

## UNION/YOGA LLC TEACHER TRAINING and CERTIFICATION



### RESOURCES

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Please contact the **UNION/YOGA** office at (231) 256-2100 or 1-888-881-YOGA for more information.

**STUDENT HOUSING** **UNION/YOGA** offers no student housing, but works in collaboration with area inns, resorts and B&Bs to provide affordable student housing in cases where student program attendance requires lodging.

**BOOKSTORE AND YOGA BOUTIQUE** Our small boutique offers yoga and meditation supplies, books, CDs and clothing items. We accept checks and credit cards with picture ID, including valid Drivers License, State ID, or Voter Registration card. Refunds from the Bookstore will be given in full, provided the item is unused. You are entitled to a full refund if the item purchased was required for a program, which was cancelled. To provide a refund, you must produce the cash register or credit card receipt, or financial aid receipt.

**BUSINESS OFFICE** Accounts payable, payroll, payment for tuition, fees, and products.

**INSTITUTIONAL ADVANCEMENT** Marketing, advertising, public relations, publications, development, alumni, and fundraising.

**STUDENT SERVICES** Questions on admissions, financial aid, records/registration, housing, counseling, career and employment opportunities, and student activities. Please note that no placement assistance is provided by **UNION/YOGA LLC**.

**CANCELED CLASSES** Call or view [www.unionyoga.com](http://www.unionyoga.com) to check for schedule changes and cancellations.

**FOOD SERVICES** No food service or restaurant facilities are provided on site. The studio has a kitchenette with facilities for heating and cold-storing food items.

**LOST AND FOUND** Found items are held for approximately six months. Found valuables may be kept under lock, until claimed. **UNION/YOGA LLC** is not responsible for lost items.

**PARKING** Only on-street parking is provided. Parking is free and no parking permit is required. Please be respectful of our neighbors when parking in front of private property.

**PUBLIC TRANSPORTATION** Bay Area Transportation Authority (BATA) schedules bus stops throughout Leelanau County, and provides an on-demand call-in service.  
BATA: (231) 941-2324.



### UNION/YOGA TEACHER CERTIFICATION

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**UNION/YOGA LLC** offers Yoga Teacher Certification at both 200 hour and 500 hour levels. *One must have completed the application form, and remitted the required application fee by at least three weeks prior to the start date, in order to be admitted to either the 200 hour or 500 hour program.*

#### PREREQUISITES, ENTRANCE REQUIREMENTS, and PRIOR CREDITS

Applicants to the Classic Level 200 hour program must have at least two years of yoga practice, or equivalent, to qualify for entry. **UNION/YOGA** reserves the right to refuse admittance should qualifications for entry not be sufficiently met. Applicants to the Master Level 500 hr program must have received a 200 hour Yoga Teacher Certification, or equivalent, to be admitted to the 500 hour program. **UNION/YOGA** agrees to accept any earned Yoga Alliance approved 200 hour certification as qualification to enter into the **UNION/YOGA** 500 hour program. **UNION/YOGA** reserves the right to refuse admittance should qualifications for entry not be sufficiently met.

#### CERTIFICATION REQUIREMENTS

Students are awarded **UNION/YOGA** Yoga Teacher Certification upon completion of all requirements in either the 200 hour or 500 hour program. In addition, the 500 hour Master Program requires that 100 hours of yoga instruction be documented by the candidate teacher before certification is granted.

#### COURSE CALENDARS

**UNION/YOGA** Classic Teacher Certification **200** hours operates as either a 28-day, 200 hour *intensive* course or, in 16 weekend modules spread out over the course of seven months to a year. All required subjects for certification are included. By successfully completing UYTT 200, either in the 28-day intensive format, or over a longer period, as in the module format, all academic requirements for certification are met. *Please note that no state, national, or religious holidays are observed, and that classes may occasionally take place on holidays.*

**UNION/YOGA** Master Teacher Certification **500** hours is based on individual modules, typically spanning throughout one to two calendar years. The student is typically teaching during that time, to fulfill the required 100 teaching hours necessary for certification at the 500 hour Master level. The total of the mandatory individual modules includes all subjects required for certification. Individual modules may vary from one-day to two-week-long courses. The 500 hour total includes 200 hours earned in the Classic level.

