



Guru Ram Das Center

FOR MEDICINE & HUMANOLOGY

International Kundalini Yoga Therapy Professional Training

Student Handbook



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The International Kundalini Yoga Therapy Professional Training

The International Kundalini Yoga Therapy Professional Training is a 1,120 hour training accredited by the International Association of Yoga Therapists. The training is over 34 months and is sponsored by the Guru Ram Das Center for Medicine & Humanology, a non-profit organization. Segments of the training are in four regions of the world with trainees from 48 countries.

ADMISSION

The International Kundalini Yoga Therapy Professional Training does not discriminate based on race, sex, gender, religion, ethnic origin, sexual orientation or disability. Applicants must be at least 18 years of age.

PREREQUISITES

Applicants must be KRI Certified Kundalini Yoga Level I Instructors in good standing, have taught Kundalini Yoga for a minimum of 200 hours, and have a demonstrated personal practice.

APPLICATION AND APPLICATION FEE

The application for admission must be received at least 3 months prior to the next program start date. A non-refundable \$108 application fee must be submitted with the written application. If admitted into the program, this fee is applied to tuition.

INTERVIEW

Applicants are required to be interviewed before acceptance into the program. During the Interview we further explore the applicant's:

- goals for participation in the program and for becoming a Kundalini Yoga Therapist
- caliber
- ability to manage change, conflict and the demands of the training

ACCEPTANCE

The interview is factored into the applicant's final evaluation of acceptance into the training. Acceptance is at the discretion of the Admissions Committee. Notification of the Committee's decision is given in writing within 15 days following the interview.

Once accepted into the International Kundalini Yoga Therapy Professional Training, applicants can defer admission up to one year after notification of acceptance. After one year, they need to reapply.

Prior to acceptance into the program, applicants are required to:

- complete the application
- pay the application fee
- be interviewed online or in-person

ENROLLMENT

KRI Certified Kundalini Yoga Level I teachers may attend 8 introductory in-person segments of the International Kundalini Yoga Therapy Professional Training and any of the 7 online segments without

being officially admitted. To attend the remaining segments and participate in clinical supervision and personal mentoring, (The Certification Track) the student must be officially enrolled in the International Kundalini Yoga Therapy Professional Training. In order to graduate with the designation of Kundalini Yoga Therapist, the student must have successfully completed the entire training.

After notification of acceptance, an Enrollment Agreement is completed that includes:

- payment details
- the training schedule
- the refund policy

Upon completion of the Enrollment Agreement and payment of the Enrollment Deposit, the applicant is considered registered in the International Kundalini Yoga Therapy Professional Training.

Program and class size are limited to foster a personalized training atmosphere. Advanced registration is advised to ensure your space.

TRANSFER HOURS POLICY

The International Kundalini Yoga Therapy Professional Training accepts up to 300 transfer hours for Yoga Therapy training, as set by the accreditation requirements of the International Association of Yoga Therapists. Included in the 300 transfer hours is a maximum of 120 transfer hours in conjunction with completion of a college level Anatomy and Physiology Course(s). These course(s) must be taught by a college or university level instructor, in-person or online, and must directly relate to the Competencies outlined by the International Association of Yoga Therapists.

Yoga therapy courses taken from a yoga tradition other than Kundalini Yoga may be eligible for transfer; however, the content of the transferred course must match the content of the International Kundalini Yoga Therapy Professional Training curriculum and must directly relate to the Competencies outlined by the International Association of Yoga Therapists. Request for transfer hours is reviewed on an individual basis.

The list of courses approved for transfer include:

- 2 Semesters of a college level Anatomy and Physiology course taught by a college or university level instructor in-person or online.
- The 8 Open courses in the International Kundalini Yoga Therapy Professional Training taught by Guru Ram Das Center faculty from February 2015 to the present.
- Any of the 7 online courses in the International Kundalini Yoga Therapy Professional Training taught by Guru Ram Das Center faculty.

The process of approval of transfer hours is as follows:

- 1) The applicant completes the International Kundalini Yoga Therapy Professional Training application listing the courses that they have completed and for which they are requesting approval for transfer credit.
- 2) Applicants must submit a syllabus for the Anatomy and Physiology course(s) that they completed when seeking approval for transfer courses.

3) In conjunction with the application process, the Admissions Committee will review the material submitted and will determine courses to be accepted for transfer. Transfer hours will only be approved for Anatomy and Physiology if the syllabus submitted covers the content required by the IAYT competencies.

Note: Applicants MAY be requested to complete competency exams related to course content.

4) Applicants are notified in writing for the number of approved transfer credit hours.

NOTE: The Anatomy and Physiology transfer course hours must be successfully completed and approved by the beginning of the 2nd year of the International Kundalini Yoga Therapy Professional Training.

ACADEMIC POLICY

The in-person portion of the International Kundalini Yoga Therapy Professional Training consists of 14 segments. A schedule for the student's training location is sent with the final Enrollment Agreement. Students may start with the next course offered after enrollment. Online segments can be taken at any time.

ATTENDANCE POLICY

All segments, individual faculty mentoring and group clinical supervision in the International Kundalini Yoga Therapy Professional Training are experiential and full participation is required. Students are expected to arrive on time with proper materials and be prepared to participate fully.

All segments must be attended in full. If any segment is skipped or part of a segment is missed, the students must notify their Faculty Mentor at least 15 business days in advance, unless missing is due to an emergency, in which case the student must notify as soon as possible. The student is required to prepare, in conjunction with their Faculty Mentor, a written plan to make up the material. The student is responsible for any costs if supplemental tutoring is required.

The schedule for the International Kundalini Yoga Therapy Professional Training is posted prior to the program's start date. Students will receive notice of any changes in the schedule within 30 days prior to the scheduled segment date.

POSTPONEMENT OF COURSES AND PROGRAM POLICY

Postponement of a starting date of a segment, whether at the request of the school or the student, requires a written agreement signed by the student and the school.

PROGRAM COMPLETION REQUIREMENTS

The International Kundalini Yoga Therapy Professional Training is comprised of the following components:

- 14 In-person segments
- 2 semesters of college level Anatomy and Physiology
- 7 online segments covering Ayurveda, Research, Ethics, Business Development

- 35 hours Group Supervision and Individual Mentoring
- 171 hours Individual Client Work: Supervised Practicum
- 120 hours Personal Development
- 73 hours Capstone Project

Completion of a segment and credit for class hours is based on Exceeds Expectations / Meets Expectations / Approaches Expectations / Below Expectations / Not Attempted/Off Topic system.

