



**300-Hour Teacher Training
Certification Program Handbook
As of 12/2018**

The 300-Hour Teacher Training Calendar and Weekend Hours

The 300-Hour Teacher Training curriculum is comprised of ten unique weekend modules and seven workshops that can be started at any time and completed in any order. Each of the ten weekend modules covers a unique, required topic and is repeated every other year, allowing students flexibility in completing the program. The minimum amount of time to complete the program, and the most popular approach, is two years. The maximum allowable time to complete the program is six years.

In addition to ten weekend modules offered at Sunrise Yoga, students are required to attend:

1. Workshops, hosted at Triad Yoga in Greensboro:
 - Elise Browning-Miller (Yoga for Scoliosis; Iyengar yoga)
 - Nicholai Bachman (Sanskrit as the Language of Yoga)
2. Sunrise Yoga hosted workshops:
 - Cindy Dollar (Iyengar yoga – 10 hours, held over Friday - Sunday)
 - Julie Gudmestad (Biomechanics of yoga and Iyengar Yoga – 10 hours, Saturday & Sunday)
 - Gwen McLaughlin (Mindfulness meditation – ½ day)
 - Workshop A and Workshop B with Valerie Kiser (1 day each)

Again, students may take up to six years to complete these requirements although most are able to accomplish it within the first two years.

Event	2019 Dates
Mindfulness Meditation	January 19
Module 3	February 22-24
Julie Gudmestad workshop	March 23-24
Module 4	May 17-19
Module 5	June 22-23
Workshop A	July 14
Workshop B	August 11
Module 6	September 13-15
Cindy Dollar workshop	November 1-3
Elise Browning Miller workshop at Triad Yoga in Greensboro	September 27-29
Module 7	December 6-8

Hours for each Module hosted at Sunrise Yoga:

- Friday: 6:00 pm – 9:00 pm
- Saturday: 9:00 am – 6:00 pm (includes 1-hour lunch break)
- Sunday: 9:00 am – 6:00 pm (includes 1-hour lunch break)

Hours for Workshops may vary. Typical hours are:

- Cindy Dollar Workshop: Friday 6-8 pm; Saturday 9:30-12:30 and 2-4 pm; Sunday 9:30-12:30
- Julie Gudmestad Workshop: Saturday and Sunday 10-1 and 3-5 pm
- Gwen McLaughlin Workshop: Saturday 2- 6 pm
- Elise Browning Miller Workshop: Friday 5-8 pm; Saturday 9-12 and 2-4:30; Sunday 9-1
- Nicolai Bachman Workshop: Friday 6:30-9 pm; Saturday and Sunday 9:30-12 and 1:30-4 pm
- Workshops A and B: Sunday 8-12 and 2-6

Tracking Your Participation

Upon acceptance, students receive spreadsheets for tracking required hours, and use the spreadsheet to record:

- Dates of attendance in Sunrise Yoga weekend modules, along with module number
- Dates of attendance in required outside workshops, along with payment receipt:
 - Elise Browning-Miller
 - Nicolai Bachman
 - Julie Gudmestad
 - Cindy Dollar
 - Gwen McLaughlin
 - Valerie Kiser
- Observe/assist hours completed at Sunrise Yoga, initialed by the instructor for each class

Enrollment Deadline

Because the curriculum calendar is cyclical, applications are accepted year-round and students can begin the program at any time.

Entrance Requirements

- Successful completion of a 200-hour Yoga Alliance (YA) certified Teacher Training program from any YA accredited studio
Note: You do not need to be a registered teacher with Yoga Alliance but the program you attended needs to be YA registered
- All abilities and ages (over 18) are welcome!
- Ability to do certain poses or practice at an advanced level is NOT required
- You do NOT need to be planning a teaching career! Those who simply want to learn on a deeper level are encouraged to attend even if they do not plan to teach.
- Personal interview with Valerie Kiser, Director of the Teacher Training program (Valerie's current Sunrise Yoga students are exempt).

- Attendance in at least one class with Valerie or a Teacher Training Open House at Sunrise Yoga Studio (Valerie's current Sunrise Yoga students are exempt).

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 Open House (Valerie's current Sunrise Yoga students are exempt).
2. Submit your application along with a non-refundable \$25 application fee.
3. Schedule a personal interview with Valerie. Current Sunrise Yoga students are exempt. Following your interview, you will be notified within 2 days of your acceptance status.

