

Yoga Association of Alberta (YAA)

Hatha Yoga Teacher Training

Syllabus and Certification Guidelines

**for Hatha Yoga Teacher Certification
through the YAA Teacher Training Program**

September, 2016

YOGA ASSOCIATION OF ALBERTA
HATHA YOGA TEACHER TRAINING
SYLLABUS AND CERTIFICATION GUIDELINES

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Section I – YAA Hatha Yoga Teacher Training Program – 300 hours

1. Introduction

The Yoga Association of Alberta (YAA) provides a Hatha Yoga Teacher Training Program (TTP), which is a long-term Senior Teacher mentorship / apprenticeship-based program. See Appendix A for a Definition of Hatha Yoga. See Appendix B for the YAA Mission Statement and Code of Ethics and Guidelines for YAA Certified Teachers and YAA Members.

The YAA also offers a Hatha Yoga Teacher Equivalency Certification, which recognizes outside training with equivalent standards. For details, see the *Hatha Yoga Teacher Equivalency Certification Guidelines*.

These Programs are funded in part by the Recreation and Physical Activity Division, Alberta Culture and Tourism, for the residents of Alberta.

2. Description and Required Qualifications to Apply

The YAA offers a Senior Teacher mentorship / apprenticeship based TTP which requires a minimum of two years of training, plus a prerequisite of two years of recent formal classes in hatha yoga.

The YAA-TTP is geared to mature students who will take responsibility to complete the hours required and who have the time and finances to do so. The full cost of the program depends on the overall number of classes and workshops attended, for which payment is made at the time of the classes and workshops. The approximate minimum cost is \$3000.00, the payment of which is spread over the time that the student is in the YAA Hatha Yoga Teacher Training Program.

In order to qualify for the YAA Hatha Yoga Teacher Training Program, the applicant:

- must be at least 18 years old,
- must be a full member of the YAA,
- must be an Alberta resident,
- must be familiar with the Level One required practices as outlined in Appendix C, and
- must provide a letter of introduction / recommendation from a yoga teacher with evidence of at least 2 years of recent formal classes in hatha yoga (see Appendix A for definition). This letter should state that the applicant is familiar with the Level I syllabus of asanas (see Appendix C) and is ready and suitable to enter into a yoga teacher training program. Please note that workshops and classes taken prior to applying the YAA TTP are credited towards meeting the 2-year pre-requisite requirement and are not credited to meeting the TTP Certification requirements. The only exceptions are workshops and classes taken during the month prior to applying to the YAA Teacher Training Program, upon approval. A rural applicant without the full pre-requisite must submit a letter proposing how he / she could upgrade to the 2-year requirement (e.g. weekend workshops, etc.).

3. Teacher Training Program Summary

By the end of the YAA Hatha Yoga TTP, a student is required to have an understanding of Level One and Level Two Asana / Pranayama Required Practices (Appendix C) and is required to be able to teach them safely, in order to be eligible to apply for certification. A summary of requirements for the 300-Hour Hatha Yoga Teacher Certification is as follows. Full requirements are outlined in Appendix G and details are provided in Appendix G-1 through G-7.

- 100 hours of weekly Hatha Yoga classes with Senior and/or Intermediate Teacher
- 100 hours of Hatha Yoga Workshops including regular Monthly Teacher Training Classes, 3 YAA-TTP Teaching Skills Workshops and 3 International Teacher Workshops
- 10 hours of Anatomy and Physiology
- 20 hours of Psychology / Philosophy
- 10 hours of Breath Awareness
- 10 hours of Meditation
- 10 hours of Special Concerns & Therapeutic Applications
- 40 hours of Apprenticeship and Supervised Teaching

- 10 written assignments
- CPR Certification
- an extra 10 hours of Karma Yoga (actions performed with yogic awareness and in service to others on a volunteer basis) for the YAA or for another non-profit or charitable organization.

The YAA Hatha Yoga Teacher Training Program may be completed in a **minimum** of 2 years providing the student fulfills all requirements (300 hours). If a TTP student is in the program for longer than 5 years, his / her status will be reviewed by the YAA Hatha Yoga Teacher Training and Certification Committee.

With further training and experience, YAA Certified Teachers may also qualify for YAA 500-Hour Certification, as well as YAA Intermediate Teacher Status (600-Hours+) and YAA Senior Teacher Status (800-Hours+). Further details and application forms can be found on the Recertification page of our website.

4. Registration Process and Fees

To Register:

- Submit a Teacher Training Application Form (Appendix F-1) and fees to the YAA office. Include a letter of recommendation and details of at least 2 years of attendance in formal hatha yoga classes, or have the letter sent directly. The processing of an application may take up to 4 weeks. Students will be notified by phone and letter mail.
- Contact the Yoga Association of Alberta office at: Tel.: (780) 427-8776; Fax: (780) 422-2663; E-mail: cert@yoga.ca; Website: www.yoga.ca

Fees:

- Registration fee: \$125.00 for administrative costs, photocopies and materials.
- YAA Membership is required and must remain current throughout your program and certification. (\$30/year)
- Other fees are paid directly by the TTP student to the organizer or teacher of the classes and workshops attended.

