

HERBAL MEDICINE

THERAPEUTIC HERBALISM PROGRAM CATALOGUE

Institute of Traditional Medicine • www.itmworld.org

QUOTE

**"In some Native Languages
the term for plants translates to
"those who take care of us."**

Robin Wall Kimmerer



PROGRAMS

ITM has developed a number of opportunities to be introduced to the inspiring world of herbal medicine.

Our Therapeutic Herbalism programs appeal to both those wishing to pursue a career as a Clinical Herbalist, as well as those passionate about caring for themselves and their families health as a Community/Family Herbalist.

Our unique programs provide the practical experience and skills necessary to maintain a joyful relationship with the plant medicines, within a comprehensive foundation in theoretical studies.



ACTIVE LEARNING

At ITM we encourage students to take an active role in their education. Instead of sitting back and listening to a lecture, we have created a curriculum and online classroom structure that fosters critical thinking, student engagement and a direct relationship to the medicine and its role in society.



FLEXIBLE SCHEDULE

As a way to integrate your studies into a busy, full life, we have created a schedule that allows you to maintain balance between work, studies, family, and life. We offer distance, optional summer in-class, and weekend scheduling, plus payment plans and full and part time studies.



THERAPEUTIC HERBAL MEDICINE (CLINICAL HERBALIST)

DIPLOMA

QUOTE

"In every handful of healthy soil, there are more organisms than the number of people who've ever lived on planet Earth."

Dr. Kristine Nichols, Chief Scientist, Rodale Institute



2 YEAR FULL TIME PROGRAM

This program consists of online studies, plus additional clinical sessions (details under Clinical Course). It is equivalent to a 3 year program, that can be completed in 2 years full-time.

There are 3 terms per year:

Fall: September-December

Winter: January-March

Summer: April-June

Students receive all materials online and complete assignments in the comfort of their own homes. Students have access to on-line teaching assistants, administrators and tools to support them through their studies.

Our Therapeutic Herbal Medicine Diploma (Clinical) qualifies graduates for membership with the Ontario Herbalists Association as a Clinical/Traditional Herbalist.



VIRTUAL CLASS SCHEDULE

In this hybrid (correspondence/live sessions) program, students meet in the virtual classroom January, February, March, April, May, September, October, November, for the first year for practical experience in clinical skills training including herbal medicine making, formulation, client cases and clinical intake sessions In the second year of studies, students secure off-site clinical training with clients under the mentorship of a skilled herbalist.

This hybrid online format enables students to integrate the demands of work and family with your education. The core curriculum is spread over 2 years.

The weekends virtual sessions take place on **Weekends**, 12-6pm. (*Times may vary)

Students participate in an online learning space to ensure that learning, discussions and community support continue in-between the class weekends.

THE MINDFUL, TRAUMA-INFORMED HERBALIST

Students enrolled in programs at ITM are also introduced to essential self-care, self-awareness techniques, tools and philosophies that enable them to become a mindful, intuitive practitioner.

These include mindfulness and meditation instruction and self-care and reflection practices.

All aimed at building resiliency, connection and creating resources for personal and professional wellbeing.

In addition, students are introduced to trauma-informed approaches to practicing herbal medicine and serving their clients and communities.





PROFESSIONAL TRAINING

This program brings together some of country's most inspiring, skilled and engaging practitioners and teachers who guide students in the fascinating study of plant medicine.

This program is designed to for those wishing to become professional herbalists, and pursuing a career as a Clinical Herbalist, Educator, Integrative Health Professional.

All areas necessary to succeed at this profession are covered, including Biomedical Studies, Clinical Practice, Therapeutic Relationship Skills and of course, Herbal Therapeutics.

The Clinical Training within this program, facilitated by highly skilled Supervisors, offers students the skills and insights necessary for developing a successful clinical practice.



THERAPEUTIC HERBAL MEDICINE
CERTIFICATE

QUOTE

**"Medicine is not only a science;
it is also an art.**

**It does not consist of compounding pills
and plasters; it deals with the very
processes of life, which must be
understood before they may be guided.."**

Paracelsus

CERTIFICATE PROGRAM

This 2 year certificate includes all the 6 terms and courses covered in the Diploma program, without the clinical in-class weekend components.

This program is ideal for students who would like to deepen their herbal knowledge and integrate it into their clinical practices, such as Naturopaths, Osteopaths, Homeopaths, Physicians, Nutritionists.

Professionals of Integrative Health also have the option of enrolling in specific courses of interest to supplement their previous studies in healthcare. It also appeals to those who are not intending to develop a clinical practice, and still want in-depth herbal knowledge, or those who are unable to attend the virtual weekend sessions.

*After completion of the certificate, a student may choose to continue their studies with the Diploma Program by completing the Clinical Internship training at a later date.





CURRICULUM & COURSE DESCRIPTIONS

The Clinical Herbalist Curriculum has been designed to offer students a comprehensive foundation in herbal therapeutic studies, while assisting them in developing other essential skills as an Integrative Health Professional. These include studies in Therapeutic Relationship Skills, Biomedicine and Business Essentials.

The following courses are included in both the Therapeutic Herbalist Diploma & Certificate Courses.

*The Clinical Requirements are included in the Diploma program only.