All enrollees in the International Kundalini Yoga Therapy Professional Training must maintain a Meets Expectations status assessed through attendance, class participation, satisfactory participation in individual mentoring and group clinical supervision, completion of homework assignments, evaluation of competencies, personal development, completion of a Capstone Project and other class assignments.

Participation in the full duration of each In-Person or Online segment and submission of homework assignments is required in order to receive credit. We do not have provisions to make-up for partial attendance. It is the responsibility of the student to fulfill this requirement if they want credit for a specific course.

Students must complete all components to successfully complete the training and graduate as a Kundalini Yoga Therapist.

PROGRESS AND DISMISSAL POLICY

A team consisting of the faculty mentor, clinical supervisor and school director monitors students' progress. Students who are falling short of meeting the criteria will have a consultation with their faculty mentor for the purpose of helping them develop a plan to meet training requirements. Students can meet with the instructor upon request for progress reports at any time during the training.

Any student may be counseled out or dismissed for excessive absences, tardiness, incompleteness of homework assignments, or violations of policies, rules and regulations of the school as set forth in the school publications.

Students who cannot complete the training for any reason, will meet with their faculty mentor to withdraw.

All meetings reflecting a student's participation in the training are documented including the decisions and/or conditions of continued participation in the program.

LEAVE OF ABSENCE POLICY

Students who meet the criteria for an extended absence may request a Leave of Absence (a temporary interruption in a student's program of study.) The International Kundalini Yoga Therapy Professional Training grants a request for a leave of absence for:

- Pregnancy, childbirth or adoption

- Physician documented illness or health restrictions that would prevent participation in the training and are for a limited time period
- Documented family emergency
- Other documented emergency that may interfere with attendance

For a Leave of Absence to be granted, it has to meet all of the following conditions:

- The request must be made in writing to the student's Faculty Mentor stating both starting and ending dates, the reason for the leave of absence, and a plan for completion of course work once the student returns.
- There must be reasonable expectation that the student will return from the leave of absence.
- The leave of absence must be approved by the student's Mentor and the School Director.

The decision to approve the Leave of Absence is made within 15 business days of receipt of the request. The Leave of Absence cannot exceed 180 calendar days. Upon return, coursework must be completed in accordance with the terms of the leave request.

If a student is granted a Leave of Absence but does not return to the program by the end of the agreed upon leave period, the student will be considered withdrawn from the program. After the Leave of Absence period ends, whether successfully completed or not, the student's Faculty Mentor notifies the School Director.

If a student fails to return from an authorized Leave of Absence, the effective date of termination is considered the end date of the Leave of Absence. Any refund due to the student will be made within 30 days of the effective date of termination.



Tuition and Fees

From January 1, 2020 through December 2022, tuition for the International Kundalini Yoga Therapy Professional Training is \$29,000. Transfer credits, the Application Fee of \$108 and the Enrollment Deposit of \$2,900 are applied to the tuition. The Enrollment Deposit is due at the time when the Enrollment Agreement is signed. In most cases, applicants will be given tuition credit for those segments that are approved for transfer. Payment plans are available. All fees and deposits are made payable to the Guru Ram Das Center for Medicine & Humanology.

PAYMENT POLICY

Applicants have the opportunity to establish a tuition payment plan on their Enrollment Agreement, and are required to make payments based on the plan established in their Enrollment Agreement. If needed, adjustments in the payment schedule can be made upon mutual written agreement with the school.

Applicants who choose to establish a tuition payment plan are assessed a service charge. The service charge for payments made annually is 3.5%. For payments made quarterly, the service charge is 4.0%. The service charge for payments made monthly is 4.5%.

Annual payments may be made via Check, PayPal, Electronic Funds Transfer, Master Card, or Visa. Monthly payments are made via PayPal, Electronic Funds Transfer, Master Card, or Visa.

Students who are more than thirty days late in making a payment may be assessed a fee of \$30 per month unless late payment arrangements are made with the school. Students are not eligible for continued participation in the training until they become current.

CANCELLATION AND REFUNDS

- 1) A full refund of the enrollment deposit will be made if the applicant withdraws within three business days after signing the enrollment agreement and making an initial payment, provided that the applicant has NOT commenced training.
- 2) Applicants who withdraw after three business days, but before commencement of classes are entitled to a full refund of all tuition except a cancellation fee of \$225.

- 3) Students withdrawing from the International Kundalini Yoga Therapy Professional Training are entitled to a refund based on the chart below, minus a cancellation fee of \$225. The amount of the refund is based on the percentage of program hours completed, including in-person and online segments, clinical supervision and individual mentoring.

Percentage of Training Attended	Percentage of Refund Amount
Less than 10%	90%
After 10% but within the first 25%	75%
After 25% but within the first 50%	50%
After 50% but within first 75%	25%
After 75%	No refund

- 4) If the Guru Ram Das Center for Medicine & Humanology ceases operation of the International Kundalini Yoga Therapy Professional Training, students will be refunded tuition paid in excess of the cost of segments, faculty mentoring and supervision completed prior to the termination of the program.
- 5) All refunds are made within 30 days from the date of termination or withdrawal. The official date of termination or withdrawal of a student is determined by one of the following criteria:
- The date on which the school receives written notice of the student’s intention to discontinue the training.
 - The date on which the student violates published school policy, which provides for termination.
 - The last recorded date of attendance.
 - If a student fails to return from an excused Leave of Absence, the effective date of termination is considered the start date of the Leave of Absence. In this case the refund will be made within 30 days of receipt of written notice of withdrawal.
- 6) The Guru Ram Das Center for Medicine & Humanology and the International Kundalini Yoga Therapy Professional Training shall not consider any claim that is filed more than two years after the date the student discontinues training at the school.
- 7) If the Guru Ram Das Center for Medicine and Humanology ceases operation of the International Kundalini Yoga Therapy Professional Training, students are refunded tuition paid in excess of the cost of segments, faculty mentoring, group clinical supervision, and 12% for accreditation adherence and administration, completed prior to the termination of the program.
- 8) Refunds for Veterans In accordance with VA Regulation 21.4255-1, for Veteran’s Receiving the GI Bill, students who cancel the Enrollment Agreement by notifying the school in writing within three (3) business days are entitled to a full refund of all tuition and fees paid provided that the student has NOT commenced training.

