



Institute for Integrative Nutrition® Student Catalog

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Integrative Nutrition, LLC
D/b/a Institute for Integrative Nutrition® (IIN®)

The Institute for Integrative Nutrition is licensed by the New York State Department of Education as a vocational school. The Institute for Integrative Nutrition is licensed to operate under the terms of section 5001 through 5010 of the Education Law of the State of New York.

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Mission Statement

Our mission is to play a crucial role in improving health and happiness, and through that process, create a ripple effect that transforms the world.

Calendar**Office Hours and Closings**

The Institute for Integrative Nutrition's headquarters is located in New York City. Offices are open from 9AM to 5:30PM (Eastern Standard Time, GMT-5:00) on all normal business days.

Our administrative offices will be closed on the following U.S. Holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Day After
- Christmas Day
- The period between Christmas Day and New Year's Day

Class Start Dates

Classes start throughout the year. Students receive preliminary resources immediately upon enrollment. IIN supports continuous and self-directed learning for any student, at anytime, anywhere in the world. Its educational resources are available online twenty-four hours a day, seven days a week, all year long.

An addendum to the academic catalog is updated regularly to reflect currently enrolling cohorts. You can find the addendum here: <http://www.integrativenutrition.com/go/academic-calendar-addendum>

Entrance and Enrollment

Admission Requirements

- High school diploma, GED, or equivalent;
- Completion of phone interview and/or an online assessment to determine:
 - A demonstrated passion for and understanding of health and wellness;
 - An ability to clearly articulate desired outcomes from participation in the program; and
 - An awareness of and interest in the Institute for Integrative Nutrition's mission.

Enrollment Process and Deadlines

Information about Integrative Nutrition's Health Coach Training Program is available to prospective students via the website, Student Catalog, webinars, and by calling the institution. Prospective students wishing to enroll in the program can do so by either talking to a BPSS licensed admissions agent or through the online enrollment process.

Admissions by Phone

Prospective students contact Integrative Nutrition during its hours of operations. The admissions agent conducts a phone interview to verify that the prospective student meets the admissions requirements. As part of this process, the prospective student is asked to provide documentation that they have, at a minimum, graduated high-school or the equivalent. Prospective students who have documentation available are provided a secure channel to submit that documentation to the admissions agent. Prospective students who do not have documentation available must verbally attest to meeting the minimum education requirement, and the highest level of education obtained will be recorded in the application.

Next prospective students are assessed on their ability to be successful in the program to help ensure they will benefit from training.

The admissions agent reviews the responses to determine if the applicant meets the entrance requirements and notifies the prospective student on acceptance into the program. Accepted applicants move onto enrollment.

Online Admissions

Prospective students begin an online application at any time. On the online application, the prospective student is asked to upload documentation that they have, at a minimum, graduated high-school or the equivalent. Prospective students who are not able to provide this documentation must call IIN and complete the admissions process by phone.

Prospective students who have uploaded documentation to verify that they meet the minimum education requirements for the program continue with the online aptitude assessment to determine the additional admissions requirements are met.

The prospective students are assessed on their ability to be successful in the program and benefit from training. Prospective students answer the following questions in the online application:

1. What is driving you to enroll in our Health Coach Training Program?
2. What are your goals after completing this program?
3. What are 2-3 things you can do to ensure you have a successful experience here at IIN?
4. As a distance education institution, all of our content is online. How will you access your material?

A BPSS licensed admissions agent reviews the responses to determine if the applicant meets the entrance requirements and notifies the prospective student on acceptance into the program. Accepted applicants move onto enrollment.

Prospective students who are using the online application have the option to call Integrative Nutrition and finish the admissions process by phone at any point in the process.

Enrollment

Accepted applicants are provided information about payment options by the admissions agent and the applicant selects their payment option and method of payment.

The admissions agent prepares the enrollment agreement and provides it to the prospective student electronically. The prospective student signs the agreement digitally and the admissions agent digitally signs the agreement on behalf of the school.

The payment for the course is due at the time of enrollment, per the payment option selected, which may be a full-payment, a deposit with the remainder of the payment due prior to the start of class, or a signed payment plan.

If utilizing a payment plan, the first installment is deducted from the designated payment method one month from enrollment date.

Finally, prior to the start of class, the student reads and signs the IIN Student Agreement which outlines how he or she can use the proprietary information provided in the course, as well as the IIN name and images.

Non-Discrimination Policy

The Institute for Integrative Nutrition is committed to the principle of equal opportunity in education and employment. IIN does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational

policies, admissions policies, employment policies, and other IIN-administered programs and activities, but may favor US citizens for employment in compliance with US laws.

This policy, which extends to all programs and activities of the school district, arises out of the following statutes: Title VI of the Civil Rights Act of 1964, 42 U. S. C. 2000 *et seq.* and its implementing regulation, 43 C. F. R., Part 100; Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C., 1400 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 20 U. S. C. 794 and its implementing regulation, 34 C. F. R., Part 104; Title IX of the Education Amendments of 1972, as amended, 20 U. S. C. 1681 *et seq.*, and its implementing regulation, 34 C. F. R. Part 106; and, the Americans with Disabilities Act of 1990.

Accommodations for Students with Disabilities

The Institute for Integrative Nutrition is committed to providing equal education opportunity and full participation for qualified students with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA) and Sections 504 of the Rehabilitation Act of 1973. Equality of access, accommodations, auxiliary aids and services will be provided as determined to be reasonable and appropriate to address those functional limitations of the disability which adversely affect educational opportunity. Students with disabilities seeking reasonable accommodations must contact the Student Success Department to begin the disclosure process.

Description of Space, Facilities and Equipment

The Institute for Integrative Nutrition is a global online educational institution. It does not maintain physical teaching space. Its administrative headquarters are in New York City. All instruction is offered online. Participation and completion of the program requires the student to have access to the Internet and a device capable of accessing online content.

Contact Information

General Questions / Enrollment

Domestic: (877) 730-5444

International: +1 (212) 730-5433

E-mail: admissions@integrativenutrition.com

Student Success (Support)

E-mail: support@integrativenutrition.com

Students are also welcome to browse the Help Center via the Learning Center, which remains available twenty-four hours a day, seven days a week. Students receive answers to all questions submitted via the Help Center within one business day – and often much sooner.

Academic Policies

Attendance

There are no set class days or times. As such, students are not considered tardy or absent. Online module content is released according to the schedule provided to the student upon enrollment. The student success team will email students as new content is opened and provide a checklist of activities to help keep students on pace within the course.

Students can access online content twenty-four hours a day, seven days a week. It is up to students to set a personal learning schedule around their work and personal obligations. IIN recommends setting a schedule to complete one module per week.

Within the program, there are four exams. Students must pass two of the four exams as part of the graduation requirements. Each exam is open for a two (2) week period, as indicated on the schedule. Students must take the exams during the designated timeframe to complete the course. Accordingly, students should create a schedule that allows them to complete all modules related to each exam prior to taking the exam.

Student access is recorded in the online learning environment, and can be used to determine the last day of attendance if needed for a refund calculation.

Leaves of Absence and Make-Up Work

The Institute for Integrative Nutrition is a global educational enterprise. While it is committed to supporting all students, the pace of its program does not allow for leaves of absence. Under rare circumstances a student unable to continue with his or her cohort can request to "fall back" to a cohort with a later start date. Extreme flexibility is given to work completion and little need exists for a make-up work policy.

Standards of Academic Progress

Satisfactory Academic Progress

A student's academic progress is considered satisfactory when the student maintains an average examination score of 70% or higher and completes all required course components (including the submission of Health Histories and the completion Health Coaching Sessions as per the graduation requirements) at the time of the evaluation.

Failure to maintain Satisfactory Academic Progress will trigger Academic Probation. This could lead to Dismissal as described herein. Evaluations occur halfway through the program, two thirds of the way through the program, and at the conclusion of the program. (These intervals are measured in clock hours, not in calendar days.)

Notice of academic status changes (including Probation and Dismissal) will be made by the Education Director to the affected student within three calendar days of any such

determination. This notice may be by telephone and/or e-mail, but will be followed by a formal letter delivered as a PDF file attached to an e-mail.

Grading Policy

The Health Coach Training Program has four exams, graded on a scale of 0-100%. Students must pass at least two (2) of the four (4) exams with a minimum score of 70%.

Health Histories are graded on a pass/fail basis. Health Histories that are submitted with all information completed and questions answered receive a grade of “pass.” Incomplete Health Histories, or those submitted with unintelligible answers (e.g., nonsense words, gibberish, etc.), receive a grade of “fail.”

Coaching Circles are graded on a pass/fail basis. Students who attend and participate in the Coaching Circle receive a grade of “pass.” Students who register for a Coaching Circle session, but who do not attend and/or attend but do not participate, receive a grade of “fail.”

Assessment and Proctoring Procedures

The Institute for Integrative Nutrition does not require external proctoring of its examinations. Rather, IIN employs an assessment strategy allowing for open book / open note examinations. A student will log into the IIN Learning Center with a secure login and password in order to complete examinations.

Academic Probation

Students who fail to maintain Satisfactory Academic Progress at any evaluation period will be placed on Academic Probation until the next evaluation period. The probation period is a time of accelerated performance in which affected students must remedy the cause of probation while achieving the regular progress requirements for the probation period. Affected students will be evaluated at the end of the probation period and a determination of academic progress will be made. A favorable determination will result in return to the academic status of "Satisfactory Academic Progress". An unfavorable determination will result in Dismissal.

Graduation Requirements

To earn a Certificate of Completion for the Health Coach Training Program, students must:

- Pass two of the four exams with a minimum score of 70;
- Participate in at least of four of the six Coaching Circle sessions;
- Submit a minimum of six Health Histories; and
- Satisfy all financial obligations to the school.

Certificates of Completion and transcripts will not be issued until all requirements are fulfilled.

Student Conduct and Dismissal

Dismissal from IIN may occur if a student violates one or more provisions in the Student Enrollment Agreement or fails to maintain Satisfactory Academic Progress. In addition, if a student's tuition payment is overdue for more than 30 days for any reason, the student is subject to withdrawal from the program. Any tuition paid upon withdrawal from the program will be subject to the refund policy.

Appeal

Affected students may appeal, in writing, any academic status change. Written appeals must be delivered to the Education Director within five days of academic status change or dismissal notice. The appeal must include a description and evidence of extenuating circumstances to be considered as mitigating to the cause of academic status change or dismissal. Upon receipt of an appeal, the Education Director will make a determination at his/her sole discretion. This decision shall be final. If the Education Director's decision is to overturn the academic status change or Dismissal action, the student shall remain encumbered with all minimum standards of Satisfactory Academic Progress and may be evaluated immediately in order to determine current academic status.

Tuition, Fees, & Refunds

Health Coach Training Program Fees

The tuition and fees for the Health Coach Training Program (HCTP) are below:

Registration	\$ 50
Tuition	\$5,824
Books & Materials	\$ 921
Total	\$6,795

Other Fees (if applicable)

Transfer Fee	\$395.00
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Students moving from one class to another class incur a transfer fee of \$395. If a student, following withdrawal, enrolls in a later class than the one from which he or she withdrew, and then subsequently decides to withdraw from the later class, the refund policy will relate to the date and class in which the student was enrolled for the longest period of time.

Advanced Course Fees

The Advanced Courses are: Advanced Business Course, Coaching Intensive Practicum, Gut Health Course, Emotional Eating Course, Hormone Health Course, Coaching Mastery Course, and Launch Your Dream Book.

The tuition and fees for all of the Advanced Courses is as follows:

Registration (non-refundable)	\$ 50
Tuition	\$ 945
Total	\$ 995

Other Fees (if applicable)

Transfer Fee	\$ 99
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Students moving from one class to another class incur a transfer fee of \$99. If the Student, following withdrawal, enrolls in a later class than the one from which he or she withdrew, and then subsequently decides to withdraw from the later class, the refund policy will relate to the date and class in which the student was enrolled for the longest period of time.

