

- C. Contracts, pricing and policies should be clear, concise, easy to understand and administered consistently.
- D. A dance teacher should never solicit business from another teacher or studio.
- E. A dance teacher should never discriminate based on race, creed, color, gender, sexual orientation, age, physical handicap or nationality.
- F. In the event a disagreement or conflict occurs, a dance teacher should rely on the facts, actual behavior and positive communication, avoiding judgmental statements, gossip, directing blame or other negative responses.

V. Maintain a Professional Image and Conduct

- A. A dance teacher should maintain a professional appearance by avoiding all forms of substance abuse, smoking in inappropriate circumstances and by using proper hygiene.
- B. A dance teacher should use appropriate speech and attire suitable for the teaching of dance.
- C. A dance teacher should strive to foster a love of dance, to develop self-discipline and self-motivation among students, and to encourage and support the individual in class and performance.
- D. A dance teacher should demonstrate professional attitudes to include punctuality, reliability and responsible care of students.

VI. Maintain Appropriate Business Practices

- A. A dance teacher shall fulfill all legal requirements such as, but not limited to, becoming bonded and insured; registering business name, adhering to staff ad business contracts and payment of applicable taxes.
- B. A dance teacher employed by a dance school, studio (business) shall not resign without reasonable and customary notice to his employer.
- C. A dance teacher should ensure that fee structures are made available in writing upon request.
- D. A dance teacher shall refund unused monies to students according to published policies.
- E. A dance teacher should distribute scholarships won or earned by their students according to published policies of the studio and/or the National Dance Council of America.

VII. Overseas Visiting Coaches

- A. A dance teacher or Studio inviting overseas visiting coaches should provide these coaches with the NDCA Code of Ethics and the Ethical Practical Guidelines for NDCA recognized dance teachers.
- B. Overseas visiting coaches should comply with the NDCA Code of Ethics and adhere to the ethical practical guidelines where appropriate.

Member Organizations of the NDCA That Offer Certification

ARTHUR MURRAY INTERNATIONAL

Franchised Studios - Career Opportunities Available
Phone - 305-445-9645 • Fax - 305-445-0451
E-Mail - kimminsja@aol.com
Web Site - www.arthurmurray.com

DANCE EDUCATORS OF AMERICA, INC.

Contact Information - Vickie Sheer
PO Box 607, Pelham, NY 10803
Phone - 800-229-3868 • Fax - 914-636-5895
E-Mail - DanceDEA@aol.com

Syllabi Available - American Style and Performing Arts
Manuals . Examiners . Training Seminars

DANCE TEACHERS CLUB OF BOSTON

Contact Information - Peggy Kearsley
24 Stuart Street, Watertown, MA 02472
Voice/Fax - 617-924-0444 • Fax *53
E-Mail - DTCB111@aol.com

Syllabi Available - American Style; Performing Arts
Examiners . Regional Training Seminars

DANCE VISION INTERNATIONAL DANCERS ASSOCIATION (DVIDA)

Contact Information - Wayne Eng
8933 West Sahara Ave., Las Vegas, NV 89117
Phone (800) 851-2813 • Fax (702) 256-4227
E-Mail - info@dancevision.com
Web Site - www.dancevision.com

Certification for all styles and levels
DVIDA Manuals & Videos • Examiners • Seminars

FRED ASTAIRE DANCE OF NORTH AMERICA

Franchised Studios - Career Opportunities Available
Phone - 561-218-3237 • Fax - 561-218-3298
E-Mail - fads@aol.com
Web Site - www.fredastaire.com

NATIONAL DANCE TEACHERS ASSOCIATION

Contact Information - Lee Fox
825 NW 13th Street, #210, Boca Raton, FL 33486
Phone - (561) 368-0891 • Fax - None
E-Mail - FoxtrotDC@aol.com
Web Site - www.nationaldanceteachers.org

Syllabi Available - American & International
Level Available - Bronze, Silver, Gold & Above
Manuals - NDCA for American Style, Imperial for International
Examiners • Training Seminars

NORTH AMERICAN DANCESPORT ASSOCIATION, INC.

