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**Fond du Lac Center for Spirituality and Healing dba The Center, “Uniting Mind, Body and Spirit”**

200-hour yoga teacher certification and personal development program

Thank you for your interest in our program. The Fond du Lac Center for Spirituality and Healing (The Center) has been hosting the Himalayan Institute Teachers Association’s (HITA’s) 200-hour Yoga Teacher Certification Program since September 2000 when The Center opened its doors. The Center began to use the curriculum and certification of HITA until September 2016, when it developed its own curriculum under its own certifying authority through the State of Wisconsin Educational Approval Program.

 Yoga is an integral part of The Center’s mission of “serving people of diverse faiths and backgrounds by offering programs and services that support the continuous discovery of our oneness in the Source of Life and that nurture wholeness of body, mind and spirit.”

The Center’s 200-hour program draws from traditional yoga theory and practice as well as modern knowledge of the body and mind. This program will maximize your effectiveness as a yoga teacher and yoga student by teaching time-tested tools for self-discovery.

As His Holiness Swami Rama, the spiritual charisma of The Center, has said, “we are all scientists and our world is for us to explore.” This program will assist you in refining your scientific instruments--body, breath and mind—and skillfully use them for the inner exploration that is paramount in the human condition. The program will also prepare you for the important task of sharing these tools with others as a yoga teacher or a person of concern.

The authentic teachings of the wisdom of the Himalayan Tradition is a living tradition. You will explore the intimate connection between body, breath, mind, and soul as you study and practice the eight-limbed royal path of Patanjali’s ***Yoga Sutras***. You will learn to teach the classic yoga postures and breathing practices that are the foundation of all yoga styles. You will experience the physical, mental, and emotional clarity that meditation provides, while you gain the knowledge and skills needed for teaching these life-changing practices or using them to help you unfold your purpose and meaning in life.

The Center, in downtown Fond du Lac, provides a lovely, peaceful environment to personally develop your yoga practice and learn this authentic tradition, as well as prepare yourself for a profession of teaching yoga, if you wish. The Center is close to many restaurants.

Michael A. Ketterhagen, Ph.D.

Spiritual Director

Lynette Duley

Director

**General Information**

**School Location**

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| Fond du Lac Center for Spirituality and Healing (The Center)1020 South Main St.Fond du Lac, WI 54935(920) 921-9404info@fcsh.org [www.fcsh.org](http://www.fcsh.org/) | **Logo, company name  Description automatically generated** |

**Certification**

Participants who successfully complete the program receive Yoga Teacher Certification from the Fond du Lac Center for Spirituality and Healing (The Center), and are eligible to apply for the 200-hour level of registration (RYT) with Yoga Alliance. Certification requirements include: full attendance in the training, completion of required readings, exams and written assignments.  Most participants complete their certification requirements within a few months after the training.

**Special Participation in Life of The Center Community**

During your 200-hour Teacher Training Program you will benefit from a special participation in the Life of The Center.

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| **These benefits include:*** Discounts on special Yoga and Meditation classes
* Discounts of selected Center-sponsored Ayurveda and holistic health programs, lectures, workshops
* 10% discount on all books in The Center store
* Invitation to the annual Board of Directors event
* Weekly inspirational and educational blogs from The Center team via Online newsletter
* Invitation to the Annual meeting of the Board of Directors
* Involvement with an active, growth-filled Yoga community
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**Program Overview**

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| **The program offers in-depth experience and discussion of:** |
| * Asana practice and teaching methods
* Meditation practice and instruction
* Pranayama practice and instruction
* Relaxation techniques and instruction
* Hatha yoga practices of shat kriya and bandha
* Class structure and sequencing
* Yoga philosophy and psychology
* Introduction to Restorative Yoga
 | * The eight limbs of Raja Yoga
* Stress management tools
* Anatomy and physiology
* Introduction to Sanskrit
* Breath training
* Study of the *Bhagavad Gita* and *Yoga Sutra*
* Introduction to Ayurveda
* Yoga’s Healing Potential
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**The program has three parts. Full completion of all parts is required for certification.**

* Teacher training classes
* Home Study
* Projects and exams

**Teacher Training Classes**

Teacher training classes are on 10 weekends and 10 Thursdays prior to each weekend at The Center. Saturday and Sunday classes are run from 8am-5pm with a one-hour break for lunch. The Thursday evening classes are from 6:30 – 8:30 pm. The 2022-23 class schedule for the training is as follows. **The schedule is subject to change.**

