



**Natural Health
Consultants Institute**

Student Handbook

2009 - 2010

**Policy, Regulations &
Code of Ethics**

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SECTION I

INTRODUCTION

This guide will help you maximize the value of the training our school offers and familiarize you with the school, its personnel, the curriculum and the process you are going through as an Institute NHC student.

Institute NHC was founded in 1991 by Nancy Hamilton. When Nancy was diagnosed with multiple sclerosis, she began a quest to heal herself and discovered that with the help of complementary medicine she could be symptom free.

Nancy decided that others deserved to know about complimentary health care. She founded the Natural Health Consultants Institute (Institute NHC) as a non-profit, charitable, holistic health care education center. The school's unique four-year graduate program is the only one of its kind in North America and provides the highest educational standards in the field of holistic health.

Institute NHC attracts students of all professions and backgrounds. Our average student population during the school year is approximately 350. More than 2000 students have benefited from the self-development courses offered at the school. Over 375 students have obtained certification and/or the NHC Diploma in the various disciplines the school offers. The Institute's goal is to create competent Natural Health Consultants by providing comprehensive and holistic training. Institute NHC is recognized by both the federal and provincial governments as an educational institution and tax receipts are available at the end of each calendar year.

We invite you to read this handbook and to keep it handy so that you can refer to it during the year. The information in this booklet will help you better prepare for your studies at Institute NHC as well as for your future as a practitioner of complementary methods.

About Institute NHC

Institute NHC is registered as a charitable, non-profit educational organization. Although Institute NHC has a clear philosophy and vision, the school has no guru, no doctrine, and is non-denominational.

The Mission of Institute NHC is:

To offer holistic health education in an inspiring healing environment through:

- A full spectrum of body-mind-spirit conventional and complementary approaches;
- Self exploration wherein each individual experiences oneself as a reflection of the whole of humanity.
- The students embark on a journey of self-responsibility for their well-being.

To fulfill this mission the school:

- Provides the NHC Diploma - Internationally distinguished for its excellence.
- Provides a variety of professionally recognized certificates.
- Expands the understanding of consciousness.
- Maintains a multifaceted approach to Holism.
- Has attracted and supports a faculty committed to continuing personal and professional growth.
- Offers flexible scheduling of courses and workshops meeting both individual needs and professional interests.
- Promotes Holism within the community through lectures, workshops, and referrals.

SECTION II

STUDYING AT NHC - GENERAL INFORMATION

- NHC has three designations for prospective students: Personal Interest, Certificate Applicant, Diploma Applicant. Please consult our website (nhcinstitute.com) to obtain an application form or drop by the NHC office during business hours. Refer to SECTION IV (pg 6) for further information on academic information.

After one year of Personal Interest study - Students will be contacted by the Student Advisor to help determine their intentions and how to best continue with the NHC program. Students who are not in a certificate program may continue to take courses on an “interest basis”. Should they wish to enter a certificate program at any time, a formal application is required. Application packages are available in the office or online at nhcinstitute.com.

Certificate and Diploma study - It is important that the student show an integrated understanding in their area of interest. NHC encourages appointments with a Student Advisor to help the student clarify their intentions, goals and future direction. This aims to support the student and ensure they are fulfilling the requirements of their certificate or diploma.

* All students may request a meeting with the Student Advisor at any time to review their educational goals.

SECTION III

FACILITIES AND STUDENT SERVICES

Institute NHC offers the following services to its students:

Student Advising

Adam Fiore is available by appointment to discuss your education plans and needs. He can help guide you in creating a program to suit your particular areas of interest and abilities. He is also available to discuss your progress throughout the year.

At times, we may feel it necessary to bring attention to something that may be impacting your ability to perform the personal work or progress. The intention is always to encourage growth, to help us to maximize the time and investment that you are making at our school. At all times, you will be encouraged to take care of yourself: physically, emotionally, and spiritually. The support of appropriate professionals from the complementary or the medical field might be advised and required to continue your studies.

Student Counseling and Career Counseling

1. New Student Support Services

In addition to academic advising, we offer two additional services for students who need to make more informed intuitive decisions or if the student needs to make clear what seems like muddy waters.

