



**RECOMMENDED POLICY FOR LISTING
SENSEI AND IKEBANA SCHOOLS ON NCAR WEBSITE**

Fill out the Excel and/or Profile Form if you are:

1. A member of an Ikebana International chapter or Member At Large within the North & Central American Region and
2. Actively teaching* virtually or in person or...
 - a. Or are a new teacher working to secure students or...
3. Not teaching due to the pandemic, but plan to return to teaching sometime in 2021 or....
4. Teaching virtually and **willing to teach virtually outside of home chapter** within respective school guidelines or....
5. Willing to provide programs, demos or workshops on a virtual or in person basis outside your home chapter.

It is important that this list be kept current. If any of the above conditions change, please let us know so we can revise the list accordingly.

Do not fill out the Excel or Sensei Profile form if you:

1. Are **not** a member of an Ikebana International chapter or Member at Large within the North & Central American Region.
2. Have achieved a level within your school that allows you to teach, **but are not actively teaching or....**
3. Are teaching virtually or in person, but are **not accepting new students** or...
4. Are teaching virtually, **but not outside your home chapter/local area**. Again, please be sure your home chapter knows of your teaching availability for your home chapter members.

If any of the above conditions change, please fill out the form so we can promote you on the NCAR website.

For a school to be listed

1. Be a recognized school of Ikebana on the I.I. Headquarter website or -
 - a. If not on the I.I. Headquarters website, school must have on official website or equivalent way to provide internet access to school information.
 - b. If there is no official website, NCAR will post any information about the school on this website.
2. School must have a path for students to advance from beginner to more advanced levels and eventually teacher level.
3. Recognizing there are approximately 300 schools of Ikebana, we will attempt to list any school.
 - a. We ask that teachers provide a certificate (or copy thereof) to their home chapter of their schools' accreditation to teach

*We define active teaching as having more than one student and teaching a minimum of six lessons or more per year.