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### COURSE DATES

Course dates are proposed. **UNION/YOGA LLC** reserves the right to change proposed course dates. New dates will be listed as they are determined.

**UNION/YOGA Master** Teacher Certification **500** hours

*Module* format: 14 months – October 2010–December 2011

**UNION/YOGA Classic** Teacher Certification **200** hours

28 day *Intensive* format: October 23–November 20, 2010

**UNION/YOGA Classic** Teacher Certification **200** hours

28 day *Intensive* format: January 29–February 26, 2011

**UNION/YOGA Classic** Teacher Certification **200** hours

*Module* format: April 25–May 21, 2011

### GRADING SYSTEM

Grading is complete/incomplete. Any incompletes may be made up per Late or Absent Policy.

### ATTENDANCE POLICIES

The **UNION/YOGA LLC** criteria for teaching certification follows guidelines set by Yoga Alliance, and either meets or exceeds those national standards. Therefore, in maintaining the integrity of this professional standard, all classes must be attended in full. Any classes, or portions of classes, missed must be made up with the appointed instructor, by appointment, at the cost of that instructor's standard rate for private consultation. All make-ups must be complete within 6 months of date missed. No student will graduate and receive certification until any and all missed classes are made up and compensated in full. There are no exceptions to this policy.

### LATE or ABSENT MAKEUP POLICY

Students must be present at all classes. Any student arriving late or leaving early must make up the time to qualify for certification. Students have six months from the date of the absence to make up. Any make-ups beyond that time will not be accepted. Any and all time missed must be made up one of two ways: First, by appointment, with the appropriate instructor, at that instructor's private consultation rate. Fees must be paid in full at the time of the make-up. Or, secondly, a makeup is credited by attending a subsequent **UNION/YOGA** Teacher Certification offering. There is no additional fee for this type of makeup if the fee has been paid as tuition. However, the candidate must secure approval from the primary instructor, and the subject instructor, and must make up exactly the segment that was missed. Should a student miss more than three (3) class days of the 200 hr program or seven (7) class days of the 500 hr program, they will be placed on probation. If classes missed are not made up within six months of the date(s) missed, the student is dismissed without refund.

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### TUITION AND FEES

Students must pay all fees and tuition by the applicable due date (3 weeks prior to the beginning of the program) whether or not an invoice is received. You may pay by major credit card, check, money order or cash. If you have not paid by the due date, your enrollment will be cancelled. In the event that your check is returned unpaid for insufficient funds we will charge \$25 NSF fee. An NSF may affect your enrollment. If you register after the final payment date, your tuition is due at the time of registration. Online registration is available at [www.unionyoga.com](http://www.unionyoga.com). Tuition and fees are dependant on course selection. See the Application Form (pg 26) for fee information, or check the **UNION/YOGA** website for current rates. Fees are subject to change without notification.

### REFUND POLICY

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25 may be retained by the school, if the application is denied. All tuition and fees paid by the applicant shall be refunded, if requested within three (3) business days after signing a contract with the school. All requested refunds will be returned within thirty (30) days. Once the three (3) business days have elapsed, the following policy will apply: Once the program starts, no refunds are granted for any reason. No exceptions.

Refunds for withdrawal of application by the applicant are granted in full, less \$25 application fee, up until the start of the program. Again, once the program starts, no refunds are granted for any reason. No exceptions.

