



The Aquarian Teacher Level One Policy & Procedures Manual

An instruction manual for licensees and administrators of Level One Programs

Contact Information:

Contract Manager: Vanessa Khalsa 505-629-4089 contractmanager@kriteachings.org

Director of Operations: Sarb Jit Kaur 505-629-0865 sjitk@kriteachings.org

International Coordinator of Trainers: Tarn Taran Singh 505-629-4129

tarntarans@kriteachings.org

Deadlines

- The completed Level One Contract is due no later than 4 months prior to the start of your program.
- Level One Royalty Payment, IKYTA Membership Fee and Student Contact List are due within 2 months after the start date of the program.
- Student Certification Packets are due within 6 weeks after the last day of the program.

BEFORE YOU BEGIN YOUR PROGRAM

1. Level One Guidelines:

For your program to be KRI approved, you must complete and sign a contract with KRI. The Licensee or signer, who must be a Lead Trainer, is the responsible party for the program's administration, delivery and quality.

The Level One Contract outlines the structure and standard KRI has set for Level One Teacher Training programs. Licensee agrees to schedule the KRI Level One Program over a minimum time period of twenty-two (22) weeks and a maximum time period of twenty-four (24) months. The general format is 3 days (approx. 20 hours) of classroom instruction every 2 weeks. The standard program is taught on weekends over a 6 to 12 month period.

KRI also allows the following variations:

- A **Local** Trainer as Licensee can offer 3 one week long sessions over a 6 to 12 month period. (1 week then a minimum of a 2 month break; another week and a minimum of a 2 month break and then the last week.)
- A Licensee can also offer a mixture of weekends and week long sessions over a 6-24 month period.

2. Required Documents:

The following documents should be completed and submitted no later than 4 months before the start date of the program. Please note that failure to do so may result in postponing the start date of your program.

The documents that need to be filled out are:

- a. Level One Contract (either online or hard copy)
- b. Teacher Training Team (either online or hard copy)

Important: It is the responsibility of the Licensee to make sure all Lead, Professional, Associate or Specialist members of the team are up-to-date on their Teacher Trainer licensing.

The documents that need to be provided by at least 30 days after submitting the contract:

- a. Brochure and/or other PR material (final draft, not to be printed until after review and approval)
- b. Copy of Program Insurance Policy
- c. A Full Curriculum Schedule which is required if this is the first time you are signing a contract with KRI.

3. Royalty & Membership Fee Payments:

KRI Royalty Fee:

Licensee agrees to pay 10% of the registration fee that each student pays as a royalty fee to KRI. The Royalty Fee is required for every student in Licensee's course (including those on work exchange). There are no deductions allowed. Fee should not include cost of White Tantric Yoga or the 20 required Kundalini Yoga classes.

The payment should be paid in full to KRI within two (2) months of the beginning date of the program. A Level One Royalty Form must be submitted with the payment. Payment may be made by check or credit card (Visa & MasterCard) in US dollars, by bank wire (contact contractmanager@kriteachings.org for details) or through PayPal (gnk@kriteachings.org).

If a student drops out of the Program after it starts, the payment for that student will be \$60 USD. If a student drops out after 2 months, the full 10% royalty fee is due. It is recommended that Licensee have a non-refundable deposit that is large enough to cover this cost. The Licensing Fee is computed on the Level One Royalty Form provided by KRI, and is payable to KRI. There is a \$30 fee for checks that return NSF.

IKYTA Membership Fee: Required for US and Canadian Programs

Licensee agrees to pay \$78 for each student, granting the student membership effective throughout the same year in which the course is completed. The IKYTA Membership Fee is computed on the Level One Royalty Form provided by KRI, and is payable to 3HO IKYTA. **Important:** IKYTA membership cannot be given by IKYTA until

the Student Contact List and both payments have been received and processed in the prescribed timeframe.

4. Qualifying Teacher Training Team:

KRI Trainer License and IKYTA Membership Current:

All Leads, Professionals, Associates and Specialists in the program must be up to date with an "active" renewal on their KRI Teacher Trainer License. All members of the training team need to hold a current Professional membership with IKYTA and/or their country's affiliated National Association.

