

## The Lead Candidate Application and Practicum Process:

Please read this carefully. There is a lot of important information here as there have been recent changes, additions, and improvements to the trainer development process. Here is a step-by-step outline.

The first step is to ensure that you qualify to apply as a Lead candidate. Below are the requirements you should meet before beginning the process to move from Professional Trainer to Lead Trainer.

### Step 1: Lead Trainer Candidate Requirements and capabilities

A Lead Trainer Candidate needs to show that, beyond the knowledge and skills to deliver 100% of a Level One Teacher Training program curriculum, they also have:

- A working understanding of all requirements in regards to the administrative and licensing responsibilities with KRI. A Lead candidate is fully responsible to deliver the program within the established guidelines and standards found in the Policies and Procedures Manual (PPM), Administrative Checklist, and the Level One Contract. The PPM and checklist can be found on the KRI website along with all other Level One administrative documents.
- The capability of organizing a Level One course which fulfills all curriculum and student-teacher practicum requirements.
- The capability of organizing and delivering all aspects of a training program including program logistics: the teaching space or location, hospitality for students and trainers, teaching and support materials, food etc.
- The capability of organizing and managing a team of trainers to maintain the thread of consistency throughout the program, ensuring that all topics are properly covered and the student-teacher practicum requirements met.
- The capacity to “hold the space” required to take the students and training team through the process of self-transformation which is part of a successful Level One program. Dealing with the identity crisis and emotional upheaval which may be part of that process. Having the ability to poke and provoke where necessary and always in the end, up lift. Nurture the spiritual and educational development of all program participants.
- The attitude and communication skills required to be an active and contributing member of the local, regional and international community of Kundalini Yoga Teachers (IKTYA) and KRI Teacher Trainers (Aquarian Trainer Academy)
- Attended a Trainers Forum at least once every 2 years. A **Lead Trainer Candidate is required to attend the Trainer Forum that takes place before the event at which their Interview is scheduled.**
- **Level Three Requirement:** All Professionals applying to become a Lead trainer must have begun the Level Three Program prior to their Lead Follow up interview.

### Step 2: Lead Application

If a Professional Trainer and their mentor agree that the candidate has attained the above listed capabilities and wishes to proceed with the Lead candidate practicum process then the candidate needs to complete the following:

- The online Lead Candidate Application Form which includes the Competency Evaluation Form, \$108 candidate fee, Self Evaluation and Practicum proposal. (The Practicum Mentor can be your current mentor or any Lead Trainer. The Lead Trainer is not required to be a Mentoring Lead Trainer.)

- Units of Study-Content Credit Form with your current mentor's sign off which is then attached to the online application. **IMPORTANT:** You will need all 200 content credits to apply!
- Individual Development Plan(s) IDP – which is then attached to the online application

The Lead candidate's current mentor needs to provide the following on their Trainer Portal:

- The Lead Candidate LT Evaluation Form
- The Competency Evaluation Form with comments

Once the Lead application and supporting documents have been submitted, then an initial interview for the Candidate by a team of Lead Trainers will be scheduled.

IMPORTANT: Interviews are conducted in person at Summer Solstice, Winter Solstice, and the European Yoga Festival so plan on attending one of these events. At times, if enough Lead Trainers are available, we sometimes conduct interviews at other Yoga Festivals and Trainer Forums. Contact us for more information if you are interested in this option.

**The deadlines for submission of your full application are:** By **April 15th** for a Summer Solstice interview or a European Yoga Festival interview. And by December 1<sup>st</sup> for a Winter Solstice interview. You should plan on being present for the Interview Orientation Meeting and the Trainer Forum associated with that event. Due to the number of applications we receive, any applications received later than these deadlines won't be scheduled for that event.

