



**IAYT Approved Professional Development
(APD)
Provider Registration Instructions**

Before you begin:

Go to APD Application Materials page and **read** the policies and documents there.

To Register as an APD Provider:

1. **Click Register as Approved Professional Development Provider from the APD Application Materials page on the IAYT website.** You will be directed to the Provider Registration event, where you will see the following fields. All fields are required.
 - **Your Name** * Pre-filled with the name on your Member/Member School Profile.
 - **Email Address** * Pre-filled with the email address on your Member/Member School Profile.
 - **Requested Name** * Enter the name you wish associated with your APD Courses. If this is the same as the name above, re-enter here. For instance, your IAYT membership may be listed under your personal name, Jane Doe, but you would like your courses to be listed as Jane's Yoga Therapy Studio. Please enter that alternate name here, or re-enter the name from above.
 - **Approximate number of courses you anticipate submitting over the next year** * In your best estimation, enter the number of courses you expect to submit over the next year. This is for IAYT internal planning purposes only and does not have to be exact.
 - **Delivery Format of any courses you anticipate submitting over the next year** * In your best estimation, enter the delivery format of any courses you may submit over the next year. This is for IAYT internal planning purposes only. Select all that apply.
 - Live – In person
 - Live – Online
 - Pre-recorded
2. **Click “Next” at the bottom left of your screen**
3. **Select “APD Provider Registration”**
4. **Click “Save & Finalize Registration”**
5. **At Check Out - Enter Payment information**
6. **Click on Proceed to Confirmation**
7. **Review all information and then Complete Order**
8. **You will receive an email confirming your payment**

Once your registration is reviewed, you will be contacted at the email address on your Member/Member School profile with the link to the APD Course Application. Please allow approximately 10 days for this link to be sent to you. If you do not receive the link or have other questions, please use Contact Us so the appropriate person can respond to assist you.