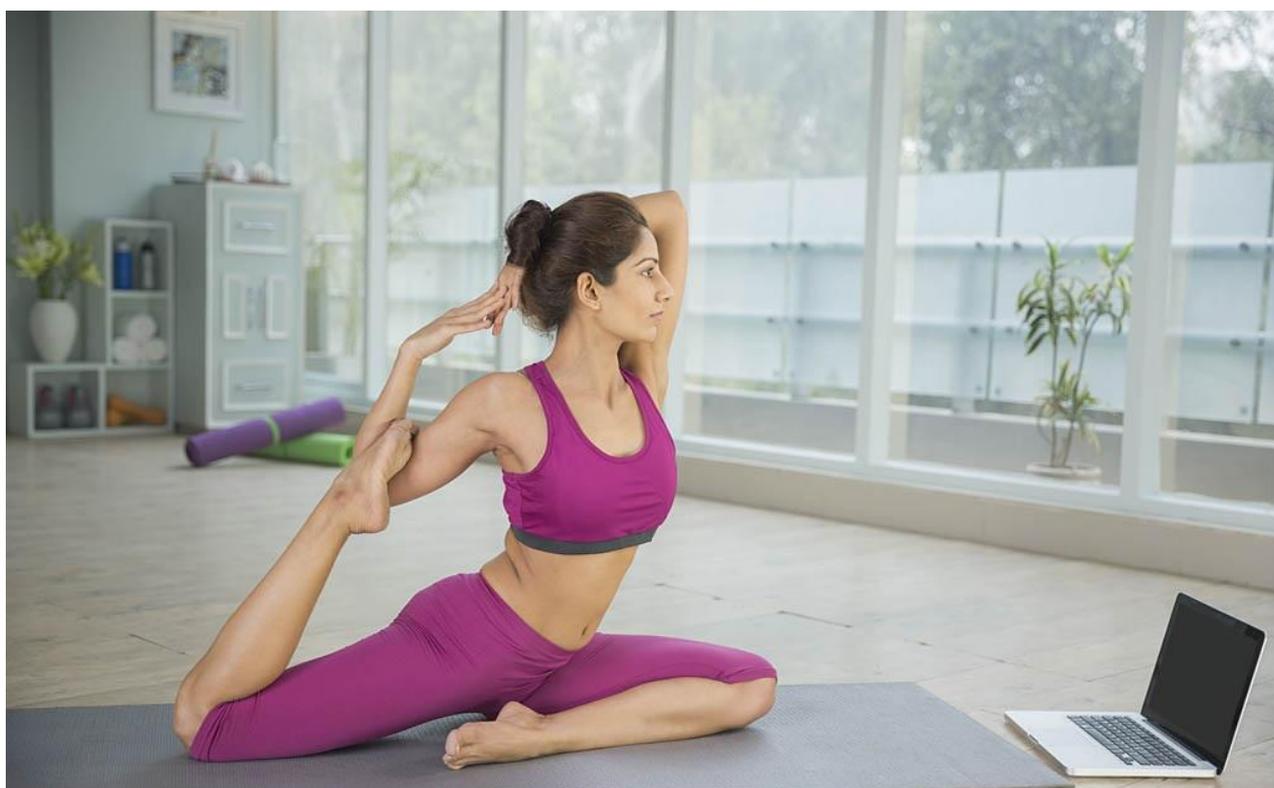


**Scheme for
Voluntary Certification of Yoga Professionals
The Scheme Launched by Ministry of AYUSH
and
Managed by QCI**



CERTIFICATION PROCESS

LEVEL 1 – YOGA INSTRUCTOR

0. INTRODUCTION

The **Scheme for Voluntary Certification of Yoga Professionals** has been developed by the Quality Council of India at the behest and with the support of the Ministry of AYUSH. It envisages certification by independent third party personnel certification bodies duly accredited as per international standard ISO 17024 by NABCB.

The Ministry of AYUSH is not involved in the certification and QCI, as the Scheme owner, may undertake certification directly pending approval of personnel certification bodies under the Scheme.

1. OBJECTIVE

The objective of this document is to define the process of certification of Yoga Professionals under the Scheme for Voluntary Certification of Yoga Professionals to promote uniformity in its implementation among the Personnel Certification Bodies (from now on PrCBs), the Yoga Professionals seeking certification, the national accreditation body, the National Accreditation Board for Certification Bodies (NABCB), and QCI, the Scheme owner.

2. SCOPE

This document explains the process of certification under the Scheme for Voluntary Certification of Yoga Professionals (hereinafter referred to as the Scheme) and the requirements that should be followed in order to obtain and maintain the certification.