### **Step 3: Lead Candidate's Initial Interview**

The candidate needs to ensure that the proposed Practicum will adequately **demonstrate the candidate's ability to independently fulfill all the functions and responsibilities of a Lead Trainer.**

There is no requirement that this must be a fully new program in a new location. However if the candidate is proposing to utilize an established program as their Practicum, it will be important to demonstrate to the Interview Team how the candidate will show (or has shown) that they can fulfill all LT responsibilities independently. **The Lead practicum cannot have sessions/modules longer than 3 days.**

At the Lead Candidate Initial Interview the candidate needs to bring with them the candidate's comprehensive Practicum Proposal (which should be presented in a binder with all the relevant planning documents). Practicum application, program timeline, curriculum outline, trainer team and assignments, proposed daily schedule, and budget.

The candidate should also prepare a 10 minute oral presentation based on the following questions:

- Where will your Practicum be held and why did you choose this location?
  - City and country.
  - Type of location: yoga studio, rented room, seminar house...
- What are the dates and proposed format (2 day weekends, 3-day weekends)?
- Who are the students you targeting to come to your training? Are they experienced Kundalini Yoga students? Do you already have a relationship with them?
- Will this be a new training program? If not, how will you get the real experience of being an independent Lead Trainer?
- Who will be your Practicum Mentor? Why have you chosen to work with them?
- Who are the members of your Practicum Training Team? Why did you choose them? If you have been working with them as colleagues, how will you establish yourself with them in your role as Lead Trainer?
- You have been working with a Mentoring Lead and his/her training team for many years. What

do you believe are the strengths and qualities of that team that you want to incorporate in your training programs?

- How do you want to bring in your own unique perspective and qualities to your training programs? Please give details.
- Please explain briefly the basic principles and reasoning behind the flow of your Curriculum Schedule.
- How much of the curriculum will you be teaching? (Must be 20 to 80%. Recommendation: 50%.)
- For how much of the program will you be present in the classroom? (80% minimum)
- What have been your biggest challenges in the planning process?
- In preparing for this Practicum, what have you learned about yourself as a trainer and the specific role and responsibility of a Lead Trainer?

The team will interview the candidate and then will make a decision about whether the candidate is ready to begin the process to qualify as a Lead. They will provide the candidate with a one year self-improvement plan with a specific action plan and they may add some special requirements to the practicum program if they so choose. If the interview team does not recommend that the candidate proceed with the Practicum they will provide information about what needs further development. The candidate may not agree with the assessment and they will have an opportunity to indicate that on the Interview Report. There is an appeal process. Your application would then go to the Certification Committee and be reviewed again. The candidate (and Mentor) would provide a written statement for the Certification Committee about why they are contesting the decision.

#### **Step 4: Practicum Program Guidelines**

In order to demonstrate capability a Lead Trainer candidate will be required to setup and run a complete Level One Training Program with a mentoring Lead Trainer who will oversee the program (this is called the Lead Trainer Practicum). The contract must be submitted under the Practicum Mentor's name and password. The candidate requests this information from the mentor and then fills out the contract on the Trainer Portal page acting as the Administrator. Practicum mentors cannot be closely related to the Lead candidate (husband and wife; mother and daughter; father and daughter; brother and sister etc). The practicum program must include the following:

- **Before the course begins**, the Lead candidate should present and get approval from the Practicum mentor for:
  - a. A written curriculum outline based on the Aquarian Teacher Program, which shows when all the required topics will be covered, when the necessary teaching practicum's will happen, when and how exam will be given etc.
  - b. Teaching schedule of the teams co-trainers.
  - c. All pamphlets, websites and other publicity ensuring they meet the KRI PR Guidelines.
  - d. The filled in KRI online contract (the candidate cannot license directly, but should complete the online application process as the "administrator".) The Practicum mentor will be the licensee and will provide his or her KRI ID so the contract can be completed by the candidate.
  - e. Budget showing how all costs, royalty payments and trainer fees will be covered.
  - f. Practicum mentor fee: The practicum mentor should be paid normal scale for any teaching he/she does in the course, plus be compensated for the mentor oversight. The recommended compensation for the mentoring is between \$1500 - \$2000 plus travel costs.

