



EYT Accredited Therapist Training Program Complete Reference Information and Policy Agreement

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425-417-3477
www.essentialyogatherapy.com

EYT Therapist Training Description and Location:

The **EYT Therapist Training** is an IAYT Accredited Training that empowers yoga teachers to become skilled and confident in the therapeutic application of yoga and to work in various types of settings including hospitals and medical clinics. EYT offers a cutting-edge approach that incorporates Ayurveda and western science into the learning forum while exploring the yoga tradition in a comprehensive manner including adaptive movement, pranayama, mantra, mudra, meditation, and personal inquiry. Robin Rothenberg, C-IAYT is acting Program Director and lead trainer for the program.

The **Essential Yoga Therapy Therapist Training** is a 3-year program, delivered in hybrid fashion, utilizing on-line synchronous learning and residential immersions. It is divided into two parts: **Foundations of Yoga Therapy** (the first 15 months) and **Applications of Yoga Therapy** (the subsequent 2 years). Strong mentorship is a critical component to all EYT courses. Residential Immersions will be held in Washington State at The Whidbey Institute.

Pre-requisite requirement for acceptance into Foundations includes:

- An RYT200 certificate or equivalent
- Two years of yoga teaching experience
- Documentation of current status as a yoga teacher, yoga therapist or health-care provider.
- Completing the online application process
- Providing two professional references
- Submitting the application fee of \$250.

Maximum number of students to be accepted for the cohort will be 20. Applicants who have completed all pre-requisite requirements will be accepted on a first come, first serve basis. This program runs as a cohesive cohort with a specified start and completion date.

Requisite to acceptance into Applications is graduation from Foundations. EYT does not accept transfers from other training programs into the Applications portion of the training.



Upon graduation from the full EYT Therapist Training Program, students will receive a Certificate of Graduation which will enable them to apply for Certification through the International Association of Yoga Therapists (IAYT.org) Those who successfully complete Foundations and opt not to continue with Applications can register with Yoga Alliance for their 300hr. RYT (or 500 hr. RYT if combined with their 200 hr RYT).

EYT Tuition Costs:

Foundations of Yoga Therapy: \$5,500

Applications of Yoga Therapy: \$10,800

Additional costs include food and lodging for the three residential immersions currently to be held at The Whidbey Institute, in Washington State as well as text-books and printing costs for making hard copies of the manuals (virtual copies will be provided throughout the training). Two of the immersions take place during Foundations (at the beginning and at the end). The third immersion will take place at the end of Applications and the culmination of the full program.

Tuition payments can be made out to Essential Yoga Therapy and sent to the EYT Business Office:

% Kris Jensen
23214 NE 41st Lane
Redmond, WA 98053

The application period for Foundations 2022-2023 began on Sept. 26, 2021 and runs through March 1, 2022 or until the cohort is full whichever comes first.

EYT Foundations of Yoga Therapy Training Dates: April 8th, 2022 – June 30, 2023

Approximate Schedule (all times are PST)

April – July 2022

Meet virtually via Zoom one weekend a month from 8:00 a.m. – 3:00 p.m.

Thursday mornings 7:00-8:30 a.m. for weekly practice classes

NO CLASSES IN AUG-SEPT.

Oct.11-16, 2022

A seven-day residential immersion held at The Whidbey Institute on Whidbey Island, Washington. Students are required to make their own travel arrangements including transportation. As possible, local participants will help transport those from out of town to the island and back to the airport.

Oct. 2022- May 2023

Thursday morning practice sessions resume following the retreat.

Monthly weekends resume starting in Nov. 2022. Classes will be held the *first* weekend of the month.



Specific meeting dates:

Apr. 8-10

May 20-22

June 17-19

Sept. 16-18

Oct. 11-17 - Residential Retreat

Nov. 18-20

Dec. 16-18

Jan. 20-22

Feb. 17-19

Mar 17-19

Apr. 21-23

May Residential Retreat. Dates TBA

Sutra study meetings: This will begin after the residential immersion. Will be held virtually for a 2-hour session once a month. Timing will be coordinated with the group based on consensus.

June, 2023 - A seven-day residential immersion held at The Whidbey Institute on Whidbey Island, Washington. Dates TBA. Students are required to make their own travel arrangements including transportation.

