



Student Handbook

2007 Academic Year Fall Semester

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*The International College of Healing Arts (ICOHA) is a wholly owned subsidiary of
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Fall Semester 2007 - BKP Weekender Program

2007	Dates	Class		Assessment Journal		Misc.
		Module	Unit Due	Date Due		
September	14 - 16	BKP 1.101	Energizers and Self Testing			
October	19 - 21	BKP 1.102	Manual Muscle Testing	BKP 1.101	19 th	
November	17 - 19	BKP 1.103	5 Element Introduction - Yin Balance	BKP 1.102	17 th	Supervision 1
December	14 - 16	BKP 1.104	Kinesiology and Superficial Connections	BKP 1.103	14 th	Clinic 1
2008						
January	<u>12-14</u>	BKP 1.105	5 Elements - In-depth	BKP 1.104	18 th	
February	<u>22-24</u>	BKP 1.106	Professional Skills, Balancing Protocol with Database	BKP 1.105	22 nd	Supervision 2
March	14 - 16	BKP 1.107	Pain Reduction	BKP 1.106	14 th	
April	18 - 20	BKP 1.108	History/Balancing with Food	BKP 1.107	18 th	Clinic 2
May	16 - 18	BKP 1.109	Advanced Muscle Techniques, Reactivity and Posture	BKP 1.108	16 th	Supervision 3
June	20 - 22	BKP 1.110	Client Health Records and Professional Relationships	BKP 1.109	20 th	End of Classes for BKP series
July	18 - 20	Review & optional BKP Final Exams		BKP 1.110	18 th	Clinic 3 Case Studies
August	1 - 3	BKP Final Exams				

Spring Semester 2008 - BKP 3 Day Weekday Program

2008	Dates	Class		Assessment Journal		Misc.
		Module	Unit Due	Date Due		
March	<i>tba</i>	BKP 1.101	Energizers and Self Testing			
April	<i>tba</i>	BKP 1.102	Manual Muscle Testing	BKP 1.101		
May	<i>tba</i>	BKP 1.103	5 Element Introduction - Yin Balance	BKP 1.102		Supervision 1
June	<i>tba</i>	BKP 1.104	Kinesiology and Superficial Connections	BKP 1.103		Clinic 1
July	<i>tba</i>	BKP 1.105	5 Elements - In-depth	BKP 1.104		
August	<i>tba</i>	BKP 1.106	Professional Skills, Balancing Protocol with Database	BKP 1.105		Supervision 2
September	<i>tba</i>	BKP 1.107	Pain Reduction	BKP 1.106		
October	<i>tba</i>	BKP 1.108	History/Balancing with Food	BKP 1.107		Clinic 2
November	<i>tba</i>	BKP 1.109	Advanced Muscle Techniques, Reactivity and Posture	BKP 1.108		Supervision 3
December	<i>tba</i>	BKP 1.110	Client Health Records and Professional Relationships	BKP 1.109		End of Classes for BKP series
2009						
January	<i>tba</i>	Review & optional BKP Final Exams		BKP 1.110	18 th	Clinic 3 Case Studies
February	<i>tba</i>	BKP Final Exams				



Fall Semester 2008 - BAY1 Weekender Program (anticipated dates)

2008	Class			Assessment Journal		Misc.
	Dates	Module	Unit Due	Date Due		
September	19 - 21	RBT 12.201	Clinical Body Contact			
October	18 -20	EMS 2.201	Mastery of Emotional Stress Release	RBT 12.201	18 th	Supervision 4
November	14 - 16	PIB 3.201	Behavioral Genetics I Personlogy and Physiognomy	EMS 2.201	14 th	
December	19 - 21	MST 14.201	Muscles and Skin Activation	PIB 3.201	19 th	
2009						
January	16 - 18	PIB 3.203	Brain Integration Skills I	MST 14.201	16 th	Clinic 4
February				PIB 3.203	16 th	
End of 1 st - 15 Module "Academic Year" of Diploma Program						

Additional Academic Requirements - Academic Year 1 (AY 1 = 1st 15 Modules)

AY 1 <u>BKP +</u> <u>BAY1</u>	1	Supervision 1 (by appt.)	Clinic 1	Case Study 1 - BKP	BKP Final Exams	
	2	Supervision 2 (by appt.)	Clinic 2	Case Study 2 - BKP		
	3	Supervision 3 (by appt.)	Clinic 3			
	4	Supervision 4 (by appt.)	Clinic 4			



Fall Semester 2007 - AY2 Weekender Program

2007	Dates	Class		Assessment Journal		Misc.
		Module	Unit Due	Date Due		
September	7 - 9	A&P 15.201	Basic Human Anatomy (<i>correspondence</i>)			Due in by April 2008
		PIB 3.203	Brain Integration Skills I	MST 14.201	7 th	Supervision 1
October	12 - 14	MST 14.202	Shoulder, Elbow, Hand Muscle Protocol	PIB 3.203	12 th	Clinic 1
November	9 - 11	VEF 7.201	Flower Essences	MST 14.202	9 th	
December	7 - 9	JAF 5.201	TMJ and Cranials	VEF 7.201	7 th	
2008						
January	<u>5 - 7</u>	ECO 6.201	Lifestyle and Dietary Modification	JAF 5.201	11 th	Supervision 2 Clinic 2
February		<i>No Class - Faculty Training in New Zealand</i>				
March	7 - 9	VEF 7.301	Gems and other Vibrational Energy Fields	ECO 6.201	7 th	Case Study 1 - VEF
??Mar??	28-30?	MST 14.203	Hip, Knee and Foot Muscle Protocol			
April	11 - 13	VEF 7.302	Metaphysical Energy Fields	VEF 7.301	11 th	Clinic 3
				MST 14.203	30 th	
May	9 - 11	HMR 13.201	Hypertonic Release - Shoulders and Hips	VEF 7.302	9 th	Case Study 2 - JAF
June	13 - 15	EMS 2.301	Genetic and Meridian Emotional Release	HMR 13.201	13 th	Supervision 3
July	11 - 13	JAF 5.301	Ligaments and Joints	EMS 2.301	11 th	Case Study 3 - VEF
August	8 - 10	AY2 - VEF Exams		JAF 5.301	8 th	
September	12 - 14	JAF 5.302	Injury, Strain and Inflexibility	~	12 th	Clinic 4
October	10 - 12	PDG 11.301	Pelvic Posture and Sacral Balancing	JAF 5.302	10 th	Supervision 4
November	7 - 9	ECO 6.202	Immune Mismatch Responses: Allergies and Hypersensitivity	PDG 11.301	7 th	Case Study 4 - JAF
December	12 - 14	OCT 4.201	Cultural Sensitivity	ECO 6.202	12 th	
2009						
January	tba	AY2 - JAF Exams		OCT 4.201	?? th	

End of 2nd - 15 Module "AcademicYear" of Diploma Program

Additional Academic Requirements - Academic Year 2 (AY2 = 2nd 15 Modules)

AY 2						
1	Supervision 1 (by appt.)	Clinic 1	Case Study 1 - VEF	VEF Exams		
2	Supervision 2 (by appt.)	Clinic 2	Case Study 2 - JAF	JAF Exams		
3	Supervision 3 (by appt.)	Clinic 3	Case Study 3 - VEF			
4	Supervision 4 (by appt.)	Clinic 4	Case Study 4 - JAF			



Welcome to
The International College of Healing Arts!

We are glad that you have chosen to study with us, and we are committed to helping you make the most of your educational and personal journey with us. Whether you are taking our programs for personal development, to use with family or friends, or you plan to progress into professional practice we are sure that you will find the skills you learn here to be extremely profound and empowering.

The logo for the International College of Professional Kinesiology Practice (ICPKP), of which ICOHA is an accredited college, says this quite well - **Learning, Growing, Embracing Life.**

This is demonstrated in our program because in addition to the technical skills you will learn you will also be expanding your sense of self and be working on your own personal healing as well. Kinesiology is a “hands on” art that you will learn by practicing on each other through out your course of study. Many students find that the insights and releases they made during our practice sessions alone were worth the cost of their tuition, and the skills they learned were merely an “extra bonus”.

To make sure that everyone's experience at ICOHA is a positive one we have prepared this handbook for you. This handbook outlines the expectations and obligations of being a student at ICOHA. It is part of your Learning & Tuition Contract with the College. You are responsible for reading it and understanding it before you sign your Learning & Tuition Contract. If you have any questions about anything in it please ask your College faculty, we will be happy to explain and help you understand it.

School Code of Ethics

We support, and promote the United Nations Universal Declaration of Human Rights Adopted and proclaimed by General Assembly resolution 217 A (III) of 10 December 1948.

Paraphrasing the above, ICOHA believes that -

Respect of the inherent dignity and worth of each person and the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world. Everyone is entitled to all the rights and freedoms without distinction of any kind, such as race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth or other status.

All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brother/sisterhood. Everyone has the right to life, liberty and security of person.

Both as students and as a practicing kinesiologist you will be expected to work with the general public. This means in clinics you will be expected to, and required to, engage &/or work with anyone who comes to clinic regardless of race, religion, creed, nationality, sex, sexual orientation, or other life choices and to show them basic human dignity and professional respect.

