who are committed to helping older adults prevent falls and stay independent.

Please review the following expectations:

- **I will complete the entire recertification training.**
- **I am certified in Adult CPR. If not, I will recertify before I teach my first workshop after recertification.** The Tai Chi for Health Institute (certifying organization) requires adult CPR certification of all instructors.
- **Before the recertification, I will practice ALL the movements, as well as review the instructor handbook. I will complete all required paperwork and send to the Master Trainer.**
- **I will make sure my Tai Chi for Health Institute Annual Membership dues are current.** Log into your Tai Chi for Health Institute account to pay/confirm your membership dues.
- **I will teach each Tai Chi for Arthritis and Fall Prevention workshop for at least 16 sessions (16-24 is ideal). Either twice a week for 8-12 weeks, or once/week for 16-24 weeks.** Research shows this schedule is best to prevent falls in older adults. The grant only supports this schedule.
- **For every class series I teach, I will send the required evaluation forms in a timely manner.** The funder (Administration for Community Living) requires this information to improve programs and measure success. For any data reporting questions, please contact FallsFree@stonybrookmedicine.edu.

Paperwork/Data

As part of the Administration for Community Living grant requirements, each instructor needs to collect data on each workshop. This includes participant attendance and pre/post surveys. Once you complete a workshop, you should send your data to FallsFree@stonybrookmedicine.edu or your Regional Coordinator. For more information, please visit: longislandfallsfree.com/coach-materials-data-paperwork/

Fidelity

Each workshop should consist of at least 16 one-hour classes, usually twice/week for 8 weeks or more.* You need to know the movements, but you are not expected to be a tai chi expert to teach. You are expected to teach following Dr. Lam's Stepwise Progressive Teaching Method that you will learn from his book and in the certification. You only need one instructor to teach a class. If you have a large class or virtual class, you may need to consider additional support. For more the most up to date information on leading evidence-based tai chi workshops, please visit: ncoa.org/article/evidence-based-program-tai-chi-for-arthritis-and-falls-prevention

*A "completer" is a person who attends ≥ 11 sessions in a workshop.

Costs

The New York State Department of Health's Older Adult Falls Prevention Program will cover the cost of your certification. Funding does not cover liability insurance coverage and/or pay instructors for teaching workshops. There is no restriction on whether you, as an instructor, choose to charge participants to take the class. There are no restrictions or requirements on how/if you find any payments and/or reimbursements for teaching workshops. This could mean you charge participants, charge the host location, offer workshops free as community service, or secure time from your employer to offer the workshops during your work time. This is completely up to you to decide (with your employer, if applicable).

Please sign below.

Print Name of Prospective Instructor

Date

Signature