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| **Weekend #1 Thursday, September 15 & Saturday & Sunday, September 17-18, 2022** |
| **Thursday****Saturday** | 6:30 pm6:45-8:308:00-8:459:00-10:3010:45-12:0012:00-1:001:00-2:453:00-4:45 | Orientation & Introductions Opening Prayers of the Tradition1--Philosophical and Spiritual Fundamentals of Yoga5--Intro to Teaching Yoga Asana Hatha Class5--Intro to Teaching Yoga Asana (continued)Lunch2—Anatomy of the Trunk and Spine3—Alignment Fundamentals |
| 4:45-5:00 | Closing Prayers |
| **Sunday** | 8:00-8:15 8:15-9:309:45-11:4512:00-1:001:00-2:453:00-4:454:45-5:00 | Opening Prayers of the TraditionHatha Class  |
| 4--Anatomy of Movement Lunch4--Intro to Anatomy of Movement (continued)8—Lower Body Asana Fundamentals |
| Closing Prayers |

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| **Weekend #2 Thursday, October 6 & Saturday & Sunday,** **October 8-9, 2022** |
| **Thursday****Saturday** | 6:30-6:45p 6:45-8:30p8:00-8:15a 8:15-8:45 9:00-10:15 10:30-12:0012:00-1:001:00-3:003:15-4:454:45-5:00 | Opening Prayers of the Tradition6—Anatomy of the Pelvis (Abdomen, and Lower Body)Closing PrayersOpening Prayers7—Intro to Pelvic-Abdominal Practice—Subtle Body Hatha Class  |
| 7—Intro to Pelvic Abdominal Practice--Subtle Body (continued)Lunch9—Practice Teaching Pelvic—Abdominal Work 35—Seated Meditation Poses  |
| Closing Prayers |
| **Sunday** | 8:00-8:158:15-9:309:45-10:4511:00-12:00 12:00-1:001:00-2:453:00-4:454:45-5:00 | Opening PrayersHatha Class  |
| 10—Anatomy of Agni Sara11—Agni Sara in PracticeLunch12—Standing Poses I |
| 13—Practice Teaching Standing Poses  |
| Closing Prayers |

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| **Weekend #3 Thursday, October 20 &** **Saturday & Sunday, October 22-23, 2022** |
| **Thursday****Saturday** | 6:30-8:30 8:00-8:459:00-10:1510:30-12:3012:30-1:301:30-3:153:30-4:454:45 | 20—Intro to the Bhagavad Gita – open, close with prayersOpening PrayersHatha Class  |
| 16-- Standing Poses 2 |
| Lunch |
| 17—Practice Teaching Standing Poses 2 |
| 14—Respiratory System  |
| Closing Prayers |
| **Sunday** | 8:00-8:158:15-9:309:45-11:4511:45-12:451:00-2:002:15-3:45 4:00-4:454:45-5:00 | Opening PrayersHatha Class—Sequence 1 with focus on standing poses |
| 15—Diaphragmatic Breathing and Breath TrainingTeaching Diaphragmatic BreathingLunch |
| 18—Anatomy of the Upper Body |
| 19—Upper Body Asana Fundamentals |
| Closing prayers |

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| **Weekend #4 Thursday, November 3 & Saturday & Sunday, November 5-6, 2022** |
| **Thursday****Saturday** | 6:30-8:308:00-8:45 9:00-10:1510:3012:301:302:304:00 | 23—Intro to the Subtle Body with open,closing prayers |
| Hatha Class- 25—Backward bends & Reclined Twists |
| Anatomy of the Mind 24—Relaxation Process and TechniquesSubtle Body and Pranayama I |
| Practice Teaching Pranayama |
| Practice Teaching Standing Poses 3 |
| Backward Bending PosesPractice Teaching Backward Bending Poses |
| **Sunday** | 8:009:0011:0012:001:002:003:004:00 | Hatha Class |
| Upper Body Fundamentals |
| Forward and Backward Bending Poses |
| Lunch |
| Forward and Backward Bending Poses (continued) |
| Practice Teaching Forward and Backward Bending Poses |
| Backward Bends 2 and Reclined Twists |
| Practice Teaching Backward Bends and Reclined Twists |

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| **Weekend #5 Thursday, November 17 & Saturday & Sunday, November 19-20, 2022** |
| **Saturday** | 8:009:0010:3012:001:002:003:30 | Twists  |
| Hatha Class – focusing on Twists |
| Twists – continued and Practice Teaching Twists |
| Lunch |
| Joints & Glands |
| Seated Poses |
| Teaching Seated Poses |
| **Sunday** | 8:009:0011:0012:001:003:004:00 | Hatha Class |
| Forward Bends |
| Practice Teaching Forward Bends |
| Lunch |
| Forward Bends 2Practice Teaching Forward Bends 2Himalayan Tradition – Living With the Himalayan Masters |