REFUND POLICY

Institute for Integrative Nutrition's (IIN's) programs is 100% online, and is therefore follows the cancellation and refund policy outlined in NY Personal Property Law, section 412-a.

If you cancel this contract, IIN may keep only five percent of the cash price, but not to exceed fifty dollars (non-refundable registration fee), and a portion of the contract price (tuition) based upon the lessons or services you have used by your last day of attendance, defined as logging into an instructional module.

You may notify IIN of your intent to cancel by mail, addressed to Institute for Integrative Nutrition at 245 Fifth Avenue, 7th Floor, New York, New York 10016.

1. No person, including any business entity, may contract to receive, or demand, in the event of cancellation of a contract for future services, more than the total of:
 - a. five percent of the cash price, but not to exceed fifty dollars, (non-refundable registration fee) and
 - b. a pro rata portion of the total price (tuition), representing the proportion of services used or completed.

In addition, the seller may receive or demand the cost of any ancillary goods which the buyer has consumed or wishes to retain after cancellation of the contract. In no instance shall the seller collect more than the full contract price from the buyer.

2. Within ten days after a contract for future consumer services has been cancelled, the seller shall tender to the buyer any payments made in excess of the amounts permitted to be retained pursuant to subdivision two of this section.
3. Cancellation. Cancellation shall occur where the seller has actual notice of the buyer's intention to cancel.

Description of Process for Obtaining a Tuition Refund

Refunds are provided to students upon the receipt of their returned course materials. There are no restrictions concerning a student's reasons for withdrawal from the program, as the Institute for Integrative Nutrition is an adult learning program and respects the right of all students to decide whether or not they would like to remain in the program. All tuition paid prior to withdrawal will be subject to the refund policy.

Refunds are typically issued in the form of a check, but may be refunded in the form of a chargeback on the student's credit card in the case of an emergency.

Any refund due to a student will be returned within 45 days.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

Program Information

Health Coach Training Program (HCTP)

Length: 437 Clock Hours

Program Description: The Health Coach Training Program teaches the foundations of holistic health and wellness and how to apply them in a coaching setting through a 40-module, online course. The curriculum includes coaching skills and techniques, basics of nutritional science and health, and optional content on business and marketing. Students are encouraged to complete ungraded quizzes to check their learning, engage with other students through discussion questions, and expand their knowledge by completing assignments following each module. Comprehensive, graded exams are given every ten modules. Students' understanding of the material is also assessed through content-based conference calls led by coaching instructors and the submission of Health Histories, where students provide summaries of their initial coaching sessions with prospective clients.

Program Objectives:

Upon completion of this program, students will be able to:

- Conduct client-centered coaching sessions focused on understanding clients' current health-related behaviors and attitudes.
- Identify general nutrition and lifestyle factors that may be addressed to create optimal health for clients.
- Assess client ambivalence and/or readiness to adopt change by implementing coaching techniques, like high-mileage questions and active listening.
- Implement Integrative Nutrition's core theories of primary and secondary food as well as bio-individuality to assist clients as they explore a personalized approach to wellness.

Program Outcome:

The Health Coach Training Program prepares students for a variety of job options. While many graduates create their own private coaching practice, students are also prepared to work with physicians to support client health, lead workshops focused on wellness, develop and implement worksite wellness and community health initiatives, shape food policy, and develop their own healthy lifestyle and/or food products.

Prerequisites: There are no prerequisites beyond admission to the Institute for Integrative Nutrition.

Module Descriptions:

Orientation (3 Clock Hours): Joshua Rosenthal, the founder of the Institute for Integrative Nutrition (IIN), welcomes students and explains how IIN's holistic education makes it unlike any other school. A member of the IIN team guides students through the course platform, the IIN Learning Center, and explains how to get started on the journey with Integrative Nutrition. Students will learn what to expect in the curriculum and the unique features of this online learning program. Students will also learn how to access course documents and resources within the IIN community, along with how to join and use the course Facebook group to share

knowledge with other students through purposeful discussion. Finally, students will review and understand the four main components that must be completed successfully in order to graduate.

Fundamental 1 (10 Clock Hours): Joshua explains IIN's core nutrition and health principles. He also discusses a return to a non-cerebral process of eating. Students will be introduced to the Dietary Theory Library. Additionally, students will explore the value of taking small steps toward improved health and happiness in IIN's 12 Steps to Better Health. Students will learn how we can turn our failing disease management healthcare system into a health promotion system from guest lecturer Andrew Weil, MD, while guest lecturer Mark Hyman, MD, explains that some foods are biologically addictive, which drives the obesity epidemic. In this fundamental unit, students will also learn the importance of balancing and integrating Eastern and Western practices for optimal health from guest lecturer Frank Lipman, MD.

Fundamental 2 (6 Clock Hours): Joshua introduces his unique theory of primary food, a core concept of IIN. Students will explore the concept of nourishment outside the food they put in their mouths and learn holistic approaches to healing with primary food. Students will then use this knowledge to determine the balance of their primary food through the Circle of Life. Next, students will begin to understand how to amplify their healing art and trust their inner doctor with guest lecturer Lissa Rankin, MD. In this unit, the liberating concept of fitting out will be introduced. Students will also learn how to change their awareness and create more synchronicity in their lives.

Fundamental 3 (4 Clock Hours): In this fundamental unit, Joshua outlines the reasons Integrative Nutrition Health Coaches are needed and the benefits of practicing in this innovative field. Students will learn how Health Coaches can influence society from guest lecturer Walter Willett, MD, DrPH, and how they are able to work together with dietitians in healthcare from guest lecturer Lynn Goldstein, MS, RD, CDN. Finally, guest lecturer Mark Hyman, MD, will dig deeper into the need for Health Coaches in the healthcare system and the potential impact and benefits for society.

Fundamental 4 (5 Clock Hours): In this fundamental unit, students will learn IIN's techniques for effective time management and determine their own strengths and weaknesses in managing their time. Joshua demonstrates a surprising time management concept called Big Rocks. Finally, the importance of self-trust and having a clear vision and intentions will be explored.

Module 1 (8 Clock Hours): In Module 1, Joshua explains why Integrative Nutrition students and alumni are pioneers of health and shares how the school is creating a ripple effect in transforming the world. Students will learn about the mission of Integrative Nutrition and the significance of the color red and spirals. Next, students will explore the power of food in health and how coaching can encourage self-healing, followed by guest lecturer Dr. Mehmet Oz sharing the value of intervention and the foundation of a happy and healthy life. Additionally, students will be introduced to the Golden Path, a road map to success. Finally, students will complete an exercise to explore and set intentions.

Module 2 (7 Clock Hours): In Module 2, Joshua reviews what makes Integrative Nutrition's approach so unique, and students will learn to use the Circle of Life tool in connection with primary food. Students will learn Integrative Nutrition's concept of bio-individuality and explore the power of food in transforming health. Joshua will also explain the theory of post-modern nutrition and the law of geographic proximity as well as dive deeper into the concept of fitting out. Finally, students will receive a brief introduction to health, one area of the Circle of Life.

Module 3 (10 Clock Hours): In Module 3, Joshua discusses the field of nutrition science through the lens of bio-individuality, shares the life cycle of dietary guidelines around the world, and finally introduces the Integrative Nutrition Plate as a tool to balance the food on and off the plate. Students will also learn about food politics and the importance of personal responsibility with guest lecturer Marion Nestle, PhD, MPH. In this module, students will also receive a brief introduction to home cooking as well as Joshua's 17 Keys to Healthy Cooking, ways to customize food based on flavor profiles, and an overview of basic kitchen tools and appliances that can help elevate a kitchen to the next level. Students will learn how easy it can be to experiment in the kitchen, discover the many benefits of green vegetables, and how to crowd out sweet foods with sweet vegetables.

Module 4 (8 Clock Hours): In Module 4, students will learn the differences between Health Coaches, registered dietitians, and nutritionists. Students will also explore dietary theories from around the world, culminating in the understanding that no matter what popular diet books suggest, there is no perfect diet. Finally, students will receive a brief introduction to joy, one area of the Circle of Life; discover their own signature strengths; and learn practical exercises to boost happiness.

Module 5 (12 Clock Hours): In Module 5, guest lecturer David Wolfe discusses the benefits of a raw and living foods lifestyle. Guest lecturer Joe Cross shares his inspirational weight loss journey through juicing, and students will learn the value of incorporating juicing and blending into their life. Next, students get a brief introduction to career, one area of the Circle of Life, and explore the importance of creating a career that is fulfilling. Guest lecturer Mastin Kipp inspires students to face their fears, while guest lecturer Kate Northrup discusses the connection between self-worth and the relationship with money. Finally, students will learn about the karmic cycle of money from guest lecturer Manisha Thakor, MBA, CFA.

Module 6 (8 Clock Hours): In Module 6, students will receive an introduction to protein and its effects on the body and learn about different protein sources for vegetarians and meat eaters, including recipes featuring both vegan and animal sources of protein. Guest lecturer Harville Hendrix, PhD, shares about the power of connection, and students learn emotional development and communication strategies for maintaining healthy relationships, both personally and as a Health Coach.

Module 7 (7 Clock Hours): Module 7 provides students with an overview of carbohydrates and their effects on the body as well as nutritional benefits, preparation tips, and uses of great grains. Guest lecturer Sarah Wilson describes the various forms of sugar and their individual effects on the body. Then, students are presented with the concept of accountability coaching.

Module 8 (11 Clock Hours): In Module 8, students will receive an introduction to fats and their effects on the body. Guest lecturer Walter Willett, MD, DrPH, discusses disease prevention through nutrition. Then, the role of healthy fats in the Mediterranean Diet is presented, and guest lecturer Nina Planck teaches about traditional food and advises going back to the basics for your health. Guest lecturer Julia Cameron provides a brief introduction to creativity and shares how to revive creativity and expression, while releasing subconscious thoughts, with a simple exercise. Finally, students will complete their first primary food check-in.

Module 9 (12 Clock Hours): Module 9 begins with Joshua sharing ways to eat well regardless of budget. A study investigating the nutrient content of organic versus conventional foods is highlighted, and an explanation of common food label claims that will benefit both students and their future clients is presented. Guest lecturer Terry Walters discusses what it means to eat “clean” and teaches a clean eating culinary class focused on nutritious and uncomplicated plant-based dishes. Students will review the health benefits of whole foods and are presented with an overview of the most and least contaminated produce. Next, they will discover the principles of the Nutritarian Diet with guest lecturer Joel Fuhrman, MD. Students will begin to explore the truth about nutritional supplements and the functions and sources of different vitamins and minerals. Joshua discusses the bio-individuality of supplements, and students discuss the value of self-care.

Module 10 (10 Clock Hours): In Module 10, Joshua explains the importance of health coaching, and students will learn key components of the coaching skills curriculum. They’ll learn how to use the Health History form to increase their own learning through accountability coaching. Last, Joshua conducts several Health History consultations, sharing expert coaching skills.

Module 11 (11 Clock Hours): In Module 11, guest lecturer Gary Taubes discusses the twenty-first-century obesity epidemic and calls the validity of the “calories in, calories out” concept of energy balance into question. Students will be introduced to finances, one area of the Circle of Life. Guest lecturer Manisha Thakor, MBA, CFA, describes the basics of budgeting and presents the potential influence that gender can have on a person's relationship with money. Students will then take part in an active listening demo and reflection, and Joshua teaches how to help clients explore the motivation behind their goals.

Module 12 (8 Clock Hours): In Module 12, Joshua explores the concepts of volumetrics and calorie density, and students are given an explanation of how body weight and health are related. They’ll dive deeper into the importance of relationships and learn tools for communicating about friendship, love, touch, intimacy, and sex. Guest lecturer Kara Martin Snyder discusses ethics and guidelines of health coaching, and students are given fifteen principles to support coaching success.

