

Yoga Professionals Certification Scheme

The Scheme Supported 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 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 examination 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 CertificationHowever, the current certification process is applicable only to Level 1 – Yoga Instructor 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 candidates and approve certification bodies based on provisional criteria. The individual certifications directly done by QCI shall be transferred to any of the approved PrCBs as soon as possible.

4. CERTIFICATIONPROCESS

4.1. Registration of Application

- 4.1.1.** The approved PrCB shall respond to all enquiries received from prospective candidates 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 candidates' obligations and rights, and the duties of a certified person which includes having read and accepted the Code of Conduct in relation to Yoga Certification as stated in UFM and health fitness declaration within 7 days of the receipt of the query.
- 4.1.2.** The candidate shall also declare that one has read and accept the code of conduct in relation to the Yoga Certification.
- 4.1.3.** The candidate 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 candidate 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 candidate shall also declare basic medical fitness in a standard format and submit the signed code of conduct. This could also be done electronically and a copy to be retained for records.
- 4.1.4.** The candidate shall declare whether one has been a candidate 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.
- 4.1.5.** The candidate shall, along with the application, declare any pending judicial or unfair means proceedings relating to ones' conduct, and any pending proceedings by any regulatory body, and application from such a candidate shall not been entertained. The candidate shall also declare any instances of discomfort /disability caused to any of one's students in the past 2 years.
- 4.1.6.** All applications for certification shall be reviewed by the PrCB for completeness and adequacy and deficiencies observed, if any, shall be informed to candidate within 7days of receipt of application. Records of review shall be maintained.
- 4.1.7.** All applications found complete shall be registered within 7 days of receipt to application/additional information, in order of receipt with an unique identification number, acknowledged and records maintained. Registration shall be done, if found complete.
- 4.1.8.** Applications from candidates 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.
- 4.1.9.** Applications from candidates who have misused the earlier certification or whose earlier certification was cancelled/application rejected because of violation of terms and conditions shall not be registered within one year of cancellation of the certificate/rejection of candidate by any PrCB. This includes cases dealt under unfair means.
- 4.1.10.** Requests for certification from-ex candidates shall be processed like a fresh candidate and the entire procedure for grant of certification be adhered to subject to Cl 4.1.7and4.1.8 above.

4.1.11. 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 candidate does not take the examination within 3months of registration of application;
- c) Misuse of certification mark, if any;
- d) Evidence of malpractice; and
- e) Voluntary withdrawal of application

4.1.12. 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 PrCB.

4.2. Competence Examination Process

4.2.1. The Scheme has developed examination criteria for evaluating the competence of Level 1 – Yoga Instructor as given in Table 1 below -

Table 1:

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

4.2.2. The Examination Method shall be a combination of written and practical. A candidate shall be certified only if one gets 70% overall in Written and Practical examination. Failing which one has to reappear.

4.2.3. The practical exam shall consists of teaching of skill including demonstration, instructions and answering a couple of questions from theory topics as per the Table 2 of the Scheme document 3A namely Competence Standard Level 1 – Yoga Instructor.

TABLE 2:

S. No	Knowledge	Written	Demonstration	Instruction/ interview
1	Introduction to Yoga and Yogic practices	25*2		
2	Introduction to Human Body and Psyche	25*2		
	SKILL			
3	<i>Yogic Sukshma Vyayama, Suryanamaskar</i> and knowledge about <i>Shat Kriya</i>		1*4+1*8	3*2
4	<i>Asana</i>		1*10+2*8	1*10+1*8
5	<i>Pranayama</i> and Meditation		3*6	2*6
6	Instructing the students, Instructing skills			4*2
	TOTAL	50	56	44

