



200-Hour Teacher Training Certification Program Handbook 2020-2021

*** Update 6/29/2020: Due to the changing nature of COVID19 circumstances, this program will occur in person and/or online. This will be determined based on government requirements and Yoga Alliance standards.

Overview

Since 2009, Sunrise Yoga Studio has provided Clemmons, Winston-Salem and the surrounding communities with the opportunity to learn not just yoga, but what it takes to become a yoga instructor.

Our 200-Hour Teacher Training Program consists of ten monthly sessions scheduled during weekend hours (Friday evenings, Saturdays and Sundays) to minimize disruption to the regular workweek.

What you'll study

Working with an alignment based approach to yoga, our 200-hour teacher trainees learn:

- Essentials of Hatha Yoga: Asana, Pranayama, Chanting and Meditation practices
- Principles and practices of alignment-based yoga
- Biomechanics of yoga's fundamental postures
- Anatomy and physiology for the yoga instructor – what you need to know in order to teach safely and effectively
- How to use props – provided during your training - to make yoga postures accessible to all body types with all levels of experience
- The essence of yoga's ancient and modern texts, from Patanjali's Yoga Sutras to Iyengar's Light on Yoga
- How to handle common medical issues your students may face
- Ayurveda and Chakras as parts of the yoga practice

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| Weekend Dates and Hours: 2020 - 2021 |
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| Weekend | Dates |
|----------------|-------------------------------|
| 1 | September 11-13, 2020 |
| 2 | October 2-4, 2020 |
| 3 | October 30 – November 1, 2020 |
| 4 | November 6-8, 2020 |
| 5 | December 4-6, 2020 |
| 6 | January 15-17, 2021 |
| 7 | February 5-7, 2021 |
| 8 | March 5-7, 2021 |
| 9 | April 16-18, 2021 |
| 10 | April 30 – May 2, 2021 |

Hours for each weekend (see exception below):

- Friday: 5:30 pm – 8:30 pm
- Saturday: 8:30 am – 5:30 pm (includes 1-hour lunch break)
- Sunday: 8:30 am – 5:30 pm (includes 1-hour lunch break)

Exception for Weekend #4: November 6-8, 2020

- Your tuition includes *two* of the following Cindy Dollar workshop modules:
 - Friday, November 6: 6:00 pm – 8:00 pm
 - Saturday, November 7: 9:30 am – 12:30 pm
 - Saturday, November 7: 2:00 pm – 4:00 pm
 - Sunday, November 8: 9:30 am – 12:30 pm
- Select the two modules of your choice, *totaling five hours*
- Additional workshop hours are available at regular workshop module prices
- In addition to the above, the following hours are required on Weekend #4:
 - Sunday: 2 – 6 p.m. required for Teacher Training students
- Notify Valerie Kiser of your two mandatory modules at least 30 days in advance

Enrollment Deadline

The enrollment deadline is **August 31, 2020**.

Entrance Requirements

- A minimum one-year prior yoga experience is required.
- Interview with Valerie. Your interest, yoga background, and current knowledge of yoga will be explored during the interview process and factored into the acceptance process.
- Attendance in one of the following:
 - One class with Valerie in Level 2 or above (as appropriate for your level of experience) within the past 3 months before applying (you can pay the Drop-in fee or use your Intro Offer, Membership, or Class Card)
 - One of the Teacher Training Free Class Information Sessions offered at Sunrise Yoga
- Applicants must be at least 18 years of age.
- All abilities welcome! Ability to do certain poses or practice at an advanced level is NOT required.

Application Process

The application process is comprised of the following steps:

1. Complete the above-stated attendance requirement - attend at least one Level 2 class with Valerie and/or a Teacher Training Free Class/Information Session. You may attend the class paying the Drop-in fee, your Membership, Intro Offer, or Class Card.
2. Submit your application along with a non-refundable \$25 application fee online. Please find the application = <http://sunriseyoga.net/teacher-training-application/>
3. Schedule a personal interview with Valerie. Following your interview, you will be notified within 2 days of your acceptance status.

Tuition

After acceptance into the Sunrise Yoga 200-Hour Teacher Training program, select a tuition payment option from those shown below and advise Valerie.

Tuition fees are structured as follows:

Payment in Full:

- Pay in full before June 30, 2020: \$2100.
- Pay in full before July 31, 2020: \$2300.
- Pay in full between August 1, 2020 – August 31, 2020: \$2500.