The total number of in-class hours approximate: 350

Teaching practicum hours and homework will require additional time beyond classroom hours designated above. These will be completed individually according to each student's schedule.

All virtual classes will be recorded and uploaded for review by students for the duration of the program.

Program Design:

Foundations of Yoga Therapy covers these topics:

- Historical overview of yoga therapy to contemporary application
- Deep study of the Yoga Sutra of Patanjali, chapters 1 & 2
- The pancamaya model in a therapeutic context
- The pancavayu model in a therapeutic context
- The chakra system in a therapeutic context
- Functional breathing and pranayama in a therapeutic context
- Vedic chanting
- The use of mantra and mudra in a therapeutic context
- Anatomy Trains and the exploration of asana through the fascial lines
- Structural anatomy of the spine in relationship to asana
- The Science of Sequencing
- Energetics of practice
- Adaptive asana in a therapeutic context
- Observation and body reading



- Introduction to Ayurveda
- Adapting group practice for specific considerations
- Meditation techniques and cultivation of ritual in a therapeutic context.

The course utilizes the online platforms: Canvas Instructure, Google Drive (GD), and Dropbox. Introductory tutorials and tech support to navigate Canvas and GD will be provided. All resource materials and assignments will be accessed and submitted via these platforms.

Required texts for the program:

Heart of Yoga, TKV Desikachar

Yoga for Wellness, Gary Kraftsow

Yoga for Body, Breath and Mind, A.G. Mohan

Restoring Prana, Robin Rothenberg

Anatomy Trains, Thomas Myers

Two translations of the Yoga Sutra (suggestions will be offered and described to applicants)

Additional articles and reading materials will be supplied throughout the course to deepen student's understanding on specific related topics.

Mentorship:

For the duration of the course, students will be paired with a skilled mentor who will serve as their personal coach, providing feedback, supporting assimilation of concepts, and personal practice development. The mentors can accommodate time-zone differences across the country. Mentors are allocated approximately one-hour of individual mentoring time per month over the year-long course to be provided via Zoom, Face-Time, or on the phone as per student's preference. In addition, mentors will provide written feedback for all reflective assignments, practicums, and quizzes via Canvas Instructure. Mentors will stay in close contact with students via email, monitoring and customizing the program to meet each individual's learning style.

If a student would like to schedule additional mentor time above the sessions allocated, they will be asked to compensate mentors at the rate of \$95 an hour. Payment for this additional tutoring time can be arranged directly with the mentor.

Weekend Seminars:

Over the weekend, specific topics from the list above will be addressed via lecture and PPT. The information will be explored further through discussion, small group processes, and experiential practices. These will primarily be taught by Robin, along with Jill Massengill, D.C. and a variety of adjunct faculty members who are experts in related fields.

Thursday Practices:

The Thursday practice sessions will offer an ongoing embodied experience of the content of that particular month's topic. These practices will be taught primarily by Robin and the mentors. They offer an opportunity for learning through experience. A group discussion and download will be a part of each practice.

Sutra Study:



The monthly sutra study exploration is a cornerstone of the EYT program. EYT mentor Llewellyne Arden, will lead these discussions, supported by mentors, Gayle Miyake and Margo Peña. Required reading prep, participation in the group discussion, and written assignments are a part of the in-depth study of these foundational teachings.

Week-Long Residential Immersions:

The immersions offer an opportunity to meet in-person and to bond through community sharing of practice, integration of the ideas, play-time together and meals. Vedic chanting will be a primary focus of this time together, as virtual learning does not lend itself to this type of practice. This time will also be used to develop observational skills in body-reading and development of hands-on adjustment techniques as appropriate. In addition, meals will be prepared by EYT's Ayurvedic chef, Aria Peterman. This introduces the Ayurvedic life-style, as a key component in the EYT program which will be furthered explored in-depth through Applications.

Program Extensions:

At the end of the program students are expected to have completed all required work to attain their graduation certificate. If a student requires an extension, they may request a monthly extension for up to a maximum six-month period (total 24 months). A monthly extension fee to cover mentor and additional administration costs will be incurred at the rate of \$125 per month and will be transacted through EYT. An extension Promissory Note will be provided for student's signature through the EYT bookkeeper.

