

# ANUSARA CERTIFICATION LICENSE PROCESS – April 2020

## Application Process

- Application submitted -- Ory replies with a welcome letter describing the application process
- Preliminary Mentor form submitted
- Credit Hours Log and Confirmation of Hours submitted
- Cara or Jayendra reviews application, Ory sends letter to candidate about paying fee and next steps

## Written Exam Assessment

- After application fee is paid, candidate notifies Ory when will begin written exam, Ory sends it to the candidate who returns it within ten days.
- Cara or Jayendra connects the candidate with an assessor. Exam is forwarded to assessor. Assessor contacts candidate, letting them know they received it and when will complete evaluation, which normally is no more than one month.
- Assessor meets online with candidate to discuss the exam and either approves or gives homework.
- When approved, Assessor notifies Cara or Jayendra

## Class Video Assessment

- **Candidate fills out Class Planning form, using one in the ASHY website Teachers Lounge, or one chosen by candidate and assessor**
- **Candidate and assessor meet to discuss Class Planning form. (This does not need to be the actual class that is filmed for assessment.)**
- Candidate films class, views it and decides if will submit it. Fills out Universal Class Assessment (UCAF) Self-Assessment form. Sends video to Assessor via an online platform along with UCAF Self-Assessment form.
- Assessor has one month to review it and fill out UCAF, unless they agree to another timeline. Assessor and candidate meet online to discuss the class.
- Assessor has 3 options: approve this class, ask for a second video, or give homework to do without a new class video. **Before talking with candidate, assessor contacts Cara or Jayendra to discuss.**

## Final Approval

- Above process for Class Video is followed for up to 3 class videos, completed within one year
- When Assessor approves a candidate for certification, notifies Cara or Jayendra. Assessor sends final UCAF and the candidate's Self-UCAF to Ory.
- If third video not approved, candidate takes a year to study and practice and starts the process over again in a year