

SUMMARY SPREADSHEET GUIDELINES

To be considered for YAA Certification, a student must have successfully completed the requirements and have accurately and completely documented them on the *Summary Spreadsheet*. Students must verify to their Senior Teacher that they have completed each category required by taking brief notes on classes and recording details of each workshop in a log or journal as one of several requirements in the *Assignments List*.

When filling out the *Summary Spreadsheet*, refer to the following guidelines. The spreadsheet can also be downloaded as an Excel Spreadsheet or as a pdf file from www.yoga.ca (insert rows or use as many sheets as needed).

1. **100 Hours of Weekly Hatha Yoga Classes with Senior / Intermediate Teacher** - Attendance in regular weekly hatha yoga classes taught by Senior and / or Intermediate Teacher(s). Consult the TTP Coordinator for advance approval if teachers are not YAA Certified. Workshop hours may not be credited to Weekly Class Hours except by special written permission from the TTP Coordinator (e.g. rural students with no access to weekly classes).
2. **80 Hours of YAA Monthly TTP Classes – Complete series of 16 x 5 hour specialized workshops** geared towards teachers in training given by YAA Certified Senior Teachers. The Monthly TTP Classes are held once a month in Edmonton, usually on Saturdays. Senior Teachers in other locations may run their own equivalent classes (consult the TTP Coordinator for advance approval). Consult the *Curriculum List* for a list of topics covered in the classes. The sequence of classes repeats every two years. Students may begin the program at any time during the year. **If a student is unable to attend a particular class, it can be taken in the next two-year sequence, or else the material must be covered in a different form, at the Senior Teacher’s discretion.**
3. **45 Hours of YAA Teaching Skills Workshops – Minimum of 3 x 15 hour specialized workshops.** These are weekend-long workshops given by YAA Certified Senior Teachers for supervised practical application of teaching skills. Teaching Skills Workshops are offered twice per year in Edmonton. Senior Teachers in other locations may run their own equivalent workshops (consult the TTP Coordinator for advance approval).
4. **30 Hours of Other Senior Teacher Workshops - Minimum of 3 Workshops of at least 10 hours each,** given by 3 distinct hatha yoga senior teachers besides the student’s mentor, whose qualifications are at least those of a YAA Senior Teacher, and/or are formally recognized to be at a senior level within their own lineage. (*Senior Teachers have a minimum of 1,000 hours of training/upgrading, 10 years of teaching experience, and 20 years of practice.*) If in doubt, consult the TTP Coordinator for advance approval.
5. **10 Hours of Anatomy – Minimum 10 hours of specialized classes or workshop(s)** designed to initiate the study of anatomy for yoga teaching purposes, taught by a qualified instructor. Upon completion of the TTP, the student must have a working knowledge of the basic anatomy of the body including the major muscle groups and their movements, the skeletal system and joints, and the internal organs and their basic functions. (Credit for previous coursework must have advance approval from the TTP Coordinator upon entry to the program.)
6. **10 Hours of Special Concerns – Minimum 10 hours of specialized classes or workshop(s)** geared specifically to teaching yoga to a specific population, taught by a qualified experienced instructor, based on the student’s interests. Eg.: back, knee or shoulder injuries, fibromyalgia, MS, prenatal yoga, trauma sensitive, seniors, kids, etc.
7. **10 Hours of Meditation – Minimum 10 hours of specialized classes or workshop(s)** on meditation techniques, taught by a qualified and experienced instructor.
8. **5 Hours of Breath Awareness – Minimum 5 hours of specialized classes or workshop(s)** on breath awareness (*pranayama*), taught by a qualified and experienced instructor.
9. **5 Hours of Meetings with Senior Teacher – Minimum 5 hours of regular meetings or consultations** with the student’s Senior Teacher for the purpose of reviewing progress, homework assignments, asking questions, etc.
10. **5 Hours of Supervised Teaching – Minimum 5 hours of supervised teaching** in a classroom setting under the direct supervision of the designated Senior Teacher. Requirement may not be met by class attendance only or by substitute teaching. Senior Teachers may have additional requirements for final assessment before recommending certification.

