



Guru Ram Das Center
FOR MEDICINE & HUMANOLOGY EUROPE

**STUDENT HANDBOOK
EUROPE 2018**

School Information The International Kundalini Yoga Therapy Professional Training is sponsored by the Guru Ram Das Center for Medicine and Humanology, a non-profit organization founded by Yogi Bajan and developed under his personal direction. Courses are in four regions of the world with trainees from 24 countries. The International Kundalini Yoga Therapy Professional Training is accredited by the International Association of Yoga Therapists.

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

In Person Segments

Year 1	Segment	Hours	Brief Course Description
Segment 1	Foundations: Principles and Practices of Kundalini Yoga Therapy	30	This segment identifies and explores core principles and practices of Kundalini Yoga (KY) Therapy and begins 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	This segment brings understanding of Yogic Philosophy, the 10 bodies and 36 tattwas in relationship to one's origin and identity and to identify and address unresolved inner conflict as the source and resolution of illness. Key to this segment is the development of radiance and neutrality in the presence of suffering.
Segment 3	Elements & Alchemy of Kundalini Yoga	45	This segment develops an understanding of how the key elements of Kundalini Yoga—mantra, mudra, drishti, bhanda, asana, pranayama, meditation and kriya interrelate. The 12 main meridians are identified in relationship to mantra, mudra, drishti, bhanda, asana, pranayama, meditation and kriya.
Segment 4	Assessment & Treatment Planning	45	This segment explores the yogic understanding of the process of change, the therapeutic relationship, how to a complete comprehensive assessment, form a treatment plan and track progress over time. Motivational interviewing for changing health behavior and the influence of social determinants of illness and health are explored.

YEAR 2			
Segment 5	Yoga Therapy for the Structural System	45	This segment develops 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 6	Unraveling the Knot of Stress, Inflammation, Pain and Sleep	30	This segment explores the interplay of the physiology and yogic psychology of stress, inflammation, pain and sleep and their role in health and illness.
Segment 7	Transforming Anxiety & Depression	30	This segment develops an understanding of the physiology and the yogic and western psychology of anxiety and depression, and includes the application of the elements of KY to address these conditions.

Segment 8	Cardio/Respiratory Systems and Pre and Post Operative Care	30	This segment develops an understanding of the yogic psychology and western physiology of illnesses related to the cardiovascular and respiratory systems, western treatment approaches, contraindications and the application of KY to support recovery. This segment addresses the role of KY in the process of Pre and Post Operative Care
Segment 9	Men, Women Across the Life-cycle	30	This segment develops an understanding of the yogic perspective of human development across the life span and lifecycles. Additionally, it develops an understanding of male and female psychology and physiology and those health challenges unique to men and to women, as well as the application of KY to support recovery.

YEAR 3			
Segment 10	Nervous, Endocrine and Digestive Systems	30	This segment develops an understanding of the yogic psychology and physiology of illnesses related to the nervous, endocrine, and digestive systems, western treatment approaches, contraindications and the application of KY Yoga to support recovery.
Segment 11	Immune & Lymphatic System Cancer & Viral Conditions	45	This segment develops an understanding of the 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 KY Yoga to support recovery.
Segment 12	Death, Dying and Grief Recovery	30	This segment focuses on the yogic understanding of death, the capacity of the yoga therapist to be present with dying, and to support grief recovery from a yogic perspective.
Segment 13	Management of complex cases, Presentation of Projects, Launch Plan and Graduation	30	This segment supports integration of 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 plan post graduation.

Program start dates are quarterly. 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.

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.

Applicants are required to fill out an application form and be interviewed before acceptance into the program. The applicant's goals for participation in the program and for becoming a Kundalini Yoga Therapist, their caliber, references, range of experience and knowledge of Kundalini Yoga as outlined in the application are further explored during the interview and factored into the final evaluation of acceptance into the program.

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.

Enrollment KRI Certified Kundalini Yoga Level I teachers may attend 4 introductory In Person segments of the International Kundalini Yoga Therapy Professional Training Program 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 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.

