

2018 PRACTITIONER CERTIFICATION PROGRAM TERMS AND CONDITIONS

The CTSEW PC Program provides students a unique, heart-centered, grounded, and empowering approach to learning about the art of crystal therapy, which includes one-on-one, personalized instructor support and feedback, a fully-guided Practicum Unit, and certification for those who complete the program requirements.

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 [Accreditation Council of Holistic Healers](#). These accreditations provide Elemental Healing Arts & Training LLC with the legitimacy and authority to administer a certification program. Currently, there are no governing boards in place which might prohibit a person who does not hold a certification from practicing crystal therapy in most areas (check your local jurisdiction). PC students choose to become certified for a variety of personal reasons and preferences. For information about the instructor's specific background in education and training, please see the course description page. Should you have any questions, be sure to ask during the pre-registration video chat session.

Prerequisites

There are no prerequisite classes or experience required to join this program, due to the Program's unique methodology and comprehensive instruction.

Locations served

Elemental Healing Arts and Training LLC welcomes students from all over the world. The accreditations which give EHAAT the authority to grant certification come from the [World Metaphysical Association](#) and the [Accreditation Council of Holistic Healers](#): both accrediting agencies are international, serving subtle energy practitioners all over the world.

It is the responsibility of each student and graduate to know and follow the laws and licensing requirements before establishing a subtle energy healing practice, regardless their country of origin. Anyone considering this program is encouraged to research their local laws and licensing requirements before enrolling in this course.

This course is delivered in English and assignments are submitted in English. Elemental Healing Arts and Training cannot be held liable for failure to complete the course requirements due to language barriers.

International students will use Zoom to meet with their instructor for assignment review and feedback, as well as any other appointments.

ELEMENTAL HEALING ARTS AND TRAINING CTSEW CODE OF ETHICS

Course registration 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.

As a PC: Guided student, Certified Practitioner Candidate, or Graduate who maintains involvement with Elemental Healing Arts & Training LLC, I promise to:

1. Maintain an attitude and vocabulary of respect toward other practitioners and when speaking about other modalities;
2. Maintain an attitude and vocabulary of respect toward my peers, teachers, instructors, and clients throughout my involvement with Elemental Healing Arts & Training LLC;
3. Attend Program meetings and activities, as well as any professional appointments in a sober and clear state of mind;
4. Uphold, without exception, client privacy and confidentiality, never sharing information acquired from clients with anyone unless mandated by law to do so;

5. Provide each client with my privacy policies so that they may understand their rights to privacy and the level of privacy I can guarantee;
6. Perform healing modalities and offering medical or bodywork treatment only if properly licensed in accordance with the laws and licensing requirements set forth within the jurisdiction I work;
7. Practice subtle energy healing techniques safely and follow precautionary measures always;
8. Abstain from making physical, mental, emotional, or dental health diagnoses, including offering opinions about my clients' physical, mental, emotional, or dental health;
9. Abstain from making any recommendations about pharmaceuticals or supplements unless licensed to do so;
10. Abstain from interfering with the diagnoses, treatments, recommendations, or directives of my client's licensed health care providers in any way;
11. Always respect my client's physical person and personal treatment preferences;
12. Never engage in illegal or questionable moral activity with my clients, always speaking from a respectful, empowering, and honoring place; and to accurately explain the benefits of subtle energy healing, offering education and support that encourages my clients to heal themselves;
13. Provide honest information about my background, training, and experience to clients and peers alike; accurately marketing the services I offer (modalities offered, time allotment, location, fees);
14. 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;
15. 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;
16. 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.

Failure to comply

First failure to follow the Code of Ethics is brought to the student's attention by the instructor via email. A second failure will be discussed in a one-on-one video chat session. Continued failure to comply will result in immediate removal of the student from the Program without refund or future class 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 register for any class or course.

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 and the relationship will be irrevocably severed.

CERTIFICATION REQUIREMENTS FOR PRACTITIONER CANDIDATES

Elemental Healing Arts and Training LLC takes very seriously its responsibility in granting certification to its program graduates. Candidates must fulfill all requirements within the time allowed, to the satisfaction of the Instructor, to receive certification status.