Homework - Expectations, Competencies and Assessments:

Homework assignments will vary from month to month. Some require written reflections, others require the composition of specific sequences in order to demonstrate competency in the integration of conceptual ideas (like the fascial lines), philosophical constructs such as kriya yoga or appropriate use of techniques such as mantra or pranayama. Reading lists will be provided to correlate with the current topics. Students are expected to stay current with assignments and be prepared to participate in discussion regarding the reading.

In accordance with the IAYT Educational Standards and Competencies for Yoga Therapy, the EYT curriculum has been designed to ensure all competencies are thoroughly addressed between Foundations and Applications. Integration and assimilation of the didactic material is a very important part of this process and the homework and practicum assignments are the primary means through which this happens and your progress can be assessed.

All of the homework assignments have been thoughtfully constructed to meet competencies. Some will be assessed based on Complete or Incomplete, as in journal submissions and observational write-ups. Others, such as sequences, require accurate and appropriate adherence to sequencing principles and application of techniques.

As a faculty we expect 100% compliance with all homework assignments by the designated due dates. If a student is having trouble meeting homework deadlines, it is requisite upon them to inform the appropriate faculty. If a student is unsure to whom concerns should be directed, contact the Program Direc-



tor. Failure to maintain homework deadlines will seriously compromise your ability to graduate from the program.

Attendance Policy

Commitment to attendance to online classes and residential immersion is required for graduation. If occasionally a student is unable to attend a class it is expected that they will watch the recording of the session and follow-up with their mentor if questions arise. Additionally, it is requisite that students adhere to their monthly mentor sessions.

Practicum Requirements:

The IAYT Standards require 150 mentored clinical hours over the course of the program. Most of these hours will be accrued during Applications, where students will begin clinical work with clients one on one. However, there are a few opportunities during Foundations to teach specifically tailored group classes and these hours can also be counted towards overall practicum.

Personal Practice and Svadhyaya

EYT holds personal practice as a baseline for maintaining integrity as a yoga teacher and yoga therapist. Our program highly emphasizes svadhyaya and it is our hope that through the information and practices shared, students will discover new ideas that will support personal growth and development structural-ly, psycho-emotionally, physiologically, and spiritually. We encourage exploration of these new tools/techniques as appropriate, and at times will challenge students to work with them until they become personally familiar with their effects and utility. We encourage students to maintain a journal throughout the program to track personal progress. Mentor sessions often act as a time of reflection for students to explore where they are stuck in their own practice/process and to brain storm with support how the tools of yoga can be supportive in their transformation. Mentors may suggest certain elements to be added to a student's personal practice in order to deepen understanding or shift perspective. We ask for students to stay open and trust that we enter this relationship with the intent to encourage growth on many levels and to the best of our ability to act with respect, honesty, clarity, and compassion.

Evaluations

Student input is extremely important to us, not only to help us understand what's working or not working for each student, but also to inform us of ways in which our teaching or curriculum can be improved. At the end of each part of the training (Foundations and Applications), we will ask for an overall evaluation of the program. We ask that these are completed and returned in a timely manner. These evaluations are required to be returned to us in order to receive your Graduation Certificate. However, if at any point in time a student has a concern the mentors and program director will do our best to address the issue in present time.

Faculty for Foundations:

The EYT Faculty is comprised of health-care professionals, many of whom additionally have their C-IAYT designation. All mentors and principle faculty are graduates of the EYT program. Robin has vetted all adjunct faculty with expertise in anatomy, physiology, psychology, Ayurveda, and research to make this program an incredibly rich and unique training.



Robin L. Rothenberg, C-IAYT, Program Director, Author

Robin brings over 35 years of teaching in the field of yoga with specific orientation towards therapeutics. Certified in Viniyoga (1996) and Iyengar (through 1992), Robin has trained teachers and therapists since 2000. She is well-respected in the field of yoga therapy and research and has presented multiple times at SYTAR (Symposium on Yoga Therapy and Research) on topics related to low back pain, spirituality, and pranayama. In 2021, Robin co-organized the WAC Symposium (Wellness After COVID) and is considered one of the pioneers in the field, creating protocols to address symptoms associated with Long-COVID. Robin presently serves on the IAYT Long-COVID task-force and is a standing Board Member. Previously, she served on the IAYT Accreditation Committee, completing her tenure as Chair of the AC in 2017. She is the author of Restoring Prana, The Svadhyaya Breath Journal, and The Essential Low Back Program. EYT was one of the first programs accredited by IAYT in 2013.

