



**IVA**  
**INFORMATION**  
**GUIDE**



INSTITUTE FOR VOCAL  
ADVANCEMENT

# TABLE OF CONTENTS

Welcome	3
1. What is IVA	4
2. The IVA Technique	5
3. IVA Core Values	6-8
4. Code of Ethics	9-10
5. Certificates and Licensing	11-13
6. Educational Requirements	14-16
7. Key Development Areas	17-21
8. Education Available	22-25
9. Leave of Absence and Prolonged Absence	26-27
10. How to Join the Program	28-29
11. Appendix - Annual Requirements for Certified IVA Instructors	30-37



# WELCOME

Thank you for downloading this eBook and taking your first steps toward joining IVA and beginning this exciting journey with us. Some of you may be teaching in successful studios, and some of you may only be taking the first steps toward becoming a teacher. In either case, we want you to know that IVA is the place to be if you are serious about being the best you can be in the wonderful field of vocal education.

Our team of educators is without question the finest group ever assembled. I have personally known each of them, and I have worked shoulder-to-shoulder with them for more than a decade! Their skills and dedication to vocal development are legendary.

In addition to outstanding teachers, we have perhaps the most effective administration anywhere. Again, I have had extensive experience with each of them. IVA is truly fortunate to have such a qualified team of behind-the-scenes personnel.

IVA has grown into a world-class teacher training program, and we are very proud of the standards of education we have achieved.

We hope you find this document a useful guide to help you learn about what's involved in our Teacher Certification Program, as well as a little bit more about IVA as a company.

Here's to your journey,



**Jeffrey Skouson**

IVA CEO and Master Teacher

Institute For Vocal Advancement, LLC

# 1. WHAT IS IVA

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We aim to develop, promote, and maintain the highest standards for the teaching of singing

Founded in 2013, the Institute for Vocal Advancement strives to produce the finest voice instructors in the world through its Teacher Certification Program. We seek to continually develop our program with the latest research in vocal science in our uncompromising search for truth and knowledge regarding the workings of the human voice.

We strive to offer our teachers education in other essential aspects of singing, performance, business, marketing and social media, in order to meet the needs and interests of singers and voice instructors worldwide.

We view ourselves as partners, mentors, and a continuing support team for the teachers who are involved in our organization. A sense of community, trust, and transparency is essential to us. Rather than revolving around a single person, our method of vocal technique is developed and refined as an outgrowth of our **uncompromising search for truth and knowledge** regarding the workings of the human voice.



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## 2. THE IVA TECHNIQUE

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*The only reason for mastering technique is to make sure the body does not prevent the soul from expressing itself.*

**- La Meri**

The IVA technique is based on 17th and 18th Century principles of singing developed by the Old Italian School of Singing. Our goal is to train voices to sing in a free and natural manner, smoothly, from the bottom of the range to the top, with no breaks or sudden changes in quality.

Training in this technique gives the singer access to all dynamics, with tonal clarity and flexibility. The IVA technique helps improve a singer's range, endurance, stamina, breath control, resonance, vocal strength, and vocal quality across all styles of music without fatigue or damage to the voice.

We accomplish these results by training the singer to find a balance between airflow and intrinsic muscular resistance, all within a resting laryngeal posture.

### Vocal Balance

**Air**

**Muscle**

**Resting Larynx**



# 3. IVA CORE VALUES

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- We avoid asking a student to do anything that would cause harm to the voice
- We teach and promote vocal technique through the balancing of multiple passages in the voice
- We recognize muscular correctness before sound, using “unfinished” sounds and isolation-type exercises
- We teach through the principles of cause and effect, using tools and exercises rather than descriptive language
- We believe a resting larynx should be the “home base” posture for the voice. The larynx position may vary slightly for vowels, color, or style, but the student need not raise or lower their larynx to assist pitch production
- We believe a balanced onset should be the “home base” position for the vibrating vocal folds, not constricted or breathy
- We believe in breath support that allows a balance of airflow and intrinsic laryngeal resistance

## 3.1 Continuing Education as a singing instructor

The human voice as a musical instrument is a complex thing, and just as the art of singing well is a lifetime study, being a good teacher of singing requires an exponentially greater commitment than that of becoming a fine singer.

**At IVA, we offer the opportunity to study Vocal Pedagogy. Vocal Pedagogy is more than learning to sing; it is the study of the teaching of singing.**

Rather than having to go it alone, and hopefully picking up enough information to keep us afloat as vocal teachers, we have access to a community of people who are true experts in their own specialties on vocal pedagogy.

The programs that are available, as well as those which continue to be developed, are capable of addressing every level of teacher, from the novice to the most highly experienced instructor.

An important aspect about IVA is that we believe no one in IVA knows it all; we are all learning and growing individually and together as a community of teachers. As a result of this constant exposure to education, we have seen a level of teaching excellence emerge that continues to improve as the standard of education improves.