- **During the course the Practicum Mentor should**
  - a. Observe the candidate in the Trainer role during a minimum of one weekend session towards the beginning of the program so that the mentor has a reference point in assessing the progress of the students when the mentor returns at the end of the course (see below). The mentor can do some teaching too, but the candidate Trainer needs to be leading the session and “holding the space”.
  - b. Teach or co-teach at least one weekend. (This time the Practicum mentor should be leading the session and “holding the space”.) This should be towards the end of the course so that the mentor can assess the progress of the students.
  - c. The Practicum mentor may also collect feedback from all the other members of the training team on how well they had been prepped for their role and responsibilities, how well the hand off between trainers was accomplished, etc.
- **Upon completion of the Practicum program**
  - a. As the responsible licensee, the Practicum mentor will check that KRI was provided with all required royalty fees, student contact lists and documents as required by the contract agreement. The Contract Manager will provide an evaluation about how well the candidate fulfilled the administrative requirements for the practicum program. This evaluation will be part of the review conducted by the Follow up Interview Team.
  - b. The Practicum mentor will also provide the candidate with a written assessment of the Practicum using the Practicum Classroom and Program Evaluation forms and make a recommendation regarding Lead Trainer classification based on that assessment.
  - c. Afterwards the Practicum mentor makes sure the Practicum Evaluation forms are submitted to KRI:
    - Practicum Classroom Evaluation
    - Practicum Program Evaluation
    - Practicum Team Member Evaluation (optional)
  - d. The candidate provides a written report on the self- improvement plan assigned by the initial Lead interview team.

### **Step 5: Lead Candidate Follow up Interview**

Once all the evaluations and reports have been received by KRI, a follow up interview by a team of lead trainers (ideally the same team who interviewed the candidate initially) will be scheduled for a Summer Solstice, Winter Solstice, or European Yoga Festival.

The candidate prepares a 10 minute verbal report about their Lead Trainer Practicum experience which includes the following as well as any other points the candidate would like to share.

- Where was the Practicum held?
  - City, State, Country
  - Type of location: yoga studio, rented room, seminar house, other...
- When was the Practicum?
  - Start and End dates.
  - A description of the format: weekends, three x one week, other?
- How many students participated?
  - Did any drop out? Why?
  - Did everyone graduate?

- What kind of students came?
  - Ages?
  - Professions?
  - Backgrounds?
  - Female/Male ratio?
- What motivated the students to come?
- Who was the Practicum Mentor?
- Who was on the training team?
- What was the biggest challenge or lesson learned – give an example in 2 or 3 areas, such as:
  - Preparation and planning.
  - Course administration and logistics
  - KRI contracting and certification process
  - Scheduling and delivering the curriculum
  - Working with the students both as a group and as individuals
  - Working with the training team...
  - Being fully responsible for all aspects of the program
  - Holding the space for the transformational process of all involved
- A two minute story about something of significance / inspiration that happened during the training.
- How did this experience Poke, Provoke, Confront and Uplift you?
- How has your understanding of what it means to be a Lead Trainer changed?
- What are your plans for the future in your role as a Lead Trainer?

The Interview team will consider recommending the candidate for Lead Trainer status. Part of their evaluation will also include reviewing the report provided by the Contract Manager about how well the Candidate followed the Administrative requirements. Recommendation can be held up if the Contract Manager Report indicates Administrative failures by the Lead Trainer candidate.

The recommendation from the interview team would then be submitted to the Certification Committee for their final review and approval. The Certification Committee's responsibility is to ensure the integrity of the process and also to consider extraordinary situations. It will review all documents to ensure that all the requirements have been properly met and that the application and interview process have been properly adhered to. Based on this review they will make the final decision.

When approval has been granted by the Certification Committee then the Lead Candidate is officially approved as a Level One Lead Trainer and will be notified by email.