



*Sedona Arizona & Cork Ireland*

411 Hwy 179 Suite #8, Sedona, Arizona 86336  
(928) 204-0067 Fax (928) 496-2027  
www.McLeanMeditation.com [Registrar@McLeanMeditation.com](mailto:Registrar@McLeanMeditation.com)

## *Course Catalog 2017*

---

**The McLean Meditation Institute offers a professional meditation and mindfulness teacher training program through its Meditation Teacher Academy. The program is a rigorous, 200-hour training designed to help qualified applicants develop the skills and confidence they'll need to become an effective meditation and mindfulness teacher and mentor.**

**The Meditation Teacher Training Program is ideal for:**

- Physicians, Nurses, Midwives
- Psychologists, Therapists, Counselors, Social Workers, Addiction Professionals
- Massage Therapists, Physical Therapists, Acupuncturists, Healers
- Educators, Elementary and High School Teachers, College Professors
- Yoga Teachers, Pilates Instructors, Physical Trainers, Fitness Gurus
- Healers, Health and Wellness Coaches
- Anyone seeking to learn and share the benefits of mindfulness and meditation, powerful, natural, stress-reduction and healing modalities

With the personal meditation practices the Student will experience, and the training he or she will receive to present the materials learned, the Student will have everything he or she needs to teach their own meditation students how to cultivate a personal meditation practice – one that can nourish them for a lifetime.

### **The Program:**

**The training at the Meditation Teacher Academy is offered in two parts: first is a Meditation Foundation Course, a self-paced, distance learning, personal practice program, followed by the Meditation Teacher Intensive, an 8-day teaching practicum and immersion in Sedona, Arizona.**

**The Program is designed to train a Student how to facilitate group meditation gatherings, offer professional presentations, lead various guided meditations, and teach meditation and mindfulness techniques and stress-reduction practices such as:**

- Mindfulness Meditation
- Mindful Eating Meditation
- Mindful Walking Meditation
- Peacefinder Practices™
- Loving Kindness Meditation
- Gratitude Meditation
- Body Awareness/Relaxation Meditation
- Breath Awareness Meditation
- Silent Mantra Meditation
- Heart-Centered Breath
- Balancing Breath Technique
- Long, Slow, Deep Breath
- Self-Inquiry/Heart's Desire Practice
- Simple, Easy, Every Day Meditation™

The Simple, Easy, Every Day Meditation® method consists of a variety of time-tested meditation and mindfulness practices designed to promote a daily meditation practice: “S” for simple, “E” for easy, “E” for every, and “D” for day ..... SEED Meditation® method.

**After completion of the Program, follow-up support and mentoring with Sarah McLean and expert faculty at the Meditation Teacher Academy is ongoing for Students who are actively teaching, at no additional charge. With the Student's permission, his/her contact information will be listed in the Find-a-Teacher guide on the McLean Meditation Institute's website. There is also an opportunity to attend the annual Meditation Teacher Symposium which offers opportunities to network and engage in continuing education.**

***The Meditation Teacher Academy is licensed by the Arizona State Board for Private Postsecondary Education.***

### **The Meditation Foundation Course:**

**The Meditation Foundation Course is a 10-lesson, self-paced, distance learning and personal practice course with a curriculum that requires a minimum commitment of 150 hours of study and practice. The Student must successfully complete the course work at least 21 days prior to attending the Teacher Training Intensive.**

**Once enrolled in the program, the Student is assigned a Course Advisor. The Course Advisor is a teacher who has completed the program and will serve as a mentor to support and monitor the Student's progress throughout their Meditation Foundation Course.**

**The Student is required to read a selection of books, be tested on their understanding of the reading, explore and practice various forms of meditation and mindfulness, keep a journal, listen to teleconference calls, do online research, and meet with other students in the program.**

**Throughout the Meditation Foundation Course, a Student will learn, review, and be tested on these and other topics through a self-paced course of study:**

