



Alexander Technique International

Certification Coordinating Committee

Main Office: 1692 Massachusetts Ave, 3rd Floor, Cambridge, MA 02138 Tel: +1 617-497-5151, +1 888-668-8996 toll free,
E-mail: ati-usa@ati-net.com Web: www.ati-net.com Fax: +1 617-497-2615

APPLICATION FOR MEMBERSHIP AS ATI CERTIFIED TEACHER

This Application Package contains the following four forms:

- ATI Teaching Membership Application (This form is fillable using your computer)
- ATI Code of Ethics (to sign-fillable using your computer)
- ATI Criteria Evaluation Form (for Sponsors) (This form is fillable, using your computer) Bring two copies of the evaluation form to each evaluation.
- ATI Teaching Membership Candidate Questionnaire (This form is fillable using your computer)
If you write your forms by hand, they MUST be legible.

INSTRUCTIONS:

1. Find three ATI Sponsors:

To become an ATI Teaching Member through Sponsorship and receive an ATI Teaching Certificate, the first step is to contact your chosen three Sponsors and arrange to have them assess you. A list of sponsors can be found on the ATI website under Sponsorship or the main office can send you a copy.

When you meet with your sponsor for your evaluation, please bring the following items with you:

- A. Two copies of the **ATI Criteria Evaluation Form**. One of the signed forms will go with your Application package to the ATI office, and you will keep the other.
- B. Your signed **Code of Ethics** for your chosen Sponsor to review.
- C. **Written acknowledgement** that you have completed a process to learn to teach the FM Alexander Technique. This requirement will be satisfied with a copy of your training certificate or a letter from an Alexander Technique teacher confirming successful completion of a training process. This Alexander Technique teacher will have played a significant role in this process such as a trainer or mentor. A "significant role" means a relationship of continuous work and study.

2. Complete the following paperwork:

- A. **ATI Teaching Member Application:** This form contains most of the instructions for completing your application. Fill it out (it's fillable on your computer using most PDF reader software, or print it and fill it out by hand). Print 2 copies of page one; sign and date both copies (keep one for yourself).
- B. **ATI Code of Ethics:** This is your agreement to abide by the ATI Code of Professional Conduct. Fill in the date on page three (it's fillable on your computer using most PDF reader software, or print it and fill it out by hand). Print 2 copies of all three pages; sign/date page three (keep one complete copy for yourself).

- C. **ATI Sponsorship Candidate Questionnaire:** This form gives us feedback on your experience of going through the ATI Sponsorship process, and will help us to gauge how well the process works and how to improve it. Please complete it to the best of your ability. Completing this form is *optional*, but we encourage you to do so as this information will help us improve the Sponsorship process.
- D. **Training Certificate or Letter:** You must provide written acknowledgement that you have completed a process to learn to teach the FM Alexander Technique. This requirement will be satisfied in the following manner: a copy of your training certificate, or a letter from an Alexander Technique teacher confirming successful completion of a training process. This Alexander Technique teacher will have played a significant role in this process such as trainer or mentor. A “significant role” means a relationship of continuous work and study.

3. Send your completed paperwork to the ATI office:

Once you have been endorsed by three ATI sponsors, and have completed and gathered all of your paperwork, you should submit all the documents, along with your dues payment (see payment options below), to:

**Alexander Technique International
1692 Massachusetts Avenue, Third Floor
ATTN: Certification Coordinating Committee
Cambridge, MA 02138 United States**

Phone: +1 617-497-5151

Fax: +1 617-497-2615

E-mail: ati-usa@ati-net.com

4. Instructions for Dues Payment:

You may pay your membership dues with a check, cash, or credit card. If you wish to pay via credit card, you may pay directly through the ATI website at <http://www.ati-net.com/duespaymentform.php>, or you may send the following information to the office with your application packet, via email, or fax (617.497.2615), and ATI will process the payment in the office.

If you would rather pay by check, please make the check payable to: **Alexander Technique International** and send with your application packet.

Dues amounts are as follows:

- \$184.50 USD if you mail your application in between January 1 and June 30;
- \$169.50 USD if paid between July 1 and December 31.

Prorated Dues:

- If you have already paid \$102.50 in ATI General Member dues for the year and are applying for Teaching Membership between **January 1 and June 30**, you should send only an additional \$82.00 USD to make up the difference.
- If you have already paid \$102.50 in ATI General Member dues and are applying for Teaching membership between **July 1 and December 31**, you should send only an additional \$67.00 USD to make up the difference.

