



Advanced Studies Program

250 RYT

Yoga Teacher Training

2012

Catalog: Policies & Procedures

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## WELCOME

### to the Bay Area Yoga Center Advanced Studies Program

Thank you for your interest in the Bay Area Yoga Center Advanced Studies Program. Our comprehensive program crosses the boundaries between various schools of yoga. Our program will help the practitioner develop a well formed and mature practice, focusing not just on the physical aspects of yoga but the psychological and spiritual benefits as well. Whether you intend to simply deepen your understanding of this ancient and diverse practice or you aspire to teach and share with others, our training will prepare you for your journey. With an emphasis on vinyasa flow based in the rich traditional sequences from Krishnamacharya, this training will provide participants the knowledge, practice and experience necessary to become a creative, dynamic and inspirational teacher.

Our approach to asana focuses on slowing down the various sequences of vinyasa in order to move through the postures with attention to external and internal alignment. Internal alignment brings a psychological dimension to the practice of yoga asana including drsti (eye gaze), pranayama (breathing) and bandhas (energetic flow). This method of practice refines your skills of observation of both physical and mental states. You will learn new ways to adapt to the present moment and make your practice graceful and free. As the first line from the Yoga Sutras by Patanjali states, “Now, is the practice of yoga.”

During our course of yoga study, we comprehensively explore the forms of asana, pranayama, bandha, kriya and meditation. While working with the outer understanding of these forms we will also be developing a deep interconnected mosaic of the inner workings of the yoga practice. This develops a deeper understanding for you and the tools to transmit these traditions to your students more effectively.

We are honored you are considering our program. An amazing journey into the flow of yoga and life awaits you. Our many years of practice and teaching experience will ensure you a rewarding adventure. We are looking forward to practicing with you.

*Namaste*

Kathleen Kelly-Hoffman E-RYT500  
*Director and Instructor*  
*Bay Area Yoga Center Advanced Studies Program*



## MISSION STATEMENT

The mission of the Bay Area Yoga Center Advanced Studies Program is to help create a community of skilled and compassionate yoga practitioners. We wish to inspire others to live fully in the present moment through their bodies, mind and hearts.

- Enhanced body awareness through asana and pranayama practice opens the physical body through movement and breath to allow the prana (life energy) to flow freely.
- Study of the mind and heart through meditation and concentration practices allows one to remain in the present moment. The student can then explore the habituated patterns of the mind. Once he/she recognizes these patterns of thought, feeling and behavior the patterns can be released and changed.
- Bhakti yoga and community service are encouraged. We are all part of a larger community which needs the love and attention of all that live within it.

## HISTORY

The Bay Area Yoga Center Advanced Studies Program was developed by Kathleen Kelly-Hoffman in 2011. The school is hosted by the Bay Area Yoga Center, LLC, in Green Bay, WI. Kathleen has been training teachers in the vinyasa tradition since 2008. The Bay Area Yoga Center Advanced Studies Program is approved by the Wisconsin Educational Approval Board (WEAB) and recognized by the Yoga Alliance.

Our school program is designed to educate and guide aspiring yogis into the world of teaching and sharing through personal growth and self exploration. We also strongly recommend our program for practitioners who are simply looking to deepen their personal practice and spiritual journey.

## PHILOSOPHY

At the Bay Area Yoga Center, LLC, we are building a community of compassionate, aware and caring yoga practitioners. We offer the Green Bay area high quality yoga teachers with a warm, friendly and accessible yoga studio for practice. We provide workshops, kirtans and teacher training programs that nurture continuing growth of the individual yogi and the yoga community.



## PROGRAM DESCRIPTION

The Bay Area Yoga Center Advanced Studies Program meets the minimum standards set by the Yoga Alliance to become a Registered Yoga Teacher (RYT) at the 200 hour level. The Yoga Alliance requires 180 contact hours (class room time) and 20 hours of non-contact hours. The Bay Area Yoga Center Advanced Studies Program includes 203 contact hours and 47 non-contact hours of homework and self study making this program a comprehensive 250 hour teacher training. A certificate of completion will be awarded when all required hours are satisfied. Full attendance in classes and completion of all homework assignments will represent completion of hours.

The Bay Area Yoga Center Advanced Studies Program also offers 500 hour level studies. Contact Kathleen Kelly-Hoffman directly for more information on this program.

## EMPLOYMENT OPPORTUNITIES

The Bay Area Yoga Center Advanced Studies Program offers strategies and suggestions for employment; however, we do not offer career counseling or job placement.

## LOCATION AND FACILITIES

All classes will be held at Bay Area Yoga Center, LLC, located at 2020 S. Webster Avenue, Green Bay, WI.

