

The Naturopathic Institute of Therapies and Education is licensed by the State of Michigan, as well as the curriculum approved by the Therapeutic Bodywork Practitioner program. Our program is also accepted by NCBTMB and FSMTB. We meet the criteria required for MBLEx test eligibility.

This orientation booklet was last revised in August 2023. All information is subject to change.

Orientation Booklet - TBP
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The Naturopathic Institute's Philosophy:

*"Health is not a flower that you pick;
it is a path that you must follow."*

Bessheen Baker, Founder

Vision and Mission Statement

Resonating With Our Intention

The Naturopathic Institute of Therapies and Education (NITE) is vibrant, successful, unified and renowned.

We are reputable and beloved.

We maintain attainable, sustainable growth,
easily recruiting mature men and women

who have a passion for learning and find NITE valuable and affordable.

Our instructors, administrators and staff are fulfilled with our visionary work;
received, respected and highly skilled in their areas of expertise.

We connect and communicate skillfully in verbal and non-verbal ways with
our wonderful students and each other.

Naturopathic Institute students are of exceptional quality -
committed, passionate, open-minded, delightful, responsible learners.

They are respectful, willing to be awake, have great work ethics,
and persevere with graceful tenacity.

They are capable and successful in their mission as leaders in natural health.

We co-create with wisdom and shared passion our collective vision;
inspiring radiant health, healing, and love throughout our
community, the world and beyond.

Welcome!

This orientation booklet is to provide you with an overview of the expectations and policies here at the Institute; and, to make sure that you start out your program with a master copy of various forms that you need for things like turning in homework, logging volunteers, and documenting practical hours spent outside the classroom.

Some of the basics you need to know:

NITE General Line & Academic Advising Team: (989) 773-1714
Herbs Etc.: (989) 773-3636
Tuition Payments: (989) 317-4787

NITE, Herbs Etc. and NCC Fax: (989) 775-7319
(Not for homework)

Mailing address for NITE and Herbs Etc and the
Naturopathic Community Center:
503 East Broadway Street, Mount Pleasant, MI 48858

Centennial Hall
(Location for most bodywork classes and labs)
306 Michigan Street, Mount Pleasant, MI 48858

Oak Street House
(Off site accommodations)
213 Oak Street, Mount Pleasant, MI 48858

NITE Website: naturopathicinstitute.org
Email: contact@naturopathicinstitute.org

Academic Advising Team
Email: academicadvising@naturopathicinstitute.org

NCC Website: naturopathiccommunitycenter.org
Email: contact@naturopathiccommunitycenter.org

Herbs Etc. Website: herbsetc.org
Email: contact@herbsetc.org

This book should be of great assistance, and if you can suggest any additions that will make future students' experiences here better, we would appreciate hearing them.

ORIENTATION

Orientation provides detailed information for the entire program. Students will be given books and professional equipment at orientation, as well as have a photo taken for a student ID, and an in-depth review of the policies and procedures, and expectations of students who attend the Institute. Any books or equipment not available at orientation will be available at the Institute as soon as it arrives.

ACADEMIC POLICIES & PROCEDURES

THERAPEUTIC BODYWORK PRACTITIONER PROGRAM

The Therapeutic Bodywork Practitioner program consists of one year of study, with face-to-face and online work to meet the State requirements of 625 hours of instruction. Students in this program attend two weekends a month for most of the classes. After finishing the program, students will be fully prepared to take the MBLEx, and apply to the State of Michigan to become a Licensed Massage Therapist (LMT). The bodywork program requires a student to take the six core massage classes and labs in order. Other classes in the program can be taken in any order. This program starts twice a year. This program must be completed within 36 months of the start date.

CLASS SCHEDULE & AVAILABILITY

Generally, all weekend classes begin Friday, 5 p.m. – 9 p.m., and Saturday and Sunday from 9 a.m. – 6 p.m. Students in the Therapeutic Bodywork Practitioner program will meet during Lab weekends on Friday, 5 p.m. – 9 p.m., and Saturday and Sunday from 8 a.m. – 6 p.m.

The classes and labs will be taught at either the Institute in one of the classrooms or at Centennial Hall. Centennial Hall is located at 306 Michigan Street. The location for each class or lab will be provided in the email sent to confirm your attendance on the Monday before the class or lab weekend.

In order for a student to successfully finish the program, the six core massage classes will need to be finished in succession in order to move on to the next class. If you miss a lab, you may be able to reschedule based on availability. All non-lab related classes can be taken at any time.

For students wishing to combine one or more programs from different departments, the student will need to meet with the academic advisor, the accounts receivable office, and receive approval from the Director of Education. We do recommend, however, taking your time to complete each program year as it is suggested to get the full academic experience and skill sets, and then take advantage of the other learning opportunities available to you.