COURSE DESCRIPTIONS

FUNDAMENTALS OF HERBAL MEDICINE

HISTORY & PHILOSOPHY OF THERAPEUTIC HERBALISM

In this course students are introduced to the history of herbal medicine, including ancient traditions, the Indigenous and African contributions, as well as the fundamental principles and philosophies of Herbal medicine through the teachings and practice of the original philosophers and physicians. The course materials cover the philosophies and history from a variety of traditions from around the world to the current practice of herbal medicine. In the course students have the opportunity to explore their own ancestral lineage of medicine, while gaining an appreciation of the sacredness of working with plant medicines.





MATERIA MEDICA I & II

This series of courses offers an overview study of indigenous herbs, and introduces the major active constituents and therapeutic actions of the herbs, the appropriate cautions and contraindications, including potential herb/drug interactions, the historical uses and current research on therapeutic uses of the herbs. Students also have the opportunity to create relationships with the plants and herbs through a variety of exercises and assignments and have opportunities for hands-on interaction with the herbs.



APOTHECARY & DISPENSARY SKILLS

This course introduces the basic principles and processes, theories and manufacturing techniques, quality control and application of preparing medicines from plant material. It includes methods of extraction, pharmacopoeia preparations; liquid preparations for internal and external use, solid preparations for internal and external use, semi-solid preparations for external use, dispensing, prescription writing and posology, processing and storing herbs. Students learn the methods of modern science and technology, as well as traditional theories and processes, for preparing herbal preparations, while learning the safe, ethical, sustainable and effective use of herbal medicine. Students learn to create several herbal products including tinctures, salves, and medicines.



PLANT CULTIVATION & WILDCRAFTING

In this course students explore the various techniques and skills necessary for growing medicinal herbs. Emphasis is on growing local herbs in our particular environments and habitats and on sustainable practices. These include the practices of collecting plant materials in their natural habitat for food and medicine. Students have an opportunity to explore "wild" places in the city and in their own backyards.

This course emphasizes ethical, sustainable and respectful ways of cultivation & wildcrafting.



BOTANY

Chemical reactions are at the heart of everything that takes place in a plant; from the germinating of seeds and the growth of tissues, to the production of flowers and fruit. Understanding these chemical reactions gives students a unique insight into how plants can be used and cultivated.

This course offers an overview of botany, the scientific study of plant life, including algae, fungi, structure growth, reproduction, metabolism, diseases, morphology. The study of plants and botany began with traditional wisdom used to identify edible, medicinal and poisonous plants, making botany one of the oldest sciences. The objectives of this course are to classify and identify medicinal plants, to ensure the safety and quality of herbal medicines by eliminating the confusion of herbal species, and to develop new resources of medicinal plants to meet the demands of the community.

This course offers a sound foundation in plant biochemistry, focusing on plants, though it is applicable to both plants and animals. It provides a conceptual foundation and prepares students for their future course work in biomedical sciences.



TRADITIONAL HERBAL MEDICINE

This course offers an overview of some of the world's oldest traditional medicines including Ayurveda, Eastern Medicine.

Students are introduced to and then able to draw on the various diagnostic techniques, philosophies and theories, and common herbs and formulas, including cooking with these medicinal herbs.



THERAPEUTICS

This series of courses examines the therapeutic application of herbal medicine for specific conditions and diseases.



THERAPEUTIC HERBALISM I & II

These courses take a systemic approach to healing, addressing all aspects of a person's health, physical-psychosocial.

The materials cover the therapeutic properties of the herbs in conjunction with the system being addressed.

Students gain an in-depth understanding of the manifestation of illness, the differential diagnosis, the role of the organs, and how to apply herbal medicine within an integrative approach.



WOMEN'S HEALTH

This course includes the examination of diseases and ailments commonly observed in gynecology, their etiology, differential diagnosis and treatment with herbal medicinal formulas. Course materials review the anatomy and physiology of the female reproductive system including circulation, innervation, hormones and structure.

The most common health concerns of women are reviewed, including: disorders of menstruation, the vagina, cervix and vulva, chronic pelvic inflammation, tumours/cysts of the uterus and ovaries, uterine displacement and prolapse. The course also covers pregnancy, obstetrics, childbirth, including the psychological conditions and nutrition during pregnancy, post-natal care, infant feeding and herbs used during and after pregnancy.

An overview and exploration of the relevant herbal, nutritional and lifestyle guidelines are included.



ADVANCED THERAPEUTICS I & II

In this series of courses, students are given an indepth overview of common conditions, including their etiology, differential diagnosis and therapeutic approaches to treatment, in the areas of **Pediatrics, Elder Care, Men's Health, an Integrative Approach to Cancer Care and Prevention, Mental & Environmental Health** using herbal medicine, nutritional, life-style guidance.

The most common psycho-emotional-mental health concerns, such as Focus Conditions (ADHD), Parkinsonism, Schizophrenia, Alzheimers, Anxiety Disorders, Depression, Paranoid States, as well as Addictions are covered. Students learn the most common approaches within Western Medicine as well as an integrative approach for managing these illnesses and disorders.

The course also examines the effects of the **environment** on health and its contribution to illness, as well as the importance of implementing sustainable practices in herbal medicine.



BIOMEDICAL SCIENCES

These series of courses offer an overview of human systems and their functions related to health, disease, and the healing process. From viruses to bacteria, cells to organ and system function - this area of study is essential to the understanding and treatment of human diseases. Including how genetic and environmental influences impact our health. Learn how disease and injury impact our bodies, and what diagnostic tools can identify physiological problems.



ANATOMY & PHYSIOLOGY

This course offers students an in-depth study of the body including the skeletal, muscular, nervous, respiratory, digestive, urinary, reproductive and endocrine systems. Students will also gain an understanding of how herbal medicine affects the different systems of the body.

