



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 Contract Administration Video Tutorials, Administrative Checklist, and the Level One Contract. The Video Tutorials 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, Summit, or TTEC meeting that takes place prior to their interview.**
- **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 another 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:

- The Lead Candidate LT Evaluation Form-found on their portal
- The Competency Evaluation Form with comments-found on their portal
- If the Practicum Mentor will be someone different, please also provide the Practicum Mentor a written evaluation of the candidate's strengths and weaknesses. This should be emailed to them and to the Academy Administrator.

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 if possible. During COVID-19 the interviews have been conducted remotely.

The deadlines for submission of your full application for an in person interview are: By **April 15th** for a Summer Solstice interview or a European Yoga Festival interview. And by December 1st for a Winter Solstice interview. At this time, during COVID-19, interviews are taking place throughout the year.

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 or email to the interviewers the candidate's comprehensive Practicum Proposal. This should include Practicum program timeline, curriculum outline, PR, trainer team and assignments, proposed daily schedule, and budget.

Use the following strongly recommended questions as discussion points with the candidate:

1. Where will the Practicum be held and why did the candidate choose this location?
2. Proposed format (weekends, 3x one week...)?
3. Who are the students candidate is targeting? Are they experienced Kundalini Yoga students? Do the candidate already have a relationship with them?
4. Will this be a new training program? If not, how will the candidate get the experience of being an independent Lead Trainer?
5. Who will be the Practicum Mentor? Why did the candidate choose to work with them?

6. Who are the members of the Practicum Training Team? Why did candidate choose them? If candidate has been working with them as colleagues, how will candidate establish themselves in their role as Lead Trainer?
7. Candidate has been working with a Mentoring Lead and his/her training team for many years. What are the strengths and qualities of that team that candidate wants to incorporate in their training programs?
8. How does candidate want to bring in their own unique perspective and qualities to their training programs? Please give details.
9. Please explain briefly the basic principles and reasoning behind the flow of the Curriculum Schedule.
10. How much of the curriculum will candidate be teaching? (Recommendation: 50%.)
11. For how much of the program will candidate be present in the classroom? (Recommendation: 80%)
12. What has been candidate's biggest challenges in the planning process?
13. In preparing for this Practicum, what did candidate learn about themselves 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 and The Lead FOLLOW UP Written Report.

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 or at least one member of the Initial Interview Team) will be scheduled.

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.