Guest Lecturer Teaching Western Anatomy: You may include a licensed health professional, such as a chiropractor or medical doctor, on the team to teach the Western Anatomy section of the curriculum. This person does not need to be a Teacher Trainer.

Maximum Hours for a Trainer:

No teacher trainer may teach more than 80% of the total classroom hours.

Licensee agrees to obtain KRI approval for the entire proposed Teacher Trainer team and contract before publicizing the Program.

5. Promotional Guidelines:

A guide for creating your brochure and other PR material that must be submitted to KRI for review and approval before being printed and distributed. All changes requested by KRI need to be made, and any required revisions re-submitted to KRI for final approval. Licensee shall not publish or disseminate any advertisements, promotional materials or brochures for the Program prior to receipt of program approval from KRI. Licensee's failure to wait for approval from KRI shall be considered a breach of the contract.

PR Guidelines:

- a. **Name of Program:** The Aquarian Teacher, KRI Level One Teacher Training Program
- b. **Program Description:** The Aquarian Teacher program is the KRI Level One Certification program in Kundalini Yoga as taught by Yogi Bhajan®. In Level One you will become an **Instructor** and learn the fundamental principles and practices of Kundalini Yoga. You will develop the skills to instruct students in Kundalini Yoga kriyas and meditations as taught by Yogi Bhajan. You will practice teaching Kundalini Yoga in a practicum setting, participate in early morning Sadhanas (spiritual practice), and experience the powerful transformational energy of White Tantric Yoga. This is a 220 hour course, which includes 180 hours of classroom instruction in a well-defined curriculum which includes:
 - Teaching Kundalini Yoga Postures, Kriyas & Meditation
 - Role of a Kundalini Yoga Teacher
 - Yogic Philosophy & The Origin of Kundalini Yoga
 - Yogic & Western Anatomy
 - Humanology & Yogic Lifestyle

c. **Include Yogi Bhajan Bio:**

Yogi Bhajan, Master of Kundalini Yoga, arrived in the United States in 1969 with a stated purpose: *"I have come to create Teachers, not to gather disciples."* For over 30 years, he traveled internationally teaching Kundalini Yoga, the Yoga of Awareness. In 1969 Yogi Bhajan founded 3HO -- the Happy, Healthy, Holy Organization, based on his first principle *"Happiness is your birthright."* Through The Aquarian Teacher Program, Yogi Bhajan has trained thousands of KRI Certified Kundalini Yoga Teachers. In 1994, the International Kundalini Yoga Teachers Association, (IKYTA), was formed to further spread these priceless teachings through the united efforts of Kundalini Yoga teachers worldwide.

d. **Insert the KRI logo** (available on the KRI website: www.kriteachings.com)

e. **Use a picture of Yogi Bhajan of your choice** in the brochure. You can use the Aquarian Teacher photo that is available on the website but it is optional.

f. **Add Yogi Bhajan's quote on teaching:** "If you want to learn something, read about it. If you want to understand something, write about it. If you want to master something, teach it."

g. **Add the following:** This program is based on the comprehensive science of Kundalini Yoga as taught by Yogi Bhajan. *The Aquarian Teacher* program is a journey of your development as a Kundalini Yoga Teacher. There are three levels of certification: KRI Level One: **Foundations and Awakening** - Instructor; KRI Level Two: **Transformation** - Practitioner; and KRI Level Three: **Realization** - Teacher.

h. **Add the following:** *The Aquarian Teacher Certification program is open both to yoga students ready to become teachers and those who wish to immerse themselves in the science of Kundalini Yoga as taught by Yogi Bhajan.*

i. **Teacher Training Team information:** Only currently licensed Teacher Trainers may write ups in the promotion of the program. We request that if you include associates or interns you only list them. Description of Teacher Trainers or yoga centers must be correct and unexaggerated. A good example of a description is: "Siri Deva Jot Kaur Khalsa, PhD, ERYT, has been training Kundalini Yoga Teachers for the past 10 years, and hosts Teacher Training at her Yoga Center, *Realizational Yoga*, in Espanola, NM bi-annually. She began studying with Yogi Bhajan in 1976 and has been spreading the technology to underprivileged African-Americans in New Mexico since moving there in 1992. She has her PhD in psychology, making her a unique addition to the Training Team. Siri Deva Jot Kaur has the most amazing ability of delivering everyone in the class to the understanding and experience of the most difficult concepts. Everyone deserves to experience her classes." - Mukhtiar Shivanander Singh, RYT, *Realizational Yoga* 2004 Teacher Training graduate

j. Any teacher pictured in a yoga class **must be wearing a head-covering**. But the students pictured **do not** need head-coverings