Unique to ITM's program, is the addition of the Clinical Application of the theories and understanding of Anatomy & Physiology.



CLINICAL ASSESSMENT

This course presents the complex and involved terminology, biomedical and clinical concepts used within the Western medical profession. It examines the basic signs and symptoms of disease from a biomedical clinical perspective. Students will be introduced to clinically relevant diagnostic tests and procedures as well as biomedical physical examinations.

This course also covers the nature of the biomedical clinical process including history taking, diagnosis, treatment methods, and follow up, and gives students an opportunity to learn the methods for measuring and recording vital signs including physical examination, general symptoms, respiratory rate, pulse rate, temperature and blood pressure.



PATHOPHYSIOLOGY & DISEASE

In this course students are exposed to a wide range of common diseases including genetic diseases, immunological diseases, nutritional diseases, infections, disturbances in water, electrolyte and acid-base balance, oncology, cardiovascular disease, respiratory disease, alimentary tract and pancreatic disease, liver and biliary disease, kidney and urinary tract disease.

Students will have gained a strong foundation in the pathology of disease, especially of the most common disease and illnesses; crucial knowledge for the application of herbal medicine.

Unique to ITM's program, is the addition of the Clinical Application of the theories and understanding of Pathophysiology & Disease.



DIFFERENTIAL DIAGNOSIS

This course will focus on diagnostic skills, body systems, associated diseases and the laboratory testing methods. During this course, common medical concerns and conditions will be reviewed, with a focus on pharmacological and Western treatment protocols.

Emphasis will be on disease identification, differentiation of urgent and serious conditions and the basis and need for referral and/or consultation.

Students cover a variety of conditions commonly seen in the clinical setting and will review a range of biomedical referral resources and the modalities they employ.

PHARMACOLOGY & TOXICOLOGY

This course introduced the fundamentals of the science of pharmacology, including relevant aspects of potential medication, herb and nutritional supplement interactions, contraindications and side effects, and how to best access and utilize this information.

Course materials examine the function and mechanism of action of herbal medicines with modern scientific methods, and will provide data on pharmacodynamics and toxicology for development of new herbal products. This course also discusses the regulations regarding patent formulas, and natural products easily found in the marketplace.



ETHICAL RESEARCH

This course presents a survey of research methods for writing, locating and analyzing scientific journal articles and papers and prepares students for further research and study within the fields of Integrative Medicine, and to highlight the importance of ethical research in relation to plants, humans, animals and environment.

The importance of identifying and applying accurate and valid research into one's study and practice of medicine is emphasized.





INTERDISCIPLINARY STUDIES

A series of courses that focus on personal and professional development and the application of learning in the service of others and the environment.

THERAPEUTIC RELATIONSHIP SKILLS

Students will have the opportunity to study the principles and ethics of developing therapeutic relationship skills.

The focus of the course is on methods of interaction and the client/patient-practitioner relationship, the psychosocial reactions that may arise during the course of treatment, boundaries, referrals, working with marginalized populations, addictions, trauma, mental health, social support systems, grief and loss and legalities.

The course is taught within a Trauma-Informed, Anti-Oppression framework, with emphasis on cultural, diversity and inclusivity sensitivity and awareness.





INTEGRATIVE NUTRITION

This course is an examination of the basic components of integrative nutrition. Included in this study are the chemical, biological and physiological aspects of nutrition, and their relationship to health and disease. Students learn the foundations of holistic nutrition including the significance of the micro and macro nutrients, digestion and metabolism in relation to health and disease. Students will also gain experience in evaluating nutritional journals as well as developing and preparing nutritional plans, specific to client's needs, health concerns and lifestyle. Eating habits and how they affect the health of our bodies, communities and earth are emphasized.

ESSENCES



AROMATHERAPY

This course is a basic introduction to Aromatherapy designed so students can learn easy and effective ways to incorporate this modality into their practice. Materials examine several essential oils, including methods of administration, production, contraindications.



HOMEOPATHY

This course is a basic introduction to homeopathy, its history and philosophy and how these can be applied to one's life. Several common and blended remedies from plants are discussed, including those for first aid, children's conditions, and acute conditions.



FLOWER ESSENCES

This course introduces the basics of Flower Remedies, including their discovery, the most common remedies and their indications, remedy selection and prescriptions, including how to balance mental states and emotions.