Contact Information - Rickey Geiger
P.O. Box 85, Vienna, VA 22183
Phone - 703-938-2709 • Fax - 703-281-3111
E-Mail - Geigerdns@aol.com

Syllabi Available -American (NDCA & NADTA)
International (ISTD & Laird)

Levels Available - Bronze, Silver, Gold and Above
Manuals & Videos • Examiners (Professional and Medal
Testing) • Teacher Training

PAN AMERICAN TEACHERS OF DANCING

Contact Information - David Key
4130 Edgehill Drive, Columbus, OH 43220
Ohio Phone - 614-457-5731 • Fax - 614-457-5732
Texas Phone - 830-885-7320 • Fax - 830-885-7321
Syllabi Available - American (PanAm Syllabi)
International (Imperial)

Levels Available - Bronze through Fellowship
Charts • Videos • Examiners

U.S. IMPERIAL SOCIETY OF TEACHERS OF DANCING

Contact Information - Jennifer Booth
Phone - 303-412-7712 • Fax - 303-412-8231
E-Mail - jbooth@boothdance.com
Web Site - www.USISTD.org

Syllabi Available - International - ISTD Standard and
Latin; American - USISTD;
Theatre Arts - USISTD

Levels Available - Bronze, Silver, Gold, etc.
Manuals • Examiners • Regional Training Seminars

U. S. TERPSICHORE ASSOCIATION, INC.

Contact Information - Sheila Webber-Sloan
343 Arden Avenue, Glendale, CA 91203
Phone/Fax - 818-241-4424

Syllabi Available - International - ISTD Standard, ISTD
Latin, Walter Laird Latin; American - NDCA;
Theatre Arts; Performing Arts
Levels Available - Bronze, Silver, Gold,
Associate, Member & Fellow
Manuals • Examiners Available • Special Seminars



NATIONAL DANCE COUNCIL OF AMERICA, INC.

"A Non-Profit Educational Organization"

PROFESSIONAL CERTIFICATION



Member of the AccessDance Network
Powered by AlphaShop Network Services
www.accessdance.com

Web Site: www.ndca.org

PROFESSIONAL CERTIFICATION

Are All Dance Instructors Qualified? We Don't Think So – Do You?

With the anticipated explosion of dance, it is more important than ever to establish high teaching and ethical standards and to distinguish qualified teachers based on training, certification and experience.

The National Dance Council of America

The National Dance Council of America (NDCA) is a non-profit educational organization founded in 1948 whose purpose is to provide, on a nationwide basis, a united inter-association agency that meets bi-annually to represent the interests of those in the dance profession and other dance-related entities and organizations, and to act as the agency for cooperation with similar councils in other countries.

To conduct a continuing campaign for the establishment and the maintenance of high standards in dance education, and to acquaint the public with the nature and benefits of these standards, and to recognize the status of and guide the ethical behavior of qualified dance teachers affiliated to member organizations of this council, namely:

American Ballroom Company
American Ballroom Theater Company
American Star Productions
Arthur Murray International
Ballroom Dancesport Theatre, Inc.
Brigham Young University
Dance Educators of America
DanceSport America
Dance Teachers Club of Boston
Dance Vision
Fred Astaire Dance of North America
Heritage Dance Foundation

National Dance Teachers Association
New York Society of Teachers of Dancing
North American Dance Organizers Alliance
North American Dance Teachers Assoc.
Pan American Teachers of Dancing
Professional Dancers Federation
U.S. Imperial Society of Teachers of Dancing
United States Terpsichore Assoc.
U.S. Amateur Ballroom Dancers Association
World Federation of Ballroom Dancers

Since 1948, the NDCA and its member organizations have set the highest standards in education and certification for all professionals working in the field of dance instruction. As we move into the 21st century, the NDCA is committed to making sure the public is educated regarding certification.