5. If you need help with the Application:

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When the Certification Coordinating Committee has received your complete ATI Certified Teaching Member Application, three original Criteria Evaluation Forms, your signed Code of Ethics, your dues payment, your letter or certificate of participation in an AT training process, and your Candidate Questionnaire (optional), and you have been approved, you will receive an informational letter to welcome you to ATI, along with your ATI Teaching Certificate. We look forward to welcoming you to ATI as a Certified Teaching Member!



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APPLICATION FOR MEMBERSHIP AS ATI CERTIFIED TEACHER

Name: _____ Signature: _____

Street Address _____

City, State, Country, Postcode: _____

Phones: H _____ W: _____ Cell: _____ Date _____

Date: _____ E-mail address: _____ Web address: _____

Training Details (with whom you trained, when and for how long - list each training/apprenticeship on a separate line):

If you have any questions about completing the application process, please contact the ATI main office:

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1692 Massachusetts Avenue, Third Floor
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Cambridge, MA 02138 United States

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ATI CRITERIA SPONSORSHIP FORM

Evaluation of Applicants for ATI Teaching Membership and/or an ATI Teaching Certificate
Applicant will be evaluated according to ATI Criteria as designated in the bylaws, revised December 2010

SPONSOR: _____ APPLICANT: _____

ATI Criteria for Evaluating the Competencies of Teachers Adopted by the Membership, October, 2000

In order to be eligible for certification by Alexander Technique International, teacher-candidates should be of good character, have a clear understanding of the Alexander Technique concepts and principles and have the basic skills to convey these concepts and principles clearly to a pupil.

I. Conduct

- A. Demonstrate qualities of patience, compassion, honesty, and respect in interactions with peers and students. Completion of an Alexander Technique training process shall be considered representation by the candidate's trainers that the candidate has satisfactorily demonstrated these characteristics of patience, compassion, honesty, and respect in interactions with peers and students, provided the examining teacher sees no evidence to the contrary.

II. Knowledge

- A. Demonstrate an embodied understanding of the commonly used Alexander Technique concepts and principles by consciously allowing a positive change in their own psycho-physical coordination, and continue this change throughout any activity in order to improve the quality of their performance. This positive change can be observed as 1) an initial movement of the head in relation to the spine which results in a quality of lengthening throughout the body, allowing the person to respond in a fluid and continually adaptive way to gravity; 2) an enhanced alertness, awareness, fluidity and poise; 3) and a speaking voice that is full, clear, and fluent.
- B. Demonstrate a knowledge of Alexander's ideas by discussing their own understanding of the Technique and how Alexander's ideas have influenced their development as a person and a teacher; and suggest what literature (by Alexander or other authors) they would recommend to a pupil and why.
- C. Demonstrate an understanding of anatomy and physiology as they relate to Human movement and behavior; be able to help pupils understand how mistaken ideas about their structure interfere with their best use; answer pupils' basic questions about anatomy, and refer them to other sources for more detailed answers.
- D. Demonstrate an understanding of the ATI Code of Ethics, an appreciation of safety issues, and know when it is appropriate to refer a pupil to another professional.

III. Teaching Skills

- A. Demonstrate an ability to clearly and simply communicate and demonstrate the concepts and principles of the Alexander Technique by giving clear demonstrations and verbal explanations that are appropriate to the pupil's learning in the moment; when using hands, to use their hands sensitively and appropriately. Both verbal explanations and any use of hands will allow pupils to effect a positive change in their psycho-physical coordination.
- B. Demonstrate an ability to observe themselves while teaching, and later articulate to an observer the choices they made with regard to using their hands, verbal explanations and physical demonstrations.

Any applicant who has not been endorsed may undertake further study and re-apply to the same sponsor at a later date or may apply to a different sponsor. Each applicant needs the endorsement of three ATI Sponsors, only one of whom can be their primary teacher.

CODE OF ETHICS: CANDIDATE HAS READ, UNDERSTOOD AND SIGNED THE CODE OF ETHICS
 OVERALL ASSESSMENT: ENDORSE APPLICANT WITHHOLD ENDORSEMENT
 CANDIDATE HAS PROVIDED WRITTEN ACKNOWLEDGEMENT OF COMPLETION OF A PROCESS TO LEARN TO TEACH
 THE F.M. ALEXANDER TECHNIQUE: YES NO

SIGNATURE OF SPONSOR: _____ DATE: _____



Alexander Technique International

Certification Coordinating Committee

THE ATI CODE OF ETHICS OF PROFESSIONAL CONDUCT

This Code of Ethics sets forth ethical principles for Alexander Technique Teachers.