If a personal or ethical conflict occurs during the therapeutic relationship, it is your responsibility for the safety and well being of the client until other arrangements can be made to provide the care they need, and the transfer is completed.

The college will attempt to honor a religious exemption, however this must be submitted to the college and agreed upon by both college and student before the student is accepted into the program.

Overview of Programs Offered
Non-Credit Offerings

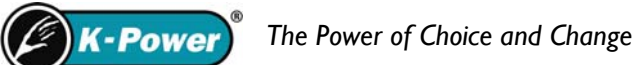
Touch for Health Kinesiology



TFH is a simple form of kinesiology that was designed for the laymen and teaches powerful tools in a easy manner that is safe for anyone to use. There are no tests or evaluations of skills so it does not qualify for any college credit.

Dr. Thie's vision and hope was for there to be a TFH practitioner in every household.

ICOHA agrees with and supports that vision.



K-power workshops are professional level training designed for the lay kinesiologist and/or the non-kinesiologist Health Professional. They takes things to a whole new level by giving people powerful tools to transform their lives, and the lives of their clients.

Most of the material is taken directly from the ICPKP college classes, and reformatted into simple, focused and fun 1 or 2 day workshops on a specific topic or area.

There are no tests or evaluations of skills so they do not qualify for any college credit.



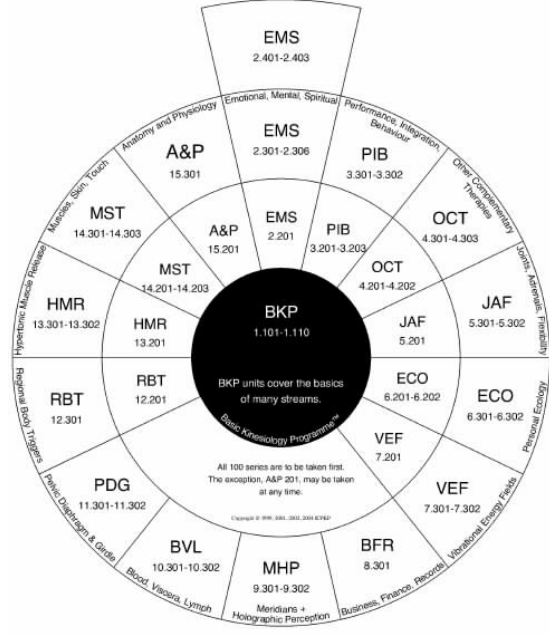
International College of Professional Kinesiology Practice (ICPKP) Program Tracks Offered

BKP (Basic Kinesiology Practitioner) Certificate - An initial course of study which is considered entry level for a professional practice in kinesiology. This course consists of the first 10 modules of the ICPKP Diploma program. Upon successful completion of the BKP program students receive an accredited International College Certificate from the ICPKP.

ICPKP (Professional Kinesiology Practitioner) Diploma - A course of study that upon successful completion grants the student an accredited International Professional Diploma from the ICPKP. This program consists of 4 academic years and may take 4 or 5 calendar years to complete depending on which type of classes you are enrolled in.

Both program tracks are considered Full Time college courses. The most current details are available on the International College of Professional Kinesiology Practice website at www.ICPKP.com

ICPKP International Diploma in Kinesiology
Zoned Analysis Chart of the 60 units in the Diploma



Each wedge (and the central circle) of the chart corresponds to an NZQA Kinesiology Unit Standard, except for OCT. Each OCT unit corresponds to one or more NZQA Unit Standards that are generic to other health professions. See www.nzqa.govt.nz/framework/ for details of the NZ National Diploma in Kinesiology.

Each ICPKP modules/units (e.g. BKP 101, MST 203, etc.) consist of at least 60 hours of training in both theory and application of skills. This training has 2 printed parts.

The "Class Notes" section is the material you will cover in class with your teacher. This includes theory, demonstration of, and then supervised practice of techniques and takes at least 20 hours per module.

The "Assessment Journal" section is a student directed learning assignment that you'll complete on your own time outside of class. (i.e. Homework book of at least 40 hours per module on average) which is then evaluated by your teacher.

At the end of each series or "wedge" (i.e. BKP, EMS, PIB etc.) there are formal oral, practical and written final exams to ensure competency in the material.

**Outline of ICOHA College Level
 Kinesiology Course Offerings**

To ensure maximal learning all college level classes are limited to 20 Matriculated students.

Each program level or academic year is presented as a separate offering and requires a separate Learning and Tuition contract. Advancement to the next level is criterion based. Seats are awarded based on best candidates for the limited amounts of seats available. See Academic Advancement policy for details.

BKP - Basic Kinesiology Practitioner Certificate program

Prerequisites: None

Preferred: Touch for Health® training

This is entry level for all matriculated students. It is the first 10 modules of the ICPKP program. It may be taken as a stand alone certificate, or as the entry point into the Professional Diploma Program.

Upon successful completion of BKP Certificate student may apply to enter BAY1 program.
 Note - Although there are only 10 classes it will take a full year to complete.

BAY1 (Bridge AY1 program)

Prerequisites: Successful completion of BKP certificate program.

This is a conversion or bridge program of the 5 additional modules required to complete AY1. Upon successful completion of the BAY1 program students may apply to continue on into AY2.
 Note - If taking a Weekender program it will take 5 months to complete this part of the program.

AY 2 - The full 15 modules of Academic Year 2.

Prerequisites: Successful completion of BAY1 program

Upon successful completion of the AY2 program students may apply to continue on into AY3.
 Note - If taking a Weekender program it will take 15 months to complete this part of the program.

AY 3 - The full 15 modules of Academic Year 3.

Prerequisites: Successful completion of AY2 program

Upon successful completion of the AY3 program students may apply to continue on into AY4.
 Note - If taking a Weekender program it will take 15 months to complete this part of the program.

AY 4 - The full 15 modules of Academic Year 4.

Prerequisites: Successful completion of AY3 program

Upon successful completion of the AY4 program students will graduate with an International Diploma.
 Note - If taking a Weekender program it will take 15 months to complete this part of the program.

Course Outlines

Academic Year 1 & 2

*Note - An Academic Year (AY) consists of 15 modules.
 Depending on your program one AY may exceed one
 Calendar year.*

ICPKP Basic Kinesiology Practitioner (BKP) Certificate Program		
1	BKP 1.101	Energizers and Self Testing
2	BKP 1.102	Manual Muscle Testing
3	BKP 1.103	5 Element Introduction - Yin Balance
4	BKP 1.104	Kinesiology and Superficial Connections
5	BKP 1.105	5 Elements - In-depth
6	BKP 1.106	Professional Skills, Balancing Protocol with Database
7	BKP 1.107	Pain Reduction
8	BKP 1.108	History/Balancing with Food
9	BKP 1.109	Advanced Muscle Techniques, Reactivity and Posture
10	BKP 1.110	Client Health Records and Professional Relationships
This completes the BKP Certificate program.		
BAY1 Program - These students continue on with the following 5 modules to complete ICPKP Academic Year 1		
11	RBT 12.201	Clinical Body Contact
12	EMS 2.201	Mastery of Emotional Stress Release
13	PIB 3.201	Behavioral Genetics I Personology and Physiognomy
14	MST 14.201	Muscles and Skin Activation
15	PIB 3.203	Brain Integration Skills I

ICPKP Diploma Course Summary - Academic Year Two (AY2)		
1	A&P 15.201	Basic Human Anatomy (<i>correspondence</i>)
2	MST 14.202	Shoulder, Elbow, Hand Muscle Protocol
3	VEF 7.201	Flower Essences
4	JAF 5.201	TMJ and Cranials
5	ECO 6.201	Lifestyle and Dietary Modification
6	VEF 7.301	Gems and other Vibrational Energy Fields
7	MST 14.203	Hip, Knee and Foot Muscle Protocol
8	VEF 7.302	Metaphysical Energy Fields
9	HMR 13.201	Hypertonic Release - Shoulders and Hips
10	EMS 2.301	Genetic and Meridian Emotional Release
11	JAF 5.301	Ligaments and Joints
12	JAF 5.302	Injury, Strain and Inflexibility
13	PDG 11.301	Pelvic Posture and Sacral Balancing
14	ECO 6.202	Immune Mismatch Responses: Allergies and Hypersensitivity
15	OCT 4.201	Cultural Sensitivity

**Descriptions of each of above classes is found on
 pages 26 - 27 of this handbook**

Course Outlines

Academic Year 3 & 4

*Note - An Academic Year (AY) consists of 15 modules.
 Depending on your program one AY may exceed one
 Calendar year.*

ICPKP Diploma Course Summary - Academic Year Three (AY3)		
1	MST 14.301	Head, Neck and Trunk Protocol
2	MST 14.302	Touch, Clothes and Environment
3	MST 14.303	Emotional Anatomy and Intelligence
4	PIB 3.202	Behavioral Genetics II - Further Personology and Physiognomy
5	EMS 2.302	Subconscious Self-Perception
6	EMS 2.303	Dreams, Goals and Attitudes
7	HMR 13.301	Hypertonic Release - arms and legs
8	HMR 13.302	Hypertonic Release - head, neck, torso
9	ECO 6.301	Adrenal and Life Energy
10	ECO 6.302	Cleansing and Detoxification
11	MHP 9.301	Meridian Energy Techniques
12	MHP 9.302	Holographic Reflexes and Perceptions
13	EMS 2.304	Releasing Limiting Stress Responses
14	EMS 2.305	Color and Sound
15	OCT 4.202	First Aid and Resuscitation (<i>external</i>)