Materials:

In order to gain maximum benefit from classes and workshops, the following props are required: 1 sticky mat, 4 foam blocks, 1 strap, 2 blankets and 1 wood block. Bolster recommended. See Appendix D for Required and Recommended Reading Lists. Props and books are available for purchase at the YAA Office at a discount to YAA members.

Tax Receipts:

- The YAA-TTP is tax deductible for registered TTP students.
- Submit to the YAA office, original receipts and one photocopy of each receipt, for fees paid for YAA and for non-YAA held classes, workshops and retreats. Do not include props or books purchases. (Ask your accountant about using these against self-employed income.) An Official Income Tax Receipt Summary of tuition expenses will be issued for workshops and classes (both YAA and non-YAA) taken from the date of the student's registration in the YAA-TTP to completion of the program. The original receipts will be returned to the student along with the Income Tax Receipt. The student is responsible for providing ALL receipts including those for YAA activities. Some restrictions may apply.
- **All receipts must be received by the YAA office by January 31 of the year the tax return is to be filed. Receipts received after this date will be processed as time permits.**
- The YAA does not issue T2202 forms (Educational Amount Certificate).

Insurance:

The YAA Hatha Yoga Teacher Training and Certification Committee does not endorse TTP students teaching in a formal setting without supervision before they are certified. YAA Certified Teachers may obtain discount insurance rates under the umbrella of the YAA's insurance policy.

5. Student Responsibilities

- YAA-TTP students are required to adhere to the YAA Code of Ethics – Guidelines for YAA Certified Teachers (Appendix B).
- Within 4 months of acceptance to the program, a student must choose a YAA Certified Senior Teacher with whom to apprentice. A YAA Certified Intermediate Teacher may also be chosen if those weekly classes are more accessible, but this is optional. See below for Senior Teacher / Intermediate Teacher Guidelines and Appendix F-4 & F-5 or the website for a current list of YAA Certified Senior Teachers and Intermediate Teachers. Once chosen, return the 'Senior Teacher Letter of Agreement' (Appendix F-2) and 'Intermediate Teacher Letter of Agreement' (Appendix F-3), if applicable, to the YAA Office. If students have difficulties finding or choosing a Senior Teacher, they should consult with the TTP Coordinator.

- Students will periodically consult with their Senior Teachers regarding their schedule of classes, workshops and assignments and plan for attendance in weekly classes, YAA Monthly Teacher Training Classes, YAA TTP Teaching Skills Workshops, International Teacher Workshops and other classes and workshops in order to fulfill all the requirements of the program (See Appendix G for full details).
- During participation in the program, students must actively and accurately document:
 1. Hours of involvement in classes and workshops from the date of registration on the YAA Hatha Yoga Teacher Training Summary Spreadsheet following the Spreadsheet Guidelines (Appendix G-2 & G-3),
 2. Attendance and summaries from the study of the YAA Monthly Teacher Training Classes (Appendix G-4 & G-7), and
 3. Completion of the YAA Hatha Yoga Teacher Training Assignments (Appendix G-5).
- Students must maintain regular communication with both their Senior Teacher and the TTP Coordinator in regards to their program progress.
- Any questions or difficulties that arise with the program or the student's progress should be directed to the TTP Coordinator.

Ultimately, fulfillment of the requirements of the YAA-TTP is the student's responsibility. That includes the responsibility to be familiar with every aspect of this document, and to make sure his / her Senior Teacher (and Intermediate Teacher, if applicable) has an updated copy of these Guidelines.

6. Senior Teacher / Intermediate Teacher Guidelines

The YAA recognizes the abilities of many fine teachers in the yoga community. It is required that TTP students seek the guidance and training from a YAA Certified Senior Teacher. A student may also access weekly training classes from a YAA Certified Intermediate Teacher, but this is optional. Note that classes taken with an Intermediate Teacher may be used towards the weekly class hours, but may not be used towards apprenticeship hours.

It is the responsibility of the Senior Teacher to guide the student as to how to fill out the TTP documentation completely and correctly and to sign the documentation once it is filled out. Each student is expected to practice teach under the supervision of his / her Senior Teacher, who is responsible for recommending when his / her apprentice is ready to teach classes safely and effectively on their own.

- A. The Characteristics of a Senior Teacher (or Intermediate Teacher) are those of someone who:
- is a mature person with recognized training in hatha yoga (see below),
 - has YAA Hatha Yoga Certification or its equivalency,
 - is an active teaching member of the yoga community,
 - participates in continuous upgrading through workshops, classes and lectures,
 - exhibits a willingness to share extra time and supervision, and to communicate with his / her TTP student, and
 - communicates with the YAA Hatha Yoga Teacher Training and Certification Committee as necessary.
- B. Definitions of Senior and Intermediate Teachers:

A **YAA Certified Senior Teacher (or YAA Certified Intermediate Teacher)** is a person who meets the applicable requirements below and has submitted an Application for Senior or Intermediate Teacher Status (see *YAA Hatha Yoga Teacher Recertification Requirements and Guidelines*) which has been approved by the YAA Teacher Training and Certification Committee. YAA Certified Senior Teachers and YAA Certified Intermediate Teachers must maintain up-to-date YAA membership and recertification for this status to remain valid.