- **Requirement #1:** Students are expected to **work directly with the mineral kingdom** throughout their studies: testing, applying, and integrating what they are learning as they go along. Students will share their experiences in both the portfolio assignments and be willing to explore them during one-on-one video chat sessions with the instructor.
- **Requirement #2:** - All PC students must complete the core classes, in order by the end of their 10th month:
 - All required reading must be completed

- All lecture videos must be viewed in their entirety. (NOTE: downloading the lecture and other videos is a breach of Program Terms and Conditions and results in immediate removal from the course. Videos must be viewed through the course portal. Attendance is logged through the website when a student logs in and logs out of the course portal).
- All portfolio assignments are to be submitted individually. Students will:
 - Provide a thoughtful and thorough answer for every question, written clearly in complete sentences.
 - Show their train of thought.
 - Apply the concepts learned from the required reading.
 - Apply the concepts learned from the lecture video.
 - Make note of additional sources they referenced to complete the assignment such as mineral books or websites. **Please note:** Crystal prescriptive books are not approved additional sources for this course.
 - Assignments must be done only after completing the reading assignment and viewing the lecture video and each must be turned in after completing each class. Students may continue on to the next available class once feedback has been received.

Please note: 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.

- **Requirement #3: Practitioner candidates must schedule and attend a video chat session with the instructor to receive portfolio assignment feedback for each class.** In addition to receiving feedback about the assignment, these 10 video chat sessions provide students the opportunity to:
 - gain clarification and ask questions
 - share their experiences as they explored the material and completed the assignment
 - dig deeper into a class topic that was particularly interesting to them
 - explore ideas from the class with their instructor that were challenging
 - see certain exercises and practices demonstrated (esp. helpful during the Practicum Unit)
 - receive guidance and support as they personally integrate what they learn through real-life application and direct experience.

- **Requirement #4: All Practicum Unit lessons must be completed in full as delivered through the course portal by the end of their 12th month.** Some of the tasks include:
 - Complete the required reading assignment
 - Complete 2 short essay assignments (complete sentences, paragraphs where needed, complete thoughts, etc.).
 - Schedule and attend two meetings with your Instructor: pre- and post- volunteer sessions
 - Research local licensing and regulation requirements
 - Prepare forms for client intake, privacy policies, and for sessions
 - Prepare for and complete 3 separate, in-person crystal therapy sessions, each 50-60 minutes in length, with 3 adults of the age of consent. 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 when 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

Registration and payment for the course does not guarantee that a student will graduate or receive certification.

PRACTITIONER CERTIFICATION: GUIDED+

Students who register for the PC: Guided+ track will receive the same benefits as the PC: Guided students, plus:

- **6 additional one-hour video chat sessions** with the instructor for additional coursework support, deeper exploration of course concepts and materials, personal awareness coaching, or nonlocal healing sessions (to be spread out during the first 12 months or before the Practicum Unit)
- **2 additional months** to explore the course and/or complete certification requirements.

PC: Guided+ Deadlines to Complete

PC: Guided+ students who desire certification will complete the 10 core class requirements no later than the end of their 12th month in the program and their Practicum Unit requirements by the end of the 14th month. All other course policies remain the same.

PROGRAM TRACK POLICY

Once enrolled, students may not change their program track. 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. Those considering the Practitioner Certification Program will meet with the instructor prior to enrollment to get questions answered and gain clarity about their decision.

ELEMENTAL HEALING ARTS & TRAINING CERTIFICATION

Certified Practitioner Graduates 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, they 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. If interested, inquire with your instructor after graduation.

Elemental Healing Arts and Training, LLC's educational offerings 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.

INSTRUCTOR AVAILABILITY AND RESPONSIBILITIES

Availability – office hours

The instructor is available for coursework support and video chat sessions Monday through Friday, 9-3 Pacific Time, except for National Holidays, Thanksgiving weekend (Thursday through Sunday), and the last 2 weeks of the year (Christmas and the New Year holidays). Students are asked to schedule appointments during the regular support hours listed above whenever possible. When this is not possible, the instructor is happy to accommodate students during weekend or weeknight appointments.

The instructor may need to take additional leave throughout the year for family or personal responsibilities, as well as illness or emergencies that may arise. Advanced notification will be given whenever possible through the private Facebook group.

