

# **IVA Fundamentals Course Guide**

The following document summarizes the Fundamentals of Teaching Singing Course, including education requirements, costs, and course structure. It also includes IVA's code of ethics, which teachers must abide by.

# Education Requirements

Course Membership Fee					(All fees are USD)
Description					<b>Total Cost</b>
Course Membership Fee					\$500
Personal Vocal Development					
Type of Education	Session Type	Credit per Session	Credits required	Cost per Credit	Total Cost
Private Voice Lesson with IVA Educators	30-minute lesson	1 credit	14	\$82.50	\$1155
Teacher Training					
Type of Education	Credit per Session		Credits required	Cost per Credit	Total Cost
Online and In Person Options	Credits linked to event duration		18	\$65	\$1170
IVA 100 Course	22 credits for completing the course		22	\$0	\$0

Auditory Development					
Type of Education	Session Type	Credit per Session	Total Credits required	Cost per Credit	Total Cost
Observation of IVA Educator Lessons	Audio Recording	1 credit	25	\$0	\$0
Voice Assessment Webinars	60-minute webinar	1 credit	2	\$65	\$130
Song Analysis Webinars	60-minute webinar	1 credit	2	\$65	\$130
Teaching Development					
Type of Education	Session Type	Credit per Session	Credits required	Cost per Credit	Total Cost
'Mocktives'	60-minute session	2 credits	6	\$165	\$495
Reflective Learning	Session	2 credits	5	\$0	\$0
Mentoring Webinar	60-minute webinar	2 credits	2	\$0	\$0
Teacher Evaluation					
Type of Education	Session Type	Credit per Session	Total Credits required	Cost per Credit	Total Cost
Voice Evaluation	60-minute session	2 credits	2	\$165	\$165
Teaching Observation Test	30-minute session	1 credit	2	\$82.50	\$165
			<b>Total Credits</b>	<b>100</b>	<b>Total Cost</b>
					<b>\$3,910</b>

The costs for Private Voice Lessons, Interactive Teaching, Mock Evaluations, Voice Evaluations, and Teaching Observation Tests are paid directly to the IVA Master Teacher or Ambassador they are scheduled with at the time of booking.

All other educational items are paid directly to IVA by debit/credit card or PayPal.

# Structure of program

The course is structured in the following manner:

- You have 12 months to complete all the educational requirements.
- The first ten months are for your training and development as a voice teacher.
- The final two months are to undertake your teaching and voice evaluation.

A teacher is awarded a Certificate of Completion upon completing the requirements. This does not make the teacher an Accredited/Certified IVA instructor, and they may not give the impression of being an Accredited/Certified IVA Instructor.

## Extension to program duration

If a teacher cannot complete the requirements in the allotted time, they can apply for an extension to their program.

IVA can grant an extension of up to 6 weeks at no charge. Beyond six weeks, IVA will charge the following fees (USD):

- 6 weeks to 3 months – \$60
- 3 to 6 months – \$120
- 6 to 12 months – \$240

# Code of Ethics

The following Code of Ethics has been designed to define professional behavior for IVA instructors and serve as a general guide to ethical conduct. It protects the general well-being of students, Instructors, and IVA while ensuring accountability. It will also define what would be considered unethical conduct, which could justify disciplinary actions.

- 1. Operate within the Law:** An IVA instructor should abide by federal, state, and local laws and statutes. Unethical conduct in this section includes but is not limited to the conviction or commission of a felony or misdemeanor of moral turpitude, excluding minor traffic violations. As used herein, conviction includes a finding or verdict of guilty or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.
- 2. Maintain Professional Conduct with Students:** An IVA instructor should always maintain a professional relationship with all students inside and outside the studio. Unethical conduct in this section includes but is not limited to:
  - Committing any act of child abuse, including physical and emotional abuse
  - Committing any act of cruelty to children or any act of child endangerment
  - Committing or soliciting any unlawful sexual act
  - Engaging in harassing behavior based on race, gender, sex, national origin, religion, or disability
- 3. Alcohol or Drugs:** An IVA instructor should refrain from the use of alcohol or illegal or recreational drugs during professional practice.
- 4. Misrepresentation or Falsification:** An IVA instructor should exemplify honesty and integrity during professional practice. Unethical conduct includes but is not limited to:

- Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications, criminal history, college degrees, academic awards, and teaching history.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding compliance reports submitted to federal, state, and other governmental agencies.

**5. Professional Conduct:** An IVA instructor should demonstrate conduct that follows generally recognized professional standards. Unethical conduct may include, but is not limited to, the following: Harassment of colleagues, uncontrolled anger, a pattern of behavior or conduct that is detrimental to the health, welfare, or morals of students, such as inappropriate language, physical altercations, inappropriate discipline, sexual advances, or involvement with students, etc.

**6. Reporting:** Instructors must report a breach of one or more of the above directly to IVA. Complaints filed with IVA must be in writing and must be signed.

**7. Disciplinary Action:** IVA is authorized to suspend, revoke, or deny certification and licenses, to issue a reprimand or warning, or to monitor conduct and performance after a complaint has been issued and reviewed. Failure to comply with any of the items listed above shall be considered grounds for disciplinary action.