

### PERSONAL ENRICHMENT PROGRAM - OVERVIEW

The Personal Enrichment program is ideal for those who are new to crystal healing, established healers who desire to expand their knowledge and deepen their relationship to the mineral kingdom, and to people who want to study crystal healing independently.

This program track is a self-directed, independent study with no requirements for completion as it is up to each student to get out of the program they you desire. Students of this program track will receive access to the same core classes included in the Practitioner Certification tracks. This includes the outlines and reading assignments, lecture videos, and portfolio assignments. PE Program students receive coursework support through email. The Personal Enrichment Program is not a certification course and as such, does not entitle students of this program to use the CCTP designation once complete.

Personal Enrichment students have access to their online program materials for 6 months. (Downloading the lecture videos and other videos is not allowed – they must be viewed through the course portal). All other materials listed as downloads is available to the student to keep once the course term has ended.

### PRACTITIONER CERTIFICATION PROGRAMS - OVERVIEW

The Practitioner Certification Programs have been created to provide practitioner candidates with a unique, heart-centered, grounded, and empowering approach to crystal therapy, offering one-to-one training and guidance throughout. The certification tracks are offered to seasoned and new crystal therapy practitioners alike, who wish to practice subtle energy healing through crystal therapy as a singular or adjunct subtle energy healing modality in a professional capacity. Because this course teaches a unique methodology for learning about crystal healing properties, as well as a unique approach to the subtle anatomy, graduates who came to the course with previous experience and/or study have expressed immense satisfaction at having completed this program.

***Please note:***

1. **Certification is not a requirement to practice crystal therapy (please check in your jurisdiction).** EHAAT sought accreditation to offer certification to program students who might desire it, but also to communicate its dedication to providing comprehensive, grounded, ethical, heart-centered subtle energy education and healing opportunities. Currently, there are no governing boards in place which might prohibit a person from practicing crystal therapy without a certification. PC students choose to become certified primarily for the following reasons:
  - a. Our society is conditioned to trust and rely on people who have honed their skills through “proper” educational channels. Having a certificate communicates a level of professionalism, dedication, and study to potential clients who might be looking for it.
  - b. Some students, understanding that a certification is not required, still desire it for personal reasons.
  - c. People who have been called to practice subtle healing in a professional capacity desire to be coached through a Practicum designed to help them prepare for such work.
  - d. Depending on a person’s learning style, some people desire access to their instructor for more one-to-one guidance and support as they learn and integrate new concepts.
2. **There are no pre-requisites for this course.** Because of the unique approach to the mineral kingdom and the subtle anatomy, beginners to seasoned energy workers have completed this course and expressed having deepened their practice of healing and working with crystals. *What is required to have an enjoyable experience in this program?*
  - a. An awareness of and willingness to change and be changed through new experiences, shifts and expansion of personal perspectives, and on-going personal healing work.
  - b. A willingness to become more and more heart-centered.
  - c. Having a curious, unassuming approach to learning.

There are 2 certification programs to choose from: the Practitioner Certification: Guided and the Practitioner Certification: Intensive. Please see the course description page for full details about the benefits of each program option.

### Graduation and Certification Requirements for all Practitioner Candidates

Elemental Healing Arts and Training LLC takes very seriously its privilege and responsibility in granting certification to subtle energy workers. Registration and payment for the course does not guarantee that a student will graduate or receive certification. Candidates must fulfill all requirements listed here within the time allowed, to the satisfaction of the Instructor, to receive certification status.

#### All core classes must be completed in full:

- All required reading must be completed
  - This is shown when concepts learned in the reading are applied to the answers provided in the Portfolio Assignments.
- All lecture videos must be viewed in their entirety.
  - Downloading the lecture and other videos is not allowed – they must be viewed through the course portal.
  - Attendance is logged through the website when you login and logout of the course portal.
  - The instructor will look for concepts covered in the lecture videos to be applied in the answers provided in the Portfolio Assignments.
- All portfolio assignments must be completed.
  - Because traditional testing methods do not align with the non-dual nature of subtle energy, students are asked to apply concepts learned in theoretical application through portfolio assignments. Students will complete these assignments thoroughly and thoughtfully, writing in complete sentences, showing their understanding of the class topic in their answers and application.
    - Show their train of thought.
    - Apply the concepts learned in the required reading.
    - Apply the concepts learned in the lecture video.
    - Make note of additional sources they referenced to complete the assignment. (*Crystal prescriptive books are not approved additional sources for this course*).
    - The instructor may request that any assignment or exercise be redone and resubmitted. The final, approved assignment will be added to the student's file.