Applicants are required to complete the application, be interviewed via Skype or in person, and pay the application fee prior to acceptance into the program. An Enrollment Agreement that includes payment details and schedule and the refund policy is completed after notification of acceptance. 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 is limited to foster a personalized training atmosphere. Advanced registration is advised to ensure your space.

Transfer Policy The International Kundalini Yoga Therapy Professional Training accepts 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 must match the content of the International Kundalini Yoga Therapy Professional Training curriculum. Requests will be reviewed on an individual basis.

Following is a list of courses approved for transfer:

- 2 Semesters of a college level Anatomy and Physiology course taught by a college or university level instructor in person or online.
- The 4 introductory courses in the International Kundalini Yoga Therapy Professional Training taught by Guru Ram Das Center faculty from February 2010 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 the number of approved transfer credit hours.

5) NOTE: The Anatomy and Physiology transfer course hours must be successfully completed and approved by the end of the 1st year of International Kundalini Yoga Therapy Professional Training.

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 2.5%. The service charge for payments made monthly is 5.0%.

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

Tuition and Fees As of January 1, 2018, the total cost of the International Kundalini Yoga Therapy Professional Training in Europe is 18,000 €. The Application Fee of 108 € and the Enrollment Fee of 1900 € is applied to the total cost of the program. The Enrollment Fee is due at the time when the Enrollment Agreement is signed. In most cases, applicants are given tuition credit for those courses that are approved for transfer.

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 \$125.
- 3) Applicants who have paid in full for the International Kundalini Yoga Therapy Professional Training are entitled to the following refund minus a cancellation fee of \$125.
- 4) Students who are paying tuition annually will receive a refund based on the chart above in conjunction with the amount of tuition already paid. There is a cancellation fee of \$125.
- 5) Students who are making monthly tuition payments receive a refund only for the segments paid for but not yet taken, minus a cancellation fee of \$125.
- 6) If the Guru Ram Das Center for Medicine and Humanology ceases operation of the International Kundalini Yoga Therapy Professional Training, students will be refunded tuition paid in excess of the cost of segments and supervision completed prior to the termination of the program.
- 7) 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 criterion:

- 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.

The Guru Ram Das Center For Medicine and 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.

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.

Students 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 \$125.

Students who have paid in full for the International Kundalini Yoga Therapy Professional Training are entitled to the following refund minus a cancellation fee of \$125.

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

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

Students making annual payments receive a refund based on the chart above for any segment or mentoring and clinical supervision paid for but not yet taken, minus a cancellation fee of 125 €.

Students making monthly payments receive a refund minus a cancellation fee of 125 €.

The official date of termination for refund purposes is the last date of recorded attendance. All refunds are made within 30 days from the date of termination.

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, mentoring and clinical supervision completed prior to the termination of the program.

The Guru Ram Das Center For Medicine and 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.

Postponement of Courses and Programs

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.

Progress and Dismissal Policy Completion of a segment and credit for class hours is based on a Pass/Fail system.

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

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.

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 and 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 and 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. 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 and Humanology prohibits inappropriate conduct based on any of the above characteristics in all contexts of the Guru Ram Das Center for Medicine and Humanology programming.

Harassment/Discrimination Policy 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. 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

This list is not meant to be exhaustive. Harassment can occur between members of the same or opposite sex.

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.

How Complaints are Addressed Any claims of discrimination or harassment are investigated

Faculty and Staff Responsibility 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.

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 and 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 and 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.

Leave of Absence 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.

Code of Conduct It is the intention of the Guru Ram Das Center for Medicine and 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.

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: The Role and Caliber of the Kundalini Yoga Therapist Policy, The 16 Facets of Perfection of a Kundalini Yoga Teacher Sola Kalyan Sumpuran delineated by Yogi Bhajan in September 1995 and finally, The Code of Ethics and Professional Standards of a Kundalini Yoga Therapist.

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.

