



INSTITUTE OF

AUTHENTIC TANTRA

Holistic healing for body, mind & sex! EDUCATION

INSTITUTE OF
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EDUCATION
POLICY MANUAL

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ADMISSIONS POLICY FOR AUTHENTIC TANTRA CERTIFICATION PROGRAM:

The following is a description of the admissions policy for the Authentic
Tantra Certification Program:

- ✓ *Students must have completed the prerequisite Tantra Mastery Training Program within 2 years of applying for the Practitioners Training Program, and no later than the final deadlines for program registration.*
 - **The 13th session of the TM Training must be completed by Dec.1st of the year prior to the beginning of the ATCP.**
- ✓ *Student must have completed and turned in for review the Tantra Mastery Workbook with an accounting of hours of Tantra Yoga practice.*
- ✓ *Student must fill out an additional application for the Authentic Tantra Practitioner Training Program.*
- ✓ *After the application and prerequisite course requirements are reviewed, student will then be invited to an interview with two Senior Teachers of the Institute to determine student's ability to fulfill the requirements for the 11-month Authentic Tantra Certification program.*

Admission Requirements for Certification

- ✓ Complete Tantra Mastery Training
- ✓ Demonstrate learning objectives as outlined.
- ✓ Consult with Senior Instructor
- ✓ Recommendation of Tantra Mastery instructor for the phase 2 11-month certification program. *This will be based on consistent attendance to scheduled sessions, understanding and embodiment of practices, respectful conduct with Instructor and adherence to contractual agreements.*
- ✓ A minimum of 90 hours of completed training hours including training sessions and homework.
- ✓ Able to perform elemental meditations and running of the elements without the aid of the audio recordings

- ✓ Compliance with the terms and conditions of the Tantra Mastery contract
- ✓ Final approval by the Board of Directors of IATE, based on the above criteria and available space in the program.

Additionally, students must demonstrate the following capabilities:

- *Must have computer with internet access for entire 11-month training program.*
- *Must have ZOOM video conferencing app on computer.*
- *Must have the financial means to pay the tuition for the entire 11-month training.*
- *Must be able to commit to in person retreat dates. Retreat dates are specified during the application process.*



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AUTHENTIC TANTRA CERTIFICATION PROGRAM APPLICATION PROCESS

This application must be submitted after the Tantra Mastery Training Program has been completed.

Your Tantra Mastery Homeplay Workbook must be submitted along with this application.

You will have the option of scheduling your final interview with 2 Senior Instructors of the Institute on the following page.

Authentic Tantra Certification Program Application Questions:

1. Are you able to Perform all of the Tibetan Five Element Meditation Practices without the use of the MP3's?
2. Please share how the Tibetan Five Element practices have impacted your life.
3. How often are you "Running the Elements" in the following ways
 - a. formally as part of your daily meditation practice
 - b. informally in everyday life
 - c. incorporated into somatic sexual healing practices.
4. Please describe how often and when you using the Ocean Breath:
5. How often do you perform pelvic floor exercises?
6. How often do you practice the 5 core pelvic movements?

7. How often do you practice OAP?

8. Yoni/Lingam Massage, i.e. solo sexual healing sessions.

9. How have you used NVC to help resolve internal or external conflict?

10. Men only - Describe the process of performing Taoist male sexual health techniques:

11. Please share how the 4 pillars of Authentic Tantra and associated methods have successfully contributed to your healing and growth, and how do you see them being used to help others.

Please attach your Tantra Mastery Homeplay Workbook



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PROCESS FOR BECOMING A “TEACHER TRAINER” FOR IATE:

1. Must volunteer at Summer and November IATE Certification retreat
2. Must have been teaching Authentic Tantra professionally for a period of one year or more
3. Must complete Authentic Tantra yearly exam with score of 90% or more
 - a. After Summer retreat:
 - b. Trainee will read and grade all of the written exams.
 - c. Trainee will attend group training sessions for Module 3
 - d. Trainee will support by overseeing 2 or more weekly check in's for students to teach. Or review videos that students send in with their teaching. (students can send in videos of elemental meditations)
 - e. Trainee will participate in testing for November retreat



STUDENT STATEMENT OF RIGHTS

The [Institute of Authentic Tantra Education](#) is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.



ATTENDANCE POLICY

Institute of Authentic Tantra Education	1034210-6	
NAME OF INSTITUTION	INSTITUTION NUMBER	
Attendance Policy	8/1/19	
NAME OF POLICY	EFFECTIVE DATE	REVISION DATE

1. The minimum attendance requirements for students are as follows:
 - Students must attend all Group Learning Sessions and Individual Support Sessions (indicated in modules one and three) in person, having completed any necessary coursework prior to the date of the session. “In person” in this case meaning live online.
 - If Student cannot attend Group Learning Sessions in person the Student must view the recorded Group Learning Sessions prior to attending the subsequent Individual Support Sessions.
 - In person participation in the two Retreats is mandatory. “In person” in this case is to be taken literally.
 - Student will adhere to all appropriate standards set forth in the policies regarding the Respectful and Fair Treatment of Students and the IATE Ethical Codes of Conduct.
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
 - Student agrees to watch the recorded Group Learning Sessions (if unable to attend live) prior to attending the subsequent Individual Support Sessions. Failure to consistently attend live classes and/or review recorded group training sessions in a timely manner (timely is as stated above) is a violation of the CTSA and is grounds for dismissal from the ATCP.
 - Student acknowledges that if they fail to attend two (2) Individual Support Sessions without notifying the Primary Teacher, then IATE may withdraw the Student from the Certification Training Program, as per the Student Dismissal Policy.