ICPKP Diploma Course Summary - Academic Year Four (AY4)		
1	EMS 2.306	Rituals and Motivational Messages
2	PDG 11.302	Pelvic Diaphragm
3	PIB 3.301	Brain Integration Skills II
4	PIB 3.302	Personality Typing
5	EMS 2.401	Co-dependency and Role Reversal
6	EMS 2.402	Compulsive Behaviors
7	EMS 2.403	Spiritual Issues
8	BVL 10.301	Valves, Viscera and Blood Vessels
9	BVL 10.302	Breast and other Lymph Clearing
10	RBT 12.301	Trigger Points
11	OCT 4.301	Client and Kinesiology Safety: Obey Health Regulations
12	OCT 4.302	Diagnosis and Treatment <i>vs.</i> Kinesiology Protocol
13	BFR 8.301	Business, Finance and Records
14	A&P 15.301	Human Anatomy and Physiology (<i>external</i>)
15	OCT 4.303	Individual Country Special Requirements

**Descriptions of each of above classes is found on
 pages 28 - 29 of this handbook**

Attendance Policies

1. Attendance at all classes & clinics is mandatory

The ICPKP & ICOHA requires 100% attendance at all classes and supervised clinic sessions as mandatory.

Kinesiology is a skill that requires hands-on teaching and supervision. It cannot be learned by reading a book or doing online courses, it must be experienced firsthand under the direct supervision of a competent instructor who can assist you in the learning process, and ensure that your receiving accurate instructions, and answer your questions as needed. Furthermore direct teaching and in-class supervised practice ensures short and long term safe practice for both the client and student/practitioner.

Lack of classroom attendance for any unit will prohibit the student from completing that unit, and possibly attending any other classes/units that the missed class was a prerequisite for.

2. Sickness

Presentation of a medical certificate for non-attendance due to sickness will enable a student to make up the course with another class either that year or in the following year at no extra tuition cost.

3. Personal emergencies

If at the sole discretion of the College a valid reason is proven, the student may be allowed to make up the course with another class either that year or in the following year at no extra tuition cost.

If at the sole discretion of the College no valid reason was proven, the student will receive an incomplete for that unit, but will be allowed to take the class/unit at the next scheduled time upon payment of the cost of tuition and fees for that extra class/unit.

4. Personal emergencies - Inclement Weather

It is the students sole responsibility to determine if it is safe for them to travel or not.

If a travelers advisory has been posted for any area the student may be traveling through to get to class it will be accepted by the College as a valid reason as defined in #3 above, therefore the student will be allowed to make up the course with another class either that year or in the following year at no extra tuition cost.

If the student decides it unsafe to travel they are responsible to e-mail the college a copy of the Travelers Advisory from the US National Weather Service www.Weather.gov or any other government agency. This will preserve their right to make up the class at no extra tuition cost.

5. Planned absences/Vacations

The ICPKP & ICOHA requires 100% attendance at all classes and supervised clinic sessions as mandatory. Class and clinic dates are posted in advance to allow you to plan your personal time around these dates.

In extenuating circumstances - with advanced notice the College, at it's sole discretion, may be able to facilitate your completing the classroom requirements at or with another ICPKP accredited college or instructor.

ICOHA is offering this as an extra courtesy to the students. ICOHA maintains no obligation to set up or facilitate this process, nor is any other college obligated to act on these requests.

6. Involuntary call to Public Service

Any student who is unexpectedly called to public service will not be penalized due to their service to the community. This applies to Military, Police, Fire, EMS or similar emergency personnel.

Unexpected activation to military duty &/or disaster mobilization of public safety personnel will automatically be accepted as a valid Personnel Emergency as defined in #3 above.

ICOHA will gladly honor the intent of Soldiers' and Sailors' Civil Relief Act.

7. Non-Payment

Students who are not current with their tuition (*or any other financial obligations*) to the College will not be admitted to any class. See Tuition & Financial policy for details.

8. Withdrawal From Program for Lack of Attendance

Any student who has an unexcused absence of 2 or more classes will be considered to have voluntarily withdrawn from the program and will forfeit any and all tuition and fees paid and/or promised.

9. Attending Classes at Other ICOHA Locations/Venues

Any student in good standing who desires to attend one or two classes at any other ICOHA venue than the one specified in their contract may request to do so.

This option is good for students to consider for vacations and/or make up classes. All requests will be on a space available basis, and the college is not obligated to honor any request.

Student is responsible for any/all additional costs associated with taking a class(es) in another location. These costs may include - travel costs, accommodations, food, facility fees, as well as others costs depending on specific location. It is the students sole responsibility to research all details of their request, and provide for their own needs at all times.

If there is a cost increase in tuition between the two locations the student will not be required to pay the additional amount, nor will ICOHA be responsible to issue a refund in the event tuition is less.

Student is responsible to pay any venue specific facility use fees and/or other venue specific charges.

10. Transfer to another ICOHA Location/Venue

Students may request to transfer to another ICOHA program location if they so desire. Where ever possible all transfer requests will be honored so long as it is in the best interest of the program offerings at both of the involved locations. Transfer requests are granted on a space available basis, and a transfer request will not be allowed to put a class over it's allotted class size, nor will a transfer be authorized if it would compromise the source program for lack of adequate students.

To facilitate class dynamics and the learning process all permanent transfers between locations should be requested prior to the start of a new program year. This allows for a clean conversion from one class to the next. Also the Tuition and Learning contract for the next program will then be based on the tuition and fees of the new location.

Permanent transfers between locations during any program will only be allowed on a very limited and urgent basis. If there is a cost increase in tuition between the two locations the student will be required to pay the additional amount. Likewise student will be responsible

for any/all venue specific facility use fees and/or other venue specific charges.

ICOHA is not responsible to issue a refund in the event tuition is less.

All transfer requests must be in writing. Routine transfers will result in a new Learning and Tuition contract for the new location. Urgent transfers must be noted as an addendum on a current Learning and Tuition Contract and signed by both the student and authorized college representative, or at that colleges discretion a new contract may be issued.

11. Sister College Program

ICOHA is in the process of establishing formal agreements with other colleges in other countries that ICOHA has close faculty affiliations.

ICOHA is currently working on agreements with colleges in Australia, Bermuda, New Zealand, South Africa, and Switzerland.

The intent of this program is to allow students from all involved colleges to have 1 worldwide campus in which to learn about kinesiology, and the world they live in.

This will allow students from one college to continue their studies uninterrupted while visiting or living in another country for a short period of time.

Although this program is not fully completed, it is in functional at present with colleges in 2 other countries - namely Switzerland and Sydney Australia.

Student is responsible for any/all additional costs associated with taking a class(es) in another location. These costs may include - travel costs, accommodations, food, facility fees, as well as others costs depending on specific location. It is the students sole responsibility to research all details of their request, and provide for their own needs at all times.

Anyone interested in attending class at any of these locations, or alternatively being a host family for students from these other colleges are encouraged to talk with their faculty member about this.

ICOHA is offering this as an extra courtesy to the students. ICOHA maintains no obligation to set up or facilitate this process, nor is any other college obligated to act on these requests.

Tuition & Financial Policies

Application Fee

\$50 Non-refundable application fee is due with your completed application. Applications received without this fee will not be processed. Application fee is separate from tuition.

An application is valid for a period of 3 years and for all programs at all ICOHA locations.

Annual updates at no cost may be required of student.

Tuition

Greater Binghamton NY classes -

Non-Matriculated students - \$350 per module.

Matriculated students - \$300 per module.

A Partial Payment Fee of \$50 will apply to each Partial Payment, excluding initial deposit. Payments will be made as per your contract.

Other locations -

Tuition will vary depending on travel costs and local factors.

Note: Books, charts, supplies, materials and clinic and/or special testing fees are the responsibility of the student and are not covered under the above tuition costs.

Late Payments

Any payment not received by the due date as specified in your contract will be assessed a 2% per month fee on outstanding balance until account it is brought current. Late payments are grounds for academic probation &/or dismissal.

Arrears

If a student is behind on their tuition or other financial obligations to the College, the College reserves the right to deny the ability to attend classes, clinics and other school functions until their account is brought current. If a student is denied access due to financial arrears the student may be required to make up any classes missed at their own expense.

The college holds no obligation to make special accommodations to meet the deficiencies caused by the student from their inability to attend class/clinic.

Withdrawal from Programs and Financial Refunds

Any student withdrawing from the program more than 5 days after their contract is signed, yet before commencement of that academic years classes will be entitled to a refund of all tuition paid on current contract minus a \$100 administrative fee.

Any student withdrawing from the program within 30 days after commencement of the first class of the current contract will receive a refund of all tuition paid on current contract minus a \$450 fee. This fee includes \$100 administrative fee and \$350 for first months tuition.

Any student withdrawing from the program after 31 days of start of the first class will forfeit all tuition and fees paid and/or promised.