REFUND TABLE FOR VETERAN STUDENTS

Percentage of Training Attended	Percentage of Refund Amount
10% Completed	90% Refunded
20% Completed	80% Refunded
30% Completed	70% Refunded
40% Completed	60% Refunded
50% Completed	50% Refunded
60% Completed	40% Refunded
70% Completed	30% Refunded
80% Completed	20% Refunded
90% Completed	10% Refunded

STUDENT GRIEVANCE AND COMPLAINT POLICY

Student concerns are to be first addressed directly with the individual with whom the student experiences the difficulty. If the concern is with a faculty or staff member, and a satisfactory resolution is not reached through discussion, the student may file a written complaint that is signed and dated. This complaint may include any supporting documentation and will be submitted to the School Director. The School Director will send a copy of the complaint to the faculty or staff member in question via certified mail. The faculty or staff member will confirm receipt of the letter within 24 hours and is required to send a signed written response within 10 business days to the School Director.

The School Director will review the complaint and the response and will determine if it is necessary to convene the Grievance Committee. If so, the Grievance Committee will be convened within 15 business days of receipt of the faculty member's written response. Once convened, the Grievance Committee assumes responsibility for investigating the complaint and determining what course of action, if any, will be taken in response to the complaint.

Upon receipt of the written response of the faculty or staff member, the Committee chair will forward the response to the complainant. If the complainant responds with additional information, that information will be forwarded via the Grievance Committee to the faculty or staff member.

Following receipt of all relevant materials, the Grievance Committee will meet independently with both the student and the faculty or staff member. The Grievance Committee may investigate the complaint further by interviewing peer students, other faculty or staff members. All meetings will be documented and signed by the individuals in attendance. All documentation will remain in the student's file.

Within 60 business days of the date the Grievance Committee is convened the Committee makes a decision as to what actions, if any, will be taken. The complainant, faculty or staff member and the School Director receive a written copy of the Committee's findings and recommendation(s).

If the student, staff or faculty member would like to appeal the outcome, they make a written request to the School Director. The Director makes a final determination within 15 business days, and notifies the student, staff or faculty member and the Grievance Committee.

If the staff or faculty member is put on probation, suspended, or terminated, any later request for reinstatement would be based on the reason for the discipline and will be reviewed by the Grievance Committee in conjunction with School Director. The Grievance Committee's decision for reinstatement is final and communicated in writing to the staff or faculty member.

If the complaint that is raised is with the Director of the School in her role as instructor, another faculty member will be asked to moderate the complaint.

The filing of a complaint will not affect the student's fair evaluation in completing the training or course of study.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

The Guru Ram Das Center for Medicine & Humanology and its International Kundalini Yoga Therapy Professional Training is committed to providing a learning environment that is free of discrimination and/or harassment. Discrimination/harassment is prohibited in all programs sponsored by the Guru Ram Das Center for Medicine & Humanology whether committed by staff, core faculty, guest faculty or students. We are committed to creating a learning environment that is based on integrity and is respectful and uplifting to all.

All staff and faculty have a key responsibility in establishing and maintaining a learning environment free from personal discrimination/harassment. All faculty members are directly responsible for the conduct of students in a class or supervision setting. All participants in the International Kundalini Yoga Therapy Professional Training are expected to comply with this policy and it is the personal responsibility of all participants whether faculty, staff or student to ensure that inappropriate conduct does not occur.

Discrimination or harassment based on race, color, religious affiliation, gender, sexual orientation, national origin, citizenship, age status, disability, marital status, or any other basis prohibited by law, will not be tolerated. The Guru Ram Das Center for Medicine & Humanology prohibits inappropriate conduct based on any of the above characteristics in all contexts of the Guru Ram Das Center for Medicine & Humanology programming.

Harassment/ Discrimination is defined as behavior that is unwanted, unreasonable and offensive to the recipient, which creates an intimidating, hostile or humiliating learning environment for that person. This list is not meant to be exhaustive. Harassment can occur between members of the same or opposite sex. There are various types of harassment which can occur, these can be based on:

- Race, ethnic origin, nationality or skin color
- Gender and/or sexual orientation
- Religious or political convictions
- Membership or non-membership of an organization or affiliation
- Disabilities, illness, sensory impairments or learning difficulties
- Age

SEXUAL HARASSMENT POLICY

Sexual harassment has been defined as unwanted and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is made either explicitly or implicitly- a term or condition of participation in programs or as an influence on continued participation or

evaluation in the International Kundalini Yoga Therapy Professional Training OR has the purpose or effect of substantially interfering with an individual's ability to learn or comfortably participate in programs creating an intimidating, hostile, or offensive learning environment.

All participants in the International Kundalini Yoga Therapy Professional Training including core and guest faculty, staff and students will refrain from conduct that is sexual in nature including the following:

- Comments or jokes, or degrading language or behavior that is sexual in nature;
- Sexually suggestive objects, books, magazines, photographs, cartoons, pictures, electronic communication or other material;
- Unwelcome sexual advances, requests for sexual favors, or any sexual touching;
- Offering favorable terms or conditions of program participation or benefits in exchange for sexual favors or threatening or imposing less-favorable terms or conditions of program participation if sexual favors are refused.
- Sexual harassment is prohibited whether it's between members of the opposite sex or members of the same sex.

DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINTS

Any claims of discrimination or harassment are investigated promptly, and appropriate action taken to eliminate inappropriate behavior. Creating a discrimination/ harassment free learning environment is everyone's responsibility.

If you receive a complaint or observe or believe you are a target of discrimination, sexual harassment or any other form of harassment while participating in any Guru Ram Das Center for Medicine & Humanology training or sponsored event, you must immediately report it to one of the following:

- A faculty member
- The School Director

All complaints received by the Grievance Committee will be treated with sensitivity and kept confidential, according to the steps in the Grievance Process. You are not required to report your complaint to anyone who is the subject of it. For example, if your complaint concerns a faculty member or other student, you are not required to directly address that person before bringing your concern to the School Director. However, if anyone at a Guru Ram Das Center training or event behaves in an inappropriate manner we encourage you to tell that person that the conduct is unwelcome, that you find it offensive, and that you request that it stop immediately.