Why Become Certified

Perhaps you have a few years experience as a dance teacher, and a following of students, and are wondering why you need to participate in a certification program. Today, there are more dance teachers than ever. It is sometimes hard for potential students to recognize the difference between you and other teachers. To remain competitive, you need as many ways as possible to set yourself up as a better, more recognized and respected teacher.

Knowledge is power. Because the dance industry is not license regulated, we professionals must take on the task of self-regulation and demand the highest standards for ourselves and the public. Employers will change and demand higher standards from their teachers when the public does; and the public will demand the change as they learn the value of certification.

How To Become Certified

Certification is available through the Member Organizations of the NDCA. Listed on the back panel are certifying organizations and their information regarding certification

NDCA Code of Ethics

All registrants and member organizations of the NDCA have agreed to abide by a code of ethics which guides dance teachers to remain true to the best interests of their students (clients) to the best of their ability; to maintain an appropriate level of education and experience necessary to enhance the student's instruction; to behave in a positive and constructive manner at all times; and to utilize truth, fairness and integrity in the development of professional decisions and relationships.

Ethical Practical Guidelines for NDCA Recognized Dance Teachers

These guidelines have been prepared by the Ethics Committee of the NDCA and follow industry standards for teachers of dance and closely related professions. They are intended to provide all dance teachers guidance in the daily business relationship of teacher/student in all settings from dance studio to one-on-one instruction. They should be posted in a prominent place and distributed to all students.

I. The Best Interests of The Student Come First

- A. A Dance teacher's responsibility is to provide a safe and healthy environment by ensuring that facilities conform to minimum safety and space requirements with suitable, safe flooring, sufficient lighting and appropriate sound system.
- B. A Dance teacher should clearly define the goals to be achieved and the approximate time period including the number of lessons suggested in order to meet the student's needs and expectations — not the teacher's financial requirements.
- C. A dance teacher will not recommend various dance-related products or services (i.e.: dance tapes, shoes, etc.) unless it will benefit the student and/or enhance the educational experience. In the event the Dance teacher will gain financially upon purchase of these items, it may be prudent to disclose this to the student.
- D. A dance teacher should understand the role of dance in the development of the whole person.

II. Maintain A Professional Relationship

- A. A dance teacher respects a student's right to privacy and should focus on the business relationship - not the student's personal life. In most cases, conversations, behavior, and results should remain confidential. If requested by the student, identity may be kept confidential as well.
- B. Physical contact should be professional and appropriate at all times during instruction.
- C. A dance teacher should never sexually, economically or otherwise exploit his or her professional relationship with a supervisor, employee, colleague, client or student. Furthermore, sexually oriented jesting and inappropriate physical contact should be avoided at all times.
- D. If the dance teacher is unable to maintain a professional relationship no matter why, then it is incumbent upon the dance teacher to either terminate the relationship or refer the student to an appropriate professional.

III. Education and Experience Are Paramount

- A. A dance teacher should possess the experience, knowledge, and qualifications as required to instruct at each dance level.
- B. A dance teacher should be aware of limitations in and ensure that they're capable of providing services claimed.
- C. A dance teacher should keep abreast of new developments and practices in the dance industry in order to provide the highest quality dance instruction and education.

IV. Guide Professional Decisions and Relationships in a Truthful and Fair Manner

- A. In all professional and business relations the dance teacher should exhibit honesty, integrity and trustworthiness and show respect for clients and colleagues. A dance teacher shall not discredit, malign or in any way cast reflection on the professional standing of another school/studio or teacher.
- B. A dance teacher should accurately portray his or her qualifications to the public especially in advertising material and avoid any ambiguity or exaggeration. All information should be presented completely to help students make informed decisions. A dance teacher should refrain from making false claims about his or her accomplishments or affiliations.