- If due to an unforeseeable life circumstance, the Student cannot attend one or both of the Retreats then IATE will assist the Student in taking appropriate remedial action to complete the Certification Training the following year, at the sole discretion of IATE.
 - Student acknowledges that this remedial action may include additional fees and that all fees are issued at the sole discretion of IATE.
 - If Student reschedules the same individual session more than two (2) times the student forfeits the right to make-up that session, and Student will lose credit for that session.
3. The process by which students must report an absence from scheduled individual sessions as follows:
- Students must report an absence by telephone, text message or email communication with their Primary Teacher prior to session being missed, endeavoring to provide 24 hours' notice if possible.
 - Students should state the reasons for their absence and the expected date of their return, if known.
 - Students may be asked to provide further documentation relevant to their absence if deemed appropriate by the Primary Teacher or Senior Educational Administrator.
4. Students are not required to notify primary instructors when missing group training sessions. They are required to confirm their review of that session before their next scheduled individual session.

ATCP Student Evaluation

- ✓ Students must complete workbooks for Modules 1 and 3 for evaluation.
- ✓ Student is required to attend Bi- Monthly check in's and Instructors may view video recordings of these sessions.
- ✓ Students must complete a written test for the end of module 2, beginning of module 3.



DISMISSAL POLICY

Institute of Authentic Tantra Education

1034210-6

NAME OF INSTITUTION

INSTITUTION NUMBER

Dismissal Policy

8/1/19

NAME OF POLICY

EFFECTIVE DATE

REVISION DATE

1. The Institute for Authentic Tantra Education (IATE) may dismiss a student from the Authentic Tantra Certification Program (ATCP) on any of the following grounds:
 - Violation of the terms set forth in the Certification Training Service Agreement (CTSA)
 - Violation of the terms set forth in the Ethical Codes of Conduct (ECC)
 - Violation of the terms set forth in the Terms and Conditions presented on the student invoice
 - Violation of the terms set forth in the Respectful and Fair Treatment of Students Policy
2. The process by which a student may be dismissed from a program is as follows:
 - If a student is suspected of being in violation of either the CTSA and/or ECC, the Senior Educational Administrator (SEA) will be informed and begin an investigation.
 - The student's access to all IATE online materials and resources will be suspended to determine the student's current progress status. This access will be restored as soon as is deemed appropriate by the SEA in coordination with the Board, given the facts of the case.
 - The SEA will inform the student in writing that an investigation is underway for potential violations of the appropriate agreements. The notification will indicate to the student that follow up communication is to be expected with 72 hours of the onset of the

investigation. This does not preclude the investigation from proceeding beyond that point. Follow up communication at that time may include but is not limited to:

- 1) requests for further information and/or documentation from the student,
 - 2) updates on the progress of the investigation
 - 3) indications of the expected duration of the investigation (if known)
 - 4) the findings of the investigation
- The facts of the student's conduct will be evaluated in light of the terms of the CTSA, ECC, and/or Terms and Conditions with any discrepancies and the evidence for those discrepancies noted.
 - The findings of the investigation will be summarized in writing from the SEA to the Board. This report will include:
 - 1) the nature of the concerns that prompted the investigation
 - 2) a summary of the relevant facts and policies, including any aggravating, extenuating, and/or mitigating factors to be considered
 - 3) proposed outcome, up to and including dismissal from the program if deemed appropriate
 - Final outcome will be decided by majority Board decision.
 - The findings of the investigation will be summarized in writing and delivered electronically to the student under investigation.
 - Any refund of tuition paid will be evaluated based upon the terms of the CTSA as stated in the refund policy.



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OUTLINE PROCESS FOR DISMISSAL:

Tantra Mastery:

- Student stops payment
- Student does not show up for 2 or more sessions without notice
- Student requests to be removed from program
- Student violates any terms and conditions of contract

Process:

- Access to 13 session vault revoked
- Session cancelled
- Access to training videos up to that point may be revoked depending upon circumstance for removal.

11-month program:

This is in working agreement:

- Violates code of ethics
- Violates terms and conditions
- Violates attendance requirements
- The Client will, at all times, conduct themselves honorably, responsibly, ethically, and lawfully.



