



## Application for Partner Hosted Seminar Approval

**Must be submitted with Signed Compliance Agreement for approval**

Please complete the information below and return to the Seminar Development Administrator to receive approval *prior to scheduling your seminar*. Incomplete applications will delay approval. Any changes made to the seminar after it has been approved will result in a \$50.00 administrative charge. This includes, but is not limited to, changing the location, instructor, or dates. The facility host must notify Kinesio University immediately of any changes they plan to make as all changes are subject to Kinesio University approval. The \$50.00 administrative fee must be paid when the request for a change is made.

**APPLICATION FEES are non-refundable and non-transferable**

KT1&KT2: \$200	KT3: \$100	KT4: \$100	KT1,KT2&KT3: \$250	KT3&KT4: \$150	KT1,KT2,KT3&KT4: \$300
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Payment Amount: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

Make checks payable to: Kinesio University and mail with completed application to Kinesio University, ATTN: Seminar Department, 4001 Masthead Street NE, Albuquerque, NM 87109.

Credit Card (select one):                      VISA                      MASTERCARD                      DISCOVER                      AMERICAN EXPRESS

Card Number: \_\_\_\_\_ CCV Number: \_\_\_\_\_ Expiration Date (mm/yy): \_\_\_\_\_

For VISA, MC, DISCOVER the CCV code is the last three digits after the credit card number in the signature area of card. For American Express, the CCV Code is the four-digit number printed on the front of card.

Card Holder Name: \_\_\_\_\_ Billing Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address receipt should be emailed to (required): \_\_\_\_\_

- Seminar Date(s) and types – we recommend that you schedule two KT1&KT2s prior to a KT3. Attendees may take KT3 a minimum of 3 weeks after completing KT1&KT2. To become Certified Kinesio Taping® Practitioner (CKTP) attendees must complete KT1&KT2 and KT3, pass the online CKTP exam, and maintain an annual KTAI membership. For more information about becoming a CKTP please visit our [website](#).

	Seminar Title	Date(s)	Time(s)
KT1&KT2	KT1: Fundamental Concepts of the Kinesio Taping® Method KT2: Advanced Concepts and Corrective Techniques of the Kinesio Taping® Method		
KT3	KT3: Clinical Concepts of the Kinesio Taping® Method		
KT4	KT4: Specialty Sports/Orthopedic Concepts of the Kinesio Taping® Method		
	KT4: Specialty Neurological Concepts of the Kinesio Taping® Method		
	KT4: Specialty Pediatric Concepts of the Kinesio Taping® Method		
	KT4: Specialty Hand Therapy Concepts of the Kinesio Taping® Method		
	KT4: Specialty Lymphatic Concepts of the Kinesio Taping® Method		

2. Seminar Location (Name of Facility & Complete Physical Address): \_\_\_\_\_

3. Instructor's Name and Credentials (Must be a Certified Kinesio Taping Instructor [CKTI]): \_\_\_\_\_

4. To register, attendees should contact (Name and credentials): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

5. Registration Dates: From \_\_\_\_\_ to \_\_\_\_\_

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

7. Distributor (Company Name, Website, Contact Person, their contact information): \_\_\_\_\_

A Distributor is required at all seminars KINESIO UNIVERSITY. We will assist in setting-up a Distributor if you do not already have one.

Kinesio University reserves the right to refuse business with any party when a potential conflict of interest exists.