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| **Make-up Dates for 1st Half of Trainings (if needed)** **Thursday, December 8 &** **Saturday & Sunday, December 10-11, 2022**  |
| **Saturday** | 8:009:0010:3011:3012:301:302:004:00 | Anatomy of Agni Sara |
| Hatha Class – focus on Agni Sara |
| Agni Sara and Practice  |
| Sequencing and Practice Teaching Agni Sara Lunch |
| Holiday Break requirements |
| Seated Poses  |
| Practice Teaching Seated Poses |
| **Sunday** | 8:0010:0011:0011:3012:301:303:00 | Sequence I – Practice, Breakdown and Discussion |
| Practice Teaching Sequence 1 |
| Pranayama Practice |
| Practice Teaching Pranayama |
| Lunch |
| Relaxation – Meditation Practice / Discussion |
| Fire Offering Ceremony/Meditation |

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| **Weekend # 6 Thursday, January 19 &** **Saturday & Sunday, January 21-22, 2023** |
| **Saturday** | 8:009:0010:3012:301:303:004:00 | Prayers of the TraditionHatha Class – Introducing Sequence 2 |
| Nervous System |
| Lunch |
| Introduction to Sanskrit |
| Diaphragmatic BreathingPrayers and Mantras of the Tradition |
| **Sunday** | 8:009:3012:301:004:00 | Morning Prayers and Hatha Class  |
| Inverted Poses I |
| Teaching Inverted Poses I |
| Lunch |
| Subtle Body |
| Relaxation Process and Techniques |

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| **Weekend #7 Thursday, February 9 &** **Saturday & Sunday, February 11-12, 2023** |
| **Saturday** | 8:009:0010:3012:301:302:303:30 | Morning PrayersReview the Tradition’s Mantras |
| Hatha Class |
| Forward Bends 2Lunch |
| Practice Teaching Forward Bends |
| Relaxation Process & Techniques 2Practice Teaching Breathing, Relaxation, and Meditation |
| **Sunday** | 8:009:3011:3012:001:004:30 | Morning Prayers Hatha Class |
| Stress Management in Daily Life |
| Teacher/Student Relationship |
| Lunch |
| Teaching Methods for Asana – Part 1 & 2Sequencing PosesEvening Prayers—Teaching |

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| **Weekend #8 Thursday, March 9 & Saturday & Sunday, March 11-12, 2023** |
| **Saturday** | 8:009:0010:3012:001:003:004:45 | Morning Prayers |
| Hatha Class – Sequence 2 |
| Yoga Sutra 2 |
| Lunch |
| Yogic Lifestyle |
| Pranayama Practice 2 & 3Practice Teaching Pranayama 2 & 3 Evening Prayers  |
| **Sunday** | 8:009:30 12:001:002:304:30 | Morning Prayers & Hatha Class |
| Practice Teaching – Breathing, Relaxation and Meditation 2 |
| Lunch |
| Yoga Sutra 3  |
| Inversions 2 and Practice Teaching InversionsPranayama 2 & Evening Prayers |

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| **Weekend #9 Thursday, March 23 & Saturday & Sunday, March 25-26, 2023** |
| **Saturday** | 8:009:0010:3012:301:304:00 | Morning PrayersSun Salutation variations |
| Hatha Class |
| Sequencing Poses and Practice Teaching 1 |
| Lunch—Food Offering Prayer |
| Practice Teaching – Breathing, Relaxation, & Meditation 3 |
| Himalayan Tradition & Evening Prayers |
| **Sunday** | 8:009:3012:001:004:45 | Morning Prayers & Hatha Class – Healing Yoga/Introduction to Tantric Yoga |
| Teaching Methods for Asana 3 – Assisting in postures  |
| Lunch |
| Discussion about Knowledge Assessment – written exam |
| Evening Prayers |