Early bird discount: Pay within 7 days of acceptance and receive a \$100 discount on the prices as listed above!

Cash, check, American Express, Discover, MasterCard, and Visa (credit or debit) are acceptable forms of payment for Payment in Full plan.

Payment Plan:

- Payment plan tuition: \$2600
- Initial payment: \$500 is due within 30 days of acceptance into the program, or by August 1, 2020 prior to the start date, whichever occurs first.
- Seven additional monthly payments of \$300 are due on the 10th of each month (September – March), set up as an automatic credit or debit card draft.
- If a payment fails more than one time, a \$10 fee will be charged each subsequent time.

Early bird discount: Pay within 7 days of acceptance and receive a \$100 discount on the initial payment listed above!

To apply for tuition financing, complete the Payment Agreement at the bottom of this document and return to Sunrise Yoga along with your initial payment. American Express, Discover, MasterCard, and Visa (credit or debit) are acceptable forms of payment for automatic draft payment plan.

Tuition includes:

- Ten weekends of Teacher Training (TT) totaling 180 classroom hours
- Attendance in two Cindy Dollar workshop modules, as described in Weekend Dates and Hours
- Individual guidance from Valerie outside of TT weekends
- Opportunity to observe/assist in as many classes as you wish at Sunrise Yoga Studio while enrolled in the Teacher Training program, free of charge (contingent on teacher approval).

Tuition does not include:

- Books: The required book list is below. Every effort is made to select books that are readily available, modestly priced, and the most essential to your studies. Cost of books will vary based on the format and retail provider you select. Unless otherwise specified, any version of the books is acceptable (any publication date; paperback/hardback/new/used/electronic.) Please budget \$100 for the purchase of books when planning your participation.

| TITLE | AUTHOR |
|--|--|
| Light on Yoga | B.K.S. Iyengar |
| Yoga: The Iyengar Way | Silva Mehta, Mira Mehta, & Shyam Mehta |
| The Woman’s Book of Yoga & Health: A Lifelong Guide to Wellness | Linda Sparrowe & Patricia Walden |
| The Path of the Yoga Sutras: a practical guide to the core of yoga | Nicolai Bachman |
| The Yoga Sutras of Patanjali | Swami Satchidananda |
| The Concise Book of Muscles, Fourth Edition (published in 2018) | Chris Jarmey |
| Wherever You Go, There You Are | Jon Kabat-Zinn |
| Bringing Yoga to Life: The Everyday Practice of Enlightened Living | Donna Farhi |

Accommodations for Out-of-town students

Several Sunrise Yoga Studio students offer accommodations in their homes to out-of-town Teacher Training students who are attending TT weekends and workshops. There are three hotels within one-half of a mile as well as numerous restaurants. Please contact the studio for more information.

Attendance Requirements and Assignments

To meet Yoga Alliance standards for 200-hour teacher training certification and graduate from the Sunrise Yoga TT program, all students must:

- Complete all hours of all TT weekends. Make Up Options are outlined below.
Note: certification cannot be granted until all hours are completed.
- Observe/assist in six hours of another teacher’s class, outside of the TT weekends.
Observe/assist hours must be planned and approved in advance by Valerie and the instructors to be observed.
- Complete additional assignments as given during the program (reading, preparing for practice teaching, creating lesson plans, final written exam, etc.).

- Sustain a regular yoga practice. To be a good teacher, you need to be a good student and therefore are expected to attend classes outside the TT weekends and practice at home. To help you sustain a yoga practice outside of your Teacher Training Weekend, Sunrise Yoga is pleased to offer special study opportunities to Teacher Training enrollees.

Sunrise Yoga Study Opportunities

Students enrolled in the 200-Hour Teacher Training Program may receive one of the following:

- A complimentary 6-class card to attend the regularly scheduled classes of your choice at Sunrise Yoga – a \$84 value. All classes must be taken or forfeited by April 30, 2021.
- For existing Sunrise Yoga Studio Members, Sunrise Yoga will waive the monthly membership fee for a one-month period during the TT program period – a \$79 value.

Make up Option

If you anticipate missing any class time, please discuss this with Valerie in advance of the absence, if possible. Note: there is no tuition adjustment for missed hours.

Make up the full weekend, or some weekend hours, when offered again during the two curriculum years immediately following your enrollment period. There is no additional charge, assuming your tuition was paid in full during your original enrollment year.