Module 13 (12 Clock Hours): Module 13 begins with an explanation of the use of probiotics and prebiotics to heal the gut microbiome by guest lecturer Liz Lipski, PhD, CCN, CNS, LDN, and students will dig deeper into the importance of the gut microbiome. Guest lecturer Kathie Swift, MS, RDN, LDN, introduces students to the digestive disease epidemic and shares tips on how to

restore digestive integrity. Physical activity, one area of the Circle of Life, is introduced, and Joshua explores the bio-individuality of exercise. Guest lecturer Joel Harper teaches a short, energetic exercise routine that can be done anytime, anywhere, and guest lecturer Melissa Bourgeois teaches an inspiring yoga class that encourages students to practice health coaching with confidence and awareness.

Module 14 (11 Clock Hours): In Module 14, guest lecturer Susan Blum, MD, MPH, shares how functional medicine can benefit health and well-being. Students will learn about the Zone Diet and the benefits of omega-3 fatty acids from guest lecturer Barry Sears, PhD. Guest lecturer Robin Berzin, MD, explores the effects of dietary irritants on an individual's health, and students will receive an overview of key anti-inflammatory foods and their benefits. Then, Joshua discusses a bio-individual approach to dairy and presents an evaluation of the risks and benefits associated with dairy consumption. He also encourages students to simply listen and be present in order to support clients' healing, then demonstrates and discusses the importance of eye contact. Students are then introduced to the coaching technique of asking high-mileage questions, and Joshua demonstrates a follow-up coaching session.

Module 15 (9 Clock Hours): Module 15 begins with an in-depth look at the value of the 6-Month Program, the program in which Health Coaches want to engage clients. Students will review the 6-Month Program forms and receive resources on how to structure and price their 6-Month Program. Guest lecturer Nancy Weiser, MBA, shares why the six-month format encourages client commitment and transformation, and guest lecturer Jane Ashley, MA, shares her intuitive, heart-centered approach for transitioning from the Health History to closing the deal.

Module 16 (12 Clock Hours): In Module 16, students will learn the differences between celiac disease, a wheat allergy, and gluten sensitivity. Guest lecturer Rachel Begun, MS, RD, provides tips for and insights into gluten-free living, and students are provided a list of resources and meal ideas to support gluten-free lifestyles. Guest lecturer Jennifer Esposito shares her journey with celiac disease and stresses the importance of being your own advocate. Guest lecturer William Davis, MD, explores the history of grains and questions their place in the diet. Students are introduced to home environment, one area of the Circle of Life. They'll work through a guide to cultivating a healthy home environment and complete an exercise to evaluate environment, relationships, well-being, and money to increase energy and vitality. Finally, students will learn quick tips to create more balance in love, health, and finances.

Module 17 (9 Clock Hours): In Module 17, guest lecturer Libby Weaver, PhD, explains the nervous system and its impact on overall health. Students will explore the effect that stress has on dietary choices, the physiological effects of stress, and how to break the destructive cycle. Guest lecturer Sue Neufeld discusses meditation and breathing for optimal health and shares basic breathing exercises for relaxation and clarity. Guest lecturer Jamie Zimmerman, MD, discusses the benefits of establishing a meditation practice and leads a guided meditation. Students will continue to explore how meditation can serve them and their bodies. Then, Joshua leads students in exercises that bring awareness to the capacity to manage their emotions and teaches the importance of a coaching program that focuses on primary food and explains how to use the Circle of Life with future clients. Additionally, students are given tips for coaching clients through primary food.

Module 18 (10 Clock Hours): Module 18 begins with Joshua encouraging students to consider the quality of their sleep. Guest lecturer Rubin Naiman, PhD, teaches the importance of sleeping and dreaming for optimal health. Students will explore how inadequate sleep can affect health and how to improve sleep hygiene, and guest lecturer Arianna Huffington discusses how adequate sleep can increase productivity, focus, and creativity and prevent burnout. Students will also learn about adrenal health, including a group discussion on caffeine consumption and its impact on adrenal health. Students receive a brief introduction to social life, one area of the Circle of Life, and will learn techniques to improve their social life as an adult. Students complete a primary food check-in.

Module 19 (9 Clock Hours): In Module 19, students will explore the rise of added sugar in the food supply, including the top dietary sources of added sugar, and how excess sugar consumption impacts hormonal health. Guest lecturer Sarah Wilson returns to share how to support clients through cutting out sugar and processed foods. Joshua explores causes of cravings, along with constructive, mindful strategies for navigating them successfully. Finally, guest lecturer Christine Hassler debunks the modern obsession with having a perfect life and teaches how to stay true to your core desires.

Module 20 (12 Clock Hours): In Module 20, Joshua teaches the real meaning of healthcare and eating healthy, while Pete Evans serves up advice on how to heal through food. Guest lecturer Mehmet Oz, MD, FACS, discusses the most common health issues driving the aging process and how Health Coaches can help. Students are also given methods for building their client base, including relationship building and developing add-on services. They'll explore the steps for conducting a successful healthy pantry makeover and learn how to develop a supermarket tour for clients. Students will learn how to launch their business and take their website live and be introduced to online tools to reach their audience and explore how to build their brand. They'll also learn how to make their Health Coach Website interactive and dynamic with custom forms.

Module 21 (9 Clock Hours): In Module 21, students will learn tips for coaching clients through nutrition details and secondary food, including how to use the Integrative Nutrition Plate in their coaching practice. Guest lecturer Shaunna Menard, MD, describes the importance of a mind-body approach in creating sustainable weight changes and provides steps to support holistic weight loss. Students will learn how to seek out the root cause of an issue and put the concept of “treat the cause, not the symptom” into practice. Students will learn the basic structure and potential benefits of a food diary. Joshua explains his concept of single-pointed focus, and students will learn how to build confidence by leveraging strengths. Students will explore basic business structure and touch on advanced business strategies. Finally, they will learn the next steps in practicing Health Histories, the challenges of being an entrepreneur, and the first steps in thinking like a business owner.

Module 22 (10 Clock Hours): In Module 22, guest lecturer Jennifer Iserloh discusses signs and symptoms associated with orthorexia and how to move beyond it. Guest lecturer Amy Pershing, LMSW, ACSW, shares with students the reality of binge eating and weight stigma, along with best practices for coaching through disordered eating. Guest lecturer Geneen Roth explores the

connection between core beliefs and diet, followed by a look at how to break free from compulsive eating. Joshua provides students with additional information on the relationship between body image and disordered eating. From a business perspective, students will receive a comprehensive introduction to the foundation of marketing their business and complete an exercise to build their ideal client avatar. Joshua will also lead students in getting clear on their target market.

Module 23 (9 Clock Hours): Module 23 begins with guest lecturer David Katz, MD, MPH, who discusses how lifestyle medicine can reverse current trends in chronic disease and advocates for a whole-family approach to children's health. Joshua introduces the Myers-Briggs Type Indicator and how it can be leveraged as a coaching tool to allow for personalized interactions. He will introduce what it means to be a highly sensitive person, including the ins and outs of being a highly sensitive person. Guest lecturer Michael Ellsberg discusses how students can tap into and cater offerings to their clients' desires.

Module 24 (11 Clock Hours): In Module 24, guest lecturer Colette Heimowitz, MS, discusses the Atkins Diet and the importance of protein. Guest lecturer Mark Sisson explores a new way of eating that aligns the food we eat with the expectations of our genes. Joshua explores blood type and body composition and shares diet and lifestyle suggestions for each blood type. Students are also provided with a questionnaire to determine their metabolic type. Additionally, students will be introduced to the DiSC personality styles, which can be used to turn hesitant potential clients into paying clients. Joshua offers advice to students and answers questions on conducting the 6-Month Program with clients as a Health Coach. Students will practice steps for addressing and resolving client hesitations during a Health History consultation. Students will review setting rates for services correlated with their worth, followed by an exercise in estimating fair rates and exploring factors that add value to services.

Module 25 (12 Clock Hours): Module 25 begins with students learning about the bio-individuality of plant-based diets, and guest lecturer Neal Barnard, MD, FACC, explores the power of veganism. Students will also learn how they can begin coaching with their Mid-Certificate badge! Joshua then gives tips for scheduling and pricing client sessions, and discusses how to move beyond the common paradox that Health Coaches may face. He helps clarify where students are in their process and how to reach out for support to move forward. Students will learn how to set firm boundaries with clients and understand why they should be selective in choosing clients. In this module, students will take a look at what procrastination really means and intellectual input and energy output.

Module 26 (11 Clock Hours): In Module 26, students will learn the fundamental concepts of Ayurveda with guest lecturer Robyn Youkilis. Students will then learn about doshas and get lifestyle suggestions for each, and Joshua introduces them to regional and faith-based diets. Guest lecturer Daniel Vitalis explores how humans can return to a more wild, natural state. Students will receive an overview of the elements water, fire, earth, and air. Students will learn how a Health Coach can serve as a catalyst for a client's transformation. Guest lecturer Michael Ellsberg shares how to use personal stories of transformation as a tool to inspire change in clients' lives.

Module 27 (9 Clock Hours): In Module 27, students will learn about Coaching Circles, and Joshua introduces the theory of macrobiotics. Guest lecturer Alicia Silverstone shares her journey to health and encourages students to embrace their own health awakening. Students will learn how skin can serve as a window to internal health, and Joshua introduces students to seaweed, a less conventional source of protein. Guest lecturer Tom Malterre, MS, CN, explores common dietary irritants and explains the Elimination Diet and the basics of food combining for optimal digestion. Students will learn how to get nutrients from foods that may already be in their kitchen. Guest lecturer Cynthia James, MA, shares the impact of freedom and authentic truth telling, and students will complete an exercise to focus and unify energy, leading them to choose clients within their scope of practice. Guest lecturer Nitika Chopra tells students how to build a business based on what “lights them up.” Students will also complete a visualization exercise to help them discover what's true for them.

Module 28 (11 Clock Hours): In Module 28, guest lecturer Christiane Northrup, MD, FACOG, explores the intimate connection between food and love. Joshua discusses intrinsic healing and the natural evolution of health coaching and explains the difference between constitution and condition. Guest lecturer Liz DiAlto shares five foundational guidelines for cultivating self-love. Joshua teaches how being “bad” can be good and shares a simple exercise to practice “being bad.” Students will learn strategies to create brand awareness and tips for creating professional-looking images.

Module 29 (11 Clock Hours): In Module 29, guest lecturer Lesley James, MD, presents the keys to menstrual wellness and teaches nutrition guidelines to balance the menstrual cycle and improve women's health. Students will learn about balancing hormones and the menstrual cycle using the principles of primary food. Guest lecturer Joan Borysenko, PhD, shares an overview of mind-body medicine and its role in healing. In this module, students will also learn how to create a blog to build their health coaching practice. Guest lecturer Michael Ellsberg shares the power of social media with students. Students will receive ideas to build a vibrant online community, grow their list, increase brand awareness, and build a thriving coaching practice using their blog and website.

Module 30 (10 Clock Hours): Module 30 starts off with guest lecturer Dan Buettner introducing students to longevity and happiness in the Blue Zones. Guest lecturer Amy Jo Goddard shares the importance of nurturing and increasing dynamic sexual energy. Students will complete a primary food check-in. Joshua focuses on creating a strong social media presence and using social media as a platform for building brand awareness, and students will learn tips for using Twitter.

Module 31 (9 Clock Hours): In Module 31, guest lecturer Bernie Siegel, MD, shares advice on how students can love the life they live. Students also learn how to release limiting beliefs and create a new story through physical movement. Guest lecturer Paul Epstein, ND, explains how to connect the mind and body to help clients heal, and Joshua covers the effects of anger on the body. Students will take a new look at marketing and its role in a holistic business and explore how sharing their authentic story can positively impact their business.