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| **Weekend #10 Thursday, April 20 &** **Saturday & Sunday, April 22-23, 2023** |
| **Saturday** | 8:009:0010:3011:3012:301:303:004:45 | Morning Prayers - Introduction to Yoga for Healing  |
| Asana for Inner Healing - Hatha Class: Yoga for Pittas  |
| Introduction to Ayurveda  |
| Agni and Ama –Ojas, Tejas, Prana |
| Lunch - Food Offering Prayer  |
| Sequencing and Practice Teaching III |
| Practical Ayurveda in Daily Life Evening Prayers  |
| **Sunday** | 8:0011:00 12:001:003:304:45 | Morning Prayers - Proctored Exams |
| Asana from an Ayurvedic Perspective Pt 1  |
| Lunch - Food Offering Prayer |
| The Healing Process and Healing Strategies Pt 1 |
| The Healing Process and Healing Strategies Pt 2 Evening Prayers |

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| **Make-up Dates for 2nd Half of Trainings (if needed)** **Thursday, May 4 &** **Saturday & Sunday, May 6-7, 2023**  |
| **Saturday** | 8:009:0010:3012:301:304:45 | Morning PrayersYoga for Healing: Meditation, Healing and the Yoga Sutra Pt 1  |
| Asana for Inner Healing - Hatha Class: Yoga for Vata |
| Ayurvedic Diet and Nutrition Cooking -- Ghee & Chai |
| Lunch—Food Offering Prayer |
| Introduction to Restorative Yoga |
| Evening Prayers |
| **Sunday** | 8:009:0010:3012:001:304:00 | Morning Prayers – Asana from an Ayurvedic perspective Pt 2 |
| Asana for Inner Healing: Hatha Class: Yoga for Kapha |
| Meditation, Healing and the Yoga Sutra Pt 2 |
| Lunch –Food Offering Prayer |
| Practice Teaching Asana for Inner Healing Closing Ceremony—Graduation Certificates Evening Prayers |

**Home Study**

All the required and suggested books for study are available at The Center at a 10% discount for Yoga Teacher Training students.

The following books are required during the teacher training.

 *Yoga: Mastering the Basics,* Sandra Anderson and Rolf Sovik, Psy.D.

 *Moving Inward,* Rolf Sovik, Psy.D.

 *Guided Yoga Relaxations,* Rolf Sovik, Psy.D. (CD)

 *The Key Muscles of Yoga: Volume 1*, Ray Long

 *The Secret of the Yoga Sutra: Samadhi Pada,* Pandit Rajmani Tigunait, Ph.D.

 *The Practice of the Yoga Sutra: Sadhana Pada,* Pandit Rajmani Tigunait, Ph.D,

 *Awakening Power in the Yoga Sutra: Vidhuti Sutra*

 *Perennial Psychology of the Bhagavad Gita*, Swami Rama (or any version)

 *Living with the Himalayan Masters,* Swami Rama

*Yoga and Ayurveda,* David Frawley

The following books and CDs are suggested to enhance your learning experience. Study guides are available for most of the following texts.

**A. Essential Yoga Philosophy**

* *The Royal Path: Lessons on Yoga,* Swami Rama
* *How to know God: The Yoga Aphorisms of Patanjali,* Swami Prabhavananda and Christopher Isherwood

**B. Asana Practice**

* *Exercises for Joints & Glands,* as taught by Swami Rama

**C. Science of Breath**

* *Science of Breath,* Swami Rama and Rudolph Ballentine, MD

**D. Relaxation and Meditation**

* *Meditation and Its Practice,* Swami Rama
* *Advanced Yoga Relaxations,* Rolf Sovik, Psy D. (CD)
* *Three Guided Meditations,* Rolf Sovik, Psy D. (CD)

**E. Anatomy for Yoga**

* *The Key Poses of Yoga: Volume 2,* Ray Long
* *The Muscle Book,* by W. Paul Blakely
* *Stretching Without Pain,* by W. Paul Blakely
* *Introduction to Human Anatomy and Physiology,* by Eldra Pearl Soloman
* *Anatomy of Movement,* by Blandine Calas-Germain

**F. Diet and Nutrition**

* *Diet and Nutrition,* by Rudolph Ballentine, MD

**Projects and Assessment of Knowledge**

These assignments have been designed to engage students in the learning process. A final assessment will be used to determine mastery of the material and not to inflict stress. All attempts will be made to encourage passable mastery. A score of at least 85% is required to successfully complete the written assessments. The assignments and assessments must be completed in order to receive a certificate of completion.

**Assignments**

There are two assignments that are designed to be used as tools for self-reflection and growth. Further description of the assignments is available in the student manual and direction will be given in class. The two assignments are:

1. **Meditation Journal Report**

**Although not required**, before beginning this project, reading *The Royal Path*, and *Meditation and Its Practice*, both by Swami Rama, will be helpful in your learning. The required book for this assignment is *Moving Inward*, by Rolf Sovik. All are available at the Center. There are study guides for the first two books. For the study guides, please contact your teachers.