Withdrawal From Program for Lack of Attendance

Any student who has an unexcused absence of 2 or more classes will be considered to have voluntarily withdrawn from the program and will forfeit any and all tuions fees paid and/or promised.

Required Sequence per Module

- 1) Attend and participate in class.
- 2) Complete Assessment Journal (*i.e. homework book*) outside of class.
- 3) Turn in completed Assessment Journal as per academic year timetable.
- 4) After faculty review, your book will be returned to you with a series of “tabs” on the pages (*details below*).
- 5) After resolving all “tabs” resubmit your book to your teacher for reassessment.
- 6) Once you have received a score of “competent” on your Assessment Journal, you’ll be allowed to take the web test for that module.
- 7) Upon successful completion of all classes, Assessment Journals, and web tests for that series you will be allowed to sit the end of series/end of wedge exam with the external examiner.

Repeating Classes

If a matriculated student in good standing requests, or any student is required to by the College, a student may repeat any class they have taken if there is space available. There will be no extra tuition cost for doing this. Lab fees, if any, may apply.

- A. Students repeating any class must sit at the back of the room.
- B. Repeating students will wait to ask questions until new students have had all their questions answered.
- C. Repeating students do not volunteer to be the demonstration body during class demos.
- D. Repeaters do not “air their superior knowledge” regarding class material that the new students have yet to learn.
- E. Repeaters will not attempt to assist teaching the material or in answering questions unless their assistance is specifically requested by the faculty member.

Grading System

Pass rates for all ICPKP modules is 70%.

A score of 70% or greater will be recorded as “competent” on your academic record.

A score of less than 70% will be recorded as “not yet competent” on your academic record. Remedial action will be necessary to bring the score up to competent. A score of “not yet competent” may prevent you from progressing forward in the program.

Academic Record

Your academic record is a record of your achievements. This is available to you at all times 24/7 from the ICPKP web site. Your academic record is available only to you, the Faculty of the college you attend, and the Registrar and Dean of the ICPKP.

You can access it from any computer with internet access. Simply log on to the ICPKP web site and click on **Academic Record** in the top menu. You will then be able to see which units you’ve taken, which units you have completed the college work on, and which units you also sat and passed the ICPKP Web tests. You can print out your academic record at any time.

Assessment Journals
(i.e. Homework Assignments)

Assessment Journals

Assessment journals are to be completed by the student and turned in as per the academic year timetable for the current year.

- 1) Assessment journals turned in on time are marked out of 100%. Books turned in after their posted due date will automatically be downgraded as per the table below.
- 2) You must insert the class dates, teachers name and date you handed in your assessment book in the places provided.
- 3) After faculty review, your book will be returned to you with a series of “tabs” on the pages. “Tabs” indicate work that is omitted, incomplete, substandard, or incorrect which needs to be attended to.

Leave all “tabs” in place! *Assessment journals resubmitted with tabs removed or missing will be returned unmarked and a grade of “not yet competent” will be entered in your record necessitating your repeating this module.*

- 4) After resolving all “tabs” resubmit your book to your teacher for reassessment. Your teacher will sit down with you to review all “tabs” to ensure that you have adequate understanding of the material. Your teacher will then advise you to remove the “tabs” after they have discussed the changes with you.

NOTE -

- 1) You must bring all related Assessment Journals to end of series/end of wedge exams for inspection by the external examiner. Failure to bring Assessment Journals with you may result in your inability to sit that exam.
- 2) All Assessment Journals from one year must be completed and signed off before the next year’s classes can begin.

Any Homework assignments not received by due date will be automatically reduce to a starting score of

Days Late	Graded out of (Best Score)
On time	100%
Up to 7 days after due date	95%
2 weeks after due date	90%
4 weeks after due date	85%
6 weeks after due date	80%
8 weeks after due date	75%
12 weeks after due date	70%

Any assignment turned in after 12 weeks past due date will not be graded. Class will be recorded as an “Incomplete” and must be repeated.

Case Studies

Your class timetable has a list of the due dates. There is a set format for all case studies which is included in your BKP 110 courseware. There will be a minimum of 2 case studies to be completed before each end of series/end of wedge external examination.

Students will be ineligible to sit exams if their case studies have not been completed and marked.

Case study content will be required to match relevant material of exams - e. g. before the HMR exam your case studies must be on 2 clients with hypertonic muscle problems.

Tests & Exams

There are two types of educational assessments used in this program. Those being formative assessments (*e.g. tests*) and summative assessments (*i.e. external examinations*).

Formative Assessments

These are assessments of your learning that occur as you're still in the process of learning (*i.e. forming your knowledge*). It includes material in your Assessment Journals, ICPKP Web tests, and any informal tests your teacher may conduct. Only the Assessment Journals and web tests are part of your official record, marks scored on any informal tests or quiz are not recorded.

- 1) Assessment Journals - are marked as above.
- 2) Web tests - after successfully completing and being signed off on your Assessment Journal that is part of each college unit/module, there is an online ICPKP Web test of 10 multiple-choice questions that needs to be completed. Web tests can be sat from any computer with Internet access. If you do not have Internet access this college will assist you in finding some. Most public libraries offer free internet access.

Your teacher will demonstrate how to access the ICPKP web site and how to sit a Web test.

There are no trick questions and the computer marks your test and gives you the results immediately. If you do not achieve competency you can re-sit the exam after 24 hours. You may get some of the same questions. You may re-sit any exam as many times as you need to.

If you have a Web test question you cannot understand, you can print it out to discuss it with your teacher.

All Web tests from one year must be completed before external examinations and before continuing on to your next year of study.

- 3) Informal Quizzes and Tests - may be oral, written, or practical and may be done individually or as a group. Informal written work may be marked by yourself or exchanged with another classmate to be marked. Informal practical work may involve demonstrating muscle tests, meridians, correction points, or protocols or balancing techniques. Any scores or grades received from these assessments are informational only to assist you and your teacher in refining your educational process. They are not recorded in your academic record, nor do they carry any weight.

Summative Assessments

These are comprehensive assessments that occur at the end, or summation, of a wedge of units that together make up an NZQA Unit Standard (*see zoned analysis chart above*). You'll receive a copy of the assessment schedule for the NZQA unit standard at the beginning of each new unit standard.

You must bring all related Assessment Journals to exams for inspection by the external examiner.
Failure to bring Assessment Journals may result in your inability to sit the exam.

There are three methods of summative assessment of your work at this college: oral, practical, and written.

- 1) Oral Section - this is a 30 minute segment in which you will be asked 10 short questions (three minutes each) from a pool of 15 or more questions. Questions will be randomly selected by the students picking a number from a card on the table.
- 2) Practical Session - There are two parts to the practical exam.
 - 2a) You will perform a 60 minute PKP protocol balance.
 - 2b) You'll be asked to perform no fewer than six techniques (10 minutes each) and no more than 10 techniques (six minutes each) in the 60 minutes allotted for this section. You will have a degree of choice in the techniques (*e.g. Demonstrate the muscle test for either the elbow protocol or the knee protocol*).
- 3) Written Section - this will be a multiple-choice Web test at the end of each wedge. All questions are part of the same pool that is used for the individual ICPKP units that make up a wedge.

Examination re-sits

If a student is deemed to be “not yet competent” after their practical &/or oral exams they will be required to re-sit the areas deemed “not yet competent” at an agreed date, not later than six weeks after the exam. There will be no extra charge for this first re-examination.

If a second re-sit is required, there will be a fee for the examiners time of \$50 per hour. If after two re-sits, the student has not gained competency, the student is required to take the class again with the next years group to gain more experience and to clarify procedures.

**Supervision (UK) /
 Guidance Counseling (USA)**

Each student will have a regular supervision meeting with their teacher, on the dates listed in your class timetable. The supervision meetings are mandatory.

This time is used to discuss any personal confidence issues, any class interaction matters or to answer questions arising from class work. This time is also to review case notes, assess strategy, evaluate personal performance and discuss issues arising from personal consultations.

The evaluation criteria for personal performance is listed in the table below. This information will be reviewed as part of the application process for academic advancement.

After discussion of each review both student and assessing faculty member will sign the form. Students signature does not necessarily imply agreement with evaluation, merely that they have been made aware of it.

SOLO Taxonomy -

Structure of Observed Learning Outcomes

An objective system to describe level of increasing complexity in a student's understanding of a subject. It progresses through five stages, and it is claimed to be applicable to any subject area. Not all students get through all 5 levels.

SOLO 1 - Prestructural: here students are simply acquiring bits of unconnected information, which have no organization and make no sense.

SOLO 2 - Unistructural: simple and obvious connections are made, but their significance is not grasped.

SOLO 3 - Multistructural: a number of connections may be made, but the meta-connections between them are missed, as is their significance for the whole.

SOLO 4 - Relational level: the student is now able to appreciate the significance of the parts in relation to the whole.

SOLO 5 - Extended abstract level, the student is making connections not only within the given subject area, but also beyond it, able to generalize and transfer the principles and ideas underlying the specific instance.

Supervision time may also be used to receive a personal kinesiology session from the teacher - particularly for first-year students.

If students request a personal kinesiology balancing session from either another faculty member, or at at time other than during a scheduled supervision session, they will pay normal client fees as advertised.