## Official Partner Hosted Seminar Compliance Agreement

### Host's Responsibilities

- A. Host will secure a current Certified Kinesio Taping Instructor™ (CKTI™) for each seminar (KINESIO UNIVERSITY will send Host contact information for CKTIs in the Host's geographical area or preferred field). Host will plan each seminar with the CKTI of its choice and negotiate his/her fee. Each CKTI is independent of KINESIO UNIVERSITY and although there are not standard fees for CKTIs, KINESIO UNIVERSITY recommends fees in the range of \$130-\$165/hour.
- B. Host will complete an "Application for Official Partner Hosted Seminar Approval" form at least **two (2) months** prior to the scheduled date of each seminar and return it to KINESIO UNIVERSITY staff. **The application fee must be paid at the time of application, is non-refundable, and is non-transferable.** Host has the option to designate his/her course(s) as private and only invite attendees from its facility. A seminar that is designated as private will not be posted on the KINESIO UNIVERSITY website and cannot be advertised by Host in any manner. Incomplete or incorrect information in the Application will delay the approval process and will result in a \$35.00 processing fee being charged to the card holder. Submission of Host's completed application does not guarantee approval.
- C. Once seminar is approved, all change requests (e.g. change of venue, instructor, dates, or any other changes) must be submitted in writing to KINESIO UNIVERSITY by way of material order form for approval and a \$50.00 administrative fee will be assessed by way of material order form.
- D. KINESIO UNIVERSITY is an approved provider of continuing education through AOTA (American Occupational Therapy Association) and NCBTMB (National Certification Board of Therapeutic Massage and Bodywork), and NCCAOM (National Certification Commission for Acupuncture and Oriental Medicine). The Host may use KINESIO UNIVERSITY's national provider numbers to provide continuing education units (CEUs) for its seminar attendees at approved seminars. KINESIO UNIVERSITY does not have national provider numbers for PTs or DCs. If Host intends to offer CEUs for PTs, DCs, or any other professions for which KINESIO UNIVERSITY does not have a national provider number, Host will apply for CEU approval on its own.
- E. Host agrees to use the following titles for each seminar to ensure proper representation of KINESIO UNIVERSITY:
  - KT1: Fundamental Concepts of the Kinesio Taping® Method
  - KT2: Advanced Concepts and Corrective Techniques of the Kinesio Taping® Method
  - KT3: Clinical Concepts of the Kinesio Taping® Method
  - KT4: Specialty Neurological Concepts of the Kinesio Taping® Method
  - KT4: Specialty Sports/Orthopedic Concepts of the Kinesio Taping® Method
  - KT4: Specialty Myofascial Massage Concepts of the Kinesio Taping® Method
  - KT4: Specialty Lymphatic Concepts of the Kinesio Taping® Method
  - KT4: Specialty Pediatric Concepts of the Kinesio Taping® Method
  - KT4: Specialty Hand Therapy Concepts of the Kinesio Taping® Method
- F. Host agrees to use the Kinesio Taping® Method Standard syllabus.
- G. Host is responsible for all marketing and any other related expenses. **All printed announcements, advertisements and other materials using the KINESIO UNIVERSITY name or logo, or otherwise referring to KINESIO UNIVERSITY's seminar offerings, must be approved in writing by KINESIO UNIVERSITY prior to publication in any format.**
- H. The Host is responsible for the registration for each attendee at approved seminars. Each attendee must meet *all* of the following criteria:

1. Must have completed 80 course hours of anatomy and physiology
2. Must have a working knowledge of the musculoskeletal system

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3. Must be able to do assessments by evaluating and/or diagnosing injuries and conditions
  4. Must have achieved or is a student working towards one or more of the following credentials: ARNP, ATC, CAT(C), CCSP, CDP, CHT, CLT, CMBT, CMT, CNMT, COMT, COTA, COTA/L, CPO, CPT, CPTA, CRN, CST, CT, DC, DO, DOM, DPT, Lac, LAT, LLCC, LMBT, LMP, LMT, LOT, LOTA, LPT, LPTA, MD, MDT, MLD, MOT, MOTR/L, MPT, MT, MTC, NCMT, NCTMB, NDT, NMD, NMT, NP, NRC, OCS, ODT, OMD, OPA, OT, OTA, OTC, OTR, OTR/L, PT, PT-C, PTA, PA, RMT, RN, RPT, RPTA, SCS, SLP.
- I. KT1 and KT2 documentation (*Attendance Verification Form* and *Certificate of Completion*) must be provided when an attendee registers for a KT3 seminar only. KT3 documentation (*Attendance Verification Form* and *Certificate of Completion*) must be provided when an attendee registers for a KT4 seminar only.
  - J. When there 25 or more registered attendees, Host must hire a Certified Kinesio Taping Practitioner® (CKTP®) to assist the CKTI as a Lab Assistant. Host must hire an additional CKTP for every 25 additional registered attendees. Host will cover the CKTPs fees, which will be negotiated with them. These fees may include an honorarium (an average of \$200.00 per day), meal reimbursement (\$15.00 per day), mileage reimbursement, and any other necessary travel expenses.
  - K. Host must purchase required materials from KINESIO UNIVERSITY for each attendee. (Price list attached). Host will submit the Seminar Material Order form to the Seminar Coordinator at least three (3) weeks prior to the date of each seminar (four (4) weeks in Canada, Hawaii, and Alaska). If the completed form is not received before the deadline, Host will be responsible for any express shipping charges as outlined on the material order form. Full payment is due when the order form is submitted. Extra sets for late registrants can be ordered and may be subject to additional shipping costs as outlined on the material order form. All unused materials can be returned and credit will be issued provided it is received in re-sale condition within two weeks of the seminar date and is the current workbook version and current tape. After two weeks, no returns will be accepted. Failure to order the required materials will result in rescinding of the previously assigned course approval code(s) and seminar attendees will not receive credit for attending the course(s), and will not be eligible for the next course in the sequence or to apply to become a Certified Kinesio Taping Practitioner (CKTP).
  - L. Host will check all seminar materials the day they are received to ensure all material was shipped as ordered and all workbooks are in the appropriate language. Host must submit a completed material verification form to the Seminar Coordinator prior to the seminar date. Host will contact the Seminar Coordinator immediately with any discrepancies. No discrepancies will be acknowledged after the seminar. A completed material verification form is required for every seminar.
  - M. Host will provide a comfortable meeting space for all registered attendees. The space must be large enough for lab demonstrations. Host will ensure the room is set up with adequate surfaces for attendee workbooks, tape, handouts, and scissors as well as space for attendees to take notes.
  - N. Host will provide A/V equipment as per request of KINESIO UNIVERSITY and Instructor (including but not limited to: an LCD projector and screen). Host will provide massage tables, plinths, or acceptable substitute for lab demonstrations.
  - O. Host will provide morning and afternoon refreshments each day for each attendee (e.g. water, coffee, soft drinks, light snacks, fruit, etc.).
  - P. Host agrees to have an authorized Distributor present at their seminar to sell KINESIO UNIVERSITY products to their attendees.
  - Q. In order for the Host to successfully complete each seminar the Host must complete and, if applicable returned to KINESIO UNIVERSITY within two (3) days of the seminar date via fax or email ONLY:
    - a. **Seminar Attendee List for KINESIO UNIVERSITY Profile** – Please update the attached sheet with your seminar information. All fields in this sheet MUST be completed in order to create KINESIO UNIVERSITY profiles for