Contact and support

In addition to the 10 in-depth video chat sessions each student will schedule to receive portfolio assignment feedback, students may email the instructor any time for general questions and requests for clarification for 1 year. Emails are answered in 3-5 business days, if not sooner. Students who desire more opportunities to meet with the instructor via video-chat sessions over the first 10 months of study will want to consider the PC: Guided+ Program track.

Practitioner candidates (students in the Practicum Unit) can email or call the instructor directly with questions without an appointment as they work to complete their certification requirements by their deadline. More immediate evening, weekend, and video chat appointments are also available to Practitioner Candidates.

Texting and social media messages

Because it's too easy to forget or lose track of a text or social media message, the instructor prefers to communicate via the written word using email. Please send important messages and scheduling requests to the instructor by email.

Important and time-sensitive announcements

Announcements which affect all students and graduates are delivered only through the private Facebook group. The instructor will not send announcements or invitations to upcoming events to students individually. It is strongly recommended that students all login to the CTSEW group on Facebook once a week to check for important information such as website maintenance, upgrades, and/or downtime (rare), course material updates, instructor scheduling changes, and special event scheduling.

Monitoring progress

Each student is responsible for monitoring their progress and ensuring they fulfill all requirements by their deadlines. The instructor will not be held responsible should a student fail to complete program requirements by the deadlines given. It is the responsibility of each student to request assistance and communicate their needs clearly to the instructor.

Coaching and personal subtle healing sessions

When enrolling in this course, a student agrees to the relationship paradigm necessary for their success. Sometimes students experience deep, personal shifts in their awareness. Should a student desire to further explore their personal healing beyond the scope of the course through additional personal awareness coaching and/or nonlocal subtle energy healing sessions, they are encouraged to book an appointment with their instructor. These sessions are offered to students at a discount: \$45 an hour.

PC: G+ students enjoy an additional 6 one-hour one-on-one sessions with their instructor and can choose from personal awareness coaching sessions, nonlocal subtle energy healing sessions, and coursework support sessions.

Important:

While the instructor is pleased to provide personal awareness coaching and nonlocal subtle energy healing services to students, it is outside of their purview to work with students who are in a state of emotional, mental, spiritual, or physical crisis. The instructor does not diagnose or treat any physical, emotional, or mental imbalance or disease. The instructor reserves the right to discontinue healing or coaching sessions for any reason when they determine it is in the best interest of the student.

Elemental Healing Arts and Training will not be held liable for any student's failure to complete their requirements by the deadlines established under any circumstance. ***Students are responsible for determining that they are not in a state of physical, emotional, mental, and spiritual crisis prior to registration, and they are fully responsible for managing their health and mental health care throughout their time as a student.***

Appointments - scheduling

Students are responsible for scheduling their Portfolio Assignment feedback sessions, and any additional appointments they might need. To schedule an appointment, students should email a request to the instructor, indicating 2-3 scheduling options that would work within the 1 – 2 weeks. Whenever possible, students should request appointments during normal office hours. If a student needs to meet outside of normal office hours due to scheduling restrictions, that can be accommodated. The instructor will email the student a link to join the video chat the day of the appointment.

Session and appointment cancellations

If a student needs to cancel a program 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 will initiate to reschedule to ensure all requirements are met within a timely manner. Same-day cancellations are allowed only in the rare case of an emergency, otherwise it is considered a no-show.

Session and appointment no-shows

A no-show is when a student:

- o Does not provide 24-hours prior notification of cancellation
- o Does not show up for their appointment
- o Arrives more than 15 minutes late for their appointment.

Please note: 3 no-shows will result in being dropped from the Program without exception. A no-show will not count in the rare case of an emergency, in which case, an exception will be made when a note is sent to the instructor as soon as possible.

Should the instructor need to reschedule because of illness or emergency, she will contact the student personally via email or phone 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 personal awareness coaching session, or an extra hour-long appointment to review course questions and get support. Respect goes both ways.

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.
- Watch online videos. (Videos are not to be downloaded and must be viewed through the course portal).
- Make and receive video chat calls via Zoom
- 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.
 - o Windows 7 or Windows 10
 - o Mac OsX Sierra or higher
 - o A modern browser, like Firefox or Chrome
 - o *Linux distros with these browsers should work too but are not guaranteed.
- 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 PDF forms. (Free through Adobe).
- Zoom installed (free client through zoom.us - download the free client applicable to your device).
- Strongly recommended: Facebook account to access the CTSEW private online group.

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.

