



Canadian Amateur DanceSport Association

Association Amateurs De Danse Sportive Du Canada

Dear Amateur Teachers,

Here are a few items you, as an amateur teacher, need to be aware of:

For New amateur teachers:

- Contact your Regional Association, complete and sign the Release Form, and pay the Annual \$100 Amateur's Teacher License (payable to CADA). This fee, once you have passed your student teacher exam, is due **annually** by the end of January along with your Accounting sheet.
- Contact your Regional Association regarding selecting a mentor being assigned to you. You must report directly to this mentor on a regular basis. Your mentor will advise you as to how frequently you need to meet.
- Read over the CDF documents on Mentoring Policy 2011, Helpful Hints, Examination Training, Exam application form, and Examination Requirements.
- You may only teach in your CADA's Regional jurisdiction. Exception to the above is if you obtain special permission from your mentor, your Regional Association, & the Regional Association you wish to teach in (example holding a workshop).
- You must take the CDF Student teacher exam within 3 months of beginning teaching. Contact your mentor to make the arrangements for the exam.
- On receiving permission to teach, you are **first** required to teach or assist with teaching a minimum of six (6) classes/ groups for a minimum of three (3) months (or longer if necessary to reach the required number). Private lessons, up to the level of gold only, may also be taught at this time and for a minimum of six (6) months. Open work may be taught after this time as long as the Amateur Instructor Examination has been passed.

For Amateur Teachers who have qualified in the past:

- Pay your 2011 Annual \$100 Amateur Teacher License fee. Once you pass your Student teacher exam this fee is due **annually** in January payable to CADA
- By the end of January send in your Annual Accounting sheet to your Regional Association
- Read over the CDF documents on Mentoring Policy 2011, Helpful Hints, Examination Training, Exam application form, and Examination Requirements.
- Make sure that you are only teaching where your CDF Mentor approves.
- If you have not taken the Student Teacher exam, contact your mentor immediately to make arrangements to take the exam or your Amateur Teacher's License will be revoked.

CADA Treasurer's address

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CONTACTS

CADA Amateur Teacher Coordinator: Sandy Brittain- 905 831 2426 cadapresident@rogers.com

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CDF Student Teacher Examination Coordinator: Patricia Goh-905 567 7816- pleegoh@hotmail.com