#### Monthly check-ins:

Practitioner candidates will complete a monthly check-in by phone or video chat with their instructor. These appointments should be scheduled to ensure the requirements are met. It is up to the student to initiate the scheduling of these meetings and to make contact at the appointed time. Appointments can be scheduled on weekends when the instructor is available, for those students whose schedules require it. See scheduling instructions below.

#### All Practicum Unit lessons must be completed in full:

- Required reading assignment
- Complete 2 short essay assignments
- Schedule and attend two meetings with your Instructor
- Research local licensing and regulation requirements
- Prepare forms for client intake, privacy policies, and for sessions
- Prepare for and complete 3 separate crystal therapy sessions, each 50-60 minutes in length, with 3 adults of the age of consent, in person. The highest standards will be upheld by each certification candidate throughout the course and during each of the 3 practicum sessions. Volunteer clients will be afforded the highest level of professionalism, treated with respect, and practitioners will adhere to the privacy policies of Elemental Healing Arts & Training LLC.

- *Students who receive poor or incomplete feedback from their volunteer clients may set up additional sessions with new volunteer clients so long as there is time left in their program, and negative feedback is not indicative of the student's breach of the code of ethics put forth and agreed to upon enrollment.*
- Ensure each volunteer client completes an online survey about their session directly to the Instructor
- Submit the Intake Form, Consent, and Session Notes for each of the 3 volunteers
- Complete survey of course

#### **Additional Information for Practitioner Certification: Intensive Program Students**

The PC:I student will receive all of the PC: Guided benefits, as well as 6 additional months to complete their studies, 18 one-hour healing sessions (personal awareness coaching, healing sessions, or a combination), and the option to participate in a 3-day, in-person Concentration Unit. PC:I students must fulfill the same requirements as the PC:G students to receive their certification. The Concentration Unit and subtle energy healing sessions are optional.

PC:I students are responsible for taking advantage of all of their course benefits, which includes initiating scheduling for their healing sessions, coaching sessions, and appointments to receive coursework support. Each student is responsible for monitoring their progress and completing all requirements by their deadline. It is also the responsibility of each student to reach out for assistance and to communicate their needs clearly to the Instructor when they have them. While the instructor is pleased to respond to emails, phone calls, and questions posed, she does not monitor students' involvement or progress in the program and will not be held responsible for the student's failure to complete the program requirements or take advantage of program benefits by the deadline given. This course is student-driven. PC:I students have hired their instructor to not only serve as a teacher, but also to serve as an awareness coach and subtle energy healer. As such, they have more access to their instructor and are encouraged to email and call for continued guidance throughout their time as a student.

Students who would like to take advantage of the Concentration Unit will be responsible for travel to and from Kitsap County, WA, as well as overnight accommodations and meals, except for lunch which will be provided each day. This Unit will be facilitated after the student has completed all of the core classes, during or directly after Practicum Unit. The CU must be completed before the end of student's 18-month term. Students who complete the Concentration Unit will have this noted on their certificate.

#### **ELEMENTAL HEALING ARTS & TRAINING CERTIFICATION**

After satisfactorily completing all requirements and paying for the course in full, Certified Practitioner Candidates will receive a professional certificate which details the accomplishment, certification status, date of graduation, teacher and school. From this point forward, should a Certified Practitioner Graduate choose to do so, he or she can add CCTP after their name to denote their specialty and certification.

The World Metaphysical Association honors our graduates with the opportunity to apply for discounted membership and/or accreditation as a Certified Crystal Therapy Practitioner. Please inquire with your instructor after graduation.