**We all want to be in the company of teachers who have constant motivation to be educated, challenged, tested, and evaluated.**

This continual education and evaluation process causes the muscles of our teaching abilities to grow, become toned, and perfected. No one ever knows it “all,” yet there is a profound and expanding body of education we can continually go to in order to thrive as teachers in this very complex field.

We are all part of a community of teachers who want to help one another learn, grow, and prosper.

## **3.2 What is the IVA certification program?**

IVA developed a teacher certification program that makes rigorous educational demands on its teachers. Members of the program are expected to meet yearly education requirements, in addition to passing yearly proficiency testing to continue their growth and development as teachers.

**The objectives of the certification program are as follows:**

- Certify and license qualified IVA Instructors
- Provide the highest standard of vocal pedagogy and education
- Support ongoing learning and development of voice instructors
- Create a worldwide network and support system for professional voice instructors

Our program has certification tiers that reflect the amount of time you spend studying within the program, and it is structured much the same way as academic study progresses from a university degree to a master's degree to a PhD.

**While we have a hierarchy of certification levels, it's important to note that, being part of IVA, no matter what level you are, means you are a part of a supportive community of vocal instructors around the world.**

### **3.3 What does it mean to be certified?**

**Being a a certified IVA Instructor means the following:**

- You hold a certificate of high-quality vocal education and pedagogy
- You have access to highly professional and continuously developing vocal education and pedagogy
- You have the ability to market and promote your teaching with the IVA name and logo (Instructor I and up only)

### **3.4 Area Representatives (AR)**

To support you as a teacher, IVA has regions around the world that are supported by Area Representatives (AR). An AR is chosen based on their commitment as a teacher, their knowledge of IVA, their organizational skills, professionalism, and above all, because we feel they have the personal qualities that best represent our organization and what we stand for.

AR's will organize Master Teacher events in their local areas, aiding teachers through certification and communication between the teachers and IVA. They are your first point of contact for any questions you have regarding IVA, certification, and procedures. If they are unable to answer your questions, they will present them to the AR Regional Coordinator and get the answers for you.

# 4. CODE OF ETHICS

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The following Code of Ethics have been designed to define professional behavior for IVA Instructors, and they serve as a general guide to ethical conduct. The Code of Ethics serves to protect the general well-being of students, Instructors, and IVA as a whole while ensuring accountability. It also will define what would be considered unethical conduct, which could possibly justify disciplinary actions. We expect all teachers to adhere to this code.

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 (no contest), 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, both in and outside the studio. Unethical conduct in this section includes but is not limited to:
  - a. Committing any act of child abuse, including physical and emotional abuse
  - b. Committing any act of cruelty to children or any act of child endangerment
  - c. Committing or soliciting any unlawful sexual act
  - d. Engaging in harassing behavior on the basis of 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 the course of professional practice.

4. **Misrepresentation or Falsification:** An IVA Instructor should exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to:
  - a. Falsifying, misrepresenting, omitting or erroneously reporting professional qualifications, criminal history, college degrees, academic awards, and teaching history.
  - b. 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 are required to report a breach of one or more of the above directly to the IVA Director of Legal Affairs. Complaints filed with IVA must be in writing and 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.

## 4.1 Inclusivity

Unlike other organizations, IVA does not require exclusivity from its Certified Instructors. Teachers are free to learn from other sources and associate with other organizations. However, if a teacher begins teaching, promoting, or associating with techniques that conflict with IVA Core Values (as listed above), IVA reserves the right to revoke their licenses and certificates.

# 5. CERTIFICATES AND LICENSING

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## 5.1 Certificates

Once you complete a specified set of curriculum, you will be awarded an IVA certificate in recognition of your achievement.

IVA certificates do not expire. If you choose to leave IVA and give up your license as a Certified Instructor, you still retain your certificates and list them as education in your Curriculum Vitae (CV); however, all other license benefits are lost, including, but not limited to, the right to refer to yourself as a “Certified IVA Instructor.”

## 5.2 Licensing

After completing the Instructor I Certificate and paying the \$450 USD annual license fee, you officially become a fully Licensed and Certified IVA Instructor.

### **The IVA license allows you to:**

- Promote yourself officially as a “Certified IVA Instructor”
- Use the Certified IVA Instructor logo on your website and other marketing materials
- Have your name and contact information listed on the IVA teachers’ directory website

Whether actively studying toward another certificate or choosing to hold at a particular tier of certification, every teacher must pay the yearly license fee to retain these privileges, remain “in good standing” as a Certified IVA Instructor, and keep their license.

## 5.3 Starting in the Program

When you first join our program, you join as a Student Teacher (ST). IVA Student Teachers have access to all the core and optional education offered by the IVA Program, and we encourage them to take advantage of it as much as possible.

As a Student Teacher (ST), you are not allowed to advertise your teaching and business with the IVA name and logo; however, you are allowed to refer to yourself as a “Student Teacher working toward Instructor I Certification.”

Being a Student Teacher lasts 12 months. Within this time frame, the certification requirements must be fulfilled and successful teacher testing completed. Once you have completed and passed the requirement, you become a Certified IVA Instructor I.