- Yoga mats and props will be provided; you are welcome to bring your own.
- Water and tea will be available
- Restaurants are nearby, but there is a kitchenette at the center for storing and preparing your food from home.

## CATALOG CHANGES

We make every effort to make sure that the information in our catalog is accurate. Bay Area Yoga Center Advanced Studies Program reserves the right to make changes or revisions.



## PROGRAM SYLLABUS, SCHEDULE AND HOURS

### Yoga Philosophy and History: **UNDERSTANDING THE UNION OF YOGA**

What is yoga? This ancient system of practice leads the student on a path of expansion, growth and development in body, mind and spirit. We will be using the ancient texts and Vedic history, including the Yoga Sutras, Upanishads, Bhagavad Gita, Hatha Yoga Pradipika and the Astanga path of Patanjali, including the eight limbs as our map. The eight limbs are yama (ethical conduct), niyama (observances), asana (postures), pranayama (breath study), pratyahara (sense withdrawal), dharani (concentration), dhyana (meditation), samadi (integretation).

We will be examining the five main schools of Yoga:

- Raja
- Bhakti
- Karma
- Jnana
- Tantra

### Technique Training: **THEORY AND PRACTICE OF ASANA**

The Yoga Sutras refer to asana as the integration of steadiness (sthira) and comfort (sukha). We will explore energetic techniques such as bandhas, dristi, kriyas, mudras, and chakras in order to understand the subtle movement of prana in the body through asana and pranayama practice. Following the sequencing of Krishnamacharya, we will study asana groups, supplying guidance through alignment, adjustments and variations for multiple levels of student abilities. We will break down sun salutations, standing and balancing poses, abdominal strengtheners, forward folds, backbends, twists, inversions and savasana.

### Theory and Practice of Pranayama:

#### **UNDERSTANDING AND CULTIVATING THE LIFE FORCE ENERGY**

Pranayama is the practice of using the breath to receive, generate, cultivate, distribute and store our vital life force energy. To breath consciously we need to be sensitive to the way the energy is moved by the breath and how the breath moves the body. Prana is what makes all life, mental activity and spiritual pursuit possible. We will explore ujjayi, nadi shodhanam, kappalabhati, bastrika, agni sara, balanced breath, 1:2 ration breath, sitali and viloma breathing.



## Methodology: Theory and Practice of Teaching

### THE FULL PRACTICE OF YOGA

The practice of yoga cultivates sensitivity, patience, compassion, awareness and bliss. Teaching yoga requires these same attributes and is a practice of yoga in itself. A teacher must encourage and inspire his or her students, bringing compassion and sensitivity to both the group and the individual. Our program will help yoga teachers do the following:

- How to make adjustments using teacher example, voice and touch
- Observing
- Sequencing, counter poses, routines, how to pace a class
- Ability to demonstrate
- Use of props
- Themes, rhythm, focus, direction
- Ethics of the student/teacher relationship
- Experiential learning through shadowing and student teaching
- Self study
- Video taped session while you are teaching for critique and self study

## Anatomy and Physiology: UNDERSTANDING MUSCULAR FUNCTION

Yoga instructor students will receive hands-on training in:

- Planes of movement
- Directional terminology of movement
- Skeletal and muscular anatomy
- Applying knowledge of muscular function to asana

Students will acquire knowledge of muscular anatomy and muscular function as it pertains to yoga asana. Students will also understand muscular dysfunction as it pertains to restricting yoga asana. They will be able to identify contraindications/indications for hands-on adjustments of yoga asana.

### Fundamentals

- Part 1: The trunk
- Part 2: The pelvic girdle and thighs
- Part 3: The shoulder girdle and arms
- Part 4: The ankle and wrist
- Part 5: Breath, Bandhas and putting it together



## Meditation Practices

Students will explore the various components of seated meditation in the yogic and Zen traditions.

- Awareness meditation
- Walking meditation
- Silent mantra meditation
- Concentration practices
- Gazing techniques

## Program Goals

Students will become proficient and able to teach using inflection and verbal cues, verbally breaking down the basic elements of the following. Students will be able to show use of props and effectively demonstrate and sequence all of the elements of yoga, including asana, pranayama, bhandas, dhristi, meditation. The ability to efficiently teach asana includes determining the need for modifications. Students will learn the energetic principles of pranayama, bhandas and dhristi and how to use breathing techniques to better understand and experience these principles. Meditation techniques will be explained in a manner that students will be confident to present these techniques as part of a yoga class or as a stand-alone meditation. Students will also understand base foundation of root yoga philosophy based on the teachings of the Yoga Sutra. Students will learn anatomy and physiology as it pertains to yoga asana to help teach alignment and precision as injury prevention.