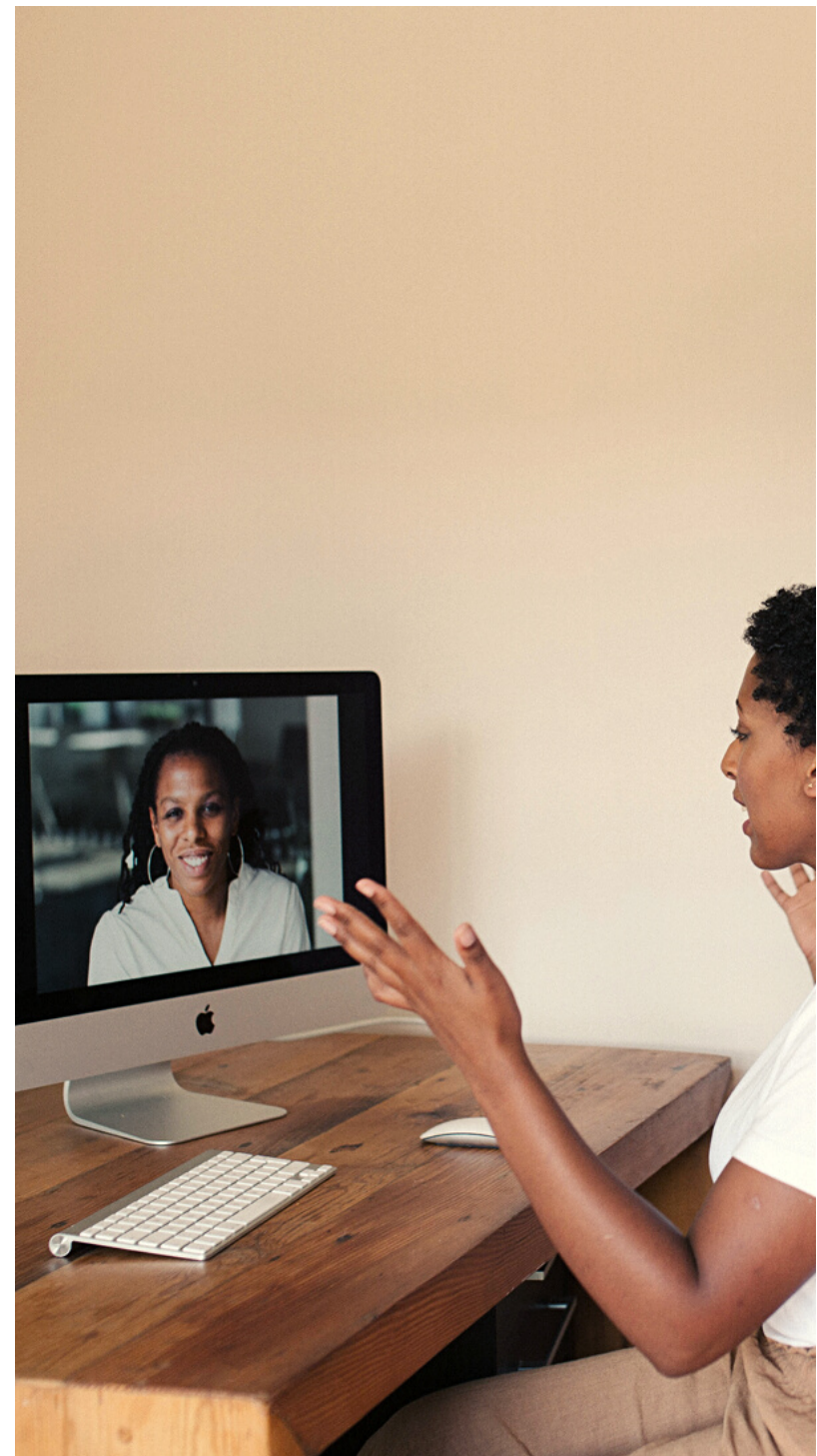
BUSINESS SUCCESS

As a Herbalist, you are also an Entrepreneur. Learning the basics of setting up a business and sharing your skills and services with potential clients is an important part of your practice.

Students immerse themselves in two years of herbal and integrative medicine and now they seek to share their gifts and learning with their communities.

And this is where this courses becomes essential. Students learn all the necessary tools for building, promoting and maintaining a successful and ethical business and practice, that is client-centred, inclusive and run within a trauma-informed, anti-oppression approach.

The course covers guidelines and legalities of running a business, health regulations, production policies, including jurisprudence and safe practice regulations. Students leave the training with all the necessary tools and products for launching their practices.





CLINICAL INTERNSHIP

This is one of the most valuable parts of ITM's unique and comprehensive Herbal Medicine training: the mentorship and clinical skills development provided during your training.



CLINICAL TRAINING

The Diploma in Clinical Herbalism provides students with an introduction and immersion into clinical skills training in year one of their studies.

These clinical sessions include live virtual sessions on weekends each term. Dates vary.

In Year 1 students develop a sound foundation in clinical skills, case presentation, client therapeutic relationships, and case management. Year 1 Clinical studies is included in Tuition.

In Year 2 students have two options to complete their clinical requirements:

Option 1

Online Virtual Clinical - similar to Year 1.

Option 2

Mentorship with at least one skilled herbalist (who meets ITM's Clinical Herbalist Supervisor requirements). This is an opportunity to receive personal guidance, case study review and hands on training.

CLINICAL STUDIES

Student Interns are given the opportunity to apply their knowledge, experience and training in a clinical setting, under the guidance and supervision of Senior Clinical & Medical Herbalists. Year 1 provides students with opportunities to practice conducting full assessments, both from a Western diagnostic perspective as well as a more integrative approach which addresses all aspects of the person. Interns develop effective treatment protocols, create herbal remedies, and maintain client records and files. Clinical training in Year 2 can also include herbal formulation, medicine making, client management, case study presentation.

Upon completion of all clinical hours, students complete their final practicum evaluation online. .





COMMUNITY/FAMILY HERBALIST
CERTIFICATE

QUOTE

"Taking our healthcare back into our own hands and communities is one of the most empowering acts of advocacy."



FAMILY/COMMUNITY HERBALIST

This One Year Certificate has 3 terms (Fall, Winter, Summer) and is completed as a fully correspondence program.

This Certificate Program was designed for those interested in the study and practice of herbal medicine for their personal/family health. As a way to begin learning and incorporating natural and effective ways to treat common conditions for themselves and family, as well as to learn how to grow, cultivate herbs and start a personal dispensary.

After the successful completion of the correspondence units, the student will feel confident to use Herbal Medicine to live with a more natural, balanced approach to health and wellbeing for themselves & their families/communities.