		Needs Action			Acceptable			Excellent			S.O.L.O.				
		1	2	3	4	5	6	7	8	9	1	2	3	4	5
1	Compliance with Ethics Agreement														
2	Compliance with standards in Student Handbook														
3	Timeliness of completion of material														
4	Participation in class (<i>discussions, demo's & work sessions</i>)														
5	Comprehension & utilization of current material														
6	Retention & utilization of previous material														
7	Clinical application of professional skills & techniques														
8	Professionalism														

Accessing the ICPKP web site

The ICPKP web site has lots of information to help make your study easier and more rewarding. There are forums for every unit or you can swap information with other students around the world who are taking (or have taken) the same unit.

To facilitate free expression Faculty members do not have access to the student forums.

Student aides are available, some of these are from ICPKP faculty and some are from other students who made useful charts or learning aids and are willing to share them with other people.

- 1) Go to www.ICPKP.com Enter your user name and password in the appropriate boxes at the right hand side of the screen. *(your college will have provided you with a temporary user name and password at the start of class)*
- 2) If login is successful the screen will display **Welcome (your name)** and a new set of menus appear.
- 3) Click the **personal info** button in the top menu and check that all your personal details are correct and complete.

Click the **edit** button at the bottom of the page to edit your details. It is vital that your e-mail address is correct as the web site will need this to issue you with a new password should you lose or forget it.

- 4) **Change your password** - click the **Change Password** button at the bottom of the screen and follow the instructions. You are required to change you password within 72 hours of receiving your initial password.

Accessing your ICOHA E-mail Account

Email is the preferred means of communications. Every matriculated student at ICOHA is provided with a college e-mail account. This e-mail account will be used for all official communications with the college. Your e-mail account offers you the option of either downloading e-mail to your hard drive and/or you may access your e-mail account via webmail from any internet connected computer. This allows you to access your e-mail even when you are not at your main computer, such as when at work or when traveling.

This account is provided for official school business with ICOHA & the ICPKP - For security reasons you will not allow others to use or access your account.

Failure to keep your ICOHA E-mail &/or ICPKP website account(s) secure and private is grounds for dismissal from the college.

If you think your account has been compromised notify the college webmaster immediately. If you have any questions on your account please contact the appropriate college webmaster at -
 Webmaster@InternationalCollegeOfHealingArts.com
 or Webmaster@ICPKP.com

To ensure timely communications between ICOHA and fellow students you are required to check your e-mail account daily.

Note - in all of the following examples the college name is spelled using capitals.
 This is done for ease of human readability. The web does not require this.

Your E-mail Address is: (First name followed by Last Initial)@InternationalCollegeOfHealingArts.com

*i.e. Jane Doe =
 JaneD@InternationalCollegeOfHealingArts.com*

Your Initial Password is:
(this will be given to you in your first class)



How to Login to WebMail:

- 1) Type in:
<http://www.InternationalCollegeOfHealingArts.com/login.html>
- 2) Then use **E-mail Log In** box on the left.
or
- 1) from ICOHA website home page - click on **For Current students**
- 2) click on **E-mail Log In** (*upper right corner*)

Now that you are at the college E-mail login page

- 1) Enter your user name: (*FirstNameLastInitial*)@InternationalCollegeOfHealingArts.com will be entered automatically for you, and press enter
- 2) Enter your Password: (your password) and press enter
- 3) Click: **Log in** button

You must change your password within 72 hours of receiving your initial password (given out in class).

How to Change your password:

From the e-mail login page.

- 1) Click on the **Change your Password** link.
- 2) Enter your full e-mail address.
- 3) Enter your assigned password, then enter a new password of your choice.
- 4) Please record this password in a safe place. ***Keep this new password private!*** If you forgot your password, contact the webmaster.

How to set up an automatic signature line.

Login to your e-mail account.

- 1) Under **Options** (*along left side*) click on the **+** to expand the folder
- 2) Click on **Global Options**
- 3) Click on **Personal Information** to update your identity

How to set up your computer to automatically download e-mail into Outlook Express

From the top menu bar select: **Tools** then click on **Accounts**
 Click on **Mail** tab
 Click on **Add** - then click on **Mail**

Enter your User info:

Display Name: enter your First Name, Last Name

E-mail Address:

(*FirstNameLastInitial*)@InternationalCollegeOfHealingArts.com

Enter your Server Info:

My incoming mail server is a: POP3

Incoming Server:

mail.InternationalCollegeOfHealingArts.com

Outgoing Server:

mail.InternationalCollegeOfHealingArts.com

Enter your Login Info:

Account Name:

(*FirstNameLastInitial*)@InternationalCollegeOfHealingArts.com

Password: (your password)

Click: **Finish**

How to set up your computer to automatically download e-mail into Outlook

From the top menu bar select: **Tools** then click on **E-mail Accounts**

Click on - **Add a new e-mail account**

Click on - **POP3**

Enter your User info:

Your Name: enter your First Name, Last Name

E-mail Address:

(*FirstNameLastInitial*)@InternationalCollegeOfHealingArts.com

Enter your Server Info:

Incoming Server:

mail.InternationalCollegeOfHealingArts.com

Outgoing Server:

mail.InternationalCollegeOfHealingArts.com

Enter your Logon Info:

Username:

(*FirstNameLastInitial*)@InternationalCollegeOfHealingArts.com

Password: (your password)

Click on: **Test Account Settings**

Then Click : **Next**

Then Click: **Finish**

Note: The maximum size of your e-mail account is 20 MB. If you store your e-mail online, then it will max out at this size. You (& the college webmaster) should receive an e-mail when you are approaching your limit. Please consider downloading your e-mail into a program on your computer such as Outlook, Outlook Express or Mozilla ThunderBird.

Conduct & Dismissal

Students are expected to display basic human decency and respect at all times, and to maintain a high level of professionalism, professional integrity and academic integrity at all times.

The International College of Healing Arts reserves the right to suspend or dismiss any student who does not maintain professional standards.

Conditions for dismissal from ICOHA

1. Ethics code violations.
2. Consistently poor hygiene &/or inappropriate attire.
3. Behaving in an unprofessional or illegal manner, or in any way which may harm other students staff or faculty, the profession, or the college's reputation &/or ability to conduct classes.
4. Unsatisfactory attendance and punctuality.
5. Unsatisfactory completion of course work.
 - a. Timeliness,
 - b. Not Yet Competents,
 - c. Incomplete
6. Attendance at class, or clinical, while under the influence of, or possessing drugs or alcohol.
7. Failure to meet tuition and fees obligations and deadlines.
8. Inappropriate sexual overtures or behaviors.
9. Harassment or abuse of any other students, staff or faculty members, visitors or volunteers.
10. Failure to follow safety requirements.
11. Allowing anyone else to use or access either your ICOHA e-mail account or your ICPKP website access.

Grounds for immediate dismissal

1. Violence or threat of violence to the property or anyone on the property.
2. Sexual assault (*including overt obscene behavior*).
3. Use or possession of illegal/illicit drugs on the premises.
4. Failure to follow safety requirements.

Drug & Tobacco Free Zone

The International College of Healing Arts premises and grounds are Drug & Tobacco Free zones.

Use or possession of any illegal/illicit drugs on grounds or premises is cause for immediate dismissal.

Use of tobacco on grounds or premises is cause for immediate suspension.

School functions held at residential retreat facilities

ICOHA recognizes the documented health benefits of the moderate consumption of alcoholic beverages.

Therefore, if allowed by the retreat center, possession of alcoholic beverages in the common kitchen and dining areas only is acceptable for after hours consumption in moderation with meals.

Retreat center has the right to further regulate the use of alcohol in any manner it so chooses at any time.

To protect everyone involved, the student possessing the alcohol is required to obtain permission from their Faculty before bringing it on-site and must also declare it to the Faculty and other students upon arrival and before the function actually begins.

Failure to obtain prior permission and/or declare the alcohol is grounds for disciplinary action.

Such consumption will only be allowed after all college functions are officially over for the day. Any student who becomes obviously impaired or intoxicated due to alcohol at any time, even after hours, is subject to disciplinary action as above.

Any one consuming alcohol does so at their own risk. As said consumption is occurring "after hours" neither ICOHA nor the retreat center will hold any responsibility to supervise the safety of those choosing to imbibe, nor will either ICOHA or the retreat center be liable for any adverse outcomes resulting from consumption of alcohol.

Advancement to Next Academic Year or Program Level

Successful completion of one year or program level does not automatically grant admission to the next academic year or program level. Acceptance to return to any additional year of the program is by invitation of the college only. As with initial application, seats are assigned based on best qualified persons for the limited number of seats.

The student must submit a formal request (letter or e-mail) to the College to be considered for advancement. Failure of the student to submit a request by the posted deadline will be considered a formal withdrawal from the program by the student. Any student who withdraws from the college must re-apply for any program and is subject to the entire application process.

Upon receiving a formal request from the student for advancement the following will be reviewed.