ATTENDANCE

Attendance Sheets

Students are responsible for signing in at the beginning of each class, out and in for lunch, and out at the end of the class. If you fail to sign in or out, **for any section**, you are considered

absent and lose the scheduled hours. If you have an emergency, you must call the administration office to notify them. Excused absences will be considered on an individual basis. Students must maintain a 90% attendance record. If they fall below 90%, they must make arrangements for make up, if the instructor or the Director of Education approves.

Being Late

Classes start on time! Any information covered will not be re-addressed for anyone who is late. If you are 15 minutes late, you lose 1/2 hour of class time. If you are 1/2 hour late, you lose 1 hour of class time. If you are later than 1 hour, you lose 2 hours or the actual time you are late rounded up to the next 1/4 hour, whichever is greater. If you are 15 minutes late coming back from lunch, you lose 1 hour. If you are 1/2 hour late, you lose 2 hours. In other words, DON'T BE LATE!

Excused Absences or Lateness

Requests must be in writing and sent to the administration office and will be considered on an individual basis. Consideration will be on what control the student has over the event. Use the Excused Absence Request Form.

Leave of Absence

A request for a leave of absence must be in writing. Each circumstance will be considered on an individual basis. We will do our best to accommodate each student with their needs. The first option is to apply their fees to the next time a course is offered. Keep in mind each diploma program is allowed 36 months to complete.

Extra Credit Hours

If a student needs to make up hours, then the instructor or administration can offer extra credit hours, granted one time per diploma year. These may include such things as a book report, giving a lecture or extra Directed Studies. These will all have a time limit and must be completed within that time in order for credit to be given. See the Director of Education for details.

Retakes

Students are allowed to retake any class they have previously attended if the homework for that class has been completed. The retake fee is only \$50. If the homework is not completed, the retake fee is \$100.

Certificates of Attendance

Certificates of Attendance: Both diploma program students and individual class participants are awarded a Certificate of Attendance for classes that are successfully completed.

Note: Therapeutic Bodywork Practitioner students will receive one certificate for completing the six core massage classes.

School Closure/Class Postponement Policy

The school reserves the right to change the opening and closing dates of its classes, hours of instruction, equipment, faculty, tuition rates and fees. In the event of labor disputes, act of God, or government mandates, the school reserves the right to postpone training until

circumstances are such that the school can move forward on its regular course of business. All students will receive the opportunity to finish their programs. In case of such an event, students will be communicated with through our web site, email, and social media platforms, and this should be construed as official notification and communication.

DIRECTED STUDIES FOR THE THERAPEUTIC BODYWORK PRACTITIONER PROGRAM

Directed studies are designed to continue education and learning beyond the classroom. They are part of all programs, and students shall expect approximately 30 hours of assignments for each class. Each class credited toward a diploma will have a directed studies assignment. Each program has defined requirements for their respective directed studies.

General Directed Studies Requirements

1. The assignment is generally due 30 days from the date of the class. For example, if the class is May 1-3, then the assignment is due June 3.
2. All classes and log hours must be recorded on appropriate log sheets.
3. All assignments must be typewritten, double-spaced, 12-point font, with one-inch margins.
4. If the class requires the student to teach a one-hour class on the subject, then specific rules apply for verification of attendance and presentation materials.
5. A request for an extension of Directed Studies due dates is permitted. Extensions need to be requested by submitting the request form with payment by the original due date. Any Directed Studies **not** completed and turned in by the original due date are considered late and an extension must be filed.

Directed Studies Extension Request

Extension #1 must be filed by the original date that the Directed Studies was due. This requires a Directed Studies Extension Request form and a fee of \$50 turned in to the Academic Advising Office. This form gives the student an additional 30 days to complete the assignment. Nothing will be extended unless the form **and** the payment are received.

If the Directed Studies is **not** completed at the end of the first 30-day extension, the student can apply for a second extension.

Extension #2 must be filed by the end date of the first extension. It also requires a Directed Studies Extension Request form and a fee of \$50 turned in to the Academic Advising Office. This form gives the student an additional 30 days to complete the assignment. Nothing will be extended unless the form **and** the payment are received.

If after filing two (2) extensions, giving a total of 90 days to complete the Directed Studies assignment, it is still not complete, the student will need to **retake the class with an additional fee of \$100. Retaking a class may mean delaying your graduation date by a year or more.**

If a student reaches out to retake a class prior to the Directed Studies original deadline, the retake fee is \$100. Once it is past the due date, and extension dates, the fee is \$200.

Directed Studies Graded Incomplete

Submitted homework that is returned marked as Incomplete needs to be resubmitted within 30 days of notification of the Incomplete from the Academic Advisor. Failure to complete within 30 days will require student to retake the class.

The Academic Advisor will notify the student of the information that is incomplete in the homework by email. If the missing or incomplete items can be completed and brought with the student the next time they come to class, then their incomplete homework (which should be in the student's mailbox), and the additional materials will be combined and all resubmitted at the time the student comes to class.

If the missing or incomplete homework assignment cannot be completed without the original work being in front of the student, then the incomplete homework will be mailed or emailed to the student. The 30 days notification rule still stands from the date the student was informed of the Incomplete. This will include mailing time.