*After completion of the certificate, a student may choose to continue their students in Clinical Herbal Medicine by completing the additional courses and Clinical Internship.

COMMUNITY HERBALIST COURSES



HERBAL MEDICINE 101

The history of herbal medicine, including ancient traditions, the Indigenous and African contributions, as well as the fundamental principles and philosophies of Herbal medicine. Emphasis is given to an appreciation of the sacredness of working with plant medicines.



MATERIA MEDICA

An overview study of herbs and their major active constituents, therapeutic actions, indications, the appropriate pre-cautions and contraindications, including potential herb/drug interactions, the historical uses and current research on therapeutic uses of the herbs.



HERBAL THERAPEUTICS

This course takes a systemic approach to healing, addressing all aspects of a person's health, physical-psycho-social. The materials cover the therapeutic properties of the herbs in conjunction with the system being addressed.

COMMUNITY HERBALIST COURSES



APOTHECARY SKILLS

The basic principles and processes of preparing medicines from plant material, including extraction, liquid & solid preparations, dispensing, processing and storing herbs. Students learn to create several herbal products including tinctures, salves, and teas, syrups, formulas.



WILDCRAFTING & GROWING

Techniques and skills necessary for growing medicinal herbs. Emphasis is on sustainable practices. Collecting plant materials in their natural habitat for food and medicine. This course emphasizes ethical, sustainable and respectful ways of cultivation & wildcrafting.



BIOMEDICINE 101

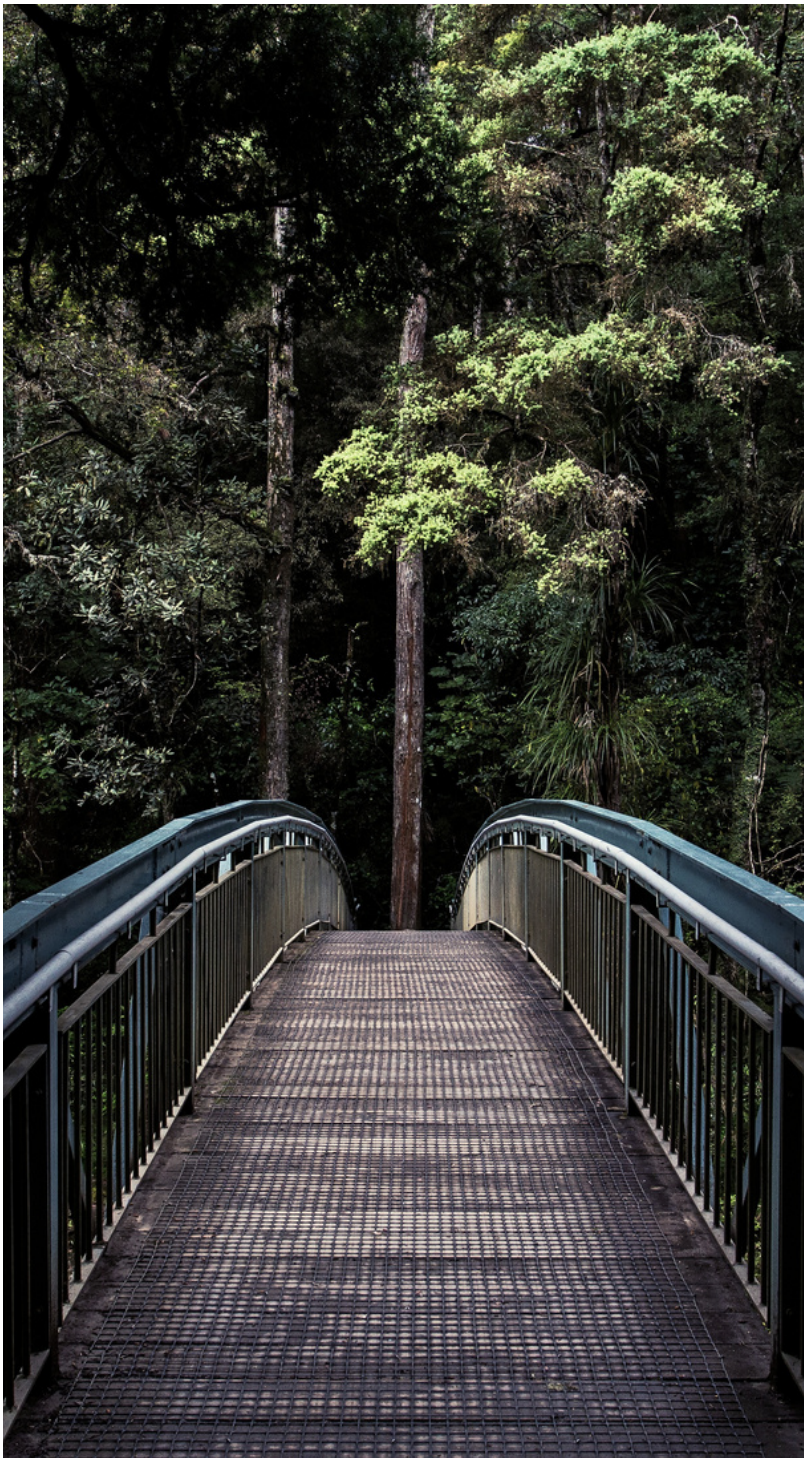
An overview study of the human body which allows students to get to know the body inside-out. Be fascinated by your own body - how it works, what keeps it healthy. This course covers the basics of anatomy & physiology in a simple, clear, comprehensive format.