CURRICULUM CHECKLIST

YAA Monthly TTP Classes are held in Edmonton once a month, usually on Saturdays, with the sequence repeating every two years. Students may begin the program at any time during the year. Other locations may run their own equivalent classes (consult the TTP Coordinator for advance approval). **If a student is unable to attend a particular class, it can be taken in the next two-year sequence, or else the material must be covered in a different form, at the Senior Teacher's discretion.** For example, after consulting with their Senior Teacher, the student may cover the material in other classes and/or workshops offered elsewhere, and submit a written or oral report to their Senior Teacher to demonstrate understanding of the material. The Senior Teacher may require additional training. **Note:** Most descriptions and spellings for the list below have been taken from *Light on Yoga* by B.K.S. Iyengar and may differ from other books and traditions. Common names have been added for ease of reference.

Students are expected to record class details and learnings in their *Journal Pages* (sample provided following the Assignment Checklist), as well as to record these hours on their *Summary Spreadsheet*. **Come to class familiar with the asanas listed** (as illustrated in *Light on Yoga*, by B.K.S. Iyengar), even if you do not personally practice them. Consult your Senior Teacher or a resource in the *Recommended Reading List* on how to perform the *asanas*, their benefits and contradictions, warm-ups, modifications and where they might fit into a class plan. **Bring the following props to each class: 1 sticky mat, 4 foam blocks, 1 strap, 2 blankets and 1 wood block. Bolster recommended.**

Senior Teachers are responsible to initial beside each category below at the end of the student's program, confirming that they have seen evidence to support satisfactory understanding of each element in the curriculum.

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|-----------|-------------------|--|--------------------------|
| _____ #1. | Asana: | Seated Poses: <i>Sukhasana</i> (Easy), <i>Siddhasana</i> (Sage), <i>Virasana</i> (Hero) & variations, <i>Simhasana</i> (Lion), <i>Dandasana</i> (Staff), <i>Baddha Konasana</i> (Bound Angle), <i>Upavista Konasana</i> (Wide Angle Seated Forward Bend), <i>Krounchasana</i> (Heron), <i>Akarna Dhanurasana</i> (Archer) | |
| | Theory: | Origins & History of Yoga / Intro to Major Texts: <i>Vedas</i> , <i>Upanishads</i> , <i>Bhagavad Gita</i> , <i>Yoga Sutras</i> , <i>Hatha Yoga Pradipika</i> / <i>Mudras</i> | |
| | Pranayama: | Breath Awareness / Body-Breath Connection | DATE TAKEN: _____ |
| _____ #2. | Asana: | Warm-up Exercises, Modifications, Counterposes, Basic Sequencing | |
| | Theory: | Definitions of Yoga (<i>Sutras</i> 1.1-1.29) + <i>Gita</i> & other selections / <i>Samkhya – Purusha/Prakrti</i> & 3 <i>Gunas</i> | |
| | Pranayama: | Breath Relaxation/Release | DATE TAKEN: _____ |
| _____ #3. | Asana: | <i>Surya Namaskar</i> (Sun Salutations) and variations | |
| | Theory: | <i>Kleshas</i> / <i>Kriya Yoga</i> / 8 Limbs – Overview (<i>Sutras</i> 1.30-2.29) | |
| | Pranayama: | Diaphragmatic Breath | DATE TAKEN: _____ |
| _____ #4. | Asana: | Basics: <i>Balasana</i> (Child), <i>Adho Mukha Svanasana</i> (Downward Dog), Plank, <i>Tadasana</i> (Mountain), <i>Virabhadrasana II</i> (Warrior II), <i>Uttanasana</i> (Standing Forward Bend), <i>Prasarita Padottanasana</i> (Wide-Legged Forward Bend), <i>Malasana</i> (Garland), <i>Supta Hasta Padangusthasana</i> (Reclining Hand-to-Toe) | |
| | Theory: | Subtle Body Anatomy (<i>Prana</i> , <i>Ida</i> , <i>Pingala</i> & <i>Sushumna Nadis</i> , <i>Kundalini</i> , <i>Chakras</i> Overview, <i>Koshas</i>) | |
| | Pranayama: | Complete Breath | DATE TAKEN: _____ |
| _____ #5. | Asana: | Standing Poses: <i>Tadasana</i> (Mountain), <i>Virabhadrasana I</i> (Warrior I), <i>Parsvottanasana</i> (Intense Side Stretch), <i>Utthita Trikonasana</i> (Extended Triangle), <i>Utthita Parsvakonasana</i> (Extended Side Angle), <i>Utkatasana</i> (Chair), <i>Parighasana</i> (Gate) | |
| | Theory: | <i>Yamas</i> (<i>Sutras</i> 2.30-2.39) / Ethics / <i>Muladhara Chakra</i> / <i>Pada</i> & <i>Mula-Bandhas</i> / Foot & Knee Alignment & Anatomy | |
| | Pranayama: | 6 Part Breath (low/mid/high, front & back) | DATE TAKEN: _____ |
| _____ #6. | Asana: | Hip Openers & Forward Bends: <i>Padangusthasana</i> (Big Toe), <i>Gomukhasana</i> (Cow Face), <i>Janu Sirsasana</i> (Head and Knee), <i>Marichyasana I</i> (Sage Marichi I), <i>Paschimottanasana</i> (Seated Forward Bend), <i>Trianga Mukhaikapada Paschimottanasana</i> (Three Parts Forward Bend), <i>Sucirandhrasana</i> (Eye of the Needle), <i>Kurmasana</i> (Tortoise), <i>Agnistambhasana</i> (Fire Log), <i>Padmasana</i> (Lotus) | |
| | Theory: | <i>Niyamas</i> (<i>Sutras</i> 2.40-2.55) / <i>Svadhithana Chakra</i> / Pelvis & Lumbar Spine Anatomy / Pre- and Post-Natal Issues | |
| | Pranayama: | <i>Ujjayi</i> (Victorious) | DATE TAKEN: _____ |
| _____ #7. | Asana: | Balancing: <i>Vrksasana</i> (Tree), <i>Garudasana</i> (Eagle), <i>Ardha Chandrasana</i> (Half Moon), <i>Virabhadrasana III</i> (Warrior III), <i>Utthita Hasta Padangusthasana</i> (Extended Hand to Toe) | |
| | Theory: | <i>Asana</i> (<i>Sutras</i> 2.46-2.48) / Class Planning & Sequencing / Review <i>Nadis</i> | |
| | Pranayama: | <i>Nadi Sodhana</i> (Alternate Nostril) | DATE TAKEN: _____ |