Arrangements for mailing or emailing the materials can be made with the Academic Advisor at the time of notification. A postage fee will be assessed.

LOGGING PRACTICAL HOURS

For some of your classes, practicing on people is required as part of the Directed Study assignment. This usually means that you find friends and/or family members who are willing to be your practice clients, and who are willing to be contacted by the Naturopathic Institute to answer questions about their experiences. There is a master copy of the form that you should use when you are logging this kind of practical work included in this manual, Practical Log Hours Sheet.

VOLUNTEERS/PARTICIPANTS

How do I find people to volunteer to be my "clients"? Think first of friends, family, classmates, and neighbors. You may also want to consider going into a specific group, such as in a community recreation center, nursing home, school, or social group. If you are really stuck for participants, ask your instructor or staff members for suggestions.

For the six core massage classes you can only use the same volunteer a total of two times. There are six directed studies that have practical massage requirements, and for those six assignments you can only use the same volunteer twice. For the other Directed Studies, you can use the same volunteers for each class.

TEACHING AS PART OF A DIRECTED STUDY

When you are asked to get a group of people together to teach them something that you have learned, remember the reason you are doing this: **you learn something much better yourself when you explain it to someone else.** Your class is to be at least one hour long and have a minimum of ten people (at least 10 years of age—i.e., you can't teach a room full of toddlers!) in attendance. This is a vital part of your learning here at the Institute, and you will be helping others, too! There is a master copy of the Directed Studies Lectures Attendance Log Sheet in the back of this manual. All the NITE forms are located under the Forms tab on

the Website: <https://naturopathicinstitute.org/students/>.

Class Attendance Verification

Did you know that every time you have to teach a class as part of your homework, we call or email some of the participants to verify their attendance at your class?

This can be a tedious endeavor as many people no longer answer calls from a number they do not know. To make things easier, we are changing the way in which class attendance is verified. You will now have three options to choose from that will allow us to verify the attendance at your class.

Please note: The NITE Attendance Log (Sign in Sheet) will STILL BE REQUIRED for all classes taught as part of your homework.

The following are the acceptable items that can be submitted to allow us to verify attendance at the classes you teach. Only one option is required.

- 1) A supervisor, organization leader, or professor signature along with their full name and phone number. (This option is only applicable if you taught your class to an organization or as part of another supervised class such as a college course)
- 2) A picture taken at the class with all the students in attendance holding a LEGIBLE sign with the TITLE and DATE of the class. This picture must be printed off, but it can be in black and white on normal computer paper.
- 3) Emails for all class participants. If a participant does not have an email address, that's fine, just have them list their phone number instead. If you are choosing this option, you must read the following blurb at the beginning of your class:

“Thank you for coming to my class today. I wanted to let you know that you will be receiving an e-mail in the future asking you to verify your attendance at this class. The email will be titled: PLEASE RESPOND- Class Attendance Verification for (*insert your name*)'s (*insert the name of the class you are teaching*). The survey is five questions long and should only take you a minute or two to complete. Your email address will only be used for the purpose of this survey and will not be shared for any other purposes.”

ADDENDUM: TEACHING CLASSES – COVID-19/PANDEMIC POLICY CHANGE

Beginning November 15, 2020, the Institute has made a policy change to recognize the hardship that some students have and may continue to encounter when teaching classes for their directed studies.

It is highly recommended and encouraged that students attempt to teach their class twice in person if needed. If the student is not successful, then the student may use an electronic format, either Zoom or Go-To-Meeting platforms, to teach their classes online.

If the student chooses an electronic format, the student will still have to verify attendance of their class attendees by having the attendees send an email to the **student** confirming they

attended the online class. The student will include these emails stapled to their Attendance Log sheet and put it in their homework folder for submission.

All emails from participants must include the following items to receive credit:

- Name of Participant
- Phone Number
- Email Address
- Date / Time of Class
- Class Title
- Presenter's Name

This policy will remain in effect until otherwise noted.

STUDENT DASHBOARD/PORTAL

The Naturopathic Institute has created a student portal to create transparency with our student body. When you were added to the portal at the time of your enrollment, you should have received an email providing you with a login name and temporary password:

Hi STUDENT_NAME,

A new account has been created for you at the Naturopathic Institute | Student Portal and you have been issued with a new temporary password.

Your current login information is now:

username: USERNAME (this is filled in when you receive the email)

password: GENERATED_PASSWORD (this is filled in when you receive the email)

(You will have to change your password when you login for the first time)

To start using Naturopathic Institute | Student Portal, login at

<https://students.naturopathicinstitute.org/login/?lang=en>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

You will need to access the Student Dashboard/Portal to complete your required online work/journal entries.