- What “meditation” is, and the myths and misconceptions of meditation
- Where meditation came from and how it is related to yoga
- An introduction and guided practice in various meditations
- Three ingredients of any meditation
- Types of meditation using various focuses
- Discovering what mindfulness is, and exploring mindfulness practices
- The 5 essentials for a successful meditation
- Maintaining a beginner’s mind
- Evidence-based benefits that may enhance mental, physical, and emotional well-being
- How meditation trains attention
- Neuroplasticity, meditation, and the brain
- The mind-body connection, including understanding stress and its effects
- An introduction to Ayurveda – the ancient healing science of India
- Shifting your norm as you move from “fight or flight” to “rest and digest”
- Three indications that stress is being released in a meditation practice
- Evidence-based physiological and psychological benefits of a regular meditation practice
- Experiences in meditation, including slipping into “the gap” and transcendence
- Expanded states of awareness and awakened states of consciousness
- Meditation and self-discovery
- The spiritual side of meditation and its mystic and wisdom tradition origins
- Creating a personal practice and nourishing daily routine
- Using the practice of setting intentions
- Communication practices for deep self-reflection
- Setting up a personal day-long retreat
- Peacefinder Practices™

**The following Program Materials are designed to help the Student understand the theory and practices of mindfulness and meditation. They consist of:**

- **A 125+ page Study Guide** which contains assignments, exercises, readings, research projects, and reading outlines
- **A CD** with guided meditations and instruction for the beginner
- **9 Books** related to the theory and practice of mindfulness and meditation (including the topics listed)

- **Access to a Private Teacher Webpage** featuring links to online quizzes, the Teleconferences schedule, recorded calls, recorded classes, quizzes, videos and audios, additional study materials, and information and registration for the Intensive
- **A Checklist to keep track of assignments**
- **Access to a private Facebook page** to connect with an online community of other teachers-in-training. An invitation to join the private page is sent after enrollment. It's where to find study partners (we call them "Study Buddies"). If a Student isn't on Facebook, the Course Advisor will make other arrangements to facilitate connections with others in the program.
- **A 100+ page Teacher Manual** with course outlines, meditation scripts, and event planning tips.

**Other Requirements to be met prior to Attendance at the Teacher Training Intensive:**

- Maintain a 30-40 minute personal daily meditation practice (a minimum of one year of continued daily meditation experience is required)
- Study 10 Lessons as outlined in the Study Guide (each Lesson can take from 1-3 weeks to complete) and read the assigned books, excerpts, and texts, watch films and videos, perform online research, write reports, and share your findings in writing or in person.
- Keep a journal with assignments, notes from discussions, meditation experiences, and writing exercises. This can be hand-written in digital format (if digital, a back-up and print out must be kept), and must be submitted 21 days prior to the Teacher Training Intensive.
- Listen to a series of 10 teleconferences. The calls can be listened to live or recorded. A series is offered twice yearly and is available anytime online as calls are recorded.
- Keep a Daily Meditation Practice Log for a minimum of 30 consecutive days, which must be submitted 21 days prior to the Intensive.
- Conduct four 30-minute study sessions by phone or in-person with a Study Buddy
- Attend local mind-body health and meditation programs (can also be attended online.)
- Attend a self-directed or a residential meditation retreat (suggested). This can include online programs (21-day meditation program with Deva Premal, the Chopra Center, or Winter Feast for the Soul, a Soul Radiance Retreat, a 10-day Vipassana retreat, a Sesshin (retreat in Zen Buddhism), or a comparable experience.
- Complete and pass the 9 open-book online quizzes.
- Stay connected with the Course Advisor who will monitor Student's progress.