Text guidelines:

- Program creates Level One **Instructors** (not teachers). Use this term.
- Please do not advertise any material not included in the Aquarian Teacher manual or that is Level Two material.
- Please **do not make any claims** or guarantees as it is considered false advertising:

For Example:

"Master Kundalini Yoga" or "Kundalini Yoga Master"

"We guarantee (or promise) you will be totally transformed."

"You will achieve enlightenment"

Note: Testimonials are a great way to advertise the impact this course has on peoples' lives.

- KRI is actually not under the 3HO Foundation but is a nonprofit organization in its own right.

6. When Registering Students:

- a. Go over the course requirements with them and answer any questions. It is recommended that the Licensee conduct pre-registration interviews with the prospective students to verify the student's readiness for the program. This can help avoid unpleasant situations later.
- b. Have them read and then sign the **Registration and Release Form**. If you have your own version, that is fine, we offer one in case it is needed.
- c. Ideally have the students make a non refundable deposit that would cover the required KRI licensing fee (\$60) if student drops out early.
- d. Licensee is required to have all students read and sign the **Certification Requirements Form** at the beginning of the Program. There is an important reason this needs to be done at the start of the course. Students can say later they were not informed about all the requirements and this can cause problems. These forms are to be completed and signed by a member of the Teacher Training team when all certification requirements have been met.
- e. For US and Canadian Programs: Explain the benefits of IKYTA Membership and the fact that they will become members within two weeks of KRI receiving the Student Contact Information. In order for membership to be initiated it is important to send the Student Contact list to KRI in a timely fashion.

7. Curriculum Schedule Outline:

This document outlines the hours of required in-class instruction and the required home study for the program. Licensee agrees to submit for KRI approval a schedule of all class days and times showing how the one hundred and eighty (180) hour requirement shall be met. Please see document for full details.

First time Licensees: Please provide a FULL Curriculum Schedule. See Full Curriculum Example Form for details.

Required Classroom Instruction part of the 180 hours

The course consists of a minimum of two hundred and twenty (220) hours which must be composed of a minimum of one hundred and eighty (180) hours of classroom instruction, and forty (40) hours of homework assignments. Students are required to attend all classroom instruction. If a student misses any class time, the student must arrange with the Teacher Trainer(s) to make up instruction time if they wish to certify.

Note: Meals, sadhana, attending 20 Kundalini Yoga classes, White Tantric Yoga, and taking the exam do not count as class time.

- 6 Hours minimum: **The Roots of Kundalini Yoga**
- 90 Hours minimum: **Awakening the Consciousness:** Sound and Mantra, Breath, Kriyas, Postures and Exercises, Relaxation, Mind and Meditation, About Sadhana, Master's Touch or Foundations videos, Master's Touch chapter's discussion.
- 21 Hours minimum: **The Role of a Kundalini Yoga Teacher**
- 8 Hours minimum: **Yogic Philosophy**
- 20 Hours minimum: **Yogic and Functional Western Anatomy**
- 10 Hours minimum: **Humanology and Yogic Lifestyle**
- 10-25 Hours: **Practicum**

Master's Touch Book: The students should read at least 2 assigned chapters of this book outside of the classroom. It is recommended that students read the entire book. The in class discussion of these chapters should include practicing at least 2 meditations from those chapters in the book.

Yogi Bhajan Video Requirement: A minimum of two Yogi Bhajan videos, either *Master's Touch* videos or videos in the series *Foundations: An Experience with Yogi Bhajan* should be shown during the classroom instruction, followed by an in class discussion about the videos.

Home Study: Outside class room time includes but is not limited to: 40 hours of assigned reading, yoga and meditation practice outside of class, and 5 morning sadhanas.