Some of the topics to be covered in weekly meetings will include discussions of book/reading assignments and other assignment review. Besides breaking down asana, discussing philosophy and applying anatomy to yoga, students will discuss ethics of teaching yoga and of yoga as a discipline. Students will learn how to plan a class to incorporate many different elements of yoga, including pranayama and meditation. The Sutra and Bhagavad Gita will provide metaphor and history to the learning of the practice of yoga, allowing for discussion and comparison of yoga systems. Student teachers will have the opportunity to practice teach with volunteers.



## REQUIRED READING MATERIALS

Order of books being read is clarified in the syllabus, page 7.

- *The Heart Of Yoga: Developing a Personal Practice* by TKV Desikachar
- *30 Essential Yoga Postures* by Judith Lasater
- *Anatomy and Asana, Preventing Yoga Injury* by Susi Hately Aldous
- *The Inner Tradition of Yoga* by Michael Stone
- *The Language of Yoga* by Nicolai Bachman (this includes a CD for Sanskrit pronunciation)
- *The Yoga Sutra* by Chip Hartranft
- *Moving Inward* by Rolf Slovik
- *Ashtanga, The Practice Manual* by David Swenson
- *The Yoga Matrix* by Richard Freeman (CD set)
- *The Key Poses of Hatha Yoga* by Ray Long MD FRCSC
- *The Key Muscles of Hatha Yoga* by Ray Long MD FRCSC
- *Yoga, The Spirit and Practice of Moving Into Stillness* by Erich Schiffman

### Recommended Reading

- *The Breathing Book* by Donna Farhi
- *Dynamic Yoga* by Godfrey Devereuz
- *Happiness the Real Medicine* by Blair Lewis
- *The Mirror of Yoga: Awakening the Intelligence of Body and Mind* by Richard Freeman
- *Yoga for a World Out of Balance: Teachings on Ethics and Social Action* by Michael Stone

### Estimated Cost of Reading Materials

- Expect to pay ~\$250 for required textbooks if purchased new.
- Textbooks may be purchased at any retailer where they are available.

Textbooks are also available through Amazon.com. Group order may reduce shipping costs.



# TIMETABLE OF ADVANCED STUDIES PROGRAM TEACHER TRAINING

Weekends of Study (126 Hours), one weekend per month

- Friday night: 6:00 pm–9:00 pm
- Saturday: Noon–6:00 pm
- Sunday: 8:00 am–3:00 pm

**Weekly meeting held on Sunday evenings 5:00–8:00pm, March 11 to December 30**

- No meetings the Sunday of weekend training
- No meeting on Easter (April 15), Mother's Day (May 13), May 27, June 10 & 17, September 2 & 23, and November 25.

**Weekend 1: March 2–4**

- Introduction to the course: Overview of expectations.
- Sun Salutations A and B, standing postures
- Prana/Apana, Bhandhas, Nadis, Pranayama
- *The Yoga Matrix* Richard Freeman CD 1 review
- Anatomy Introduction
- *The Key Muscles of Hatha Yoga* Ray Long
- *The Inner Tradition of Yoga* Michael Stone
- *Astanga, The Practice Manual* David Swenson

**Weekend 2: April 13–15**

- Pranayama practice. Chitta Vritis, Drishti, review of reading material
- Sun Salutations A, B, C, backbending, hip openers, review of standing postures
- Anatomy study
- *The Key Muscles of Hatha Yoga* Ray Long
- *The Yoga Matrix* Richard Freeman CD 2 review
- *The Heart of Yoga* TKV Desikachar

**Weekend 3: May 4–6**

- Prana and Apana in asana practice, review of reading material
- Kleshas, Atman and Brahman, samskaras
- Asana review. Primary Series breakdown. The finishing sequences.
- Forward folds, twists, arm balances, flight lessons
- Practice teaching
- *The Yoga Matrix* Richard Freeman CD 3 review
- *The Heart of Yoga* TKV Desikachar



#### **Weekend 4: June 1–3**

- Lecture Yoga history, review of reading material
- Practicing the Primary Series
- Anatomy study
- Mid-term take-home test ~ Anatomy
- Practice teaching
- *The Yoga Matrix* Richard Freeman CD 4 review
- *30 Essential Yoga Postures* Judith Lasater
- *The Key Muscles of Hatha Yoga* Ray Long

#### **Weekend 5: September 14–16**

- Mondo Zen practice. Pranayama and Meditation, review of reading material.
- Asana review with modifications
- Practicing the Primary Series
- Practice teaching
- *The Yoga Matrix* Richard Freeman CD 5 review
- *Anatomy and Asana, Preventing Yoga Injury* Susi Hatlely Aldous

#### **Weekend 6: October 12–14**

- Mondo Zen practice. Pranayama and Meditation, review of reading material.
- Asana review with modifications and props
- Practicing the Primary Series
- Practice teaching
- *Yoga, The Spirit and Practice of Moving Into Stillness* Erich Schiffman