After reviewing a Discrimination or Harassment complaint, the School Director will refer the complaint to the members of the Grievance Committee. Timelines and the procedure for completing the investigation are the same as that described in the Grievance Policy.

Following the completed investigation, the School Director and/or designee, may develop a corrective action plan with the individual who engaged in the harassing or discriminating behavior. Further, contingent on the outcome of the investigation and/ or progress made related to the corrective action plan, the individual may be asked to leave the program.

The Guru Ram Das Center for Medicine & Humanology prohibits any form of retaliation for making a report of discrimination or harassment or participating in the investigation of a complaint of

discrimination or harassment. If you believe you have been subjected to retaliation, you can use any of the resources described above to report your concerns.

CONFIDENTIALITY POLICY

It is the policy of the Guru Ram Das Center for Medicine & Humanology and the International Kundalini Yoga Therapy Professional Training to protect the confidentiality of its clients and students. With the exception of the limitations listed below, staff will share information about clients and/or students only with other Guru Ram Das Center for Medicine & Humanology staff as necessary. All prospective clients and students are informed of the scope and limitations of confidentiality through this written policy.

During the course of the International Kundalini Yoga Therapy Professional Training faculty and/or students may present case studies for the purpose of learning. Both faculty and students will de-identify all personal information that is presented. Faculty and staff are required to sign a confidentiality agreement.

Identifying information (including names, photographs, videos, etc.) of students may be used in Guru Ram Das Center for Medicine & Humanology and the International Kundalini Yoga Therapy Professional Training publications or promotional materials only upon written consent.

LIMITS OF CONFIDENTIALITY

- Information may be provided to law enforcement officials or the courts pursuant to a subpoena.
- Information may be provided to legal counsel in the event of litigation or potential litigation involving the Guru Ram Das Center for Medicine & Humanology or the International Kundalini Yoga Therapy Professional Training. Such information is considered privileged and protected by law.
- Information may be shared with an individual faculty mentor or clinical supervisor, so that the trainee may safely and effectively provide Kundalini Yoga Therapy. As few client identifying features as possible will be disclosed.

SAFEKEEPING OF CONFIDENTIAL RECORDS

The School Director and Registrar of the International Kundalini Yoga Therapy Professional Training, and the Executive Director and Administrator of the Guru Ram Das Center for Medicine & Humanology are considered the custodians of confidential records. It is their responsibility to supervise the management of confidential information in order to ensure safekeeping, accuracy, accountability, and compliance with policies.

RECORD KEEPING

The Guru Ram Das Center for Medicine & Humanology creates and maintains a file for each applicant and participant in the International Kundalini Yoga Therapy Professional Training. Additionally, a file is maintained for each faculty member of the Program.

Applicant, full program enrollees and files include, but are not limited to:

- Complete Application Packet
- Enrollment Agreement
- Payment Tracking Form
- Course Completion Listing for segment participants

- Course transcripts for full program enrollees
- Certificate of Completion Copies
- Applicable Release Forms

Faculty files include, but are not limited to:

- CV/Resume
- Contract(s)
- Applicable Release Forms

All records are kept confidential and are covered by the conditions outlined in the confidentiality policy. Archival records or those records of past applicants and participants in the International Kundalini Yoga Therapy Professional Training are maintained and kept confidential.

All files are regularly maintained and updated within an electronic database and/or hard copy filing system.

VIOLATIONS OF CONFIDENTIALITY

A known violation of the Confidentiality Policy by either a student, faculty or staff member may result in disciplinary action including termination from the program.

PRIVACY POLICY

The Guru Ram Das Center for Medicine and Humanology and the International Kundalini Yoga Therapy Professional Training cares about your privacy. For this reason, we collect and use personal data only as it might be needed for us to deliver to you our products, services, websites and trainings (collectively, our “Services”). Your personal data includes information such as:

- Name
- Address
- Telephone number
- Email address
- Course and events participated in
- Donations made

Our Privacy Policy is intended to describe how and what data we collect, and how and why we use your personal data. It also describes options we provide for you to access, update or otherwise take control of your personal data.

If at any time you have questions about our practices or any of your rights described below, you may contact us at healthnow@grdcenter.org. This inbox is actively monitored and managed.

This Privacy Policy governs the manner in which the Guru Ram Das Center for Medicine and Humanology and the International Kundalini Yoga Therapy Professional Training collects, uses, maintains and discloses information collected from each student.

PERSONAL IDENTIFICATION INFORMATION

We collect information so that we can provide the best possible experience when you utilize our

services. Much of what you likely consider personal data is collected directly from you when you:

- (1) Attend a training or purchase any of our services (ex: billing information, including name, address).
- (2) Request assistance from our customer support team (ex: phone number).
- (3) Complete contact forms or request newsletters or other information from us (ex: email).
- (4) Participate in fundraisers, or otherwise participate in activities we promote that might require information about you.

Account related information is collected in association with your use of our services, such as training dates, purchases, information requests, and customer service requests and notes or details explaining what you asked for and how we responded.

HOW WE USE COLLECTED INFORMATION

We strongly believe in both minimizing the data we collect and limiting its use and purpose to only that (1) for which we have been given permission, (2) as necessary to deliver the services you purchase or interact with, or (3) as we might be required or permitted for legal compliance or other lawful purposes. We utilize this information to:

- *To improve customer service*
Information you provide helps us respond to your customer service requests and support needs more efficiently.
- *To personalize user experience*
We may use information in the aggregate to understand how our students as a group use the services and resources provided
- *To send periodic emails*
We may use student email addresses to send students information and updates and to respond to student inquiries, questions, or other requests.

SHARING YOUR PERSONAL INFORMATION

We do not share, sell, trade, or rent your personal information to others.

COMPLIANCE AND LEGAL REGULATIONS

We cooperate with government and law enforcement officials to enforce and comply with the law. We will disclose any information about you to government or law enforcement officials that is necessary or appropriate to respond to claims and legal process (such as subpoena requests), to protect our property and rights or the property and rights of a third party, to protect the safety of the public or any person, or to prevent or stop activity we consider to be illegal or unethical.