DEFERRAL POLICY

<u>Institute of Authentic Tantra Education</u>	<u>1034210-6</u>	
NAME OF INSTITUTION	INSTITUTION NUMBER	
<u>Deferral Policy</u>	<u>8/1/19</u>	<u>8/1/21</u>
NAME OF POLICY	EFFECTIVE DATE	REVISION DATE

The Institute of Authentic Tantra is committed to the well being of its students and recognizes that circumstances may arise in which the deferral of the completion of the educational program in which a student is enrolled is warranted. Should a deferral of studies be requested, the following steps are to be taken:

1. The student will submit in writing a request for a deferral to the Senior Educational Administrator (SEA), currently Dr. Chris Erickson (drerickson@authentictantra.com). A written request may also be submitted by the student to their primary instructor, who will then forward it to the SEA.
2. Upon receipt of a request for deferral, the SEA in conjunction with administrative staff, and the primary instructor will determine the current status of the student including:
 - a. The suitability of the request
 - b. Total percentage of the program completed
 - c. Financial status of the student with regards to tuition, including outstanding invoices, and any refunds in accord with the refund policy of IATE and PTIB
3. The SEA, in conjunction with the IATE Board of Directors and primary instructor, will determine appropriate steps for the return to studies including:
 - a. The approval or disapproval of the request. If a request is denied, the specific reasons for denial are to be detailed.
 - b. A projected timeline or deadline for return to studies
 - c. Any additional steps required by the student to resume studies
 - d. Any additional financial considerations occasioned by the deferral

4. A formal letter acknowledging the student request and containing the information complied under sections 2 and 3 will be sent to the student within 14 business days of the initial receipt of the request.
 - a. A copy of the formal letter of acknowledgement is to be forwarded to the appropriate administrative staff so that it can be uploaded to the formal student records database in accord with PTIB requirements
5. SEA will update student transcript and forward the signed and dated file to the appropriate administrative staff so that it can be uploaded to the formal student records database in accord with PTIB requirements



DISPUTE RESOLUTION POLICY

Institute of Authentic Tantra Education		1034210-6
NAME OF INSTITUTION		INSTITUTION NUMBER
Dispute Resolution	8/1/19	8/1/21
NAME OF POLICY	EFFECTIVE DATE	REVISION DATE

1. This policy governs complaints from students respecting the Institute of Authentic Tantra Education (IATE) and any aspect of its operations.
2. A student who makes or is otherwise involved in a complaint will not be subject to any form of retaliation by the institution at any time.
3. The process by which the student complaint will be handled is as follows:
 - Student complaints must be made in writing.
 - The student must provide the complaint to the Senior Educational Administrator (SEA), currently Dr. Chris Erickson (DrErickson@authentictantra.com), who is responsible for making determinations in respect of complaints, in coordination with the IATE Board of Directors. If the SEA is absent or is named in a complaint, the student must provide the complaint to one of the Senior Instructors, who will in turn forward it to the IATE Board of Directors.
 - SEA will review the written complaint and begin an investigation to determine the merits of the complaint and surrounding circumstances. Depending upon the nature of the complaint, the Board may determine the need for an independent investigator.
 - The findings of the investigation will then be provided to the Board of Directors to determine the most appropriate course of action.
 - Written reasons for the determination will be provided to the student within 30 days after the date on which the complaint was made.
4. The written reasons will advise a student, that if the student is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, the student may file a complaint with the Private Training Institutions Branch (PTIB)
 - (www.privatetraininginstitutions.gov.bc.ca). Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program.
5. The student making the complaint may be represented by an agent or a lawyer.



GRADE APPEAL POLICY

<u>Institute of Authentic Tantra Education</u>	<u>1034210-6</u>	
NAME OF INSTITUTION	INSTITUTION NUMBER	
<u>Grade Appeal</u>	<u>8/1/19</u>	<u></u>
NAME OF POLICY	EFFECTIVE DATE	REVISION DATE

The process by which a student may appeal a grade received in each case at the Institute of Authentic Tantra Education is as follows:

1. At the time of oral testing during in person retreats:

- a) Students are given evaluative feedback from Senior Instructor(s) on their performance making use of a fifteen-point scale. Students are graded on technical knowledge (1-10 points) and teaching ability(1-5 points). Students need to obtain a minimum grade of 11 out of 15 to pass each testing section. A score of less than 11 requires retesting. Instructions for performing the 5 Element meditations and Running the Elements require a score of 10 for correctness of technical knowledge. Anything less than a score of 10 for technical knowledge requires retesting.
- b) Students are given the opportunity to retest a total of one (1) time per testing section during the in-person retreat. Student may retest a total of **2 total sections during the in-person retreat**. If a student is unable to adequately complete retesting during the in-person retreat, then the student can retest after the retreat by sending in a video recording of the failed section(s), for an additional fee at standard hourly rates.
- c) If a student is unable to successfully pass 50% or more of the teaching sections, they will be required to retest the following year at an additional cost.
- d) Student requests for retesting are to be made to the Senior Instructor(s) verbally within no more than 24 hours of the time evaluation is provided, so long as the retest can still take place during the scheduled retreat. If retesting is not critical to the student completion of the program, retesting will be at the discretion of the Senior Instructor(s).

2. At the time of the written test:

- e) Students receive the results of their written examination during Module 3 of the training program.
- f) Students wishing to appeal the results of that exam will indicate this either verbally or in writing to their Senior Instructor within 30 days of receiving results.
- g) Students will review their results with their Senior Instructor in order to identify areas of improvement and growth.