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. It is not necessary for students to purchase additional crystal to complete course requirements.

DEADLINE, CONTINUED BENEFITS, EXTENSIONS, REFUND, DEPOSIT, AND PAYMENT POLICIES

Deadlines

Practitioner Candidates have 1 year to complete all course requirements to receive certification. The official start-date is the day of registration. The 10 core classes must be completed no later than 10 months from the student's registration date. The Practicum Unit must be completed by the deadline - 12 months from the date of registration.

PC: Guided+ students enjoy an additional 2 months to complete their studies. PC: G+ students seeking certification must complete the 10 core class requirements no later than 12 months from their registration date. Their Practicum Unit requirements must be completed within 14 months of their registration date.

Continued benefits

All students in good standing have indefinite access to the course. This allows for revisiting lecture videos and accessing any updated PDFs or other handouts. Continued course access does not equate to a deadline extension: it is a benefit afforded to graduates and students alike regardless of completion status. When a student has met all their requirements (see Certification Requirements for Practitioner Candidates) and graduated by their deadline, they will continue to receive program benefits through the private Facebook CTSEW group (community, live web classes, as well as course updates), and they will continue to have access to the PC: Guided Program through the course portal.

PC students who do not complete their requirements by the deadline will continue to have access to the course portal. They will access their class materials through the Personal Enrichment Program, and will be removed from the social media group.

Extensions

Extensions are rarely granted and only considered for students who have consistently committed their time and energy to their coursework: handing in assignments, engaging with the material, and completing the video chat sessions on a regular basis with no large gaps of inactivity. Should a student who has dedicated their time and energy to the course in this way come up against a circumstance that precludes them from completing their requirements by their deadline - that would be very unusual given their previously consistent commitment to the program and their studies. However, should a rare case occur, the instructor will consider granting one 4-week extension. The extension fee is \$175.

Applying for an extension

Students must email the instructor no later than 4 weeks prior to their deadline and formally petition for an extension, explaining their circumstances and making a case for why they should be granted extra time to complete. Students can expect an answer to their request within 3-5 business days of submission. If the extension is approved, the student will receive an email indicating approval, as well as an invoice from PayPal for the \$175 extension fee, to be paid within 24 hours of receipt. The student's deadline will be extended 4 weeks from their original deadline.

Cancellations and 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. If a student chooses to cancel their registration or drop the Program once enrolled, they of course may do so at any time. Any deposits or payments made will be forfeit.

Payment Options

Students have three options for payment:

1. Submit a 25% deposit pre-registration, pay the remaining tuition owed in full during registration. Least expensive option.
2. Pay in full during an open registration period.
3. Payment plans are offered through PayPal Credit. Students are encouraged to apply for PayPal Credit prior to submitting a deposit or enrolling for the course if they intend on paying for their tuition in installments.

Deposits

EHAAT accepts non-refundable deposits which guarantee a seat for a specific registration date. Deposits are 25% of the tuition and are accepted after the student has completed their pre-registration video chat session with the instructor.

- Submission of a deposit confirms the student's acceptance of and agreement to all terms set forth in the 2018 Program Terms and Conditions, as well as the Student Informed Consent and Liability Waiver.
- Deposits guarantee a student's seat for a particular registration period.
- The deposit is applied to the total tuition owed.
- The deposit is non-refundable, non-transferrable to any other enrollment period, and non-transferrable to another person.
- If a student fails to register during the agreed upon registration period, the deposit is forfeit.
- Course materials are delivered next-business day to registered students who have paid their tuition in full or through PayPal Credit.

EHAAT Delinquent Payment Policy

Students paying their tuition through PayPal Credit are establishing a legally binding financial agreement between themselves and PayPal. As such, any delinquencies in payment will be handled between the student and PayPal.

ENROLLMENT RIGHTS AND INSTRUCTOR INITIATED REMOVAL

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

The instructor reserves the right to remove any student from the program who has more than 2 code of ethics violations; harasses or threatens another student, instructor, graduate, volunteer client, or anyone affiliated with EHAAT; fails to show up for 3 consecutive scheduled appointments; fails to complete requirements by deadlines given; or fails to honor payment agreements made with EHAAT.

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 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 does not oversee or take responsibility for graduates who attempt to receive or assume 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 to verify their certification by contacting us directly.

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 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.

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.