To the extent we are legally permitted to do so, we will take reasonable steps to notify you in the event that we are required to provide your personal information to third parties as part of legal process.

HOW YOU CAN ACCESS, UPDATE, OR DELETE YOUR DATA

To easily access, view, update, or delete your personal data, please contact us at

healthnow@grdcenter.org

If you make a request to delete your personal data and that data is necessary for the products or services you have purchased, the request will be honored only to the extent it is no longer necessary for any services purchased or required for our legitimate business purposes or legal or contractual record keeping requirements.

HOW WE SECURE, STORE, AND RETAIN YOUR DATA

We follow generally accepted standards to store and protect the personal data we collect, both during transmission and once received and stored, including utilization of encryption where appropriate.

We retain personal data only for as long as necessary to provide the services you have requested and thereafter for a variety of legitimate legal or business purposes. These might include retention periods:

- mandated by law, contract or similar obligations applicable to our business operations;
- for preserving, resolving, defending or enforcing our legal/contractual rights; or
- needed to maintain adequate and accurate business and financial records.

AGE RESTRICTIONS

Our services are available for purchase only for those over the age of 18. If you know of or have reason to believe anyone under the age of 18 has provided us with any personal data, please contact us.

DATA PROTECTION AUTHORITY

If you are a resident of the European Economic Area (EEA) and believe we maintain your personal data subject to the General Data Protection Regulation (GDPR), you may direct questions or complaints to the UK's Information Commissioner's Office, as noted below:

www.ico.org.uk

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, United Kingdom

Phone: 0303 123 1113

CONTACT US

If you have any questions, concerns or complaints about our Privacy Policy, our practices or our services, you may contact us at healthnow@grdcenter.org. Alternatively, you may contact us by either of the following means:

- By Mail: The Guru Ram Das Center, PO Box 1926, Espanola, NM 87532 USA.
- By Phone: 1 (505) 753-4692.

We will respond to all requests, inquiries or concerns within thirty (30) days.

WEBSITE TERMS OF USE POLICY

By accessing the Guru Ram Das Center for Medicine & Humanology and the International Kundalini Yoga Therapy Professional Training website, you agree to these Terms of Use, all applicable laws and regulations, and agree that you are responsible for compliance with any applicable local laws. If you do

not agree with any of these terms, you are prohibited from using or accessing this site. The materials contained in the website are protected by applicable copyright and trademark law.

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 - i) modify or copy the materials
 - ii) use the materials for any commercial purpose, or for any public display (commercial or non-commercial)
 - iii) attempt to decompile or reverse engineer any software contained on the website
 - iv) remove any copyright or other proprietary notations from the materials or
 - v) transfer the materials to another person or 'mirror' the materials on any other server

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Any claim relating to the Guru Ram Das Center for Medicine & Humanology and the International Kundalini Yoga Therapy Professional Training website shall be governed by the laws of the Guru Ram Das Center for Medicine & Humanology and the International Kundalini Yoga Therapy Professional Training home jurisdiction without regard to its conflict of law provisions.

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CODE OF CONDUCT POLICY

It is the intention of the Guru Ram Das Center for Medicine & Humanology and its International Kundalini Yoga Therapy Professional Training to offer the highest quality services and educational programs. All faculty, staff and students are required to adhere to the values, ethical and professional standards of International Kundalini Yoga Therapy Professional Training.

PROFESSIONAL COMPETENCE

- 1) A Kundalini Yoga Therapist recognizes his or her individual boundaries of competence and scope of practice and is forthcoming about professional experience, qualifications, and credentials.
- 2) A Kundalini Yoga Therapist is committed to the improvement of his or her professional knowledge and skills in order that his or her performance will better serve others. A Kundalini Yoga Therapist continues to actively practice Kundalini Yoga and update his or her skills, particularly continuing education as recommended or required by IAYT, the Guru Ram Das Center for Medicine & Humanology and the International Kundalini Yoga Therapy Professional Training.
- 3) A Kundalini Yoga Therapist is committed to his or her personal spiritual development, and so will have a regular, daily spiritual practice.
- 4) A Kundalini Yoga Therapist abstains from taking alcohol, tobacco, or drugs (except for medical purposes).
- 5) A Kundalini Yoga Therapist practices the yogic tradition of eating a vegetarian diet.

ADVERTISING AND PROMOTION

The following guidelines uphold the quality of the delivery of Kundalini Yoga Therapy and how Kundalini Yoga Therapy is represented, as well as protect against legal allegations arising from our actions, comments, or printed material:

1. A Kundalini Yoga Therapist does not misrepresent his or her professional qualifications, affiliations, or falsely imply sponsorship or certification by any organization.
2. Announcements and brochures promoting our services describe them with accuracy and dignity. These promotional materials should not include exaggerated claims about the effects of yoga or Yoga Therapy.
3. A Kundalini Yoga Therapist does not make public statements that contain any false, fraudulent, misleading, deceptive, or unfair statements or any statements intended or likely to exploit a client's fears, anxieties, or emotions.
4. A teacher will represent him or herself, the Guru Ram Das Center for Medicine & Humanology, and the International Kundalini Yoga Therapy Professional Training truthfully and accurately in all public relations, following the guidelines set from time to time by the Guru Ram Das Center for Medicine & Humanology and the International Kundalini Yoga Therapy Professional Training for advertising that will correctly reflect the organization's purpose, scope of practice and mission.

CONFIDENTIALITY

A Kundalini Yoga Therapist treats all communications with clients with professional confidentiality.

YOGA THERAPY GROUP CLASS STRUCTURE

1. A Kundalini Yoga Therapist teaches a class as it was taught with the exception of reducing the timing of postures, or providing variations of postures when necessary to accommodate limitations of students.
2. A Kundalini Yoga Therapist does not create or invent postures or incorporate other teachings into a therapeutic Kundalini Yoga class or individual therapeutic session.
3. Acknowledging that we are part of the Golden Chain of Teachers, a Kundalini Yoga Therapist begins each class by chanting Ong Namō Guru Dev Namō at least three times.
4. In class, a Kundalini Yoga Therapist wears appropriate, modest, clean, white clothing.