#### **Weekend 7: November 9–11**

- Sequencing and modifications. Use of props. Working with diverse populations.
- Practicing the Primary Series
- Practice teaching

#### **Weekend 8: December 7–9**

- The business of yoga
- Ayurvedic practices
- Asana review. Series breakdown and practice teaching.
- Receive take home test (review and breakdown)

#### **Summer reading list**

- *The Yoga Sutra* Chip Hartranft
- *Moving Inward* Rolf Slovik
- *The Language of Yoga* Nicolai Bachman



## Required Teaching Practice (25 Hours)

During the course of your ten month program you will be required to observe, assist and teach in Kathleen's classes. These times will be scheduled between you and Kathleen.

- 6 Classes: Teaching with observation by the group and Kathleen with critique
- 6 Classes: Assisting in Kathleen's classes
- 5 Classes: Observing Kathleen's classes

## Self Study Requirements (30 hours)

Documentation of 30 one-hour personal yoga practices, including asana and pranayama. As a participant in this program you will be required to keep a weekly log of your private practice times. This log will be turned in at each weekly meeting. Your time will be recorded in a master log for all participants. Weekly participation is required for graduation. Your log can include weekly yoga classes at the center.



## POSTURE/ASANA NAMES

The following is a list of postures that will be explored during teacher training.

ENGLISH	SANSKRIT
Arm Balance with Split Legs Pose	Ekapada Koundinyasana
Arm Pressure Pose	Bhujapidasana
Big Toe Standing Hold	Padangusthasana
Boat Pose	Navasana
Both Feet Big Toe Pose	Ubhaya Padangusthasana
Bound Hands Headstand Pose	Baddha Hasta Sirsasana
Bound Lotus Pose	Baddha Padmasana
Bow Pose	Dhanurasana
Bridge Pose	Setu Bandhasana
Camel Pose	Ustrasana
Cat Pose	Marjaryasana
Child's Pose	Balasana / Adho Mukha Virasana
Circle / Wheel Pose	Chakrasana
Cobbler's Pose	Baddha Konasana
Cobra Pose	Bhujangasana
Corpse Pose	Savasana
Cow Face Pose	Gomukhasana
Crocodile Pose	Nakrasana
Cross Beam of a Gate Pose	Parighasana
Crow / Crane Pose	Bakasana
Dancer Pose	Natarajasana
Dolphin Pose	Salamba Sirsasana
Double Pigeon	Dwi Pada Raja Kapotasana
Downward Bow Pose	Adho Dhanurasana
Downward Facing Dog	Adho Mukha Svanasana
Duck Pose	Karandavasana
Eagle Pose	Garudasana
Ear Pressure Pose	Karnapidasana
Easy Pose w/ Ankles Crossed	Sukhasana
Eight-Angle Pose	Name of Sage Aṣṭavakrasana
Embryo Pose	Pindasana
Extended Angle Pose	Utthita Parsvakonasana
Extended Hand Big Toe Pose	Utthita Hasta Padangusthasana
Extended Leg Pose	Uttana Padasana
Fierce/Chair Pose	Utkatasana
Fire Log Pose	Agnistambhasana
Firefly Pose	Tittibhasana



ENGLISH	SANSKRIT
Fish Pose	Matsyasana
Flow	Vinyasa
Foot Behind Head with Forward Fold	Sage Skandasana
Forearm Stand	Pincha Mayurasana
Forward Facing Hero	Virabhadrasana A (1)
Four Limbs Staff Pose	Chaturanga Dandasana
Free Hands Headstand Pose	Mukta Hasta Sirsasana
Frog Pose	Bhekasana
Full Boat Pose	Paripurna Navasana
Half Bound Lotus Western Intense Stretch	Ardha Baddha Padma Paschimottanasana
Half Bow Pose	Ardha Dhanurasana
Half Hero Pose	Ardha Virasana
Half Lord of the Fishes Pose	Ardha Matsyendrasana
Half Lotus Bound Forward Fold	Marichyasana B
Half Lotus Bound Spinal Twist	Marichyasana D
Half Moon Pose	Ardha Chandrasana
Half Split	Ardha Hanumanasana
Half-Way Lift–Standing Half Forward Bend	Ardha Uttanasana
Handstand	Adho Mukha Vrksasana
Happy Baby Pose	Ananda Balasana
Head to Knee Pose / Half Forward Fold	Janu Sirsasana A
Headstand	Sirsasana A
Hero Pose	Virasana
Heron Pose	Krounchasana
Horse Pose	Vatayanasana
Knees to Chest Pose	Apanasana
Legs Up The Wall Pose–Shoulder Stand Prep	Viparita Karani
Little Thunderbolt Pose	Laghuvajrasana
Locust Pose	Shalabhasana
Lotus	Padmasana
Lunge / Crescent Moon	Anjaneyasana
Lying twist with Knees Together	Jathara Parivartanasana
Mountain Pose	Samasthiti
Mountain Pose	Tadasana
Name of Sage Pose	Galavasana
Noose Pose	Pashasana
One Foot to Head Forward Fold Pose	Eka Pada Sirsasana B
One Foot to Head Seated Pose	Eka Pada Sirsasana A
One Foot to Head Seated with Tolasana Pose	Eka Pada Sirsasana C
One Legged Bound Forward Fold	Marichyasana A



