Procedures and Agreements re TLC Intensive Certification Program

(“TICP”)

1. Student goes to this page on our site

<https://www.tlcmassageschool.com/tlc-intensive-zero-balancing-certification-program/>

### They are required to review the

“Zero Balancing Health Association Guides”.before submitting their application.

<https://www.tlcmassageschool.com/wp-content/uploads/2022/08/ZB-Ethics_Guidelines.pdf>

They can then fill out and submit their application through our website : <https://www.tlcmassageschool.com/tlc-intensive-zb-certification-program-application/>

We will add these words to application – thanks, that should be helpful for everyone.

* By completing this application:
	+ I confirm that by successfully registering for this program, I’m agreeing to be a part of the Zero Balancing Health Association Community. This includes sharing contact information and email subscription.
	+ [I confirm that I have read, understand and agree to the Zero Balancing Study & Practice Terms & Conditions. I understand I will also be asked to sign a paper copy on the first day of class.](https://secure.membershipsoftware.org/zbha/console/tops_admin.asp?app=3&page=9&rowid=219)
		- [https://www.zerobalancing.com/files/Terms%20&%20Conditions%20v102020(1).pdf](https://www.zerobalancing.com/files/Terms%20%26%20Conditions%20v102020%281%29.pdf)

The applications will all be run through me and I will make sure they are qualified applicants and will notify them within max. of 5 days that they have been accepted as Certification Candidates (or notify them if we have questions).

Once they have been accepted we will notify ZBHA and submit the application to them.

Between their applying and the start of the program, David Lauterstein and relevant school personnel will be the main contact for the candidates, if any questions emerge. Of course they may have questions that will be more relevant for ZBHA to answer, so we may refer candidates with such questions, if any emerge, to the office.

Since no one told us otherwise, we assumed having our revised version of the Zero Balancing Certification Resource Guide (taking out parts that were not relevant to our program) gave them a thorough picture of how they’d go through the Program. However, we appreciate your concerns that that is not what you want done. So we’ve taken that off the site.

Will ZBHA then be sending a welcome letter and/or email to the candidates and include the ZB Certification Resource Guide?

I am attaching the Certification Resource Guide we had planned to give them. See if you find it useful. Some of what was in the ZB Certification Guide didn’t fully apply to our program which is why we revised it.

More Details:

Practical Exams will be done with David Lauterstein primarily we assume. However, students will be free to do them with any other faculty, in which case TLC will give that faculty person, if the student has passed, $100.

If with David these will be individually scheduled at the school on Mondays, Nov. 13, 2023 through March 14, 2024 (except when David’s out of town).

We are exploring linking with the Mentors (not yet acquainted with how best to organize that option for the candidates, but we are looking into with enthusiasm.

Our classes will naturally be reviewing ZB theory and practice as we proceed. This is to give them a higher level of hands-on skill, embodying the spirit of ZB, and deepening understandings and discoveries of ZB theory. They will therefore be, we think, unusually well-prepared for the written and practical exams.

Manuals – we will be giving students in any of the ZB courses, the appropriate manuals for free.

Payment Plan – **ERIN, WOULD YOU PUT IN LATEST VERSION OF THE PAYMENTS AND THEIR TIMING? THANKS.**

Attendance policy –

If student in the Intensive misses one class day, they will be charged a fee of $25/hr for each missed – and to do the make-up with David before the next scheduled ZB class.

If the student misses one class day in any given class, I will do a one-day make-up with them for $150 for a 6.25 hour day.

 If they miss more than one day in any given class, they will need to withdraw from the Certification Program at that point, will be issued a refund, and will be encouraged to arrange to make-up missed class hours with another faculty member, at a fee they mutually agree to. If the hours are made-up in time, they will be free to re-apply and, if accepted, complete the Certification Program through TLC.

Cancellations must be in writing (email DavidL@TLCschool.com) to receive a refund. Refunds will be based on full price of completed classes.

Note details re timings of refunds.

Courses are

ZB I

ZB II

Alchemy of Touch

Geometry of Healing

1 Advancing Skills day

Individuals are free to take any one or more of these as independent workshops. If they are CorePark TLC will abide by and work with IAHE in the manner they stipulate.

The students not in our Intensive taking just individual classes will be processed with ZBHA in the usual manner, TLC submitting paperwork to the office, paying Ops fees, etc.

TLC will pay ZBHA $250 for each pariticipant in the Certification Program (after their completion of ZB II or when they will have in full for the program whichever comes first).

Participants must be paid in full no later than July 20, 2023.

If participant does not pass practical, they will have to pay TLC a $100 re-take fee.

David is available for individual or small group coaching for $100 per hour (in a small group that $100 could be divided up).

TLC ZBHA Interactions:

TLC’s 100 hour Intensive will be listed on the ZBHA website

Each of the four courses and the advancing Skills Day will also be listed on the ZBHA website.

In each case, the student would be linked to our school to complete their registration.

Promotion:

We will be promoting the Intensive in our usual ways – plus having ZBHA put the word out by paying for that service.

We plan to promote the Intensive in that manner. And, assuming we do not fill the intensive, each of the individual courses.

I have an email from Elizabeth giving us the details on how to handle Core Pak people. That all is fine. We will follow up on what Elizabeth tells us to do.