5. Kundalini Yoga Therapists are encouraged to wear a white head covering of natural fabric while teaching class, for his or her personal protection and upliftment when handling the powerful energies involved with teaching a therapeutic Kundalini Yoga group class.
6. A Kundalini Yoga Therapist will always arrive prepared to teach the therapeutic group class or the individual session and be on time.
7. A Kundalini Yoga Therapist recognizes the tradition respecting the sacredness of yogic teachings, and encourages Yoga Therapy clients to pay for the class/session or make an offering according to their ability to pay.

The Code of Conduct of the Guru Ram Das Center for Medicine and Humanology and its International Kundalini Yoga Therapy Professional Training is largely based on the following 3 documents:

1. The Role and Caliber as a Kundalini Yoga Therapist
2. The 14 Facets of a Kundalini Yoga Therapist based on Sola Kalyan Sumpuran
3. The Code of Professional Standards of a Kundalini Yoga Therapist based on the Code of Professional Standards of a Kundalini Yoga Teacher
4. IAYT Code of Ethics and Professional Responsibilities

In summary these documents outline an approach to working with others that reflects the highest ethical standards demonstrated in practice as commitment, character, dignity, divinity and grace. This is a legacy of compassion, humility and service: the legacy of Guru Ram Das.

THE ROLE AND CALIBER AS A KUNDALINI YOGA THERAPIST

In addition to having knowledge and understanding of health conditions and yoga therapy interventions, the caliber of the Kundalini Yoga Therapist is essential. Kundalini Yoga Therapy students are assessed on their ability to:

- Keep a confidence
- Manage frustration
- Refrain from gossip
- Be present with a student/client
- Address their own reactivity and distress
- Work as a team, and support and uplift their team members
- Successfully navigate community dynamics
- Self-reflect
- Adhere to ethical standards and practice
- Demonstrate personal responsibility in situations of challenge or conflict
- Demonstrate personal endurance
- Work through blocks
- Demonstrate compassion both for themselves and for others
- Demonstrate humility
- Accept feedback and utilize feedback to self- direct change as needed
- Demonstrate an awareness of how their personal habits and patterns impact their interpersonal relationships and functioning as a Kundalini Yoga Therapist

It is the responsibility of the Kundalini Yoga Therapist to maintain a professional relationship with clients. This also applies to anyone assisting the Kundalini Yoga Therapist or engaged in any related

activities.

1. A Kundalini Yoga Therapist recognizes the trust placed in the unique power of the Client/Yoga Therapist relationship. A Kundalini Yoga Therapist avoids any relationship with a Yoga Therapy client that could impair his or her professional judgment. He or she does not use the relationship for personal gain.
2. All forms of sexual involvement with Yoga Therapy clients or former clients, and their family members are unethical, even when a client invites or consents to such behavior. Sexual behavior includes but is not limited to, all forms of overt and covert seductive speech, gestures, and behavior.
3. A Kundalini Yoga Therapist does not engage in harassment, abusive words or actions, or coercion of Yoga Therapy clients or former clients.
4. A Kundalini Yoga Therapist shows sensitive regard for the moral, social, and religious standards of Yoga Therapy clients, and avoids imposing his or her personal beliefs on others.
5. A Kundalini Yoga Therapist realizes that he or she is a vehicle for the yoga practice, never their source.
6. A Kundalini Yoga Therapist strives to build the Yoga Therapy client's connection to the yoga and to their own soul, rather than to a personality. The Kundalini Yoga Therapist never considers him or herself a "guru" nor initiates anyone as a disciple.
7. A Kundalini Yoga Therapist does not abandon or neglect clients. If unable to continue a professional relationship, every reasonable effort is made to refer clients to another appropriate Kundalini Yoga Therapist or health care professional.
8. A Kundalini Yoga Therapist makes only realistic statements regarding the benefits of Yoga and Yoga Therapy.
9. A Kundalini Yoga Therapist recognizes that the Client/Yoga Therapist relationship may involve a power imbalance, even with a client no longer receiving services from the Yoga Therapist. Therefore, the Kundalini Yoga Therapist will refrain from entering into a personal relationship with a current or former client or the client's family members.



IAYT CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITIES

Preamble

Yoga therapy is the process of empowering individuals to progress toward improved health and wellbeing through the application of the teachings and practices of yoga. The practice of yoga therapy requires specialized training and skill development to support the relationship between the client/student and therapist and to effect positive change for the individual (IAYT, 2012).

As yoga therapists, we acknowledge our responsibility to create a safe environment for learning and healing for our clients/students. We are committed to conducting ourselves in a manner that is consistent with the principles of yoga. We value the ethical principles of yoga outlined by Patanjali in the first two limbs of the eight-limbed path (*yama and niyama*) and strive to incorporate these principles into our professional practice.

IAYT-certified yoga therapists must be committed to responsible and ethical practice, to their own professional and personal growth, and to contributing to the growth and development of the field of yoga therapy. In furtherance of these commitments, we agree to be bound by the following Code of Ethics and Professional Responsibility.

Commitment to the Client or Student

I Will

1. Respect the rights and dignity of my yoga therapy clients/students.
2. Provide my services in a nondiscriminatory manner.
3. Keep the client/student informed by explaining practices and recommendations and make only realistic statements regarding the benefits of yoga therapy.
4. Protect the confidentiality of information acquired in the course of client care. However, disclosure is permitted to law enforcement, family members of the client, or other persons when it is believed the client presents a serious and imminent threat to self or others, or as otherwise required by law.
5. Maintain professional boundaries in relationships with clients/students and avoid any relationships that may exploit the trust of clients/students.
6. Keep accurate client records.
7. Provide yoga therapy only within my level of skill and knowledge.
8. Provide the highest quality of care to yoga therapy clients/students.
9. Make timely referrals to other healthcare professionals as appropriate.
10. Refrain from providing yoga therapy to clients if I am unable to safely and effectively do so due to impairment (e.g., practicing while under the influence of drugs or alcohol).
11. Seek appropriate professional assistance for any personal issues that may impair my ability to practice safely and effectively.
12. Bill clients/students and third-party payers accurately and fairly.
13. Neither receive nor pay a commission for referral of a client/student.
14. Not engage in sexual contact with a current client/student after the professional relationship is established.
15. Be mindful that engaging in sexual contact with a former client or student can cause egregious harm and may be exploitative of the trust established during the professional relationship. Therefore, I will exercise extreme caution in engaging in any type of personal relationship with a former client or student.