Maintain your journal for forty days. Start your journal with a plan for your practice. Design a practice that will not disrupt your family or work life. Make daily entries that are descriptive of the content and quality of your practice. Write what techniques you used and in what sequence. This may include comments on your sitting posture, comfort or distractions of the body, use of breath awareness, mantra or a specific point of concentration. Also note (non-judgmentally), the activity and quieting of the mind. Use your journal to learn what works to still “the roaming tendencies of the mind.”

It may be helpful to include any preparation you have done prior to your actual sitting, such as stretches, relaxation or pranayama. Noting your nostril dominance and your general state of mind and emotion, as well as your energy level may also give useful information.

Maintain your journal for forty days, making daily entries. Keep your journal - do not give it to your teachers. Use your journal to make a 1-2 paged summary report that includes commentary on each of the items listed below.

The Meditation Journal Summary Report should include the following items:

1. Give a general outline of your practice. Include the time and duration of the practice.
2. Briefly describe your personal understanding of the process of learning to concentrate the mind.
3. What was helpful in the preparation phase?
4. Were there any obstacles or distractions? Describe what and how you handled them.
5. What effects have you noticed in your daily life from the practices?
6. Describe to what extent the meditation practice has helped you to know yourself.
7. **Self-Evaluation of Practice Teaching Summary Report**

After the first five weekends, summarize your classroom teaching experience for an eight-week sequence or the equivalent of class time equaling a minimum of 12 hours. This will be over and above the time that you will practice teach during the training sessions themselves. During the class sessions, a certified instructor will supervise you and give you honest and constructive feedback on your teaching.

For each of the classes that you teach, complete sections A, B and C. When you complete the 12 hours of teaching (however many classes that is), complete section D to give an overall summary statement. Reflection, assessment and implementation are skills you develop with experience as a teacher. This assignment is meant to give you structure for developing these skills.

At the end of your 12 hours of practice teaching, hand in only a summary reflection of your teaching growth from the section Ds below, using sections A, B, and C. Use all the specific section Ds as information aids for your section D summary report.

A . What did you do?

Give a brief synopsis of what you did. This includes a list of the postures, any focus or practice to be taught (i.e., the neti wash, diaphragmatic breathing, nadi shodhanam) and how.

B . How did it go?

Please answer each as a separate question.

1) What were your internal reactions to the class? Be thoughtful.

2) What were your student(s)’ reactions to the class? Listen, record and reflect.

C . What would you do differently next time?

Based on your responses in section B, what would you do differently?

D. Using the questions in A, B, and C, give your overall impression of the eight week sequence.

Look at the big picture of the classes combined and answer the following:

What did you do? How did it go? And what would you do differently next time?

**Take-Home Exams**

If you miss class attendance at any time, the teachers may request that you complete one or more take-home exams. The exam(s) would need to be completed before the Yoga & Ayurveda series in April. Complete them with the help of notes, required texts, and relevant resources. The four separate exams are:

* Essential Yoga Philosophy
* Anatomy & Physiology
* Diet & Nutrition
* Science of Breath

**Proctored Exams**

You will be given an opportunity to complete the two proctored exams near the end of the course of study. If a student chooses to take the exams at a later time, an appointment must be scheduled with the teachers. The two exams will be used to assess your knowledge are:

* Hatha Yoga Exam
* Relaxation/ Meditation Exam

**Faculty**

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| **Randy Nellessen, E-RYT-500** |  |
| A Registered Experienced Yoga Teacher at the 500-Hour Level and 500-Hour Certified Yoga Teacher and Instructor through the Himalayan Institute, Honesdale, PA. Randy has been teaching yoga at the Center since his certification in 2010. He was certified to teach the Himalayan Institute 200-hour Teacher Training curriculum in Nov 2015 and the 500-hour level in 2017.  |  |

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| **Luke Ketterhagen, E-RYT-500** |  |
| Luke Ketterhagen graduated magna cum laude from Marquette University in Milwaukee, WI with a degree in Biomedical Sciences. After receiving his yoga teacher certification from the Himalayan Institute, Ketterhagen joined their permanent staff. He authored the Asana Basics column for *Yoga International* magazine from December 2003 to December 2004. Luke appeared as a model in numerous editions of the 16-year-old publication as well as in the best-selling book, Yoga: Mastering the Basics. Former owner and director of Uptown Yoga in Dallas, TX, Ketterhagen was Director of Programming and principal teacher at East West Yoga in Manhattan during its relaunch. Currently Luke teaches classes and workshops in Southern California.  |  |