This Code of Ethics sets forth ethical principles for Alexander Technique teachers. The public has the right to expect that all ATI teaching members are properly evaluated and qualified to teach the F.M. Alexander Technique. ATI members act in a constructive, non-sectarian, non-discriminatory manner with colleagues, associates, students, and the public. Alexander Technique teachers respect the fundamental rights and dignity of all people.

1. THE TEACHER–STUDENT RELATIONSHIP

- 1.1 It is the responsibility of the Alexander Technique teacher to maintain a professional attitude throughout the period of time during which the Alexander Technique teacher/ student are working together.
- 1.2 An Alexander Technique teacher does not use their authority for personal gain, whether that gain be cultural, emotional, political or religious in nature. An Alexander Technique teacher does not enter into a sexual relationship with a student.
- 1.3 Students retain the right of confidentiality, and no information regarding the pupil is released to a third party without the consent of the pupil.
- 1.4 While the use of the principles of the F.M. Alexander Technique may produce effects that are beneficial or therapeutic, an Alexander Technique teacher informs all students that the F.M. Alexander Technique is an educational process, which improves the general level of functioning of the individual. In cases where professional medical assistance is indicated, Alexander Technique teachers encourage their students to seek such help. At no time does an Alexander Technique teacher make medical diagnoses or prescribe medical remedies. An Alexander Technique teacher does not proffer claims that the F.M. Alexander technique is a cure for any malady.
- 1.5 Any policy regarding payment, cancellation, lateness, or proper attire is fully explained to the student prior to the commencement of lessons and put in writing.
- 1.6 F.M. Alexander Technique lessons do not require the student to disrobe. Special projects requiring special dress are to be explained and agreed upon beforehand by all participants.
- 1.7 Students have the right to register a complaint with the ATI Ethics Committee. Their Alexander Technique teacher informs them of the process for doing so.

2. THE TEACHER–TEACHER RELATIONSHIP

- 2.1 ATI Teaching Members interact with each other and all Alexander Technique Teachers with professional and collegial respect. Differences of professional opinion are addressed without personally attacking or devaluing another's work.
- 2.2 ATI Teaching Members assist, support and encourage each other and all Alexander Technique Teachers in acquiring and maintaining the integrity, competency and highest standards of the profession.
- 2.3 ATI Teaching Members do not use their authority for personal gain over any colleague, whether that gain be cultural, emotional, financial, political or religious in nature.
- 2.4 Respecting the confidentiality of other ATI Teaching Members, ATI Teaching Members do not communicate to a third party any information that may be damaging to another Alexander Technique Teacher's reputation. If a third party's safety is at risk, ATI Teaching Members act upon their best judgement, taking into account the urgency of the situation and the laws of the country where the parties reside.
- 2.5 ATI Teaching Members who perceive a breach of The Code of Professional Conduct by a colleague speak directly to the colleague or teacher before taking further action. If the ATI Member experiences difficulty approaching a colleague or teacher directly, the member may request an Advocate be appointed by the Ethics Advisory Committee Chair (for further clarification see Procedures for filing a complaint). If at all possible the Advocate speaks the language of the member with a complaint.
- 2.6 ATI Teaching Members may seek support from the ATI Ethics Advisory Committee to resolve any ethical concern.
- 2.7 ATI Members (both Teaching and Trainee), receiving a complaint about a third party from a colleague or a teacher, respectfully encourage and support the colleague in addressing the complaint directly to the third party or to the Ethics Advisory Committee.
- 2.8 Members who serve on the ATI Ethics Advisory Committee or who are Sponsoring Members may discuss information about ATI Teaching Members only within the jurisdiction of their committees, and the Board Members informed of decisions made within these committees are also bound by the same rule of confidentiality. If a member of the board or committee is involved directly or indirectly with the issue that member shall withdraw.
- 2.9 ATI committee and board members inform their committees and board members of possible conflicts of interest which might affect their functioning within the committee or board. The committee or board decides the extent to which that member should be involved in the discussion or decision making in that particular matter before the committee or board. Conflicts of interest might be personal, professional, legal or financial in nature.
- 2.10 ATI Teaching members maintain clearly defined boundaries in all dealings with each other. ATI strongly recommends that when entering into business relationships, members clarify expectations in a written contract agreed upon by all parties, defining roles and spelling out clearly any financial arrangements.