ONLINE WORK REQUIRED/JOURNAL ENTRIES

You are required to complete several hours of work online. To get to the online learning portal, please follow these instructions:

1. Visit <https://students.naturopathicinstitute.org/>
2. Log in using your username and password.
3. You should see a list of available courses. Click on Therapeutic Bodywork Program.

4. You will now see a list of classes. If there are currently available Journal topic questions, you will see a link below the name of the class. Click it.
5. You will see the journal topic questions as well as your submission status. Scroll down and click the "Add submission" button.
6. Answer the questions in the field provided and click "Save changes."
7. That's it, you're all set!

You may return to this page at any time before the due date to edit your submission.

GRADING AND ACADEMIC SUCCESS

Weekend class tests and Final Exams are based on a percentage grading system (the number of correctly answered questions divided by the number of questions on the test). A student must achieve 75% or higher to pass the test. Practical testing is graded on a checklist of areas to be done or covered by the student. The student must explain and/or demonstrate, to the satisfaction of the examiner, at least 75% of the items on the checklist. Oral exams can consist of any of the areas covered in the program of which the student is testing. The examiner will ask questions, and the student will answer to the best of his/her ability. The student must score at least a 75% in each of these areas to pass.

Directed Studies, evaluated practical work and segments of the final exam are graded on the following grading scale:

- 5.00 Professionally Competent, Exceptionally Skilled
- 4.00 – 4.99 Professionally Competent, Strongly Skilled
- 3.00 – 3.99 Professionally Competent
- 2.00 – 2.99 Needs Improvement
- 0.00 – 1.99 Unsatisfactory

Notification of Grades

Students receive their evaluation of their class tests at the end of each weekend. Final exam scores will be available at the end of the exam series, as well as published on the final transcript for that program year.

Exams and Re-Test Policy

Class Test: Any test that needs to be re-taken for a class or lab regardless of the circumstances, must be completed within 30 days of the date the test was originally administered. Failure to re-take the test within 30 days will result in having to pause the student's current schedule of classes and retake the class the next time it is offered with a passing score to be able to continue forward in the program.

Final Exams: Any final exam re-take needs to be completed within 14 days of the date that the original exam was administered. Failure to re-take a final exam segment within the 14 days will result in needing to re-test the ENTIRE final exam weekend the next time it is offered.

Final Exam Exceptions: Students who have been allowed exceptions for taking final exams because of outstanding directed studies and/or research papers will have until 14 days prior to

the start of their next program year to complete and turn in all outstanding requirements. Failure to turn in the outstanding requirements will result in needing to re-test the entire final exam weekend the next time it is offered to receive an official transcript, diploma, and eligibility to start the next program year.

MENTORS & TUTORS

Our goal is to help all students achieve academic success. However, that success depends on the seriousness of the student. If you find that you are having difficulty learning and understanding course material, please let your instructor, the academic advisor, or the academic advising office know as soon as possible. The Naturopathic Institute provides mentors and tutors free of charge to students that need extra help. Please contact the academic advising office at (989)773-1714 to learn more and to sign up for this service.

Also, with a student membership to the Associated Bodywork & Massage Professional organization (AMBP), you receive support resources including online resources, a “Student Success Guide”, and a “Massage Year Planner”. These are not required but should help if you feel you need it.

STUDENT CONDUCT

Students are expected to practice common courtesy and to respect fellow students’ boundaries. Students must practice proper hygiene. No disruption of the class is acceptable. Soliciting of fellow students for products or services is not allowed. All cell phones must be turned off during class time. If the need arises, a student will be notified and given a verbal warning of the offensive behavior. If the situation is not resolved the student will receive a written warning including the offense, the correction needed, and the consequences if not resolved. If the behavior does not change, then the student may be withdrawn from the class or program without a refund. Students will refrain from drinking alcohol over the weekend of class and/or lab; any student whose clothing or breath has remnants of alcohol or drug usage will be asked to leave. Repeated offenses may be grounds for dismissal.

ACADEMIC DISHONESTY

Academic dishonesty or academic misconduct or any type of cheating that occurs in relation to a formal academic exercise is prohibited. It can include:

- Plagiarism: The adoption or reproduction of original creations of another author (person, collective, organization, community, or other type of author, including anonymous authors) without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any formal academic exercise.
- Deception: Providing false information to an instructor concerning a formal academic exercise – e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- Bribery/Paid Services: Giving assignment answers or test answers for money.
- Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

- Professional misconduct: Professional acts that are academically fraudulent equate to academic fraud and/or grade fraud.
- Impersonation: Assuming a student's identity with intent to provide an advantage for the student.

Any/All forms of academic dishonesty will not be tolerated and will be dealt with on an individual basis between the instructor, student(s), and the Director of Education.

ACADEMIC & FINANCIAL PROBATION

At the end of each quarter, any student who does not meet the academic requirements of attendance, timely submission of homework, or has late tuition payments will be placed on academic or financial probation. This means that any student with three overdue directed studies qualifies to be placed on Academic Probation and will no longer be eligible to continue to take classes until the Directed Studies are complete. This also means that if a student is behind on three tuition payments, the student will no longer be eligible to return to classes until a new payment plan is approved. If a student is on academic or financial probation for three consecutive quarters, the student may be academically or financially suspended by the institute.