IATE TUITION REFUND POLICY FOR ATCP

<u>Institute of Authentic Tantra Education</u>	<u>1034210-6</u>	
NAME OF INSTITUTION	INSTITUTION NUMBER	
<u>Tuition Refund</u>	<u>8/1/19</u>	<u>1/22/2021</u>
NAME OF POLICY	EFFECTIVE DATE	REVISION DATE

Authentic Tantra Certification Program (ATCP)

1. If Institute of Authentic Tantra Education (herein referred to as IATE) receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the Authentic Tantra Certification Program (herein referred to as ATCP) in which the student is enrolled if:
 - a) the institution receives a notice of withdrawal from the student, no later than seven days after the effective contract date and before the contract start date; or
 - b) the student signs the student enrollment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student, between the date the student signed the student enrollment contract and the contract start date.
2. IATE will refund the tuition for the ATCP and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission
3. If IATE receives a notice of withdrawal from a student:
 - a) more than 7 days after the effective contract date and at least 30 days before the start date IATE may retain up to 10% of the tuition due under the student enrollment contract, up to a maximum of \$1000. After the contract start date any unused portion of the training will be refunded.

- b) more than 7 days after the effective contract date and less than 30 days before the start date IATE may retain up to 20% of the tuition due under the student enrollment contract, up to a maximum of \$1 300.

- 4. If IATE receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and
 - a) the student has completed up to 30% of the program of instruction, the institution may retain up to 30% of the tuition due under the student enrollment contract, or
 - b) the student has completed more than 30% but less than 50% of the program of instruction, the institution may retain up to 50% of the tuition due under the student enrollment contract.

- 5. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - a) of the date IATE receives a student's notice of withdrawal,
 - b) of the date IATE provides a notice of dismissal to the student,
 - c) of the date that the registrar provides notice to IATE that the institution is not complying with section 1(c) or 2 of this policy.



RESPECTFUL AND FAIR TREATMENT OF STUDENTS POLICY

Institute of Authentic Tantra Education

1034210-6

NAME OF INSTITUTION

INSTITUTION NUMBER

Respectful & Fair Treatment

8/1/19

NAME OF POLICY

EFFECTIVE DATE

REVISION DATE

The Institute of Authentic Tantra Education is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. Under the BC Human Rights Code everyone has the right to be free from Discrimination based on the following personal characteristics (current as of the date of approval of this Policy) age (actual or perceived), ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation, gender identity or expression, and criminal conviction unrelated to employment.

While on Institute of Authentic Tantra Education premises or in the course of activities or events (including Social Media and online interactions) hosted by Institute of Authentic Tantra Education the following activities are prohibited:

- Disrespectful behaviour, including bullying or harassment, is not acceptable and will not be tolerated. Bullying or harassment is objectionable and unwanted behaviour that is verbally or physically abusive, vexatious or hostile, that is without reasonable justification, and that creates a hostile or intimidating environment for working, learning or living. Harassment may be intentional or unintentional. While bullying or harassment usually consists of repeated acts, a single serious incident that has a lasting harmful effect may also constitute bullying or harassment.
 - Bullying or harassing behaviour includes cumulative demeaning or intimidating comments, gestures or conduct; verbal aggression or yelling; threats to a person's employment or educational status, person or property; persistent comments or conduct, including ostracism or exclusion of a person, that undermines an individual's self-esteem so as to compromise their ability to achieve work or study goals; abuse of power, authority or position; sabotage of a person's work; humiliating initiation practices;

hazing; calling someone derogatory names; spreading of malicious rumours or lies; or making malicious or vexatious complaints about a person.

- Bullying or harassment does not include the exercise of appropriate managerial or supervisory direction, including performance management and the imposition of discipline; constructive criticism; respectful expression of differences of opinions; reasonable changes to assignments or duties; correction of inappropriate student behaviour; instructional techniques such as irony, conjecture, and refutation, or assigning readings or other instructional materials that advocate controversial positions; and single incidents of thoughtless, petty or foolish words or acts that cause fleeting harm.¹
- Other activities as outlined in the Institute of Authentic Tantra Ethical Codes of Conduct (ECC)

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

- If a student feels comfortable doing so, calmly approach the alleged harasser and inform them that their behaviour is offensive and unwelcome, contrary to IATE policy, and insist that they stop immediately.
- Violations of the above standards are to be reported to the Senior Educational Administrator (SEA) or any Senior Instructor (SI).
- SEA or SI will address the alleged violator directly, as above.
- If further action is required, the guidelines of the IATE Dismissal Policy will be followed.
- Should the SEA or SI be the subject of a complaint, the Dispute Resolution Policy will be followed.