You can register as an IVA Student Teacher at any time during the calendar year. However, to take your testing in the same calendar year, you must sign up before March 1. If you sign up after March 1, you will need to wait until the following year to complete the testing.

For example, if you sign up in June 2017, you will not be eligible to test until September 2018, becoming an Instructor I starting December 1, 2018.

**Testing season takes place for all IVA Teachers in September and October of every year.**

If you feel that you require more time to complete the requirements, Student Teachers can pay a \$450 fee to extend the ST program by 12 months, giving them a maximum of 24 months to complete the requirements. It’s important to note, though, that if the additional 12-month extension time elapses, you will be required to start again with your educational requirements and again pay the \$450 application fee.

Once you have passed the Instructor I Certificate, you must continue your education until you reach the Instructor III Certificate, which takes approximately two (2) years at Instructor I, and two (2) years at Instructor II levels. At Instructor III, we deem you as having completed your “University Degree” and give you the option to continue into higher levels of study, or stay at that level and complete continuing education to maintain your standards of teaching.



### 5.3.1 IVA Instructor I Certificate

Awarded to Student Teachers (ST) after they complete all requirements and pass teacher testing. Once you achieve the Instructor I Certificate, you must spend a minimum of two (2) years at this level.

### 5.3.2 IVA Instructor II Certificate

**Prerequisite:** Instructor I Certificate. You must spend at least two (2) years at the Instructor I level in the certification program, complete all yearly requirements, and pass teacher testing for each year.

### 5.3.3 IVA Instructor III Certificate

**Prerequisite:** Instructor II Certificate. You must spend at least two (2) years at the Instructor II level in the certification program, complete all requirements, and pass teacher testing for each year.

After completing the Instructor III Certificate, you may choose to hold at this level, complete annual continuing education, and stay licensed by paying the yearly license fee, or you may continue to progress to the next level, which is optional.

**The Advanced and Mentor certificates should be viewed like post-graduate work.**

### 5.3.4 IVA Advanced Instructor Certificate

**Prerequisite:** Instructor III certificate. You must spend a minimum of two (2) years at Instructor III level, complete all yearly requirements (including a large project), pass Panel testing and teacher testing to be awarded the Advanced Certificate.

After completing the Advanced Certificate, a teacher may choose to hold at this certification, complete annual continuing education, and stay licensed by paying the yearly license fee, or you may continue to progress to the next level, which is optional.

### 5.3.5 IVA Mentor Instructor Certificate

**Prerequisite:** Advanced certificate. You must spend a minimum of two (2) years at Advanced level, complete all yearly requirements (including large project), pass Panel testing and teacher testing to be awarded the Mentor Certificate.

After completing the Mentor certificate, a teacher holds this certification level and license by completing annual, continuing education, and paying the yearly license fees.

# 6. EDUCATIONAL REQUIREMENTS

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As a student teacher to achieve the Instructor I certificate, you must complete the following educational requirements:

- Four hours of Voice Training (Private Lessons) with any IVA Master Teacher (MT)
- Two hours of Voice Training with an IVA Ambassador
- Four 2-hour online Teacher Training webinars or IVACON 2017 in-person attendance
- IVACON Virtual Pass (only required if not attending IVACON in-person)
- Three 30-minute lessons of Mock Testing with an IVA MT (1.5 hours total)
- Three 30-minute Interactive Teaching sessions with an IVA MT (1.5 hours total)
- Two Elective Courses
- Ten online written tests
- Two 30-minute sessions of Reflective Learning with two separate students
- One hour of mentoring by IVA Advanced or Mentor Instructors
- Two 500-word book reports from the IVA Required Reading list
- One 60-minute voice test with an IVA MT\*
- Two 30-minute tests of you teaching two, brand-new students while a Master Teacher observes\*

***\* Teacher Testing cannot be completed with a Master Teacher with whom you have already had voice lessons, interactive teaching, or mock testing during the certification year.***

Teacher Testing can only be completed during the testing season, September through October, of each year, and may only be scheduled once all other educational requirements have been completed.

**The requirements listed are the minimum requirements to meet your certification; further education will be beneficial to the majority of teachers.**

## 6.1 Estimated costs during the Student Teacher Phase

	Price
Student Teacher Application Fee	\$450
Four hours of Voice Training (Private Lessons) with any IVA Master Teacher (MT)	\$640
Two hours of Voice Training with an IVA Ambassador	\$270
Four 2-hour Teacher Training sessions	\$380
IVACON Virtual Pass	\$299
Three 30-minute lessons of Mock Testing with an IVA MT	\$240
Three 30-minute Interactive Teaching sessions with an IVA MT	\$240
Two Elective Courses	\$500
Ten online written tests	\$0
Two 30-minute sessions of Reflective Learning	\$0
One hour of mentoring by IVA Advanced or Mentor Instructors	\$0
Two 500-word book reports from the IVA Required Reading list	\$0
One 60-minute voice test with an IVA MT	\$160
Two 30-minute tests of you teaching two, brand-new students while a Master Teacher observes	\$160
<b>Estimated Cost</b>	<b>\$3,339</b>

Individual and total costs are provided as a guide. Prices will vary and are listed only for your general awareness. Full details of all the education requirements and estimated costs are at the end of this book in the Appendix.