#### **ACCREDITATION AND INSTRUCTOR QUALIFICATIONS**

Elemental Healing Arts & Training LLC is an **accredited provider** of subtle energy therapy education through the [World Metaphysical Association](#) and the [American Council of Holistic Healers](#). These accreditations provide Elemental Healing Arts & Training LLC with the legitimacy and authority to administer a certification program. For information about Tana Schott's 20+ years of teaching and training qualifications as well as her private healing practice, visit <http://www.tanaschott.com>

### INSTRUCTOR AVAILABILITY AND RESPONSIBILITIES

The instructor is available to students for coursework support Monday through Friday, 9-3 Pacific Time, except for National Holidays, Thanksgiving weekend (Thursday through Sunday), and the last 2 weeks of the year: mid-December through the New Year Holiday. Sometimes the instructor may have to adjust her schedule to accommodate weekend appointments.

Additional leave may be taken throughout the year for family or personal responsibilities, and advanced notification will be given to students through the Social Media page. Should the instructor become unavailable due to illness or emergency situations, she will make every effort to contact students so that they may plan accordingly.

In the event of the instructor's death, Elemental Healing Arts and Training LLC will issue a full refund (excluding taxes and fees, within 6 months of the instructor's passing), to any practitioner candidate who was in good standing both financially, and with respect to their deadline, at the time of death.

#### *Unlimited email support*

Students, regardless of program track, can email the instructor at any time to receive clarification and ask questions about the portfolio assignments, concepts covered in the reading assignments, or lecture videos, or how to apply those concepts in a subtle energy healing session. Momentum is important and your instructor will work to help you maintain forward momentum throughout your time as a student.

Emails and other messages are answered in 3-5 business days (if not same-day, except for when she is on leave in which case the instructor will respond in the first week after returning). The instructor may choose to respond to a message using a different method than how the message was delivered.

#### *Contact methods*

The instructor accepts messages and chooses to communicate with students by email and by phone. One-to-one meetings can also be done through video chat or Zoom. Text messages, Facebook Messages, and other quick-digital communication services can be less reliable and are therefore not used to communicate about the course.

#### *Appointments*

##### *Scheduling*

Students are responsible for scheduling their required monthly check-ins, and any additional appointments they might need. To schedule an appointment, students email the instructor and provide the following information:

- 2-3 scheduling options that would work according to the student's schedule and the instructor's normal office hours.
  - o If a student needs to meet outside of normal office hours due to scheduling restrictions, they will share that in the initial email. .
- The method the student would prefer to meet: phone, video chat, Zoom, etc.
- Any communication IDs necessary (Skype, etc.)
- Topic to discuss

#### *Cancellations*

If a student needs to cancel an appointment, they will send a message to their instructor *at least* 24-hours prior to the appointment. If the appointment meets a requirement, the student should initiate to reschedule within 3 business days to ensure all requirements are met within a timely manner.

Same-day cancellations are accepted in the rare case of an emergency. If an emergency prevents a student from giving any notice, an exception will be made, but a message should be sent as soon as is possible.

3 or more back-to-back cancellations may result in being dropped from the Program for 3 reasons: one, it shows a lack of dedication to completing the course; two, it shows a lack of respect for the instructor's time and energy; and three, it becomes impossible to meet the monthly check-in required for practitioner candidates.

### ***No-shows***

A no-show is when a student:

- Does not provide prior notification of cancellation and does not show up for their appointment.
- Arrives more than 15 minutes late for their appointment without 24-hours' notice or prior request to reschedule the appointment. (The instructor will not wait longer than 15 minutes past the appointment time).

3 no-shows will result in being dropped from the Program without exception for three reasons: one, it shows a lack of dedication to completing the course; two, it shows disrespect toward the instructor; and three, it becomes impossible to meet the monthly check-in required for practitioner candidates.

A no-show does not count in the rare case of an emergency. If an emergency prevents a student from giving any notice, an exception will be made, but a message should be sent as soon as is possible.

***Should the instructor*** need to reschedule because of illness or emergency, she will contact the student personally via email as soon as is possible. In the rare case that the instructor is a no-show, the student can choose to take advantage of one of the following within 30 days of the missed appointment: a free distance healing session, a free awareness coaching session, an extra hour-long appointment to review course questions and get support, or an extension of 1 week to their deadline. Respect goes both ways.