Module 32 (11 Clock Hours): In Module 32, guest lecturer Daniel Amen, MD, shares his brain-training plan to live longer and healthier. Guest lecturer Libby Weaver, PhD, shares how to support elimination and detoxification for optimal health. Students will learn to identify the neurotoxins that exist in the environment and food supply and look at whole foods shown to support brain function. Students will receive a brief introduction to spirituality, one area of the Circle of Life, and Joshua guides students in sharing their relationship with spirituality. In this module, students will learn how to grow their business with a strategic marketing plan focused on the best marketing tactics for their target audience. Guest lecturer Gabrielle Bernstein shares her approach for successful marketing.

Module 33 (9 Clock Hours): Module 33 begins with an exploration of three theories on food combining. Guest lecturer Marc Perry, CSCS, CPT, shares tips on how to stay fit as a busy professional. Guest lecturer Manisha Thakor, MBA, CFA, returns to explain the value in joy-based spending and shares tips for doing it responsibly. Students will explore how group coaching can benefit both their business and clients. They'll learn how to set up a 6-Month Group Program and effectively coach clients in a group setting with nine basic techniques for coaching a group. Recommendations for leading a group coaching program are also included.

Module 34 (10 Clock Hours): In Module 34, Joshua addresses the powerful roles that genetics and environment have on an individual. Guest lecturer Ann Cooper teaches the importance of transforming school food one lunch at a time, while Joshua encourages students to get involved at a local school to improve children's nutrition and become part of the solution. Guest lecturer Amy Kalafa explores a holistic approach to children's health and education, and guest lecturer Deborah Lewison-Grant, PhD, speaks about the critical role of teachers and Integrative Nutrition Health Coaches in transforming school food. Guest lecturer Allison Carmen and her daughters give an example of how change can happen as they share how they changed the food in their school district. Students will also learn how to attract clients who align with their business and will explore the client funnel, focusing on how it can help turn leads into clients.

Module 35 (10 Clock Hours): In Module 35, guest lecturer Pamela Yee, MD, explains the importance of farmers in the healthcare system. Guest lecturer Daphne Miller, MD, discusses holistic farming for improved health and shares how to navigate your local farmers' market. From a business perspective, students will learn how to create engaging emails and newsletters, including a review of spam email and tips and strategies to consider when sending newsletters to attract new clients.

Module 36 (11 Clock Hours): In Module 36, guest lecturer Mark Bittman shares his thoughts on the American food system and how to take a stand for real food. Guest lecturer Michael Jacobson, PhD, discusses controversial topics in food and nutrition, such as GMOs, supplementation, and saturated fats. Students will learn about the pharmaceutical industry's impact on healthcare, and guest lecturer Jeffrey Smith explores the risks associated with GMOs in the food supply. Students will learn how their education at IIN syncs with who they are and discover their capacity for influencing the world. They'll also explore what inspires them to interact with their favorite brands and how to create calls to action.

Module 37 (8 Clock Hours): Module 37 begins with guest lecturer Howard Lyman discussing the importance of living within environmental limits. Students will learn the truth behind factory farming and receive a guide to finding humanely raised and sustainable products. They'll learn tips on navigating the economy and keeping finances on track while improving spending and saving habits. Additionally, students will perform a quick checkup on their financial health and learn the benefits and how-tos of writing and promoting an ebook.

Module 38 (8 Clock Hours): Module 38 begins with guest lecturer Vani Hari encouraging students to find their voice and take action. This is followed by an explanation of how the government influences the American diet, the role that government has in nutrition, and how to get involved with food policy. Guest lecturer Nancy Weiser, MBA, will share secrets she uses to transition and inspire clients into a second 6-Month Program. Students will learn how to write effective emails for promoting their health coaching program using a simple, effective template.

Module 39 (9 Clock Hours): Module 39 begins with guest lecturers Kerry Bajaj and Jennifer Mielke sharing the ins and outs of working alongside doctors. Guest lecturer Melissa Wolf, MD, gives her top ten tips for confidently approaching and collaborating with physicians. Guest lecturer Shaunna Menard, MD, discusses how to appeal to physicians and initiate professional partnerships. Guest lecturer Manisha Thakor, MBA, CFA, is back again to explain the basic principles of personal investing for the future and retirement. Students will explore education, one area of the Circle of Life, and discover the benefits of being part of a mastermind group and get tips for starting their own mastermind group.

Module 40 (11 Clock Hours): Module 40 begins with guest lecturer Deepak Chopra, MD, sharing the biology of where we came from and six essential habits to cultivate and maintain well-being. Students will explore the importance of taking risks in the present moment and living in alignment with the future they desire to create. Joshua then discusses how to let go in order to move forward, which is followed by an inspirational excerpt about embracing change and the space between. He also shares a powerful story related to confidence and challenges students to be their authentic self as they move forward in their career. He then leads an exercise to help students visualize and create strength for the future. Students will be guided through a final primary food check-in. The program wraps up with Joshua encouraging students to take what they've learned and turn the corner.

Coaching Circles (9 Clock Hours): Throughout the Health Coach Training Program, students will participate in six 90-minute Coaching Circle sessions. Students will be able to choose and sign up for sessions that fit their schedule. During the Coaching Circles, students participate in a group coaching environment under the guidance of a Health Coach. Students will be able to practice their coaching skills and receive feedback and advice from their Coaching Circle coach as well as other students.

Health Histories (5 Clock Hours): During the Health Coach Training Program, students will practice using the skills they are learning by completing six Health Histories. To complete Health Histories, students will identify a friend, family member, or even a fellow student to serve as a client. The “client” will complete the Health History form, and the student will conduct a practice

coaching session using coaching tips, leading questions, and online resources. Finally, students will enter information and notes into the IIN Learning Center and have the opportunity to discuss their progress in Coaching Circles, the Facebook group, and the discussion forums.

Credit for Previous Education and Training

The Institute for Integrative Nutrition values all forms of learning and all previous formal learning. However, IIN does not accept transfer credits, regardless of source, and requires all students completing the IIN Health Coach Training Program to complete the entire program in order to earn IIN's Certificate of Completion.

College Credit – Disclaimer Statement

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Financial Assistance Statement

IIN does not participate in Title IV program and does not offer federal student aid.

Student Completion and Job Placement

Occupational Education Data Survey (OEDS): 2016-2017

Health Coach Training Program	Total Students/Graduates
Part 1: Admissions: Applications, Acceptances & Denials July 1, 2016 through June 30, 2017	
Total Applications	11,273
Applications Accepted	10,630
Applications Denied	643
Part 2: Current Year Enrollment July 1, 2016 through June 30, 2017	
New Enrollment	10630
Still Enrolled / Continuing from previous year	3489
Total Students in this program during this reporting year	14119
Part 3: Status of 2016-17 Enrollment as of June 30, 2017	
Still Enrolled/Continuing into the next reporting period	2123
Noncompleters	1242

Graduates		10754
Part 4: Graduate Follow-up		
Employed in:	Related Field	6477
	Slightly Related Field	899
	Unrelated Field	1476
	Military	27
Seeking Employment		898
Pursuing Additional Education		519
Other, Unavailable for Employment		407
Status Unknown		51
Total Graduates July 1, 2016 - June 30, 2017		10754

Occupational Education Data Survey (OEDS): 2017-2018

Health Coach Training Program		Total Students/Graduates
Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018		
Total Applications		9234
Applications Accepted		8906
Applications Denied		328
Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018		
New Enrollment		8906
Still Enrolled / Continuing from previous year		2123
Total Students in this program during this reporting year		11029
Part 3: Status of 2017-18 Enrollment as of June 30, 2018		
Still Enrolled/Continuing into the next reporting period		2751
Noncompleters		992
Graduates		7286
Part 4: Graduate Follow-up		
Employed in:	Related Field	544
	Slightly Related Field	343
	Unrelated Field	326
	Military	2

Seeking Employment	139
Pursuing Additional Education	107
Other, Unavailable for Employment	56
Status Unknown	5769
Total Graduates July 1, 2017 - June 30, 2018	7286

Job Placement

The Institute for Integrative Nutrition (IIN) does not advertise nor provide a job placement service. The Health Coach Training Program (HCTP) specifically trains students to be self-employed.

Pass Rate of School's Graduates for License or Certification

The Health Coach Training Program does not require students to take a licensure course or certification exam. Graduates of IIN have the option to take the International Association for Health Coaches (IAHC) certification exam, of which there has been 100% pass rate.

Advanced Courses

Advanced Business Course

Length: 100 Clock Hours

The Advanced Business Course is a year-long mentoring program designed to help students continue to successfully build and expand their health coaching practice. This program will cover all of the basics, from identifying a target market to creating an elevator speech. This basic knowledge becomes the foundation as students dive deeper into advanced business concepts, such as creating a sales funnel and generating leads.

Students will learn these valuable business skills through personalized mentoring, straightforward curriculum, homework assignments, and assessments.

The program is comprised of 38 modules along with 6 introductory modules, covering everything from business strategies, to copywriting, to using social media. At the end of each module, there will be an assignment and a group discussion.

Additionally, there will be a self-quiz at the end of every 5 modules (8 total), as well as a graded test at the end of every 10 modules (4 total). Student must earn a 70% or better cumulative GPA to earn a Certificate of Completion.

Objectives

Upon completion of the Advanced Business Course, students will be able to create realistic goals and objectives and use resources to grow their business and help more individuals achieve health and happiness.

Specifically, each graduate of IIN's Advanced Business Course will be able to:

- Create and use a sales strategy
- Set a basic budget
- Identify their target market
- Write engaging copy to promote their business
- Increase and manage leads
- Demonstrate public speaking and PR skills
- Use online and social media marketing to expand their business
- Develop strategies for growth, including partnerships, outsourcing and more

Outline and Descriptions

Introductory Modules

- Welcome to the Program
- Running a Business is Like Running a Marathon
- Successful Accountability Partners
- How to Set & Manage Priorities
- How to Limit Distractions
- Tools to Limit Distractions and Increase Productivity
- Jumpstart Checklist

- Using Serendipity as a Business Strategy

Module 1: What's Your Why

What got you into health coaching? What lights a fire in you and inspires you to take action despite fear? This module will help you to clarify your primary motivators for starting a business. This will help to root you in intention when the going gets tough (which it inevitably will).

Module 2: Envision Your Success

This module will help you to define what success looks like for you. In this module, you will set client goals and financial goals for your business, which you will reference throughout the program.

Module 3: Entrepreneurial Mindset

Ever wondered what makes an entrepreneur tick? What do they think about? What motivates them? This module will help you to develop the mindset of an entrepreneur so you can begin to take the steps to become self-employed, full-time.

Module 4: Procrastination and Perfection

Do you procrastinate work until the last minute? Do you get stuck on projects because you're waiting for it to be perfect? This module will help you get out of the self-sabotaging cycles of procrastination and perfection so you can get work done and bring in more clients.

Module 5: Shift Your Identity

Master success coach Rob Scott who will talk about the concept of identity shifting, showing you how to examine your limits, challenge them, and change them. It will also guide you through the process of choosing new, empowering beliefs to replace your old limiting ones.

Module 6: Legal Issues

This module will teach you the basics of what you need in your business to protect yourself from a legal standpoint. It also includes templates you can use in your own business for legal coverage.

Module 7: Bio-individuality in Business

This module will help you to discover what works for YOU in your unique business. We are all different. In this module, you will assess your strengths and weaknesses to create a business model and plan that works for you as an individual.

Module 8: Strategies for Success

Each person is unique when it comes to what is going to be the best for them and their business. Business mentor Marie Forleo will speak to you in this module about creating happiness and success that is specifically tailored to your needs.

Module 9: Taking Action

This module will help inspire you to take action so you can get the results you're looking for. We will cover the mindsets that keep us from putting ourselves out there, as well as how to leverage the opportunities that currently exist in our network.

Module 10: Networking

This module will help you to become a master networker, to feel comfortable speaking about the work you do, and become the go-to person at any networking event (whether you're an extrovert or

not).

Module 11: Follow-up

Ever wonder how many times or how often you should follow up with a potential client? This module will help you to master techniques to follow up with prospects, leads, and potential clients in a way that feels natural and unobtrusive.