Classroom Participation

- Punctuality is required and enforced. If a student is more than 10 minutes late to a session, one hour will be deducted from his/her total contact hours and that hour will need to be made up via the policies stated in the Attendance Requirements section.
- All students are expected to act maturely and are required to show respect for other students and faculty members.
- Yoga is about self-awareness, self-respect, and self-control. During the study of yoga, and especially during asana practice, there is an inherent understanding that an individual knows, first and foremost, how to be responsible for his or herself. Listen to your body and respect your limitations.
- Ask questions along the way.
- Students must honor their energy; it is okay to be alone or as inward as one wishes.
- Students must take responsibility for their own experience. There is no need to be a caregiver, parent, or therapist for other students.
- Support each other. Commit to using “I” statements when sharing together.
- Let the instructor know about any physical limitations so appropriate supports and touch may be suggested.
- Honor confidentiality. Anything shared in the classroom, stays in the classroom.
- Come to class with appropriate materials: attire, books, and completed homework. Being unprepared for classes will be noted and can result in dismissal from the program.
- Students will be held responsible for completing all homework assignments, which will be distributed in advance of each TT weekend.

- Possession of any weapons, illegal drugs, and alcohol of any kind is not allowed at any time on the property.
- No computers, tablets or cell phones are permitted in the classroom; therefore, no texting is allowed during classroom lecture and practices. Please turn cell phones off and leave them in the lobby. The only exception is for electronic forms of textbooks.
- Audio / film recording of classes is prohibited.
- Photographs are only allowed with instructor approval and are subject to the consent of your fellow students.
- Please come prepared to practice even if the class sounds more like a lecture. Wear modest, comfortable clothing that allows unrestricted movement.
- Chewing gum is not permitted in the classroom.
- Wear jewelry in moderation or take it off during classes.
- Do not wear perfumes, bath oils, strong smelling shampoos, lotions, aromatherapy or fragrances.
- Help clean and tidy up at the end of each session.
- Communicate ahead of time if support is needed in completing all assignments. All assignments should be completed before class begins.

Copyrighted Materials

- All material distributed to Sunrise Yoga TT students is copyrighted and may not be photocopied or shared electronically without explicit written consent from Sunrise Yoga Studio, Inc.

Graduation/Certification Requirements

- Completion of this program and credit for class hours is based on a pass/fail system - graduation/certification is *not* guaranteed.
- If a student feels he/she cannot complete the program due to medical reasons or personal problems, he/she should meet with Valerie. Appropriate choices can be made through that discussion.
- Students must maintain a passing status assessed through attendance, class participation, completion of homework assignments, ability to lead classes they are assigned to teach, and completion of other class assignments.
- Students must pass all tests, complete all assignments satisfactorily, pay all fees, and complete all weekend hours to receive certification. This will include a final written exam and a final practicum exam (teaching a mini-class to a group of students with Valerie present).
- Note: successful completion of the program is not a guarantee of employment as a yoga teacher.

Unsatisfactory Performance

- If progress is not satisfactory at any point during the training, the student will be notified to schedule a meeting with Valerie to discuss ways to improve performance and complete past requirements. Valerie reserves the right to dismiss a student from the program if it is deemed that performance has not improved.

- All meetings reflecting a student’s participation in the program will be documented and will include the decisions and/or conditions of continued participation in the program.
- A student may be dismissed for excessive absences, tardiness, lack of class participation, incomplete homework assignments, being disruptive to the learning of others, being deemed unable to execute the responsibilities of a yoga instructor, or being in violation of the rules and regulations of the school as set forth in school publications. Valerie will make the final decision.
- A student who fails to maintain satisfactory progress, or who violates safety regulations, interferes with other students’ work, is disruptive, obscene, under the influence of alcohol or drugs, or who does not make timely tuition payments, is subject to immediate dismissal.
- There are no refunds for any payments made when a student is dismissed from the program.
- Certification will not occur if the student:
 - Fails to demonstrate safe instruction skills
 - Fails to demonstrate understanding of the material presented
 - Fails to complete required hours and other assignment requirements
 - Violates the Code of Ethics
 - Has been dismissed from the program
 - Has not paid in full by completion of the program

Graduation Certificates

Upon completion of the program, each student will receive a Sunrise Yoga Teacher Training Certificate. Your diploma will entitle you to register with Yoga Alliance.

- If needed, replacement certificates may be obtained via written request to Valerie for a \$25 fee.