- 4.2.4. The written paper shall consists of 50 objective type questions of 2 marks each.
- 4.2.5. The duration of the written examination for candidates shall be 1.5 hours.
- 4.2.6. The PrCB shall prepare and maintain a pool of exam questions in the form of a question bank and constantly keep updating the same as stated in YPCS WI Exam Protocol.
- 4.2.7. The questions shall be categorized as Familiarity (easy), Knowledge (moderate) and In-depth knowledge (difficult) as per the syllabus.
- 4.2.8. The definition of Familiarity (easy) question is that in a MCQ the answer should be obvious, in Knowledge (moderate) two out of four options should be close to each other and for In-depth Knowledge (difficult) three or four options should be close to each other.
- 4.2.9. The PrCB shall, in accordance to YPCS WI Exam Protocol, develop a question paper and an answer paper for the written examination from the question bank. The question paper shall be set by competent personnel and approved by the Yoga Head.
- 4.2.10. The PrCB shall not repeat any question, other than fundamentals, in any written examination within a period of 6 months.
- 4.2.11. The examination may be conducted in the language as filled in the Registration form by the candidate.
- 4.2.12. The PrCB shall provide the option of language only after ensuring the proficiency of its paper setter and examiners in the language concerned and mention the language on the certificate issued to successful candidates.
- 4.2.13. The written examination can be conducted on-line or off-line. All Written Exam related activity shall be carried out in accordance to YPCS WI Exam Protocol.

4.3. Practical Examination

- 4.3.1. The PrCB shall have a guidelines document for the examiner(s) and a structured examination record for each practical examination.
- 4.3.2. The examination format shall be provided by the Scheme Owner and each of the examiners shall be required to fill in the details and marks of the candidates in the format.
- 4.3.3. There shall be a minimum of 3 examiners, with one of them being the Lead Examiner.
- 4.3.4. During the examination, it is only the Lead Examiner (refer competence criteria in Section V, clause 4.2.1) who will ask questions and all three examiners shall evaluate.
- 4.3.5. The lead examiner may ask the other examiners to handle the examination under one's supervision. This can be done for assessing their understanding about the syllabus and domain knowledge.
- 4.3.6. The practical exam comprising of teaching of skill including demonstration, instructions and oral (interview) i.e. answering a couple of questions from theory topics shall not exceed 20 minutes per candidate.
- 4.3.7. However, in case the lead examiner decides that the candidate deserves more time, the same shall be allowed at the discretion of the lead examiner with proper reasoning.
- 4.3.8. The Lead Examiner shall ensure that the result is finalized in consensus with the other two examiners.
- 4.3.9. The timing of the examination needs to be recorded by PrCB to understand the fatigue of examiners.

NOTE: The entire examination process should consider the fact that there will be variations among different schools of Yoga and the examination should provide for accommodating such variation.

4.4. Teaching of skill – Demonstration cum Instructions

- 4.4.1. The lead examiner should ensure that all techniques asked are from the syllabus only. All examiners must ensure that evaluation is done at the prescribed level of Familiarity, Knowledge and In-depth Knowledge as stated in the syllabus only.
- 4.4.2. The correctness of a technique shall be evaluated in accordance to ancient authentic texts Hathapradipik, and Gheranda Samhita only.
- 4.4.3. Due consideration should be given to the ease and breathing rhythm (laya) with which the candidate achieves the final form.

4.5. Oral (Interview):

- 4.5.1. The PrCB shall ensure that there is a prepared list of questions for oral examination.

4.5.2. The lead examiner should ensure that all questions asked are from the syllabus and at the prescribed level of Familiarity, Knowledge and In-depth Knowledge as stated in the syllabus only. All examiners must ensure that they correctly know the syllabus and carry out the evaluation in accordance to it. It is highly advisable that each examiner has a copy of syllabus available for ready reference during examination.

4.6. Operationalization of Examination Process

4.6.1. The examination of the candidates - theory or practical or a combination thereof – shall be conducted within 3 months of registration of application. The PrCB needs to have a refund policy in place indicating the rules of refunds including that of refunding the candidate in case it fails to conduct exams in the stipulated time.

4.6.2. The PrCB shall schedule the examination (theory and practical) as and when the number of candidates totals 10 as a minimum. The PrCB at its discretion may evaluate with less number of candidates. The PrCB shall ensure that the decision-making process is completed within 15 days from the date of the actual examination, where applicable.

4.6.3. The PrCB shall inform all candidates who meet the eligibility criteria of the dates of examination, including those appearing for a re-examination and the means of examination at least 15 days prior to the examination.

4.6.4. The PrCB may make relevant information public through its website. This includes the dates for the written examination, the names of the candidates and other events related to examination.

4.6.5. The PrCB shall conduct the examination in a conducive and comfortable noise controlled environment with adequate lighting and ventilation, necessary infrastructure for the theory and practical examination and suitable facilities for examiners, and them candidates waiting for the examination.