## 6.2 Certification calendar

Once you become an Instructor I, this is the IVA calendar all certified teachers adhere to:

- **December 1st:** Certification year begins
- **December 5th:** First payment due for annual license fee. After your payment and completed logbook are verified, new certificates will be issued.
- **December 1st-August 31st:** Education Season: all Voice Training and Teacher Training is completed during this time
- **September 1st-October 31st:** Teacher Testing Season: all tests must be completed during these months (tests can only be completed once all education is complete).

All certification requirements must be completed by  
**October 31st of the certification year.**



# 7. KEY DEVELOPMENT AREAS

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Joining the IVA Certification program offers a number of features and benefits for voice instructors. The different tiers of certificates build upon each other and help you in your development as a highly professional voice instructor.

For each certification tier, there are key developmental areas we expect teachers to meet. The areas described below are the minimum target areas of development for each certificate tier and list the minimum proficiencies teachers must demonstrate in their testing.

The IVA Master Teachers will assess your voice and teaching on a regular basis and will continually assist you in your goal of reaching the next level of your individual development and certificate tier.

## 7.1 Student Teacher

- Identify basic problems in a singer's voice and repair them
- Prescribe "best practice" exercises that address these problems in the voice
- Structure a successful lesson
- Create and build connection through your first passage, as well as vibrato in (at least) your chest voice

## 7.2 IVA Instructor I

- Master the structure of a lesson
- Choose tools according to basic parameters that directly address the diagnosis of a voice
- Choose the right ranges for a student's exercises
- Improve the connection in your first passage, as well as your vibrato

### **7.3 IVA Instructor II**

- Develop communication skills in your lessons
- Improve your voice assessments
- Learn more advanced toolsets to refine a singer's voice
- Develop a better understanding of voice science as it applies to singing instruction
- Sing with connection through two passages
- Demonstrate all unfinished sounds through your first bridge
- Learn assigned repertoire through first passage in your own voice

### **7.4 IVA Instructor III**

- Master communication skills in your lessons
- Work with advanced and performing singers
- Learn and apply non-verbal communication in a teaching setting
- Master your vocal demonstrations
- Master the order you assess and treat a student's voice
- Develop the application of vowel modification to songs

### **7.5 IVA Advanced Instructor**

- Learn how to vary your approach with different voice types
- Tailor lessons to the learning styles of students
- Cultivate your own teaching style
- Learn how to handle damaged voices
- Develop your third and fourth passages (if applicable to your voice)

### **7.6 IVA Mentor Instructor**

- Use "intuition" and ingenuity in your teaching
- Learn how to present singing workshops
- Mentor Student Teachers
- Master your third and fourth passages (if applicable to your voice)
- Sing with finished sounds and less assistance

## 7.7 Education Outline - What to expect

### 7.7.1 Student Teacher: 100 Level

Student Teachers (ST's) will learn the basic framework for structuring a lesson, assessing a student's voice, and prescribing targeted exercises based on IVA tool logic. At this level, Structure is the most important aspect to grasp, since it provides the educational foundation that Communication and Tool Logic will be built upon.

#### What's new in this level?

- Basic Structure for a first lesson
- "Cause and Effect" philosophy of teaching
- Three General Voice Tendencies - used to assess registration
- Best practice Starting Pitches - the usual top pitches to start a vocalise
- Open-Close Vowels
- Consonants & Patterns - how these tools affect vocal balance
- Basic voice science and anatomy

### 7.7.2 Instructor I: 200 Level

A Certified Instructor I has a functioning understanding of lesson structure and Best Practices when it comes to choosing "Go To" vocalises. By the end of this level, they are expected to master Structure. They will be introduced to more refined distinctions between Voice Tendencies and a more detailed explanation of Tool Usage.

#### What's new in this level?

- Specific Voice Tendencies - the 3 Basic Tendencies are split into finer distinctions
- Vowels and Consonants toolbox
- New Scale Patterns
- Lesson Communication - how to convey information in a lesson following "Cause and Effect" philosophy
- Knowledge of Passages - where the shifts in male and female voices occur and how Pattern and scale patterns choices interact with them
- Voice science of the Phonation System

### 7.7.3 Instructor II: 300 Level

By Instructor II, the elements of Structure must be mastered, including use of the Script and Lesson Goals. The teacher should have a working knowledge of “Cause and Effect” communication and the basic parameters of Tools, especially Vowels, Consonants, and Patterns.

At 300-level, teachers will begin to explore registration and Tools where the acoustic perspective is integrated with the laryngeal (Phonation + Resonation systems).