ACADEMIC & FINANCIAL SUSPENSION

Students are subject to academic or financial suspension if their academic or financial responsibilities fall below the range for academic/financial probation. Suspended students may re-enroll for the next academic session if granted permission by the Director of Education. Permission to re-enroll for the next class needs to be made in writing and is requested through the Academic Advisor's office. A written appeal and a personal interview are required to be re-matriculated.

RE-ENTRANCE POLICY

Any student dismissed for conduct, attendance, or non-passing grades will have the option of re-entry providing the following requirements are met.

Conduct - A six-month suspension, re-entry interview with the Director of Education to ensure student is ready to re-enter without reoccurrence of poor conduct.

Grades or Attendance - No suspension, a student may retake any class at a \$100 retake fee two additional times. After this, there will be no re-entry without re-enrolling and paying for the entire program.

RE-MATRICULATION POLICY

A student is subject to academic/financial dismissal if the student has been on academic/financial probation for three consecutive quarters and has not made strong academic or financial gains.

The Institute reserves the right to cancel the matriculation of any student at the end of the year when his or her total record indicates that such action is desirable. Likewise, a student whose total records shows considerable ability and marked improvement may be given special consideration. The Institute will notify the student whose matriculation has been cancelled. No student whose matriculation is cancelled can enroll again unless readmitted. Consideration for

re-matriculation will be given to students only after six months or more. Students may apply for re-admittance to the Director of Education.

A student who has been dismissed twice will be re-matriculated only under extraordinary circumstances and then, not until six months after the student's second dismissal.

Permission to return is not automatic but is based upon the merits of each case. Students will be expected to show solutions to the difficulties that prevented them from achieving academic competence or financial stability. A written letter and a personal interview are required. Interviews should be completed at least 30 days before the beginning of the next enrollment period or 30 days before resuming remaining classes. Last minute interviews are not acceptable.

INDIVIDUAL CLASS REGISTRATION FOR NON-DIPLOMA STUDENTS

Diploma program classes can be taken on an individual basis as a guest student if there is no prerequisite for the class. Guest students can contact the Institute at (989) 773-1714 or fill out the Individual Class Registration Form located at the Academic Advising Office. Guest students will receive a NITE manual in class. No textbooks or Certificates of Attendance are given to guest students.

ACTIVE STUDENTS ENROLLING IN CLASSES OUT OF ROTATION

Naturopathic Institute students with an Active status can take up to three classes outside of their current program rotation. However, these classes will need to be taken for academic credit, and the tuition for the additional class will need to be collected at the time of registration. When the student officially enrolls in the program where the class has already been taken and has successfully completed the class, then the tuition paid will be deducted from that year's tuition cost. No student will be allowed to officially move on to the next program year or take up to three classes out of rotation if the student has any outstanding Directed Studies and/or financial obligations to the Institute.

ADMINISTRATIVE POLICIES & PROCEDURES

SUPPLIES PROVIDED BY THE STUDENT

Notetaking Supplies for All Classes and Labs

- Writing utensil: pen or pencil
- Highlighter
- Notebook, paper
- Index cards (optional)
- Colored pencils (optional)

Massage Linens and Supplies

Classes: Core Massage (#1 – #6), CranioSacral, Meridian Work & Light Healing Touch, Reflexology and Holistic Bodywork

- One set of Massage Linens (one fitted twin sheet, two flat twin sheets, face cradle cover)
- One blanket
- One hand towel
- One washcloth (eye cover)
- Massage lotion or gel

Labs: Core Massage (#1 – #6), CranioSacral, Meridian Work & Light Healing Touch, Reflexology and Holistic Bodywork

- Seven sets of Massage Linens (one fitted twin sheet, two flat twin sheets, face cradle cover)
- Two flat full-sized sheets
- One blanket
- One regular-sized pillow with zippered case and two pillowcase coverings
- Two bath towels
- Seven hand towels
- Seven wash cloths (eye cover)
- Massage lotion or gel
- Corn Starch

Optional

- Wheeled Stool
- Holster to hold massage lotion or gel
- Additional blankets, towels, and other linens
- Massage Table Warmer

Books for the program will be distributed at orientation unless you have picked them up previously. Your massage table will be available for pickup at the school.

CLASSROOM RULES

Students are expected to practice common courtesy and to respect their fellow students and instructor in and out of the classroom. All cell phones must be turned off or in airplane mode.

Attire should be modest – no jeans. Shoes and socks are required to be always worn. No food or drink (other than water in an enclosed glass or stainless-steel container) is allowed in any classroom – unless given permission by the instructor. No electronic recording of the lecture.