3. SCOPE OF CERTIFICATION SCHEME

- 3.1. For the purpose of assessment under this Scheme, individual persons are certified as Yoga professionals for teaching Yoga either as a self- employed or as an employee of a Yoga teaching/training institution.
- 3.2. The Certification Criteria against which the competence is to be evaluated includes the competence standard and the evaluation criteria for Yoga Professionals.
- 3.3. For the purpose of this Scheme, scope of certification is being categorized as follows;
 - a) Level 1 - Yoga Instructor Certification
 - b) Level 2 - Yoga Teacher Certification
 - c) Level 3 - Yoga Master Certification
 - d) Level 4 - Yoga Acharya Certification

However the current certification process is applicable only to Level 1 – Yoga Instructor and certification and the requirements for other levels will be added whenever the other levels of certification are launched.

3.4. The certification under this Scheme shall be carried out by the PrCBs duly accredited for the certification scheme as per ISO/IEC 17024:2012 by NABCB. However, until such time the market develops, the QCI, as scheme owner, may directly evaluate applicants and/or approve certification bodies on the basis of a provisional criteria. The individual certifications directly done by QCI shall be transferred to any of the approved PrCBs as soon as possible.

4. CERTIFICATION PROCESS

4.1. Registration of Application

4.1.1 The approved PrCB shall respond to all enquiries received from prospective applicants for certification as Yoga Professionals with complete information on the certification process, appropriate to each certification scheme (including fee structure), a list of documents containing the requirements for certification, the applicants' obligations and rights, and the duties of a certified person which includes a code of conduct and health fitness declaration within 7 days of receipt of the query.

4.1.2 The applicant shall apply to the approved PrCB on the Application format prescribed by the PrCB, and provide as a minimum information on the name and address of applicant with contact details, details of education, training and work experience supported with evidence and the desired scope for which certification is being sought along with the language in which he wishes to be evaluated. The applicant shall also declare basic medical fitness in a standard format.

4.1.3 The applicant shall declare whether he has been an applicant or certified under this Scheme by any other PrCB, and if yes, then shall provide details of status of application/certification, scope and period of certification. The PrCB may verify the information provided by contacting the earlier PrCB.

4.1.4 The applicant shall, along with the application, declare any pending judicial proceedings relating to his conduct, and any pending proceedings by any regulatory body, and application from such an applicant shall not be entertained. The applicant shall also declare any instances of discomfort /disability caused to any of his students in the past 2 years.

4.1.5 All applications for certification shall be reviewed by the PrCB for completeness and adequacy and deficiencies observed, if any, shall be informed to applicant within 7 days of receipt of application. Records of review shall be maintained.

4.1.6 All applications, found complete, shall be registered within 7 days of receipt of application/additional information, in order of receipt with a unique identification number, acknowledged and records maintained. Registration shall be done, if found complete.

4.1.7 Applications from applicants found to be violating the terms and conditions of the Scheme while their application is being processed for grant of certificate, shall not be processed any further, and rejected after a due notice of 15 days.

4.1.8 Applications from applicants who have earlier misused the earlier certification or whose earlier certification was cancelled/application rejected because of violation of terms & conditions shall not be registered within one year of cancellation of the certificate/rejection of applicant by any PrCB.

4.1.9 Requests for certification from ex applicants shall be processed like a fresh applicant and the entire procedure for grant of certification be adhered to subject to CI 4.1.7 and 4.1.8 above.

4.1.10 PrCB shall reject or close all Application under the following conditions:

- a) If deficiencies observed in the application are not completed within one month;
- b) If the applicant does not take the evaluation within 3 months of registration of application;
- c) Misuse of certification mark, if any;
- d) Evidence of malpractice; and
- e) Voluntary withdrawal of application

4.1.11 In the event of a closure/rejection of an Application, the application fee submitted with the application may be refunded as per the policy of the certification body.

4.2. Competence Evaluation Process

4.2.1. The Scheme has developed evaluation criteria for evaluating the competence of Yoga Professionals as given in Table 1.

Table 1: Evaluation Criteria for Level 1 - Yoga Instructor

KNOWLEDGE		
Sl. No.	Subject Name	Weightage (%)
1	Introduction to Yoga and Yogic practices	15
2	Introduction to Human Body and Psyche	15
SKILL		
3	Yogic Sukshma Vyayama, Suryanamaskar and knowledge about Shat Kriya	10
4	Asana	25
5	Pranayama and Meditation	15
6	Instructing the students, Instructing skills	20

4.2.2. The Evaluation Method shall be a combination of Written Examination, Oral Interview and Demonstration. Topic wise number of written questions and marks per question, Topic wise number of Demonstration and marks per Demonstration, and Oral Interview which shall include knowledge and skill with marks is shown in Table 2 below.