#### What’s new in this level?

- Introduction of further Specific Voice Tendencies
- Acoustic perspective of Vowel
- Advanced Consonant Toolbox - consonants for specialized targeting
- Advanced Pattern Toolbox - patterns for specialized targeting
- Enhanced Knowledge of Passages
- Voice science of the Resonation System - how formants, harmonics, and acoustic pressures interact in the voice

### 7.7.4 Instructor III: 400 Level

Instructor III teachers must demonstrate a strong working knowledge of the IVA method. They can quickly assess the tendency of a student, choose the relevant Toolboxes for that tendency, and combine and apply Tools in a complementary way “on the fly.” By the end of this level, they must demonstrate a mastery of “Cause and Effect” communication and demonstration.

At the 400-level, teachers will be taught how to work with advanced singers and apply the IVA method to various musical styles.

#### What’s new in this level?

- Tool Creation according to Acoustic principles
- Tool Progression according to Place & Location
- Introduction to Non-verbal communication and Learning Styles

### 7.7.5 Advanced: 500 Level

Advanced Instructors have mastered Structure and Communication. They are comfortable working with students of any level of experience, tailoring the lessons to the student's Voice Tendency, facility, and learning style. At this level, teachers will learn how to explore and cultivate their own teaching style. They will be encouraged to develop a sense of ingenuity and musicality in their Lesson Flow. They also will begin to mentor Student Teachers.

#### What's new in this level?

- Introduction to Fach
- How to teach workshops
- Introduction to Teaching Styles
- Creativity, ingenuity, and musicality in Tool Usage & Application
- Exceptions to Best Practices
- Tailoring to language, culture, age, genre, and Fach

### 7.7.6 Mentor: 600 Level

Mentor Instructors have attained a high level of facility in both their singing and their teaching. A Mentor seems to teach by "intuition," only because the theoretical logic of Tool Usage, Communication, and Structure has been practiced so often at this point that it has become muscle memory. Some Mentors will be invited to a program that teaches them how to teach foundational IVA Teacher Training classes.

#### What's new in this level?

- How to teach Teacher Training classes
- Learn classroom leadership skills
- Develop presentational and mentoring skills

# 8. EDUCATION AVAILABLE

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All teachers have access to a wide range of education offered in the IVA Certification program, including the following:

## 8.1 Private Lessons

At IVA, we believe it's important to keep working continually on your own voice and refine your vocal skills. IVA instructors are expected to demonstrate good vocal technique in their own voices and sing songs well. It's required that you work on your own voice with Master Teachers or IVA Ambassadors. Additionally, private lessons can be used to discuss how to deal with vocally challenging cases among your own students or receive personal mentoring on the IVA pedagogy. Private Lessons can be taken in person or over the Internet, via Skype.

## 8.2 Online Teacher Training

IVA provides access to online Teacher Training in the form of private lessons, Teacher Training classes, webinars, Keynotes and videos throughout the year. Some online Teacher Training will be accessible to all IVA Student Teachers and Certified Instructors through the online dashboard.

## 8.3 Elective Courses

IVA teachers develop their skills in areas outside of technique, helping them become well-rounded voice instructors. The elective modules of education cover a variety of subjects we feel teachers would benefit from, as well as those topics that have been requested. The electives cover elements of style, business, musicality, performance, and more.

All these classes are delivered online, and the majority of modules consist of three 60-minute group classes. To help Student Teachers get off to a strong start with their businesses and teaching, we have set classes of a Business Elective and a piano skills elective. If you are already proficient at piano, a free choice will be allowed.

## 8.4 IVACON

Each year, IVA will host an international teachers' conference. Participants have access to a wide variety of training, including, but not limited to:

- IVA Core Pedagogy
- Guest Speakers
- Style workshops
- Business, Technology, and Marketing Classes
- Opportunities to network with fellow IVA teachers from around the globe

## 8.5 IVACON Virtual Pass

An IVACON Virtual Pass must be purchased and journaled by each level of teacher (unless you attend IVACON in person). This pass allows access to all IVACON classes, workshops, and presentations (level dependent). A high-quality recording of each class is made available in video and audio format. You will also be able to download presentations and Keynotes if we have permission from the presenter.

All IVACON passes must be paid in full by March 1st in the year of certification. The cost is \$299 USD and may be paid by PayPal, credit or debit card.

## 8.6 Required Reading

In order to broaden your understanding of subjects such as vocal pedagogy and voice science, teachers must submit required reading reports. As a student teacher, you are required to submit two 500-word articles, one on a book and one on an article.

Books and articles can be chosen from the "Required Reading" list, accessible through the Teachers' Dashboard.

## 8.7 Online Written Tests

Every teacher is required to complete online written testing based on the IVA Core Pedagogy Keynotes that are available on the Teachers' Dashboard. These tests consist of multiple choice and true/false questions and are designed to give you instant feedback on your knowledge of the IVA Core Pedagogy.

## 8.8 Reflective Learning

Reflective learning is a great education item where we ask you to record and listen back to a lesson you have taught while answering specific questions. The idea behind this item is to get you to listen to your lesson and constructively criticize your teaching, looking for points to improve on, while focusing on what went well with your lesson.