QUOTE

"Students who acquire large debts putting themselves through school are unlikely to think about changing society. When you trap people in a system of debt, they can't afford the time to think.

Tuition fee increases are a disciplinary technique, and by the time students graduate, they are not only loaded with debt, but have also internalized the disciplinarian culture. This makes them efficient components of the consumer economy."

Noam Chomsky



TUITION

At ITM, we are about CHANGE-MAKING. Encouraging our community members to take risks, to follow their dreams and passions and to be brave and courageous enough to have faith in their pursuit of making a meaningful, sustainable life, while severing others and our earth. For this reason, we do our best to make the study of Traditional Medicine available and accessible to as many people as possible.

We offer flexible payment plans, partial scholarships and affordable tuition fees suitable for students who are not eligible for funding or who have other financial obligations.

TUITION FEES

Clinical Therapeutic Herbalist Diploma:

Year 1: \$4000 (\$1333/term) incl. Courses & Clinics
Year 2: Total \$4000 (\$1333 per term) (includes courses and clinical (plus practicum evaluation. If you choose to complete off-site in-person clinical mentorship/clinical supervision in your second year, additional fees may be required, dependent on the Herbalist you choose if outside of ITM Faculty.
*Tuition is paid each term.

Therapeutic Herbalism Certificate:

\$2000/yr (2 yr program - Total \$4000)
*Tuition is paid each term (\$694/term)

Part-time Fees: \$70/course credit

Family/Community Herbalist Certificate:

\$700/term - (1 year program \$2100)

MATERIALS & BOOK FEES

In an effort to develop a more sustainable environment while decreasing fees for students, ITM provides students with e-copies of all course notes. The cost of additional books varies from term to term and are minimal. A full-time student may expect to pay approximately \$100 - \$200 in textbook fees depending on current book costs for e-versions/ hardcopies). Students should review the





ADDITIONAL FEES

Application Fee: \$100

Late Application Fee: \$150

Late Term Registration Fee: \$100

Late Tuition Instalment Fee: \$25

Supplemental Exam Fee: \$50

Official Transcript Fee: \$20

Transfer Credit Evaluation: \$50 (per course)

Advanced Standing Exam Fee: \$25 (per course)

Malpractice Insurance (\$150 annually)

Student Status Letter: \$10

Re-Audit Course Fee: \$50 per credit (1-4 credit course)

Interest Rates: 5% (per month on outstanding fees)

Graduation Fee: \$50

Diploma: \$50

Certificate: \$25

CPR-HCP Training: Fees Vary

Offsite Herbal Walks - Fees Vary

Herbalist Appointments - Fees Vary

Offsite In-Person Clinical Supervision: Additional Fees Vary Dependednt on Herbalist



APPLICATION PROCESS

EVERYTHING YOU NEED TO APPLY

ONLINE APPLICATION

Application forms can be filled out via our website

SUBMIT APPLICATION

Upon receipt and payment of your Application Fee - you will be notified once your application has been received.

At this point, you can submit all additional documents such as transcripts, copies of diplomas, referral letters via **email** to **THM@ITMWORLD.ORG**.

Once all the required documents and fees are received and reviewed an acceptance letter containing further details for studying and joining the community at ITM will be sent to successful applicants.

If further information is required, the student will be contacted to arrange an interview with the Program Director. Once an applicant is notified of their acceptance, they are required to make a \$500 tuition deposit within 10 days of their acceptance in order to secure their spot in the Program. This amount is deducted from the total tuition fees. Please refer to the Refund Policies for further details on refunds, withdrawals and cancellations.





APPLICATION DATES

ITM offers three terms for all Diploma Programs. Although application deadlines exist for each program and term, students are advised to apply early, as there are limited spaces available. Given ITM's emphasis on personal training, the focus of the institute is on the Quality of education and training its students receive, rather than the quantity of students enrolled in the program.

Term	Due Date
Fall Term (Sept-Dec)	May 28
Winter Term (Jan-March)	September 28
Summer Term (April-June)	December 28

If the deadline has passed and a student is still very eager to join the program or class they are required to contact the Registration Office as soon as possible and their case will be reviewed individually. Late fees may apply.



SCHOLARSHIPS

ITM is committed to supporting individuals who have proven their dedication to being of service to others, but for financial reasons have difficulty in pursuing their goals. ITM offers partial scholarships to students who demonstrate a strong commitment to preserving traditional medical systems, promoting sustainable lifestyles and are passionate about their role in social change. Scholarship applications are available upon applying. All scholarships and their particulars are granted, rescinded or subject to change at the discretion of the Directors & Advisors of the Institute.

HELEN HARRISON & STELLA BLACKBIRD MEMORIAL FIRST PEOPLES SCHOLARSHIP

In honour of First Nations Peoples, and their commitment to sharing and protecting the teachings and medicine of this land, ITM offers partial scholarships to individuals who are of First Nations Descent, and who have demonstrated a personal dedication to preserving their traditional medicinal practices. Helen Harrison was a respected Quileute elder and gifted healer from LaPush, WA. Stella Blackbird/Red Eagle Woman, from the Turtle Clan was an Elder, Healer and Medicine Teacher from Manitoba, respected for her ability to build trust and understanding across cultures and nations. We honour their love, memory, and tenacious efforts to keep the 'old ways' alive.





INSTITUTE POLICIES

becoming an essential part of the community of learning

ITM is dedicated to maintaining a learning environment that is INclusive, Anti-Oppressive and Fuelled by social justice policies that encourage the systemic development of each student and community member.