TABLE 2:

S. No	Knowledge	Objective	Demonstration	Instruction/ interview
1	Introduction to Yoga and Yogic practices	30*1		
2	Introduction to Human Body and Psyche	30*1		
	SKILL			
3	<i>Yogic Sukshma Vyayama, Suryanamaskar</i> and knowledge about <i>Shat Kriya</i>		1*4+1*8	3*2
4	Asana		1*10+2*8	1*10+1*8
5	Pranayama and Meditation		3*6	2*6
6	Instructing the students, Instructing skills			4*2
	TOTAL	60	56	44

4.2.3. The candidates with certificates issued by QCI certified yoga schools will be exempted from written test and demonstration. The candidates for Level 1 – Yoga instructor shall go through an interview consisting of 5 questions of 2 marks each on theory topics, 5 questions of 2 marks each on practical, 5 questions of 1 mark each on teaching practice.

4.2.4. The duration of the written examination shall not exceed 2 hours, demonstration shall not exceed 2 hours and that of oral evaluation (interview) shall not exceed 1/2 hour.

4.2.5. **Setting of Test Papers –**

4.2.5.1. **Written Examination:** The PrCB shall develop a question paper and an answer paper for the written examination. The question test papers shall be set by competent persons.

4.2.5.2. The certification body shall prepare and maintain a pool of test questions and constantly keep updating the same.

4.2.5.3. The certification body shall not repeat any question, other than fundamentals, in any written examination within a period of one year.

4.2.5.4. The evaluation may be conducted in any language. The PrCB shall ask the applicant to declare the language in which he/she wishes to be evaluated, ensure the proficiency of its examiners in the language concerned and mention the language on the certificate issued to successful applicants.

4.2.5.5. **Written Examination** – The written examination can be conducted on-line or off-line.

4.2.5.6. **Demonstrations:** The PrCB shall have a guidelines document for the examiner(s) and a structured evaluation record for evaluation of each demonstration. There shall be a minimum of 3 examiners, with one of them being the Lead Examiner, who shall individually evaluate the candidates but provide a single final score.

4.2.5.7. **Oral (Interview):** The PrCB shall prepare questions and guidelines for the oral (Interview) and a structured evaluation record for the same.

4.2.5.8. There shall be a minimum of 3 examiners who shall individually evaluate the candidates and provide a final score. One of the examiners shall be designated the Lead Examiner and the panel shall produce a final score after considering individual scores.

Note: The entire evaluation process should take into account the fact that there will be variations among different schools of Yoga and the evaluation should provide for accommodating such variation.

4.2.5.9. The PrCB shall ensure that the questions for written and oral evaluation and the guidelines for demonstration are such that they are fair, valid and reliable across test centers, across time zones and across examiners.

4.2.6. The evaluation of the applicants – oral, written or demonstration or a combination thereof – shall be conducted within 3 month of registration of application failing which the application fee shall be refunded.

4.2.7. The PrCB shall schedule the evaluations (written, demonstration and oral interview) as and when the number of applicants totals 10 as a minimum. The PrCB at its discretion may evaluate with less number of candidates. The PrCB shall ensure that the certification process is completed within 15 days from the date of the actual evaluation, where applicable.

4.2.8. The PrCB shall inform all applicants who meet the eligibility criteria of the dates of evaluation, including those appearing for a re-evaluation and the means of evaluation at least 15 days prior to the evaluation. The certification shall make the publicly available through its website the dates for the written examination and the names of the candidates.

4.2.9. The certification body shall conduct the evaluation in a conducive and comfortable noise controlled environment with adequate lighting and ventilation, necessary infrastructure for the demonstration and suitable facilities for interviewing persons, and /or sitting and writing the evaluation paper.

The written examination test papers shall be available at the evaluation site in exact numbers required.