4.6.6. The written examination papers shall be available at the examination site in exact numbers required however the PrCB may provide a few additional exam papers (10%) for any contingency and account for the same. These extra papers must be returned to the PrCB along with the answer copies.

4.6.7. The written examination shall be conducted under the supervision of an invigilator who is well aware of UFM document.

4.6.8. The PrCB shall identify and nominate invigilators for the purpose. The invigilator shall conduct the written exam according to YPCS WI document.

4.6.9. The invigilator shall at the end of every written examination collect all the Question and Answer sheets from each of the candidates that took the written examination, seal immediately and forward them to the PrCB's office within one working day of completion of the examination.

4.6.10. During the examination process the names of the candidates shall be communicated in advance to the Examination team for identification of conflict of interest, if any. Any conflicts identified with respect to the candidates shall be suitably addressed by the PrCB.

4.6.11. The names of the candidates shall be communicated well in advance to the examination center for identification of conflict of interest, if any. Any conflicts identified with respect to the candidates shall be suitably addressed by the PrCB.

4.6.12. The PrCB shall inform candidate of the names of the examination center where the practical is being planned for identification of conflict of interest, if any. If the candidate has any conflict of interest and voluntarily decides not to undertake the practical, the PrCB shall provide them the option for another practical or reimburse the applicable application fee.

5. Reappearing/Reevaluation:

5.1. Candidates are allowed for one reappearance for theory and one reappearance for practical

5.2. Candidates cannot reappear twice for either theory or practical.

6. Results

6.1. Written Examination

6.1.1. The evaluation of written answer sheets shall be carried out electronically either by a software or manually. In case of doubt, the PrCB can always review it manually.

6.1.2. The PrCB shall consolidate the results within a week of the examination.

6.1.3. The written exam shall be of 100 marks comprising of 50 questions of 2 marks each.

6.2. Practical

6.2.1. The lead examiner of the PrCB shall at the end of the practical examination collect all the evaluation results from the other examiners.

6.2.2. The lead examiner shall collate the results and calculate the consensus score, seal and thereafter shall submit the same to the PrCB's office within one working day of completion of the examination.

6.2.3. The written examination marks of a candidate are added to the practical and together the candidate should score 70% to pass the examination. This gives an advantage to the candidate to make up for any shortfall of marks in the written or practical examination.

6.3. Examination of Yoga professional coming from certified schools

6.3.1. The candidates passing out of QCI certified Yoga schools will be exempted from practical exam (demonstration, oral and teaching skill) from the PrCB.

6.3.2. The candidates passing out of QCI Certified Yoga Schools for Level 1 – Yoga Instructor, shall only go through a written examination consisting of 50 questions of 2 marks each - the passing marks shall be 70%.

6.4. Decision on Certification

- 6.4.1.** The PrCB shall take a decision on certification, by a competent person(s) independent of examination(s), based on the information gathered during the certification process and shall ensure the following;
- a) The examination result of the candidate is not below the minimum specified marks.
 - b) In the event there is significant difference in the scores of the independent examiners, the decision maker may do a moderation not exceeding 5 marks
 - c) Availability of necessary documentation as proof of the examination to be retained for one year for the assessed candidate and one certification cycle for the successful candidates, and
 - d) Any other requirements prescribed by the PrCB.
- 6.4.2.** 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 candidate nor in training of the candidate.
- 6.4.3.** The decision of the PrCB shall be communicated to the candidate. The PrCB shall send to QCI the details of candidates, and certified professionals on a periodic basis in a structured format as provided by QCI.
- 6.4.4.** The PrCB shall maintain an updated registry of candidates, and certified Yoga Professionals with scope of certification and their status of certification.
- 6.4.5.** When candidates fail to meet the qualifying requirements for examination, the PrCB shall inform them. The candidates may take another examination with the same or another PrCB but would have to declare their previous performance while re applying to any PrCB.
- 6.4.6.** However, a candidate is eligible for re-examination only after 3 months of the date of the decision of the failed examination.
- 6.4.7.** On grant of certification, the PrCB shall issue a Certificate. The PrCB shall use the certificate format designed by QCI with the related security features.
- 6.4.8.** The effective date of certification shall not be before the date of decision to grant the certification to the Yoga professional.
- 6.4.9.** The certification shall be for a period of 3 years from the date of decision.
- 6.4.10.** The certificate shall state the due date of surveillance during the certification period that ideally should be within 18-21 months of being certified.