Registration with Yoga Alliance

Sunrise Yoga is a Registered Yoga School (RYS), accredited through Yoga Alliance. Upon graduation, students are eligible to register with Yoga Alliance to become a RYT-200 (Registered Yoga Teacher at the 200-hour level). Yoga Alliance Registration is a valued and recognizable credential however registration is optional, and is done solely at the student’s discretion. The application process and all associated paperwork and fees are the responsibility of the graduate.

Withdrawal from the program

In the event a student must withdraw from the program, the following refund policies apply. You must submit your withdrawal notification to Valerie via email prior to the start of the program (text messages and phone calls will not be accepted). Enrollment is non-transferable.

Requests to withdraw from the program will be acknowledged within 48 hours of their receipt. Refunds are processed, and funds will be returned to you within two weeks of acknowledgement of your withdrawal.

Paid in full: The following refund policy applies to students who have paid in full:

- **Withdrawal prior to August 7, 2020:** full refund minus \$200 processing fee
- **Withdrawal between August 8, 2020– August 30, 2020:** full refund minus \$400 processing fee
- **Withdrawal between August 31, 2020 – September 10, 2020:** full refund minus \$600 processing fee
- **Refunds are not available after the start of the program, from September 11, 2020 onward.**

Note: If unable to finish the program during your original curriculum year, you may complete your studies during the two years immediately following your original enrollment with no additional charge to make up the hours or weekends missed. (See Completing / Resuming Your Studies below.)

Payment Plan Program: the following refund policy applies to students using the tuition payment plan option:

- **Withdrawal after initial payment has been received and prior to August 7, 2020:** initial payment refund minus \$200 processing fee
- **Withdrawal after initial payment has been received and between August 8, 2020 – August 30, 2020:** initial payment refund minus \$400 processing fee
- **Withdrawal between August 31, 2020 – September 10, 2020:** initial payment and any additional fees paid to-date will not be refunded.
- **Withdrawal from September 11, 2020 onward:** after completing the withdrawal process, no additional payments will be drafted. Funds paid to-date are not subject to refund.

Note: If unable to finish the program during your original curriculum year, you may complete your studies during the two years immediately following your original enrollment. Future attendance requirements and payment plan will be addressed based on the number of payments made and weekends attended. (See Completing / Resuming Your Studies below.)

Completing / Resuming Your Studies

To provide recourse if a student is unable to complete a curriculum year, Sunrise Yoga offers the following options for completing the program later:

- A student who is unable to complete the program within the curriculum year but who wishes to do so in the future may resume their studies in the following two curriculum years without penalty.

Note: If a tuition increase occurs in the interim, the student will be responsible for any unpaid tuition at the increased price.

- Sunrise Yoga will calculate the remaining amount due, if any. The returning student may either:
 - a) Pay the remainder in full or
 - b) Arrange payment via the payment plan
- Payment must be received at least 7 days prior to the resumption of studies.

- All remaining classroom hours, homework assignments, and participation requirements must be completed during the two curriculum years immediately following the original date of enrollment.
- In the unlikely event the reading list changes during a student's absence from the program, the returning student will be responsible for purchasing the new titles.
- If a student is unable to complete the requirements within the prescribed period (the original curriculum year plus the two immediately following), the student will be required to re-enroll and repeat any previously completed tasks/hours.
- Re-enrollment will be subject to the normal fees and enrollment requirements in affect at the time of re-enrollment.

Cancellation of the Program

Sunrise Yoga reserves the right to cancel the program in the unlikely event that enrollment is insufficient to sustain the curriculum year. This decision will be made at least one week prior to the first class. Such a cancellation will entitle the student to a full refund of all money paid less the \$25 application fee.

Payment Plan Agreement

Please submit this form with your initial payment if you wish to enroll in the Payment Plan.

For students paying via the Payment Plan, seven automatic debit or credit card payments of \$300 each will be automatically processed on 10th of each month of enrollment: September 2020 – March 2021.

To set up automatic payment, please complete the following:

Circle Type of Card: American Express MasterCard Visa Discover

Name on Credit Card

Card Number

Exp. Date

3-digit security code

Name on Card

Billing Address

City / State / Zip Code

The privacy of your information is important to us. It will be kept in a secure location and not shared.

I authorize Sunrise Yoga Studio to automatically charge my card the agreed upon fees as indicated in the chart above. If there is a change to any of the information listed above, I agree to notify Sunrise Yoga Studio immediately.

I understand that if payment fails more than one time, a \$10 fee will be charged each subsequent time.

Signature

Date