- 4.2.10. The written examination shall be conducted under the supervision of an invigilator.
The certification body shall identify and nominate invigilators for the purpose. The invigilator shall at the end of every written examination collect all the Question and Answer sheets from each of the applicants that took the written examination, seal immediately and forward them to the PrCB's office within one working day of completion of the evaluation.
- 4.2.11. The demonstration and oral evaluation (interview) shall be conducted by a team (minimum of 3) of independent Examiners and representative of the certification body. The names of the applicants shall be communicated well in advance to the Evaluation team for identification of conflict of interest, if any. Any conflicts identified with respect to the applicants shall be suitably addressed by the certification body.
- 4.2.11.1. The certification body shall inform all applicants of the team of independent Examiners for identification of conflict of interest, if any. The certification body shall make publicly available through its website the dates for the written, demonstration and oral evaluation. If the applicant candidate has any conflict of interest and voluntarily decides not to undergo the oral evaluation, the PrCB shall provide them the option for another evaluation or reimburse the applicable application fee.
- 4.2.12. The names of the applicants shall be communicated well in advance to the evaluation centre where demonstration is planned to be carried for identification of conflict of interest, if any. Any conflicts identified with respect to the applicants shall be suitably addressed by the certification body.
- 4.2.12.1. The certification body shall inform applicant of the name of the evaluation centre where the demonstration is being planned for identification of conflict of interest, if any. If the applicant candidate has any conflict of interest and voluntarily decides not to undertake the demonstration, the PrCB shall provide them the option for another demonstration or reimburse the applicable application fee.
- 4.2.13. **Checking of Evaluation Papers and Demonstration Report**
- 4.2.13.1. The evaluation of written test answer sheets shall be carried out by a competent examiner. The assessment of the demonstration and interview shall be by a competent 3 member team as already specified.
- 4.2.13.2. **Written** – The Examiner shall check the written answer sheets and consolidate the results within a week of the evaluation.
- 4.2.13.3. **Oral** – Each member of the team of Examiners shall record their results for each of the questions on structured evaluation sheet for each applicant interviewed. The individual evaluation result for each applicant shall be discussed by the Team.

The representative of the PrCB shall at the end of the oral evaluation (interview) collect all the evaluation results from each of the team members, collate the results and calculate the consensus score for each question asked, seal and thereafter shall submit the same to the PrCB's office within one working day of completion of the evaluation.

4.2.13.4. **Demonstration** – The evaluation team shall evaluate the demonstration report for each of the broad headings of the Body of Knowledge within a week of the demonstration by the applicant.

4.2.13.5. Applicant shall score a minimum of 70% each in the written, (demonstration and oral (interview)) of the evaluations for qualifying as Yoga Professionals.

4.3. **Decision on Certification**

4.3.1. The certification body shall take a decision on certification, by a competent person(s) independent of evaluation(s), based on the information gathered during the certification process and shall ensure the following;

- a) The evaluation result of the applicant is not below the minimum specified
- b) Availability of necessary documentation as proof of the means of evaluation chosen to assess the candidate, and
- c) Any other requirements prescribed by the Certification Body.

4.3.2. There shall be no conditional grant of certification. The decision to certify the person shall be taken by independent person who has neither been involved in evaluating the applicant candidate nor in training of the candidate.

4.3.3. The decision of the certification body shall be communicated to the applicant and QCI. QCI and PrCB shall maintain an updated register of applicants, certified Yoga Professionals with scope of certification and their status of certification.

4.3.4. When applicants fail to meet the acceptance criteria for evaluation, the PrCB shall inform them. The applicants may take another evaluation with the same or another PrCB but would have to declare their previous performance while reapplying to any PrCB.

4.3.5. On grant of certification, the Certification body shall issue a Certificate, uniquely identified, to the Yoga Professional indicating the name of the Professional, application number, cell phone number, and certification criteria, scope of certification, language of examination, effective date, date of expiry, and the name of the certification body as a minimum.

4.3.6. The effective date of certification shall not be before the date of decision to grant the certification to the Yoga professional.

4.3.7. The certification shall be for a period of 3 years from the date of decision to grant the certification.

4.4. **Surveillance**

4.4.1. The certified Yoga Professionals shall be periodically evaluated during the period of the valid certification.

4.4.2. The surveillance can be done either on-site or by means of video conferencing, where feasible. It shall involve witnessing the certified Yoga professional in a live teaching session covering demonstration of knowledge, skills and teaching ability. The duration of witnessing shall be sufficient to cover the above but not less than one hour.

4.4.3. The witnessing shall be undertaken once in a certification cycle for each certified professional.

4.5. **Suspension**

4.5.1. The certification body shall issue instructions to the certified person for suspension of certification, without any notice, when;

- a) the witnessing is not satisfactory
- b) any serious complaint/feedback which is found to be valid
- c) Any violation of terms and conditions of certification.

4.5.2. On receipt of instructions for suspension of certification, the certified Yoga professional shall with immediate effect remove any reference to certification in any of his communication.

4.5.3. The certified Yoga professional shall be advised to undertake a root cause analysis and identify and initiate necessary corrective actions for resolving the same.

4.5.4. The certification body shall revoke suspension only when corrective actions have been taken and verified by the certification body.