- _____ #8. **Asana:** **Standing Twists, Seated Twists:** *Parivrtta Trikonasana* (Twisted Triangle), *Parivrtta Parsvakonasana* (Twisted Side Angle), *Parivrtta Ardha Chandrasana* (Twisted Half Moon), *Bharadvajasana I & II* (*Bharadvaja's* Twist, I & II), *Ardha Matsyendrasana I* (Half Lord of Fishes), *Parivrtta Janu Sirsasana* (Twisted Head to [of] Knee), *Pasasana* (Noose)
- Theory:** *Bhagavad Gita: History & Intro / Karma Yoga* **DATE TAKEN:** _____
- Pranayama:** Review of year one *pranayama* / Students bring a plan to teach one *pranayama* to beginners
- _____ #9. **Asana:** **Core:** *Supta Hasta Padangusthasana* (Reclining Hand-to-Toe), *Anantasana* (Vishnu's Couch), *Paripurna Navasana* (Full Boat), *Ardha Navasana* (Half Boat), *Jathara Parivartanasana* (Revolved Abdomen), *Urdhva Prasarita Padasana* (Upward Extended Feet)
- Theory:** *Pranayama (Sutras 2.49 – 2.53) / Manipura Chakra / Uddhiyana Bandha / Anatomy of Breath & Core*
- Pranayama:** *Sama Vritti* (Equal) **DATE TAKEN:** _____
- _____ #10. **Asana:** **Backbends:** *Bhujangasana* (Cobra), *Salabhasana* (Locust), *Naraviralasana (Sphinx)*, *Ustrasana* (Camel), *Dhanurasana* (Bow), *Bhekasana* (Frog), *Urdhva Mukha Svanasana* (Upward Facing Dog), *Eka Pada Rajakapotasana* (One-Legged King Pigeon), *Matsyasana* (Fish), *Urdhva Dhanurasana* (Upward Bow or Wheel)
- Theory:** *Pratyahara (Sutras 2.54-2.55) Emotions & Body, Breath, Mind / Bhakti Yoga / Anahata Chakra / Thoracic Spine & Shoulder Anatomy* **DATE TAKEN:** _____
- Pranayama:** *Surya Bheda (Sun-Piercing Right Nostril) / Chandra Bheda (Moon-Piercing Left Nostril)*
- _____ #11. **Asana:** **Arm Balances:** *Adho Mukha Svanasana* (Downward Facing Dog), Plank, *Chaturanga Dandasana* (Four-Limbed Staff), *Purvottanasana* (Inclined Plane), *Vasisthasana* (Side Plank), *Bakasana* (Crane or Crow), *Parsva Bakasana* (Side Crane or Crow), *Mayurasana* (Peacock), *Pincha Mayurasana* (Forearm Balance), *Adho Mukha Vrksasana* (Handstand)
- Theory:** Meditation, *Samyama (Sutras Pada 3): Dharana / Dhyana / Mindfulness / Raja Yoga / Arm & Hand Alignment & Anatomy* **DATE TAKEN:** _____
- Pranayama:** *Anuloma* (Alternate Nostril Exhale) / *Pratiloma* (Alternate Nostril Inhale)
- _____ #12. **Asana:** **Shoulderstand & Related Inversions:** *Setu Bandha Sarvangasana* (Bridge), *Halasana* (Plow), *Salamba Sarvangasana* (Supported Shoulderstand), *Eka Pada Sarvangasana* (One-Legged Shoulderstand)
- Theory:** *Mantra & Yantra / Tantra / Visuddha & Ajna Chakras / Jnana Yoga / Jalandhara Bandha* (review all Bandhas) / Cervical Spine Anatomy
- Pranayama:** *Viloma* (Against the Grain) / *Bhramari* (Bee) **DATE TAKEN:** _____
- _____ #13. **Asana:** **Supine / Restorative:** *Balasana* (Child), *Supta Balasana* (Reclining Child), *Ananda Balasana* (Happy Baby), *Salamba Setu Bandha Sarvangasana* (Supported Bridge), *Supta Baddha Konasana* (Reclining Bound Angle), *Viparita Karani* (Legs up the Wall), *Supta Virasana* (Reclining Hero)
- Theory:** *Samadhi / Samskaras / Sutras (Pada 4) / Relaxation Response*
- Pranayama:** *Sitali/Sitkari* (Cooling) **DATE TAKEN:** _____
- _____ #14. **Asana:** **Headstand & Related Inversions:** *Prasarita Padottanasana* (Wide-Legged Forward Bend), *Salamba Sirsasana* (Supported Headstand) (for those who could practice)
- Theory:** *Bhagavad Gita: Themes / Sahasrara Chakra / Skull Anatomy* (review Cervical)
- Pranayama:** *Kapalabhati* (Skull Shining) / *Bhastrika* (Bellows) **DATE TAKEN:** _____
- _____ #15. **Asana:** **Special Concerns & Limitations:** Ongoing students bring a plan of two *asana* (or modifications) that would be helpful for alleviating or for avoiding further damage for each of the following injuries: shoulder, knee, neck, and back (optional for new students)
- Theory:** Special Concerns & Limitations
- Pranayama:** *Kumbhaka* (Retention) **DATE TAKEN:** _____
- _____ #16. **Asana:** **Teaching Skills / Review and Questions**
- Theory:** Teaching Skills / Hatha Yoga Styles & Lineages
- Pranayama:** Teaching Skills **DATE TAKEN:** _____