### YOGA ALLIANCE REGISTRATION

**UNION/YOGA** is a Yoga Alliance® approved school. Yoga Alliance® registers both individual yoga teachers and yoga teacher training programs (schools) meeting minimum educational standards established by North American yoga professionals. Yoga Alliance maintains a national *Yoga Teachers' Registry* in order to recognize and promote teachers with training that meets their approved standards. Yoga Alliance® also maintains a *Registry of Yoga Schools* to acknowledge approved yoga teacher training programs of at least 200 or 500 hours. All graduates of Yoga Alliance approved schools are automatically eligible to register with Yoga Alliance. Information from the Yoga Alliance website, [yogaalliance.org](http://yogaalliance.org) states: The Yoga Alliance Teacher Registries “are advertised and promoted to (a) the general public, (b) organizations that employ yoga teachers (i.e. YMCA’s, athletic clubs, Park and Recreation Departments, etc.), and (c) organizations that review yoga teachers’ credentials (hospitals, health insurance companies, govern-mental organizations, etc.)”

The Yoga Alliance registration fee for an individual yoga teacher is \$55 annually, plus a one-time \$25 application fee. Fees may be subject to change. **UNION/YOGA** does not require that its graduates register with YA. For further information, please contact Yoga Alliance at 1701 Clarendon Boulevard, Suite 110, Arlington, VA 22209. Toll-free: (888) 921-YOGA (9642), Fax: (571) 482-3336, Email: [info@yogaalliance.org](mailto:info@yogaalliance.org). Yoga Alliance requires Continuing Education Units after certification in order to maintain status as a Yoga Alliance approved teacher. **UNION/YOGA** is a Yoga Alliance® approved school from which to receive CECs.

## UNION/YOGA LLC TEACHER TRAINING and CERTIFICATION

### UNION/YOGA LLC STUDENT CODE OF CONDUCT

Although yoga is a solitary practice, we practice together, in a public group setting. Here are some basic guidelines for an enjoyable and contemplative practice for all:

1. Be present, mindful and considerate.
2. Be quiet. Do not distract your neighbor in class.
3. Remove your shoes; leave them outside the main studio in the entry room.
4. Leave your wallet, purse and valuables locked in your car, or in areas designated for your belongings. Do not bring personal items into the practice room- we are leaving the outside world outside.
5. Let the instructor know if you have any new injuries, allergies or concerns.
6. Turn your cell phone off.
7. Arrive a few minutes early.
8. Save your chitchat for the entry room.
9. Once you enter the practice room, rest in silence in *shavasana* until class begins.
10. Enter and create your practice space quietly. Gather your props quietly. Set your mat down and roll it open– don't "snap" it. Don't flop your blanket, as the dust raised may bother those with allergies, or wearing contact lenses.
11. If you arrive late, wait in the entry until after the opening *shavasana*. Then enter quietly and unroll your mat. Any time missed must be made up (see Absences and Tardiness Policy).
12. Some classes will be quite full. If you have arrived early, please be generous with your space. You may need to move over in spite of the fact that you "got there first."
13. Be respectful by coming with a relatively clean body—especially feet.
14. Go light on perfume and any oils or scents.
15. If you're wearing shorts, wear underpants or make sure shorts have a liner.
16. Women, assure that your garment covers your breasts in inversions.
17. If you bring a water bottle into the studio, make sure the cap is tight. Spills damage the wood floor.
18. No gum or foods of any kind in class. We *will* ask you to remove your gum.
19. Please clean up after yourself, put away all props, and wipe up any moisture.
20. Students who do not follow these policies may be dismissed with no refunds given.

### FACULTY AND STAFF

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Sandra Carden, BA, ERYT 500: owner, director and primary instructor

Field Carden, CPA, RYT 200: Business Manager

Carla Douros, PhD: Anatomy and Physiology

Cynthia Snodgrass, Mdiv: Sanskrit

Katherine Roth, MD: Anatomy and Physiology

Robin Fisher RYT 500: Technique and Methodology

Dorothy Sirrine, PhD, RYT 200: Technique and Methodology

Marsha Buhr, CYT 200: Office Manager

*Staff members may change.*