### ***Monitoring progress***

While the instructor is pleased to respond to emails, phone calls, and questions posed, she does not monitor students' involvement or progress in the program and will not be held responsible for the student's failure to complete the program requirements by the deadline given. It is up to each student to monitor their own progress and complete all requirements by the deadline. Likewise, it is the responsibility of the student to reach out for assistance and to communicate their needs clearly to the Instructor.

### ***Coaching and personal subtle healing sessions***

By enrolling in this course, a person has agreed to the teacher-student relationship paradigm necessary for their success. Being a personal coach or healer is a different paradigm and one that requires the instructor to approach the relationship differently. If a student experiences any of the following:

- Feels personally unnerved or agitated by concepts conveyed,
- Struggles with a personal healing crisis brought on by concepts learned or experiences had through the coursework,
- Feels a deep shift in their worldview/perception of reality,
- or experiences any other kind of paradigm-shifting personal growth, healing, and awareness -

and a student would like to work with me one-to-one to explore these experiences, the student will want to schedule a Personal Awareness Coaching session or distance healing session. These sessions are included for PC: Intensive students (18 sessions), and are offered at a discount for PC: Guided students.

This distinction between coursework assistance and personal healing support is important as the instructor has a different approach in relating to and assisting clients. While the instructor can act as a spiritual coach during this course, it is outside of her purview to diagnose or treat any physical, emotional, or mental imbalance or disease. She may recommend seeking additional care from other subtle energy healers and/or licensed physicians, or other health care specialists should a student's experiences appear to require them.

### **CODE OF ETHICS AND GROUNDS FOR REMOVAL – ALL PROGRAM TRACKS**

Payment for the course indicates agreement to follow the EHAAT Code of Ethics while representing oneself as a student of the program or as a certified practitioner candidate of Elemental Healing Arts & Training LLC. This includes but is not limited to interacting with other students, graduates, and instructors at Program related events, in the social media platform, during live web events, etc.

Failure to follow the Code of Ethics is addressed privately with the student by the instructor. Continued failure to comply will result in immediate removal of the student from the Program without refund, future class credit, or future financial credit. Students who have been removed from the program due to a code of ethics violation must wait 1 full calendar year before requesting permission to reenroll.

The Program Instructor reserves the right to immediately and irrevocably end a student's involvement in the Program in instances when that student becomes threatening or harassing in any way toward other students, the facilitators, other staff, the office, or family members associated with Elemental Healing Arts and Training LLC. No refunds will be granted in these instances and the relationship will be irrevocably severed.

### ***CODE OF ETHICS for all Students of Elemental Healing Arts and Training LLC***

*I promise to:*

1. Remember to honor my own healing journey;
2. Maintain an attitude and vocabulary of respect toward other practitioners and other modalities;
3. Maintain an attitude and vocabulary of respect toward my peers, teachers, instructors, and clients throughout my involvement with Elemental Healing Arts & Training LLC, refraining from inappropriate innuendos, jokes, or comments that are sexual, defamatory, or categorized as hate speech;
4. Practice subtle energy healing techniques that are safe and to follow precautionary measures always;
5. Abstain from drugs and alcohol whenever engaging in any Program activity;
6. Provide honest information about my background, training, and experience.

### ***Continuing CODE OF ETHICS for Certified Practitioner Candidates and for Graduates who maintain involvement with Elemental Healing Arts & Training LLC, I promise to:***

7. Uphold, without exception, client privacy and confidentiality, never sharing information acquired from clients, whether before, during or after sessions, with others unless mandated by law to do so;
8. Provide each client with my privacy policies so that they may understand their rights to privacy and the level of privacy I can guarantee;
9. Abstain from drugs and alcohol whenever engaging in any professional activity;
10. Perform healing modalities only if properly licensed in accordance with the laws and licensing requirements set forth within the jurisdiction I work;
11. Abstain from interfering with the diagnoses, treatments, recommendations, or directives of my client's licensed health care providers in any way;
12. Abstain from making physical, mental, emotional, or dental health diagnoses;