Requirements for consideration -

- 1) Successful completion of all of the following for the previous academic year -
 - Course work -
 - 1) Classes
 - 2) Clinics
 - 3) Assessment Journals
 - 4) Web tests
 - 5) Case Studies
 - 6) External Exams
- 2) Positive status and recommendation from Faculty Supervision meetings.
- 3) Tuition and other financial obligations to college for the past year paid in full.
- 4) All other contractual obligations to college are complete or current.
- 5) Formal request from the student.
- 6) Completion of a new Learning & Tuition Contract for the next year.

Following students may not advance to the next year

- 1) Unacceptable academic performance in previous academic year.
- 2) Unacceptable professionalism as per reviews in Supervision sessions.
- 3) Unresolved or Incompleted Probation.
- 4) Financial Arrears.

Graduation Requirements

Requirements for graduation and issuance of an official certificate or diploma from any ICPKP accredited program requires the following -

Successful completion of all of the following for all modules of your respective program (BKP/ICPKP) -

- Course work -
- 1) Classes
 - 2) Clinics
 - 3) Assessment Journals
 - 4) Web tests
 - 5) Case Studies
 - 6) External Exams

Positive status and recommendation from Faculty Supervision meetings.

Tuition and other financial obligations to college are paid in full.

All other contractual obligations to college are complete.

Leave of Absence/Roll Back Into Next Class

Any student in good standing who is unexpectedly experiencing any situation in their life (*personal, professional or academic*) that is significantly compromising their ability to proceed forward in their current program may request the option to roll back into the next class.

To request a roll back student must first discuss their concerns with a faculty member. If in the sole opinion of the college the reason for the roll back is valid and a roll back would be beneficial to the student, the student may be offered the option of a roll back into any class(es) held within 1 calendar year of the expected completion date of their current Learning and Tuition Contract.

The purpose of the roll back is to allow the student some additional time to resolve their issues and stressors such that they may return to the program and continue forward where they left off. If the student returns to the same program and location there will be no additional tuition. Student will pay only any new fees that were not covered in their original contract.

If the student chooses to change to a different venue which has a higher tuition or any additional fees, then the student will be responsible for paying the difference in the tuition &/or all fees specific to that venue. No refunds will be issued if the venue tuition is lower than their original program.

Any student not returning to the program as specified in their roll back agreement will be considered a formal withdrawal from the program by the student. Any student who withdraws from the college must re-apply to the program.

Requirements for consideration for a Roll Back -

1) Successful completion of all of the following for the current academic year up to point of request -

- Course work -
- 1) Classes
 - 2) Clinics
 - 3) Assessment Journals
 - 4) Web tests
 - 5) Case Studies
 - 6) External Exams

- 2) Positive status and recommendation from Faculty Supervision meetings.
- 3) Tuition and other financial obligations to college for the current year paid in full.
- 4) All other contractual obligations to college are complete or current.
- 5) Formal written request from the student.

Following students may not qualify for a roll back status -

- 1) Unacceptable academic performance in current academic year preceding their unexpected situation.
- 2) Unacceptable professionalism as per reviews in Supervision sessions.
- 3) Unresolved or Incompleted Probation.
- 4) Financial Arrears.

Academic Probation

In the event that a student fails to meet or maintain the requirements &/or standards delineated in the Student Handbook &/or Learning & Tuition Contract, the College may opt to place them on academic probation.

Students on probation are at risk of being terminated by the college. The purpose of probation is to ensure the student is aware of the seriousness of their position and to give them an opportunity to correct the situation.

Probationary process Wherever possible all concerns are to be resolved at the lowest level possible. It is at the sole discretion of the College to decide at what level to start this process.

1st level Appropriate staff or faculty member will speak directly with the student. This will notify the student of the concern and give them a chance to rectify it before a formal notice of probation is issued. This is considered a verbal warning, and no written record of this conversation is required.

2nd level Designated Faculty member will meet with the student to discuss the issue and come up with a plan to rectify the deficiencies. This plan is informal and may or may not be written down.

3rd level Designated Faculty member will have a formal meeting with the student for the purpose of advising them that they are officially being placed on probation. Faculty and student will come up a written plan to bring the student back into full compliance with school standards in a timely manner and then to remove the student from probationary status. This plan will be written, signed and dated by both the faculty member and

the student, and recorded in the students' permanent record.

The student will be allowed to have another student present at this meeting as an advocate if they so desire. Advocates primary purpose is to act as a support to the student and not to be directly involved in the discussions. Advocate will be asked to sign any agreements as a witness.

4th level If student fails to comply with this plan, or if student fails to comply with &/or violates another standard while on probation, this matter will be referred to the Probation committee. At the committees' sole discretion they may opt to redefine the terms of the original probation agreement, issue a new plan, or may opt to terminate the student. Minutes of this meeting will be recorded and the decisions of the committee will be recorded in the students' permanent record. Student is allowed to have an advocate present as delineated above. The decision of the committee is final.

ICOHA Probation Committee					2007 - 2008
1	Faculty member	Ken Campbell	136 Washington St. Binghamton NY	607- 724- 0830	Ken@InternationCollegeOfHealingArts.com
2	Student member	Jeffery Haley	208 N. Meadow St. Ithaca NY 14850	607- 272-0006	JeffH@InternationCollegeOfHealingArts.com
3	Independent member	Bob Williams	132 Washington St. Binghamton	607- 723-3113	BobWilliams@stny.rr.com
4	Independent member	Kathy Pagnini	73 Griswald St. Binghamton	607- 348-0444	Kathy@pointsource.net
5	Independent member	Nancy VanCleve	PO Box 21 Cayuta NY 14824	607- 215 - 3381	Njvanc@aol.com

Student Complaint & Grievance Procedure

If a student has a concern or a complaint about something that is impacting them at or about the college, the following procedure will be used to seek clarification and resolution. The college desires that the student and everyone else involved receives appropriate and fair treatment in simple yet thorough process. Therefore the College will use one system for resolution of all complaints.

This system is the only means of resolving conflict at this college, be they personal, professional, academic, financial and any and all other complaints of any type.

ICOHA will use a graduated system of resolving all grievances. All conflicts will be resolved at the lowest level possible, and each step must be completed fully before it may progress to the next step.

1st level Student will talk directly with the involved party(*ies*) and attempt to resolve the issue there.

2nd level Student will involve either the designated student member of the grievance committee or the faculty committee member to facilitate resolution.

3rd level Will involve any other 1 independent member of the grievance committee. This independent grievance committee member will submit a summery report of their findings and conclusions to all parties involved and to all members of the grievance committee.

4th level Will involve a meeting of the grievance committee. Minutes will be taken and a final written report will be submitted to all parties involved. The committee will decide on how it will meet (*e-mail, teleconference, in person, etc. . .*) and how it will proceed.

Final level is Binding Arbitration using an ABAA mediator. This option will be used in lieu of any and all other legal action. It's results will be binding on all parties. Payment for the fees involved will be decided as part of this arbitration process. All parties are advised that this may result in fees being split by all or some of the involved parties or it may involve any one of the involved parties to pay this bill in full by themselves.

ICOHA Grievance Committee					2007 - 2008
1	Student member	Linda Peyrat	Margaretville Hospital Bx 200 Rt 28 Margaretville NY 12445	845- 586-2631	LindaP@InternationCollege OfHealingArts.com
2	Faculty member	Ken Campbell	136 Washington St. Binghamton NY	607- 724- 0830	Ken@InternationCollegeOf HealingArts.com
3	Independent member	Bob Williams	132 Washington St. Binghamton	607- 723-3113	BobWilliams@stny.rr.com
4	Independent member	Kathy Pagnini	73 Griswald St. Binghamton	607- 348-0444	Kathy@pointsource.net
5	Independent member	Nancy VanCleve	PO Box 21 Cayuta NY 14824	607- 215 - 3381	Njvanc@aol.com
	ABAA mediator	Accord Center for Dispute Resolution	30 West State St. Binghamton NY	607- 724 -5153	

Student Code of Ethics

As a student of ICOHA I agree that -

I will conduct myself with honesty, integrity, respect and courtesy at all times.

I will consistently set a credible, honorable and ethical example for my future profession as a Kinesiologist. I commit myself to become competent and to continue my personal development before practicing the profession of kinesiology.

I honor my personal commitment to myself and my profession through compassion, caring, and love for myself, my fellow beings and our world.

I am responsible in realizing my own truth and encourage others to do the same. I will continue my own self development through kinesiology and other modalities.

I will honor my financial responsibilities.

I agree to use the energy model, to accept what presents in the person and not to focus on difficulties but on their potential.

I promise to never represent myself as a medical doctor nor to substitute myself for a primary care practitioner, nor will I ever establish a diagnosis, nor prescribe a treatment unless I already possess the appropriate qualifications.

I acknowledge that the purpose of kinesiology is to support and reinforce the body's innate ability to heal itself. Furthermore I acknowledge that the muscle test is a biofeedback mechanism and does not take the place of rational thought, feelings, choice or decisions.

I recognize that the responsibility for choice before, during, and after a balance is the prerogative of the person with whom I work. I respect that each of us is our own authority and no person can decide for another. I consider myself as a companion on the person's journey to wholeness.

I agree to facilitate the knowing participation, awareness and growth of the person.

I honor the right of all to free thought and free will. I will respect political, spiritual and personal beliefs of the

people with whom I work and never impose my own beliefs on them. I will not judge, criticize or blame the person with whom I work.