4.5.5. Suspension shall not exceed a period of six months and provided it is still within the validity period of the certificate. The certified Yoga professional's inability to resolve issues relating to suspension within this period shall lead to cancellation of certification.

4.6. **Recertification**

4.6.1. The certification body shall send the Renewal notice to the certified Yoga professional at least 6 months prior to expiry of certificate validity period to the registered email id of the Yoga professional and/or to the registered address.

- 4.6.2. The certified Yoga professional shall apply for renewal in the prescribed format along with fee, if any prescribed by the PrCB at least 4 months prior to expiry of certification.
- 4.6.3. The certification body shall review the performance of the certified Yoga professional seeking recertification (renewal of the Certificate), with respect to compliance to certification criteria during the entire certification cycle, prior to a decision on the renewal of the certificate.
- 4.6.4. The performance of the certified Yoga professional shall be reviewed on the basis of;
- a) The surveillance evaluation report(s),
 - b) Corrective actions taken on any feedback given during surveillance;
 - c) Any suspension of certificate during the previous validity period;
 - d) Complaints received, if any
 - e) Feedback from the students taught to be obtained by the PrCB
 - f) Feedback reports from institution employed in, if applicable, obtained by the PrCB
 - g) Adverse information, if any,
 - h) Physical fitness submitted by the certified professional from a registered medical practitioner
- 4.6.5. Recertification of the certified Yoga professional shall be based on their satisfactory performance during the previous certification period and shall be done before expiry of the certification.
- 4.6.6. The certification Body shall not recertify Yoga professional with conditions for compliance to be verified subsequently. There shall be no conditional certification of persons.
- 4.6.7. The PrCB shall not recertify any certified Yoga professional whose certification is under suspension.
- 4.6.8. When performance of the certified Yoga professional is not satisfactory, the certification body shall withhold the recertification of the Yoga professional clearly stating the reasons and give time for effecting corrective actions. The verification and decision on recertification shall be taken within 6 months of the expiry date.
- 4.6.9. The certification body shall verify corrective actions.
- 4.6.10. The recertification shall be effected from the date of the expiry of the previous certificate and the intervening period shall be treated as period of suspension. The certified Yoga professional shall not claim certification during this period.

4.6.11. In case the certified Yoga professional does not complete satisfactorily actions within three months, the certificate shall stand expired from the date of expiry of previous validity.

4.6.12. When a certificate is not renewed it expires at the end of validity period.

4.7. **Cancellation**

4.7.1. Certification body shall cancel the certificate when;

- a) Certified Yoga professional contravenes the terms and conditions of certification and provisions of this certification scheme like claiming or displaying scope of certification other than that granted, or any fraudulent behaviour is established, etc.
- b) The corrective actions taken are not ensuring compliance, or the proposed plan for corrective actions will take a considerable time beyond 3 months for implementation;

4.7.2. Certification body shall cancel the certificate at the request of the certified Yoga professional, if the certified Yoga professional is no longer interested.

4.7.3. In the event of cancellation the certification body shall advise the Yoga professional to return the Certificate issued by the certification body.

4.8. **Change in level of certification**

4.8.1. Change to a higher level of certification on application by a professional shall be done after ascertaining the competence through any one of the prescribed means of evaluation for initial certification.

4.8.2. The applicant shall be issued a fresh certificate as in initial certification in lieu of the current certificate.

4.9. **Certificate**

4.9.1. The PrCB shall provide a certification document to the certified Yoga professional that clearly conveys, or permits identification of:

- a) the name of the person who has been certified
- b) the dates of granting, or renewing certification;
- c) the expiry date or recertification due date consistent with the recertification cycle;
- d) a unique identification code;
- e) language of examination
- f) cell phone number
- g) the certification criteria, including issue number and/or revision, against which the person has been certified;

- h) the level of certification;
- i) the name and address of the certification body;
- j) other marks (e.g. certification mark, accreditation symbol) may be used provided they are not misleading or ambiguous;
- k) any other information required by the certification criteria used for certification;
- l) in the event of issuing any revised certification documents, a means to distinguish the revised documents from any prior obsolete documents.

4.9.2. The effective date on a certification document shall not be before the date of the certification/ recertification decision.

The formal certification documentation shall include the signature of the individual(s) of the certification body assigned such responsibility.

4.10. **Fee**

A fee may be charged to the person seeking certification without any discrimination.

The PrCBs fee structure shall be publicly accessible and also be provided on request.

PrCB shall notify and obtain consent to its fee structure from the candidate prior to grant of certification. As and when the fee undergoes a change, the same shall be communicated to all including applicants and obtain their consent.