



KINESIO UNIVERSITY

4001 MASTHEAD STREET NE, ALBUQUERQUE, NM 87109 | TELE. 888-320-8273 | FAX. 505-856-2983

Application for Official Partner Hosted CKTT Workshop Approval

TO BE RETURNED WITH SIGNED WELCOME LETTER (attached)

Complete the information below and return to Seminar Development Assistant at Kinesio University in order to receive approval *prior to scheduling your workshop*. Incomplete applications will delay approval.

1. Workshop Location (Name of Facility & Complete Physical Address): _____

2. Instructor's Name & Credentials (must be a CKTP+ or CKTI): _____

3. CKTT Workshop date(s): _____

Type	Title	Date(s)	Time(s)
Level One – General Public and Health & Fitness Professionals	Basic Training (2 hours)		
Level Two – Health, Fitness, and Medical Professionals <i>ONLY</i>	Advanced Training (4 hours)		

4. APPLICATION FEES are non-refundable and non-transferable

Card Holder Name: _____

Email address to send receipt to (required): _____

Credit Card Billing Street Address: _____

City: _____ State: _____ Zip Code: _____

Credit Card: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Payment Amount: \$ _____

Level 1&2 (same day): \$25	Level One only: \$25	Level Two only : \$25
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Card Number: _____ CCV Number: _____ Expiration Date (mm/yy): _____

CCV Number: VISA, MC, DISC: Last three digits AFTER the credit card number in the signature area of card. AMEX: Four-digit number printed on the front of card.

5. To register, attendees should contact(name & credentials): _____

Phone: _____ Email: _____

Website: _____ Fax: _____

6. Is this workshop private (in-service) or public (open to other facilities)? Check one: Private Public

7. ****ANY CHANGES MADE TO THE WORKSHOP AFTER IT HAS BEEN APPROVED WILL RESULT IN A \$25.00 ADMINISTRATIVE CHARGE. THIS INCLUDES, BUT IS NOT LIMITED TO, CHANGING THE LOCATION, INSTRUCTOR, DATE, RESCHEDULING, POSTPONING, OR ANY OTHER CHANGES. THE FACILITY HOST MUST NOTIFY KINESIO UNIVERSITY PRIOR TO 10 DAYS OF THE WORKSHOP DATE OF ANY CHANGES THEY PLAN TO MAKE AND THE CHANGES ARE SUBJECT TO KINESIO UNIVERSITY APPROVAL. THE ADMINISTRATIVE FEE MUST BE PAID WHEN THE REQUEST FOR A CHANGE IS MADE. FORMS OF PAYMENT FOR THE ADMINISTRATIVE FEE MUST BE PRE-APPROVED BY KINESIO UNIVERSITY.**
_____ INITIAL HERE FOR #7.

8. ADDITIONAL CHARGES OF \$35.00 FOR INCOMPLETE OR INACURATE INFORMATION ON THIS FORM, NOT RETURNING MATERIALS WITHIN 14 DAYS AFTER THE WORKSHOP AND NOT TURNING IN WORKSHOP ATTENDEE LIST PRIOR TO 10 DAYS BEFORE THE WORKSHOP. (ADDITIONS CAN BE MADE AT A LATER DATE) WILL BE CHARGED. _____ INITIAL HERE FOR #8.

Kinesio Taping® Association International reserves the right to refuse business with any party when a potential conflict of interest exists.



Official Partner Hosted CKTT® Workshop Timeline

Official Partner Hosted CKTT® Workshop Timeline	
Deadline	Action
2 months in advance	<ul style="list-style-type: none"> - Submit completed Application for Official Partner Hosted Workshop Approval with full payment and signed Welcome Letter to Seminar Development Assistant. - Seminar Development Assistant will approve workshop and send Partner Hosted Starter Kit. - Seminar Development Assistant will send you an email once your workshop has been posted to the Kinesio website. Please review your posting for accuracy.
3 weeks prior to workshop (U.S.) 4 weeks prior to workshop (Canada)	<ul style="list-style-type: none"> - Submit Materials Order Form with full payment to Seminar Development Assistant - <i>MATERIALS ORDERED LESS THAN 3 WEEKS FROM WORKSHOP DATE ARE SUBJECT TO ADDITIONAL FEES.</i>
Upon arrival of materials	<ul style="list-style-type: none"> - Inspect all workshop materials for accuracy and return the completed Material Verification Form to Seminar Development Assistant. This is crucial because refunds and replacements will not be made without this completed form.
Immediately following workshop CKTT Workshop Coordinator MUST RECEIVE THESE DOCUMENTS WITHIN 3 DAYS OF THE WORKSHOP DATE	<ul style="list-style-type: none"> - Submit completed documents to Seminar Development Assistant <ul style="list-style-type: none"> o Attendee Profile (Excel spreadsheet) o Sign In/Out Sheets o Release of Liability Form & Signature Page o Conditions & Limitations Forms (only if applicable) o Instructor Evaluation(s) <p>After the Seminar Development Assistant receives the Level 2 Attendee list all Level 2 attendees will be assigned the CKTT exam through their Kinesio profile. Once the exam is passed they will receive a welcome letter, CKTT Certificate, 1 year of CKTT Membership (with limited access into our taping database). If they do not pass the exam they will be given one additional opportunity at no cost to retake it. If the exam is failed twice a fee of \$25.00 must be paid to take the exam again. (4 times is the limit for taking the CKTT exam without retaking the workshop).</p>

The Seminar Development Assistant is Jessica Campbell. Please feel free to contact Jessica with any questions or concerns regarding your CKTT Workshop. Her email address is jcampbell@kinesiotaping.com and her number is 888-320-8273 ext. 121. We hope this is a pleasant and educational experience for both you and your CKTT Workshop attendees!