Additional feedback on your lesson is available from a Master Teacher. The optional cost for this is \$70 per lesson and can be purchased through the Teachers' Dashboard.

## 8.9 Mock Testing

Mock testing is exactly like the real teaching test, except these are for practice. They are your opportunity to get feedback from the Master Teacher on how you are doing with your teaching. The MT will provide feedback on assessment, structure, tool choice, and give you helpful hints to help you improve your teaching.

## 8.10 Interactive Teaching

Interactive teaching is an opportunity to get help from an IVA Master Teacher while teaching. Unlike mock testing where you get no feedback until the end, during this session, a Master Teacher can interrupt you and offer assistance. You can also ask the Master Teacher for assistance while teaching. You will need to teach three students you haven't taught before.

## 8.11 Projects for Advanced and Mentor Certificates

To reach the higher levels of our program, we ask teachers to complete a project per certificate level. You must complete one Project per certificate level: one for Instructor III moving to Advanced Level, and one for Advanced Level moving to Mentor Level. You may complete your project anytime during the two years while working toward the certificate.

### 8.11.1 Research Paper

This is an opportunity to investigate a topic of your choice that adds to IVA's research and knowledge base and write a 3,000- to 5,000-word paper about it. You'll be expected to submit a proposal to the Education Director, as well as keep a journal of your progress on the project.

### 8.11.2 Community Outreach Project

This is an opportunity to give back to your local community by donating the skills you have learned at IVA. The project must be non-profit. Possible ideas include volunteering to teach music at a school with no budget for the arts, starting a community glee club or choir, etc.

### 8.11.3 Jury Recital

An opportunity to plan, promote, and perform at a recital where you sing in front of a live audience. The purpose is not to demonstrate your technical proficiency, but to develop your organizational and performance skills.

## 8.12 Teacher Testing

During teacher testing, you will be required to undertake two types of testing:

- **Voice Test** - This is where the Master Teacher assesses your voice. We think it is crucial that teachers can demonstrate what we are teaching.
- **Teaching Test** - You will teach two students you haven't taught before in front of the MT. You have 18 minutes to teach and 2 minutes to summarize the lesson before receiving your score and feedback

# 9. LEAVE OF ABSENCE AND PROLONGED ABSENCE

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## 9.1 Leave of Absence (LOA)

We understand circumstances sometimes make it very difficult to pursue your education. In situations of hardship, you have the option to apply for a one-year LOA. In effect, your education will be frozen in time for 12 months. During the LOA period, your IVA license will be suspended, meaning you won't enjoy any license benefits during this time.

To apply for an LOA, your license fee payments (if Instructor I and up) must be up-to-date to the month your leave begins. For example, if you are on a 10-month payment plan and wish to start an LOA in June, you must ensure you have made six months of certification payments. Applications will not be approved until payments are up-to-date.

## 9.2 Prolonged Absence

If you complete one or more certificates and then discontinue your license with IVA, you must remove the Instructor logo and references to IVA from your marketing materials. You may still list any certificates in your CV or bio as education completed at IVA.

However, if some years later you wish to return to IVA and re-license, please be aware the IVA pedagogy is constantly expanding and you will go through a period of re-education and re-testing specific to the highest level of certification you held. Any certificate requirements partially completed before the absence will be lost.

Here are the requirements you must complete and testing you must pass in order to re-license:

### **9.2.1 One-year absence:**

- Two hours private lessons with any Master Teacher
- Two hours testing with one Master Teacher not studied with above
- Four 2-hour Teacher Training sessions

### **9.2.2 Two-year absence:**

- Four hours private lessons with any Master Teacher
- Two hours testing with one Master Teacher not studied with above
- Four 2-hour Teacher Training sessions
- One mini panel test with two Master Teachers observing you teach

### **9.2.3 Longer than two-year absence:**

- Your requirements for re-licensing will be determined on a case-by-case basis. A mini panel test will likely be required to help the MTs design your path of re-education.



# 10. HOW TO JOIN THE PROGRAM

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To apply to the IVA Student Teacher program, there are prerequisites you must meet. If you don't meet the criteria, please get in touch with IVA so we can help you complete the qualifications.

For admission to the IVA Teacher Certification Program, one requirement is a reference from an IVA Master Teacher (MT). To receive this reference, you must take at least one 60-minute lesson with an MT. During this lesson, the MT will assess your skills and see if they meet the standards necessary to join the program.

If the Master Teacher concludes you don't meet the necessary criteria but, with some work, it could be achieved, they will ask you to take a further course of up to three additional 60-minute lessons. If more instruction is necessary, contact Corey (corey@vocaladvancement.com) with IVA, and you will be given detailed feedback on what to work on and asked to re-apply once you and the Master Teacher decide you're ready.

## 10.1 Prerequisites for admission to the program

To apply for admission to the program you, must meet the following requirements:

- Be at least 18 years old
- Basic vocal musicianship skills, at the very least the ability to sing a song in tune and time
- Working toward a basic understanding of English and able to use our teaching terminology
- Ability to play all six (6) main IVA scales on the piano, in all keys, verified by the IVA Master Teacher (MT)
- Reference from an IVA MT. Therefore, you must take at least one 60-minute lesson with one of our MT's. The MT may request up to three additional 60-minute lessons before completing your IVA reference.