¹Wording for this section has been adopted and modified from the University of British Columbia Statement on Respectful Environment. See <https://www.hr.ubc.ca/respectful-environment/files/UBC-Statementon-Respectful-Environment-2014.pdf>



SEXUAL MISCONDUCT POLICY

Institute of Authentic Tantra Education

1034210-6

NAME OF INSTITUTION

INSTITUTION NUMBER

Sexual Misconduct Policy¹

8/1/21

NAME OF POLICY

EFFECTIVE DATE

REVISION DATE

1. The Institute of Authentic Tantra Education is committed to the prevention of an¹d appropriate response to sexual misconduct.
2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour including the following:
 - a. sexual assault; which is any form of sexual touching or the threat, express or implied, of sexual touching without the individual's Consent
 - b. sexual exploitation; which is the actual or attempted abuse of a position of vulnerability, power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
 - c. sexual harassment; which is unwelcome conduct, by comment or gesture, of a sexual nature that detrimentally affects the working, learning, or living environment, or leads to adverse consequences for the individual directly subjected to the harassment
 - d. stalking and cyberstalking (stalking through the use of the internet or other electronic means); which is engaging in unwelcome conduct expressed or implied, that causes an individual to fear for their physical or psychological safety, and includes repeatedly following the individual, repeatedly communicating with the individual through any means, engaging in threatening conduct, or keeping watch over the place where the individual happens to be

¹ Adapted from the University of British Columbia Board of Governors Sexual Misconduct and Sexualized Violence Policy (SC17)

https://universitycounsel.ubc.ca/files/2020/09/Sexual-Misconduct-Policy_SC17.pdf

https://cdn.who.int/media/docs/default-source/documents/ethics/sexual-exploitation-and-abuse-pamphlet-en.pdf?sfvrsn=409b4d89_2

- e. indecent exposure; which is exposing one's body to another individual either physically or electronically, or through any other means, for a sexual purpose without the individual's consent, or coercing another individual to remove their clothing in order to expose their body
- f. voyeurism; which is non-consensual viewing, photographing, or otherwise recording another individual in a location where there is an expectation of privacy and where the viewing, photographing, or recording is done for a sexual purpose
- g. the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video;
- h. the attempt to commit an act of sexual misconduct; and
- i. the threat to commit an act of sexual misconduct.

3. Consent

- a. Voluntary agreement to engage, or continue to engage, in sexual activity must be affirmatively communicated through words or actively expressed through conduct. An individual who is incapacitated cannot give voluntary consent. Also, consent obtained through the abuse of a position of trust, power or authority, or through fraud or coercion, or due to fear of consequences, violence, or retaliation is not voluntary consent. For clarity:
 - Consent cannot be implied, which means it must be affirmatively given and cannot be assumed by an individual's silence or inaction.
 - The initiator of a sexual activity is responsible for obtaining consent for that sexual activity.
 - Consent can be withdrawn by any party at any time during the sexual activity through words or actions, and if consent is withdrawn the sexual activity must stop.
 - Consenting to one kind of sexual activity does not mean that consent is given for another sexual activity, and consent given only applies to each specific instance of sexual activity. Neither the relationship status of the parties nor past consent to sexual activity gives or implies future or ongoing consent.
 - Individuals cannot give consent if they are not able to appreciate the nature of the sexual activity, or to appreciate the risks and consequences of the sexual activity, or are otherwise unable to choose whether to engage in the sexual activity. For example, an individual is incapable of consenting if the individual is:
 - i. asleep or unconscious;
 - ii. unable to consent due to ingestion of drugs or alcohol; or
 - iii. under the legal age of consent as defined in the Canadian Criminal Code.

- Evidence that an individual's judgment was impaired by alcohol or drugs is a relevant consideration for determining whether the individual consented to the sexual activity in question.
 - A Respondent's mistaken belief, formed due to intoxication or impairment from drugs or alcohol, that there was consent is not a defense to the allegation of Sexual Misconduct.
 - A person's sexual reputation or history of sexual activity cannot be submitted as evidence to prove that it was likely that consent had been given.
 - There is an inherent risk that consent is not voluntary whenever there is a relationship of trust or authority in which there is an imbalance, or perceived imbalance of power. Where there is an allegation of Sexual Misconduct in these relationships the nature of the relationship will be a significant factor in determining whether there was consent.
4. "Members of the IATE Community" are individuals who fall under one or more of the following categories:
 - a. student, defined as any person, including co-op and exchange students, registered or enrolled in any component of a for-credit academic or training program or course at IATE;
 - b. employees, defined as individuals employed by IATE, including faculty and staff members;
 - c. emeriti, volunteers engaged in a IATE activity, or other individuals acting on behalf of IATE;
 - d. Teaching Staff Members;
 - e. any individual active on any IATE committee or review panel;
 - f. anyone contractually obligated to comply with this Policy.
 5. A Complaint of sexual misconduct is different than a Report of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A Report is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.
 6. Assistance will be available to Members of the IATE Community who have Disclosed or Reported Sexual Misconduct and may include:
 - a. class schedule changes;
 - b. provision of academic concessions;
 - c. safety planning;
 - d. temporary work reassignment, location reassignment, or scheduling changes; and
 - e. the implementation of safety measures as deemed appropriate by the SEA in conjunction with the IATE Board.
 7. A student making a Complaint will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a Report. Making a Complaint does not result in a Report being made, and does not initiate an Investigation by IATE.

