

## Helpful Hints for Filling Out the NQA Certification Application

The Applicant Liaisons have come up with some tips to help you fill out your application. Please take a moment to review these tips, as it may end up saving a lot of time in processing your application.

### 1. What does 'documentation' mean? (Section 3)

One of the application requirements for all levels of Qigong Teacher Track and Clinical Track certification is “documented formal qigong training.” Documentation **must** be provided with the application, indicating courses taken and hours. Documentation is usually in the form of copies of certificates received from teachers upon course completion. If you have taken workshops, classes, or courses of study where you have not received certificates of completion, perhaps the teacher would provide you with a letter describing the class and how many hours were involved.

### 2. What is the best way to fill out the charts? (Sections 4 – 8)

More detail is better when completing Sections 4 through 8!

An example of **not enough detail** would be:

SECTION 4 - FORMAL QIGONG TRAINING (all applicants)                      Total Hours:    300   

Dates of Training	Form/Course Description	Teacher/Organization	Hours
1999-2003	Qigong	Master Lee	300

A **better way** to fill out the chart would be:

Dates of Training	Form/Course Description	Teacher/Organization	Hours
1999-2000	Crane style qigong, Bone Marrow Washing	Master Lee, XYZ school, Spokane WA	100
2001-2002	Various qi cultivation and transmission techniques, qigong healing	Master Lee, XYZ school, Spokane WA	50
2002-2003	Iron Shirt Qigong	Master Lee, XYZ school, Spokane WA	100
2003	8 Pieces of Brocade qigong	Master Lee, XYZ school, Spokane WA	50

**Note:** The 'better way' would be the minimal amount of information needed. Certainly more detailed descriptions of the form/course could be provided, and may be helpful with lesser known forms.

### **3. Reference Letters (Section 9)**

If you are applying for Level 3 or Level 4 Instructor Certification or Clinical Practitioner or Advanced Clinical Therapist **you must have three letters of reference sent to the NQA**. Have your references send their letters directly to the NQA office, not to you. Please follow up with your references to make sure letters get sent. Reference letters are required at this level, and will hold up processing your application if not received in a timely manner. Also, do not use a family member as a reference.

### **4. Applicant Liaisons**

At the beginning of the application process, you will be assigned an Applicant Liaison. Do not hesitate to ask your Liaison questions if you have them regarding filling out the form, what is needed, or anything else involved in the application process. We are here to help!

**One last thing.** Please write legibly, and try not to use abbreviations or acronyms that others might not know.

Thank you for considering applying for NQA Certification!