Accreditation Committee Orientation Guide

On behalf of IAYT Interim Executive Director Dominique Ferrara Hawkins, and the IAYT Board of Directors, welcome to the **Accreditation Committee (AC)**! Your role as a **volunteer peer-reviewer** is vital to maintaining high standards in yoga therapy education.

Your **three-year term** begins [Insert dates]. This guide outlines your responsibilities and the accreditation process.

Confidentiality, Conflicts of Interest, and Statement of Member Responsibilities

AC members handle privileged information related to Member Schools, Yoga Therapy Programs, and IAYT. Each member must review, sign, and adhere to the following documents annually:

- IAYT Accreditation Committee Confidentiality Agreement
- Policy on Potential Conflicts of Interest
- Conflict of Interest Statement and Disclosure Form
- Accreditation Committee Member Statement of Responsibilities

Accreditation Committee Responsibilities and Structure

Yoga therapy is currently a **self-regulating profession**. IAYT promotes high-quality education through four key pillars.

1) the IAYT Educational Standards

2) the Accreditation program

3) the Certification program and

4) the Certification Examination

The AC's primary role is to ensure that yoga therapy training programs meet or exceed the minimum *IAYT Accreditation Standards and Educational Competencies.* The **AC Bylaws** define the committee's structure and leadership.

IAYT Accreditation Program Structure and Roles

Accreditation department

- Accreditation Manager – Reports to the Executive Director and oversees program operations, AC functions, and processes.
- Senior Accreditation Specialists (SAS) – Guide applicant programs, conduct documentation reviews, and produce compliance reports.
- Board Liaison – Serves as a non-voting member representing the IAYT Board.
- Administrative Assistant – Supports accreditation logistics.
- Volunteer Peer Reviewers (up to 9 members) – Conduct program reviews.

The Accreditation Committee (AC)

- Voting Members (up to 9) – Selected through a call for volunteers, including experienced accreditation professionals, yoga therapy program directors/faculty, practicing yoga therapists, and possibly one public member.
- Non-Voting Members (2) – Accreditation Manager and Board Liaison.
- Executive Committee (EC) – Composed of the AC Chair, Vice-Chair, Secretary, Accreditation Manager, Board Liaison, and Executive Director. The EC sets meeting agendas.

Time Commitment

Time requirements vary throughout the year based on the number of programs in review and special projects. A typical monthly commitment includes:

- Accreditation Committee Meeting – 90 minutes/week (4–6 hours/month)
- Program Review Teams (PRT) – 2–4 hours/month for independent review and meetings (depending on workload)
- Ad-hoc sub-committees (if applicable) – 1–2 hours/month

Total estimated commitment: 6–10 hours/month

Program Review Teams (PRT)

Each PRT consists of:

- 2 AC members (volunteer peer reviewers)
- 1 Senior Accreditation Specialist (SAS)

PRT Responsibilities

- Conducts in-depth compliance assessments of applicant programs.
- Assigns one peer-review member as the Lead Reviewer to draft a consensus report.
- Ensure all members review the full application, with specific sections assigned for deeper analysis.

All communications with applicants must go through the Accreditation Manager or SAS. Direct private contact with applicants is prohibited. Conference calls with applicants must be mediated and recorded.

Pre-Application Process

Prospective applicants must attend a **one-hour webinar** covering:

- Application requirements
- Policies and procedures
- Review and decision-making processes

Ad-Hoc Sub-Committees

The AC may form ad-hoc sub-committees to improve processes, clarify standards, and address accreditation-related issues. These groups:

- Are formed by the AC Chair or Accreditation Manager.
- It consists of volunteers with relevant expertise.
- Provide regular status updates until project completion.

Access to Accreditation Application Files

All applications are electronic and accessed via the **IAYT website**. Official accreditation documents are stored in **IAYT's Dropbox**, managed by the **Accreditation Manager and staff**. AC members receive **as-needed access**.

Accreditation Committee Member Responsibilities

As a member of the IAYT Accreditation Committee, you agree to uphold the following:

1. **Duty of care.** Act prudently and protect IAYT's financial, reputational, and operational assets.

2. **Duty of loyalty.** Prioritize IAYT's interests over personal or professional conflicts.

3. **Duty of obedience.** Support IAYT's mission and uphold committee decisions.