

100-Hour Course Student Manual & Policy Guide



**INTERNATIONAL COLON
THERAPIST TRAINING
INSTITUTE (ICTTI)**

A Division of Prime Pacific Health Innovations Corp.

Rev: September 24, 2018

Colon Therapy Program Goals and Objectives

The International Colon Therapist Training Institute (ICTTI) is a division of Prime Pacific Health Innovations Corp. ICTTI provides colon therapist education that provides graduates with the competencies necessary to safely practice as colon therapists. Students will learn basic anatomy and physiology with a focus on the digestive system; pathologies of the digestive system; indications and contraindications to colon hydrotherapy; infection control procedures; professionalism and ethical conduct; basic business and accounting; history of colon hydrotherapy; and will deliver hands-on treatments under the supervision of qualified instructors. Successful graduates of this program will be eligible to write the International Association of Colon Therapists (I-ACT) Foundation Level Exams to become I-ACT certified Colon Therapists.

Program Goals:

- Teach in a structured, warm, supportive, interactive environment that fosters learning
- Teach students to embrace the roles and responsibilities of their profession and to personally model a healthy lifestyle that is reflective of the profession
- To be leaders and innovators in the ongoing development and instructional delivery of colon therapy curriculum and education
- Advance the strength and credibility of the colon therapy profession through education and evidence-based approaches to understanding the effects of colon hydrotherapy
- Work collaboratively with I-ACT and government agencies to maintain professional and safety standards

Program Learning Objectives:

Upon completion of this program, the successful student will be able to:

- Perform the competencies set out by I-ACT's Foundation Level learning requirements
- Demonstrate an understanding of foundational knowledge in anatomy and physiology, pathology of the digestive system, indications and contraindications to colon hydrotherapy, infection control procedures, and basic business knowledge
- Demonstrate competence in the delivery of safe and effective colon hydrotherapy treatments
- Demonstrate that they are capable of conducting themselves with professional integrity

ICTTI Faculty

Our team of instructors brings a wealth of clinical and educational experience. While most are I-ACT certified colon therapists and I-ACT certified instructors, we are pleased to have naturopathic doctors and a registered massage therapist as part of our team. We support and encourage all of our instructors to engage in life-long learning.

Colon Therapy Program Overview

ICTTI is located at 1132B-585 Seaborne Avenue in Port Coquitlam, British Columbia. Our intensive 100-hour program is taught over 12 days. The program includes approximately 30 hours of clinical practicum.

Students learn relevant academic knowledge including anatomy and physiology and pathology, clinically relevant theory, and contextual information regarding the history of colon hydrotherapy and the debate that developed in the 20th and 21st centuries. The clinical practicum allows students to develop the ability to confidently deliver safe and effective colon hydrotherapy treatments.

Days typically begin at 9AM and end between 4:30PM and 6PM (varying from day to day). Students are expected to be present for all of the 12-day, 100-hour program.

Students will be expected to study the material that is sent to them in advance of commencement of classes. We recommend 20-40 hours of pre-study. In addition, we recommend 1-2 hours of review each evening of the material covered that day. This will make your success in the exams at the end of the program more likely.

Students will be required to make a presentation on the digestive system to the class and instructor(s), which should be prepared prior to commencement of the course.

Admissions Policy

The following are the requirements for admission to ICTTI's program:

- High School Diploma / GED (or higher)
- Current Standard First-Aid with CPR certification
- College Level Anatomy & Physiology Course
- Your Resume (professional and educational background)
- A short paragraph outlining your reasons for pursuing colon therapist training
- Proof of minimum of one colon hydrotherapy treatment received (or an explanation as to why you are unable to receive colon hydrotherapy treatments)

Personal/Professional Qualities

In addition to meeting the academic standards, students will be required to demonstrate high levels of motivation, compassion, integrity, mindfulness and caring as well as English competency, commitment, and personal confidence. These will be determined through the interview process that will be conducted over the telephone or via Skype wherein the candidate will be interviewed by an ICTTI representative and through portfolio evidence (electronic or hard copy artifacts that indicate the student's level of readiness and commitment to complete the colon therapist training program).