## 10.2 The Application Process

1. Complete the online admission form. Please select the IVA Master Teacher (MT) you plan to study with or have already studied with for your initial reference
2. We will send you a confirmation email once we receive your application
3. The MT will assess your application and, if necessary, ask that further lessons be taken with them before providing your reference to join IVA
4. You will receive a confirmation email if you are approved, inviting you to create a login for the IVA Teachers' Dashboard
5. You then pay the \$450 USD Student Teacher Program Fee (non-refundable)\*
6. You will receive your "Welcome Email" after IVA receives your Student Teacher Program registration fee, a copy of the "Getting Started" guide, and full access to IVA's online system
7. You can then begin your IVA teacher education

\* \$50 off discount with code **readytojoin2017**. Please email Corey to have the discount applied to your account: [corey@vocaladvancement.com](mailto:corey@vocaladvancement.com).



# 11. APPENDIX - ANNUAL REQUIREMENTS FOR CERTIFIED IVA INSTRUCTORS

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During the annual certification year, each IVA teacher must complete education requirements and pay their annual license fee. This section details the annual certification requirements for each certificate tier and estimated costs.

## 11.1 Certification periods

Once you achieve the IVA Instructor I certificate, you will continue with the certification process until you reach the IVA Instructor III Certificate.

A Certified IVA Instructor I through Instructor III will remain at each certificate level for a minimum of two years. Within each certificate, the annual requirements must be fulfilled every calendar year.

After the Instructor III certificate is awarded, you are eligible to stay at this level of certification, complete continuing education requirements, and pay the annual license fee to stay licensed and “in good standing.”

If you decide to proceed to the IVA Advanced Certificate, it will take another two years to fulfill the appropriate requirements.

You then have the same choice to stay at the Advanced certificate and do continuing education or to pursue the IVA Mentor certificate.

Please be advised that the costs provided are just estimates provided for your information if you complete the minimum education required. Costs of lessons at events may vary.

**The requirements listed are the minimum requirements to meet your certification. Further education will be beneficial to the majority of people.**

## 11.2 Instructor II Certificate

Once you achieve the Instructor I Certificate (i.e., you are an Instructor I), the requirements for working toward the Instructor II Certificate are:

	OPTION 1	OPTION 2	OPTION 3
Annual license fee	\$450	\$450	\$450
Three hours of Voice Training (Private Lessons) with an IVA Master Teacher	\$480	\$480	\$480
Two hours of Voice Training (Private Lessons) with an IVA Master Teacher, Mentor or Advanced Instructor	\$320	\$250	\$200
Four two-hour online Teacher Training sessions	\$380	\$380	\$380
IVACON Virtual Pass	\$299	\$299	\$299
Two 30-minute Mock Testing sessions (1 hour total)	\$160	\$160	\$160
Two 30-minute Interactive Teaching with Master Teacher sessions (1 hour total)	\$160	\$160	\$160
One Elective Course	\$250	\$250	\$250
Five Online Written Tests	\$0	\$0	\$0
One 500-word book report from Required Reading List	\$0	\$0	\$0
Two 30-minute reflective learning sessions	\$0	\$0	\$0
One 60-minute voice test with an IVA Master Teacher	\$160	\$160	\$160
Two 30-minute teaching sessions while an IVA Master Teacher observes	\$160	\$160	\$160
<b>Estimated Yearly Cost (annually)</b>	<b>\$2,819</b>	<b>\$2,749</b>	<b>\$2,699</b>

## 11.3 Instructor III Certificate

Once you achieve the Instructor II Certificate (i.e., you are an Instructor II), the requirements for working toward the Instructor III Certificate are:

	OPTION 1	OPTION 2	OPTION 3
Annual license fee	\$450	\$450	\$450
Three hours of Voice Training (Private Lessons) with an IVA Master Teacher	\$480	\$480	\$480
Two hours of Voice Training (Private Lessons) with an IVA Master Teacher, Mentor or Advanced Instructor	\$320	\$250	\$200
Four two-hour online Teacher Training sessions	\$380	\$380	\$380
IVACON Virtual Pass	\$299	\$299	\$299
Two 30-minute Mock Testing sessions (1 hour total)	\$160	\$160	\$160
Two 30-minute Interactive Teaching with Master Teacher sessions (1 hour total)	\$160	\$160	\$160
One Elective Course	\$250	\$250	\$250
Five Online Written Tests	\$0	\$0	\$0
One 500-word book report from Required Reading List	\$0	\$0	\$0
One 30-minute reflective learning session	\$0	\$0	\$0
One 60-minute voice test with an IVA Master Teacher	\$160	\$160	\$160
Two 30-minute teaching sessions while an IVA Master Teacher observes	\$160	\$160	\$160
<b>Estimated Yearly Cost (annually)</b>	<b>\$2,819</b>	<b>\$2,749</b>	<b>\$2,699</b>

## 11.4 Advanced Certificate

After IVA Instructor III is awarded (i.e., you are an Instructor III), a teacher is eligible to stay at this level of certification, complete continuing education requirements, and pay the annual license fee to stay licensed and “in good standing.”