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

The 16 Facets of Perfection of a Kundalini Yoga Therapist

Based on Sola Kalyan Sumpuran Yogi Bhajan, September 1995

1. A Kundalini Yoga Therapist will never alter the teachings because of personal opinion. You will practice by example.
2. The higher you grow as a Kundalini Yoga Therapist, the more humble you have to be.
3. As a Kundalini Yoga Therapist you serve the clients to their highest upliftment.
4. As a Kundalini Yoga Therapist you are to be extremely kind, caring, compassionate, and forgiving.
5. As a Kundalini Yoga Therapist you do your best to continuously imagine, visualize, believe, expand in all directions, connect to everything, meditate, practice, and project that you are *Ang Sang Wahe Guru* (“With every limb, every part of me, I belong to the Divine.”), and that the energy of Guru Ram Das is flowing through you.
6. As a Kundalini Yoga Therapist you do your best to be in *Chardi Kala* (elevated spirits) and connected to your higher self, and avoid being caught in emotional turmoil. Count your blessings, not your curses. Always be graceful. Glow and grow.
7. As a Kundalini Yoga Therapist you will continuously graduate towards the Divinity and Infinity that is the essence of your existence. You are not a human born for a spiritual search, you are a spirit, an Atma (soul), born for an experience as a human. Your purity and piety as an Atma is always maintained, protected, exalted, projected, as a priority over everything and kept in sight mentally, physically, and spiritually.
8. As a Kundalini Yoga Therapist listen to, and obey all righteous teachings. If you read something, you will know it; if you write something, you will understand it; if you teach something, you will perfect it. It is perfection of your deliverance that gives you grace as a Kundalini Yoga Therapist. Your success as a Kundalini Yoga Therapist lies not in what you know, but in what your client receives.
9. A Kundalini Yoga Therapist is measured by the growth, dignity, and excellence of the client. If you find any strength nurture it, teach it, exalt it to the best of your ability and divinity.
10. As a Kundalini Yoga Therapist do not relate to ego or politics. Always relate to the spirit, soul, and essence of a person. Always relate to the intelligence, talent, and consciousness of a person. Always relate to the manners, methods, and mentality of a person. Pure thoughts are the way to universal knowledge and will make you bountiful, blissful, and beautiful. Practice Shaucha- evenness of mind, thought, speech, purity of body.
11. God and Guru have blessed you with Karma (law of cause and effect). As a Kundalini Yoga Therapist you must offer yourself in Dharma (lifestyle of righteousness) to honor the gift of God of life. Never create a drift or rift between you and your Atma.
12. A Kundalini Yoga Therapist wears white cotton clothing while practicing and teaching. White clothing makes you as a Yoga Therapist look divine and represent light. The color white represents the seven colors. Cotton is the flower of the Earth. It is good for your psyche, your energy, and your nervous system. Your way of dressing should be saintly and make you glow with grace. You should look like a sage and a prince or princess of peace and divinity.

13. The Universal Spirit that rotates the Earth can take care of all your problems. As a Kundalini Yoga Therapist you have to learn trust and faith. Regard every breath of life as a gift. Strive for conscious breathing, breathing one breath a minute.
14. The banner of a Kundalini Yoga Therapist is: "In God I dwell." The standard of arms of a Kundalini Yoga Therapist is: "God within me I trust." The honor of a Kundalini Yoga Therapist is: "In the Name of God I serve." The motto of a Kundalini Yoga Therapist is: "Peace of mind and peace within the material world."
15. A Kundalini Yoga Therapist needs to commit to Nam, the God-given identity. Without Nam, you cannot have the purity of self and the divine

projected grace to master all the elements. Without commitment there is no character. Without character there is no dignity. Without dignity there is no divinity. Without divinity there is no grace. Without grace you cannot sacrifice or serve others. Your compassion and presence will not work, and you cannot be happy. Remember once and for all, happiness is your birthright, and it is always right to be happy. So be happy, be healthy, and be holy. We are all holy, because we all have nine holes. Adding two arms and two legs makes thirteen. You are born with thirteen, you will live with thirteen, you will die with thirteen. Thirteen (three and one) makes four—Cup of Prayer. Prayer is your power, your protector, and your provider. *Sat Nam*

The Code of Professional Standards of A Kundalini Yoga Therapist

(Based on the Code of Professional Standards of a Kundalini Yoga Teacher)

THE CLIENT/YOGA THERAPIST RELATIONSHIP

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 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 these teachings, never their source.
- 6) A Kundalini Yoga Therapist strives to build the Yoga Therapy client's connection to the teachings 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.