I affirm that TTP student _____ has completed all the above requirements.

SIGNED: _____ (Senior Teacher) DATE: _____

ASSIGNMENT CHECKLIST

Over the course of the program and in consultation with their Senior Teacher, students must complete a journal, three book reports and four papers. A *Recommended Reading List* is available on the Teacher Training page of the website. The following checklist outlines the assignment requirements. Details are at the discretion of the Senior Teacher. Submit the completed assignments to your Senior Teacher only. When all assignments have been completed, have your Senior Teacher sign this sheet and submit with your *300-Hour Certification Application*.

Note: If completed assignments were not exactly as outlined below, please provide a list of assignments as completed.

Assignment Checklist:

A) Workshop/Class Journal

_____ A log or journal with notes on all your workshops and classes as you go through the program. A sample outline is provided and these *Journal Pages* may be copied for each workshop or series of classes and compiled in a binder, or through any other method approved by the Senior Teacher. The record should provide a summary or description of each workshop: the material covered, and any comments you had on the elements included, theory, methodology, philosophy, etc. Brief comments on regular classes may also be included but need not be as detailed for each individual class. Students will arrange regular meetings with their Senior Teacher where these notes may be consulted to integrate learning and highlight any questions or concerns that arose. Note that Senior Teachers may charge an hourly rate for individual meetings or may conduct small group classes in this regard.