13. Abstain from making any comments or offering any opinions about my clients' physical, mental, emotional, or dental health;
14. Abstain from making any recommendations about pharmaceuticals or supplements unless licensed to do so;
15. Always respect my client's physical person and personal treatment preferences;
16. Never engage in illegal or questionable moral activity with my clients including but not limited to unsolicited touching of a sexual nature, asking them to disrobe (exceptions – licensed health care workers and body workers), making sexual innuendos, comments or jokes;
17. Treat my clients from a space of empowerment, offering education and support that encourages my clients to heal themselves;
18. Provide honest information about my background, training, and experience to clients and peers alike;
19. Ensure that my clients have been provided with my qualifications, full details about services I offer, as well as the limitations of subtle energy healing to promote healthy expectations and boundaries;
20. Accurately market what is included in my crystal therapy sessions including modalities offered, time allotment, location, and fees charged;
21. Accurately explain the way crystal therapy can be used as a complementary practice to naturopathic and allopathic medical care and explain to clients that crystal therapy and subtle energy work are not substitutes for licensed medical, psychiatric, or dental care;
22. Advertise the merits of crystal therapy, subtle energy healing and any other services I might offer, never guaranteeing cures or specific outcomes from treatment;
23. Be honest with my clients about my ability to provide the services they are requesting at a high standard and to inform the client if I determine that I am unable to do so and refer him or her to another practitioner who may be better able to meet their needs;
24. Educate myself on the most current local, state, and federal laws applicable to my state of residence and employ, and obey those laws at all times.

#### REQUIRED TECHNOLOGY, TECHNOLOGICAL ABILITY, MATERIALS AND BOOKS

*To successfully navigate this online course, students are required to be able to perform the following tasks independently:*

- Receive and reply to email
- Open attachments and links from email and webpages
- Download, save-as, and fill-in PDF forms (All assignments are delivered and completed using PDF software).
- Send PDF and other types of attachments such as Word documents and photographs via email.
- View online videos. (Videos are not to be downloaded and must be viewed through the course portal).
- Make and receive video chat calls via Zoom, as well as Skype and/or FaceTime.
- Use Facebook to check for course announcements in the private group at least once a week.
- Perform searches on the Internet.

*The following devices, programs, and services are required to successfully navigate this online class:*

- A reliable, up-to-date computer/laptop with industry-standard, current software, that also has speakers or headphones and a mic. Windows or Mac strongly recommended - the course has been tested to be compatible with these two OS. While some students have successfully viewed documents and lecture videos on tablets and smart phones, the course is designed for optimal viewing and completion on laptop/desktop computers. Assignments are long-form and are completed more successfully when using a full desktop-sized keyboard.
- Strong, fast, dependable broadband, high-speed Internet connection and a back-up source/plan if Internet connection is lost (coffee-shop, library). No dial-up. An unlimited data plan is recommended.
- A PDF reader program installed with most current update that allows you to fill in forms.
- Facebook account to access the CTSEW private online group. (PC students only).

- Skype and/or Facetime installed.
- *Optional:* Live classes, which are offered every 4-6 weeks to CTSEW students and graduates, are delivered through Zoom. To take part in these optional events, go to zoom.us and download the free client applicable to your device.

*Please note: An IT Professional manages the integrity and maintenance of the course website and is available to help students should they experience any errors or issues related to website function and security. It is the responsibility of each student to have in place any IT support they may need to address any issues that may arise with their personal device or software.*

*The following 3 books are required texts to complete assignments and the Practicum Unit. Regardless of a student's chosen program track, these are integral for understanding the lecture videos and successful completion of assignments.*

- Crystal Power Crystal Healing, by Michael Gienger (second edition published 2015 and available through Amazon and other online retailers) E-book or print. (Included in the Crystal Set for Practitioner Candidates on the Intensive Track).
- The Subtle Body: An Encyclopedia of Your Energetic Anatomy, by Cyndi Dale (published February 2009 and available through Amazon and other online retailers or your local bookstore) E-book or print.
- Vibrational Medicine: The #1 Handbook of Subtle-Energy Therapies, 3rd Edition, by Dr. Richard Gerber, M.D. (available through Amazon and other online retailers or your local bookstore) E-book or print.

(Not required, but recommended for PC:I students – Gift of the Body: A Multi-dimensional Guide to Energy Anatomy, Grounded Spirituality and Living Through the Heart by Jonathan Goldman. This book offers further illumination on the subtle anatomy model referred to in the course).