A. Commitment to the Profession

I Will

1. Work to promote high standards for the profession.
2. Commit to working toward equitable access to yoga therapy services.
3. Credit the sources on which materials are based when developing materials for training programs or publication, and obtain authorization/approval to utilize another individual's or organization's copyrighted or otherwise proprietary materials.
4. Commit to the maintenance and improvement of my yoga therapy skills through educational activities and study.
5. Strive to communicate with and about colleagues in a professional, balanced, and factually accurate manner.
6. Provide accurate, truthful, and non-misleading information in connection with any IAYT application, requirement, or disciplinary investigation or proceeding.
7. Comply with all IAYT policies that pertain to my membership, accreditation, and certification status.



B. Commitment to the Public

I Will

1. Provide accurate information regarding my education, training and experience, professional affiliations, and certification status.
2. Use only the appropriate professional designations for my credentials, including any designations required or granted by IAYT.
3. Advertise only accurate, truthful, non-misleading information.
4. Refrain from making public statements on the efficacy of yoga therapy that are not supported by the generally accepted experience of the profession.
5. Respect the integrity of other forms of health-care and other health and wellness traditions, and seek to develop collaborative relationships to achieve the highest quality of care for individual clients/students.

THE INTERNATIONAL
ASSOCIATION OF
YOGA THERAPISTS



Released September 1, 2020

CONSENTED TOUCH IN YOGA THERAPY TRAINING, TEACHING, AND PRACTICE

Touch can be a powerful tool in teaching and in healing and transformation. The use of touch is integral to many approaches to yoga therapy as a nonverbal means of assessment, instruction, and information-sharing. Individuals' experiences with and feelings about touch are varied and informed by their cultural and societal orientations, personal experiences, and other factors. When used skillfully, with clear boundaries, sensitive application, and good clinical judgment, touch has a legitimate and valuable role as a body-oriented mode of engagement.

IAYT-certified yoga therapists (C-IAYT) are ethically bound to employ touch appropriately and to abide by the scope(s) of practice that apply to them.

1. General or specialized consent to touch must be in alignment with current laws in the locality of the yoga therapy practice. It is the responsibility of the practitioner to understand the specific legal requirements that apply to their practices.
2. IAYT-accredited yoga therapy training programs and Approved Professional Development (APD) courses shall have in place procedures to obtain informed consent to touch. These procedures must apply to all faculty, staff, volunteers, and students.
3. Informed consent is the practice of providing information to clients to enable them to make informed, reasoned decisions regarding the methods used during yoga therapy sessions.
 - 3.1 The intent of informed consent is to support legal and ethical rights of clients to direct what is happening to their bodies, to involve clients in their own care, and to provide opportunity for self-empowered decision-making.
 - 3.2 Informed consent may also function to reduce practitioner exposure to liability.
 - 3.3 Informed consent may be verbal, written, or both. It is advised that written consent is given in the event of care being given over a long time period. Individual state and country laws may also dictate methods used to obtain consent.
 - 3.4 To enable a client to provide informed consent to touch, the parameters and intentions for the use of touch must be clearly communicated in understandable language.
4. Each training program or course must provide information on the intention of the use of touch in the approach, style, or method of yoga therapy being taught.
 - 4.1. The intention must be limited to guidance for correct understanding and use of yoga practices, improvement of proprioceptive awareness, and/or increasing self-awareness, emotional awareness, and other forms of interoceptive awareness.

5. To ethically use touch, practitioners must have received training and mentorship or supervision on the use of touch within yoga therapy.
 - 5.1 Practitioners shall limit the manner of touch used in their clinical practices to that acquired through their training and professional experience.
6. Regardless of whether verbal or written consent has been given, any action that puts at risk a student, practitioner, volunteer, or client's body integrity is unconsented physical intrusion and a violation of human rights.
 - 6.1. All touch in reference to yoga therapy practice shall be nonsexual in intent. Sexual touch by a yoga therapist or client within the context of yoga therapy is always inappropriate.

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International Kundalini Yoga Therapy Professional Training Segment Hours & Descriptions

Segment sequence is subject to change, pending faculty availability. Attendance for the full duration of each In-Person and Online segment, and satisfactory completion of homework, quizzes and exams are required in order to pass that segment.

In-Person Segments

Year 1	Segment	Hours	Brief Course Description
Segment 1	Foundations of Kundalini Yoga Therapy: Principles and Practices	30	Identify and explore core principles and practices of Kundalini Yoga (KY) Therapy and begin the transition from being a KY Teacher to becoming a Kundalini Yoga Therapist.
Segment 2	Origins and Identity: An Exploration of Your Authentic Self	30	Understand Yogic Philosophy, the 10 bodies and 36 tattvas in relationship to one's origin and identity and identify and address unresolved inner conflict as the source and resolution of illness. Begin to develop radiance and neutrality in the presence of suffering.
Segment 3	Elements and Alchemy of Kundalini Yoga	45	Understand how the key elements of Kundalini Yoga and the 12 main meridians relate to mantra, mudra, drishti, bhandas, asana, pranayama, meditation and kriya.
Segment 4	Assessment and Treatment Planning	45	Explore the yogic understanding of the process of change and the therapeutic relationship. Learn how to complete a comprehensive assessment, form a treatment plan, and track progress over time. Gain skill in motivational interviewing for changing health behavior and identify the influence of social determinants of illness and health.
Independent	Anatomy and Physiology 1st semester (college level)	60	

Year 2	Segment	Hours	Brief Course Description
Segment 5	Unraveling the Knot of Stress, Inflammation, Pain and Sleep	30	Explore the interplay of the physiology and yogic psychology of stress, inflammation, pain and sleep and their role in health and illness.
Segment 6	Yoga Therapy for the Structural System	45	Develop an in-depth understanding of the muscles and joints of the body, how to complete an assessment of imbalances and how to utilize asana/kriya to increase flexibility and range of motion, strengthen and support the structural system.
Segment 7	The Application of Kundalini Yoga Therapy for Nervous, Endocrine and Digestive System Conditions	45	Develop an understanding of the Western and yogic psychology and physiology of illnesses related to the nervous, endocrine, and digestive systems, western and yogic treatment approaches, contraindications and the application of KY therapy to support recovery.
Segment 8	Transforming Anxiety and Depression	30	Develop an understanding of the physiology and the yogic and western psychology of anxiety and depression. Learn how the application of Kundalini Yoga Therapy addresses these conditions. Curriculum for each is included.
Segment 9	Gender and Health Across the Lifespan	30	Understand the western and yogic perspective of human development across the life span and lifecycles and male and female psychology and physiology. The health challenges unique to men and to women and the application of Kundalini Yoga Therapy to support recovery. Special attention is given to LGBTQA+ considerations.
Independent	Anatomy and Physiology 2nd semester (college level)	60	