3. TEACHER–PROFESSIONAL RESPONSIBILITY

- 3.1 ATI Teaching Members continue to deepen their knowledge and understanding of the F.M. Alexander Technique and to improve their teaching skills. ATI Teaching Members participate regularly in professional interactions, workshops, research and publications.
- 3.2 ATI Teaching Members recognize the labor necessary to run ATI and contribute their time and expertise to ATI on committees or other positions of leadership when possible.
- 3.3 ATI Teaching Members accurately represent their professional qualifications and experience and describe the F.M. Alexander Technique without false or exaggerated claims. ATI Teaching Members represent the Alexander Technique as an educational process. Therefore, any communication with the public makes clear that beneficial effects from Alexander lessons are the result of that educational process.
- 3.4 Public advertisement of the F.M. Alexander Technique does not include any false, fraudulent, misleading or deceptive statements or claims by ATI Teaching Members.
- 3.5 ATI Teaching Members maintain the integrity of the F. M. Alexander Technique. When other modalities are introduced within the context of a lesson or workshop, they are clearly identified as being distinct from the Alexander Technique.
- 3.6 In their teaching ATI Teaching Members acknowledge appropriately the work or ideas of others. ATI Teaching Members do not claim ownership of an idea that is not their own.
- 3.7 ATI Teaching Members understand and respect personal boundaries, and accept the responsibility to hold inviolate the well-being of self, students and associates within the Alexander Technique community and the community at large.
- 3.8 ATI Teaching Members establish respectful and cooperative professional relationships with other practitioners and other professions.
- 3.9 ATI Teaching Members maintain a high level of personal integrity, bearing in mind that their behavior and how they represent themselves within the community is a reflection on ATI.

I agree to abide by the above Code of Ethics:

Date: _____
(IN FORMAT: MM/DD/YYYY)

Applicant's Name: _____
(SIGNED)

(PRINTED)



Alexander Technique International

CANDIDATE QUESTIONNAIRE

The purpose of this questionnaire is gain an understanding of how suitable and effective the current methods of evaluating students are, from the perspective of the candidates. We would be grateful if all candidates and teachers who went through the sponsorship process fill out and return this form. The findings will be used to further improve and develop the sponsorship process. Your frank opinions are vitally important to this process. Your comments will be treated in strictest confidence. Thank you for your cooperation. (Please fill in what you are able to even if you are unable to complete the whole questionnaire. Please use separate sheet for full responses where necessary.)

THE SPONSORSHIP PROCESS

1 How did you find/locate your Sponsors:

	At ATI AGM	Approached Sponsor Privately	Sponsor Brought into Your Training	Through ATI Office	Other, please specify
First Sponsor					
Second Sponsor					
Third Sponsor					

2 Were your sponsors helpful and approachable? YES / NO
Please comment:

3 Please mark in columns below of all of the procedures used during the sponsorship process:

	Exchange Lessons	You gave lesson to Sponsor	Sponsor observed you giving lesson to		Sponsor watched video of you teaching	Evaluation of written material	Discussed aspects of Alexander Technique Principles
			Private	Group			
First sponsor							
Second Sponsor							
Third Sponsor							

Please specify any other method utilized that is not included above:

4 a) If there was a written component to your sponsorship process, which of the following was used (mark any relevant boxes.)

Open Ended Questions	Multiple Choice Questions	Essay	Oral Test	Submit Previously Written Work	Portfolio Project	Learning Journal/Log Book

Please state any other that is not listed above:

b) Please describe the nature of any written part of your assessment, if applicable. Specify what worked well and what did not work as well for you.

c) If there was no written component to your assessment, do you think that it would be helpful to have one? YES / NO

If yes please specify which you would prefer:

Open Ended Questions	Multiple Choice Questions	Essay	Oral Test	Submit Previously Written Work	Portfolio Project	Learning Journal/Log Book

Please state any other that is not listed above:

5 a) Was the process in keeping with the Principles and Philosophy of the Alexander Technique?
Please indicate on the scale, 5 being 'Yes thoroughly,' 1 being 'Absolutely not.'

5 4 3 2 1

Any other comments:

b) Did you find the process... (Please mark relevant boxes)

	Professionally Conducted	Sensitive to your training process	In Assessment				Confusing	Enjoyable	Not Enjoyable
			Fair	Unfair	Difficult	Too Easy			
First Sponsor									
Second Sponsor									
Third Sponsor									

Any other comments:

6 Was the time allowed adequate for your needs? YES / NO
If NO, please elaborate.

7 Was the environment inviting and was it conducive to an atmosphere of shared learning? YES / NO
Please comment further if you wish.

GENERAL

8 Do you have any further suggestions about how the evaluation process could be improved? Please specify.

9 In your own words, please let us know about your overall experience.

Your time and effort in filling out this form are greatly appreciated

Thank you,
The Certification Coordinating Committee

The information below is optional if you prefer to remain anonymous

Name:

Country:

Date:

Please mail to:

**Alexander Technique International
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