- Licensee may make reasonable additional requirements which must be pre-approved by KRI and must be clearly defined to the students at the beginning of the course.
- Licensee may also encourage optional activities but must make it clear to the students they are optional.

8. Curriculum Materials:

The Required Manuals are *Aquarian Teacher* Textbook & Yoga Manual and *Master's Touch* Book. These books must be purchased through KRI using the Manual Order Form or ordered from an approved KRI outlet. Orders should be placed 15 working days (3 weeks) prior to the date you would like to receive your order. KRI will not ship the order until your contract has been approved and your payment has been received.

The required manuals are currently available in German, French and Spanish. Other languages are in process. For more information check with your National Association or KRI.

For programs in Europe, the approved KRI outlet is Sat Nam Versand in Germany (RINGSTRASSE 98,D- 64823 GROSS-UMSTADT / GERMANY

TEL (0049) / (0) 60 78 / 78 90 60, info@satnam.de, www.satnam.de)

WITHIN 2 MONTHS OF THE START OF YOUR PROGRAM

The following documentation should be received by KRI within 2 months of the start date of the program.

9. Student Contact List:

Using the excel spreadsheet format provided by KRI, Licensee agrees to submit electronically a contact list of all students including: legal name, spiritual name, address, phone and fax numbers, email address, and date of birth, at the same time that the KRI Licensing fee is paid. Receipt of the Student Contact List initiates the student's membership benefits with IKYTA. This list **MUST** be updated and resubmitted to KRI one (1) month before graduation.

10. Level One Royalty Form:

Payment for a Level One program is due within 2 months of the start date of the program. (For full instructions reread **BEFORE YOU BEGIN YOUR PROGRAM #3**).

ONE MONTH BEFORE THE END OF YOUR PROGRAM

11. Updated Student Contact List:

Edit/Update the original excel spreadsheet to include the following: Sheet 1 is a list of students recommended for graduation and should include students who are pending. On Sheet 2 list those who dropped out of the course. Please send this spreadsheet to KRI electronically and as soon as possible so that KRI can print the student certificates in time for your graduation. Because many students request spiritual names when they take a Level One program, make sure to add those spiritual names at this point...assuming the student wishes to have it on their certificate. **IMPORTANT:** KRI prints certificates from the spreadsheet so it is essential that the certifying student's legal names (first, middle, last) and the spiritual names (first, last) are correct. *There is a \$25 charge for reprinting and resending a certificate.*

12. PLEASE SCHEDULE A GRADUATION:

In 1997 Yogi Bhanjan said the following to Teacher Trainers:

"The days when we said, 'Go out to so-and-so place and teach,' are over, we must have a standardized course for everyone. We must produce an undying Truth for the future. We are the pioneers. We must produce teachers who can teach. It must stand in the court of law. In a court of law, documentation is necessary. There must be a written exam from each student kept on file and **we must have graduations**. We will be tested in the court of law. Me, I am a Yogi, and can stand, but nobody will let you be that free."

The graduation date is the date you should put on your student's certificates once you receive them. All the certificates will be sent to the Licensee for his or her signature

and the graduation date. Be sure to provide the correct mailing address to KRI. Those who have completed all the requirements can receive their certificates at the graduation ceremony. Those who are pending can receive their certificate once all requirements have been met.

AT THE END OF YOUR PROGRAM

13. Student Certification Packets

All Requirements are completed

- The completed Student Packets are due within six (6) **weeks** of the end date of the program. A one (1) week extension can be granted **if requested** via email. Contact contractmanager@kriteachings.org . Only send the Student Packets of those students who have completed all requirements. If students have not completed White Tantric Yoga or 20 Kundalini Yoga Classes requirement but have completed everything else, then send those packets as well.
- After the six weeks, for every month the completed Student Packets are late, a late fee of \$108 per month will be applied. These late fees are the responsibility of the Licensee to pay.

All Requirements are not completed

Important: All students must complete all requirements **no later than one year from the end of the program** in order to certify.