ENGLISH	SANSKRIT
One Legged King Pigeon Pose	Eka Pada Raja Kapotasana
Peacock Pose	Mayurasana
Pigeon Pose	Kapotasana
Plank	
Plow Pose	Halasana
Pyramid Pose	Parsvottanasana
Reclined Angle Pose	Supta Konasana
Reclined Big Toe Pose	Supta Padangustasana
Reclined Bound Angle Pose	Supta Baddha Konasana
Reclined Hero Pose	Supta Virasana
Reclined Stomach Twisting Pose	Parivartanasana
Reclined Tunderbolt Pose	Supta Vajrasana
Reverse Plank or Table	Purvottanasana
Reverse Warrior Pose	Parsva Virabhadrasana
Revolved Extended Angle Pose	Parivritta Parsvakonasana
Revolved Half Moon Pose	Parivrtta Arda Chandrasana
Revolved Hand to Toe Stand	Parivrtta Hasta Padangustasana
Revolved Head to Knee Pose	Parivrtta Janu Sirsasana
Revolved Side/Angle Pose	Parivrtta Parsvakonasana
Revolved Triangle Pose	Parivritta Trikonasana
Revolved Wide Legged Forward Fold	Parivrtta Prasarita Padottanasana
Scale Pose	Tolasana
Scorpion Pose	
Seated Forward Fold	Paschimottanasana
Seated One Legged Bound Spinal Twist	Marichyasana C
Seated Wide Legged Fold	Upavishta Konasana
Shoulder Stand	Savangasana
Side Plank Pose	Vasistasana
Sideways Bow Pose	Parsva Dhanurasana
Sideways Crow Pose	Parsva Bakasana
Simple Seated Pose	Siddhasana
Simple Seated Twist	Bharadvajasana
Sleeping Raised Foot Thunderbolt Pose	Supta Urdhva Pada Vajrasana
Sleeping Tortoise Pose	Supta Kurmasana
Spinal Twist–Half Fish Lord Pose	Ardha Matsyendrasana 1
Splits–Name of Monkey God	Hanumanasana
Staff Pose	Dandasana
Stand Hand	Padahastanasana
Standing Forward Fold	Uttanasana
Standing Split	Urdhva Prasarita Eka Padasana



ENGLISH	SANSKRIT
Sun Salutation A	Surya Namaskara A
Sun Salutation B	Surya Namaskara B
Sun Salutation C	Surya Namaskara C
Swing–Dangling Pose	Lolasana
Three Limbs Face One Foot Western Intense Stretch	Trianga Mukhaikapada Paschimottanasana
Thunderbolt Pose	Vajrasana
Tortoise Pose	Kurmasana
Tree Pose	Vrksasana
Triangle Pose	Utthita Trikonasana
Twisting Chair Pose	Parivrtta Utkatasana
Twisting Head Knee Pose	Parivrtta Sirsasana
Two Feet to Head Pose	Dwi Pada Sirsasana A
Upward Bow / Wheel Pose	Urdhva Dhanurasana
Upward Facing Dog	Urdhva Mukha Svanasana
Upward Facing Western Intense Stretch	Urdhva Mukha Paschimottanasana
Upward Lotus Pose	Urdhva Padmasana
Warrior Posture 2	Virabhadrasana B (2)
Warrior Posture 3	Virabhadrasana C (3)
Wide Legged Standing Forward Fold	Prasarita Padottanasana
Wind Relieving / Psoas Stretch Pose	Pavanamuktasana
Womb Embryo Pose	Garbha Pindasana
Yogic Squat–Garland Pose	Malasana
Yogi’s Sleep Pose	Yoganidrasana



# SCHOOL POLICIES

## Non-discrimination

Bay Area Yoga Center Advanced Studies Program does not discriminate on the basis of age, gender, marital status, national origin, sexual orientation, race or religion.

