



## Student Denial of Level One Certification Policy

27 DEC 2018

1. It is the responsibility of a Level One program Licensing Lead Trainer to determine if and when a student has qualified for their KRI Level One Instructor certificate.
  - a. The minimum is to ensure and confirm that the student has successfully completed all of KRI's certification requirements and sign off on the Certification Requirements Form.
  - b. A Lead Trainer may also extend or add additional certification requirements that exceed KRI's minimums. These additional requirements:
    - i. Must be clearly communicated to the students before they start the course, so they know what they are getting into.
    - ii. Must be reasonable and fair. For example, requiring 40 days of Group Aquarian Sadhana in a course where all participants live close to one another is fine. Requiring students to take 100 additional yoga classes outside of teacher training is excessive and unreasonable.
    - iii. If you have any questions or concerns about additional requirements being reasonable and fair, please check with KRI ahead of time.
  - c. KRI also expects Lead Trainers to apply their subjective judgement to a student's character and consciousness.
    - i. For example, obvious and/or known serious breaches in the Code of Ethics (for instance, recreational drug use) should result in denial of that student's certificate. Such issues can sometimes be grey areas, and KRI and/or EPS can be consulted for clarification if needed.
2. Denial of a student's certification (*as opposed to a student who simply has no interest in getting certified*):
  - a. The Lead Trainer needs to complete the KRI Denial of Certification form.
  - b. A copy of this form needs to be reviewed with the student and signed by both the Trainer and student. When both have signed, a copy shall be provided to the student.
  - c. **Important:** Be sure to email a signed copy to KRI [contractmanager@kriteachings.org](mailto:contractmanager@kriteachings.org) and include a copy in the student forms packet sent to KRI.
  - d. The denial form clearly states that the student is not approved to teach Kundalini Yoga classes, and that doing so would jeopardize their ability to eventually gain certification.
  - e. The form also informs the student that they have the right to appeal the Lead Trainer's decision to deny them certification.
  - f. The denial form shall include the Lead Trainer's outline for a remedial pathway that the student can pursue in order to eventually qualify for their Level One certificate.
    - i. The pathway content may vary with each student, such as retaking the entire Level 1 program, or going through some kind of personal growth program under the guidance of a KRI Lead Trainer and/or successfully completing other assigned requirements.
    - ii. Typically, there would be a minimum time period of at least one year for reflection and personal growth before the student could retake the Level 1 program.
    - iii. The student can appeal the assigned pathway if they feel that it is unfair.

- iv. Whether following the pathway towards certification that the Lead Trainer gave, or a modified version of that pathway that comes from the appeals process, the student can follow that pathway under the guidance of their current or a new Lead Trainer.
          1. KRI must approve of the new Lead Trainer if the student wishes to change
  3. When a student successfully completes the assigned pathway:
    - a. If the student was retaking the entire Level One program, their information would simply be submitted as normal for certification with that new program's graduates
    - b. Otherwise, the Lead Trainer overseeing the student's remedial work would send to KRI's Contract Manager the following information:
      - i. Student's legal and spiritual names
      - ii. Student contact info: email address, postal address, phone and date of birth.
      - iii. The Program number of the original course they took
      - iv. Program start and end date
      - v. A brief report (on page 2 of the Level 1 Denial of Certification Form) on the student's successful completion of the remedial plan.
      - vi. The certification date to be used, based on completion of the remedial work.
      - vii. Certificate signature preference:
        1. Send the certificate unsigned to the Lead Trainer for his/her signature and they will send to student, or
        2. KRI sign on the Lead Trainer's behalf and mail the certificate directly to student
      - viii. Per signature option above, provide the mailing address to which to send the certificate.
4. If a student appeals a denial of certification, this appeal will be referred to KRI's Certification Committee for review.
  - a. The Lead Trainer will be asked to provide a response to the appeal in writing to KRI.
  - b. The reasons for denial of certification will be factored into the appeal review process.
    - i. If the reasons for denial of certification included infractions of the Code of Ethics that are actionable - such as use of drugs, sex with a student, changing the teachings, etc. -the Office of Ethics and Professional Standards (EPS) will be included in the review of the appeal.
    - ii. If reasons for the denial of certification were subjective on the part of the Lead Trainer in terms of the skill level of the student and their ability to teach, an action plan for how the student can be certified will be developed with the lead and reviewed by the certification committee