Faculty:

Jill Massengill, C-IAYT, D.C.

Aria Peterman, C-IAYT, Ayurvedic Chef

Taran Collis, C-IAYT, Ayurvedic Wellness Counselor

Adjunct Faculty:

Victoria Peters, DEI

Mentors:

Llewellyne Arden, RYT500; EYT Therapist-In-Training

Gayle Miyake, RYT500

Margo Peña, RYT500; EYT Therapist-in Training

To learn more about the faculty and mentors for this program:

<https://essentialyogatherapy.com/foundations-of-yoga-therapy>

Enrollment Requirements and Ability to Benefit Policy for Admissions:

Essential Yoga Therapy does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Applicants of foreign descent must be able to demonstrate American citizenship (proof of a social security number) or documentation of legal immigrant status.

Essential Yoga Therapy acknowledges that information pertaining an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, Essential Yoga Therapy will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the Program Director upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the vocational program, and must be able to perform the essential functions of the program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled.



Acceptance into **Foundations of Yoga Therapy** does not guarantee placement in **Applications of Yoga Therapy**. This will be based on objective assessment of demonstrated growth and competency in Foundations, completion of all homework and practicum assignments, and dedication to personal practice and transformation.

Financing for Training

Through the duration of the training program, we offer interest-free financing based on the Enrollment Agreement and Promissory Note submitted upon acceptance into the course. Payment plans can be made quite flexible, depending on student needs. All tuition must be paid in full by the commencement of the fourth residency. Graduation certificates will be issued only if tuition payment has been fully paid. EYT offers a 5% discount to those who pre-pay in full for the course prior to the program commencing. Payments can be made via check, money order or automatic withdrawal. At this time there are no work study or trade positions available.

Scholarship Opportunities

EYT has limited scholarship resources and will be determined based on financial need and demonstration of dedication to learning and personal growth displayed by the student.

Postponement and/or Cancellation of the Program

If enrollment goals for the program are low in a particular year, EYT reserves the right to postpone or cancel the training. For students who are unable to accommodate the new dates for the program, any tuition that has been previously paid at that point will be returned to said students in full. Postponement of the program will be communicated in writing and previous contractual agreements will be rendered null and void.

Student Deferral

If an enrolled student wishes to defer their enrollment to the next program cycle, they need to communicate this in written form. Their application, references and deposit will be held on file in the EYT office for 5 years.

If a student needs to suspend their training once the program has commenced due to personal reasons (not related to grievance with the program) and intends to continue with subsequent modules in the next program cycle this must be communicated in writing, stating their intentions and reasons for suspending training. All paperwork, homework, tuition payments, etc. will be held on file in the EYT office until they are ready to resume their studies. Students are allowed a three year window to resume their studies in order to complete the program, at which point, the student would need to reapply and start the program again.

If a student feels they cannot complete the program due to medical reasons or personal problems, they should meet with the school Director. Appropriate choices can be made through discussion and mediation with the Director. If the student is unable to fulfill completion of the course due to medical or personal reasons, the refund policy laid out in the enrollment agreement will be followed accordingly. Our Refund Policy is in compliance with WAC 490-105-130 and fully explained in The Essential Yoga Therapy Student Enrollment Agreement.

Religious Accommodation



Essential Yoga Therapy will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation for any reason, should make the request directly to their mentor with as much advance notice as possible. Students are expected to maintain their educational responsibilities, and religious accommodations do not excuse students from keeping up with course-work. The student shall work with their mentor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student’s presentation; or arranging for an increased flexibility in assignment due dates.