### ***Crystals and other tools***

Students will receive a set of crystals which will be the focus of Classes 1 and 2. Practitioner Candidates will receive any additional tools and crystals required to complete their program studies and practicum unit.

## **DEADLINE, EXTENSION, REFUND AND FUTURE CREDIT POLICIES**

### ***Deadlines***

There are no deadlines for individual classes or units. However, each program track has a graduation deadline that stipulates when all requirements must be completed to receive certification. Students in the PC: Guided track have one calendar year to complete their requirements. Students in the PC: Intensive track have 18 months to complete their requirements. Any optional benefits included in the Program track chosen, such as healing sessions, coaching calls, or one-to-one meetings will no longer be available once the deadline has passed.

Experience has shown time and again that it is possible to complete all requirements for certification graduation within 8-10 months. It is the student's responsibility to determine if they can make this course a top priority over the next 12 months in light of their other responsibilities.

Access to the course portal is automatically rescinded once the deadline has passed. Students should plan on downloading all approved handouts, outlines, and assignments before their deadline. (Videos are not to be downloaded). Course access will not be reinstated post-deadline.

If a student has met all their requirements and graduated in good standing, on time, they will continue to receive program benefits through the private Facebook CTSEW group. They will no longer have access to the course portal however.

If a student does not complete their requirements by the deadline, they will be removed from the private CTSEW Facebook group and they will no longer have access to the course portal.

### ***Extensions***

If a student has consistently worked on their program studies, turned in assignments, completed their monthly check-ins, and checked into the CTSEW group (at least once a week), and they determine that they cannot fulfill their requirements by their deadline, they may submit a written request (e-mail) for an extension to their Instructor.

If approved, extensions will be granted in 4-week increments, not to exceed 3 extensions total for any student. (Up to 12 weeks may be added to the calendar year). Extensions must be consecutive (no time gaps between) and students will be charged \$250 US per 4-week extension, which will be paid in full within 24-hours of extension approval. Not all requests will be approved. No extension fee refunds – full or partial - will be granted. The extension cannot be broken into smaller time or fee increments. The first extension must be requested, approved, and paid for before the established deadline.

### ***Refunds***

Due to the nature, content delivery, and instruction methods of this Program, refunds are not given. Once payment has been submitted, the transaction is final.

### ***Enrollment rights***

The instructor reserves the right to deny enrollment for any reason.

### ***Instructor-initiated removal***

There are rare cases when the instructor may determine that the program is not a good fit for a student. The instructor reserves the right to make this determination at any point, for any reason, post-enrollment. Every reasonable effort will be made to support the student in their crystal healing education. Should a decision be made to remove the student from the program, a refund will be granted accordingly:

- When a student has paid for the course in full, at the time of enrollment, they will receive a refund minus 15% to cover administration costs associated with registration.
- When a student has established a payment plan, the subscription will be canceled and they will receive a refund minus 15% of the total cost of the course (not including the administration fee associated with the payment plan).

These instances are initiated by the instructor and are rare. It is the responsibility of the student to determine if the CTSEW Program is a good fit.

### ***Payment Policies***

Students have three options for payment at the time of enrollment:

1. ***Full Payment through PayPal at the time of enrollment*** – Students pay the full enrollment fee in one lump sum when registering for the course.
2. ***Payment Plan*** – For those who do not want to establish PayPal Credit, but would still like to pay for the course in installments, EHAAT offers a payment plan, unique to each program track that includes an administrative fee. This is considered a legal agreement between EHAAT and the student and is treated as such. Please see late payment policies below.
3. ***PayPal Credit*** – Students can apply for PayPal Credit at the time of enrollment, during checkout through PayPal, which creates a legal agreement between the student and PayPal. In this case, students are not charged an administrative fee and register using the single-payment option and then enter into an agreement with PayPal. See [paypal.com](https://www.paypal.com) for full terms and conditions.

***Deposits***

EHAAT accepts non-refundable deposits from Practitioner Candidate students who would like to guarantee their spot before the next enrollment period. Deposits are accepted after the Instructor has met with the prospective student by phone or video chat for a consultation. The consultation gives prospective students an opportunity to meet the Instructor and ensure their questions are answered before making a commitment. This course is unique and in-depth. This commitment and agreement rests solely with each student, based on his or her personal discernment.