## Attendance and Tardiness

- Attendance in all sessions is strongly advised. If you foresee absences, please reconsider your participation in this course.
- Attendance is noted at each class.
- You are expected to be prepared. Homework and reading assignments are expected to be completed prior to the next session.
- In the event of an absence, all students must confer with the instructor to develop a strategy to learn the course content and fulfill the required hours.
- Conferences, make-up (including make-up exams), and review resulting from absences will be charged \$65 per hour.
- Punctuality is expected. More than 10 minutes late for a session deducts one hour from your contact-hours total.
- It is expected that missed course material will be reviewed prior to the next class. Arriving to classes ill-prepared is not fair to you, the instructor and particularly, your classmates.

## Leave of Absence

We offer no leave of absence from the Bay Area Yoga Center Advanced Studies Program. In the event a participant must discontinue the training and wishes to complete their advanced studies program, they will need to start anew in a future class.

The refund policy will apply to unused tuition.

## Advanced Standing

We do not offer advanced standing for previous training or course-work.

## Graduation Requirements and Make-up Hours

- Meeting the program goals as outlined in this catalog.
- 250 hours of training including a minimum of 203 contact hours.
- Bay Area Yoga Center, LLC, staff are available to fulfill deficit contact hours at \$65 per hour.
- All homework and tests completed and passed
- All fees paid and up to date



## FACULTY

### **Kathleen Kelly-Hoffman, E-RYT500**

Program Director and Main Program Instructor



Kathleen is the founder and Director of the Bay Area Yoga Center in Green Bay, which she opened in May of 1994. She has been practicing the art of yoga for the past 25 years, and has been a teacher of Ashtanga yoga in the Vinyasa tradition of Krishnamacharya since 1993. Kathleen is registered with the Yoga Alliance at the Advanced level.

In May of 2005 Kathleen took her priest vows in the Hollow Bones Zen Order, an American Zen Buddhist Community. Kathleen combines the practice of Ashtanga Yoga and Zen Meditation in her teachings and as her life's practice.

She received her first yoga teacher certification from the White Lotus Center in Santa Barbara, California, in 1993.

Kathleen has studied with senior teachers from many different schools of yoga. As a result, her teaching style is a blend of fluid movement breath and postures known as vinyasa, with the attention given to alignment of the Iyengar and Anusara schools. Kathleen puts high emphasis on her status as a student of yoga to her teachers: Michael Stone, Ranjani Cobo, and Junpo Denis Kelly. Kathleen is always seeking out her current teachers and experiencing the wealth of knowledge from new ones.

Her passion for the yoga practice is reflected in her warm and friendly teaching style, along with her ability to inspire her students. Kathleen currently teaches yoga classes at her studio in Green Bay, and area businesses in her community. Kathleen has worked with Bellin Health, Aurora Health Care and the Prevea Health Clinics creating programs of wellness through the body and mind connection. Kathleen also teaches yoga/meditation workshops and Mondo Zen sessions internationally with her teacher Junpo Denis Kelly. She teaches one-on-one sessions privately and to groups in the community. She has spoken professionally to many groups.

She is a native of Green Bay, and graduated with a B.A. from the University of Wisconsin-Green Bay. Kathleen currently resides in the Green Bay community with her husband of 30 years, Doug Hoffman and her puppy Chester.



## Stacey Munoz, RYT500

Instructor of Anatomy



Stacey started doing yoga in a modern dance class while attending the University of WI–Milwaukee in 1992. She started her training in 1996 at an intensive weekend of Hatha Yoga teacher training, and then revisited the practice with Kathleen when she had her massage business at Bay Yoga by the Greyhound bus station in 2000.

Stacey realized what the yoga practice meant to her life while teaching an anatomy course to some of the other instructors at Bay Yoga in April, 2008. Since then, the dedication to her practice has grown immensely and in 2009, she started her journey toward RYT 200 with Kathleen.

Stacey is currently living and practicing in Arizona. In addition to her love of yoga, Stacey has passion for deepening her understanding of anatomy and its function. As a dancer of 28 years, it started with the experience of taking movement to extremes. Seminars at Blue Sky Educational Foundation (an area massage school) are where the scientific understanding started to take shape. This continued through a B.S. degree in exercise science at the University of WI–Green Bay.

Stacey has instructed students in biology, anatomy, physiology, kinesiology and massage since 1999. She is currently teaching the anatomy portion of the RYT 200 program. The passion for understanding further depths of muscular function has brought her to embark upon certification in yoga and neuromuscular therapy. Stacey shares her passion for life with her husband Andres. In her spare time, Stacey enjoys being outdoors and traveling.