Health Standards

Each candidate will need to confirm a level of health and fitness that meets the requirements and rigours of the colon therapy profession and of the intensive training program. This will be confirmed through the interview process. Students may be required to produce a doctor's note indicating their physical readiness to take part in the program.

Procedures

Student applicants will:

1. Submit the online ICTTI application form which includes copies of the requirements for admission listed above
2. Undergo a telephone interview with an ICTTI representative
3. Review, sign, and return to ICTTI the Enrollment Agreement
4. Pay the tuition in full a minimum of 25 days prior to the first day of the course

Note: Final decisions regarding the suitability of a candidate rest fully with ICTTI and its Admissions representatives.

Refund Policy

- All refunds will be returned directly to the individual or organization that made the initial tuition/fee payment to ICTTI.
- ICTTI will provide a full refund of tuition minus \$200 for textbooks/materials already sent to the student for students who withdraw from the program if ICTTI receives written notice no later than 7 days after the effective contract date
- Students who cancel this contract by notifying the school in writing after more than 7 days of the effective contract date and no less than 45 days prior to the commencement of the course are entitled to a full refund minus a \$250 cancellation charge and \$200 for textbooks/materials already sent to the student.
- Students who cancel this contract by notifying the school in writing less than 45 days prior to the commencement of the course are entitled to a 75% refund of the full tuition amount less a \$250 cancellation charge and a \$200 charge for textbooks and materials already received.
- Students who postpone their start date to a later 100-hour course by notifying the school in writing less than 45 days prior to the commencement of the course will be charged a \$500 rescheduling fee.
- Students who postpone their start date to a later 100-hour course by notifying the school in writing 25 days prior to the commencement of the course or less will be charged a \$1000 rescheduling fee.
- Postponement of starting date **at the discretion of the school** will be communicated to the student within 25 days of the starting date of the course. Tuition paid by the student will either be applied to a future 100-hour course or a full refund minus a materials/textbooks fee of \$200 will be issued to the student, whichever is preferable to the student. *If the student requests a refund it will be issued within 30 days of the written request for this option.*
- In case a student withdraws from or is terminated from the program due to unprofessional conduct after commencement of classes, the school will retain the cancellation charge plus course textbook and material fees, plus a percentage of tuition fees, which is based on the percentage of contact hours attended:

Student is entitled to upon withdrawal/termination	Refund (of full tuition amount)
Within first 10% of the program (Day 1)	75% less cancellation & books charge
After 10% but within the first 25% (Days 2-3)	50% less cancellation & books charge
After 25% but within the first 50% (Days 4-6)	25% less cancellation & books charge
After 50% but within the first 75% (Days 7-9)	10% less cancellation & books charge
After 75% (Day 10 until course completion)	No Refund

All refunds will be made within 30 days from date of notice of termination or notice of withdrawal from the course. The official date of termination or withdrawal of a student shall be determined in the following manner:

- a. The date on which the school receives written notice of the student's intention to discontinue the training program
or
- b. The date the student violates a policy outlined in the Student Manual & Policy Guide, which provides for termination

Definitions:

Effective Contract Date: The later of: a) the date the student signed or b) the date the representative of ICTTI signed the Enrollment Agreement

Notice of Withdrawal: A written email, note, or other type of documentation which indicates a student's formal withdrawal from the colon therapist training program. Students are considered to be part of the program until such time as the notice is submitted to ICTTI by the student.

Notice of Termination: A written email, note, or other type of documentation prepared by ICTTI and delivered to the student which indicates that the student is being terminated from the program, and clearly outlines the offence which caused the termination.

Respect and Fairness Policy:

ICTTI maintains a respectful and fair environment for students, staff, and patients. All staff and students are to treat each other fairly and ethically. ICTTI carries out business with honesty and integrity. ICTTI staff and students must respect the dignity and human rights of everyone associated with ICTTI and provide a safe environment for staff, students, and clients. We promote open and honest communication while respecting confidentiality and privacy.

Attendance Policy:

All components of the intensive 100-hour colon therapist training program are essential, including all course content and each instructional activity. Students are expected to arrive in class on time and to be fully prepared to engage in each session's activities. Students unavoidably absent due to serious illness or another unavoidable circumstance are expected to notify ICTTI in writing at info@colonhydrotherapyschool.com and by telephone/voicemail at 604-929-7019 prior to the start of class that day.