7. Surveillance

- 7.1.** The certified Yoga Professionals shall be evaluated once during the cycle of 3 years of certification.
- 7.2.** 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.

- 7.3. The candidate shall apply for surveillance at least 45 days before the due date and submit a one hour (or more as required by the PrCB) session plan for the same. Only on approval of the plan will the surveillance audit be done. In addition to the plan the Lead Examiner shall also ask the candidate to teach a skill impromptu.
- 7.4. PrCBs can gather the candidates in one hall with one examiner physically present and two other examiners reviewing the process remotely through video conferencing. The PrCB may allow all the three examiners to evaluate through video conferencing.
- 7.5. The same is required to be preferably done within 18 -21 months of award of certification.

8. **Suspension**

- 8.1. The PrCB shall issue instructions to the certified person for suspension of certification, when;
 - a) the surveillance is not satisfactory
 - b) any serious complaint/feedback which is found to be valid
 - c) Any violation of terms and conditions of certification.
- 8.2. On receipt of instructions for suspension of certification, the certified Yoga professional shall with immediate effect remove any reference to certification in any of one's communication.
- 8.3. The certified Yoga professional shall be advised to undertake a root cause analysis and identify and initiate necessary corrective actions for resolving the same.
- 8.4. The PrCB shall revoke suspension only when corrective actions have been taken and verified by the PrCB.
- 8.5. Suspension shall not exceed a period of six months and provided that 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.

9. **Recertification**

- 9.1. Recertification is the examination process required to be undertaken by the candidate before the expiry of the certificate.
- 9.2. The performance of the certified Yoga professional shall be evaluated based on;
 - a) The surveillance examination 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

- 9.3. The PrCB 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.
- 9.4. 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.
- 9.5. The PrCB shall review the performance of the certified Yoga professional seeking recertification (renewal of the Certificate), with respect to compliance to certification criteria (3A) during the entire certification cycle, prior to a decision on the renewal of the certificate.
- 9.6. Re-certification 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.
- 9.7. The PrCB shall not recertify Yoga professional with conditions for compliance to be verified subsequently. There shall be no conditional certification of persons.
- 9.8. The PrCB shall not recertify any certified Yoga professional whose certification is under suspension.
- 9.9. When performance of the certified Yoga professional is not satisfactory, the PrCB shall withhold their certification of the Yoga professional clearly stating the reasons and give time for effecting corrective actions. The verification and decision on re-certification shall be taken within 6 months of the expiry date.
- 9.10. The PrCB shall verify corrective actions.
- 9.11. 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.
- 9.12. 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.
- 9.13. When a certificate is not renewed, it expires at the end of validity period.

10. Cancellation

- 10.1. PrCB 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 behavior 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.

- 10.2.** PrCB shall cancel the certificate at the request of the certified Yoga professional, if the certified Yoga professional is no longer interested.
- 10.3.** In the event of cancellation, the PrCB shall advise the Yoga professional to return the Certificate issued by the PrCB.

11. Change in level of certification

- 11.1.** Change to a higher level of certification on application by a professional shall be done after as pertaining the competence by the prescribed process only.
- 11.2.** The candidate shall be issued a fresh certificate in lieu of the current certificate.

12. Certificate

- 12.1.** 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 date of surveillance
 - d) the expiry date or recertification due date consistent with the recertification cycle
 - e) a unique identification code
 - f) language of examination
 - g) cell phone number
 - h) the certification criteria, including issue number and/or revision, against which the person has been certified
 - i) the level of certification
 - j) the name and address of the PrCB
 - k) other marks (e.g. certification mark, accreditation symbol) may be used provided they are not misleading or ambiguous
 - l) any other information required by the certification criteria used for certification
 - m) in the event of issuing any revised certification documents, a means to distinguish the revised documents from any prior obsolete documents.
- 12.2.** The formal certification documentation shall include the signature of the individual(s) of the PrCB assigned such responsibility.

13. Fee

- 13.1.** A fee may be charged to the person seeking certification without any discrimination.
- 13.2.** The PrCBs fee structure shall be publicly accessible and be provided on request.
- 13.3.** 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 candidates and obtain their consent.