Enrollment period for **Foundations of Yoga Therapy 2022-2023, Sept. 26, 2021 – March 1, 2022.**

This training will cost:

Application Fee: \$250

Initial Deposit due upon acceptance: \$500 (includes application fee if previously paid)

Tuition costs for Foundations of Yoga Therapy (includes app. fee): \$ 5,500

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Monthly payments: \$500 (unless other arrangements have been made, see Promissory Note)

All payments can be arranged through the EYT Business Office: C/o Kris Jensen

23214 NE 41st Lane Redmond, WA 98053

Cancellation and Refund Policy:

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%



25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - (a) When the school receives notice of the student's intention to discontinue the training program; or,
 - (b) When the student is terminated for a violation of a published school policy which provides for termination; or,
 - (c) When a student, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the student's official termination date.

Distance Learning Refund Policy:

Minimum requirements for student refunds.

(See RCW [28C.10.050](#) (1)(b).)

(1) At a minimum, schools must use the following applicable refund and cancellation policies; however, the agency may approve refund policies whose terms are more favorable to students than the following established minimums.

(2) The official date of termination or withdrawal of a student shall be determined in the following manner:

- (a) The date on which the school recorded the student's last day of attendance;
- (b) The date on which the student is terminated for a violation of a published school policy

which provides for termination;

(c) No student shall be continued on an inactive status in violation of school policy without written consent of the student. Inactive students must be terminated within thirty days of the next available start date and refunded appropriate prepaid tuition and fees at that time.

(3) Refunds must be calculated using the official date of termination or withdrawal and the date designated on the current enrollment agreement executed with the student. Refunds must be paid within thirty calendar days of the student's official date of withdrawal or termination.

(4) Application/registration fees may be collected in advance of a student signing an enrollment agreement; however, all monies paid by the student shall be refunded if the student does not sign an enrollment agreement and does not commence participation in the program.

(5) For resident programs:

(a) The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school;

(b) The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training; the applicant may request cancellation in any manner, in the event of a dispute over timely notice. The burden of proof rests on the applicant;

(c) The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after



signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student records system;

(d) If training is terminated after the student enters classes, the school may retain the registration fee established under (c) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

(6) For discontinued programs:

(a) If instruction in any program is discontinued after training has begun or if the school moves from one location to another, it must either:

(i) Provide students pro rata refunds of all tuition and fees paid; or

(ii) Arrange for comparable training at another public or private vocational school. Students must have the opportunity to accept or reject comparable training in writing.

(b) If the school plans to discontinue a program it must notify the agency and affected students in advance. The notification must be in writing and must include at a minimum, the data required under WAC [490-105-210\(3\)](#);

(c) Students affected by a discontinuation must request a refund within ninety days.

(7) For distance education programs:

(a) A student may request cancellation in any manner and upon such request for cancellation being received and recorded by the school demonstrating the last date of attendance and/or completion of a lesson.

(b) The following is a minimum refund policy for distance education courses without mandatory resident training:

(i) An applicant may cancel up to five business days after signing the enrollment agreement. In the event of a dispute over timely notice, the burden to prove service rests on the student.

(ii) If a student cancels after the fifth calendar day (excluding Sundays and holidays) but before the school receives the first completed lesson, the school may keep only a registration fee of either fifty dollars or an amount equal to fifteen percent of the tuition, but no greater than a registration fee of one hundred fifty dollars.

(iii) After the school receives the student's first completed lesson and until the student completes half the total number of lessons in the program, the school is entitled to keep the registration fee and a percentage of the total tuition as described in the following table:



If the student completes this percentage of lessons:	The school may keep this percentage of the tuition cost:
0% through 10%	10%
11% through 25%	25%
26% through 50%	50%
More than 50%	100%

(iv) Calculate the amount of the course completed by dividing the number of lesson assignments contained in the program by the number of completed lessons received from the student.

(8) Combination distance education/resident training programs:

(a) The following is a minimum refund policy for a distance education program that includes mandatory resident training courses.

(i) Tuition for the distance education and resident portions of the program must be stated separately on the enrollment agreement. The total of the two is the price of the program.

(ii) For settlement of the distance education portion of the combination program, the provisions of the table in subsection (2)(b)(iii) of this section apply.

(iii) For the resident portion of the program, beginning with the first resident class session if the student requests a cancellation, the provisions of the table in subsection (1)(d) of this section apply.

(iv) Calculate the amount of resident training completed by dividing the total number of training days provided in the resident training program by the number of instructional days the student attends resident training.