DRESS CODE

Herbs Etc. is open on Saturday and Sunday. Clients are coming and going all day long. You, as a student, represent our school and the store as well. It is your responsibility to act, talk and dress professionally. Therefore, **everyone** will be required to wear their program's dress code:

Massage Therapists:

Collared shirt (or Institute shirts) with pants (khakis or slacks)/skirts, socks and closed toed shoes (tennis shoes are acceptable).

A collared shirt is provided to you. It is ordered after the first class and distributed during Lab #1. The Institute shirt should be paired with pants (khakis, cotton slacks, but no jeans), socks and closed toed shoes or tennis shoes. **Your Institute shirt is mandatory for lab weekends.**

For everyone this means:

- No flip flops, slippers, or sandals without toes
- No jeans
- No leggings for pants
- No short skirts or shorts
- No sweats
- No cleavage showing
- No glutes showing
- No midriff shirts
- No shirts with any kind of writing or slogans

Consequences for not adhering to the dress code will result in one warning, and the offense will need to be corrected by the next class break that day. A second warning will result in your dismissal from school for that weekend.

Dress as if you were coming to work – professionally!

MAILBOXES AT THE INSTITUTE

All students have a mailbox located outside of the administrator's office. Check your mailbox (and the area above the boxes or by the Administrator's door for larger items) every time you visit the Institute! Returned homework and other important messages are often placed in them. Also, it is a good idea to check the bulletin boards in your classroom, too!

PARKING

Please keep in mind the parking challenges around the building. Do NOT park in the four spaces directly outside the NITE entrance doors. These spaces are open for our physically challenged customers and clients. Please do not park near the front entrance to the Herbs

Etc. store, as those spaces are reserved for our customer and clients shopping in the store. Use the parking lot east of our building if needed.

HERBS Etc. & YOU

Herbs Etc. stocks herbal remedies, homeopathics, books, massage supplies, healthy snacks, essential oils, flower remedies, and more. As a student of NITE, you are entitled to a 10% discount on all products, and you may also qualify for a 20% discount on Nature's Sunshine products.

Running a Tab

During the class weekend each student can run a tab with the store. This is to expedite the checkout time when there are large number of students on break or when there are numerous customers present. The policy for running a tab is as follows:

- a. Take your items to the cash register to be scanned each time.
- b. Cash out for ALL purchases on Sunday, or whenever is convenient.
- c. Be aware of non-student customers in the store; you will need to take your turn in line to have your items scanned and need to return to class in a timely manner.

SMOKE FREE WORKPLACE/SCHOOL POLICY (11/20/2017)

Smoking is prohibited in all the enclosed areas of the building, **without exception**. This includes common work areas, the entry ways, classrooms, conference and meeting rooms, private offices, hallways, the kitchen, front porch, patio, library, stairs, restrooms, sidewalk entrances and all other areas **within 50 feet of the building**.

The only designated smoking area is outdoors, across the street, or in the parking lot directly east, outside the 50-foot parameter. No one may smoke along any pathway or walkway leading to or from the designated smoking area.

Additionally, employees, students, clients, or customers may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees, customers, clients, or students are subjected to smoke that they must walk through to reach their vehicle or any other destination on the premises.

Finally, smokers and users of any tobacco or any other smoking products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all.

Failure to comply with all of the components of this policy will result **in disciplinary action**.

HOUSING ACCOMODATIONS

The Naturopathic Institute, in conjunction with the Naturopathic Community Center, offers a bread-and-breakfast accommodation for its students. The cost to stay at the campus (house, apartments, or canopy) is \$85 per weekend. You will have access to the full kitchens, as well as eggs, bread, and butter you can prepare yourself. You may also bring other food to prepare you meals, as you see fit. However, no food is allowed in the classrooms or common areas of the facility. The eating areas include the kitchens, tables in the student lounge, or when weather permits, outside on the decks. These are provided for your convenience.

Room reservations can be taken at the time of enrollment for the entire year, or you may request a housing accommodation when confirming your attendance in class on an as needed basis. We can accommodate 26 students in our facilities. We have also partnered with a local hotel to accommodate any overflow. When this happens, the cost to the student is \$85 for the weekend. However, this is only when there is a need for overflow for the weekend. During the warmer months, we do have rustic camping available for \$10 at the Symbiosis Ranch.

Rooms are located upstairs at the Institute, in two exterior apartments above Herbs etc. or at the Oak Street House located at 213 Oak Street.

Due to tight rooming schedules, if you have arranged to stay and you need to cancel, you will need to contact us by Wednesday of that week to cancel your room. If you contact us on Thursday or Friday, or fail to contact us altogether, then you will be charged the full \$85. Two or more no call/no shows will be sufficient cause for removing the student from housing for the year.