I respect confidentiality and professional secrets; all that is said to me, all that I see or participate in during class, clinic and private sessions will remain confidential at all times. I will respect each client's right to privacy, disclosing confidential information only when either authorized by the client or mandated by law.

I agree that when in class or clinics and when doing homework assignments I will only use those modalities taught to me in this program. If when seeing private clients I offer them other modalities not taught in this program I will clearly delineate the differences, educate them on it, and get their permission to integrate that modality into their session before I use it.

I agree to indicate clearly to any person with whom I do my practical work outside of the college that I am a student and have not yet reached full competency in all my work.

I accept and acknowledge the limitations of both my profession and myself. If in doubt I will refer to someone with greater training.

I agree to ask a teacher for help if my class or clinic partner's emotional reactions are greater than the limits of my skill and experience.

I will not represent myself as an employee, staff member or spokesperson of the International College of Healing Arts (ICOHA) and/or the International College of Professional Kinesiology Practice (ICPKP) without written permission of the Registrar(s) of the respective college(s).

I will conform to the legislation of the country I am in and will always respect human rights and dignity as delineated in the UN's Universal Declaration of Human Rights.

I will respect and honor all copyrights. I acknowledge that copyright infringement in any manner is a form of stealing.

I will respect and honor the academic integrity of the teaching material and their founders and not teach this material to any other persons unless I have completed the



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authorized Instructors Training program of the respective organizations/systems. Likewise I agree that I will not reformat, reassemble, and/or rename this material and teach it under any other name or system at any time.

I recognize that my courseware (*i.e. - text's & assessment journals*) is licensed to me and me alone and is protected under international copyright laws. Therefore it may not be reproduced or redistributed to others in any form or format at any time.

I hereby agree to be bound by and uphold this Code of Ethics at all times while I am enrolled at the College, and I recognize that failure to do so is grounds for probation and/or dismissal from the College.

Student's Signature

Date - _____

*This copy provided for your review and records.
You will be given another copy that you are required to sign and return to the college.*

The ICPKP requires that each accredited college keep a signed copy of the Students Code of Ethics in the students file for each year they are enrolled.

Student's Signature

Date - _____

Student's Signature

Date - _____

Student's Signature

Date - _____

Student's Signature

Date - _____

Class Descriptions - Academic Year 1 (BKP)

BKP 101 Energizers and Self Testing

Defines kinesiology and anatomical parts of the body. Develops basic self-care skills using meridian trace, energy reflex points, body testing, walking gaits, simple emotional stress release, emotional trigger words, crosscrawl, auricular energy and visual inhibition techniques, goals and a “time of day” balance for self care.

BKP 102 Manual Muscle Testing

Accurate muscle testing, evaluation procedures, facilitation/inhibition, dehydration, ionization, neurological disorganization, CV integrity and thymus energy, origin/insertion and spindle/golgi techniques, bones of the skeleton and an energy balance for others.

BKP 103 5 Element Intro. - Yin

Sound, color, food, emotional and vertebral balancing techniques, circuit locating, the challenge, the 5-Element eight muscle energy balance, priority balance procedure.

BKP 104 Body Energy Connections

Understanding of meridians and their related organ systems, 14 muscle goal balance, surrogates, More and Priority modes, body movements in anatomical terms, create a simple record of a client balance.

BKP 105 5-Elements - In-depth

5-Element principles in depth, Five Element emotions, alarm points, luo points, AHP's, alternative indicator muscle tests, surface anatomy and recognize the muscles' action in sport and exercise, yin/yang principles to perform a 5-Element one-point goal balance.

BKP 106 Professional Skills, Balancing Protocol with PKP Database

Effective listening skills to establish client rapport, use finger modes, Professional Kinesiology Practitioners' database concept, simplified PKP protocol, age recession.

BKP 107 Pain Reduction

Evaluate pain levels, use emotional and postural stress release, meridian flow adjustment, muscle energy techniques, cross crawl exercise, figure-8s, marine spiral energy and food or supplements to reduce physical pain.

BKP 108 Balancing with Food

Development, philosophy and principles of kinesiology. Chain of life, six stages of nutrition, food combining, biogenic, biostatic, biocidal substances, construct diets using 5-Element, food family and food rotation principles, use of C1 and ear acu-point sensitivity tests.

BKP 109 Advanced Muscle Techniques - Reactivity and Posture

Muscle facilitation and inhibition, muscle and meridian reactivity, posture, muscle stretch response, sustained muscle use, hidden muscle failure, specific circuit and contra lateral spindle techniques.

BKP 110 Client Health Records and Professional Relationships

Establish, utilize and update a client health record. Describe professional health care relationships, set clear boundaries and communicate with both individuals and groups in a professional manner; apply client history to establish desired outcomes, maintain client rapport, facilitate client towards self-responsibility model, keep clinical records, make necessary referrals.

Class Descriptions - Academic Year 1 (BAY1)

RBT 201 Clinical Body Contact

To develop skill and understanding in using Kinesiology techniques related to body contact. Prepare for and establish clinical body contact; maintain clinical body contact; and cease body contact in a kinesiology setting; describe and demonstrate palpatory sense; use palpation to assess the client muscle state; and integrate palpatory findings into the management of the client in a kinesiology clinical practice setting.

EMS 201 Mastery of Emotional Stress Release

Frontal/occipital holding, new resources, video-rewrite, brainstorming, new possibilities, senses and intuition, feel/want/willing, imagery, jewels, balloons, grounding rods, picture frames, symbolic encapsulation, older-wiser self, challenges to authority, terminating a relationship, active listening and role play.



Class Descriptions - Academic Year 1 (BAY1)

PIB 201 Behavioral Genetics I

Personology/Physiognomy

Use both European and Asian understanding of behavioral genetics. Release negative energy related to comparative cell proportions and resultant instinctive behavior, utilizing the basics of European Personology and Chinese and Japanese Physiognomy.

MST 201 Muscles and Skin Activation

Those who have completed this unit will be able to evaluate and balance for skin stretch response; scar reintegration; hyoid; and blood chemistry. You will also learn about thymus-spleen energy imbalances; cranial and hand stress receptors; intercostal muscle reset; shapes of structure; under-facilitation or over-facilitation; myotomes; dermatomes; muscle circuits; use temporal tap, eye rotations.

PIB 203 Basic Brain Integration Skills

Introduces evaluation and correction of energy imbalances related to neurological blind spots caused by fear, pain and self-doubt, learning disabilities and dyslexia's. You will learn to apply emotional stress release, body scan, lazy-8, cross crawl, auricular energy, visual inhibition, navel - K27 massage, navel-glabella/frontal eminences/temporomandibular joint hold, CV trace, Cook's hook-ups, cloacals, enhanced function qi gong handballs, Lu 9.6 eye points and visual education. Evaluation Checklists for behavior and performance are used.

Class Descriptions - Academic Year 2

A&P 201 Basic Human Anatomy

A simple, elementary understanding of the structure and function of the body systems. Students will be able to describe in simple terms the body systems and their function. (*Correspondence with ICPKP*)

MST 202 Shoulder, Elbow, Hand Muscle Protocol

Use manual muscle tests and balancing protocols to facilitate increased function and performance in the shoulder girdle and upper limb.

VEF 201 Flower Essences

History of Bach and NZ New Perception™ flower essences. Identify and utilize flower essences, insights relating to their properties and photographic images, in re-balancing mental, emotional and spiritual energy.

JAF 201 TMJ and Cranials

Balance energy dysfunction of the cranium and temporomandibular joint, using rebreathing, simultaneous NL-NV stimulation, inhalation and exhalation reset, sagittal suture-cerebrospinal fluid and inferior occiput techniques.

ECO 201 Lifestyle and Dietary Modification

Use kinesiology techniques to correct energy imbalance related to dietary needs. Use integration for organ energy, addition and/or deletion of specific foods and/or herbs and/or supplements, nutritional analysis, slow/fast vibratory foods, rehydration, sleepers, Riddler points, blood sugar balance, liver function, dysfunctional tissue techniques, and assess the need for lifestyle change.

VEF 301 Gems and Other Vibrational Energy Fields

Using gems, gem essences, tissue salts, homeopathic awarenesses; spiral energy techniques and third eye beaming in rebalancing energy disturbances from inheritance factors and other tendencies.

MST 203 Hip, Knee, Ankle and Foot Muscle Protocol

Understand and analyze muscle energy imbalances in the hip and lower limb muscles to facilitate increased function and performance in the hip and lower limb.

VEF 302 Metaphysical Energy Fields

Those completing this unit will be able to use chakras (nerve plexuses), reactive chakras, auric fields, reactive auric fields, metamorphic technique, right-left polarity and body polarity techniques.

HMR 201 Hypertonic Release for Shoulders and Hips

Those completing this unit will know the history and be able to use proprioceptive resets to reduce hypertonicity in muscles of the shoulder and hip regions including the hypertonic emotional metaphor and the use of basic self correction exercises.