## EVALUATION OF STUDENT PROGRESS

- Mid-term anatomy exam, take-home
- All written homework assignments will be part of your evaluation. All assignments must be complete. Work may be re-submitted until it is satisfactory.
- Class plans written to satisfaction
- Class teaching
- Final exam, take-home. 70% pass score or higher is required.
- Final skills test, teaching an hour long class with review

## COMPLAINT PROCEDURE

- Students with concerns of complaints are encouraged to bring them to the attention of the director of Bay Area Yoga Center, LLC. The Director's decision on all complaints is final.
- If resolution cannot be reached, students may contact the Wisconsin Education Approval Board for further assistance at (608) 266-1996.

## STUDENT CONDUCT AND DRUG POLICIES

- Participants are expected to behave maturely. Students displaying disruptive behavior will be terminated from the program.
- Disruptive behaviors include, but are not limited to: harassing other students, possession or being under the influence of drugs or alcohol, or abusive language.
- The ethics statement outlines our behavioral expectations. It is expected that teacher trainees will be familiar with these issues and strive to uphold their essence.

## TERMINATION POLICIES

- Students who behave inappropriately will receive a verbal warning first, second offense will be given a written warning and the third offense will result in termination from the program.
- Lack of attendance without prior notification will result in termination
- Non-payment of fees will result in termination from the program
- No reinstatements



## CANCELLATION AND REFUND POLICY

The student will receive a full refund of all money paid if the student cancels within a three-business-day cancellation period. The student will receive the refund within ten business days.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to pro-rated refund as follows:

After completion of at least:	But prior to completion of:	The refund will be:
	The first day of class	100%
1 unit / class	10% of the program	90%
10%	20% of the program	80%
20%	30% of the program	70%
30%	40% of the program	60%
40%	50% of the program	50%
50%	60% of the program	40%
60%		No refund

## ADMISSION INFORMATION

### Admission requirements

- Applicants should have attained 21 years of age (exceptions will be considered upon submission of additional application materials).
- Submit a \$100.00 application fee, upon which applicant will be offered one week unlimited pass so their practice can be observed by Kathleen Kelly-Hoffman.
- Complete a satisfactory admissions interview
- Applicants are expected to have a regular yoga practice
- Candidates must have a mature understanding of themselves and others. This could be acquired through activities including college coursework, workshop, individual or group psychotherapy, or a regular contemplative practice.
- Applicants are expected to be computer literate. This means being comfortable with sending/receiving e-mail and navigating websites. Most course materials and correspondence will occur electronically.



## How to apply

- After receiving the completed application along with the \$100.00 application fee, an admissions interview will be scheduled. Application to the program does not guarantee acceptance.
- All applicants are required to have an interview with Kathleen Kelly-Hoffman, Director of Bay Area Yoga Center Advanced Studies Program. Applicants are encouraged to bring any questions you have about the program to the interview.
- Applications are due by January 1st, 2012. Students are encouraged to submit applications early, as spaces in the course are filled as qualified applications are received.

## Certification

Upon successful completion of the course, you will receive teacher certification from Bay Area Yoga Center, LLC. You will also qualify for Yoga Alliance 200 hour certification.

## Students' Records

Student records are maintained by Kathleen Kelly-Hoffman in computer and paper files. Records will be stored for a period of seven years from the date of graduation. Records are private and students must contact Bay Area Yoga Center Advanced Studies Program, attention Kathleen Kelly-Hoffman in writing to obtain a replacement certificate of completion. Records will only be sent to the participant. There is a \$25 fee for replacement certificates.

## Application for Admission

To enroll in the Bay Area Yoga Center Advanced Studies Program, please submit an application letter, reference letter, resume and the \$100.00 deposit.

Applicants will be notified of acceptance into the program by email notice.

## Tuition Fees and Terms

- Tuition for the entire 250 hour RYT course is \$3000.
- Payment options: Check (made payable to Bay Area Yoga Center, LLC), cash, Visa and MasterCard is accepted for payment (See payment options on the following page).
- Consultation with faculty to make up deficient program hours will be charged at \$65.00 per hour.



# BAY AREA YOGA CENTER, LLC.

## ADVANCED STUDIES PROGRAM PAYMENT AND PARTICIPATION AGREEMENT FORM

I, \_\_\_\_\_ (print name,) agree to pay Kathleen Kelly-Hoffman and the Bay Area Yoga Center, LLC the amount of \$3000.00 for the Bay Area Yoga Center Advanced Studies Teacher Training Program dated from March 1st to December 30th, 2012. By signing this agreement below, I agree to make my payments on time and in full.

- Payment schedule: Payment in full of \$3000.00. Payment due March 1, 2012.
- Payments of 2 installments of \$1525. First installment due March 1, 2012. Second installment due August 1, 2012.
- Payments of 4 installments of \$775. First installment due March 1, 2012, June 1, 2012, August 1, 2012, and October 1, 2012.
- Payments of 10 installments of \$315. Installments due first of each month, March to December, 2012, for a total of ten installments.