- i. Counseling
 - ii. Career counseling
- Both of these services will be available on Wednesdays only. Please call the office to book a time.
 - With respect to the counseling service, each student is entitled to receive up to 4 sessions over a period of four months or a maximum of eight sessions in a year.

Student Bursaries

Money raised through our fund-raising activities is distributed to students via bursaries awarded each January. Candidates must have completed 200 hrs of study and Healing Journey I. Bursaries are available to both full-time and part-time students who are either in a Diploma or Certificate Program. Applications must be addressed to the Executive Director prior to Dec 1st of any given year. Bursary Application Forms are available in the office.

The Institute NHC Student I.D. Card

An Institute NHC card is available to all students. It allows students reductions from many therapists and stores.

Special Discounts

With the Institute NHC student ID card you are eligible to receive discounts at Fleur Sauvage Health Food Store, Au Premier Coiffure and many other participating stores and services. Discounts on therapies are offered to our students by a large number of practicing therapists. We hope this will encourage you to see an NHC® graduate and experience how an NHC® works.

Course Auditing

Students may repeat a course they have successfully completed, providing space is available. The audit cost is half the regular fee.

Building a Community

The NHC Community Center was opened in 1997 to offer the community educational lectures and insight into alternative health practices. Find out how you can participate in our projects and student initiatives by speaking with any of our staff or present students.

Help in building your clientele

Upon the completion of a certificate or diploma program we offer our graduates a place to consult and schedule appointments with clients for up to one year. Timeslots in our therapy room are available Mon-Thurs (10:00-17:00), Friday (10:00-16:00) during the school year (Sept-June) & must be booked in advance with the office.

School Library

The library operates on an honour system. Please return the books quickly so that others may benefit as well.

Parking

Be sure to observe parking regulations on surrounding streets in order to avoid tickets.

Community Kitchen

We provide hot and cold filtered water for your convenience. There is a fridge, stove and oven, as well as a comfortable eating area for you between class meals and snacks. In the spirit of community, please wash, dry and put all plates, cups and utensils away.

Student Telephone

The phone in the kitchen is for student use.

Bulletin Boards

The community boards in the kitchen keep you informed of school activities and community events, job posts, information about upcoming courses and links to the alternative health community in Montreal.

Lost and Found

A Lost and Found box is located in the office.

SECTION IV

ADMISSION REQUIREMENTS

Admission or transfer into Certificate programs

For certificate programs, a personal interview is required in addition to the applicant's C.V., letter of intent, transcript of previous studies and application fee.

Admission or transfer into the NHC™ Diploma Program

A formal application and a personal interview are required in addition to the student's C.V. and transcript of previous studies for admission or transfer into the Diploma program. Students will be asked to meet with a Student Advisor to balance their course work and to register for support and supervision courses as they do case studies and practice their modalities.

Graduating Students

Students who are nearing completion of a certificate or diploma, must complete the appropriate form (Graduation and Certificate Request form) and return it to the office no later than September 1st 2009. Students may obtain the form from the office or the student advisor.

STUDENT EVALUATION AND FEEDBACK

The following evaluation/feedback system is in place in order to support the student's personal process and to hold the required standards set by the Institute and its teachers.

1. Course/Teacher Evaluation Form:

We value and use student's feedback in making curriculum decisions. Please participate by honestly completing this questionnaire for each course taken. Replies are anonymous.

2. Personal interviews and Student Advising

It is the intention of the Institute to provide regular updates to students about the progress they are making throughout the years of their course study. At certain stages within the program students will be asked to meet with a Student Advisor or the Director in order to: balance their course work, encourage and/or acknowledge the progress being made, clarify program options, ascertain the student's ability to attend to themselves and to the health of body, mind and spirit.

3. Attestations and Progress Reports

A progress report (transcript) is available by request at no charge.

4. Student Files

Institute NHC and teachers will keep files for each student for at least 5 years after the last course is completed. Students can view their files by making an appointment with a Student Advisor.

COURSE REQUIREMENTS

Completion of Courses

Successful completion of courses involves a) meeting attendance requirements, b) completing assignments when due, and c) receiving a passing mark from the teacher.

