# INTERNATIONAL ASSOCIATION OF YOGA THERAPISTS

May 1, 2016

# IAYT Certification Application Review and Approval Process

The Certification Committee (CC) has established the following procedures for reviewing applications for certification under the grandparenting guidelines.

Applications are reviewed in the order they are received, and are generally reviewed by two reviewers-though an additional reviewer may be assigned if needed. Within 90 days of receipt of a completed application, the review team will complete the review process and notify the applicant of the decision. If both reviewers agree that the application is complete and meets the requirements for certification, it is approved.

If the application is missing required documentation or fails to meet the requirements, the applicant will be notified within 90 days of the specific gaps in their application. The applicant will have up to 90 days following notification to re-submit the application with additional information/documentation for a second review. Similarly, if following the second review the application is still missing required documentation or fails to meet the requirements, the applicant may re-submit the application a third time.

If the application is submitted a third time and still does not meet the requirements for certification, the applicant will be notified that their application is not approved. If conditions change for the applicant—e.g. additional client contact hours or a subsequent training program are completed—he/she may reapply as a new applicant during the allowable time periods for grandparenting.

Note that IAYT has adopted a Conflict of Interest Policy for everyone involved in the review of applications in order to ensure that reviewers will make fair and unbiased decisions on all applications that are submitted. Contact the Certification Committee Manager through the "Contact Us" email address on the IAYT website if you wish to receive a copy of this policy.