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the attendees. Access to the Application Database following KT1&KT2 is also assigned from this list. The completed sheet must be submitted to your Seminar Coordinator after the seminar. Please send the completed sheet(s) to your Seminar Coordinator immediately following the seminar by fax or email.

- b. **Sign In & Out Sheet** – Please update the attached sheet with your seminar 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 Seminar Coordinator immediately following the seminar by fax or email.
- c. **Release of Liability & Signature Page** – EVERY ATTENDEE MUST SIGN AND DATE. Please send the completed sheet(s) to your Seminar Coordinator immediately following the seminar by fax or email.
- d. **Conditions & Limitations Form** (as necessary)- 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 with your seminar information and print 3-5 copies to have available at your seminar. Please send the completed form(s) to your Seminar Coordinator immediately following the seminar by fax or email.

R. Host will monitor each seminar to ensure that each attendee attends the entire seminar in order to be eligible to receive their Certificate of Course Completion and CEUs. Host will not allow any registrant who arrives late or leaves early for the seminar to receive credit for the seminar. **Host agrees to announce this at the beginning of each seminar.**

S. Host will place course approval code(s) on each attendee's *Attendance Verification Form* and *Certificate of Completion* and distribute to each attendee that successfully completes the seminar(s).

**Non-Compete** Host and its principals hereby agree that they shall not, during the Term (as hereinafter defined) for a period twelve (12) months after the completion of this Agreement for any reason; host any Competitive Therapeutic taping seminars at their facility.

### **Seminar Change Policy applicable to all partner hosted seminars**

Host must notify KINESIO UNIVERSITY of all change requests to approved seminar(s) and obtain written approval for any proposed changes made to partner hosted seminars. Host will also notify all registrants immediately of any cancellation or program changes. KINESIO UNIVERSITY is not responsible for any expenses incurred by registrants due to adjustments or cancellations. In addition, all registrants must attend each course in its entirety in order to receive their Certificate of Course Completion and CEUs. Any registrant that arrives late and/or leaves early from the seminar will not receive credit for the seminar. No exceptions allowed. KINESIO UNIVERSITY is not responsible for notifying attendees of any cancellations.

As previously approved seminar can be re-scheduled under the following conditions:

1. Host will provide new date(s) for the seminar to KINESIO UNIVERSITY within ten (10) business days of notifying the seminar coordinator they want to re-schedule. The application fee will be transferred and a \$50.00 administrative fee will be assessed. New dates are subject to review.
2. A rescheduled seminar must stay in the same city/state as the original seminar and must occur within 6 months of the originally approved date(s).
3. Host can reschedule a seminar one (1) time. If the rescheduled seminar does not occur, the application fee will be forfeited and a new application must be submitted.

**ANY CHANGES MADE TO THE SEMINAR AFTER IT HAS BEEN APPROVED (I.E CHANGE OF VENUE, INSTRUCTOR, DATES, INCLUDING RESCHEDLING OR CANCELLATION OR ANY OTHER CHANGES) WILL INCUR A \$50 PROCESSING FEE. THE ADMINISTRATIVE FEE MUST BE PAID AT THE TIME THE CHANGE(S) ARE REQUESTED WITH A CREDIT CARD THAT WILL BE KEPT ON FILE.**

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## KINESIO UNIVERSITY's Responsibilities

- A. Review proposed dates and if there is not a conflict, approve date(s) for seminar(s),
- B. Provide course(s) approval code(s),
- C. Apply for AOTA, NCCAOM, and NCBTMB CEUs,
- D. List seminar on the Seminar Calendar on KINESIO UNIVERSITY website (unless seminar is private or Host does not want the seminar listed),
- E. Provide, at the facility hosts expense, all materials needed to conduct the course(s).

Signatures below indicate acceptance of the above terms and conditions for ALL 2017 & 2018 seminars. Any deviation from the agreement must be authorized in writing by KINESIO UNIVERSITY. **Failure to comply with this agreement will result in possible cancellation/denial of future seminars and/or potential legal action against Host.** Please return signed original to Kinesio University within two weeks of contract date listed above. Kinesio University will return to you a copy bearing both signatures. Thank you for hosting a Kinesio Taping® Seminar.

\_\_\_\_\_  
 Facility Host Representative's Printed Name

\_\_\_\_\_  
 Facility Host Representative's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Kinesio University Representative's Signature

\_\_\_\_\_  
 Date