Module 12: Close the Deal

This module will help you learn how to close the deal in a way that feels authentic to you. We will teach you how to do sales in a way that is not aggressive or pushy, so you can feel really good about helping your clients choose themselves and their health.

Module 13: Sales Strategies

Most people have some sort of limiting beliefs when it comes to money, sales, and selling. In this module, life coach Christine Hassler will talk about how to remove those beliefs and replace them with solid strategies for increasing sales and enrollment, as well as how to change objections from potential clients into opportunities to coach.

Module 14: Private and Group Coaching

This module will help you to create private and group coaching programs that work for your unique style of coaching, as well as support your clients to create the change they're looking for.

Module 15: Public Speaking

Scared of public speaking? This module will help you to get started as a public speaker, how to craft your signature speech, and how to increase your confidence in front of a crowd.

Module 16: Workshops

This module will help you to create and market workshops that you can host online and offline to build leads and attract new clients.

Module 17: Copywriting

Do you ever read your favorite blog and think, "They nailed that article!" That's the effect good copywriting has on its readers. Well, you can be a great copywriter, too. This module will teach you the basics of writing good copy, so you can speak more directly to your audience and increase sales.

Module 18: Website Makeovers

Is your website working for you, or is it more just an online business card? This module will help you to understand the essentials you need for a website that converts viewers into subscribers and prospects into buyers.

Module 19: Sales Funnels: Part 1

This module will help you to understand how to generate more leads online so you can build your email list and increase your sales. We will teach you how to use an opt-in offer (or free gift) to build your list and how to get more people to download your opt-in.

Module 20: Sales Funnels: Part 2

This module will help you to take the leads you've generated through your free gift and convert them into paying clients by setting up automated emails that build and nurture the relationship with these

new subscribers.

Module 21: Online Marketing

Does online marketing make your head spin? Are you unsure of where to start when marketing yourself on the internet? This module will help you to understand how you can generate leads online using simplified SEO (search engine optimization), social media, and blogging.

Module 22: Social Media

This module will help you learn how to navigate the world of social media, how to use it to effectively bring in more leads, and how to avoid the time sucks that decrease productivity. We will cover the basics of using Facebook, Twitter, YouTube, and LinkedIn.

Module 23: Money Mindset

This module will help you to discover more about your money story and how to overcome any limiting beliefs you have around money that are keeping you from having the successful business you desire.

Module 24: Know Your Numbers

This module will help you to understand the financial aspect of running your business. You will learn about the numbers every entrepreneur needs to be aware of. We know it numbers can be scary, but we'll teach you how to make friends with your finances!

Module 25: Master Your Money

Have you ever heard of feng shui? In this module, financial freedom expert Kate Northrup will help you clear out your clutter and turn your space into a money-making magnet so that you can boost your prosperity and increase your financial freedom.

Module 26: Raise Your Rates

This module will teach you how to comfortably and confidently raise your rates so that you can earn more money from coaching while leveraging your time and working with less clients.

Module 27: Target Market

Ever wonder what to say when you go to a networking event? This module will help you understand target markets, ideal client avatars, and how to craft an elevator pitch that will make referring to you easy.

Module 28: Personality Profiling

Individual personalities play a major role when it comes to finding ways to bring prospective clients on board and understanding how you can best serve your existing clients. In this module, DISC expert Eric Barron teaches the basics of DISC personality profiling and explains how it can help you strategize your coaching and sales.

Module 29: Marketing 101

This module will help you to conduct market research and get into the head of your client. This will allow you to create better programs and craft better copy that will compel your ideal clients to work with you.

Module 30: Book Yourself Solid

In this module, bestselling author and business expert Michael Port will teach you the basics of the simple sales conversation and help you in understanding why people will want to buy what your selling. In addition, he'll outline his "Red-Velvet Rope Policy" that will help you to ensure you're only working with your ideal clients.

Module 31: Build Your Business Model

This module will introduce you to the many different business models including Depending on what kind of business you want to pursue, there are a number of models to consider, including private coaching, group coaching, workshops, and public speaking. We will walk you through the pros and cons of each, so you can decide which elements you want to incorporate into your practice.

Module 32: Referral Marketing

This module will help you to grow your business through word-of-mouth marketing and referrals. You will learn how to approach other companies and practitioners about joint venture partnerships and how to ask others to refer to you.

Module 33: Online Programs

This module will help you to develop, launch, and market an online program that will serve as a gateway to your higher-level offerings, such as private or group coaching.

Module 34: Integrate Health Coaching with Additional Services

Do you practice another modality besides health coaching? This module will help you to merge health coaching with another modality, such as yoga, personal training, or culinary arts.

Module 35: Publicity

Want to be famous? Okay, maybe not Hollywood famous, but you deserve to be known for incredible work you do! This module will help you learn the basics of getting good publicity, as well as offer you tools to be your own publicist.

Module 36: Laying the Foundation for Success

This module will help you to create a marketing plan that works for your unique business, based on the goals you create for yourself. We will walk you through figuring out your conversion rate (or how many sales you make per number of people you talk to) and how you can use this information to create your marketing plan.

Module 37: Outsource Your Business

This module will help you understand how to outsource parts of your business so that you can focus more on coaching and less on running your business. You will learn how to do this in a way that works with your budget and allows you more freedom to do what you love.

Module 38: Next Steps

This module will help you to figure out what your next steps are post-program. Remember that you have access to the private Facebook group for six months after graduation, so you can continue to ask questions, interact with your classmates, and receive support from course moderators.

Coaching Intensive Practicum

Length: 45 clock hours

Health and Wellness Coaches partner with clients seeking self-directed, lasting changes, aligned with their values, which promote health and wellness and, thereby, enhance well-being. In the course of their work, they display unconditional positive regard for their clients and a belief in their capacity for change, and honor that each client is an expert on his or her life, while ensuring that all interactions are respectful and nonjudgmental.

The intent of the Coaching Intensive Practicum program is to help students advance their fundamental coaching skills by practicing and demonstrating how to communicate as a health coach within real-time, synchronous, webinars with experienced faculty, mentor health coaches and peers. These webinars allow the witnessing of coaching demonstrations, buddy coaching, and coaching presentations for feedback and evaluation. The program consists of both practical skills training and practical skills assessment. The six training modules align with the 21 tasks outlined by the *International Consortium for Health and Wellness Coaches* (ICHWC) and offer students additional preparation for the ICHWC national certification exam.

Objectives:

Upon completion of the Coaching Intensive Practicum program, students will be able to:

- Demonstrate basic coaching practice and differentiate between coaching and giving information or advice.
- Explain the coaching process and establish a coaching agreement to a client in a simulated health coaching exercise.
- Describe the challenges of changing behavior for lifestyle and health improvement.
- Demonstrate effective communication techniques of extending empathy, active listening, and non-judgment; establishing trust and rapport; and exploring and seeking clarity.
- Use strategies for helping the client increase confidence and self-efficacy.
- Demonstrate following the client's agenda in eliciting goals and desired outcomes; tracking progress and accountability; and evaluating and closing the coaching session.
- Apply the appropriate behavior change strategies for each stage of the Transtheoretical Model of Change during a live demonstration of coaching a client.
- Sit for the *National Consortium for Credentialing Health and Wellness Coaches* (NCCHWC) certification exam (optional).

Module Outline & Descriptions:

There are 6 modules in the Intensive Coaching Practicum program.

Module 1: Establishing the Coaching Agreement and Co-Creating the Coaching Relationship

In this module, the student will learn to:

- Explain the coaching process
- Obtain information about why coaching is sought, desired outcomes, priorities, personal strengths and challenges
- Determine if the individual is a candidate for health and wellness coaching.

- Explore motivation and assess readiness for change.
- Jointly create a coaching agreement that includes roles, expectations, practice specific processes, fees, and frequency, mode and length of sessions

Module 2: Exploring and Seeking Clarity with the Client

In this module, the student will learn to:

- Use powerful questions to Invoke inquiry for greater understanding, awareness and clarity
- Communicate broader perspectives to clients and inspires commitment to shift their viewpoints and find new possibilities for action
- Identify major strengths vs. major areas for learning and growth, and what is most important to address during coaching,
- Invite the client to identify and explore patterns, perspectives, and beliefs that may be limiting lasting change.

Module 3: Preparing Action Steps and Goal-Setting with the Client

In this module, the student will learn to:

- Assist the client in creating a description of their ideal vision of the future.
- Establish or identify the present situation, past history, previous successes and challenges, resources, etc. associated with the client's vision.
- Explore and evaluate the client's readiness to progress toward the vision.
- Invite the client to identify and explore patterns perspectives, and beliefs that may be limiting lasting change.
- Work with the client to establish goals that will lead to the vision
- Work with the client to develop a series of steps that will lead to the achievement of client selected goals.
- Elicit the client's commitment to and accountability for specific steps.

Module 4: Evaluating and Tracking Progress & Accountability

In this module, the student will learn to:

- Collaborate as the client evaluates success in taking steps and achieving goals.
- Work with the client to maintain progress and changes.
- Collaborate as the client reassesses goals and makes modifications based on personal decisions and progress made.
- Assist the client in articulating learning and insights gained in the change process.
- Work with the client to develop a post coaching plan to sustain changes that promotes health and wellness.

Module 5: Working with Organizations and Individuals

In this module, the student will read *Effective Group Coaching* and practice Group Coaching and Group Health and Wellness Workshops with other students during the webinar sessions.

Module 6: Lifelong Learning and Professional Development

In this module, the student will learn to:

- Practice in accordance with applicable laws and regulations.
- Practice in accordance with accepted professional standards and within the limits of their scope of practice.
- Practice in accordance with the accepted standards of professional ethics.
- Engage in a continuous process of training and education to become more proficient in their practice and to ensure that their practice-related knowledge and skills remain current.

Gut Health Course

Length: 88 clock hours

The Gut Health Course consists of 24 online modules, through which students learn how gut and digestive health can impact overall health and wellbeing. In this course, students learn about the structure and function of the human digestive system and gut microbiome, along with the various way that these systems can be disrupted and impaired. Students also learn ways to improve and maintain good gut health through diet and lifestyle. An emphasis is placed on looking at the interconnectedness of the gut to all parts of the body, and how an imbalance in the gut can affect other systems and the body as a whole. Graduates of the Gut Health Course will be able to apply the knowledge learned to their work with clients as Integrative Nutrition Health Coaches.

Objectives:

Upon completion of Gut Health Course, students will be able to:

- Explain the causes and symptoms of the various gut health disturbances
- Gain a working knowledge of the gut microbiome and the role that gut bacteria play in both digestion and whole-body health
- Apply their knowledge to help and empower clients to achieve greater health and wellness by supporting gut health through diet and lifestyle
- Distinguish and articulate their boundaries of scope of practice as a Health Coach when working with clients who have gut health concerns or conditions
- Demonstrate how to appropriately work alongside various healthcare professionals to provide a complementary service for individuals with gut imbalances or conditions
- Synthesize their coaching skills and knowledge of gut health to create individualized approaches to guide their clients as they work to achieve optimal health
- Identify diet and lifestyle modifications that may naturally support the health of the digestive system, gut microbiome, and systems in the body

Module Outline & Descriptions:

There are 24 modules, plus a pre-course orientation module, in the Gut Health Course.

Pre-Course Module

The Pre-Course Module is a bonus module that welcomes students to the course, introduces the basic concepts, and helps them get set up for success. In this module, students learn about the

structure and expectations of the course, take an introductory look at the microbiome and gut bacteria, review their scope of practice as an Integrative Nutrition Health Coach, and learn how they can take actionable steps to work with doctors to grow their practice and provide comprehensive support to individuals with gut health issues.

Module 1: Introduction to Digestion

This section of the course provides an overview of the anatomy and physiology of the digestive system. Students are taught about the three phases of digestion and what happens during each stage, as well as the two types of digestion and the roles they play in each phase.