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

YOGATHERAPY GROUP CLASS STRUCTURE

- 1) A Kundalini Yoga Therapist teaches a class as it was taught by Yogi Bhajan, 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, and ends with the Long Time Sun song.
 - 4) In class, a Kundalini Yoga Therapist wears appropriate, modest, clean, white clothing.
 - 5) Yogi Bhajan strongly encourages Teachers (and thus, Kundalini Yoga Therapists) 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 avoid being late.
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- 1) 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.

ADVERTISING AND PROMOTION The following guidelines uphold the quality of the Teachings and how they are 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, IKYTA, KRI, 3HO, and Yogi Bhajan, truthfully and accurately in all public relations, following the guidelines set from time to time by the Guru Ram Das Center for Medicine & Humanology, IKYTA, KRI, 3HO, or Yogi Bhajan for advertising that will correctly reflect the organization's mission.

PROFESSIONAL COMPETANCE

- 1) A Kundalini Yoga Therapist recognizes his or her individual boundaries of competence 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 as recommended or required by the Guru Ram Das Center for Medicine & Humanology for continuing education.
- 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.

Attendance All segments and 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.

Program Completion Requirements

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

- 13 In person segments
- 2 semesters of college level Anatomy and Physiology
- 7 online segments covering Ayurveda, Research, Ethics, Business Development
- 60 hours Group Supervision and Individual Mentoring
- 293 hours Practicum
- Personal Development
- Graduation Project

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

Completion of a segment and credit for class hours is based on a Pass/Fail system. All enrollees in the International Kundalini Yoga Therapy Professional Training must maintain a passing status assessed through attendance, class participation, satisfactory participation in individual mentoring and clinical supervision, completion of homework assignments, evaluation of competencies, completion of a Graduation Project and other class assignments.

Participation of the full duration of each in-person or online segment is required in order to receive credit. We do not have provisions to make-up for partial attendance. It is the responsibility of the enrollee to fulfill this requirement if they want credit for a specific course.

A team consisting of the faculty mentor, clinical supervisor and school director monitors student's 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

requirements. Students can meet with the faculty 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.

If a student feels he/she cannot complete the program for any reason, he/she would meet with his/her Faculty Mentor to withdraw.

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

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**.

Confidentiality Policy It is the policy of the Guru Ram Das Center for Medicine and Humanology 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 and 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 and Humanology 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 and Humanology. Such information is considered privileged and protected by law.

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 and 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.

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.

Academic Calendar:

The In Person portion of the International Kundalini Yoga Therapy Professional Training consists of 13 segments. A 3-year 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.

Record Keeping:

The Guru Ram Das Center for Medicine and 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.

In Person Segments

Year 1	Segment	Hours	Brief Course Description
Segment 1	Foundations: Principles and Practices of Kundalini Yoga Therapy	30	This segment identifies and explores core principles and practices of Kundalini Yoga (KY) Therapy and begins 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	This segment brings understanding of Yogic Philosophy, the 10 bodies and 36 tattwas in relationship to one’s origin and identity and to identify and address unresolved inner conflict as the source and resolution of illness. Key to this segment is the development of radiance and neutrality in the presence of suffering.
Segment 3	Elements & Alchemy of Kundalini Yoga	45	This segment develops an understanding of how the key elements of Kundalini Yoga-mantra, mudra, drishti, bhandas, asana, pranayama, meditation and kriya interrelate. The 12 main meridians are identified in relationship to mantra, mudra, drishti, bhandas, asana, pranayama, meditation and kriya.
Segment 4	Assessment & Treatment Planning	45	This segment explores the yogic understanding of the process of change, the therapeutic relationship, how to do a complete comprehensive assessment, form a treatment plan and track progress over time. Motivational interviewing for changing health behavior and the influence of social determinants of illness and health are explored.

YEAR 2			
Segment 5	Yoga Therapy for the Structural System	45	This segment develops 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 6	Unraveling the Knot of Stress, Inflammation, Pain and Sleep	30	This segment explores the interplay of the physiology and yogic psychology of stress, inflammation, pain and sleep and their role in health and illness.
Segment 7	Transforming Anxiety & Depression	30	This segment develops an understanding of the physiology and the yogic and western psychology of anxiety and depression, and includes the application of the elements of KY to address these conditions.