**Technology requirements:**

- Hardware: Minimum system requirements: PC: newer Windows and Mac systems; speakers; microphone.
- Software: Facebook account (optional but recommended), an email account, ability to play MP3s and watch videos online, Skype, Microsoft Word, Adobe Acrobat Reader (free at Adobe's website [www.adobe.com](http://www.adobe.com))

**Once the Meditation Foundation Course is successfully completed, the Student is eligible to attend the Teacher Training Intensive,**

## The Teacher Training Intensive:

**In order to complete the training, the Student must attend one Teacher Training Intensive. It is an eight day (over 50 hours) teacher preparatory program. The Student can choose the date convenient to him/her to attend at the facilities in Sedona, Arizona and County Cork, Ireland. During which the Student will be immersed in an intimate retreat setting. Upcoming Intensive dates in Sedona, Arizona and County Cork Ireland are:**

- March 31-April 8, 2017
- August 4-12, 2017
- October 6-14, 2017 in Co. Cork, Ireland
- March 2-10, 2018
- July 27-August 4, 2018
- November 30-December 8, 2018
- Additional dates will be offered in 2019

**During the Intensive, the Student will be mentored by a professional faculty, headed up by Sarah McLean, a renowned meditation expert. She is joined by experts in yoga, ayurveda, adult education, childhood development, meditation, brain science, and holistic health. The Student will be coached by a professional public speaker consultant, and will receive training from coaches in media relations and online marketing. The Intensive also includes:**

- Daily meditation practices and expanded awareness
- Gentle yoga practices and pranayama for purification
- Community and connection with others on a similar path to awakening
- Wisdom from ancient traditions

**The Student will learn, review, and be tested on your ability to teach these and other topics:**

- What meditation is
- Myths and misconceptions of meditation
- Guiding various meditations and mindfulness practices
- 3 ingredients of any meditation
- What mindfulness is
- How mindfulness is practiced
- The 5 essentials for a successful meditation
- Scientifically proven benefits to enhance mental, physical, and emotional well-being
- 3 ways meditation trains attention
- Neuroplasticity, meditation, and the brain
- The mind-body connection, including understanding stress and its effects
- Increasing nervous system tone from “fight or flight response” to “rest and digest”
- Three categories of experience in meditation, including slipping into “the gap” and transcendence

- Stress release in meditation
- Maintaining a personal practice
- Peacefinder Practices™

**The Student will also discover:**

- What is needed to create a meditation business
- Ways to market meditation services to the community including using print and digital media
- How to enroll students/clients and create follow-up communications
- How to best set up public speaking events and find venues to suit program needs
- Confidence in presentation style and teaching skills
- The variety of ways to present a class, a series of classes, an introductory lecture, group meditations, and mindfulness experiences
- How to deliver an inspiring meditation education program that offers students a deep practice of meditation including how to teach Simple, Easy, Every Day Meditation™ classes.
- How to facilitate a group meditation process and deliver a meaningful meditation or mindfulness experience in any setting
- How to bring meditation into the corporate environment
- Best practices for sharing meditation with children, coworkers, and special populations including veterans

**The Student will receive a Meditation Teacher Manual and access to an online Dropbox with these materials:**

- Class outlines and meditation scripts for various guided meditations and meditation gatherings including meditations to share with kids
- Outline for teaching classes including the Simple, Easy, Every Day Meditation™ class
- The forms needed to register, confirm, and follow-up with student/clients
- Sample marketing materials including press releases and marketing copy
- Step by step instructions on how to set up events and find suitable venues
- An outline of various ways to deliver meditation and mindfulness teachings
- Outlines for setting up and leading group meditations and introductory lectures
- Post-graduate conversations about the successes and challenges of teaching
- PowerPoint presentations to use in corporate or academic settings

Once the student completes the program, they will have access to no-cost support and mentoring with Sarah McLean and the faculty at the Meditation Teacher Academy. They'll also have the invitation to attend any subsequent Teacher Training Intensives at no additional cost as a volunteer or mentor. They'll also be invited to participate in the biennial meditation teacher symposium. With the Student's permission, his/her contact information will be listed in the Find-a-Teacher guide on the McLean Meditation Institute's website.

## Application Process / Admissions Requirements:

**Admissions are rolling for the Meditation Teacher Academy. To apply, a prospective student must submit:**

- The Student Application and Health Information Form
- A 200–500 word essay on why you would like to become a meditation teacher
- 2 written personal recommendations
- A \$35 application fee
- 

After an application is received, there is a 15-20 minute interview over the phone with the director of the program. Once interviewed, a Student who meets application requirements will be invited to enroll in the program and will receive an Enrollment Agreement by email. Students must be at least 18 years of age and possess a High School diploma or equivalent.

