

## 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 reviews 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 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. For the purposes of this application please consider Formal Qigong Training to be:

- In-person training, this means the teacher and student are physically present in the same location or, to the allowed percentage accepted, virtual, online training with a teacher
- Cultivation of the perception of Qi, and the experience of Qi in practice (neidan and weidan) — cultivation of the QiGong State / Centering
- Cultivation of Rooting / Grounding
- Study of QiGong Theory: what Qi is, how Qi works, how Qi is utilized in practice, teaching and Qi emission
- An understanding, and Qi perception, of the Three Tan Tiens, Jing / Qi / Shen, Yang polarity, Five Element Theory, and the Meridian / Acupoint system

**3. It is highly recommended that you download the PDF version of the application** in order to see what is required and have time to gather the necessary information and materials before you fill out the digital application.

### 4. 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 as it is in this example:

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 level of information as described above but more detailed descriptions of the form/course can be provided, and may be helpful, with lesser known forms.

### **5. Reference Letters (Section 10)**

All applicants must submit three letters of reference. The requirements for these letters are described on the application. Since reference letters are required the processing of your application will not move forward in a timely manner without them. Please do not use a family member as a reference.

### **6. Applicant Liaisons**

After your application has been submitted you will be assigned an Applicant Liaison. Liaisons act as a go-between for the applicant and the Applicant Review Committee (ARC) fielding questions and requesting any additional information that the ARC might require. They also contact references and make sure the application is complete before sending it to the ARC for review. Do not hesitate to ask your Liaison any questions you may have regarding the application process. We are here to help!

**One last thing..** Please type your application in English and try not to use abbreviations or acronyms that others might not know. Be sure to save your application on your computer throughout your process to ensure all your entries are saved. When you are complete and are satisfied with your submission, then send that file to the NQA.

Thank you for considering to apply for NQA Certification!