- a) Attendance Requirements: As learning at Institute NHC is often experiential, attendance is mandatory. It is the student's responsibility to inform the office if they are late or make arrangements with the instructor.
- b) Completing Assignments: Assignments are expected on a due date, as specified in course outline.
- c) Receiving a Passing Mark: Teachers will inform students of the method of evaluation at the start of the course. Students are responsible for meeting the various deadlines of their courses.

Absences

If a student misses a class the student is responsible for acquiring the notes, handouts and all pertinent information and assignments from a classmate before the next class. Please advise the office or the teacher if you will be missing a class, as many classes require partners, and the teacher may need advance notice. Refer to course outline for further details.

Evaluation and grading system

Evaluation and grading is specific in the course outline of each course.

% Mark According to specific teacher/course requirements

P = Passed According to specific teacher/course requirements

IP = In Progress IP is given when the student has postponed, with the written consent of the teacher, the completion of the course assignments. Students requiring such postponements must have a signed agreement by the teacher and give it to the office for their file.

F = Failed A course is failed when the student does not meet minimum requirements and/or if assignments are not handed in at the deadline or the extension date.

Withdrawing from courses

Before withdrawing we strongly suggest that students personally discuss the reasons for withdrawal with the teacher and/or student advisor. (See Course cancellation fees page 14).

Students changing courses

Students choosing to change registration from one course to another course are required to pay the \$50.00 cancellation fee.

How long do I have to complete my NHC™ Diploma?

Students who complete their Diploma in 5 years or less may choose to fulfill the Diploma requirements as stated in the year in which they entered the school. If a student needs more than 5 years, a review of the requirements for Diploma completion will be done with the Student Advisor.

Cancelled classes and course changes

We will only cancel classes if public transport is not operating due to inclement weather. Call the answering machine of the Institute if you are not sure, or listen for our announcement of cancellation on CJAD 800 am.

SECTION V

STUDENT REGULATIONS AND CODE OF ETHICS

This section lists the ground rules, which you as a student agree to follow; they are designed to help you maximize your experience and learning at Institute NHC both individually and collectively. Most of the policies help minimize distraction in class. Others help maintain the lifestyle principles that a Natural Health Consultant embodies.

Punctuality

Be on time for all classes. Most classes begin with a meditation or relaxation exercise that helps you to be available and present for the moment's experience. Don't cheat yourself of the completeness of your learning by coming in late and frazzled. Consistent lateness will be addressed by the teacher. Do not enter the classroom during a meditation - wait outside until it is over out of respect for your classmates.

Confidentiality

The Natural Health Consultant is someone who is consciously becoming a healing influence in society. Our words and actions contribute to the well being of ourselves and others. Gossip, negative comments and criticism reflect the speaker's own inner imbalance and un-ease. We are always talking about ourselves, whether we realize it or not.

It is usually not constructive or even necessary to talk about other people. Practicing confidentiality in the classroom prepares you for the confidentiality required to create a safe environment within your future practice. Your ability to honour confidentiality creates a safer learning environment, which promotes higher consciousness and deeper processing. Nothing that goes on inside the classroom should be discussed outside the classroom.

Be careful about your comments regarding the school, its staff, students and teachers. Living in community is always challenging. Learning to accept others unconditionally is directly proportional to accepting yourself unconditionally. The school provides many opportunities for feedback to be communicated constructively, please use the appropriate channels.

Student feedback

Students are asked to evaluate both the course content and teacher effectiveness (i.e. course/teacher evaluation form). Your input is valued and important.

We encourage you to discuss any difficulties you have with a teacher, firstly directly with the teacher involved. As a second step, you are encouraged to discuss these difficulties with a Student Counselor or Student Advisor.

Creating a healing practice

Diploma graduates ONLY may use the title of Natural Health Consultant and the NHC® initials after their name. The official policy of Institute NHC is that no student is to begin a healing practice, charge fees or advertise himself or herself as a Natural Health

Consultant, NHC®, until they have graduated. To do otherwise is considered a breach of professional ethics and could result in dismissal from the school.

Students who have completed Therapeutic Massage, Body Mind Acupressure, Reflexology, Reiki, Naturotherapy and Naturopathy can practice as practitioners of the method but are not considered Natural Health Consultants until they graduate with the NHC Diploma.

Advertising and selling products

In the spirit of right livelihood, our school tries to provide a haven from high pressure sales and commercialism. For your protection, our mailing lists are confidential and will not be furnished by the school to any individual or outside concern.

The bulletin boards located in the kitchen are exclusively for the purpose of sharing information and networking within the school. If you wish to post an item, please receive permission by the office first.

No student or teacher should promote a product on any part of the school premises at any time. Teachers must not promote their services.

Harassment

Institute NHC values each member of its community. The Institute is committed to providing an environment that is free of harassment in any form: age, sex, religion, creed, ethnic origin, and sexual orientation.

If you feel that you are a victim of harassment at Institute NHC, you are encouraged to do the following: When possible, tell the harasser that the behavior is offensive. Ask him or her to stop the behavior. If the problem persists, tell a teacher, a student counselor, or the director. A thorough and confidential investigation will be conducted.

Dress

Please dress in a manner appropriate to your course and respectful of others.

Drugs and alcohol

Do not take consciousness-altering substances of any kind during the years of attending the Institute (For medications, please refer to Health and Safety, page 13). Do not drink alcohol before or during a class.

Name/address changes

If you move or change your contact information, please advise the office as soon as possible. Many important documents such as your income tax receipt and progress reports may be mailed. We may need to contact students for course changes or class cancellations so please supply us with work, home and cell phone numbers and e-mail addresses.

Mailing lists

If a student wishes to make a class mailing list, he/she should inform students of the purpose of the list including all ways in which it will be used, and ask each student's individual permission to put his/her name on the list. Please do not use any mailing list

of the students in your class or any other classes, faculty, or staff to create networks unless that is the expressly identified purpose and you have received permission from all individuals to be put on the list that will be used for that specific purpose. School mailing lists are confidential.

Taping during class

Audio taping, videotaping and photographing are not permitted during classes without teacher's consent. We also recommend gaining student consent.

Duplicating handouts

Class materials may not be duplicated for any purpose without the express permission of the teacher and Institute NHC.

School maintenance costs

Institute NHC is a non-profit charity, founded by volunteers who contributed thousands of hours to create its programs. All proceeds from our activities go towards providing bursaries, improving the quality of our training, as well as the opportunities offered to our students in internship. We also provide services to the community. In other words, our resources are completely devoted to our students. Your help in keeping down costs - turning down the heat after class, not using supplies or electricity carelessly, paying for extra photocopies when requested, contributes to some improvement of your own education. Community cooperation and support keeps our school alive.

Housekeeping

Please clean up after yourself, including cups and dishes, as well as back jacks, chairs and any other items that you use in class. Pick up all your items before leaving the classroom, leaving it as you found it.

It is strictly forbidden to eat or drink liquids (tea, juices) in classrooms. Water is fine. There are 2 recycling bins in the community kitchen. Please use them.

In the wintertime, remove your boots in the front hall and place them neatly in the space provided.

SECTION VI

HEALTH AND SAFETY

Basic Rules

Familiarize yourself with the fire escapes and location of fire extinguishers.

For health and safety reasons perfumes and smoking are not permitted in the school or on the premises.

A first aid kit is available in the teacher's lounge. In case of emergency contact the office or dial "911" from the telephone located downstairs.

It is mandatory that all students provide a completed Medical form for admission.

Students are personally responsible for their own health at all times, including in-school time. It is their responsibility to advise the teachers or a Student Counselor of any changes in their physical or mental well being.

N.B. In many Institute NHC courses, students may encounter situations and material, which trigger deep mental, emotional or spiritual processing and introspection. Students who have taken or are taking medication (such as psychotropic medication, seizure disorder medication, prescription sedatives) or who have been hospitalized, or have received treatment for mental or emotional disorders, may be particularly vulnerable, or unable to tolerate such stressful situations.

Students with this background must provide:

- An "informed consent", medical release from the appropriate treating professionals (e.g. Family physician, psychologist, medical specialist) approving/consenting to the students' participation in Institute NHC courses and activities.
- Emergency medical contact information.
- An "informed consent" letter from family member/partner/close friend who is informed about the disorder and will take responsibility for the students' well being should the need arise or in an emergency situation.

SECTION VII

FINANCIAL INFORMATION

Tuition Payments

Students must agree to financial commitments made to the school by keeping their tuition payments current at all times. You can choose a payment plan by applying at the office. Failure to maintain the payment agreement will result in no credit being given for courses and additional late charges.

Fees and Payment Policies

- Tuition: \$12 per credit hour.
- Administration: \$5 per registered course.
- Student Fee: \$30 annually (student services, ID cards, etc).
- A minimum \$50 deposit is required to secure your registration for any course, applied towards course fees.
- Payment by installments is available. A service charge of 5% will be added for post-dated payments. (This charge does not include the initial deposit)
- More than 2 changes to the payment schedule will result in an administration fee of \$35
- Errors resulting from changes to an established payment schedule are the sole responsibility of the student.
- Tuition fees are tax deductible. Tax receipts are issued in February.
- Visa, MasterCard, Interact, cash and personal cheques are accepted.

Discounts Available

- Students over the age of 60 (10%)
- Early registration for the 2009-2010 school year will guarantee your place in the courses offered. A 10% discount is available when full payment is made by June 30/09.

Course Cancellation Fees

Course withdrawal: \$50 + cost of course hours attended. No refund after the third class. Students choosing to change registration from one course to another are required to pay the \$50 cancellation fee. A full course refund is available two weeks prior to registration only, less the administration fees and student fees.

Courses taught in **one or two weekends, or intensive format**, are designed either to be self-developmental interactive or to teach a technique in its entirety. In these situations we limit the number of registrations. Preparation and teaching of such courses require particular attention to establish a sense of safety in the classroom. We need to plan in advance; we must have a clear picture of the number of students. For this reason we must have your registration with full payment two weeks before the course. **There will be NO REIMBURSEMENT for cancellation within three days of the course, unless a waiting list student fills the place or there is an emergency.** Intensive courses are: Aromatherapy I & II, , Cranio Sacral I/II, Dream Analysis, Energetic Healing I/II/III, Focusing, Psychosynthesis, Reflexology, Reiki I/II/III, Sexology, Sound Healing I/II.

Registration for THERAPEUTIC MASSAGE and BODY MIND ACUPRESSURE courses are limited. To ensure your space, a down payment of \$800 is required at least 3 weeks before the course starts.

Up to 3 weeks prior to the beginning of the course the cancellation fee will be \$300.

Up to 2 weeks prior to the beginning of the course, the cancellation fee will be \$500.

One week or less before the beginning of the course the fee will be \$800.00.

SECTION VIII

CAREER INFORMATION - PROFESSIONAL ASSOCIATIONS

GENERAL INFORMATION ON THE PROFESSIONAL STATUS OF COMPLEMENTARY, HOLISTIC OR ALTERNATIVE PRACTITIONERS

Complementary or Alternative Health Care practitioners are a recent phenomenon. It is really only since the early 1980s that we have perceived the side effects and dangers of prescription drugs, particularly antibiotics, and people began to search for alternatives to the interventionist techniques that modern medicine has adopted since the 1940s.

We are seeing more and more that it is wise to make the best of both worlds. People are seeking assistance that will support their vitality and their body's ability to heal itself and carefully choosing what kind of intervention is necessary. They are seeking practitioners and consultants who can provide alternative and complementary health support.

PROFESSIONAL STATUS IN CANADA

Many governments have not met this new demand and so this new type of practitioner rarely has a defined professional status. In Canada, doctors, chiropractors, nurses and dentists are regulated by provincial governments. This means that there is provincial legislation establishing a professional governing body, which is given a duty by law to protect the public. The governing body ensures that regulated practitioners meet specific standards before they practice, investigates complaints and takes disciplinary action when appropriate. These practitioners have a professional standing in the government's eyes.

Ontario, BC and Saskatchewan have named governing bodies for Naturopathic practice. There is no government regulation of Naturopaths or Naturotherapists in QC, AB, NB, NS, PEI, NL, or YU. In Quebec, one can become a member of a number of self-governing associations, which offer recognition, and act as links for coverage by insurance companies. Becoming a member of these associations does not provide government recognition. Both, the Canadian and Quebec governments recognize our school as a non-profit educational institution.