ADMISSION POLICIES & REQUIREMENTS

- Possess a personal dedication to maintaining and sharing the traditional medical system of herbal medicine.
- Demonstrate a sincere desire and passion to be of service to others through ethical, purposeful, and impactful ways
- Possess right motivation for practicing traditional medicine
- Have obtained at least two years post-secondary education (For those who do not meet this criteria, Pre-Medical courses are available and offered each term, these courses are included in the Biomedical Sciences Dept.)
- *Volunteer, employment, and personal life experiences are of particular interest in our evaluation process.



- Possessing the requirements above does not guarantee admission to a program. ITM reserves the right to admit applicants who also possess the character and the ability to complete the entire program, and who demonstrate the promise of becoming members of the Integrative Health Community and Profession.
- A virtual interview with the Program Director may be required of prospective students.
- All applicants are also required to submit an Autobiographical overview detailing their educational, professional, personal achievements, accomplishments and goals. Along with this, applicants must submit a personal statement outlining their reasons and interest in studying and practicing this medicine. Confidential reference letter is also required.
- All applications are considered on an individual basis irrespective of ethnic origins, religion, gender orientation and age. Applicants of minority populations are encouraged to apply.
- *Admission requirements are subject to change without notice. Please contact ITM for current information.



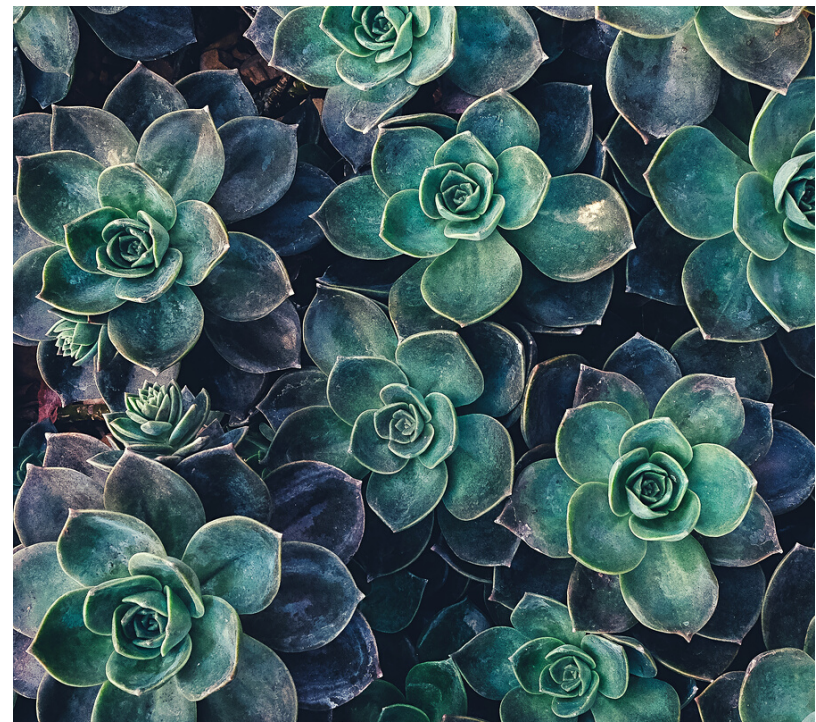
ACADEMIC POLICIES

- At ITM we understand that the quality of education we provide is vital for our students' ability to practice Traditional Medicine in the future. Our objective is to offer the highest level of excellence in all our programs.
- Students of ITM are expected to demonstrate a strong commitment and dedication to their personal journey of learning and development, and a sincere respect of and cooperation toward the path other students are leading.
- ITM's academic policies have been developed to create an institute that not only focuses on student success, it is also committed to establishing a safe and professional environment that is founded on strong and clear ethical principles which are carried out with integrity and honesty.
- Our curriculum, teaching strategies and standard of education enable all graduates to succeed as health care providers using the principles of traditional medicine, and to become an integral part of the modern health care system.
- Our system of evaluation considers student's personal abilities and skills. Students are expected to preview the instructor's notes and required reading material before each class.

- The complete participation of each student in all areas of learning is of utmost importance. Attendance, participation, professionalism, clinical performance, respect, sincerity and moral conduct are pertinent factors considered in evaluating our student's progress. If a student is experiencing academic, professional, or personal challenges, they are welcome and encouraged to contact Administration for support.

ATTENDANCE

- Learning Integrative Medicine requires a participatory, experiential approach. Our students are required to attend all virtual sessions with a concerted effort. Frequent lateness and unexplained absences are unacceptable.
- Students are required to attend 100% of all virtual sessions, and failure will result if the minimum attendance standard is not met. There is a zero tolerance policy on absenteeism for clinical internships. *Academic penalties, including additional fees, apply for such situations.
- We do understand that unexpected challenges arise, and may make exceptions if appropriate documentation or advance notice is presented. All exceptions are made at the discretion of the Program Directors. Additional Fees apply for missed clinical internships.