Module 2: Digestion & Health

This module explains how nutrients are absorbed during digestion. Students learn about the hormones that are involved in the digestive process. Additionally, information is provided to prompt students to think about how, as a Health Coach, they can effectively inquire about a client's digestion and their relationship to eating.

Module 3: Introduction to the Microbiome

This section provides an introduction to the gut microbiome and the microbes who call the gut their home. Students discover the intimate connection gut microbes have to both proper digestion and good health. Module 3 also teaches the best practices for feeding gut microbes, keeping them diversified, and minimizing harm.

Module 4: Microbes & The Microbiome

In this module, students learn about the various ways that bacteria can be beneficial to the body. Students are taught about germ theory and how the eradication of germs and a societal obsession with cleanliness may actually be leading to a rise in chronic diseases. This section also covers how the human gut microbiome develops in utero, during childbirth, and in infancy.

Module 5: Probiotics, Prebiotics, & Fermentation

This module provides and empowers and informs students about how they can utilize research and general guidelines to distinguish quality supplements from inferior products. Students are taught about what probiotics are and what qualities to look for in a probiotic supplement. Students also learn about the benefits of prebiotics, fiber, and fermented foods as nourishment for the gut.

Module 6: Constipation and Diarrhea

This section of the course explains what constitutes a healthy bowel movement and what signs may be cause for concern or lifestyle improvements. Students learn about the different types of stool, the signs of possible issues, and how this topic of conversation can be comfortably approached with clients. Also discusses the ways an individual can naturally improve the quality of his or her bowel movements through simple and natural lifestyle changes.

Module 7: The Immune System in the Gut

Module 7 provides in-depth information about the immune system and the ways that it is intimately connected with the gut. Students also learn what happens when immunity in the gut is

compromised and how this can lead to the development of autoimmune and auto-inflammatory conditions, including Celiac disease, type 1 diabetes, and Inflammatory Bowel Disease.

Module 8: IBS & The Gut-Brain Connection

This section of the course explores the connection between the brain and the gut - aka the “second brain”. Students learn about the gut-brain axis and the intimate connection between the gut and the nervous system. This module explains a common condition related to dysfunction in the gut-brain axis: Irritable Bowel Syndrome (IBS). Students are taught how to apply this information so they can help clients manage IBS symptoms from within their scope of practice as an Integrative Nutrition Health Coach.

Module 9: Stress and Gut Health

This section of the course focuses on what stress is and how chronic stress affects proper digestion and the health of the gut microbiome. Students learn how to support clients with stress management and reduction, with an emphasis on creating a peaceful mealtime ritual.

Module 10: Food Intolerances and Leaky Gut

In this module, students learn the difference between food allergies and food intolerances. Students also learn about the causes and symptoms of Leaky Gut, as well as ways to strengthen the gut lining and improve gut health to help repair damage associated with this common condition.

Module 11: Candida 101

In this module students learn about what Candida is and the most common reasons that an overgrowth can occur. Students are taught about the various ways that Candida overgrowth can show up in the body and the dietary and lifestyle modifications that can promote balance.

Module 12: Support Clients with SIBO

In this section of the course, students learn about a condition called Small Intestinal Bacterial Overgrowth (SIBO). Students are taught about what the condition is, the various reasons it can develop, and how to support clients as a Health Coach while they also seek medical treatment for their condition. Additionally, students are taught nutrition and simple lifestyle modifications that may help clients find relief from their discomfort and help those who’ve resolved the issue to prevent against relapse.

Module 13: Heartburn and Acid Reflux

This section of the course explains the three major types of esophageal discomfort – heartburn, acid reflux, and GERD. Students learn the similarities and differences between these three conditions, which are all related to stomach acid. Students are taught about common triggers and how they can work from within their scope of practice as an Integrative Nutrition Health Coach to naturally reduce heartburn and reflux.

Module 14: Blood Sugar, Metabolism, and Obesity

This module explores the connections between blood sugar, metabolism, and obesity. Students learn how excess body fat and high blood sugar can negatively impact the gut. Students also learn

about the gut's role in obesity, and ways that they can support clients who wish to achieve more balanced blood sugar.

Module 15: The Connection Between the Gut & Thyroid

In this section, students learn about the connections between the thyroid and gut health. Students are taught why thyroid disorders can have such a large and lasting effect on the digestive system. Students learn how to apply basic steps clients can take that may promote better thyroid health through improvements in diet.

Module 16: The Connection Between the Gut & Estrogen

This module explores the intricate connection between hormones and gut health. Students learn what the estrobolome is and the role it plays in processing excess estrogen from the gut. Students are also taught about how the gut and liver play a role in processing free estrogen in the body.

Module 17: Gut Health from an Ayurvedic Perspective

In this module, students learn about the basic philosophies and principles of Ayurvedic medicine - an ancient practice that developed in India. Students learn how they can apply these principles to gut health, as well as the ways that Ayurveda approach and consider gut health and digestion. Students learn about the three doshas and the five elements and are introduced to the topic of dosha imbalance.

Module 18: Principles of Traditional Chinese Medicine

Module 18 provides a basic overview of Traditional Chinese Medicine and how concepts like qi, yin, and yang can relate to gut health from this perspective. Students learn about ways to incorporate these ideas into their work and how they can support clients who see practitioners of Traditional Chinese Medicine.

Module 19: Work Among a Network of Healthcare Professionals

This module focuses on helping students apply the concepts they learn in this course through their work as an Integrative Nutrition Health Coach. Using case studies and examples, students are prompted to think about and explore how they can work in conjunction with various medical practitioners, and how they might approach working with clients who have gut health concerns.

Module 20: Supplements to Support Gut Health

Module 20 provides an overview of the different types of dietary supplements and the common reasons clients may want to take them. Students are taught what to look for when trying to identify a high-quality supplement. They are also provided with general information about common supplements that may be helpful for certain individuals who seek to improve their gut health.

Module 21: Toxins in Everyday Life

In this section of the course, students learn how toxins from food, the environment, and personal products find their way into our bodies and enter the gut. This module provides students with a solid understanding of how environmental toxins can disrupt gut health and how to identify the top sources of toxins in both consumables and household products.

Module 22: Detoxification for Gut Health

In this module, students learn about safe ways to support the body's natural detoxification process. Students are taught to look at detox through a lifestyle lens, which may be easier and healthier on the body than extreme detoxification efforts that have been popular in recent years. Students learn how they can support clients who wish to detoxify, and the diet and lifestyle modifications that may be helpful to them.

Module 23: Food for Thought

In this section of the course, students learn about the health benefits of spices and herbs that can have a positive effect on the gut, and the different ways they can use them in their cooking. Students also learn about what polyphenols are, how they are beneficial to health, and the food sources they are most abundantly found in.

Module 24: The Role of the Vagus Nerve in Gut Health

In this section of the course, students learn about what the vagus nerve is and how it relates to gut health. Students are taught about what can happen when vagal tone is poor, as well as a variety of natural ways that may help improve the health of the vagus nerve, which can contribute to better health and wellness, overall.

Emotional Eating Course

Length: 97 clock hours

The Emotional Eating Psychology Course is designed specifically for Integrative Nutrition Health Coaches who are interested in helping clients navigate and find freedom from emotional and compulsive eating patterns. This 24-module, online course teaches a variety of coaching techniques and strategies to guide clients toward a healthier relationship with food and their bodies for weight loss and improved health. Students will explore their own relationships with food and apply the information from this course through case study examination, reflective exercises, and guided practice.

Objectives:

Upon completion of Emotional Eating Course, students will be able to:

- Identify common psychological, biological and cultural contributing factors to emotional eating, cravings, and unhealthy food relationships
- Coach clients who struggle with emotional eating from within the scope of practice of an Integrative Nutrition Health Coach
- Facilitate the client's use of emotional coping strategies for self-awareness, self-connection, and self-empowerment that create space for sustainable, nourishing habits
- Use positive and sustainable eating habits by helping clients find their own middle ground, take a long view of progress, and work with ongoing setbacks and self-sabotage
- Create individually-based strategies to support clients around weight and body-image related issues

- Identify key differences between emotional eating, eating disorders, and healthier approaches to eating
- Support clients around nourishing themselves beyond food through relationships, movement, and other areas of life

Module Outline & Descriptions:

There are 24 modules, plus a pre-course orientation module, in the Emotional Eating Psychology Course.

Pre-Course Module: Where to Start

This bonus module is delivered to students upon registration for the course to provide them with foundational knowledge and information to help them maximize their success in this course. Students will learn about the structure of the course, resources available to them, and expectations. Students will also be provided with an introduction to emotional eating, in which they will learn about common links between food and emotions, the prevalence of unhelpful eating habits, and the general boundaries of their scope of practice as an Integrative Nutrition Health Coach.

Module 1: Emotions 101

This module focuses on emotions. Students will learn how to identify emotions, as well as the four components of emotional intelligence and its significance to coaching clients through emotional eating. They will learn the valuable purposes of emotions in creating self-connection and connection with others. Students will learn four ways that they can support clients around emotional healing, using a case study to practice applying the material.

Module 2: Emotional Eating 101

In this model, students will learn five ways of conceptualizing emotional eating, including common differences between emotional hunger and physical hunger. They will learn to identify basic habit loops and apply them to eating behaviors. This section covers some primary drivers of emotional eating, as well as how emotional eating contributes to self-disconnection. Students will learn how to integrate all of this material into working with clients within their scope of practice as health coaches. They will use a case study and coaching partner work to help them apply and practice the material.

Module 3: Stress & Emotional Eating

This module focuses on stress and the roles that it can play in emotional eating. Students will gain knowledge on the stress response, the stress cycle, the emotional eating cycle, and how they all influence each other. They will learn about how they can support clients in moving toward a more positive stress cycle within their scope of practice, using a case study and coaching partner to apply and practice the material.

Module 4: Body Image & Emotional Eating

In Module 4, students explore the concept of fitting into cultural norms and ideals, as well as the role that culture plays in body image. Students will learn how both unhelpful body images

and emotional eating can fuel disconnection from self and others. They will explore their own self-image and learn how to help clients explore personal connections between body image and emotional eating habits, using a case study to apply and practice the material.

Module 5: The Power of Story

In this section of the course, students will learn about the value of storytelling as a coaching tool. They will learn key benefits of storytelling and the importance of focusing on language when connecting with clients around sensitive topics like emotional eating. Students will gain self-awareness into the roots of their personal food narratives and be introduced to the Eating Story as a tool for coaching emotional eating. They will use a case study to apply the material and practice guiding a coaching partner through an Eating Story.

Module 6: The Healthy Bias

This module focuses on biases and limiting beliefs as possible contributing factors to emotional eating and other unhelpful food relationships. Students will deconstruct their personal health and weight biases and assumptions, as well as gain understanding as to how these affect their coaching practice. They will gain understanding about connections between biases and limiting beliefs and learn how limiting beliefs can keep clients stuck in emotional eating cycles. They will use a case study and coaching partner to apply and practice using three basic frameworks for challenging current beliefs and biases.

Module 7: Eating Disorders

This section of the course focuses on eating disorders. Students will learn how to identify common eating disorders and how to differentiate them from emotional eating. They will gain knowledge about how eating disorders can play a role in gender, sexual orientation, ethnicity, and athletics. They will learn how they can support clients with a history of or current eating disorder within their scope of practice by using specific coaching strategies and working as a member of a larger treatment team.

Module 8: Eating in the Matrix

This module presents the idea of the matrix as a metaphor for how cultural norms can influence lifestyle habits, including eating. Students will be provided with three broad lenses to help deconstruct four common one-size-fits-all eating approaches, as well as three common ways of using food for a purpose other than physical nourishment. Students will use a case study and coaching partner practice to apply the material and use neutral and nonjudgmental language to guide exploration of current eating habits and mindsets.