House Rules: The same rules apply regardless of where you stay:

- Clean up after yourself
- Do the dishes
- Wipe down the counter and stove top
- Wet towels can be laid out on top of the laundry baskets/washer. Do not put the wet things in with the dry things in the hamper
- Check out is at lunch break on Sunday or before
- Strip your bed on Sunday before you leave, and place sheets in hamper in laundry room
- Remove items from refrigerator that belong to you – they will not be there the next time you stay...
- Keys need to be returned to the keyboard in the kitchen of the main house regardless of where you are staying
- The laundry facilities are NOT for student use. Please do not use them for your personal laundry.
- Other house rules are posted in the facilities. Please adhere to them.

If you have any questions regarding the Accommodation Policy and Procedures, please feel free to contact the Operations Officer.

THERAPY ROOM

For guests staying in the housing facilities, equipment/therapies available free of charge in the Therapy Room are the Magnetic Bed and the Migon Bed. The Vibe machines located in the hallway between the store and the waiting room are also available free of charge. If you would like to use any of the therapy room equipment, please set up a time with the store staff.

MOM'S POLICY

Mothers with infants and small children are welcome at the institute. Students whose children are here will also need to have a caregiver in attendance to care and tend to them

while the student is in class. Moms will be excused from class for feeding and attention outside of the classroom. No children are permitted in the classroom while class is in session, except infants up to 6 months of age may accompany the parent in the classroom if they are not being disruptive to the class.

Also, if the student/infant/caregiver needs housing accommodations, please note that the caregiver will be placed in the same room as the student, and the accommodation fee for the caregiver is the same as the students for the weekend.

REFERRAL POLICY

If a student you referred signs up and pays for a year of study with the Naturopathic or Massage program, you will receive a check for \$200. Referrals for the Holistic Doula Program are \$100. Make sure that the student tells us that you sent them!

REFUNDS

Diploma Programs

All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school or if the applicant is rejected by the school before enrollment. All refunds shall be returned within 30 days. **After the three-day period has expired, all tuition fees are non-refundable.** Tuition will be held, however, for three years from the date of registration and is subject to tuition increases (once you register for a program, you have up to three years to complete the program before the original tuition payment expires).

If a student cannot attend a scheduled diploma class, a written notice must be given 14 days prior to the class date. At that time, the tuition will be moved forward to the next time the class is offered. If the notice is not received 14 days prior, then an additional \$100 retake fee is required to attend the class the next time it is available.

Individual Classes (non-diploma students)

If unable to attend a class already paid for, students may receive no refund. However, with written notice two weeks prior to the class, fees will be moved to the next time that exact class is available. If less than a two-week notice is given, the class fee is forfeited. [In the case of veterans with financial support only, the amount charged will be an approximate pro-rata portion of the total.]

FINAL EXAM & GRADUATION CEREMONY

GRADUATION REQUIREMENTS FOR THE THERAPEUTIC BODYWORK PRACTITIONER PROGRAM

- 90% attendance with satisfactory participation in each class, lab, and testing weekend
- 75% or better on each class test and practical evaluation
- 75% or better on each part of the final exam (written, oral, practical)
- All Directed Studies completed and submitted to the Academic Clerk
- Completion of the program within 36 months of starting date
- All fees paid before you are qualified to test

FINAL EXAM WEEKEND SCHEDULE

The first part of Friday night of testing weekend from 5-7pm consists of a pot-luck dinner followed by a review of any last-minute concerns. The latter part of the Friday evening from 7-9pm will consist of the first part of oral exams. Saturday consists of the practical portions of the exam as well as remaining oral exams. Sunday includes the massage panel interview and the written exam.

GRADUATION CEREMONY

A very special graduation ceremony and dinner is arranged for you and your guests at the successful completion of each year of study. As a graduate, your dinner and use of cap and gown is included in your tuition; guests are most welcome but must be registered and paid for in advance. An announcement and invitation will be sent to you a few weeks before the event; please respond by the RSVP date given.

OATH

When you graduate from the Therapeutic Bodywork Practitioner your oath is:

“I will conduct myself as a professional at all times. And as such, I will use only therapies for the greater good of my client and that will do no harm. My treatments will be focused on the client, not their disorder, and I acknowledge that my role is that of a Facilitator and Educator of Natural Health. And that true healing comes from within God’s perfect design.”

OFFICIAL TRANSCRIPTS AND DIPLOMAS

Official transcripts and diplomas will be awarded to the student once all academic and financial obligations are met at the institute. Official transcripts and diplomas will be mailed to you shortly after graduation; please make sure that we have your correct address on file. If you need more copies of your transcripts in the future, there is a \$5 fee per copy per written request.

ALUMNI & MASSAGE LICENSING INFORMATION

BECOME A “PROFESSIONAL” MASSAGE VOLUNTEER

After you graduate from NITE, you may want to consider becoming a “professional” massage volunteer! Think of how important feedback would be from a professional in your field of study. If you would like to become a “professional” volunteer after you graduate, speak to a staff member in the Herbs Etc. store.