(b) A distance education student who cancels after paying full tuition is entitled to receive all course materials, including kits and equipment.

[Statutory Authority: RCW [28.10.040](#) [28C.10.040]. WSR 15-24-088, § 490-105-130, filed 11/30/15, effective 12/31/15; WSR 08-04-110, § 490-105-130, filed 2/6/08, effective 3/8/08. Statutory Authority: RCW [28C.10.040](#)(2). WSR 98-22-033, § 490-105-130, filed 10/29/98, effective 11/29/98.]

Placement Assistance

Essential Yoga Therapy does not offer a placement service. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Transferability

EYT does not accept transfers at this time.

Student Transcripts:

Transcripts will be kept on file for a minimum of 50 years. Students may request copies of their transcripts at anytime. Contact the EYT office at: info@essentialyogatherapy.com to make an official request.

Progress Policy and Dismissal Policy

Students must maintain a passing status assessed through attendance, class participation, completion of



homework assignments, practicum hours, ability to lead classes they are assigned to teach, and completion of other assignments.

Students who are falling short of meeting the criteria will be asked to have a consultation session with the Program Director for the purpose of clarifying expectations. Students can request to meet with the Director for progress reports at any time during the program.

Any student may be dismissed for excessive absences, tardiness, incompleteness of homework assignments, and violations of rules and regulations of the school as set forth in school policies and expectations. The Director, after consultation with all faculty and student will make the final decision. All meetings reflecting a student's participation in the program will be documented and will include the decisions and/or conditions of continued registration in the program.

Student Grievance Procedure

Student complaints should be brought first to their current mentor and addressed as a verbal discussion. If both the student and faculty member feel the complaint needs to be pursued further it will be brought to the attention of the Program Director and discussed among the faculty until the issue is resolved. The discussion and outcome of the discussion will be documented in the student's folder and signed by both the Director and the Student.

If the student's grievance involves their mentor, the complaint can be brought to the Director, where it will be discussed and resolution sought. If the student's grievance is with the Director herself (who may be acting as mentor to the student at the time), the student may bring the complaint to any of the other EYT faculty she/he feels comfortable discussing the matter.

All grievances will be explored with the full faculty including the Director. If the student feels she has not found resolution, the student should write and document her complaint including any supportive information. The written document will be given to the Director of the School and or other EYT faculty as is appropriate. All documentation will remain in the Student's file.

If necessary, the Director will meet independently with the faculty member involved and the student to mediate as necessary. The Director will have the right to investigate the situation. This may include interviewing peer students. All meetings will be documented and signed by the people in attendance of the meetings. All documentation will remain in the Student's file.

When resolution is determined, the Director, Faculty, and Student will meet and document the outcome of the meeting. If the Student still does not feel they have found resolution, they have the right to file a Student Complaint with the Washington State Vocation Training Workforce Board.

If the Director is the faculty member with whom the student has a grievance, then another EYT 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 program.

Students Complaints

Student Complaints should be brought to the attention of the EYT Director to attempt resolution as described previously under Student Grievance Procedure. The Director and Student are to follow the



grievance procedures according to school policy. If satisfactory resolution cannot be reached between the Student and the school, the Student may file a written complaint online with The Washington State Vocational Workforce Board. All Student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

Nothing in this policy prevents the student from contacting the Workforce Board with a complaint or concern.

Essential Yoga Therapy
www.essentialyogatherapy.com

HOW TO FILE A COMPLAINT

Washington law requires private vocational schools to inform students how to file a complaint. By signing this form you acknowledge this process has been explained to you. Below are the next steps the school must take in discussing this policy with you, along with information about the complaint process.

DISCUSSION ABOUT COMPLAINT POLICY REQUIRED

First, a school representative must discuss the school's complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you a copy for your personal records. The school will also keep a copy on file.

ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the school catalog.
3. I know I should first try to resolve a complaint or concern with my instructor or school administrator.
4. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are: http://wtb.wa.gov/PCS_Complaints.asp.
5. I understand that I have one year to file a complaint from my last date of attendance.
6. I further understand that in the event of a school closure, I have 60 days to file a complaint.
7. I also understand that complaints are public records.
8. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at http://wtb.wa.gov/PCS_Complaints.asp

Name: _____

Signature: _____

Date: _____, 20__



ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant, whose name and signature appear above, has been made aware of the school's complaint policy.