### 11.4.1 Option 1: Requirements for working toward Advanced Certificate

	PRICE
Annual license fee	\$450
Two hours of Voice Training (Private Lessons) with an IVA Master Teacher	\$320
Four two-hour online Teacher Training sessions	\$380
IVACON Virtual Pass	\$299
One 30-minute Mock Testing session	\$80
One 30-minute Interactive Teaching with Master Teacher session	\$80
Two Elective Courses	\$500
Five Online Written Tests	\$0
One 500-word book report from Required Reading List	\$0
One 30-minute reflective learning session	\$0
Large project	\$0
One 60-minute voice test with an IVA Master Teacher	\$160
Two 30-minute teaching sessions while an IVA Master Teacher observes	\$160
One 30-minute Panel test (2nd Year)	\$160
<b>Estimated Yearly Cost (1st Year)</b>	<b>\$2,589</b>
<b>Estimated Yearly Cost (2nd Year)</b>	<b>\$2,769</b>

## 11.4.2 Option 2: Instructor III Certificate (Continuing Education)

	PRICE
Annual license fee	\$450
Two hours of Voice Training (Private Lessons) with an IVA Master Teacher	\$320
Four two-hour online Teacher Training sessions	\$380
IVACON Virtual Pass	\$299
One 30-minute reflective learning session	\$0
One 30-minute Interactive Teaching with Master Teacher (1st Year)	\$80
One 30-minute Mock Testing session (2nd Year)	\$80
One 60-minute voice test with an IVA Master Teacher (2nd Year)	\$160
Two 30-minute teaching sessions while an IVA Master Teacher observes (2nd Year)	\$160
<b>Estimated Yearly Cost (1st Year)</b>	<b>\$1,529</b>
<b>Estimated Yearly Cost (2nd Year)</b>	<b>\$1,849</b>

## 11.5 Mentor Certificate

After IVA Advanced Instructor is awarded (i.e., you are an Advanced Instructor), a teacher is eligible to stay at this level of certification, complete continuing education requirements, and pay the annual license fee to stay licensed and “in good standing.”

### 11.5.1 Option 1: Requirements working toward Mentor Certificate

	PRICE
Annual license fee	\$450
Two hours of Voice Training with an IVA Master Teacher	\$320
Four two-hour online Teacher Training sessions	\$380
IVACON Virtual Pass	\$299
One 30-minute Mock Testing session	\$80
One 30-minute Interactive Teaching with Master Teacher session	\$80
One Elective Course	\$250
Five Online Written Tests	\$0
One 500-word book report from Required Reading List	\$0
Mentor Student Teachers for 1 hour	\$0
Large project - research paper, community outreach or jury concert	\$0
One 60-minute voice test with an IVA Master Teacher	\$160
Two 30-minute teaching sessions while an IVA Master Teacher observes	\$160
One 30-minute Panel test (2nd year)	\$160
<b>Estimated Yearly Cost (1st Year)</b>	<b>\$2,339</b>
<b>Estimated Yearly Cost (2nd Year)</b>	<b>\$2,519</b>

## 11.5.2 Option 2: Advanced Certificate (Continuing Education)

	PRICE
Annual license fee	\$450
Two hours of Voice Training with an IVA Master Teacher	\$320
Four two-hour online Teacher Training sessions	\$380
IVACON Virtual Pass	\$299
One 30-minute Interactive Teaching with Master Teacher session	\$80
One 30-minute Mock Testing session	\$80
One 60-minute voice test with an IVA Master Teacher (2nd Year)	\$160
Two 30-minute teaching sessions while an IVA Master Teacher observes (2nd Year)	\$160
<b>Estimated Yearly Cost (1st Year)</b>	<b>\$1,929</b>
<b>Estimated Yearly Cost (2nd Year)</b>	<b>\$2,249</b>

After IVA Mentor Instructor is awarded, teacher will stay at this level of certification, complete continuing education requirements, and pay the annual license fee to stay licensed and “in good standing.”

### 11.5.3 Mentor Instructor – Continuing Education

	PRICE
Annual license fee	\$450
Two hours of Voice Training with an IVA Master Teacher	\$320
Four two-hour online Teacher Training sessions	\$380
IVACON Virtual Pass	\$299
One 30-minute Interactive Teaching with Master Teacher session (1st Year)	\$80
Two hours Mentoring Student Teachers: one-hour training session and one hour mentoring a Student Teacher	\$0
One 30-minute Mock Testing session (2nd Year)	\$80
One 60-minute voice test with an IVA Master Teacher (2nd Year)	\$160
Two 30-minute teaching sessions while an IVA Master Teacher observes (2nd Year)	\$160
<b>Estimated Yearly Cost (annually)</b>	<b>\$1,929</b>





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