

## Teaching Assistant Guidelines

### License to Practice

All Teaching Assistants (TAs) should have the legal license to practice in their locale, as required by their local licensing agency. For those who wish to assist and live in a state or province that does not require a healthcare hands-on license to practice CST, they must meet the requirements for applying to be CST Certified at the Technique Level.

For any state/province that does not require a hands-on license to perform CranioSacral Therapy, the following documentation is required:

- Language from your state/province indicating this ruling
- Documentation of your training in the following minimum requirements:
  - Anatomy and Physiology – 80 hours
  - Pathology – 15 hours

### TA Program Details

To help make each workshop successful and enjoyable for all involved, the following TA guidelines have been developed based on evaluations received over the years from participants, Instructors, and Facilitators. The objective is always to create a safe, supportive environment for each student's growth and education. Remember, we are working as a team. The better the assistants and Instructor work as a unit, the better the class will run.

- Instructors are in charge of the course and Facilitators are in charge of the overall seminar.
- Meet with your workshop Instructor prior to the beginning of the first day of class.
- On the first day, be a little early to meet the Facilitator and socialize with participants during registration.
- Before class begins, make sure you know how the lights and temperature controls work and where the bathrooms are located. The following days, be on time.
- Avoid side conversations during lectures.
- Use electronic media with permission of Instructor only
- **Very important:** Do not treat anyone, especially another TA, at any time during class days. You must abide by this rule for liability reasons. If you have your hands on a participant during a practice session for more than a couple of minutes, you are treating, not assisting. This is a disservice to all participants.
- Although there is no strict dress code, keep in mind that you are representing Upledger Institute International. Dress comfortably yet professionally, and please avoid wearing dangling necklaces and bracelets while assisting participants.
- When assisting, use the same hand positions that are used by the Instructor. Variations tend to confuse participants. If you have a differing opinion, discuss it privately with the Instructor during a break as it is very disruptive to debate techniques in front of class participants.
- Be aware of your personal hygiene and avoid disturbing others with strong or offensive odors. Breath mints are recommended, especially after lunch or if you smoke. Remember many people are highly allergic to perfumes (even essences) and while we ask that you wear deodorant, refrain from those that are heavily scented.

- Make yourself available - the most frequent complaint we hear is that it is difficult to get a TA's attention. Divide the room up and circulate as much as possible, attempting to anticipate problems. Do not spend more than a few minutes at a table at any one time.
- You may be requested to act as a table partner if there is an odd number of people in attendance. Please do so when needed and alternate with the other TAs.
- If you find you are answering the same question repeatedly, or you see several participants having difficulty applying a certain technique, please tell the Instructor so that the issue can be addressed with the whole class. Also, if a student is asking an important or interesting question, you may suggest that he/she ask the Instructor so that the entire class can benefit from the answer.
- Positive reinforcement is very important. Tell participants what they are doing correctly and when they've got it right. Praise is the best learning motivator.
- If you have advanced questions, see the Instructor at the break or after class.
- If you have any suggestions about these guidelines, the class, the meeting site, or products, please give a note to the Facilitator. You are our experts in the field and we value your input.
- Please refrain from selling your own inventory items when assisting.
- At the end of the class, you will be asked to fill out a form that globally evaluates student skills. You only need to evaluate "extreme" students: those who are doing really well, or those who are really having trouble.
- You will also be evaluated by the Instructor, participants, Facilitator and fellow TAs. These evaluations will be used to determine your progression as a TA.

The score scale is:

5=excellent; 4=very good; 3=good; 2=fair; 1=poor.

Evaluation scores are averaged. To progress as an assistant, you need an average score of 4.0 or better from the Instructor, participant and Facilitator evaluations. To become a Certified Teaching Assistant, you will need average scores of 4.5 or better from the participant evaluations and 4.0 or better from the Instructor, TA and Facilitator evaluations from each TA assignment. TA certification status will be reviewed annually.

## Maintaining TA Status

It is crucial that the information conveyed by Instructors and TAs be timely and consistent. To ensure this level of quality information, you must TA at least once every 3 years. If there is a lapse of three or more years, you may be required to review or attend another course before assisting again.

TA Certification status is reviewed annually. You must assist at least once each year with satisfactory scores to maintain certification.