Year 3	Segment	Hours	Brief Course Description
Segment 10	The Application of Kundalini Yoga Therapy to Cardiovascular and Respiratory System Conditions and Perioperative Care	30	Understand the yogic psychology and western physiology of illnesses related to the cardiovascular and respiratory systems, western treatment approaches, contraindications and the application of Kundalini Yoga to support recovery. This segment also addresses the role of Kundalini Yoga Therapy in the process of pre and post-operative care.
Segment 11	The Application of Kundalini Yoga Therapy to Immune, Viral Cancer	45	Understand the western and yogic psychology and physiology of illnesses related to the immune and lymphatic system, cancer and viral conditions, western treatment approaches, contraindications and the application of Kundalini Yoga Therapy to support recovery.

Segment 12	Trauma Informed Kundalini Yoga for Recovery from PTSD	37.5	Develop specific skills to compassionately, safely and effectively instruct trauma informed Kundalini Yoga Therapy to people with PTSD. Identify the indicators of PTSD and what is necessary for recovery. Understand the impact of trauma on the brain, glandular and nervous systems and how a specific practice of Kundalini Yoga restores healthy regulation to these systems. Gain skill in helping a person who has been activated to safely restore calm and presence.
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Segment 13	The Journey of the Soul: Kundalini Yoga Therapy to Prepare for Death and Transform Grief	30	Develop the yogic understanding of death, the capacity of the yoga therapist to be present with dying, and how to support grief recovery from a yogic perspective.
Segment 14	Managing Complex cases/Yoga Therapist as Healer/Capstone Project Presentation/ Graduation	30	Integrate the knowledge, competencies and identity of a Kundalini Yoga Therapist as applied to the management of complex cases. This segment includes presentation of Graduation projects and a detailed post-graduation plan.

Online Segments

Year 1	Segment	Hours	Brief Course Description
Segment 1	How to Build A Successful Holistic Health Practice: Strategic Marketing and Branding Fundamentals	8	Explore successful strategies for marketing as a professional Yoga Therapist. Trainees learn how to build a community of practice and write a marketing plan for their business.
Segment 2	Finding and Understanding Yoga Research	7.5	Develop an understanding of the different types of research designs, how to assess the quality of research and how to locate published yoga therapy research.
Segment 3	The Ethical Practice of Yoga Therapy	7.5	Understand ethics as applied to the practice of KY therapy including: scope of practice, boundaries, and the therapeutic relationship. The role of self-reflection, self-awareness and peer support are addressed.

Year 2	Segment	Hours	Brief Course Description
Segment 4	How Yoga Works: The Scientific Foundations	6.5	Review the scientific evidence that demonstrates the impact of yoga and meditation on physiology and supports their use as an intervention for health maintenance and recovery.
Segment 5	The Complete Course of Ayurveda	14	Develop an understanding of the philosophy of Ayurveda as a context for Kundalini Yoga therapy. The basic use of diet, herbs and lifestyle as a support for health recovery are covered.

Year 3	Segment	Hours	Brief Course Description
Segment 6	How to Do Case Study Research	3	Learn how to write a case study and about the case study approach to research and its applicable strengths and weaknesses.
Segment 7	Keeping it all Together: The Business of Yoga Therapy	3	Develop the skills necessary to manage the business aspect of being a practicing Yoga Therapist including writing a business plan, setting a fee structure, record keeping and accounting practices.

Additional Requirements

Additional Hours Years 1, 2 and 3		Hours	Brief Course Description
Ongoing	Teaching KY Therapy Group Classes	49	Gain skill in teaching a therapeutic KY group class.
Ongoing	Individual Mentoring	14	Personal support and reflection; assists with defining Graduation Project and tracking and monitoring trainee progress, personal development and completion of training.
Ongoing	Group Clinical Supervision	21	Personal support and reflection, progression of skill development and training in key clinical areas including safety, legal and ethical issues, helping clients when stuck or setbacks and accurate assessment and treatment application.
Ongoing	Individual Client Work: Supervised Practicum	171	Increase skill in assessment, treatment and tracking clinical outcomes using Kundalini Yoga Therapy with individual clients.
Ongoing	Personal Development/Home Practice	120	Develop the trainee's vitality, endurance, neutrality, and compassion to meet the challenge of supporting individuals with health conditions, and to further develop the trainee's sensitivity, intuition and relationship to their inner guidance.
Ongoing	Capstone Project	73	Addresses the trainee's personal talents and interests as a final project which is determined with the Faculty Mentor.



International Kundalini Yoga Therapy Professional Training Faculty

Shanti Shanti Kaur Khalsa, PhD C-IAYT, School Director

Hari Kirin K Khalsa, MD, C-IAYT

Atma Jot Kaur Güdel, C-IAYT

Japa Kaur Khalsa, DOM, C-IAY

Marlysa Sullivan, DPT, C-IAYT

Jai Dev Singh Khalsa C.A.S

Julie Staples, PhD

Sat Bir Singh, PhD

Siri Amrit Singh Khalsa

PROFESSIONAL EDUCATION AND QUALIFICATIONS OF FACULTY

Faculty for the International Kundalini Yoga Therapy Professional Training are selected based on their knowledge, practical experience and personal caliber. There are three designations of faculty that are involved in the training:

- International Kundalini Yoga Therapy Professional Training Faculty includes individuals who teach one or several of the Kundalini Yoga Therapy Professional Training segments and the School Director.
- Guest Faculty invited to teach specific segments or portions of the training based on their knowledge of a specific content area.
- Kundalini Yoga Therapists who are participating in the Faculty Development Program.



Guru Ram Das Center for Medicine & Humanology Board

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