Segment 8	Cardio/Respiratory Systems and Pre and Post Operative Care	30	This segment develops an understanding of the yogic psychology and western physiology of illnesses related to the cardiovascular and respiratory systems, western treatment approaches, contraindications and the application of KY to support recovery. This segment addresses the role of KY in the process of Pre and Post Operative Care
Segment 9	Men, Women Across the Life-cycle	30	This segment develops an understanding of the yogic perspective of human development across the life span and lifecycles. Additionally, it develops an understanding of male and female psychology and physiology and those health challenges unique to men and to women, as well as the application of KY to support recovery.

YEAR 3			
Segment 10	Nervous, Endocrine and Digestive Systems	30	This segment develops an understanding of the yogic psychology and physiology of illnesses related to the nervous, endocrine, and digestive systems, western treatment approaches, contraindications and the application of KY Yoga to support recovery.
Segment 11	Immune & Lymphatic System Cancer & Viral Conditions	45	This segment develops an understanding of the 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 KY Yoga to support recovery.
Segment 12	Death, Dying and Grief Recovery	30	This segment focuses on the yogic understanding of death, the capacity of the yoga therapist to be present with dying, and to support grief recovery from a yogic perspective.
Segment 13	Management of complex cases, Presentation of Projects, Launch Plan and Graduation	30	This segment supports integration of 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 plan post graduation.

Online Segments

Year 1	Segment	Hours	Brief Course Description
Segment 1	Ethics	10	This segment develops an understanding of 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
Segment 2	Exploring Evidence-Based Yoga Therapy Research	8	This segment develops 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	How to Build a Successful Holistic Health Practice	9	This segment explores 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.

Year 2			
Segment 4	How Yoga and Meditation Work from a Scientific Perspective	6	This segment provides a review of the scientific evidence that demonstrates the impact of yoga and meditation on physiology and supports its use as an intervention for health maintenance and recovery.
Segment 5	Ayurveda	14	This segment develops 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 6	Tracking and Charting a Case Study	5	This segment includes how to write a case study, the case study approach to research, its application, strengths and weaknesses.
Segment 7	Keeping it all Together: The Business of Yoga Therapy	7	This segment develops 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 Hours Years 1,2 and 3		Hours	Brief Course Description
Ongoing	Personal Development / Home Practice	120	The purpose of the personal practice is to 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	Teaching KY Therapy Group Classes	34	Gain skill in teaching a therapeutic KY group class.
	Individual Clients	100	Gain skill in clinic Kundalini Yoga Therapy with individual clients. Assessment, treatment and tracking clinical outcomes
Ongoing	Graduation Project	69	Completion of a project that addresses the trainee's personal talents and interests. Determined with the Faculty Mentor.
Ongoing	Individual Mentoring	16	Provides personal support and reflection; assists with defining Graduation Project and tracking and monitoring trainee progress, personal development and completion of training.
Ongoing	Clinical Supervision	32	Provides 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.

International Kundalini Yoga Therapy Professional Training Faculty

Shanti Shanti Kaur Khalsa, PhD, C-IAYT

Atma Jot Kaur Güdel, C-IAYT

Hari Kirin Kaur Khalsa, MD

Japa Kaur Khalsa, DOM ,C-IAYT

Sherry Brouman, PT

Jai Dev Singh Khalsa C.A.S

Julie Staples, PhD

Karta Purkh Singh Khalsa, RH. (AHG), D.N.–C.

Faculty are supplemented with local experts (guest faculty) based on location and timing of courses.

Guru Ram Das Center for Medicine & Humanology Board Members:

Member	Role
Amrit Singh Khalsa, PhD	Chair/Treasurer
Daya Singh Khalsa	Vice Chair
Hari Simran Kaur Khalsa CAS	Member
Hari Charn Kaur Khalsa	Member
Rachel Dougherty	Member
Sat Bir Singh Khalsa, PhD	Member
Jai Dev Singh Khalsa CAS	Member
Shanti Shanti Kaur Khalsa PhD	Executive Director
Adi Shakti Kaur Khalsa	Board Secretary