8. The process for making a Complaint about sexual misconduct involving a student is as follows:
 - a. Students, faculty and staff who wish to register a Complaint should do so with the SEA, currently Dr. Chris Erickson (drerickson@authenticttantra.com) They may however register a Complaint with any Instructor, Board member, or Alumni Board member.
 - b. In the case that the SEA is named in the complaint or otherwise unavailable, the complaint will be handled by a person or persons designated by the IATE Board of Directors.
 - c. Complaints may be made verbally or in writing. In either case they should include all relevant information including the name of the alleged offending party, the names of any potential witnesses, date(s), location(s) and circumstance(s) of the alleged offence.
 - d. If a Complaint is made to a Member of the IATE Community, that Member is encouraged to contact the SEA not later than 24 hours after receiving the Complaint for support and information on how best to respond to the Complaint and to support the individual making the Complaint. Members of the IATE Community who receive a Complaint are not expected to file a Report related to the Complaint although, at the request of the individual making the Complaint, they may file a Report on behalf of the individual making the Complaint.
9. The process for responding to a Complaint of sexual misconduct involving a student is as follows:
 - a. The SEA or IATE Board appointed investigative officer(s) will acknowledge in writing receipt of the Complaint to the Complainant within 48 hours of receiving the Complaint.
 - b. The investigative officer(s) will consult with the Complainant to determine any appropriate assistance required. This consultation should occur at the earliest possible opportunity, and not later than 72 hours after acknowledgement of receipt of the Complaint.
10. The process for making a Report of sexual misconduct involving a student is as follows:
 - a. Reports are to be submitted to the SEA, currently Dr. Chris Erickson (drerickson@authenticttantra.com).
 - b. Reports will be made in writing. They should include all relevant information including the name of the alleged offending party, the names of any potential witnesses, date(s), location(s) and circumstance(s) of the alleged offence.
 - c. Reportees may request assistance in the Reporting process from IATE faculty, Board members, or Alumni Board members. [If a reportee is burdened by having to fill out a formal report, the report can be prepared in conjunction with one of the individuals listed.]
 - d. In the case that the SEA is named in the complaint or otherwise unavailable, the complaint will be handled by a person or persons designated by the IATE Board of Directors
11. The process for responding to a Report of sexual misconduct involving a student is as follows:
 - a. The SEA or IATE Board appointed investigative officer(s) will acknowledge in writing receipt of the Complaint to the Complainant within 48 hours of receiving the Complaint.

- b. The investigative officer(s) will consult with the Reportee to determine any appropriate assistance required. This consultation should occur at the earliest possible opportunity, and not later than 72 hours after acknowledgement of receipt of the Report.
 - c. The investigative officer(s) will, based on the evidence provided, determine the suitability of an internal investigation, subject to certain limitations:
 - the allegations must be against an individual who was a Member of the IATE Community at the time of the alleged Sexual Misconduct and at the time the Report is submitted;
 - the alleged conduct must fall within the definition of Sexual Misconduct; and
 - the alleged conduct must have occurred in a context that has a real and substantial connection to IATE. Whether a real and substantial connection to IATE exists will be considered on the particular circumstances of each Report.
 - d. If an internal investigation is deemed suitable, then the investigating officer will conduct an examination of the facts of the case. The investigation may make use of interviews with all principal parties and potential witnesses, and reviews of communications between the relevant parties. The investigation will proceed based upon the principles of cooperation as listed in the IATE Code of Ethics.
 - e. Upon review of the facts of the case, the investigating officer(s) will determine appropriate disciplinary responses which include those set forth in the Code of Ethics, Student Agreement, and Licensing Agreement.
 - f. All findings and proposed disciplinary actions, upon approval by the IATE Board of Directors, will be delivered in writing to the relevant parties named in the Report.
12. It is contrary to this policy for an institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.
13. Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.
14. All information related to a Complaint or Report is confidential and will not be shared without the written consent of the parties, subject to the following exceptions:
15. If an individual is at imminent risk of severe or life-threatening self-harm.
16. If an individual is at imminent risk of harming another.
17. There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
18. Where reporting is required by law.
19. Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.

This institution is certified by the Private Training Institutions Branch (PTIB). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.



UPGRADE HOURS FOR THHP

Ways graduates can fulfill additional hour requirements for THHP:

- Volunteer at retreats = 70 hours per retreat
- Volunteer to grade tests and review videos for Module 3 = they track hours
- Yearly Continuing education = 25 - 40 hours
- Volunteer work with the team on projects (TBD)



IATE COMPANY POLICIES:

Tantra Mastery Policy– 13 sessions

- Sessions must be completed within a year.
- Non-payment of second installment results in access to the vault being suspended until payment is made
- Rescheduling the same session more than 2 x's forfeits that session (unless under circumstances of life or death or serious illness).
- Students enrolled in the Tantra Mastery Training Program specifically for the purpose of going the ATCP are expected to apply for and if accepted, enroll the following year's training program. Prerequisite status will be granted for a total of 2 training years, i.e. students enrolled in Tantra Mastery in 2019 are expected to enroll in 2020 ATCP. If this is not possible, student will still be eligible for 2021 ATCP as space allows, and the discretion of the Senior Instructors, based upon the application, logbook, and consultation results.