In order to be officially enrolled, the Student must review, sign, and send the Enrollment Agreement to MMI with tuition payment. Once enrolled, the Student will receive the Program Materials by post within 7-14 days (allow 21 days for destinations outside the U.S.), and will gain access to the online teacher training website and community.

## Tuition and Fee Schedule (in U.S. Dollars):

- **To enroll, the Student must sign and submit the Enrollment Agreement with the payment of their Tuition and Fees.**
- **Tuition for the Program** (which includes the Foundation Course and the Intensive) is **\$3,295 plus \$150 Program Materials Fee.** Methods of payment (in US Dollars) include credit card, money order, PayPal, cash (in person only), or check.
- At the signing of the Enrollment Agreement, the **total cost for the Program** is \$3,480 (this includes the prepaid \$35 Application Fee, the Tuition, a \$200 Administrative Fee, and Materials Fee.) Tuition does not include transportation, accommodations, and meals.
- The Program shall be considered to have commenced on the Enrollment Date and shall be terminated 18 months after the Enrollment Date.

### Guidelines for Student Refunds:

- An applicant denied admission to the Program is entitled to a refund of all monies paid.
- **Three Day Cancellation:** A Student who provides written notice of cancellation within three days (excluding Saturday, Sunday, and Federal and State holidays) after signing the Enrollment Agreement is entitled to a refund of all monies paid. This is known as the Cancellation Period.
- **A Student requesting cancellation more than three days** after signing the Enrollment Agreement is entitled the following refund amount *minus an administrative fee of \$200.00* determined as follows\*:

% of the clock hours attempted**:	Tuition refund amount:
10% or less	90%

More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

*\* The Arizona State Board for Private Postsecondary Education requires licensed institutions to adhere to the above refund scale.*

*\*\*The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the Student's Enrollment Date to the Student's last day of attendance (as determined by quizzes completed and Course Advisor progress notes) by the total number of clock hours in the Course (individual hours will vary, but for purposes of calculating refunds 200 total hours is used).*

- The Materials Fee is refundable (less a 30% restocking fee) when the Program Materials are returned and received in "like new" condition at MMI within 7 days of the Cancellation Period.
- Refunds due to a student who withdraws, cancels, or is dismissed will be issued within 30 days of the determination of notification.
- After the Student has completed more than 50% of the Program, he/she is not due any refund and is responsible for paying the Tuition in full.

**Guidelines for Intensive Date Change and/or Requesting an Extension:**

- **Extension:** A Student may request a 6-month Extension by notifying the Course Registrar in writing. Each Student is entitled to one Extension by request.
- **Cancellation/Change of Intensive Date:** Once a Student is registered for the Intensive, he/she can transfer the date of his/her scheduled Intensive one time at no charge when he/she notifies the Registrar in writing ([registrar@mcleanmeditation.com](mailto:registrar@mcleanmeditation.com)) at least 30 days prior to the start of the Intensive.
- **Additional Intensive Date Change Fee:** After the first Intensive date change, the Student will incur a date-change fee of \$350 per each change of Intensive.
- **Late Cancellation/Change of Intensive Date:** If the Student cancels/transfers his/her Intensive attendance with less than 30 days prior to the start of the Intensive at which they are registered, they will incur a date-change fee of \$350. All changes must be submitted in writing.
- **MMI reserves the right to change programs, start dates, and/or to cancel programs** when the number of Students scheduled is too few. Students will be informed in writing of any changes made.

**Guidelines for Dismissal, Withdrawal, Cancellation, Non-attendance, and/or Incompletion**

- **Dismissal:** A Student can be dismissed at the discretion of MMI for insufficient demonstrated academic progress, inactivity in the Program, non-attendance, non-payment of fees, or failure to comply with the requirements outlined in this Enrollment

Agreement. Any refunds will be calculated according to the Student Refund Guidelines. The Student will then receive a Letter of Dismissal.