- There is no late fee applied to students still needing to complete the 20 Kundalini Yoga Classes and/or the one day of White Tantric Yoga. Once these students have completed these requirements make sure to send those forms in to KRI all at one time so they can be added to the student's packet.
- If a student has not completed some of the other requirements (**not** the 20 Kundalini Yoga Classes or the White Tantric Yoga) then a late fee of \$26 a month is to be **paid by the student** for up to one year after the end date of the program. If the Student Packet is not received within that year, the student will not be certified. The Licensee is responsible for grading late exams and submitting the Student's Certification Packet along with the late fee to KRI.

Please send the pending Student Packets all at one time. Once everyone has completed the requirements then send everything to KRI. Please do not send them one or two at a time!

14. Composition of Student Packet:

Each student must have his or her own packet. The completed student packet should only contain the following documents (in the following order):

- **Certification Requirements Form:** All boxes should be checked on the Student Certification Requirements Form (if all requirements were met), and the form

signed and dated by both the Student (who should have signed it when registering for the course) and a Teacher Trainer.

- **Code of Professional Standards:** Signed (legal name) and dated by the student.

20 KY Class/ WTY Completion Cards: also attach a copy of the WTY receipt to each student's packet.

- **Student's Graded Exam:** (*stapled or paper-clipped separately*) Must be signed by the Teacher Trainer who graded it.

15. Confidential Evaluations:

Every student is required to be given the opportunity to fill out a confidential evaluation for each Teacher Trainer that taught in the course. Students often prefer to fill out Confidential Evaluation Forms soon after the teacher trainer has taught when their experience of the trainer is still fresh. If you have many teacher trainers coming in to teach particular segments of the curriculum, we recommend that you have the students fill out the forms right after that teacher has completed teaching his/her segment. The confidential evaluations are sealed in a letter-size envelope (one for each Teacher Trainer that taught in the course) and sent to the KRI Contract Manager at the completion of the program. In order to ensure everyone was given the opportunity to fill the forms out, each student when they insert the confidential evaluation into the envelope should print their name on the outside of the envelope under the Trainer's name. The confidential evaluation forms **do not need to be signed** by the student nor is it a requirement for them to fill out the evaluation, but they must be given the opportunity to do so. The envelopes need to be sealed and held until the end of the program when they are sent to KRI in one package separate from the Certification Packets. Students may choose to send in their evaluation forms to KRI separately. Just make sure they write their names on the outside of the group envelopes.

The Confidential Evaluation Forms will be reviewed by KRI and held in strictest confidence. Licensee will receive a written summary of feedback from KRI, after receipt and review of all Teacher Trainer Confidential Evaluations. It is the responsibility of the Licensee to forward feedback to each of the Teacher Trainers on their team. Licensee may be asked to submit a letter to KRI, outlining improvement or corrective measures that will be implemented to improve the quality of the program and/or the performance of each trainer, when indicated according to the feedback report.

16. Exams:

The taking of the exam is **not** to be calculated as part of the 180 classroom hours. There are currently 2 exam choices. Some trainers may require students to take both.

- A. **Final Exam:** A short answer Final Exam provided by KRI may be administered by the licensee or one of the trainers at the end of the program as a 3-hour closed book exam. Answers will be provided by KRI.
- B. **Take Home Exam:** A take home, open book exam is also provided by KRI. For KRI Level One Teams that choose to offer the take-home exam option, the exam must be given out 2 weeks prior to the end of the program. Typewritten answers of no more than 30 pages total are due back on the last day of the program. The Team should anticipate that some students might not submit the exam on time and schedule a three-hour time period for completion of the exam. All exams must be graded and submitted at one time to KRI as part of the required Certification Packet. *There is a \$26 per month late fee for students who do not complete their exam on time. The fee is charged to the student and payable to KRI and should be enclosed in the late student's packet.*

Grading Exams: Each exam must be clearly graded (75% or above is passing) and signed by the Teacher Trainer who graded the exam before being submitted to KRI. It is recommended that comments be made on the exam and that these comments be reviewed and shared with the student as part of the completion of the course. It is recommended that the students make copies of their exams for their own records. *Only licensed KRI Teacher Trainers may grade the KRI exams; this task may not be delegated to any other person.*

KRI Level One Certificates may be awarded to those students who pass the Exam, successfully complete all KRI Level One requirements, are recommended for certification by Licensee's Teacher Training team, in the Teacher Training team's sole discretion, and are approved by KRI in KRI's sole discretion.