Admission requirements for 13 sessions:

- Complete application through website
- Attend consultation with senior instructor (these must be recorded from this point forward)
- Reviewed course syllabus provided online
- Agree to proposed training schedule - 1 hour, 1 x per week, 12 weeks + 1 follow up 4 weeks later.
- Agree to payments and terms and conditions

Methods of Evaluation:

- Turn in completed workbook for Tantra Mastery after 13th session for admission to 11-month training.
- Weekly check in's and recordings of sessions

Dismissal from The Tantra Mastery Training Program – 2020

Student may be dismissed from the Tantra Mastery Program under the following conditions:

- Student stops payment
- Student does not show up for 2 or more sessions without notice
- Student requests to be removed from program
- Student violates any terms and conditions of contract
- Student violates the code of ethics

Process for removal:

- Students access to Tantra Mastery vault will be revoked
- Personal Sessions will be cancelled
- Access to personal training videos in dropbox up to that point may be revoked depending upon circumstance for removal

Tantra Mastery Pricing – 2020

- ✓ \$3,000/installments, \$2800/one time
- ✓ 2 payment \$1500: One before 1st session, second before 7th session
- ✓ 4 payments of \$775. 1st, 4th, 7th, 10th sessions
- ✓ Affiliates: \$100 off with coupon code and \$100 to the practitioner
- ✓ All USD payments are processed through the Kajabi Vault. Canadian students may receive a PayPal invoice and pay via direct deposit.

Certification Grading and Testing Policy for Instructors

A. Grading for Certification

- 1 - Accuracy of information and application of methods
- 2 - How well can you respond to questions - .i.e. knowledge
- 3 - How well can you convey the information - engagement

- Column 1 - Core info = key points they have to hit - scale of 1-10
- Column 2 - responses to more advanced questions scale of 1-5
 - ✓ Able to answer?
 - ✓ Answer correctly?
- Column 3 - Ability to teach
 - ✓ Reading from notes?
 - ✓ Engaging students?
 - ✓ Clear and understandable?

B. Retesting process -

- 1 - 3 sections - can submit video to retest for \$250 per hour minimum charge.
- Each section failed must submit:
 - ✓ 50% or more than redo following year's retreat.

See full Grade Appeal Policy [HERE](#)

C. Module 3 testing:

- Students should record themselves working with clients and teaching a 4 – 6 session program.
- This can be used in place of in person sessions to test comprehension and teaching ability.

D. TEST Policy:

- Test must be turned in before the first Module 3 session
- Plagiarism, including cutting and pasting from the textbook, results in a zero grade.

E. Process for becoming a “Teacher Trainer” for IATE:

- Must volunteer at Summer and November IATE Certification retreat
- Must be recommended by Senior Instructor
- Must be certified sexologist and ATCP and be working in the field for 2 years or more with one or both of those titles in order to participate in instruction for the ATCP.
- Must complete the Authentic Tantra yearly exam with score of 90% or more.

After Summer retreat:

- ✓ Trainee will read and grade all of the written exams.
- ✓ Trainee will attend group training sessions for Module 3
- ✓ Trainee will support by overseeing 2 or more weekly check in's for students to teach. Or review videos that students send in with their teaching. (students can send in videos of elemental meditations)
- ✓ Trainee will participate in testing for November retreat

F. Student Evaluation Policy:

- Must have written and tangible “evidence” of their performance.

G. 11-Month Practitioners Training

- Must attend all group sessions or review before the next scheduled personal session, except under special circumstances.
- Must attend all in-person sessions for Module 1
- Must attend all in-person sessions for Module 3 or provide video alternatives for each section
- Must complete all course requirements as indicated in course curriculum for all Modules

H. Tuition Refund policy:

See refund agreement [HERE](#)

I. Student dismissal policy:

See full policy [HERE](#)

J. Student grade appeal policy:

See full policy [HERE](#)

K. Dispute resolution policy

See full policy [HERE](#)

L. Respectful Treatment of Students policy

See full policy [HERE](#)



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IATE PHOTOGRAPH POLICY

Photographs taken by our contracted photographer at the ATCP retreats are the property of IATE.

IATE may use its discretion to share images with studies as they deem fit.

Photographs will be shared with students under the following conditions:

1. After they have been sorted and organized by an IATE rep or employee.
2. After the student has graduated in good standing from the ATCP
3. At the sole discretion of IATE Founders and Directors



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KAJABI PROGRAM POLICIES

Creating a program in Kajabi:

Offer can be created with ONLY PayPal buy option. This can be indicated when setting up the program

Confirmation emails that come from Kajabi must be edited for each new program to indicate where or IF they will be able to access the learning library.

Create an email list for the program in Aweber OR Kajabi. Please note that Aweber or Kajabi list must NOT include the “opt in” portion.

Please make sure there is a notification to check the junk box for email confirmations. This should ALWAYS be on both the OFFER page and the Confirmation page.



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POLICY AROUND USING AUTHENTIC TANTRA® AS TRADEMARK

- ✓ The Graduate must be licensed and in good standing with IATE.
- ✓ The graduate must always use the ® in Authentic Tantra
- ✓ Never use Authentic Tantra for URL's, domain names, or website names
- ✓ Graduates in good standing can use the mark for meetup groups, classes, workshops, events where the modality is being presented.
- ✓ Includes Flyers + advertising for classes, workshops, and events
- ✓ Encouraged badges CATP in CED vault



RESPECTFUL LEARNING ENVIRONMENT POLICY

A. Statement of Principle²

The best possible environment for working, learning and living is one in which respect, civility, diversity, opportunity and inclusion are valued. Everyone at the Institute of Authentic Tantra Education (IATE) is expected to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow IATE community members and the public in all IATE-related settings.