Payment option chosen: \_\_\_\_\_

Total to be paid in full by December 1, 2012. Late payment will be charged a \$25 late fee. Continuation of non-payment will result termination from the program.

Payment method:                      Cash                      Charge

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Charge account number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Bay Area Yoga Center  
Advanced Studies Teacher Training Program Application  
(250 hour RYT certification)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Please respond to the following questions and requests for information. Include the original question with your response. This is your opportunity to express to me who you are and where you are going. Please include an electronic photo (.jpg or .tiff) with your application via e-mail to [kkellyhoff@new.rr.com](mailto:kkellyhoff@new.rr.com).

What is your current occupation?

Resume: Summarize your educational and employment history.

Letter of recommendation: Send a letter of recommendation from a teacher, colleague or friend who is supporting your application.

Essay Questions:

1. How long have you been practicing yoga?
2. Do you currently teach yoga? If so, where have you been trained and what style(s) do you teach? Describe your current teaching.
3. If you do not currently teach yoga, why do you want to teach yoga?
4. What teachers have influenced you the most? Give a detailed overview of your yoga background including all workshops and trainings you have attended. Who are your current teachers?
5. Why do you want to be a part of this apprentice program? What do you hope to gain, learn or improve?
6. Describe some of your other interests and hobbies.
7. Describe your physical health.
8. Have you ever been injured in your yoga practice? If so, please describe in detail.
9. Have you studied other Eastern systems of philosophy?
10. Who can we call in case of an emergency?

# Agreement and Liability Release

## Bay Area Yoga Center, LLC Yoga Teacher Code of Ethics

As a yoga teacher, I recognize that it is my responsibility and privilege to support the physical, mental and spiritual welfare of my students, and to uphold the dignity and integrity of the yoga teachings. Using the guidelines given to us in the Astanga system of practice I agree to abide by the following ethical code:

### Relationships with Students:

Using the philosophy of body, mind and speech, I agree to:

- Show my students only the highest regard for their beliefs and values.
- Offer my teachings to all regardless of age, gender, race, sexual orientation, political affiliation or social status.
- Avoid taking unfair advantage of students, sexually, romantically, financially or emotionally.
- Refrain from any romantic or sexual involvement with a current student, even if invited by the student.

The required protocol for beginning a personal relationship with a student is as follows:

- Once an attraction arises with a current student I am obligated to bring this to the attention of Kathleen Kelly-Hoffman, the studio director. At this point I am no longer allowed to instruct the student or interact with this person for a 3 month period. For the next 3-6 months, I will have only personal contact with the person involved. After the 6 month period has passed I can return to a teaching relationship with this person as a student if all parties mutually agree to the arrangement.
- If at any time I feel that the course of action to be taken regarding a personal relationship is unclear to me, I agree to discuss the issue with Kathleen Kelly-Hoffman prior to continuing with a course of action.
- I fully acknowledge that this Ethics Code is designed to support the best interests of my students and to support my growth and commitment as a yoga professional.

### Professional conduct:

In conducting my teaching practice at the Bay Area Yoga Center, LLC and elsewhere, I will:

- Offer those services of which I am competent to provide.
- Not attempt to diagnose a student's physical or psychological condition, prescribe treatment or suggest or approve of a student going against a physician's or other health care professional's advice.
- Take continuing education in yoga teaching and practice on a regular basis.
- Be honest, fair and conscientious in all of my business dealings with others.
- Avoid speaking negatively about other teachers, styles, and/or yoga traditions other than my own.

## Advertising

In brochures, advertising, and other descriptions of my services (including verbal,) I will:

- Make no exaggerated claims as to the benefits of yoga practice or my classes.
- Represent my training, qualifications, abilities, and affiliations accurately and unambiguously.
- Not falsely imply sponsorship by, representation of or endorsement by any organization.

## Photographs and personal recordings

Bay Area Yoga Center provides an environment conducive to study and practice. Staff may take photographs and videos for use in future trainings or marketing of training programs. This media can be made available for your reference. If you do not wish to be filmed, please discuss with Kathleen Kelly-Hoffman. Students are permitted to take photographs of sessions for personal use, but only when it is not distracting to the class and at the discretion of the instructor. Personal photos may not be distributed outside of the class participants without express written permission of Bay Area Yoga Center, LLC, and the participants who appear in the images.

## Ownership and Governance

*All decisions are final* and are at the sole discretion of Kathleen Kelly-Hoffman, owner of Bay Area Yoga Center, LLC. Kathleen is the school director and the head instructor of Bay Area Yoga Center Advanced Studies Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

# Bay Area Yoga Center Advanced Studies Program Catalog Release

I have read, understand, and agree to the terms and conditions for application, admission, and participation in the Bay Area Yoga Center Advanced Studies Program.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_