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| **Michael Ketterhagen, Ph.D., Spiritual Director of The Center** |  |
| A person smiling for the camera  Description automatically generated with low confidenceMichael holds a doctorate in Spirituality and Healing from The Union Institute and University of Cincinnati, Ohio. Dr. Ketterhagen is a retired Theology Professor at Marian University, Fond du Lac, Wisconsin. Michael used his dream for the FDL Center for Spirituality and Healing as the basis of his doctoral thesis, which opened in the Fall of 2000. Michael is also one of the Centers Certified Yoga Instructors, having received his training through the Himalayan Institute in Honesdale, Pennsylvania. Michael’s lifelong commitment to his own spiritual growth and healing, his vast knowledge on holistic living and his strong desire to serve, allow him to direct the Center in ways to better serve you and the community. He has taught yoga since 1978 and was certified by the Himalayan Institute as a 200-Hour teacher in 1995. Michael is the program director for this training.  |  |

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| **Jeff Stieg, B.S., RYT 200 (see if Jeff has a new picture)** |
| As an enthusiastic proponent of whole health and personal growth, Jeff lives his passion for well and sustainable living professionally and personally. Jeff’s knowledge base is deeply rooted in personal practice, formal education and work experience. He holds a B.S. in Kinesiology and Health from the University of Wisconsin-Oshkosh and also received yoga teacher certification from the Himalayan Institute. In addition, Jeff is a certified Reiki Master practicing in the Usui tradition. Currently, he works as a wellness specialist in a corporate setting and teaches regular yoga classes. His teaching style is mindful and holistic and is set in a light, fun, and energetic atmosphere.  |

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| **Kelsey Beine, RYT 200** |
| A picture containing person, person, posing  Description automatically generatedA graduate of The Center’s 200-hour yoga teacher training program, Kelsey brings a vibrant and calming spirit to the practice of yoga. She believes strongly that every person is full of light and peace at their core, and seeks to guide them to experience this serenity through various postures and breathing techniques.  |

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**Tuition and Fees**

**Paid to The Center**

Application Deposit………………………………………………...$108

(*Send with application)*

Tuition..…………………………………………………………….$2891

*(Includes course manual, one-year special partnership with The Center and 10% discount on all course material purchased at The Center.)*

Tuition payment options:

1. In full - $2,891

Due September 1, 2022 (A savings of $100, if paid in cash or check with registration application)

1. In 2 installments of $1446, if paid by check or cash; $1489, if paid by credit card—Does not include application deposit

First installment due September 1, 2022

Second installment due January 19, 2023

1. Monthly payments of $299 with credit card payment for 10 months or $290 with cash or check payment for 10 months due, on the 10th of each month from September 15, 2022 to June 15, 2023:

Books/Materials (approx.)…………………………………………..$160

*(This is a 10% discount from the retail prices;*

*the Center does not require materials to be purchased through it.)*

**Program’s total estimated cost……………………………………$3159**

**(Approximate total program cost, if deposit and tuition are paid in full with application--$3059)**

**Cancelation and Refund Policy**

* The student will receive a full refund of all money paid if the student cancels within a three-business-day cancelation period.
* 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 a pro rata refund as follows:

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| After completion of at least: | Prior to completion of: | The refund will be: |
| None | The first day of class | 100% |
| 1 unit/ class | 10% of the program | 90% |
| 10% | 20% | 80% |
| 20% | 30% | 70% |
| 30% | 40% | 60% |
| 40% | 50% | 50% |
| 50% | 60% | 40% |
| 60% | Beyond | No refund |

* As part of this policy, the school may retain a one-time fee of no more than $100. The school will make every effort to refund prepaid amounts for books, supplies, and other charges. A student will receive the refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction, and the withdrawal is due to mitigating circumstances beyond the student’s control, the school will refund a pro rata amount.
* A written notice is not required
* Students who utilize the cancelation privilege will receive a full refund within 10 business days.

**School Policies**

**Non-discrimination**

The Center welcomes diversity and does not discriminate on the basis of age, gender, marital status, national origin, sexual orientation, race, or religion.

**Student Conduct**

* Students are expected to behave maturely. Students displaying disruptive behavior will be dismissed from the program
* Disruptive behaviors include, but are not limited to: harassing other students, teacher, or staff, abusive language, possession or being under the influence of medically unnecessary drugs, chronic tardiness, behavior creating safety concerns, etc.