- **Withdrawal:** A student choosing to withdraw from the Program is required to provide written notice to the Executive Director of MMI. The notice is to indicate the expected last date of attendance, and must be signed and dated by the Student. If the Student is inactive for a period of 45 days or more, the student will be considered withdrawn from the Program.
- **Intensive Non-Attendance:** If a Student does not attend the Intensive within 18 months of the Enrollment Date, he/she will be dismissed from the Program. To re-enroll, the Student must reapply to the Program.
- **Failure to Successfully Complete the Intensive:** a Student who attends the Intensive but does not successfully complete all required testing, comply with standards, or is unable to attend the entire Intensive, will not receive a certificate of completion. In order to continue with the Program, he/she must register to attend a future Intensive within one year, and pay an additional fee of \$800.

## Completing the Program:

### Successful completion of the Meditation Foundation Course consists of:

- Completion and submission of a Daily Meditation Log & Journal of Assignments
- Completion of required reading and practices; viewing of/listening to required media
- Participation in teleconferences
- Participation in online group discussions
- Monthly progress review by phone or Skype with assigned Course Advisor
- Accomplishment of lesson objectives as shown by a score of 90% or above on quizzes (two attempts are allowed)
- Maintenance of a daily 30-60 minute personal daily meditation practice.

### Successful completion of the Teacher Training Intensive consists of:

- Attendance at all sessions
- A presentation of three guided meditations in a small group setting
- A 10 minute presentation on an assigned objective topic
- Presentation of scientific findings on meditation
- Score of 90% or above on final exam
- Maintenance of a daily 30-60 minute personal daily meditation practice.

### Student Appointment Policy:

- The Student is expected to be able to make and keep appointments. This skillset is essential for any meditation teacher.
- The Student agrees that he/she will keep his/her Course Advisor and/or Study Buddy appointments, and will arrive on time and allow for time to complete the appointment.
- If the Student will be late for an appointment, he/she is asked to let his/her Course Advisor know in a timely manner.

- Circumstances may arise when it's not possible to keep a scheduled appointment. In this case, the Student is asked to extend a courtesy notice to his/her Course Advisor and/or Study Buddy by phone or email at least 24 hours in advance.
- Students are asked to respond in a timely manner to emails and inquiries from MMI.
- Failure to comply with this policy can be grounds for dismissal.

### **Grading Procedure and Progress Tracking:**

Except for the objective quizzes, and final exam, all required materials and presentations are graded as Pass/Fail.

### **Student Records:**

To protect Student privacy, MMI will release educational records only to the Student, and only via that Student's written request. Additionally, MMI may be required to release educational records to the Arizona State Board for Private Postsecondary Education. The information that may be released includes:

- Programs for which a Student is currently registered
- Programs which a Student has attended, date(s) and duration(s), success / failure, certifications, and CEs awarded

### **Copyrights, Confidentiality/Non-Compete Covenant**

- The Student shall hold in confidence all personal information (oral and written) disclosed by other MMI students and faculty during the Program.
- Program Materials copyrighted by MMI are delivered to the Student in written, oral, and digital form are copyrighted and are for personal training and research use only.
- Student agrees not to reproduce, distribute, publish, transmit, display, or create derivative works from the Program Materials in any way for any purpose without the prior written consent of MMI.
- Any reference to the recorded or written content included in the Program Materials must be properly cited and attributed to the copyright holder, Sarah McLean. Notice must be made in writing to MMI prior to this occurrence.
- The Student agrees that in order to preserve the industry's high quality standards, four (4) years' active teaching experience is the accepted minimum requirement for those who are to be engaged in training meditation teachers. Thus, the Student agrees not to develop or assist in the development of a meditation teacher training program that competes with MMI's Meditation Teacher Academy for a period of four (4) years after his/her date of completion of the Program.