Welcome Letter for Official Partner Hosted CKTT® Workshops

Since you have chosen to coordinate the workshop on your own as an Official Partner Hosted Workshop, the following information will assist you as you plan your workshop. **At the end of the workshop you must fax or email your documents back no later than 3 days of the workshop date.** Please do not mail them as it takes too long for the attendees to get credit for the course and they cannot take the exam or sign up for another class until we receive them. We must be notified after the workshop that the materials will not be able to be sent back in two weeks. If not notified, no returns will be accepted after the two week deadline. A signed material verification form will need to be submitted to us prior to the workshop. This means that every box and kit must be counted prior to the workshop in order to get any credit for missing, wrong items or damaged items.

To ensure proper representation of KINESIO UNIVERSITY approved workshops, please use the following titles for your workshop:

The following documents will be sent to you once you have signed your welcome letter:

1. **Course Code Letter** – Please add the course codes to all workshop documentation.
2. **Material Verification Form - Check all workshop materials the day they are received to make sure all material was shipped as ordered.** Notify your Workshop Coordinator immediately with any discrepancies so that they may send additional materials as needed to arrive in time for the workshop. No discrepancies will be acknowledged after the workshop so be sure and count everything prior to the workshop as well as make sure the workbooks are in English. A material verification form is required prior to every workshop completely filled out.
3. **Workshop Materials Order Form** – Please email or mail the completed form to your Workshop Coordinator at least THREE weeks prior to the date of your workshop (FOUR weeks for workshops in Canada, Hawaii and Alaska). If the completed form is not received by this deadline, you will be responsible for Express Shipping costs as noted on the form. Full payment is required at time of ordering. If you wish to order extra sets for late registrants, please do so; you can return any unused workshop material to KINESIO UNIVERSITY™ for credit **as long as it is received in re-sale condition and is the current workbook version and current tape within 2 weeks after the workshop.** After two weeks, no returns will be accepted.
4. **Partner Hosted Workshop Materials Return Form** – If you order extra sets of materials for last minute registrations and they are not needed, you may return them to KINESIO UNIVERSITY™ for full refund as long as material is received in re-sale condition **and is the current version of workbook and current tape.** You would be responsible for shipping. The set must be complete to receive full refund. **Any set that is not returned complete will be subject to partial refund and this includes the extra certificates. If you are unable to return the materials within the two week period, you must notify us in writing, otherwise no returns will be accepted after two weeks.**
5. **Sign In & Out Sheet** – Please update the attached sheet with your workshop information. This sheet **MUST** be completed in its entirety as it is used to verify course attendance for certification purposes. **Please send the completed sheet(s) to your Workshop Coordinator no later than 3 days after the workshop by fax or email only.**
6. **Release of Liability Form & Signature Page** – Please update the attached form with your workshop information and add enough lines on the Signature Page for each attendee to be able to sign. Print out and have each



attendee sign at the beginning of the workshop. Please send the completed sheet(s) to your Workshop Coordinator no later than 3 days after the workshop by fax or email only.

7. **Conditions & Limitations Form**- If anyone has any conditions/limitations/sensitivities that may inhibit their full participation in this course that they feel the Instructor should know about, please have them complete the Conditions & Limitations Form. Please update the attached form with your workshop information and print 1-3 copies to have available at your workshop. Please send the completed sheet(s) to your Workshop Coordinator no later than 3 days after the workshop by fax or email only.
8. **Instructor Course Evaluation** – Please update the attached evaluation with your workshop information. Please print-out one copy for the Instructor and have the Instructor complete this at the conclusion of the workshop. Please send the completed sheet(s) to your Workshop Coordinator no later than 3 days after the workshop by fax or email only.
9. **Workshop Attendee List for KINESIO UNIVERSITY™ Profile** – Please update the attached sheet with your workshop information. All fields in this sheet MUST be completed in order to create KINESIO UNIVERSITY™ profiles for the attendees. Please send the completed sheet(s) to your Workshop Coordinator no later than 3 days after the workshop by fax or email only.

Please email or fax your end of workshop documents. We do not need the originals. We need to receive the documents by the Wednesday after the workshop in order for attendees to take the test or sign up for another course. I have read and understand the instructions listed above;

Printed Name and Workshop Level(s), Location and Date(s)

Signature and Date

Please let me know if you have any questions. I look forward to working with you!

My Pleasure,

Jessica N. Campbell

Kinesio University Seminar Development Assistant

jcampbell@kinesiotaping.com

Phone: 888-320-8273 or 505-433-5119 ext. 121

Fax: 866-620-1276

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