In order to receive credit for the course making them eligible to graduate and sit the I-ACT exam, students must attend a minimum of 90% of the program. Failure to attend 90% or more of the program will result in students being required to re-take the course before becoming eligible to graduate and sit the I-ACT exam. Extenuating circumstances should be forwarded to the head instructor, whose decision in such appeals is considered final.

ICTTI Health & Safety Standards

ICTTI is committed to providing students and staff with a safe and healthy learning/work environment. Health and safety principles from which our policy has been developed are as follows:

- Personal safety is everyone's responsibility. Each ICTTI member is responsible to adopt practices that maximize their own safety and the safety and well-being of fellow students and co-workers
- Faculty is responsible for creating a safe and clean learning/work environment
- ICTTI will comply with all safety laws and safety best practices
- ICTTI will investigate and audit all incidents and use the findings to continuously improve their safety practices and procedures

First Aid

- 1st aid kits are located in the administration offices and clinic area

No Smoking

- There is no smoking permitted on the ICTTI premises

Drugs & Alcohol

- ICTTI promotes a drug and alcohol-free learning/working environment; those substances are prohibited on ICTTI premises

Food Allergies

- Students with food allergies should inform ICTTI management to ensure that appropriate steps are taken to create a safe learning environment.

Examinations & Assessments

Written Examinations:

Anatomy & Physiology Baseline Knowledge Exam:

Students will be required to pass an A&P exam to confirm their baseline knowledge in A&P on day one of the training program. This is a 50-question multiple choice exam and they will be given one hour to complete it. The passing grade for this exam is 75%. Failure to achieve 75% will result in students being given one opportunity to re-write this exam on the final day of classes.

I-ACT Foundation Level Written Exam:

Students will be given the opportunity to sit the I-ACT exam at the end of the course. This is a 100-question multiple choice exam and you will be given two hours to complete it. The completed exam is sent to I-ACT for marking, along with their application for I-ACT membership, payment of I-ACT membership fee, and payment of I-ACT exam fee. The passing grade for this exam is 75%.

Digestive System Presentation

Students are required to give a 15-minute presentation on the digestive tract. They will present to the class and instructor(s), demonstrating knowledge and understanding of the digestive system.

Clinical Practical Exam

Students will be assessed on the entire colon hydrotherapy treatment procedure, starting with evaluating the client for contraindications, communicating treatment procedure to the client and obtaining informed consent, delivering an effective and safe colon hydrotherapy treatment, and ending the treatment and answering client questions. Students will be evaluated on their competence, their delivery of a **safe** treatment, and confidence.

Program Completion Requirements

Graduation from ICTTI:

In order to graduate from ICTTI's program and receive a diploma of completion you must successfully complete the I-ACT A&P Baseline Knowledge Exam; deliver an informative presentation on the digestive system; and safely and competently complete the clinical practical exam. A certificate of completion will be issued to successful students.

I-ACT Certification:

In order to receive I-ACT certification you must successfully complete the I-ACT A&P Baseline Knowledge Exam; deliver an informative presentation on the digestive system; and safely and competently complete the clinical practical exam; receive 75% on the I-ACT Foundation Level written exam; and pay the I-ACT membership and exam fees directly to I-ACT. I-ACT will issue a I-ACT Foundation Level certificate to successful students.

Student Facilities at ICTTI:

Classes will be held in a classroom large enough to accommodate the class comfortably.

Students will have access to a fridge, a microwave, a small toaster oven, and filtered water.

Students are required to maintain a tidy environment, cleaning up after themselves.

Washrooms are available for student use both in the administrative offices and in the clinic area.

Cell Phone and Computer Use Policy

During class times all cell phones MUST be turned off and put away. Putting the phone on vibrating mode is *not* acceptable, as it is still distracting to classmates and the instructor. The intensity of the program requires complete attention during classes, and ICTTI's commitment to building a learning environment requires full consideration of the learning requirements of all students in your class. For this reason phones should be accessed during breaks only, and personal calls must be made/taken from outside the classroom or off the school floor.

Computer Use and Wifi Policy

ICTTI provides wireless internet connection for instructional purposes during class-times and for student convenience during breaks. Unless the instructor has specifically asked a student to do an internet search during class time, students are to refrain from surfing the web while in class – particularly for information unrelated to the course.