**Dismissal and Re-admittance**

* Students who violate acceptable conduct will receive a written warning.
* A second violation will result in termination from the program.
* A student who was dismissed from the program may apply for re-admittance next class year. Re-admittance is not guaranteed.

**Attendance**

* Attendance is noted at each class.
* Attendance is required for all teacher training sessions.
* If an absence occurs, the missed time must be made up in order to successfully complete the program. Make up is available but needs to be scheduled at a later time with the teachers.
* Punctuality is expected. Tardiness to class will be dealt with individually by the teachers. More than 10 minutes late for a session may deduct one hour from total contact hours which must be made up in order to complete the program.

**Leave of Absence**

* We do not offer a formal leave of absence.
* If an absence is anticipated for a long period of time, please contact the program director to determine the appropriate actions.
* If a student cannot continue, the student will be given the option to continue in future courses beginning from the point of absence if re-admittance is granted within 2 years. If re-admittance is granted later than two years, the course must be started from the beginning.
* The refund policy will apply to unused tuition.

**Employment**

With yoga’s increasing popularity in the west, many corporation, hospitals, health clubs, and wellness centers are employing the use of yoga teachers. Yoga teachers are also responding to the increased popularity by setting up local yoga centers and studios. However, Yoga teaching is often done as an expression of a passion through a part-time endeavor. In addition, many people take this program to deepen their own practice and may not have the intention to teach. With this in mind, we do not offer formal employment assistant services.

**Advanced Standing**

We do not offer advanced standing for any previous trainings or course work.

**Student Records**

All student records are kept by The Center in perpetuity. Only the student will be able to access their record.

**Complaint Procedure**

* Students with concerns or complaints are encouraged to bring them to the attention of the Spiritual Director of the Center, Michael Ketterhagen. The director’s decision on all complaints is final.
* If a resolution is not reached, students may contact the Wisconsin Educational ApprovalBoard for further assistance at (608) 266-1996 or via email at eabmail@eab.state.wi.us.

**School Code of Ethics**

As a teacher of yoga, 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. Thus, I agree to abide by the following guidelines:

**Relationships with Students**

In recognition of the trust placed in me by my students, I agree to:

* Show only the highest regard for my students’ personal beliefs and values.
* Offer my services of teaching yoga to all persons, regardless of sex, race, color, ancestry age, marital status, political affiliation, or sexual orientation.
* Avoid an action that I know will conflict with the highest interests of my students.
* Avoid taking unfair advantage of students financially, sexually, romantically, or otherwise.
* Refrain from initiating a romantic or sexual relationship with a current student, even if initiated by the student. The required protocol for beginning a personal relationship with a one-time student is the following:
	+ Once an attraction arises with a current student I am obliged to commence a three-month period where I will not (personally) see or teach the student. At the end of 3 months, I am free to see the person socially. For the next three-six months, I will have contact on a personal basis only. After which, if it mutually agreeable to both parties I can resume a “teaching” relationship with the student concurrent to our personal relations.
	+ If circumstances arise where appropriate action is unclear to me, I agree to first discuss the issue openly and honestly with one of The Center faculty members before becoming involved with a student and thus violating the spirit and letter of this provision.
	+ I fully acknowledge that this Ethics Protocol is intended to support the best interest of my students and the Yoga Profession.

**Professional Conduct**

In conducting my teaching practice, I will:

* Offer only those services that I am competent to provide
* Not attempt to diagnose a student’s physical or psychological condition, prescribe treatment, or suggest or approve of going against a physician’s advice.
* Take continuing education in yoga teaching on a regular basis.
* Be honest, straightforward, fair, and conscientious in all business dealings
* Manage my business finances according to accepted business and accounting practice.
* 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, nor endorsement by any organization.

**How to apply**

To enroll in The Center’s 200-hour yoga teacher training please submit all of the application materials. This includes an application form, a letter of application, a reference form from one yoga teacher who has personal experience with your yoga practice, and one personal reference from a person who knows you well and can verify your desire to teach yoga or to develop in your yoga practice, and a non-refundable $108 deposit which will be applied to your Center participation and tuition costs. We also require that you have at least one year of personal yoga practice before applying.

**Letter of Application**

This part of the application, allows you to offer a candid look at your yoga practice, its development, and your aspirations as a teacher. The questions to be answered are:

* When did you begin to study hatha yoga?
* What yoga classes, seminars, and workshops have you attended in the past two years? Please include the following: In what tradition or style, at what level (e.g., beginning intermediate, advanced), the frequency and approximate hours per week, the name of the teacher, and if member of or trained by the Himalayan Institute.
* Describe your own personal hatha practice. Include the frequency, duration, and length of time you have been practicing hatha yoga.
* List details of previous yoga teachers training.
* Why do you want to become a certified hatha yoga teacher?

