Training School Application Completion Notes

To register your yoga training school you will need to submit the following documents & information via our online form. Please ensure you have everything you need before starting the application, as the form cannot be submitted if it is incomplete.

Application Requirements

1. Course plan for contact & non-contact hours.
2. Your course prospectus.
3. Your teaching and learning agreement.
4. A description of your complaints procedure.
5. A description of how your assessment procedures ensure your trainees' future teaching is based on their own practice, ahimsa, satya & svadhyaya.
6. Example course certificate.
7. Your listing for the YTT website (200-500 words).

Our online application form accepts: doc, docx, pdf, jpeg, xls

1. Course Plan

This should specify how many teaching and learning hours there are on your course and give an overview of what you are going to be teaching and when.

The register accepts registrations for 200 - 1000-hour courses in 100-hour increments.

The register requires 2 parts to your course plan:

A. Contact Hours - at least 75% of your total course hours.

Form A: Example of Course Contact Hours Plan (200-hour)

Date	Practice	Anatomy & Physiology	Yoga History & Philosophy	Teaching & Learning	Business Skills	Total Hours
Day 1 in person	* Surya Namaskar * Ujjayi * Jalandhara Bandha * PMR * Earth Meditation	* Spinal anatomy * Articulations of the spine	* A timeline of yoga history * Applying yam & niyam to yoga posture practice	* Teaching ethics * Differentiation within a mixed ability class	* Identifying your student demographic * Setting up a facebook page	
Time	2	1	1	1	0.5	7.5
Day 2 live online	* Chandra Namaskar * Kapalbhati * Uddiyana Bandha * Rotation of the Consciousness * Chakra Meditation	* Muscles of the abdomen * Digestive system	* Skill in action, applying the Gita to yoga posture practice * Om & its symbolism	* Accommodating different learning styles * Teaching practice 1 - relaxation	* Keeping accounts * Completing a tax return	
Hours	3	2	1	1	0.5	7.5
Day 20	3	2	1	1	0.5	7.5
Total contact hours	60	40	20	20	10	150
% of total contact hours	40%	27%	13%	13%	7%	100%

a) Contact hours should be at least 75% of your total course hours. E.g. a 200-hour course needs at least 150 contact hours.
b) You are free to decide on your own course content and how you arrange it.
c) Record your contact hours using Table A as a guide.
d) The table should include one row for each day of the course.
e) Your contact hours need to be live in-person or live online.
f) If some of your course is taught by other tutors, this must be specified in your contact hour plan. The course director/s must teach 75% of the course contact hours.

Form B: Example of Course Non-Contact Hours Plan (200 hour)

Task	Completion Date	Total Hours
Self practice diary		20
Observing other teachers		6
Evaluation of own teaching		4
Coursework		10
Lesson planning		5
Research / self study		5
Total contact hours		**50**

B. Non-Contact Hours - a max of 25% of your total course hours.
a) Non-contact hours should be at a max of 25% of your total course hours. E.g. a 200-hour course can have a max of 50 non-contact hours.
b) Non-contact hours include homework, self-study, online training that is not live.
c) Record your non-contact hours using the ideas in Table B as a guide.

2. Course Prospectus
This document should include all the information a prospective student might need to make an informed decision about whether your course is the right fit for them. You should include:
a) Pre-requisites for acceptance onto the course.
b) The course aims & objectives.
c) What the graduates will be able to do at the end of the course.
d) Description of the style/s of yoga taught.
e) Summary of the philosophy running through the course.
f) Course dates, times and structure of a typical day.
g) An overview of the course content including; yoga practices, anatomy & physiology, history & philosophy, teaching & learning, and business skills.
h) Application procedure.
i) Course fees, deposit and refunds policy.
j) Further costs that might be incurred during the course, including accommodation, travel, books, assessment fees.
k) Minimum attendance hours & plans for catching up missed hours.
l) How the trainees' practical skills and knowledge will be assessed.
m) How the trainees' teaching will be assessed. (The YTT Schools Register requires that your trainees' ability to teach a full class of at least 60 minutes duration which is

safe and effective is assessed both internally, by one or more of the course tutors, and externally by a yoga teacher from a comparative style with at least 5 solid years teaching experience. Therefore, if the training allows them to teach both online and in person, your trainees' teaching must be assessed internally, in whichever method the course is delivered, and externally both in person and online.)

n) What happens if a trainee does not meet the assessment criteria.

3. Teaching and Learning Agreement
Outline the behaviours that the trainees can expect from you and the other course tutors, and the behaviours the tutors expect from the trainees so that teaching and learning can take place safely and effectively. This agreement should be made available to the trainees before they start your course. (200-500 words).

4. Complaints Procedure
Outline how you would handle a complaint from one of your trainees. We recommend briefly detailing about 3 stages, from an informal chat, to a formal written complaint to your Course Director. You should include the option for the complainant to involve an advocate, translator or other 3rd party. If no resolution is reached at the end of your procedure, either yourself or the complainant can request that YTT mediates. (200-500 words)

5. Assessment Procedures
Describe how your assessment procedures ensure your trainees' future teaching is based on their own practice, ahimsa, satya & svadhyaya (200-500 words)

Include all the ways you might assess your trainees' knowledge, and their ability to deliver safe and effective classes. Assessment can be formal, informal or peer based. The ideal would be a mixture of all 3. You should include:
a) How do you assess your trainees to ensure their self practice is based on ahimsa (non-harm), satya (truthfulness) and svadhaya (self enquiry)?
b) How do you assess your trainees teaching to ensure it is based on their own self practice, ahimsa, satya and svadhaya?
c) How does your class assessment protocol ensure your external assessors know they are to assess your student's ability to teach from their own practice and ahimsa, satya and svadhaya?
d) How do you assess your trainees' understanding of the theory imparted to them on your course, and their ability to critically evaluate this theory in the light of their own practice and self enquiry?

6. Sample Course Certificate
Upload an example of your course certificate.

7. 200-500 word listing for the YTT website:
Put exactly what you want to appear on the website into this box, including website & contact details.

PAYMENT
We accept card payment through stripe

PROCESSING TIME

YTT aims to process applications within 2 weeks of receipt. At busy times this may be extended to a month. If you have heard nothing within that time, contact: info@yogateacherstogether.org

RENEWAL
The YTT registration fee is annual. You will receive a renewal reminder a month before your renewal is due. Failure to renew your YTT registration will lead to removal of your details from the register and website.

CHANGES TO YOUR PROGRAMME
A condition of your YTT registration is that you inform YTT of any changes to your course and/or the personnel delivering it. Failure to inform YTT of any changes will result in your removal from the register and website.