Module 9: Cravings

This module focuses on cravings. Students will learn key aspects and roots of physical and emotional cravings and how they relate to emotional eating habits and mindsets. They will learn how to conceptualize cravings as useful information and how to use food qualities to help clients decode specific cravings and make helpful food swaps. Students will be provided with basic guideposts to empower clients around cravings based on individual considerations. A case study, as well as self-reflective exercises, will help clients apply and practice the material.

Module 10: Sexuality & Emotional Eating

This module focuses on intersections between sexuality, intimacy, and emotional eating. Students will learn how food, sex, and relationships can be used to fill voids, as well as how emotions like fear and shame can create unhealthy attachments to food and sex. They will explore how eating and sex can serve as forms of both pleasure and indulgence, due in part to cultural messages and norms. Students will learn coaching strategies that help clients positively shift self-destructive behaviors around food and intimacy.

Module 11: The Science of Emotional Eating

In this module, students will gain knowledge about some of the biological factors that can contribute to emotional eating habits and cycles. They will explore connections between stress, sleep, and eating patterns like food choice, appetite, and digestion. Students will learn major chemical messengers that play a role in all of these processes, as well as how chronic emotional eating habits can dysregulate these messengers. They will apply the material to their own eating habits and use a case study to practice the material with a coaching partner.

Module 12: The Impact of Sugar

This module focuses on relationships between emotional eating and sugar. Students will explore ideas about self-medication and addiction, and the role of culture in perpetuating these mindsets around sugar. They will learn some of the science behind sugar's physical and emotional impacts, including its effects on stress and hunger. Students will learn strategies for talking to clients about sugar and helping them reduce sugar intake.

Module 13: Coaching Emotional Eating: An Overview

This module provides an overview of the second half of the course. Students will learn six basic guideposts for coaching clients through emotional eating, as well as the ten strategies that will be covered in the following modules. This module includes materials needed for weekly Accountability Coaching sessions and Case Study Challenges that students will use to apply and practice each module's material.

Module 14: Learn the Language of Food

In this module, students will learn how to expand on the Eating Story from earlier in the course using multiple frameworks and modalities, based on individual clients. They will learn how to help clients identify roots and triggers of eating approaches and apply three broad lenses to help clients identify overall eating patterns and cycles. This module includes a four-question framework to help simplify complicated food relationships with clients. Students will be able to explore their personal eating habits and practice the material via the weekly Case Study Challenge and Accountability Coaching session.

Module 15: Nourish from the Inside

This module focuses on the value of self-compassion and why it's an integral piece of coaching emotional eating. Students will receive tools for helping clients foster a self-compassionate mindset and practice self-nourishment in tangible ways. Students will have the opportunity to

practice the material via the weekly Case Study Challenge and Accountability Coaching session.

Module 16: Empower the Mind

This module focuses on the benefits of self-empowerment and its role in coaching emotional eating. Students will gain information on how to use narrative therapy exercises within their scope of practice in order to encourage clients to fit out and reframe their Eating Stories using an internal locus of control. Students will be presented with ideas for researching the power of mindset and will be able to practice the material via the weekly Case Study Challenge and Accountability Coaching session.

Module 17: Connect to the #1 Expert

This module focuses on self-connection and self-trust. Students will learn about the body-brain pull and how it can inhibit self-trust. They will learn the value of tuning in to unique body signals and hunger rhythms, and they will learn six ways to help clients connect with and trust themselves. Students will be able to practice honoring their bodies' messages, as well as practice the material via the weekly Case Study Challenge and Accountability Coaching session.

Module 18: Nourish Beyond Food

This module focuses on finding nourishment beyond food itself and how this can help clients struggling with emotional eating. Students will learn how to facilitate the process of self-nourishment via a holistic emotional healing toolbox, as well as how to support clients around relationships and physical activity within their scope of practice. Students will apply the material with personal research and practice the material via the weekly Case Study Challenge and Accountability Coaching session.

Module 19: Nourish the Eating Relationship

This module focuses on mindful eating and the benefits of coaching clients around eating with intention and mindful presence. Students will learn tangible mindful eating strategies that integrate health and satisfaction. They will apply and practice the material themselves, as well as via the weekly Case Study Challenge, the Accountability Coaching session, and with other people in their lives.

Module 20: Find A Middle Ground

This module focuses on key similarities between emotional eating and dieting. Students will learn biological and psychological reasons why diets don't work, as well as the benefit of individualized eating approaches. They will learn concrete strategies for helping clients more middle-ground approaches to food that are sustainable, enjoyable, and health-promoting. Students will practice finding a middle ground in multiple areas of their lives and apply and practice the material via the weekly Case Study Challenge and Accountability Coaching session.

Module 21: Build Boundaries

In this module, students explore the idea of creating boundaries around food: The benefits of boundaries, the importance of mindfulness and clarity, and how to use boundary setting as a tool for empowering clients around food. Students will learn specific strategies for building clear boundaries, as well as how to coach clients around social eating. Students will apply and practice the material via the weekly Case Study Challenge, Accountability Coaching session, and with people in their personal lives.

Module 22: Respect the Process

This module focuses on the process of behavior change and how to guide clients through strengths-based goal-setting and action-taking. Students will compare values and goals, and the importance of balance when coaching clients struggling with emotional eating. They will gain knowledge about how to work with resistance, setbacks, self-sabotage, and stuck habits and mindsets. Students will apply and practice the material via the weekly Case Study Challenge and Accountability Coaching session, as well as using metaphors like improv.

Module 23: Coach Through Weight

This module focuses on intersections between emotional eating, biology, culture, and lifestyle that might impact weight. Students will gain knowledge and practice having unbiased conversations about weight with clients and learn how to validate weight-related goals while exploring the why behind them. They will learn key strategies for supporting and positively challenging clients within their scope of practice. Students will be able to clarify their unique value as health coaches and will practice the material via the weekly Case Study Challenge and Accountability Coaching session.

Module 24: Marketing for Emotional Eating

This module focuses on marketing health coaching services, specifically for emotional eating. Students will learn how to identify their target markets and ideal clients, as well as how to craft a unique mission statement that defines their personal brand and can inform their marketing material. They will gain knowledge about how to find the clients they want to work with and the value of transparency with trying to connect with potential clients.

Hormone Health Course

Length: 97 clock hours

The Hormone Health Course is comprised of 24 online modules that explore how hormonal health and balance can impact overall health and well-being in both men and women. Students learn about the major hormones that make up the endocrine system, how and why they can get off balance, and the most common disorders of hormone imbalance. Additionally, students will understand how to apply the knowledge gained through this course within their scope of practice as an Integrative Nutrition Health Coach to support their clients' hormonal health and balance through diet and lifestyle improvements.

Objectives:

Upon completion of Hormone Health Course, students will be able to:

- Explain the causes and symptoms of the various hormonal imbalances
- Apply their knowledge to help and empower clients to achieve greater health and wellness by supporting hormonal balance through diet and lifestyle
- Distinguish and articulate their boundaries of scope of practice as a Health Coach when working with clients who have hormone imbalances
- Demonstrate how to appropriately work alongside various healthcare professionals to provide a complementary service for individuals with hormonal imbalances or conditions
- Synthesize their coaching skills and knowledge of hormone health to create individualized approaches to guide their clients as they work to achieve optimal health
- Identify diet and lifestyle modifications that may naturally support the health of various hormones and systems in the body

Module Outline & Descriptions:

There are 24 modules, plus a pre-course orientation module, in the Hormone Health Course.

Pre-Course Module

The Pre-Course Module is a bonus module that describes what students should expect from this course and the ways in which they can maximize their success right away. This section also covers tips for how to effectively coach clients towards improving their hormone health, working alongside healthcare professionals to help remedy hormone issues, defining a niche as a health coach, and creating change.

Module 1: Introduction to the Endocrine System

This section of the course teaches an overview of the nine major endocrine glands and their specific roles in the body. Students learn how the endocrine system regulates vital body processes such as metabolism, growth, sleep, and reproduction.

Module 2: Understanding Basic Hormone Imbalances

This module discusses the most common hormone imbalances, the symptoms of each, and how to get them back on track. Students also learn about the five most common female hormone imbalances and the most common genetic mutations.

Module 3: Conditions Associated with Hormonal Imbalance

In this section of the course students will gain an understanding of the most common conditions associated with hormone imbalance and learn how to recognize their symptoms. This section also discusses hormonal conditions related to the female reproductive system.

Module 4: Maximizing Nutrition to Balance Hormones

This module focuses on maximizing nutrition through the three macronutrients – fat, carbohydrates, and protein. Students will learn and practice how to tailor their approaches to meet individual needs when it comes to diet.

Module 5: Special Diets for Balancing Hormones

This module teaches students about diets with different proportions of fat, protein, and carbohydrates and which diets may be helpful for individuals with certain needs. Students learn how different macronutrient ratios in the diet may promote or disrupt hormone balance. This section also describes several popular diets that may help optimize hormone health for certain individuals.

Module 6: The Mighty Micronutrients

This section of the course teaches students about the major micronutrients, including vitamins, minerals, and trace elements. Students learn from which food sources these micronutrients come from, why they are needed, and what can happen in the body when deficiency occurs. This module also discusses supplementation of micronutrients.

Module 7: Balancing Blood Sugar for Optimal Hormone Health

In this module, students examine the connection between blood sugar, insulin resistance, and hormone imbalances. Students also learn about the symptoms and conditions related to high blood sugar, as well as the specific diets, nutrients, and supplements that may help prevent, manage, or reverse these conditions.

Module 8: All About the Adrenals – Part 1

This module teaches about the role of adrenal glands and their hormones, how this system can get out of balance, and the consequences this can have on hormonal balance and overall health. This module introduces HPA axis dysfunction – commonly known as “adrenal fatigue” and describes the effects of this condition.

Module 9: All About the Adrenals – Part 2

This section of the course expands on the subject of the adrenals, specifically focusing on HPA axis dysfunction. Students are taught how stress can disrupt the adrenal system, what the consequences are of prolonged HPA axis dysfunction, and the lifestyle changes that can help with re-balancing.

Module 10: All About the Adrenals – Part 3

Module 10 provides a more in-depth discussion of the effects of stress on both the body and the brain. Students learn the harmful effects of chronic stress. Also, in this module, students are taught a step-by-step protocol that can be adapted for use with clients for stress reduction and adrenal support.

Module 11: The Connection Between Gut Health & Hormones – Part 1

This module teaches students about the physiology and environment of the gut. Students also learn about the four most common conditions that can arise from gut imbalances and the symptoms most commonly experienced.

Module 12: The Connection Between Gut Health & Hormones – Part 2

In this module, students examine the connection between gut health and hormone health, looking closely at how the gut is connected to the nervous system and specific hormones. This

module also provides a step-by-step protocol that can be adapted for use with clients to improve their gut health.

Module 13: A Crash Course in Men's Hormonal Health with Dr. Susie Gronski

Visiting teacher, Dr. Susie Gronski, shares her expertise on the topic of male hormones and male pelvic pain. Students learn about the function and role of androgens, with an emphasis on testosterone. Students are taught which hormones are necessary for healthy male sexual function, the negative effects of stress on male hormones, and natural ways to boost testosterone levels.

Module 14: Thyroid Health – Part 1

This section of the course introduces the thyroid. Content includes the structure of the thyroid, its roles within the body, and the various ways it can malfunction. Students will explore the causes of these malfunctions and how they can affect important bodily processes, such as menstruation and reproduction.

Module 15: Thyroid Health – Part 2

This module examines the connection between thyroid imbalance and sex hormones. Students learn about why women are so much more likely to develop thyroid diseases. Also, in this section of the course, students learn about the effects that environmental toxins can have on the thyroid and are guided through a step-by-step protocol for supporting thyroid health.

Module 16: Menstruation

Module 16 provides an in-depth overview of the four phases of the menstrual cycle. Students learn what a healthy menstrual cycle should look like, and how to recognize abnormalities that may signify an issue or imbalance. Students learn how to apply this information to work with their female clients to live in alignment with their cycle and achieve good reproductive health.