Name: _____

Signature: _____

Title: _____

Date: _____, 20__

Classroom Policies

All students are expected to act maturely and are required to show respect for other students and faculty members.

Yoga is about self-awareness, self respect and self control. When we begin the study of yoga there is an inherent understanding that an individual knows, first and foremost to be responsible to and for oneself. As we practice yoga, remember to do nothing that does not feel correct or appropriate for your body.

Take responsibility for your own experience. There is no need to be a caregiver, parent or therapist for each other unless you are role-playing in an experiential process.

Support each other. Commit to using "I" statements when sharing together.

Let the faculty know about any physical limitations so appropriate supports may be suggested.

Honor confidentiality. Anything shared in the sangha - stays in the sangha.

Students must come to class with appropriate materials: attire, books, manual, and completed homework.

Students will be held responsible for completing all assignments as outlined in the Course Syllabus. Completion of reading material will be reflected through class participation, quizzes and essays.

Possession of weapons of any kind are not allowed at any time during residential immersions.

Illegal drugs use is to not tolerated at any time during the course.

Alcohol consumption is not allowed during active program hours.



Limited use of cell-phones or electronic devices during class sessions to text or communicate on Social Media is requested. Break times are open for cell-phone use.

Please, do not wear perfumes, bath oils, strong smelling shampoos, lotions, aromatherapy or fragrances during residential immersions.

Be on time for class sessions and return in a timely manner from breaks.

Attendance in all activities is required unless prior arrangements have been. Make up of missed materials will be required before graduation is complete.

Communicate ahead of time if support is needed in completing reading assignments or home work.

Code of Conduct Statement

Code of Conduct

As a community, EYT adheres to the following Code of Ethics. We expect all those who pursue study in the field of yoga therapy (faculty, mentors and students) through our school to follow these as well:

Essential Yoga Therapy offers a friendly, non-dogmatic environment where therapists aspire to facilitate each student's quest for personal health and spiritual well-being.

We provide services in a non-discriminatory manner both as teachers and therapists.

As a faculty member or student representing EYT, I commit to the following Code of Conduct:

~~I agree to hold myself as steward of safe and sacred space by maintaining clear personal and professional boundaries.

~~I will be continually aware of my position of power and influence on my students/clients. I will guard myself from inappropriately using my position of power to affect, pressure or sway a student/client from their natural being.

~~I will not seek to fulfill my needs at the expense of my students/clients. This includes asking for money beyond contracted fees for service, sex or emotional security.

~~As a yoga therapist, my purpose is to educate: to draw out of a student what they already know and offer an opportunity for inner exploration. I will avoid any activity or influence which may conflict with the best interest of the student for my personal gain or satisfaction.

~~As a steward of the safe and sacred space of Yoga, I will refrain from romantic or sexual conduct with any student/client. I will not invite, act on or



respond to any sexual or romantic contact with a student/client even if the student/client is the initiator.

~I agree to honor the confidentiality of my students/clients and experiences they've shared with me either in class, during discussion or consultation time.

~I agree to represent my qualifications honestly and provide only services for which I am qualified and that are within the Scope of Practice as determined by IAYT.

~I will refrain from diagnosing a condition beyond my scope of knowledge and expertise, or from suggesting a student/client disregard a physician's or therapist's advise.

~I will commit to provide accurate, realistic information about the efficacy of yoga therapy as both a teacher and therapist.

~I will keep accurate client records and maintain confidentiality in accordance with HIPPA laws. 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

~I will make timely referrals to other health-care providers when it is appropriate and in my client's best interests.

~I will neither make or receive commission for referrals for my services.

~I will bill Students/Clients fairly and accurately for my time and in accordance with the service provided.

~I will refrain from plagiarizing sources or taking credit when developing materials for training programs or publication. I will seek to obtain authorization/approval to utilize another individual's or organization's copyrighted or otherwise proprietary materials.

As a Yoga Teacher and Therapist, I desire to live within the integrity of the Yogic Tradition according to the precepts of Patanjali's Yoga Sutra, and the guidelines of the yamas and niyamas. Therefore, I have read and understand this document and agree to honor this code of conduct.