**Yoga Teacher Reference**

Included in the application materials are two yoga teacher recommendation forms. These forms help to show your readiness to become a certified yoga teacher.

**Acceptance and Notification**

You will be contacted upon receipt of your application and will be notified of your acceptance status once your application has been reviewed by the program director.

Application materials may be received from and when completed sent to:

Michael Ketterhagen, PhD

Fond du Lac Center for Spirituality and Healing

74 S. Main St. Ste. 301

Fond du Lac, WI 54935

(920) 921-9404

info@fcsh.org

[www.fcsh.org](http://www.fcsh.org/)

 

**Application for 200-Hour Teacher Training**

Full Name Male Female Mailing Address

Phones: Home

Email

Date of Birth

Work

Profession

Cell

On a separate piece of paper, briefly answer the following questions:

• When did you begin to study hatha yoga?

• What yoga classes and workshops have you attended in the past two years?

(Please list the tradition or style of your training and approximate hours per week)

• Describe your personal practice. How often do your practice and for how long?

• List details of any previous yoga teacher training

• Describe any previous experience teaching hatha yoga

• How has yoga affected your life?

• Why do you wish to become a yoga teacher?

**Two references are required for the 200-hour program. Please use the reference forms from this website. Please also include a passport size photo with your application.**

I understand that acceptance for admission to this program is based upon The Center’s assessment of my general qualifications. I also understand that the admission decision is at the sole discretion of the Fond du Lac Center for Spirituality and Healing.

Signature

Payment: $108 application fee (includes Fond du Lac Center for Spirituality & Healing membership).

­­\_\_\_ Check is enclosed \_\_\_Visa \_\_\_\_ MasterCard

Credit Card # ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expiration Date: \_\_\_\_\_\_\_ CVC\_\_\_\_\_­ Signature Date

Send your application with check or credit card information to:

Fond du Lac Center for Spirituality and For more information:

 Healing Call: **1-920-921-9404**

74 S. Main Street, Suite 301 Email: info@fcsh.org

Fond du Lac, WI 54935 [www.himalayaninstitute.org](http://www.himalayaninstitute.org/)

**Yoga Teacher Reference** Yoga Teacher Training with the Fond du Lac Center for Spirituality and Healing

Applicants to the yoga teachers training certification program are required to submit references from individuals who have personal knowledge of their yoga experience.

Your input regarding the applicant will enable us to better evaluate her/his qualifications. If additional space is needed, please use the back of this form.

(Please print)

Name of

Applicant

Name of yoga teacher giving reference Address Phone number Please respond to the questions below:

1) In what capacity have you known the applicant?

2) How long has the applicant been attending your yoga classes?

How often?

3) Rank the applicant’s sincerity towards her or his practice of yoga:

1 2 3 4 5 6 7 8 9 10

Least Most

4) Rank the applicant’s proficiency in yoga:

1 2 3 4 5 6 7 8 9 10

Low High

5) Rank the applicant’s overall readiness to become a yoga teacher:

1 2 3 4 5 6 7 8 9 10

Low Desire High Desire

We would appreciate your comments regarding the applicant:

**Personal Reference**

Yoga Teacher Training with the Fond du Lac Center for Spirituality and Healing

Applicants in the yoga teachers training certification program are required to submit references from individuals who have personal knowledge of their yoga experience.

Your input regarding the applicant will enable us to better evaluate her/his qualifications. If additional space is needed, please use the back of this form.

(Please print)

Name of applicant

Name of person giving reference

Address

Phone number

Please respond to the questions below:

1) In what capacity have you known the applicant?

2) To your knowledge, how long has the applicant been attending yoga classes?

How often?

3) Based on your communication with the applicant, rank the applicant’s sincerity towards her/his practice of yoga:

1 2 3 4 5 6 7 8 9 10

Least Most

4) Based on your knowledge of the applicant, rank the applicant’s ability to follow through on his/her personal goals:

1 2 3 4 5 6 7 8 9 10

Low High

5) Based on your knowledge of the applicant, rank the applicant’s overall readiness to grow personally in his/her yoga practice and to develop spiritually:

1 2 3 4 5 6 7 8 9 10

Not ready Most ready

We would appreciate your comments regarding the applicant: