



California Institute

of the Healing Arts and Sciences



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www.CaliforniaInstitute.net

CATALOG

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GENERAL CATALOG

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**Licensed to operate by the Bureau for Private Postsecondary
Education, State of California**

**Approved by the California State Board of Registered Nurses,
Department of Consumer Affairs as a provider of
Continuing Education for Registered Nurses,
and training of Veterans and eligible person under
Provisions of Title 38, United States Code**

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FROM THE PRESIDENT WELCOME!

Thank you for your interest in the California Institute of the Healing Arts & Sciences (CIHAS).

With this catalog, we are providing you with a glimpse into our institute and our health care Diploma Programs. I encourage you to personally visit us to meet our instructors, staff and students, and to sit in on a class to sample the exceptional quality of our career development Programs.

HISTORY

California Institute of the Healing Arts & Sciences had its beginning in 1943 and has been in Sacramento for more than 35 years. During its long history, we have developed a method of education which utilizes a fresh holistic approach to the study of health care alternatives. The Institute provides an environment, which supports education in every respect, through the teaching, the administration, and the physical and spiritual environment in which we learn.

The growth of the health care profession has been exceptional in this county and around the world. All facets of alternative health care are gaining greater acceptance as people seek options in wellness and preventive care. Our programs offer you the opportunity to work with in a variety of professional settings to maximize and improve the quality of life for those you serve. CIHAS programs have been formulated with the quality essential to provide students with successful, rewarding careers as Health Care Professionals in their chosen field. Our step-by-step teaching process is designed to give the student everything they need to be successful in this rapidly growing profession.

MISSION STATEMENT

Our institute is committed to providing the highest level of professional training to our students. Our goal is to train people to become professionals who are prepared to establish their own practices or to obtain jobs in the expanding market for alternative/holistic health care.

In support of the Institute's mission, the Institute's objectives are to:

- *Maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interest, and opinions.*
- *Provide faculty who have demonstrated expertise in their respective specialty both professionally and academically.*

AS A CAREER

Becoming a Health Care Professional is one of the most rewarding opportunities an individual may experience. As an advancement or enhancement to an existing career, or for those who are seeking personal growth/enrichment, I believe our programs are among the most beneficial for your improving knowledge and skills, and personal development. I hope you'll consider giving yourself the rewarding, relevant, and life-changing experience of studying at the California Institute.

***Carol J. DiGirolamo,
President***

APPROVALS and MEMBERSHIPS

California Institute of the Healing Arts & Sciences is granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California education Code Section 94915. The Bureau's approval means that the institution and its operation comply with the standards established under the law for the occupational instruction by private postsecondary educational institutions. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the bureau. Institutional approval must be re-approved every five years and is subject to continuing review. CIHAS is a private institution.

APPROVED DIPLOMA & CERTIFICATE PROGRAMS

Holistic Health & Alternative Healing Programs

HOLISTIC HEALTH PRACTITIONER.....	500 HOURS
BEHAVIORAL THERAPIST	400 HOURS
LIFE COACH.....	300 HOURS
CLINICAL HYPNOTHERAPIST	200 HOURS
AROMATHERAPIST.....	100 HOURS

Herbal and Botanical Medicine

MASTER HERBAL PRACTITIONER.....	200 HOURS
HERBAL WORKSHOPS.....	CLASS BY CLASS

A Certificate of Attendance or Diploma is awarded upon satisfactory completion of the above subjects. All students who successfully complete a course of study will be awarded an appropriate diploma or certificate in compliance with California state requirements.

STATEMENT OF OWNERSHIP

California Institute of the Healing Arts & Sciences is owned and operated by Carol DiGirolamo, President.

FACILITIES



California Institute of the Healing Arts & Sciences is located in Sacramento, California. The campus is located at 2377 Gold Meadow Way, Suite 100, Gold River, California 95670. Ph. (916) 484-1700; www.CaliforniaInstitute.net. Classes are held at this address and in relevant field locations.

Sacramento is the capitol of California and is located in Northern California. It is one of the great centers for natural living. With its prime location and small town feeling, Sacramento is still one of the most affordable cities in California.

Our Institute occupies meeting and boardrooms, offices, classrooms and a break room in the Business Center Office building, Suite 100. We offer 2 classrooms, furnished appropriately with instructional furniture for the type of work performed. The classroom has Wi-Fi for internet access; Video; DVD; CD Equipment and Power Point accessibility. Resource center/bookstore containing reference and reading materials related to the training programs are located close by. It is available to students before and after class. Office space is available should Students wish to work on administrative or research tasks. The largest classroom is appropriately furnished for seating up to 30. There are three offices used as therapeutic offices for seeing clients and for students' use during class technique utilization.

Materials and Equipment used for instruction for classes include: Paper for note taking, pens, pencils,

highlighters, sheet protectors, books, binders, recliner for relaxation techniques, botanical containers, scales,

grinders, protective gloves, encapsulation and tincture equipment, music, dry eraser board, TV, DVD player, DVD's, CD player, power point screen, projector, tables, and chairs.

CIHAS is conveniently located near good public transportation, and is on a city bus line. We are easily accessible from Highway 80 and Highway 50.

This institution, the facilities it occupies, and the equipment it utilizes fully complies with federal, state and local ordinances and regulations, including those as to fire, building safety and health.

ADMINISTRATIVE OFFICE HOURS

Monday through Friday 9:00 am to 5:00 pm or by appointment. Important information such as operating hours, holidays, vacations, class schedules and revisions are announced to students in advance and are given to students upon enrollment or upon request. Call (916) 484-1700.

HOLIDAY AND BREAKS

California Institute of the Healing Arts & Sciences observes the following holidays:

New Years Day

July 4th

Labor Day

Memorial Day

Thanksgiving Day and the day following

Christmas Eve and Christmas Day



As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which is provided to you on our website, and prior to signing an enrollment agreement.

ADMISSIONS

REQUIREMENTS AND PROCEDURES

To apply for admission to CIHAS, simply call us. We will schedule a personal campus tour and interview with a CIHAS Representative.

Distance learning applicants may interview via Webex, Skype or Telephone interview. Students are given a full tour of our facility to gain a better understanding of the institute and view our facilities and equipment. Students should prepare to discuss personal education and occupational goals and plans with school personnel prior to enrolling or signing enrollment agreements.

Parents and spouses are encouraged to participate in the enrollment process. CIHAS does not offer “Ability to Benefit” Testing. It is the student’s responsibility to inform the school of any disability that may require adjustments or auxiliary aids in the course of the curriculum.

We at CIHAS strive to maintain the highest educational standards. We therefore reserve the right to admit only those applicants who show that they are physically, emotionally, and academically qualified. Admission is also based on whether students are of good character and sufficiently motivated and committed to pursuing a professional career in the health care field.

CIHAS does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

Listed are the specific requirements and procedures that CIHAS has established for admission:

- Registration fee of \$100. is paid at the time of enrollment, plus a deposit or tuition.
- All applicants must have a High School Diploma, Official School transcript, California Equivalency Exam or its equivalent (GED), therefore CIHAS does not offer an ability-to-benefit exam.

ENGLISH-AS-A SECOND LANGUAGE

CIHAS does not provide English-as-a-Second-Language instruction. All courses are taught in

English. A student must be able to read, write, and speak in English, either as a primary or secondary

language. Students whose primary language is not English must provide evidence of a TOEFL score of 500 or more. CIHAS does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. No VISA services for student status are provided, nor verification of student status.

TRANSFER OF CREDITS

It is the responsibility of students who plan to transfer to other postsecondary institutions to acquaint themselves with the requirements of any selected college, university or institution. CIHAS does not guarantee transferability of credits and it should not be assumed that any courses or programs described in this catalog could be transferred. CIHAS currently does not have a transfer agreement with any other college, university or institution

Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution. This is a standard transfer of-credit procedure.

Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution

The transferability of credits you earn at California institute of the Healing Arts & Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the following educational programs: Holistic Health Practitioner, Behavioral Therapist, Life Coach, Clinical Hypnotherapist, Clinical Master Massage Therapist, Master Massage Therapist, Advanced Massage Therapist, Massage Therapist, Aromatherapist, or Master Herbal Practitioner is also at the complete discretion of the institution which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason, you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending California Institute of the Healing Arts & Sciences to determine if your credits, diploma or certificate will transfer.”

CREDIT FOR PREVIOUS TRAINING

Students who have taken related courses or have previous training or work related experience may be granted credit towards California Institute of the

Healing Arts and Sciences' certificate programs. This credit cannot exceed more than 25% of the program. There is a \$25 fee for this service.

The Director of Education will conduct an evaluation to determine what level of learning the student's prior coursework equivalent is to and how many credits may be granted. CIHAS will evaluate courses or programs from any accredited public or private four-year university, two-year junior/community college, public or private technical or vocational school, or military school. This evaluation process will be completed within 30 days of application for credit.

The following conditions must be met prior to awarding transfer credit for courses taken: 1) A grade of "C/2.0" or higher in the course, 2) the student must provide an official transcript from the institution/school where the course(s) were taken, and 3) copies of the course description from the School's catalog must also be included. Prior coursework must have been completed within the past five (5) years.

For credit to be granted for prior work related experience, students are required to complete a challenge test and/or a practical examination of skills and provide employer documentation. Scores of 70% or higher must be achieved on all tests that are administered. These exams may only be taken once. This evaluation process will be completed within 30 days of application for credit.

Nurses Continuing Education

Many Nurses find CIHAS' Alternative Health Professional Training valuable both for themselves and their patients, and incorporate it into their nursing work. Others develop an independent private practice that allows them to help others outside a hospital setting.

California Institute of the Healing Arts & Sciences is approved by the California State of Registered Nurses, Department of Consumer Affairs as a provider of continuing education for registered nurses.

CIHAS is also approved under Board of Registered Nurses Provider Number 11606 to offer continuing education for nurses.

Veterans' Educational Benefits

CIHAS is approved under Provisions of Title 38, United States Code to provide training for veterans and other eligible persons. Eligible prospective

students may apply for benefits by calling the VA office for assistance at 1-800-827-1000. The original application should be mailed to the VA office, with a copy of the application to CIHAS Administrative Office.

Veterans' Refund Policy: In the event that a veteran or a veterans' beneficiary enrolls under the provisions of Title 38, US Code, and discontinues his or her enrollment before completion of the course, the institute will retain ten dollars (\$10) as a bona fide registration cost. All other advance payment of tuition, fees, and other charges will be refunded to the student on a pro-rata basis computed to the date of discontinuance of enrollment.



Vocational Rehabilitation

Many vocational rehabilitation counselors have found CIHAS's Health Professional Training appropriate for retraining of their clients. Along with technical skill and support, our programs instill the confidence to succeed.

ACADEMIC POLICIES AND INFORMATION

PROGRAM CHANGES-POLICY GUIDELINES

CIHAS has the right, at its discretion, to make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving the students' educational experience. CIHAS reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide

meaningful instruction to training and contribute to the level of interaction among students.

Oversight agencies may require that changes take place-affecting students currently enrolled. CIHAS may therefore be required to make appropriate changes.

DISTANT EDUCATION GUIDELINES

An evaluation or response to student's lessons and dissertations will mailed or emailed to student within approximately a 3-day period.

LIBRARY / STUDENT RESOURCES

Students are given a list of books pertaining to class subjects, and have access by contacting Carol DiGirolamo and by appointment; students have access to the computer in the administration office for use of research and resources.

STUDENT COMPLAINT-GRIEVANCE PROCEDURE

Students with complaints/grievances relating to classroom matters should first discuss them with their instructor. Unresolved complaints/grievances should be directed to the Director, Carol DiGirolamo.

Students should discuss complaints/grievances of a non-academic matter with the Director. If the student feels the complaint/grievance has not been adequately addressed, and if you have exercised CIHAS's formal student complaint procedure as stated above and you feel that the problem has not been resolved, then you may direct your complaint to: Bureau for Private Postsecondary Education, P. O. Box 980818, West Sacramento, CA 95798-0818 (916) 574-7720.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 Toll Free or by completing a complaint form, which can be obtained on the Bureau's internet website: www.bppe.ca.gov.

CLASS SIZE

Classes generally range in size from 10 to 30 students depending on the subject matter and method of instruction.

DRESS CODE

Students are expected to dress and groom themselves for class, as they will do for their future positions in the health care community. Dress, grooming and cleanliness should be appropriate to the field of study.

CLASSROOM BEHAVIOR AND ATTENDANCE

Students are expected to arrive and be seated and prepared for class on time. Failure to do so may result in disciplinary action. Instructor takes roll at the start

of every class. Students are not allowed to bring guests to any CIHAS class, without prior approval. No tape recorders of any kind are allowed in CIHAS classes.

Students are expected to demonstrate respect to their instructors and fellow students. CIHAS places high value on a professional atmosphere in the classroom and, therefore, reserves the right to remove any student who disturbs the professionalism and or/conducive-learning environment of a class. The use of cell phones in class, whether texting or phone conversations, is not acceptable. Should the need arise to communicate via cell phone, students are asked to leave the classroom with their phone and return to class at the conclusion of their phone communication.

STUDENT CONDUCT NOTICES

Any student who engages in undesirable behavior, conduct, or unacceptable hygiene, or for whom CIHAS receives a complaint of undesirable behavior, conduct or unacceptable hygiene will receive a written Student Conduct Notice. Such notice will outline the behavior in questions and/or suggestions for improvement. The student then has the opportunity to respond to this complaint/suggestions for improvement. All such notices and student responses will be kept in the student's record. Failure to correct problematic behavior or student's engagement in a variety or problematic behaviors can result in the student's dismissal. Any behavior(s) requiring three such conduct notices will result in the automatic dismissal of the student.

STUDENTS WITH SPECIAL NEEDS

The California Institute is committed to providing reasonable accommodations to applicants for admission, students, and applicants for employment, employees, and visitors who are disabled.

Students and employees are responsible for providing the appropriate documentation and requesting reasonable accommodation in a timely manner. Appropriate professional staff will review and evaluate documentation provided by the student/employee and notify the faculty of necessary

accommodations at the student/employee's request. Support services will then be provided where available, depending on the nature of the need and availability of resources.

ATTENDANCE POLICY

CIHAS recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material. A student will be placed on attendance probation if he or she falls below 80% attendance in at mid-point in the program. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status. Unsatisfactory progress and automatic termination from the program will result from fourteen (14) consecutive calendar days of absence, or extending training time beyond 150% of the program total.

Attendance Probation: A student will be placed on attendance probation if he or she falls below 80% attendance at mid-point in the program. The student must bring their attendance to 80% by the end of the Program to graduate on time. A student will be placed on probation for a maximum of three modules before dismissal is recommended.

Tardiness of Leaving Early: Students who are late to class (15 minutes after the start of class) or who leave class 15 - 60 minutes early are considered tardy. Tardiness on four separate occasions will constitute one (1) day of absence and be recorded on their attendance record.

Attendance Probation Removal: If the 80% attendance is not achieved at the conclusion of the probationary period, the student will be terminated.

Attendance Appeal Process: Students may appeal termination if extenuating circumstances exist. Appeals must be made in writing to the Director. The Director will decide the date of re-entry, if applicable.

Re-entry Policy: Students who have been terminated for violating the attendance policy may re-enter through the appeal process.

Absence and Make-up Work:

Should a student miss class, it is the responsibility of the student to contact other students in the class for notes, assignments, and information regarding the missing coursework and homework assignments. See

'Make-up work' under the section titled 'Satisfactory Academic progress' for additional details.

RELIGIOUS HOLIDAYS AND ATTENDANCE

As a nonsectarian institution, CIHAS follows the general policy of including only certain legal holidays in the school calendar. However, the school's policy regarding religious holidays is that members of any religious group may absent themselves from classes when compliance with their religious obligation requires it.

When a student anticipates being absent because of a religious observance, they must notify the school in writing in advance of the absence.

WITHDRAWAL FROM THE INSTITUTE

Students who wish to withdraw from their training program should contact the Director of Education. All Students who withdraw are required to meet with the Director of Education before withdrawing.

GRADUATION REQUIREMENTS

A Diploma will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program breakdowns requires a minimum cumulative grade point average of 2.0 or above. Student attendance must be a MINIMUM of 80%.

Any student subject to Records Hold must satisfy outstanding obligations before a certificate of completion or diploma will be issued.

SATISFACTORY ACADEMIC PROGRESS

Evaluation of student achievement will be based on meeting the objectives for each course. Student progress is evaluated two times throughout the program. The evaluation periods are at the mid-point and the end of every course module. (Modules are 4-5 weeks, depending on the course program.) At the beginning of each course, a student will be given a course syllabus. Students must achieve a cumulative grade point average of at least 70% (2.0). A student who fails a module (course) is permitted to continue in her/his studies as long as satisfactory progress is maintained. Any module (course) that is incomplete must be repeated and passed.

GRADE POINT

The following system of grade points is used to evaluate a student's level of achievement.

GRADE LEVEL	PERFORMANCE DEFINITION	GRADE POINT AVERAGE
Excellent	A 90% – 100%	4.0
Above Average	B 80% – 89%	3.0
Average	C 70% – 79%	2.0
Below Average	D 69% – 60%	1.0
Failed	F Below 59%	0
*Incomplete	I Not Complete	

Students must show satisfactory academic progress by meeting the following requirements: Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation; Progress at a satisfactory rate toward completion of program; and Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent (2.0) will be notified in writing that they are being placed on academic probation, which will begin at the start of the next module (course). Students will be considered to be making satisfactory progress while on probation status.

MAKE-UP WORK

Students may not make-up absences from class. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. Upon returning to school, the student must immediately arrange to meet with the instructor regarding missed requirements. The instructor will specify make up assignments and due dates. The instructor may assign additional outside assignments if deemed necessary. All arrangements are subject to the approval by the school's Director of Education.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

All students must maintain satisfactory academic progress in order to continue as a student. Students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to meeting minimum standards for grades, work projects, and externship.



UNSATISFACTORY ACADEMIC PROGRESS

Academic Probation: A student will be placed on academic probation when he/she cannot meet the above-described GPA for one module (course). If the GPA is unsatisfactory for an additional module (course), the student will be placed on a second probation to bring his/her cumulative grade point average to 2.0 or be terminated.

Removal from Academic Probation: Removal from academic probation requires that a student maintain satisfactory academic progress for at least one module (course).

Appeal Process: Students who are placed on a probation and/or termination status for failure to maintain satisfactory academic progress may appeal. A written statement describing the extenuating circumstances must be submitted to the Director. The student will be notified in writing of the result of the appeal within 5 business days.

MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal timeframe. This institution defines the normal timeframe as the program length according to the Enrollment Agreement. For example, a program that is scheduled for 500 hours in length must be completed in 750 hours. Time spent on an approved leave of absence is not counted against the maximum timeframe.

UNSATISFACTORY GRADES

Modules (courses) with grades of F or Incomplete (I) are considered unsatisfactory and these modules (courses) must be repeated.

MODULE (COURSE) RETAKE POLICY

Students who receive an unsatisfactory grade for a module (course) must repeat the module (course). For purposes of calculating the students' GPA, the institution will use the highest grade achieved.

SUMMARY OF TERMINATION/REINSTATEMENT POLICIES

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog will be subject to termination. Reasons for termination include, but are not limited to, the following:

- Violation of the attendance policy
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module (course) after reinstatement, the following standards must be

achieved a cumulative GPA of 70% (2.0) and 70% cumulative attendance.

WITHDRAWAL POLICY

In order to withdraw, the student must notify the school in writing of his/her withdrawal. If a withdrawal is not filed, a student will be dropped after 4 consecutive absences.

APPEALS PROCESS

Re-admission to the School following withdrawal for any reason will be at the discretion of the School's Academic Committee (Director and selected Faculty).

A student may petition in writing for reinstatement within one year of dismissal. The Committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will be notified of the Committee's decision. Students accepted for re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any student.

PRIVACY OF EDUCATION RECORDS

The Family Educational Rights and Privacy Act of 1974 entitles all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student

COMPLAINT PROCEDURE, REQUEST A HEARING.

If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record. A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and

only such agencies or individuals authorized by law are allowed access without written permission of the student.

STUDENTS MAY ACCESS THEIR FILE BY SCHEDULING AN APPOINTMENT, MONDAY THROUGH FRIDAY 9AM - 5PM.



DRUG AWARENESS

CIHAS maintains a drug-free campus and work place. The Institute maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student

or employee may receive help. CIHAS will not tolerate any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

LICENSING

In California, there is no state licensure for Alternative//Holistic Practitioners. However, a Business License will have to meet city or county requirements, as necessary. The requirements vary from city to city and county to county.

A Diploma or Certificate Program that is unaccredited or a Diploma or Certificate from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Transcripts are released only after receipt of a signed, written request from the student.

Records are maintained on campus for five years. Academic transcripts are maintained for 50 year

ACADEMIC CALENDAR Overview

Holistic-Alternative Health Programs

Holistic Health Practitioner

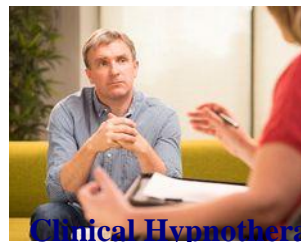
500-Hour Program starts approximately every Five weeks, classes are held on Saturdays. This program lasts 40 weeks.

Behavioral Therapist Program

400-Hour-Program starts approximately every Five weeks, classes are held on Saturdays. This program lasts 32 weeks.

Life Coach

300-Hour Program starts approximately every Five weeks, classes are held on Saturdays. This program lasts 24 weeks.



Clinical Hypnotherapist

200-Hour Program starts approximately every Five weeks, classes are held on Saturday. This program lasts 16 weeks.

Master Herbal Practitioner

200-Hours- two Saturdays each month focusing on specific conditions, herbal responses and healing formulas.

Aromatherapist

200-Hours – two evenings a week, 3-hours each. This program lasts 28-weeks.





2017 Schedule

Course Training Dates

**Life Coach
Behavioral Therapist
Clinical Hypnotherapist
Holistic Health Practitioner**

The 10 Modules	Start Date	End Date
1. Body Module	01/14/17	02/11/17
2. The Mind Module	02/18/17	03/11/17
3. Emotional Healing Module	03/25/17	04/22/17
4. Self-Healing Module	04/29/17	05/27/17
5. Mind/Body/Science Module	04/03/17	07/01/17
6. Healing with Energy Module	07/08/17	08/05/17
7. Intuitive Arts Module	08/12/17	09/09/17
8. Behavioral Coaching Module	09/23/17	10/14/17
9. Empowerment Module	10/28/17	11/18/17
10. Holistic/Alternative Health Module	01/15/18	02/19/18

Classes will be adjusted for Saturdays off during scheduled class time.

Schedule of Saturdays and Holidays off will be given to Students on the first day of class.



Administration & Faculty



Carol J. DiGirolamo, Director of Education and Instructor of California Institute of the Healing Arts & Sciences in Sacramento, brings over 30 years of diverse professional and business experience to her role.

As an accomplished Clinical Behavioral Therapist, Carol combines an impressive and unique background of holistic and therapeutic expertise which has contributed to the growing success of California Institute of the Healing Arts & Sciences.

Drawing on her diverse experience and professional knowledge, Carol directs every aspect of California Institute of the Healing Arts & Sciences business practices, educational and ethical compliance.

As an accomplished Holistic Health Practitioner, she plays a vital role in empowering others who seek help and guidance. As an educational instructor, Carol applies her clinical and behavioral knowledge of hypnotherapy to her instruction to help students gain a better and more comprehensive understanding of the various multi-dimensional aspects of alternative/holistic healing methods.

The California Institute of Healing Arts and Sciences was originally co-founded by **Carol and Jim DiGirolamo**. Working together, they developed the unique Wisdom Center Technologies®, a registered and proprietary system, regarded by many professionals in the Healing Arts as groundbreaking therapeutic technique. Jim passed away in May of 2009.

Prior to opening CIHAS, the DiGirolamo's were cofounders of the Crisis Intervention Hotline in Sacramento, along with psychologist, James V. DiGirolamo. For over 30 years, the DiGirolamo's managed a successful private practice in behavioral therapy, specializing in mind-body techniques and clinical hypnotherapy. We continue to benefit from Carol's years of expertise and passion for their proprietary WCT® therapeutic healing process.



Janie Ross, Instructor - Herbal and Botanical Medicine, brings a life-long passion for global herbs to our program. Janie combines the art and science of unique interrelated module is designed to address specific

body systems or categories of illness, making the learning process easy for growing herbalists to understand and apply. Janie originally studied under Sacramento area herbalists, and later under the guidance of Ayurvedic and Chinese instructors in San Jose and San Francisco. She has maintained a private practice as an Herbalist, nutritional journalist, and wellness educator since 2007.

Janie is also a trained Clinical Behavioral Therapist and Life Coach. She earned her Bachelor's degree in Business and enjoyed a successful career in corporate management, and more recently instructed college courses in business leadership. Along with her expertise and understanding of herbal medicine, she brings vibrant, artful, and impactful college classroom teaching experience.

Her greatest gift is in seeing each individual in their fully developed potential. She believes that every student has unlimited probability to succeed, and will encourage, support, and push each student to rise to their greatest level of possibility.

Advisory Board Members

Norma Flautt, R.N.
Folsom, CA

Mark Vinick, D. C.
Owner
Vinick Chiropractic Clinic, Elk Grove, CA

Tiffany Leigh
Massage Therapist
Rescue, CA.

Joyce Coker, MA
Grass Valley, CA

PROGRAMS OF STUDY

DIPLOMA PROGRAMS

Holistic Health Practitioner

This course is designed to prepare students for employment as a Holistic Health Practitioner in a health care setting or to enter private practice.

General Objective: The objective of this course is to provide an integrated approach to health and wellness in the field of mind/body healing. This is accomplished through learning holistic healing modalities and technique utilization during class. This course has an emphasis on the mind/body/spirit/emotion connection as it relates to holistic studies.

This Program starts every five weeks, classes are held one day a week on Saturday, and takes 52 weeks to complete.

A Student Academic progress report is given at the mid-point and a final exam is taken upon completion of course.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The object of this course is to:

- ◆ Understand holistic health and practices.
- ◆ Understand and apply effective healing modalities.
- ◆ Understand mind-body science.
- ◆ Effectively employ principles of self-healing techniques.
- ◆ Effectively employ principles of behavioral\ therapy.
- ◆ Understand and use healing energy.
- ◆ Gain knowledge in communication and public relations.
- ◆ Understand and apply professional ethics in their practice as a Holistic Health Practitioner
- ◆ Apply the knowledge presented to create a successful therapy practice.

This program Consists of:

Lecture: 160-Hours, *Lab:* 160-Hours, and *Externship/Clinic:* 180-Hours

Books and Supplies Include: “The Power of Your Subconscious Mind”- Joseph Murphy, “Attunement For Life” CD, Four California Institute-Wisdom Center Training Manuals: “Wisdom Center Therapy Training Manual”, “How to Build the Ultimate Therapy Practice,” “Wisdom Center Client Programs,” Wisdom Center Client Report Book.”

COURSE OUTLINE:

This training program is divided into independent modules, and consists of 10 of 10 modules.

10 Modules	Clock Hours	Quarter Credits
Empowerment	32	2.4
Holistic/Alternative Health Module	32	2.4
Mind Module	32	2.4
Body Module	32	2.4
Emotional Healing Module	32	2.4
Self-Healing Module	32	2.4
Mind/Body/Science Module	32	2.4
Healing with Energy Module	32	2.4
Intuitive Arts Module	32	2.4
Behavioral Coaching Module	32	2.4
Externship/Internship	180	6.0
Total Hours and Credits Required for Graduation	500	30

**For complete course/module descriptions
See Pages 28-29**



Behavioral Therapist

This course is designed to prepare students for employment as a **Behavioral Therapist** in a health care setting or to enter private practice.

General Objective: The objective of this course is to provide an integrated approach to health and wellness in the field of mind/body healing. This is accomplished through learning behavioral therapy modalities and technique utilization during class.

This course has an emphasis on the mind/body/spirit/emotion connection as it relates to holistic studies.

This course utilizes lectures, demonstrations, techniques, and emphasizes professionalism with practicum.

This Program starts every five weeks, classes are held on Saturday, and takes 52 weeks to complete.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The object of this course is to:

1. Understand alternative/behavioral health and practices.
2. Understand and apply effective alternative healing modalities. or to enter private practice.
3. Understand mind-body science.
4. Effectively employ principles of self-healing techniques.
5. Effectively employ principles of behavioral therapy.
6. Understand and use healing energy.
7. Understand and apply professional ethics in their practice as an Alternative Health Practitioner.
8. Apply the knowledge presented to create a successful therapy practice.

This program consists of:

Lecture: 128-Hours, *Lab:* 128-Hours, and Externship/

Clinic: 144-Hours

Books and Supplies Include: “The Power of Your Subconscious Mind”- Joseph Murphy, “Attunement For Life” CD, Four California Institute-Wisdom Center Training Manuals:

“Wisdom Center Therapy Training Manual”, “How to Build the Ultimate Therapy Practice,” “Wisdom Center Client Programs,” Wisdom Center Client Report Book.”

COURSE OUTLINE:

This training program is divided into independent modules, and consists of 8 consecutive modules out of 10.

See pages 28-29 for complete Course/module descriptions



8 Modules of 10	Clock Hours	Quarter Credits
Empowerment	32	2.4
Holistic/Alternative Health Module	32	2.4
Mind Module	32	2.4
Body Module	32	2.4
Emotional Healing Module	32	2.4
Self-Healing Module	32	2.4
Mind/Body/Science Module	32	2.4
Healing with Energy Module	32	2.4
Intuitive Arts Module	32	2.4
Behavioral Coaching Module	32	2.4
Externship/Internship	144	4.8
Total Hours and Credits Required for Graduation	400	24

Life Coach

This course is designed to prepare students for employment as a **Life Coach** in a health care setting



The overall objective of this course is to provide an integrated approach to life coaching and business

environment in the field of mind/body empowerment. This is accomplished through learning behavioral therapy modalities and technique utilization during class.

This course has an emphasis on the mind/body/spirit/emotion connection as it relates to behavioral studies.

This course utilizes lectures, demonstrations, techniques, and emphasizes professionalism with practicum.

This Program starts every five weeks, classes are held on Saturday, and takes 24 weeks to complete.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The object of this course is to:

1. Understand alternative/behavioral health and practices.
2. Understand and apply effective coaching modalities.
3. Understand mind-body science.
4. Effectively employ principles of self- healing techniques
5. Effectively employ principles of behavioral therapy.
6. Understand and use healing energy.
7. Understand and apply professional ethics in their practice as an Life and Business Coach.

8. Apply the knowledge presented to create a successful practice

This program consists of:

Lecture: 96-Hours, *Lab:* 96-Hours, and Externship/*Clinic:* 108-Hours

Books and Supplies Include: “The Power of Your Subconscious Mind”- Joseph Murphy, “Attunement

For Life” CD, Four California Institute-Wisdom Center Training Manuals: “Wisdom Center Therapy Training Manual”, “How to Build the Ultimate

Therapy Practice,” “Wisdom Center Client Programs,” Wisdom Center Client Report Book.”

COURSE OUTLINE:

This training program is divided into independent modules, and consists of 6 consecutive Modules out of 10.

Course/Module Descriptions See pages 28-29 for complete

6 Modules of 10	<i>Clock Hours</i>	<i>Quarter Credits</i>
Empowerment	32	2.4
Holistic/Alternative Health Module	32	2.4
Mind Module	32	2.4
Body Module	32	2.4
Emotional Healing Module	32	2.4
Self-Healing Module	32	2.4
Mind/Body/Science Module	32	2.4
Healing with Energy Module	32	2.4
Persuasive Communications Module	32	2.4
Behavioral Coaching Module	32	2.4
Externship/Internship	108	3.6
Total Hours and Credits Required for Graduation	300	18

Clinical Hypnotherapist



This course is designed to prepare students for employment as [Clinical Hypnotherapist](#) in a health care setting or to enter private practice.

General Objective: The objective of this course is to provide an integrated approach to hypnotherapy in the field of mind/body

empowerment. This is accomplished through hypnotherapy modalities and technique utilization during class.

This course places an emphasis on the mind/body/spirit/emotion connection as it relates to hypnotherapy studies.

This course utilizes lectures, demonstrations, techniques, and emphasizes professionalism with practicum.

This Program starts every five weeks, classes are held on Saturday, and takes 16 weeks to complete

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The object of this course is to:

1. Understand alternative/hypnotherapy health and practices.
2. Understand and apply effective hypnosis modalities.
3. Understand mind-body science.
4. Effectively employ principles of self-healing techniques.
5. Effectively employ principles of behavioral therapy.
6. Understand and use healing energy.
7. Understand and apply professional ethics in their practice as a Clinical Hypnotherapist. Apply the knowledge presented to create a successful practice.

This program consists of:

Lecture: 64-Hours, *Lab:* 64-Hours, and Externship.

Clinic: 72-Hours

Books and Supplies Include: “The Power of Your Subconscious Mind”- Joseph Murphy, “Attunement For Life” CD, Four California Institute-Wisdom Center Training Manuals: “Wisdom Center Therapy Training Manual”, “How to Build the Ultimate Therapy Practice,” “Wisdom Center Client Programs,” Wisdom Center Client Report Book.”

COURSE OUTLINE:

This training program is divided into independent modules, and consists of 4 consecutive Modules of 10.

Course/Module Descriptions See Pages 28-29

4 Modules of 10	Clock Hours	Quarter Credits
Empowerment	32	2.4
Holistic/Alternative Health Module	32	2.4
Mind Module	32	2.4
Body Module	32	2.4
Emotional Healing Module	32	2.4
Self-Healing Module	32	2.4
Mind/Body/Science Module	32	2.4
Healing with Energy Module	32	2.4
Intuitive Arts Module	32	2.4
Behavioral Coaching Module	32	2.4
Externship/Internship	72	2.4
Total Hours and Credits Required for Graduation	200	12

Herbal Practitioner



This 200-hour course is designed to prepare students for employment as an Herbal Practitioner in an alternative healing or health care setting, or to

enter a private practice. The course is divided into 22 distinct courses wherein the student continues their training until all modules are completed.

General Objective: The objective of this course is to provide an integrated approach to health and wellness in the field of herbal healing. This is accomplished through learning holistic herbal healing modalities, formulations and compounds through techniques demonstrated and practiced during class. Graduates will have a working knowledge and understanding of the integrative use of herbs for physical and emotional health.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, field work, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The Object of this course is to:

- Understand the Energetic and Scientific healing applications of herbs.
- Understand and apply effective herbal healing modalities
- Understand and apply various herbal delivery methods
- Effectively understand basic principals of observation, evaluation and interrogation.
- Understand the synergistics of herbs, formulas, and their respective Doshas.
- Understand, identify, and effectively utilize 200+ herbs in a variety of healing modalities.
- Gain an understanding of Herbal options for healing.
- Educate others about the appropriate holistic health protocols using herbs and natural products to support and rebalance the body and restore wellness for general good health.
-

- Discuss herbal medicine, it's history and status of current research including how to locate studies in peer-reviewed journals.
- Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment.
- Discuss and describe the body's structure and function in a healthy state.
- Understand and identify the mechanical and biochemical changes caused by a variety of diseases or imbalances to be able to provide education that individuals can use to restore wellness.
- Understand ethical wild-crafting, sustainable harvesting, field work and safety procedures and be able to educate others about these issues.
- Outline the steps to establish a private practice or business, including insurance, potential liability issues, ethics, record keeping, listening and observations skills, wellness counseling, and legal disclaimers.

Total Course Hours: 200

See Pages 30-33 for Course Descriptions

This program meets two Saturdays monthly in a classroom, lab, and field. Course requires 12 months for completion.

Curriculum	Clock Hours
Fundamentals of Herbalism	70
Herbal ID & Use	30
Basic formulation	40
Organic planting, harvesting	20
Home-crafting tincture	10
Practicum, class projects	30
Total Hours Required for Certificate of Completion	200

Upon completion, graduate will receive a Certificate from California Institute, as an Herbal Practitioner.

Healing Herbal Workshops



These workshop are designed to give students practical and relevant hands-on experience with herbal botanicals and their use in supporting general health and wellness.

General Objective: The objective of this course is to provide an integrated approach to health and wellness in the field of herbal healing. This is accomplished through learning holistic healing modalities and techniques demonstrated and practiced during class. This course places an emphasis on the energetic and scientific application of herbs and herbal formulas on physical and emotional health.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The Object of this course is to:

- Understand the Energetic and Scientific healing applications of herbs.
- Understand and apply effective herbal healing modalities
- Understand and apply various herbal delivery methods
- Understand the synergistics of herbs and formulas
- Understand, identify, and effectively utilize 100+ herbs in a variety of healing modalities.
- Gain a general understanding of Herbal options for healing.
- Develop a general understanding of appropriate holistic health protocols using herbs to support and rebalance the body and restore wellness for general good health.
- Discuss herbal medicine; it's history and status of current research and applications to cultural trends.

- Identify the major active legislation, safety concerns, historical uses of herbs, and potential drug –herb interactions. (contraindications)
- Understand field planting, sustainable harvesting, basic formulating, and safety procedures.

Class by Class

This program meets two Saturdays monthly.

Description of what is covered in most Classes.

These workshops do not lead to a Certificate or Diploma, as they are individual classes of the 200- Herbal Practitioner and are for personal use.

See Pages 30-33 for Course Descriptions

Covered in most Classes
Fundamentals of Herbalism
Herbal ID & Use
Basic formulation
Organic planting, harvesting
Home-crafting tincture
Practicum, class projects



Aromatherapist

This 100-hour course is ideally suited for those wishing to learn the fundamentals of aromatherapy, whether for personal well being or professional use.

The objective of this course is to provide a continuance of education and integrating of skills and techniques in the field of aromatherapy using essential oils to empower the client in mind/body/and spirit.

Class meets two evenings a week for 13 weeks or weekends for 13 weeks. Taught in an independent modular format

This course combines lecture, demonstrations, samples, and techniques, along with hands-on experiences in the classroom covering Aromatherapeutic: The Specific Body Systems, Materia Medica, Applications for mind, body, emotions & spirit, aroma and perfume formulations, identification of oils and application, Essential Oil Blending preparations, and research and resources.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

Covered in this course includes the following elements of aromatherapy:

- * The Psychology of Fragrance
- * Science Versus Folklore
- * Terminology
- * Methods/Solvents Used in Extraction
- * Aromatherapy Massage Oils, Saves and Ointments
- * Properties/Actions of Carrier and Essential Oils
- * Aromatherapy as an Aid to Other Treatments
- ** Therapeutic Blending for Specific Physical and Emotional or Spiritual Application
- * Current Use of Essential Oils around the World

Textbooks include “The Aromatherapy Book”, Workbook/Binder and essential oils. Paper and pen required for note taking.

A Diploma for 100 Hours as an Aroma Therapist is awarded upon successful completion.

Two Modules or 100- Hours of Training Includes:

Introduction.....	2
Terminology.....	2
Aroma/Essential Oil Therapeutics:	
▪ Specific Body Systems.....	5
▪ Business Practice and Ethics.....	5
▪ Aroma/Essential Oil Formulations.....	18
▪ Applications for common ailments.....	18
▪ Lab.....	50
Total Clock Hours:	100



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FINANCIAL INFORMATION

Tuition and Fees

Programs of Study

Name of Course	Hours	Tuition	Books Supplies	Registration Fee	Total
Aromatherapist	100	\$ 795.00	\$100.00	\$ 100.00	\$ 1,395.50
Behavioral Therapist	400	\$ 8,075.00	\$350.00	\$ 100.00	\$ 8,529.50
Clinical Hypnotherapist	200	\$ 3,590.00	\$350.00	\$ 100.00	\$ 4,042.00
Holistic Health Practitioner	500	\$12,518.50	\$350.00	\$ 100.00	\$12,975.00
Life Coach	300	\$ 6,085.00	\$350.00	\$ 100.00	\$ 6,551.50
Herbal Workshops	Varies	Per Class	Varies	Varies	\$ 125.00
Master Herbal Practitioner	200	\$ 3,395.00	\$ 647.96	\$ 100.00	\$ 4 ,142.96

A Diploma or Certificate is awarded upon Satisfactory Completion

PROGRAM COMPLETION

Each Training Program is complete and reflects the total cost necessary to complete each program. Student is responsible for their own transportation during their non-paid internship/externship and clinic. Tuition Options and Payment Plans are available. Please contact the school director.

Carol DiGirolamo, President and Instructor provide her services to the graduates for consultations, technical advice, and over 20 years of business, sales, and marketing expertise. Complete office services are available to the graduate: telephones, desks, copy machines, library references, and office support. The term of the Professional Services Program is renewable annually, with a non-refundable application fee.

PROFESSIONAL SERVICES PROGRAM



The California Institute of the Healing Arts & Sciences is proud to offer a Professional Services Program exclusively to its' Graduates who have completed the requirements for the Holistic Health Practitioner, Behavioral Therapist, Life Coach and the Clinical Hypnotherapist Course.

This program is designed for the graduate who desires an interim professional office to start their practice.

For a complete schedule of fees for the various options available, contact the school Director or Admissions Representative.

STUDENT HERBAL CLINIC

The California Institute of the Healing Arts & Sciences is proud to offer relevant, practical training in the field of Herbal studies. Exclusive to our Master Herbal Practitioner of Botanical Medicine program, we host live Herbal Clinics for all students who have passed their fourth module exam with a score of at least 85%. We feel that preparing Herbalists to interact, coach, and educate others on the benefits of herbal alternatives – is paramount to their future success as Practitioners.

TUITION OBLIGATIONS

Tuition and fees are due by the starting date of your program. Students applying for a CIHAS Sponsored Loan must apply two weeks prior to class.

Payment Tuition Plans for the program selected are due the first class of each module unless alternative arrangements are made with the Director of

A student may not receive a diploma until all unpaid financed accounts, current or delinquent have been satisfied. Any diploma or Letters of Recommendation will be retained and not released by the Institute until such obligations are satisfied. This includes Library obligations, overdue books and videos. It is the student's responsibility to repay loans obtained for the course of instruction, the amount of the loan, plus interest, less the amount of any refund. Any defaults of student loans will have the consequence of collection through standard collection procedures and could result in reports of payment history and delinquencies to credit reporting agencies.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal students financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

Checks that are returned for non-sufficient funds will be assessed a \$25 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be in cash or by money order.

STUDENT FUNDING

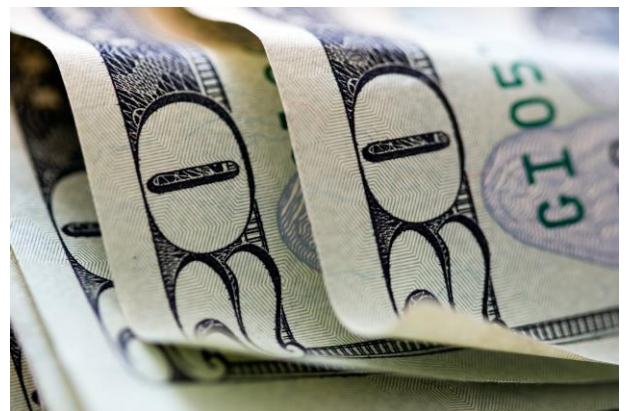
We are pleased to provide financing to our enrolled students through Approved Solutions, enabling students to secure financing to pursue their educational dreams. Approved Solutions allows CIHAS to coordinate financing locally – with NO Credit Check, so EVERYONE QUALIFIES. This financing program does have some requirements so please inquire with the Administration Office for details. Through this program, funding can be fast and easy so you can get started in your classes quickly.

Education. Tuition payments must be current to continue to any module. Payment may be made with cash, credit card, or money order made payable to California Institute of the Healing Arts & Sciences.

FINANCIAL AID & VA

The Financial Aid offered at CIHAS is through several lenders who finance qualified students for payment plans and various programs. The School will finance students in payment plans with a down payment and payments until balance is paid, without interest or finance charges, as long as payments are made in a timely manner. CIHAS does not participate in any Federal Financial Aid Programs, and is not accredited by an accrediting agency recognized by the United States Department of Education.

CIHAS participates in Workers Comp, REHAB, EDD, VA & WIA funding programs. When a student qualifies for funding programs, the student must provide written documentation and proper authorization as to the approval, funding and billing guidelines of the payee before enrollment





APPROVED for Military and Veterans

All of our Career Training programs are approved for funding through the Veteran's Administration. And we love working with Veterans and Military families.

Why?

Because we've learned that Veteran and Military personnel find deep satisfaction in careers – counseling and healing others. After serving with such vital purpose, Veterans seem to find great fulfillment in continuing to help others.

As a graduate, you will be trained and prepared to establish your own Private Practice as a Behavioral Therapist, a Life Coach, or perhaps a Master Herbal Practitioner or a Holistic Health Practitioner. Imagine using your Behavioral Therapy skills to help someone reach a healing state, allowing their subconscious to release the blocks and obstacles that are creating their PTSD stress, without reliving the trauma.

Or as a Master Herbal Practitioner of Botanical Medicine, helping a Military Veteran by customizing an Herbal Anti-anxiety, Insomnia, or Anti-depression formula specific to their needs, while giving them options beyond medication.

Your next Career. Honorable, Meaningful

Your next Job may help more people than you ever imagined.



CANCELLATION AND REFUND POLICY

1. **Student's Right to Cancel:** The Student have the right to cancel an enrollment agreement and obtain a refund of charges paid through attendance of the first class session or through the seventh day after enrollment, whichever is later, and shall receive 100% refund charges paid for institutional charges, less registration fee of \$100.
2. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund.
3. **Determination of Withdrawal from School:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:
 - 1) The date you notify the Director of Education of your intent to withdraw.
 - 2) The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
 - 3) The date you fail to attend classes for 4 consecutive class days (Holistic Health Programs) and fail to inform the school that you are not withdrawing, and 14 consecutive days for the Massage Therapy Programs.
 - 4) The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return.
4. If a student withdraws or is terminated by the institution after the 7 day after signing the enrollment contract or through the first day of attendance, whichever comes later the following refund policy will be followed.

The institution shall provide a pro-rata refund of the institutional charges through 60% or less of the period of attendance. The period of attendance is the length of the program in which the student is enrolled.

- (1) Deduct a registration fee of one-hundred dollars (\$100) from the total tuition charge.
 - (2) Divide this figure by the number of hours in the program.
 - (3) The quotient is the hourly charge for the program.
 - (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1).
 - (5) The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.
5. Any refund that is due the student will be made with 45 days of cancellation or withdrawal. If the amount that is owed is more than the amount that has been already paid, then the student will have to make arrangements to pay it.
 6. Refunds will be made within 45 days after the school has determined that the student has withdrawn from classes.
 7. Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school. Cancellation or termination date is determined by the postmark on written notification, or the date notice of cancellation is delivered to the school administration in person. In case of a

leave of absence, regardless of duration, the termination date is the date that student was scheduled to return to school but failed to be present. Refunds are due within 45 days of that date.

8. For students who do not formally withdraw. If the student fails to attend four consecutive scheduled days of attendance, (for the Saturday Programs) and fourteen scheduled consecutive days (for the Massage Programs) and the institution is unable to contact the student, student's contract is cancelled on the sixth day of schedule attendance. Refunds are due within 45 days of that date.
9. If the school discontinued or canceled a program or course prior to completion of the educational programs, the institution will provide a pro-rata refund of tuition and transfer all hours completed. When an institution is in default, students' institutional charges may be refunded on a pro-rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable education program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to the student.
10. If you receive a loan to pay for the cost of your program you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
11. **Termination:** A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with the policies California Institute of the Healing Arts & Sciences as outlined in the policies and this catalog.

PLACEMENT ASSISTANCE

CIHAS graduates in the massage therapy programs are eligible for placement assistance, however those who are enrolled in the Holistic and Alternative Health Programs are Not Eligible for Placement Assistance, since most graduates either begin a private practice as a Health Care Professional or incorporate Health Care into a current profession. During the entrance interview, the director and student discuss the vocational objective of the student. If the student is looking to begin their own practice, they are asked to complete a "Self-Employment Acknowledgement" form which will then be re-evaluated 30 days after graduation to confirm that self-employment is still meeting their vocation and remunerative objective. CIHAS has incorporated into its training programs how to develop a successful private practice. Instructors cover every aspect of marketing your services to details of how to conduct the therapeutic session, from start to finish.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident or enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act.

STUDENT RECORDS

Students are advised that state law requires this educational institution to maintain school and students records for at least a five-year period, and student transcripts indefinitely. Records are made available to any accrediting or approval agency upon written request and a \$25 processing fee. Other than these agencies, the school will release individual student information to anyone upon receipt of a transcript request form signed by the student. Current students may review their file, by appointment with the Director.

The right of students to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended.

STUDENT SERVICES

California Institute of the Healing Arts & Sciences offers counseling services available throughout the course. The Director offer these services.

The majority of California Institute of the Healing Arts & Sciences students live within commuting distance of the school. CIHAS does not maintain any resident housing. CIHAS has no dormitory facilities under its control, Availability of housing is close by, either by walking or public transportation. Housing costs range from \$350-\$750 per month. **CIHAS has no responsibility to find or assist a student in finding housing.**

DISTANCE EDUCATIONAL PROGRAMS

CIHAS offers distance educational programs where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven days after the

institution accepts the student for admission, and within seven days to issue a response to student for lessons submitted, projects, or dissertations.

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to:

2377 Gold Meadow Way, Suite 100, Gold River, CA 95670. If the institution sends the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven days after the institution accepts the student for admission.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.

DISCLOSURE

Although the Institute was approved to operate by the former Bureau of Private Postsecondary and Vocational Education, the Institute's application for re-approval to operate has not been reviewed by the Bureau pursuant to this chapter.

The following is a disclosure required by the Bureau for Private Postsecondary Education, the State of California: "This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)"

PUBLICITY/ADVERTISING RIGHTS

CIHAS reserves the right to photograph any student and to reproduce those photographs in school literature, publicity, and/or advertising. The Institute also reserves the right to retain or request the names of its graduates and/or to request and reproduce testimonials in school literature, publicity and advertising. Any student who does not wish to grant permission to the Institute to use a photograph or testimonial should notify CIHAS in writing, before starting their programs of instruction.



COURSE DESCRIPTIONS

HOLISTIC HEALTH PROGRAMS

Name of Course: Empowerment

Clock Hours: 32 hours Credit Units: 2.4

This course is designed to present the latest cutting edge technologies in the field of personal growth and transformation. There is a special emphasis on techniques to increase self-confidence, personal power, self-esteem, memory, prosperity, overcoming the past, and how to triumph over fear.

Name of Course: Holistic/Alternative Health

Clock Hours: 32 hours Credit Units: 2.4

In this course the healing remedies of the 5,000-year-old healing system of Ayurveda are presented, included are the role of the five-elements in health, the use of marma points on the body to restore health, and pulse reading to determine the imbalances in the body that need balancing. Students discover their Body-Type. Learn secrets of ancient healing of keeping the body in balance with daily healthy routines, Pranayama Instruction for deep breathing, Sun Salutations for enlivening and purifying the physiology, rejuvenation and Youthful Skin Massage Oils for specific body types.

Name of Course: The Mind

Clock Hours: 32 hours Credit Units: 2.4

The student explores the latest scientific findings of the mind and nervous system on human behavior. Students study how to use the latest tools in this field to enhance healing and positive behaviors in clients. The effectiveness of Alternative Health modalities are explained through this scientific approach. The nature of the human mind is discussed, in terms of conscious and subconscious. This course focuses on habits and addictions and how to overcome and conquer them.

Name of Course: The Body

Clock Hours: 32 hours Credit Units: 2.4

The human body is explored in relation to its functioning and well-being. A special emphasis is given to the therapeutic process of the Natural Weight Control Program and its many complexities of mind/body/ and emotions.

The complete Weight Loss Program is discussed in detail with the emphasis on resolving subconscious blocks and obstacles with clients and the emotion factors involved. Various techniques and modalities are taught including: inductions, flow of energy, the hypnogenic zones, the language of change, the 3 Pillars to Natural Weight Loss, re-establishing balance in people's lives, your subconscious body image, the 7 keys to weight loss success, the centering technique, energy balancing and emotional maturity.

Name of Course: Emotional Healing

Clock Hours: 32 hours Credit Units: 2.4

This Course explores in-depth the study of emotional trauma for personal transformation. The twin emotions of love and hate are realized to be the essence of all other emotions, within and between all human beings. Discussion and understanding what emotions are, how the Emotional Body works, and how Positive Emotions affect your health. Energy measurement demonstrations are conducted in class to determine the strength of each of our positive emotions, as well as negative ones. Depression, Anger, Panic Attacks and Anxiety are discussed in relation to symptoms, causes/triggers, and genetics. Different types of stress are analyzed for their role in human behavior and health. Students learn practical tools for de-stressing quickly and how to minimize daily stressors. Students explore and learn the subjective experience of time for peace, happiness and greater efficiency in their lives.

Name of Course: Self-Healing

Clock Hours: 32 hours Credit Units: 2.4

This course provides the knowledge of the fundamental cause of all diseases in life. Students discover how to restore and balance mind, body and emotions to eliminate unwanted symptoms. A set of specific techniques is provided for maximum self-healing, transformation and well-being. Different types of stress are analyzed for their role in human behavior and health. Students learn practical tools for de-stressing quickly and how to minimize

daily stressors. Students explore and learn the subjective experience of time for peace, happiness and greater efficiency in their lives.

Name of Course: Mind/ Body Science

Clock Hours: 32 hours Credit Units: 2.4

The basis of this course is for the student to understand the intimate Interconnection of the mind/body relationship in the human experience. Mind/body dynamics is analyzed and understood from both the Eastern and Western perspective. Students study different modalities to effect personal change.

Discover and explore the many different types of communication and assess their impact on human behavior in this course. Students have the opportunity to learn the language of change and its application to the therapeutic process. The student gains the knowledge required for interpersonal communication and understanding. The importance of linguistics and body language are analyzed and used to facilitate client transformation. In addition, public relations are learned, developed and enhanced.

Name of Course: Healing with Energy

Clock Hours: 32 hours Credit Units: 2.4

Students are introduced to a number of energetic modalities. This Course explains how energy effects their environment and things around them, and how it effects healing and transformation. This course emphasizes the fundamental idea that everything in the universe is composed of energy (quantum mechanical physics.) Healing and transformation requires energy.

Students discover the four states of consciousness and their importance to attain a state of well-being and human potential. Presented is how to recognize and use intuition. Western and Eastern methods are explored for the significant insights, which can be used to assist clients in their therapy practice.

Name of Course: Intuitive Arts

Clock Hours: 32 hours Credit Units: 2.4

Students discover the four states of consciousness and their importance to attain a state of well-being and human potential. Presented is how to recognize and use intuition. Western and Eastern methods are explored for the significant insights, which can be used to assist clients in their therapy practice.

Name of Course: Behavioral Coaching

Clock Hours: 32 hours Credit Units: 2.4

In this course the student gains knowledge of specific behavioral techniques and strategies to overcome resistance to personal change that many clients have. Students study powerful alternative healing techniques to change negative behaviors and addictions into positive ones.

Name of Course: Externship

Clock Hours: 180 hours Credit Units: 6.0

In this course the student utilizes hands-on applications and techniques learned in the modules of study. Student partake in clinical case studies, clinical experience, case management, counseling and interviewing techniques, marketing their practice, advertising, ethics and business practices. Monthly reports are submitted to the instructor for review and critiquing.

HERBAL and BOTANICAL PRACTITIONER COURSEWORK

Name of Course: Respiratory System

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Module. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Obesity and relevant health risks

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Natural Pain Management

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Module. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required.. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Emotional / Psychological Health

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Digestive System A - Stomach

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Digestive System B – Intestinal

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework,

reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Epidermis

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Infection and Inflammation

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Immune Disorders

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Emergency and Survival Medicine

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Cancer

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Endocrine System

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework,

reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Cardiac / Circulatory System

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Muscular / Skeletal System

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Kidney / Liver

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Neurological

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbarmulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Sensory System

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Cranial

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Module. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework,

reading, herbal formulating and presentation homework are required. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Gynecological

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required at the Practitioner and Master Practitioner levels. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Sexual

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required at the Practitioner and Master Practitioner levels. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Seasonal Acute

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Module. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required at the Practitioner and Master Practitioner levels. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.

Name of Course: Parasitic, Mold, Fungus.

Workshop Clock Hours: 9

Herbal Practitioner Hours: 18

In this course the student utilizes hands-on Herbal ID and formulating techniques learned in the course, specific to the health issues reviewed in this Course. Energetics, Global and historical use of herbs, and practical and relevant ways to use herbs for general health and wellness are reviewed. Homework, reading, herbal formulating and presentation homework are required at the Practitioner and Master Practitioner levels. Monthly reports, quizzes and quarterly exams substantiate learning outcomes.