1. A **Senior Teacher** is a person who trains hatha yoga practitioners to become teachers of hatha yoga in alignment with the training principles of the YAA; and who has long-standing experience as teacher and practitioner with:
 - 20 or more years of on-going learning and practice of hatha yoga, including
 - 10 or more years of on-going teaching experience as a certified hatha yoga teacher.
2. An **Intermediate Teacher** is a person who teaches weekly hatha yoga classes that YAA Teacher Training Program students are able to attend in order to meet the 100 hour weekly hatha yoga classes requirement; who works in collaboration with the TTP student's chosen Senior Teacher in supervising the student; and who has long-standing experience as teacher and practitioner with:
 - 10 or more years of on-going learning and practice of hatha yoga, including
 - 6 years or more of on-going teaching experience as a certified hatha yoga teacher.

Section II - YAA Hatha Yoga Teacher Certification Guidelines

1. Required Documentation for Initial Certification

The Yoga Association of Alberta also recognizes and certifies teachers from other training programs. For details on this program please see the *YAA Hatha Yoga Teacher Equivalency Certification Requirements and Guidelines*.

Initial Hatha Yoga Teacher Certification with the YAA may be obtained by completing the YAA's Hatha Yoga Teacher Training Program and by submitting the following documentation to the YAA Hatha Yoga Teacher Training and Certification Committee for review and recommendation, which is then approved by the YAA Executive:

1. Up-to-date YAA Membership. (Current expiry date is listed on the mailing label of your *Yoga Bridge* newsletter).
2. Initial Certification Application Form (Appendix G-1) with fee payment. Karma hours verified by Senior Teacher or other non-profit organization.
3. YAA Hatha Yoga Teacher Training Summary Spreadsheet (Appendix G-2) signed by YAA Certified Senior Teacher. Follow the Summary Spreadsheet Guidelines (Appendix G-3) to break out your training hours into the appropriate columns.
4. YAA Monthly Teacher Training Class Topics List signed by YAA Certified Senior Teacher (Appendix G-4). Please note the Summary Sheets (Appendix G-7) are to be submitted to your Senior Teacher only.
5. YAA Hatha Yoga Teacher Training Assignment List signed by YAA Certified Senior Teacher (Appendix G-5).
6. CPR Certification (Level A or higher).
7. A Letter of Recommendation from a YAA Certified Senior Teacher with whom the applicant has studied or apprenticed (Appendix G-6).
8. A Character Reference Letter written by a friend, colleague, fellow yoga practitioner or yoga teacher, who has known the applicant for at least two years and who is willing to write a letter describing how the applicant's qualities / character benefit him / her as a yoga teacher.

2. Application Processing Procedure

An applicant must submit an application, with the required and accurately filled-out documentation, to the YAA Hatha Yoga Teacher Training and Certification Committee through the YAA office by due dates, March 1st for May Certification, July 1st for September Certification, or November 1st for January Certification. When the YAA Teacher Training and Certification Program Coordinator confirms that all documentation and references are in order, she / he presents the application to the Committee for review. If the Committee approves the Coordinator's assessment and recommendation, the applicant's name is put forward for approval to the YAA Executive. Upon approval by the Executive, a YAA Hatha Yoga Teacher's Certificate, valid for a 3-year period, is sent to the applicant.

NOTES:

1. In any case where the applicant is dissatisfied with certification decisions, an appeal for clarification and reevaluation may be directed to the Executive.
2. YAA Certified Hatha Yoga Teachers' names, addresses and phone numbers will be entered into the YAA Teachers' Directory and website only if a teacher submits a signed permission form, sent to teachers each year.
3. Certification requirements are subject to review and change.
4. Teacher Certification: All certifications are contingent upon continued membership renewal in the YAA and are only valid as long as the applicant is a YAA member in good standing.

3. YAA Hatha Yoga Teacher Recertification

YAA Certified Hatha Yoga Teachers meet professional upgrading standards and maintain regular attendance in both classes/workshops and teaching hours. YAA Certified Hatha Yoga Teachers must apply for recertification every three years in order to maintain certification status. With further training and experience, YAA Certified Teachers may also qualify for YAA Extended Training Certification (500-hours), as well as YAA Intermediate Teacher Status (600-hours+) and YAA Senior Teacher Status (800-hours+). See the *Hatha Yoga Teacher Recertification Requirements and Guidelines* for details. YAA Certified Teachers may also obtain discount insurance rates under the umbrella of the YAA's insurance policy.