Module 17: Healthy Fertility & Pregnancy with Christa Orecchio

In this module, visiting teacher, Christa Orecchio, teaches students about natural ways to support fertility and conception - from preconception nutrition to strengthening the growing baby in the womb. She'll also talk about common health-related challenges couples experience when they experience trouble conceiving. Students learn about lab tests that can be run to detect potential fertility issues and the steps they can take towards increasing their chances of natural, healthy conception.

Module 18: Ovarian Function and Pelvic Pain Conditions – Part 1

This module takes an in-depth look at the female reproductive system, female sex hormones, and the roles they play in the different stages of the menstrual cycle. Also, in this section of the course, students learn about the ways that the ovaries can malfunction and the most common female pelvic pain conditions.

Module 19: Ovarian Function and Pelvic Pain Conditions – Part 2

In this section of the course, students are taught about the various causes of low libido, the hormones involved, and how to support and empower their clients to generate solutions for

getting their sex drive back on track. This module also discusses female pelvic pain and how to provide support for those who are experiencing this kind of frustrating discomfort.

Module 20: Menopause

This module of the course teaches students how to educate, support, and empower their female clients during the transitional years of perimenopause and menopause. Students learn natural ways that may help these clients experience relief from their menopausal symptoms.

Module 21: Detox to Balance Hormones

In this section, students learn about the phases of liver detoxification. Students will learn the top ways to reduce one's toxic load, and natural ways to support the health and function of the liver. This section of the course also teaches students about the most common endocrine disruptors, including where they are most commonly found and what their effects are.

Module 22: Toxin Identification and Genetic Mutations

In this module, students learn about the ways that environmental toxins can enter the body way through diet, common household products, and daily living. This module also revisits the major genetic mutations that can affect the body's ability to detoxify and the options that exist for genetic testing.

Module 23: Understanding Testing Options and Results

In this section of the course, students are taught about basic lab tests as well as tests that assess hormone levels, food sensitivities, and toxicity. Students learn about optimal ranges and how and why these values differ from standard values. Students are provided with an overview of the standard and optimal ranges for various tests, while learning what they can and cannot do with this information, in terms of their scope of practice.

Module 24: Supplements for Balancing Hormones

In this section of the course, students learn how to identify what constitutes a quality supplement. Students are taught how to approach the topic of supplements from within their scope of practice. This module also teaches students about supplements that can support hormonal health, fertility, and stress-related conditions.

Coaching Mastery Course

Length: 69 clock hours

The Coaching Mastery Course is comprised of 10 online modules, teaching students how to sharpen and expand their coaching skills, overcome personal beliefs and barriers, and apply theories of psychology, coaching, and counseling to better understand the forces that shape and influence human behavior. By engaging in practice sessions and applying the material to their own lives, students will grow and develop both personally and professionally. In addition, students will gain a deeper understanding of their scope of practice when working with clients as Integrative Nutrition Health Coaches.

Objectives:

Upon completion of Coaching Mastery Course, students will be able to:

- Apply major principles of coaching psychology to enhance client participation, outcomes, and satisfaction
- Engage in self-exploration and personal development exercises to work through fears, blocks, biases, and challenges that can interfere with one's ability to coach effectively
- Practice core coaching skills to develop one's personal coaching style, expertise, and to become comfortable participating in a coach-client relationship
- Understand how universal principles of human behavior can influence behavior change and goal-oriented outcomes
- Apply concepts from well-researched theories of counseling and psychology to help clients gain deeper self-awareness and mastery over habit change
- Develop and demonstrate mastery of advanced coaching skills for individual and group health coaching

Module Outline & Descriptions:

There are 10 modules, plus a pre-course orientation module, in the Coaching Mastery Course.

Pre-Course Module

The Pre-Course is a bonus module that welcomes and orients students to the course. In this section, students learn what to expect from the course and gain tips on how they can maximize their success and get the most out of their time in the program. Students are provided with a review of their scope of practice as a Health Coach. Students are also taught tips for closing the deal with clients with confidence, how to make their coaching program unique, and prompts them to think about how they can format their business in the way that works best for them and their clients.

Module 1: Dynamic Coaching

This section of the course features visiting teacher, Dave Buck, who teaches and encourages students to view coaching through a new lens of coach and player, imagining that they are training their client like an athlete to perform their best in a game. This section of the course teaches the fundamentals of how to form dynamic coaching relationships and how they and their clients can align themselves with their visions of success. Additionally, students learn how to design their environments for success and how to acknowledge fears as a tool to expand their coaching business.

Module 2: Connect with Your Clients

In this module, students learn how to apply the fundamental skills of coaching that will build trust and warmth in their coaching relationships and gain an understanding what's necessary to create warmth and intimacy in client sessions. Students explore how to establish meaningful relationships with clients, listen deeply, mirror effectively, and practice from a place of true authenticity.

Module 3: Go Deep

In this section of the course, students are taught how to expand their repertoire of fundamental coaching skills by honing their high-mileage questions, accessing greater self-awareness, and trusting the intuitive compass.

Module 4: Support Change

This section teaches students the core principles of lasting behavior change, including learning how to lovingly challenge clients, help perfectionists achieve balance, and set the kinds of goals that actually stick.

Module 5: Strengthen Commitment with Motivational Interviewing

In this module, students learn concepts and techniques from Motivational Interviewing that can be applied to help clients work through ambivalence and resistance and into purposeful action.

Module 6: The Power of Beliefs

This module teaches students how to identify, challenge, and transform limiting beliefs that hold them and their clients back emotionally and in their lives. Students learn how to use the process of mastering mindset to create major transformation. Students also explore the concept of self-sabotage and why clients get “stuck.”

Module 7: Diversity & Oppression

This module teaches students about how to develop awareness of biases and stereotypes in order to move beyond them and meet clients without judgment. Additionally, students learn to apply the concepts of multicultural competency to understand how to better relate to any client, regardless of their background.

Module 8: Work Through Difficult Emotions

In this section of the course, students learn how to manage their own feelings in order to create and hold space for clients to process, feel and release difficult emotions. Students learn how to facilitate emotional release, support clients with grief and anxiety, and create a safe space for clients to be vulnerable with their emotions.

Module 9: Group Coaching

In this module, students learn how to develop group coaching facilitation skills. Students are taught and about group theory, group dynamics, and advanced skills for facilitation. Students learn how to create a group using a group proposal outline, as well as learn a variety of icebreaker activities that can help break the ice and encourage group cohesion.

Module 10: Leverage Your Story

In this section of the course, students learn how to leverage their own personal stories to become powerful and influential public speakers. Visiting teacher, Melissa Binkley, teaches students how to do this using her intuitive transformational speaking approach. Additionally, students learn the basic principles of positive psychology in the module, and how they can apply them to help clients leverage their unique strengths to improve their wellbeing.

Launch Your Dream Book

Length: 98 clock hours

Launch Your Dream Book is a 6-month online course that teaches graduates of the Health Coach Training Program how to write, self-publish, and promote their own book. Students are provided with all of the tools and steps for how to successfully write, publish, and promote their own book. The course includes training on public relations, marketing, and how to pitch to the media. Additionally, students learn how to position themselves to attract media and speaking opportunities and clients.

Objectives:

Upon completion of Launch Your Dream Book, students will be able to:

- Create a book outline, develop writing prompts based on this outline, and utilize these prompts to write a book on the topic of their choosing
- Understand and apply the various steps involved in self-publishing a book using a third party self-publishing platform
- Select and assemble a team of professionals to assist with their editing, photography, and design needs
- Implement various marketing strategies to increase credibility as an author, attract opportunities, and boost book sales

Module Outline & Descriptions:

There are 20 modules, plus a pre-course orientation module and a Pre-course Warm Up module, in Launch Your Dream Book.

Welcome & Orientation Module

This introductory module provides information about the course including a course overview, Facebook participation guidelines, and tips for time management. Students also learn how they can work with an accountability partner, and the benefits of doing so.

Pre-Course Warm-Ups:

This section of the course includes warm-up exercises and writing prompts. Also, in this bonus module are tools to help students release perfectionism, set “beyond the book” goals, define their rewards, speak about their plans to write a book, and envision their dream book.

Module 1: Laying the Foundation & Who Is Your Ideal Reader:

This module includes resources to help students lay out the foundation for their book and define who their ideal reader is.

Module 2: Pick Your Path & Create an Outline:

This module guides students to gain clarity about their genre and publishing path. Students are encouraged to create a simple outline for their book.

Module 3: Jumpstart Your Writing & Publishing Timeline:

This module will help students write an introduction and use their simple outline to create writing prompts. Also, during this module, students will gain access to the Publishing Timeline, which will help them pace themselves throughout the rest of the course.

Module 4: Supporting Your Writing:

This module teaches students how to find their own authentic writing voice and unique style.

Module 5: Book Organization & Check-In:

This module will provide students with resources to help them solidify the organization of their book.

Module 6: Publishing 101:

In this module, students are taught the basics of self-publishing and how to set up their publishing account.

Module 7: Create Your Publishing Team:

This module includes resources and tools for students to create their own publishing team, as well as a publishing budget.

Module 8: Pre-Sell and Crowdfunding:

In this module, students learn how to pre-sell their book before it's done.

Module 9: Create an Award-Winning Cover:

This module teaches students a variety of ways to create a great cover - whether they choose to do it themselves or hire a designer.

Module 10: Create an Award-Winning Layout:

This module teaches students how to create a great interior for their book, either through their own design or by hiring a designer.

Module 11: Back Cover Text & Bio:

In this module, students learn how to create back cover text and an author bio for their book. Students are provided templates to help them get started.

Module 12: Reviews & About the Book:

This module guides students on how to create an "About the Book" page to share with media and reviewers. Students also learn how to request a book review from colleagues and well-known professionals.

Module 13: Putting the Book Together:

This module contains information on how to upload a book to CreateSpace, as well as distribution, the Library of Congress, and ISBN numbers.

Module 14: Build a Tribe & Sell Your Book & Super Simple Sales Plan:

This module provides students with tips and resources to help build their tribe and community. Students also learn how to create an easy sales plan for their book.

Module 15: Public Relations 101:

This module provides students with tools and resources to effectively pitch their book to the media.

Module 16: Social Media 101:

This module teaches students the various social media platforms to consider for their book. Students also learn marketing strategies and ten ways to build their email list.

Module 17: Build a Speaking Platform & Outline:

This module provides students with the tools and techniques for crafting their unique message and building a speaking platform.

Module 18: Launching & Marketing:

This module walks students through the final stages of launching, marketing, and promoting their book.

Module 19: Anatomy of a Best-Seller:

This module provides students with tools and techniques to become an Amazon best-seller.

Module 20: Beyond the Book:

In this module, students create their “beyond the book” plan to encourage them to keep going and building momentum with their work

Regulatory Approval

Licensed by

New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Avenue
Albany, New York 12234

Complaint and Grievance Procedure

Should a student have a personal question or one related to a student's specific situation, they can contact our Student Success department by signing in to the Learning Center and clicking the Help symbol. A staff member will respond within 24-48 hrs. during business days.

Should a student have a complaint, they may submit feedback by logging onto the Learning Center and clicking on the Help symbol. A staff member will respond within 48 hours during business days.

Formal complaints may be directed to the School Director, via registered letter at:
Institute for Integrative Nutrition
245 Fifth Avenue
7th Floor
New York, NY 10016

Students are encouraged to contact the school first at support@integrativenutrition.com, in order to expedite the resolution of a formal complaint. Students may alternately choose to follow the New York State Education Department's formal complaint procedure by contacting:

New York State Education Department
116 W. 32nd Street, 5th Floor
New York, New York 10001
(212) 643-4760

Disclosure Statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

BPSS Student Disclosure Packet

Please review the Student Disclosure Packet which begins on the next page.

Information for Students

Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the

educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two

years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of

this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of

the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department 116
West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.