FEDERATION OF STATE MASSAGE THERAPY BOARDS (FSMTB) & MASSAGE AND BODYWORK LICENSING EXAMINATION (MBLEx)

Website: fsmtb.org

The Federation of State Massage Therapy Boards (FSMTB) is an autonomous, non-profit organization that regulates the massage therapy profession. The FSMTB maintains the MBLEx, the profession’s sole licensing examination. The MBLEx provides unified, nationally verified, entry-level standards for the safe and competent practice of massage and bodywork.

It costs \$265 to take the MBLEx.

The MBLEx consists of 100 questions and is a fixed length computer adaptive test (CAT). Each question must be answered in the order presented, and must be completed within the allotted time, or it will result in a failed exam. When you answer a question correctly, the next question has a slightly higher level of difficulty. The difficulty level of the questions presented to the candidate continues to increase until a question is answered incorrectly. Then a slightly easier question is presented. In this way, the exam is customized to your ability level.

MBLEx Content Outline

Anatomy & Physiology (11%)

Kinesiology (12%)

Pathology, Contraindications, Areas of Caution, Special Populations (14%)

Benefits and Effects of Soft Tissue Manipulation (15%)

Client Assessment, Reassessment & Treatment Planning (17%)

Ethics, Boundaries, Laws, Regulations (16%)

Guidelines for Professional Practice (15%)

MICHIGAN LICENSING REQUIREMENTS

Website: michigan.gov

- Online application for a Massage Therapy – www.michigan.gov/miplus
- Application fee: \$264.90
- Criminal Background Check
- Good Moral Character Questions
- Human Trafficking Training – one-time training
- Social Security Number
- Pass the MBLEx
- English Language Proficiency
- Implicit Bias Training – 3 hours of training within the 5 years immediately preceding issuance of the license or registration is required.
- Official Academic Transcripts from Institution confirming completion of the Massage Education Program
- Certification of Completion of Massage Therapy Supervised Curriculum Form

Frequently Asked Questions

- ☑ **Does NITE offer any scholarships or financial assistance?**
No, unfortunately we do not because we are not state-funded. However, the payment plan and our accepting credit cards have helped many students. Keep in mind that many financial institutions will loan money to students who will have a marketable skill immediately after completion of courses.
- ☑ **Is there a time limit to finish program?**
Yes, a program must be completed within 36 months of the start date.
- ☑ **Can I take classes out of order, or maybe combine two years into one?**
The first six Therapeutic Bodywork classes are taken in order, and there are prerequisites for some other classes in all programs. Also, all classes aren't always offered, so working carefully with the schedule is necessary to try to accommodate possible combinations. Often students can join the natural health program in the middle of the year or even take classes in two programs at the same time (if scheduling permits).
- ☑ **If I already have a massage therapy diploma, do I have to take all the Natural Health beginning classes?**
This will be reviewed on an individual basis by the Director of Education, although it is often strongly recommended that students complete our entire program from the beginning.
- ☑ **I already have my own massage table; can I get credited for that?**
Yes, with approval of the Director of Education if you are in the Therapeutic Bodywork Practitioner program. Massage tables are not required in the Natural Health program.
- ☑ **What do I have to supply?**
You will be required to bring note-taking materials, and in the case of the massage therapy program, seven sets of twin size sheets, four bath towels, four hand towels, four wash cloths, one cotton blanket, 2 pillows with zippered pillowcases, and 2 regular cases—details will be explained before classes begin.
- ☑ **When do I have to pay?**
Initial payment of tuition should be at least two weeks before classes begin, whether that is the entire amount or the down payment. If you are on the payment plan, the monthly amount is due on the 1st of the month; there is a \$30 fee for late payment.
- ☑ **Do my credentials from the Institute qualify me for national certification for Massage Therapy or Naturopathy?** Graduation from NITE's Therapeutic Bodywork Practitioner and Certified Naturopath programs will qualify you to take the national exams for Massage Therapy and Naturopathy, respectively.
- ☑ **Will NITE help me find a job?**
Employment possibilities are posted on the Website:
<https://naturopathicinstitute.org/alumni/job-notices-for-alumni/>

MASTER COPIES OF OFTEN USED FORMS

All these forms are located on the website at: <https://naturopathicinstitute.org/forms/>

DIRECTED STUDIES LECTURES: ATTENDANCE LOG (when you teach as your learning experience, people must complete this form—one form per class taught)

DIRECTED STUDIES PRACTICAL HOURS LOG (to be used when you practice on people)

CHANGE TO PROGRAM SCHEDULE REQUEST (to be used when you need to change to a different class)

DIRECTED STUDY EXTENSION REQUEST: EXTENSION #1

DIRECTED STUDY EXTENSION REQUEST: EXTENSION #2

CLASS RETAKE REQUEST: Due to Missed Directed Studies Timelines

EXCUSED ABSENCE REQUEST

DIRECTED STUDY SUBMISSION COVER PAGE

COURSE COMMENT SHEET (for you to fill out at the end of your weekend class session, one per weekend)

APPLICATION FOR GRADUATION (for preparations for the graduation ceremony)

CHANGE OF INFORMATION FORM