- Submission of a deposit confirms the student's acceptance of and agreement to all terms set forth in the Program Terms and Conditions, as well as the Student Agreement and Liability Waiver.
- Students should determine that they can acquire the Required Tech, Text and Tools prior to submitting a deposit.
- The deposit is non-refundable and non-transferrable to any other enrollment period. The deposit is applied to the total tuition owed. Students who want to pay the remaining tuition owed in monthly installments will pay an administration fee based on the remaining amount owed (tuition minus deposit paid). The deposit is subtracted from the total owed and the first payment is due at the time of enrollment.
- Students who submit a deposit will receive their supplies after enrollment has opened, when the remaining tuition has been paid in full. For those students on the EHAAT payment plan, supplies will be mailed out after the first payment has been received.

***EHAAT Payment Plans - Delinquent Payment Policy***

Failure to make a payment by the date due automatically revokes access to the course website, and all related program benefits and resources. Students who wish to make a late payment must submit a request via email within 3 days of the missed payment due date to request consideration to be reinstated. At the discretion of the Instructor, students may be allowed to submit a delinquent payment and be reinstated, which will include a 20% late payment fee (20% of the payment owed). If approved, all previous privileges will be reinstated within 3-5 business days of receipt of payment plus fee. No extensions are granted in these cases.

**PROGRAM TRACK POLICY**

Once enrolled, students may not change their program track. It has proven ineffectual to begin a comprehensive program such as this without being very clear about one's desired outcome. Prior to enrollment, students will determine what they want to get out of their program studies and how they plan to integrate the information into their lives and then choose the appropriate program that will best help them meet those goals.

Students who complete the Personal Enrichment track will not be eligible to register for the Practicum Unit to fulfill certification requirements at a later time. There is no independent Practicum Unit as the program classes and practicum unit are meant to be learned and integrated methodically and cohesively. Likewise, Practitioner Candidates on the Guided track will not be eligible to register for the Concentration Unit at a later time.

Potential students have the option to meet with the instructor prior to enrollment to get questions answered and gain clarity about their decision. Please take advantage of it!

**PUBLIC DISCLAIMERS**

Elemental Healing Arts and Training, LLC has limited oversight of its students and certified graduates beyond any voluntary participation or engagement with the program or company, and as such is not responsible for their conduct. Students of this online, distance-learning program are fully responsible for maintaining their integrity and following the code of ethics when fulfilling graduation requirements.

It is outside of our control to monitor the level of integrity graduates maintain in their work as a subtle energy healer. It is up to each practitioner to maintain their commitment to the art; to continue following their professional code of ethics; and to continue enriching their knowledge of crystal therapy and subtle energy work. It is also the responsibility of each practitioner to stay up-to-date on local, state, and federal laws and licensing requirements and to adhere to any local laws and licensing requirements that may apply to them.

Elemental Healing Arts and Training, LLC assumes no responsibility or liability to its students, candidates, or candidate's clients for changes in the law during or after certification and makes no representations to the ongoing legality of the practice of crystal healing, crystal therapy, subtle energy healing, or the Crystal Therapy in Subtle Energy Work Program.

Elemental Healing Arts and Training, LLC does not oversee or take responsibility for graduates who choose to attempt to receive certification through false pretenses, unprincipled behavior, or unethical practices. Clients working with a Crystal Therapy Practitioner claiming to be certified through Elemental Healing Arts and Training, LLC are encouraged verify their certification by contacting us directly.

Elemental Healing Arts and Training, LLC does not guarantee results or otherwise warrant any kind of outcome from the Program or from sessions provided by certified graduates of the Program or from crystal therapy as a healing modality.

#### **ELEMENTAL HEALING ARTS AND TRAINING LLC CERTIFICATION**

Please note that Elemental Healing Arts and Training, LLC's educational offerings may or may not be recognized by other schools or programs. Typically, each metaphysical educational vehicle stands alone and does not share or transfer credits of any kind and none are required to honor certifications received elsewhere.

**Partial or full payment establishes you as a student of the program and serves as primary acknowledgement of, and agreement to all the terms and conditions set forth in this document.**