Tuition

Tuition is paid on a pay-as-you-go basis and is due when you register for each of the ten weekend modules and workshops. Total tuition costs are estimated as follows based on Sunrise Yoga pricing for the 2018 curriculum year and the estimated cost to attend outside workshops:

Non-refundable Application Fee	\$25
Non-refundable Enrollment Fee	\$200
Weekend Module # (early bird – late registration)	
1	\$210 - \$230
2	\$210 - \$230
3	\$210 - \$230
4	\$210 - \$230
5	\$210 - \$230
6	\$210 - \$230
7	\$210 - \$230
8	\$210 - \$230
9	\$210 - \$230
10	\$210 - \$230
Additional workshops	
Cindy Dollar	\$190 - \$210
Julie Gudmestad	\$200 - \$230
Gwen McLaughlin	\$50 - 60
Elise Browning Miller	\$220 - \$250
Nicolai Bachman	\$200 - \$225
Workshop A – Valerie	\$80 - \$90
Workshop B - Valerie	\$80 - \$90
Estimated Total	\$3,120 - \$3,455 *

* Sunrise Yoga makes every effort to maintain stable pricing; however, we reserve the right to increase pricing at our discretion. Early bird discounts, available for most workshops hosted at Sunrise Yoga, provide the most economical option. Price and refund policy for outside workshops are determined by the workshop host and subject to change at their discretion.

Once received, tuition payments to Sunrise Yoga are non-refundable; however, if you register for a weekend module and then are unable to attend, your payment will be applied to registration for a future TT module at Sunrise Yoga.

Tuition includes:

- Individual guidance from Valerie outside of TT weekends.
- Opportunities 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) above the hours required for this program.

Tuition does not include:

- Books. Upon acceptance, students receive a list of books that will be used throughout the program. Upon enrollment in the individual weekend modules, students receive notification of required reading for that module. 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 these books is acceptable (any publication date; paperback / hardback / new / used / electronic.) Please budget \$10-20 per module when planning your participation. We may have books available for loan from prior participants.

Cash, check, American Express, Discover, MasterCard, and Visa (credit or debit) are acceptable forms of payment at Sunrise Yoga Studio.

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 modules 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 300-hour teacher training certification and graduate from the Sunrise Yoga 300-hour TT program, all students must:

- Complete all hours of all ten Modules within the six-year maximum period. Make-up Options are outlined below.
Note: Certification cannot be granted until all hours are completed.
- Attend all required Workshops within the six-year maximum period and provide documentation of successful completion to program director Valerie Kiser.
- Observe / assist during fifteen hours of Sunrise Yoga’s regularly scheduled classes within the six-year maximum period (Level 2 or above or a specialty 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, 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.

Make-up Options

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 or refunds for missed hours.

Two options are available for making up missed hours:

1. Make up the module, or module hours, when it cycles back on the 300-hour teacher-training calendar.
Reminder: Modules are repeated on a two-year cycle; all hours must be completed within a maximum six-year period.
2. Make up the hours via private modules with Valerie Kiser at the rate of \$50/hour.
3. There may be the option of one weekend per year that is a make-up weekend. Additional fees will apply.

Classroom Participation

- Punctuality is required and enforced. If a student is more than 10 minutes late to a module, 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. Remember to do nothing that does not sound correct or appropriate for your body.
- 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 school 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.
- 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 module.
- 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 including required outside workshops to graduate.
- Successfully complete the following final exam requirements:
 1. Teach a complimentary 1.5-hour Level 2 class at Sunrise Yoga with Valerie present. Class schedule and content must be coordinated and approved in advance.
 2. Complete written final exams (take-home and in-studio portions) for Valerie's review.

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 (please see that separate document)
 - 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 at the 500-hour level.

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) through the Yoga Alliance. Because 300-hour graduates will have completed both a 200-hour program as an entrance requirement, and the 300-hour curriculum, they are eligible to register with Yoga Alliance as a RYT-500 (Registered Yoga Teacher at the 500-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

Please notify Valerie Kiser via email should you decide to discontinue your participation in the 300-hour teacher-training program. Since individual weekend modules are purchased separately, there are no refunds in the event a student decides to withdraw. Application and registration fees are non-refundable.

Completing / Resuming Your Studies

Students who exit the program and wish to resume their studies later may do so without penalty as long as all course requirements are satisfied within the maximum six-year period. Students who cannot complete their studies within the six-year period will not receive credit for any previously attended module; they will be required to start afresh.

Cancellation of Module or Program

Sunrise Yoga reserves the right to cancel or postpone a weekend module if the number of students enrolling in that module is insufficient. Such a cancellation will entitle the student to a full refund of tuition paid for that module.

Sunrise Yoga also reserves the right to cancel the program in the unlikely event enrollment is insufficient to sustain it, or if other circumstances necessitate cancellation. In that event, Sunrise Yoga will do all possible to arrange for completed hours to transfer to an alternate Yoga Alliance-registered 300-hour program.