B) Three Book Reports chosen in consultation with your Senior Teacher and the *Recommended Reading List (Appendix D)*:

_____ Name of book: _____

_____ Name of book: _____

_____ Name of book: _____

C) Four Papers:

_____ Paper on the Yoga Sutras: What is Raja Yoga? Write a brief synopsis of Patanjali's 8-fold path. Identify the central point or focus of each of the four Padas (chapters). Feel free to refer to introductory comments of the translator / commentator from your chosen source, but document any ideas that aren't your own.

_____ Paper on the Bhagavad Gita: Outline of the content and significance of the Bhagavad Gita. Discuss Jnana Yoga, Bhakti Yoga, Karma Yoga and the Gunas.

_____ Paper on subtle body anatomy: Define Kundalini and name the 3 central nadis of the body and their connection to the Kundalini. Discuss the chakras.

_____ Paper on special concerns: Describe 5 of the main, simple special concerns or conditions you might encounter in a beginner's class which may need teaching adaptations of a pose or poses and outline the primary risks involved, main contraindications, and one adaptation or supportive asana for each need (or area). Some examples include: menstruation or pregnancy, structural limitations or old injuries like sore knee or shoulder. Be aware that students with current and untreated injuries or diagnosed medical conditions (eg. un-medicated hypertension or diabetes) should be referred to a medical practitioner or other qualified health professional.

I affirm that TTP student _____ has completed all the above requirements.

Signed: _____ Date: _____
(Senior Teacher)

300-HOUR CERTIFICATION APPLICATION

YOGA ASSOCIATION OF ALBERTA
11759 Groat Road, Edmonton AB T5M 3K6
Phone: 780.427.8776; Fax: 780.422.2663; Website: www.yoga.ca; E-mail: cert@yoga.ca

* Completed Applications must be received by
March 1st for May Certification, July 1st for September Certification, and November 1st for January Certification. *

Name: _____	E-mail Address: _____
Address: _____	
City/Province: _____	Postal Code: _____
Phone Number: (Home) _____	(Alternate) _____

Please ensure your YAA membership is up-to-date and submit this form to the above address or email with the following:

- Certification Fee** (\$75) **ONLY** for those registered prior to January 2019 (attach cheque or pay online). (For those registered after January, 2019 this fee was paid at time of application.)
- Summary Spreadsheet signed by designated Senior Teacher** approving detailed, accurate documentation of hours. **Follow the Summary Spreadsheet Guidelines to break out your training hours into the appropriate columns.**
- Curriculum List signed by Senior Teacher.**
- Assignment List signed by Senior Teacher.**
- Copy of CPR Certification** (any level).
- Senior Teacher Letter of Recommendation** (Senior Teachers please consult the *YAA Senior Teacher Guidelines* for outline - may be attached or sent directly to cert@yoga.ca).
- Character Reference Letter** written by a colleague or yoga teacher who has known the applicant for at least two years, that verifies that the applicant's professional conduct reflects the *YAA Code of Ethics and the Guidelines for YAA Certified Teachers based on the Code of Ethics (Appendix B)*. May be attached or sent directly to cert@yoga.ca.
- Karma Yoga Requirement** - A minimum of 10 additional hours of Karma Yoga (actions performed with yogic awareness and in selfless service to others on a volunteer basis) for a non-profit or charitable organization. At least 5 of these hours must be in service to the YAA and verified by the YAA Executive Director. Verification details may be attached or sent directly to cert@yoga.ca by authorized representative.

Please be advised that any applicant may be subject to an audit of submitted documentation at anytime. The information on this form is used to determine eligibility in YAA programs. The YAA does not sell databases to third parties.

By signing below, I hereby agree to adhere to the *YAA Code of Ethics and Guidelines for YAA Certified Teachers (Appendix B)*. I affirm that all the information herein and all documents attached to this application are correct, complete and true to the best of my knowledge. I agree to have my name, phone number, teaching location and training, e-mail and/or website added to the YAA Directory in the *Yoga Bridge* and on the YAA Website. I also agree to receive commercial electronic emails from the YAA. All other information is kept confidential.

Signature of Applicant: _____ Date: _____