PROFESSIONAL ASSOCIATIONS AFFILIATED WITH INSTITUTE NHC

For direct links to our affiliated Associations go to <http://nhcinstitute.com/community/affiliations.aspx> and click on the Association of your interest.

<u>Diploma/Certificate:</u>	<u>Recognized by:</u>
NHC™ Diploma	Association NAN Association ANQ
Naturopathy Certificate	Association NAN Association ANQ
Naturomassage Certificate	Association NAN IONC Association ANQ
Massage Certificate	Association AMPQ CAN-AMERICAN CAAM Association RMQ
Acupressure Certificate	Association AMPQ CAN-AMERICAN RMQ
Vibrational Certificate	Association NAN Association ANQ
Spiritual Psychotherapy Certificate	Association NAN Association ANQ

MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS:

- Allows you to provide insurance receipts to your clients for reimbursement by most insurance companies.
- Registers you in client referral center.
- Gives access to professional liability insurance.
- Promotes your profession to the public and the government.
- Gives subscription to updates on what is happening in Quebec in your profession.
- Is a liaison with other professionals and organizations.
- Provides information on legal, professional and educational changes.

ASSOCIATION DES MASSOTHERAPEUTES PROFESSIONNELS DU QUEBEC (A.M.P.Q.)

This association has been in existence since 1986 and has a considerable membership in the province of Quebec. They recognize 3 levels of training:

5967 Jean Talon E, Suite 200
St. Leonard, QC, H1S 1M5
Tel. (514) 727-5444
www.amtmc-ampq.qc.ca
President: Jean-Claude Bleau
Director: Leon Gauthier
Institute NHC Contact: Michael Epstein-Massage
Teresa Mazza-Acupressure

NATIONAL ASSOCIATION OF NATUROPATHS (NAN)

For Naturotherapist recognition, NAN requires a minimum of 1000 hours of training and continuing education upgrading every year.

910 Belanger East, #207
Montreal, QC H2S 3P4
Tel: (514) 939-1457 www.naturopathie.ca

President: Noel Delcourt
Institute NHC Contact: Adam Fiore - Academic Advisor

CANADIAN AMERICAN MASSAGE ASSOCIATION (C.A.A.M.)

CAAM, an affiliated member of NAN recognizes Institute NHC Massage and Acupressure certificates.

Tel:(514)925-3340
Fax : (514) 846-1601 info@massotherapeutes.com
www.massotherapeutes.com/home.html

**REGROUPEMENT DES MASSOTHÉRAPEUTES DU QUÉBEC (R.M.Q.)
ASSOCIATION DES NATUROTHÉRAPEUTES DU QUÉBEC (A.N.Q.)**

27, rue Béliveau
Laval (Québec)
H7B 1A7

Tel: 450 720-0560 www.anpq.qc.ca/ anm.anpq@videotron.ca

**NUTRITIONAL CONSULTANTS ORGANIZATION OF CANADA (N.C.O.C.)
INTERNATIONAL ORGANIZATION OF NUTRITIONAL CONSULTANTS (I.O.N.C.)**

This Association recognizes the Institute NHC Naturotherapy Certificate.

NCOC-I.O.N.C.

Contact: Patricia Raymond, Executive Director
110 Railway St., Kingston, Ontario K7K 2L9
Tel: 1-866-540-1114 or (613) 542-1330
Fax: (613) 542-3162 www.ionc.org
Institute NHC Contact: Adam Fiore

This is an independent, non-profit corporation founded in 1983 to raise public awareness of nutritional consulting. Registered or certified nutritional consultants are NOT dietitians. Dietitians are government-regulated practitioners registered with a governing body such as the “Ordre professionnel des diététistes du Québec”.

Nutritional consultants assess nutritional imbalances and offer suggestions for improvement. It is a holistic approach, which focuses on the body’s ability to heal itself.

Benefits of Membership

- The right to use the professional designation Registered Nutritional Consultant (R.N.C.P.).
- The right to provide educational information to clients about diet and nutritional support for building and maintaining nutritional well-being. Members are not allowed, however, to diagnose or prescribe for any illness of any kind.