B. The Respectful Learning Environment

In the context of an academic community, responsibility for maintaining a respectful environment falls on all community members, including students, faculty, staff, and members of the public who participate in IATE-related activities. Excellence in the learning community is fostered by promoting the freest possible exchange of information, ideas, beliefs and opinions in diverse forms, and it necessarily includes dissemination and discussion of controversial topics and unpopular points of view. Respect for the value of freedom of expression and promotion of free inquiry are central to the mission of IATE. However, these freedoms cannot exist without an equally vigorous commitment to recognition of and respect for the freedoms of others, and concern for the well-being of every member of the learning community. Excellence in scholarship, teaching and employment activities flows from active concern and respect for others, including their ability to participate meaningfully in the exchange of information, ideas, beliefs and opinions. Therefore, freedom of expression and freedom of inquiry must be exercised responsibly, in ways that recognize and respect the dignity of others, having careful regard to the dynamics of different relationships within the learning community, such as between teacher and student, or supervisor and employee. A respectful environment is a climate in which the human dignity of each individual is valued, and the diverse perspectives, ideas and experiences of all members of the community are able to flourish.

² Adapted from the UBC Statement on Respectful Environment for Students, Faculty and Staff, as approved by the UBC Executive, May, 2014.

C. Activities Harmful to a Respectful Environment

Activities harmful to a respectful environment include behaviours ranging from expressions of disrespect such as rudeness and gossip, to bullying or harassment. Disrespectful behaviour, including bullying or harassment, is harmful to a respectful environment and therefore has no place at the IATE. It is not only a direct attack on the dignity and worth of the individual or group at whom it is directed, it undermines the freedoms of the whole community. For these reasons, disrespectful behaviour, including but not limited to bullying or harassment, is not acceptable and will not be tolerated by the IATE. Bullying or harassment is objectionable and unwanted behaviour that is verbally or physically abusive, vexatious or hostile, that is without reasonable justification, and that creates a hostile or intimidating environment for working, learning or living. Harassment may be intentional or unintentional. While bullying or harassment usually consists of repeated acts, a single serious incident that has a lasting harmful effect may also constitute bullying or harassment. Bullying or harassing behaviour includes cumulative demeaning or intimidating comments, gestures or conduct; verbal aggression or yelling; threats to a person's employment or educational status, person or property; persistent comments or conduct, including ostracism or exclusion of a person, that undermines an individual's self-esteem so as to compromise their ability to achieve work or study goals; abuse of power, authority or position; sabotage of a person's work; humiliating initiation practices; hazing; calling someone derogatory names; spreading of malicious rumours or lies; or making malicious or vexatious complaints about a person. Bullying or harassment does not include the exercise of appropriate managerial or instructional direction, including performance management and the imposition of discipline; constructive criticism; respectful expression of differences of opinions; reasonable changes to assignments or duties; correction of inappropriate student behaviour; instructional techniques such as irony, conjecture, and refutation, or assigning readings or other instructional materials that advocate controversial positions; and single incidents of thoughtless, petty or foolish words or acts that cause fleeting harm. A determination that disrespectful behaviour, including bullying or harassment, has occurred is based not only on what the alleged perpetrator and target of the disrespectful behaviour actually experienced, knew, or understood about each other and the situation, but on what a reasonable person in each of their circumstances would have experienced, known or understood, taking into account the full context of the situation.

D. Addressing Respectful Environment Concerns

Primary responsibility for addressing respectful environment concerns, including concerns about bullying or harassment lies with all members of the IATE community who exercise supervisory or leadership roles. These individuals are well-placed to set examples for others by their own conduct, to communicate to those under their direction IATE's commitment to a respectful learning environment, and to take appropriate action to preserve or restore a respectful environment if problems arise. They are expected to take steps to maintain an environment free from disrespectful behaviour, and to prevent such behaviour, where possible.

E. Reporting of Concerns / Incidents / Complaints

Specifically, when faculty, staff or students have concerns about disrespectful behaviour they have experienced or witnessed, they should contact their primary instructor or Senior Educational Administrator. Where the issue is not resolved or there is concern about conflict of interest, students should contact the Senior Educational Administrator or any of the Senior Instructors.

F. Investigation of Concerns/Incidents/Complaints

The Senior Educational Administrator will be responsible for the investigation of any concerns/incidents /complaints related to this policy. Should there be a conflict of interest, investigations will be directed by the Board of Directors. The Senior Educational Administrator or Board members, whether responding to a concern raised to them or taking action because they have otherwise become aware that a person may be engaging in disrespectful behaviour, are expected to act promptly to determine if behaviour contrary to the Respectful Environment Statement including incidents of bullying or harassment has occurred or is ongoing, and if so, to address the behaviour and its damaging effects.