Downloading large files will slow down or crash the system. For this reason students are to refrain from downloading non-curricular materials using ICCTI wifi.

Receiving a Colon Hydrotherapy Treatment

Students' first treatment during the clinical practicum is scheduled to be given to a classmate. If a student wishes not to receive a colon hydrotherapy treatment during the training they should inform the ICCTI course coordinator at least 30 days prior to the commencement of the course.

Dress and Attire

Classroom/Daily Attire

ICTTI requires students to present themselves in a professional manner as a first step toward professional practice. We encourage students to dress in a manner that is consistent with expectations of and for the profession.

At ICTTI, spandex, pajamas, worn-out track pants, sheer clothing, jeans with holes etc. are not acceptable. All students must ensure that blouses, shirts, and other types of upper body wear provide adequate cover. Low-cut tops or bare midriffs not appropriate and do not convey a sense of professionalism. The length of shorts and skirts should be no shorter than 2 inches above the knee.

Clinic Attire

Students are required to wear scrubs (not provided by ICTTI) or a lab coat over their clothes (provided by ICTTI) during their clinic internship.

Grounds for Termination

Termination (i.e. dismissal from the program) is deemed necessary if a student:

- Cheats on an examination or assignment
- Exceeds the absentee limit as outlined in the Attendance Policy of this manual
- Fails to fulfill financial agreements
- Uses unprofessional or demeaning language and/or exhibits inappropriate behaviour towards a faculty member, student, or school client
- Engages in harassment of either a verbal, physical, or sexual nature towards a faculty member, student, or patient
- Fails to comply with the Policies and Procedures of ICTTI

Any student who is dismissed from ICTTI will immediately stop attending classes and will no longer be able to participate in any aspect of the program. A student who is dismissed will have his/her tuition refunded in keeping with the school's Refund Policy.

Students will be informed in writing of dismissal with clear indication of grounds for dismissal.

Student Withdrawal Policy

If a student makes the decision to withdraw from the program at ICTTI, they will do so under the conditions described below. The Refund Policy outlines applicable refunds or fees as calculated from the date the withdrawal notice was received.

The withdrawing student must provide ICTTI administrator a formal written notice setting out the following:

- Their full name and address
- The date when they are withdrawing
- The reasons for withdrawal

Postponement of Course

ICTTI requires a minimum of two students enrolled in order to run the course. Should less than 2 students be enrolled you will be informed a minimum of 28 days prior to the commencement of the course. You will be automatically enrolled in the next scheduled course. Alternatively, should you request it, you will be granted a refund of the full tuition minus a \$200 book fee for the books that you already received.

Dispute Resolution Policy

Where applicable, school policies will be used to settle disagreements. If a student has a disagreement with a staff person or another student, the first step should be to approach that person directly and attempt to resolve the issue. If this does not lead to resolution, the student may approach the head instructor or other administrator to seek informal resolution. If the issue cannot be resolved, the student should follow the steps below:

1. The student should submit a written complaint to ICTTI's course coordinator outlining the following points:
 - a. The circumstances leading to the complaint
 - b. All efforts taken to resolve the issue
 - c. The student's proposed solution for the situation
2. If required or deemed necessary, the course coordinator and possibly the head instructor may conduct enquiries, meetings or investigations with any parties involved to gather additional information about the situation
3. Next, the course coordinator and possibly the head instructor will determine a final resolution and send a written response to the student that includes reasons for the chosen action(s) within 1 day of receipt of the student's complaint.
The decision of the course coordinator and/or head instructor will be considered final.

Students making a complaint may be represented by an agent or lawyer and will not be subject to any retaliation as a result of their complaint.

All disputes should be brought to the attention of the course coordinator in a timely fashion.

If the student has exhausted the options offered by this dispute resolution process and is dissatisfied with the process that was followed and/or has been misled by the institution regarding any significant aspect of the process, s/he may file a complaint with the I-ACT Grievance Committee online at www.i-act.org

act.org/iactmember/committeelist.html. All student complaints submitted to the Grievance Committee must be in writing and shall be filed within one year after the discontinues training at the school.