## **Complaints, Grievances, or Disputes:**

- If an individual has a complaint, grievance, or dispute as it applies to policies and procedures, staff, and/or participation in the Program, he/she is advised to discuss it with his/her Course Advisor (or Program Director of the Meditation Teacher Academy, Sarah McLean, if it involves his/her Course Advisor). Then,
  - ✓ the Course Advisor (or Sarah McLean) may determine that no valid grievance exists;

- ✓ the grievance may be resolved; or
- ✓ the grievance may not be resolved to the Student's satisfaction. In this case, the Student is advised to make the complaint in writing and send it within 30 calendar days of the occurrence to the Program Director of the Meditation Teacher Academy, Sarah McLean, who will investigate and respond to the Student in writing within 30 calendar days.
- If the complaint cannot be resolved following this procedure, the Student may file a complaint with the Arizona State Board for Private Postsecondary Education ([www.azppse.gov](http://www.azppse.gov)). The Student must contact the State Board for further details at 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, or by phone at (602) 542-5709.

## **After Graduation:**

### **Once the Program has been Successfully Completed:**

- The Graduate shall receive a Certificate of Completion
- MMI does not guarantee job placement to graduates upon completion of the Program.
- It should not be assumed that credit for successful completion of the Program can be transferred as credit to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability and whether credit should be accepted is the decision of the receiving institution.
- The Graduate shall have permission to identify him/herself as "McLean Meditation Institute Meditation & Mindfulness Teacher", or "MMI Meditation & Mindfulness Teacher in all advertising and promotional media.
- The Graduate shall provide instruction in the SEED Meditation® method to those contacting him/her seeking to learn that method. This does not preclude the Graduate from additionally offering other meditation classes, methods, or program types.
- The Graduate is required to use the Course Materials as developed by MMI when he/she teaches SEED Meditation®. The Course Materials available include the Simple, Easy, Every Day Meditation™ booklet (\$5 each), and a CD (\$3 each) which he/she can purchase at the wholesale rate from MMI.
- The Graduate is encouraged to provide two or more public meditation classes annually to those in need at no charge. He/she is also encouraged to donate a portion of his/her income to a non-profit effort for peace. As part of MMI's ongoing commitment toward making meditation accessible to all, MMI will resupply the Graduate with Course Materials (up to 10 sets each year) at no charge upon notification to MMI that the free public class is occurring.
- The Graduate is encouraged to have his/her meditation students sign a Release and Waiver of Liability form when offering retreats, samples of which are provided by MMI.
- The Graduate is encouraged to maintain the student files for a year.

### **Maintaining Active Teaching Status:**

- Job placement for Graduates is neither implied nor guaranteed.
- To be listed on the MMI website's Find-a-Teacher page, the Graduate must maintain his/her active status by attending a continuing education module every year in order to

update and/or modify prior instructions or incorporate additional techniques. This requirement can be satisfied either by participating in a teleconference, or attending a Teacher Intensive where the Graduate may volunteer to assist at no charge. There is no additional financial commitment for continuing education.

- The Graduate is encouraged to submit five (5) Evaluation forms annually, each one completed by his/her own students. They can be sent via email to: [info@mcleanmeditation.com](mailto:info@mcleanmeditation.com), or by mail to MMI, P.O. Box 1178, Sedona, AZ 86339. Or faxed to (928) 496-2027.

### **Additional Programs offered by McLean Meditation Institute:**

McLean Meditation Institute offers discussion groups, classes, and retreats such as:

- Creative Soul: A Writing Retreat for Women
- Soul Radiance Retreat: A Meditation & Mindfulness Retreat
- Be the Peace: A New Year's Meditation Retreat
- Simple, Easy, Every Day Meditation™ class
- Community Meditation & Daily Silent Sitting Period
- Meditation Teacher Symposium
- Visit the website ([www.McLeanMeditation.com](http://www.McLeanMeditation.com)) for details.

*MTA is owned and operated by Illumine, LLC, an Arizona corporation. Sarah McLean, Executive Director and Program Director, maintains 100% ownership.*