**EMS 301 Genetic and Meridian Emotional Release**

Those who have completed this unit will be able to assist the client; to express life events in terms which do not decrease body energy; to recognize in themselves behaviors that are similar to those of either parent or which are a negative reaction to the behavior of either parent; to be at choice, to make positive adaptive responses and to see positive possibilities in their future. They will use meridian-based affirmations to relieve the energy drain of a wounded spirit and have skill in balancing the stresses of reactive emotion responses in the meridian system. They will be able to construct and use a genogram to make meaning of family events and use the sentic cycle as a stress defusion technique.

JAF 301 Ligaments and Joints

Those who have completed this unit will be able to use shock absorber, local ligament stretch, general adrenal ligament stretch and contra lateral joint ligament interlink techniques.

JAF 302 Injury, Strain and Inflexibility

Correct energy imbalance related to inflexibility. Use injury recall, pitch, roll and yaw, strain/counterstrain, unwinding, homolateral muscle, specific exercise selection, CIA stretch and mixed reactivity techniques.

PDG 301 Pelvic Posture and Sacral Balancing

Correct energy imbalance in the pelvic girdle. Use pelvic postures I, II, & III, intervertebral disc aerobic/anaerobic function, dural torque, pelvic gaits, sacral respiratory, sacral wobble and universal sacral techniques.

ECO 202 Immune Mismatch Responses Allergies & Hypersensitivity

Correct energy imbalance related to allergies and hypersensitivity to food and/or other environmental factors. Use eight allergy (sensitivity) modes to identify stressful substances. Resolve allergy causal factors.

OCT 201 Cultural Sensitivity

Develop skill and understanding in the recognition of personal cultural identity and cultural differences; identify, describe and discuss culturally sensitive issues in a kinesiology practice.

Class Descriptions - Academic Year 3**MST 301 Head, Neck, and Truck Protocol**

Facial muscles, eye muscles, lingual diaphragm, throat muscles, capitis muscles, additional muscles of the torso including small muscles of the back.

MST 302 Touch, Clothes and Environment

Establish boundaries of professional touch in discussion with the client; identify the adverse effects of past and/or present situations involving deprivation, unwanted or excessive touch, out of touch with the environment, clothes and accessories; losing touch.

MST 303 Emotional Anatomy and Emotional Intelligence

Relieve stress associated with body shape, stance and response to life stressors. Identify underbound, overbound and complex emotional layering responses and their associated patterns of emotional distress and somatic function.

Explore the Amygdala Hijacks that sabotage relationships and success in life and business.

PIB 202 Behavior Genetics II Further Personology and Physiognomy

More advanced behavioral genetics. Release negative energy related to comparative cell proportions and resultant instinctive behavior utilizing the basics of European Personology and Chinese and Japanese Physiognomy.

EMS 302 Subconscious Self-Perception

Correcting energy imbalances related to subconscious self-perception. Those completing this unit will be able to use self-image, reactive roles, conflict and reversal, sabotage program, misunderstanding, misperception, stress statement and hypnotic message techniques.

EMS 303 Dreams, Goals and Attitudes

Be able to interpret verbal and non verbal behavioral signals, demonstrate assertive responses in stress situations, assist clients to demonstrate attitude change and develop positive strategies in relation to presentations, healing and handling success. Recognize the client's need for or need to give positive messages generationally; work with the seasonal nature of life; release fears which have a gender basis; dream, plan and record a purposeful life path.

**HMR 301 Hypertonic Release - Arms and Legs**

Those completing this unit will know the history and be able to use proprioceptive reset to reduce hypertonicity in muscles of the arms and legs, including the hypertonic emotional metaphor and self correction exercises.

HMR 302 Hypertonic Release - Head, Neck, Torso

Those completing this unit will know the history and be able to use proprioceptive reset to reduce hypertonicity in muscles of the head, neck and torso including the hypertonic emotional metaphor and self correction

ECO 301 Adrenal, Geopathic and Life Energy

Those completing this unit will be able to recognize body energy depletion, adrenal dysfunction with and/or without activity; geopathic, polarity and electromagnetic field stress, hypothalamic setpoint dysfunction, and use lifestyle change enablement techniques to increase function, vitality and longevity .

ECO 302 Cleansing and Detoxification

Identify and resolve excesses of supplements, drugs, or medications, foreign chemicals, overgrowths, bacteria, viruses, parasites or heavy metals using physiology processes, biochemical pathways and detoxification processes.

MHP 301 Meridian Energy Techniques

Those completing this unit will be able to use integrated movement and meridian postures, now and then technique, associated points, nose, ear, tongue, polarized or "lost" acupuncture points, biochemical attraction - repulsion, navel-bladder meridian connection, essential oil point stimulation, Nakatani-Ryodoraku points and the surrogate electrical concept to balance meridian energy.

MHP 302 Holographic Reflexes and Perceptions

Use holographic reflexes (foot, hand, face, ear), holographic perceptions of muscles and organs, memory and emotional patterns; and the kinesiology approaches to iridology.

EMS 304 Releasing Limiting Stress Responses

Using Kinesiology techniques to correct energy imbalance related to limiting stress responses to life including hypothalamic emotional reset, Bennett stress reflex, and chest stress release.

Help the client express and implement new alternatives to limiting rules, prejudices, learned beliefs, tribal beliefs and apply the kinesiological approach to re-birthing.

EMS 305 Color and Sound

Make a color profile analysis, use colored lights, the conflict resolution color cards, color-sound concerto; audible and inaudible sounds of varying frequencies, and specific sounds related to chakra energy to build total body energy.

OCT 202 First Aid and Resuscitation

Obtain Red Cross or similar certificate. (*External*)

Class Descriptions - Academic Year 4**EMS 306 Rituals and Motivational Messages**

Avoidance and other defense mechanisms, the positive use of rituals, symbols, affirmations, sacred or inspirational writings, meditations and motivational awareness.

PDG 302 Pelvic Diaphragm

Correct energy imbalance in the pelvic diaphragm and identify pelvic diaphragm incompetence and/or dysfunction, range: coccygeus (ischio-coccygeus), levator ani (iliococcygeus, pubococcygeus), deep & superficial transverse peroneal muscle, bulbo-spongiosus, ischio-cavernosus, sphincter urethrae, anal sphincter and apply uterine lift technique; discuss the emotional components and social implications.

PIB 301 Brain Integration Skills II

More brain integration techniques which facilitate improved brain function at all levels.

PIB 302 Personality Typing

To develop skill and understanding in using Kinesiology techniques to correct energy imbalance related to mis-understanding the challenges and strengths of different personality types and subtypes including but not limited to: type ABC, Littauer, Myers Briggs, Dempsy-Tihista stress personalities, Airey sub-personalities.

EMS 401 Co-dependency and Forgiveness

Using Kinesiology techniques to correct energy imbalance related to co-dependent behavior, forgiveness, frozen emotions and to facilitate client to establish positive behaviors to enable client to develop better self-care and self-responsibility.

Class Descriptions - Academic Year 4

EMS 402 Compulsive Behaviors & Role Reversal

Use Kinesiology techniques to correct energy imbalance related to compulsive behavior - habits, addictions, phobias, obsessions, role reversal, peer pressure, self-imposed energy drain and pain behaviors.

EMS 403 Spiritual Issues

Develop skill and understanding in using Kinesiology techniques to correct energy imbalance related to spiritual issues. People completing this unit will be able to use grounding, spiritual connection, spiritual input, intercession, releasing spiritual links, negative input/output, energy drain by others/self, negative energy field, internal shut-down and spiritual bondage techniques.

BVL 301 Valves, Viscera and Blood Vessels

Balance meridian energy related to dysfunctional, longitudinal and/or circular muscle of viscera and blood vessels, using ileocecal valve, houston valve, esophageal hiatus, transverse colon ptosis, blood vessel and left/right ventricular (exercise enhancement) balancing techniques.

BLV 302 Breast and Other Lymph Clearing

Using Kinesiology techniques to establish optimum lymph flow, including but not limited to: retrograde lymphatic; cervical, mammary, lower limb lymph flow techniques.

RBT 301 Trigger Points

Develop skill and understanding in using kinesiology techniques to correct energy imbalance in trigger points. Demonstrate a knowledge of trigger points, and apply trigger point techniques in a clinical setting.

OCT 301 Client and Kinesiologist Safety Obey Health Regulations

Describe safety in the kinesiology practice workplace and demonstrate safe practice in a kinesiology setting. Identify health related legislation, regulations and protocols. Comply with health related legislation, regulations and protocols.

OCT 302 Diagnosis and Treatment vs. Kinesiology Protocol

Develop an understanding of the assessment routine; diagnostic process and treatment implementation used in Natural and Traditional Health and Healing compared with the Professional Kinesiology Practitioner Protocol. People who complete this unit are able to explain a Natural and Traditional Health and Healing assessment routine, diagnostic process and how to implement a treatment plan; compare and contrast it with the Professional Kinesiology Practitioner Protocol and recognize "red flag" situations.

BFR 301 Business Finance and Records

Plan a professional clinical practice. Budgeting, business plan, premises, facilities, staffing and office procedures meet clinical practice requirements. Compliance with local body and national occupational health and safety requirements establishes safe clinical practice.

A&P 301 Human Anatomy & Physiology

Complete an external course (140 hours) in anatomy and physiology to the level of nursing or anesthetic assistant training.

OCT 303 Individual Country's Special Requirement

Fulfill any local requirements for health practitioners.

End of Class descriptors