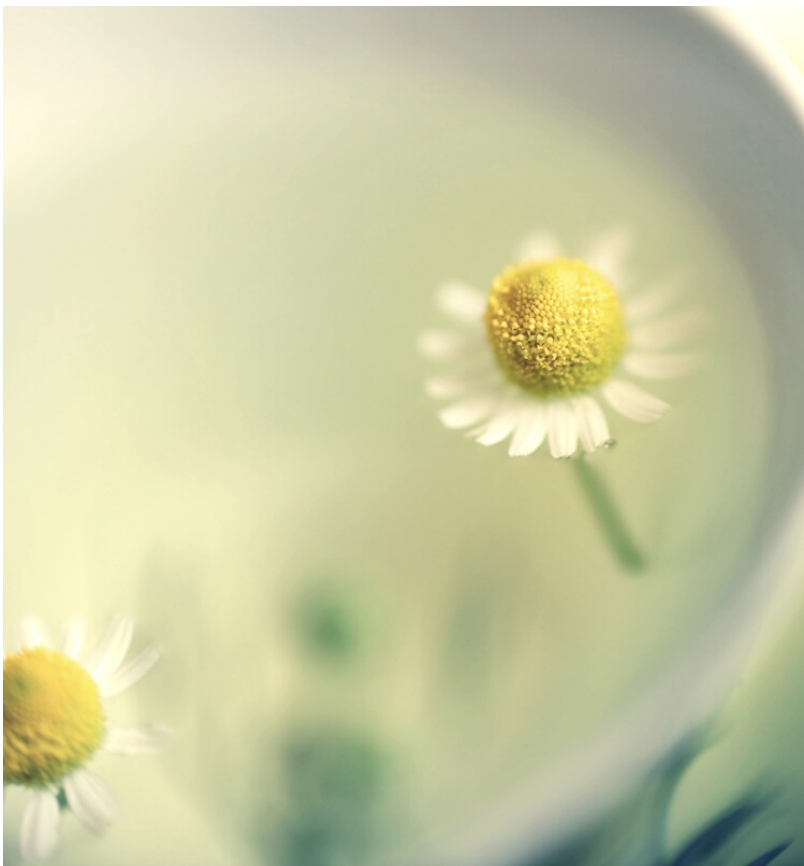




GRADING STANDARDS

- ITM utilizes a number of approaches to evaluating a student's apprehension, proficiency and knowledge of the material, theories and techniques covered, including written and practical exams, video presentations, case studies and experiential projects.
- All assignments are submitted via our online college platform.
- Students access the online platform for all materials, videos, syllabi and assignments for each course.
- Students are expected to review all materials for guidelines on appropriate academic formats.
- Students have a number of opportunities to demonstrate their competency of course material.
- This information is included in the course syllabi as well as outlined by the course instructors.





GRADING SYSTEMS

Letter	Percentage	GPA
A+	90-100%	4.0
A	85-89%	3.9
A-	80-84%	3.7
B+	77-79%	3.3
B	73-76%	3.0
B-	70-72%	2.7
C+	67-69%	2.0
	*may be required to repeat course	
D,E,F.	<65%	0
	*Less than 65 (Repeat Course)	
CE	Currently Enrolled	
INC	Incomplete	
W	Withdrawal	
EQV	Equivalent/Transfer Credit	
ADV	Advanced Standing	



ACADEMIC CREDIT TRANSFERS

Students who have studied at other educational institutes may be eligible for credit transfers at ITM. Those interested in receiving credit for courses completed at another school are required to notify ITM during the application process and request a Transfer Credit Form. Students are required to submit all information deemed necessary by ITM at the time of applying to the college. Courses that are approved for advanced standing receive an Equivalent Grade (EQV) on the ITM transcript.

Information required includes:

- Syllabi and course descriptions
- Official Transcripts (may be sent via email directly from the school) indicating that the course completed at an accredited university, college or institute was completed with a grade of 60% or better within the last 8 years
- Documents in English or notarized in literal English translations
- Given that all schools have individual evaluation processes and standards, ITM reserves the right to request proficiency exams of those students applying for transfer credits. Students are only permitted to transfer up to 50% of the program's requirement from another institute. Students are eligible to transfer credits only at the time of their application.



EVALUATION POLICIES

EXAMINATIONS & TESTING

- Most courses at ITM use written, oral or practical quizzes, tests and exams to evaluate a student's comprehension, assimilation and retention of the material covered throughout the course. It is the instructor's discretion as to whether a given student must take any additional tests, exams to complete the course.
- With the instructor's prior consent, students can take a missed test with the maximum allowable grade being 75%.
- Final exams must be taken on the date assigned. Missed final exams will result in an automatic failure of the course, unless documentation, deemed appropriate by the Director, is presented prior to or within one day of the scheduled exam. A deferred examination may be accorded the same weight as the scheduled final exam in the computation of the student's final grade.
- Students who fail to receive a passing grade due to a failed exam can apply to take a supplementary exam.
- Applications must be received within 10 days of notification of a failed exam, along with a non-refundable \$50 fee. The student will be informed of the date of the exam. Rewrites must occur prior to beginning subsequent terms, as all term courses require prerequisites.





THE PATH TO SUCCESS

Whether you were having a challenging term, life was all consuming or you needed extra time to complete a course you may find yourself in a situation where you have not met the requirements to successfully complete a course or clinic. There are options available to you.



In order to receive a passing grade, students must:

- Participate in class experiences and discussions
- Attend 100% of scheduled virtual classes/clinics
- Successfully complete all course work
- Successfully pass all exams and tests with at least a 70% average
- Meet all academic and clinical objectives set out by the professors or supervisors

Failure of a Course

Students are expected to repeat a course in the next available session, if they have received a grade lower than 70%. Full charges apply for repeating a course. Students must take into consideration that repeating courses may interfere with the scheduling of subsequent terms.

Re-Admission

Students who have withdrawn from or interrupted their program studies and wish to re-enter the program, must submit a new application and fees. Acceptance is not automatic, and is based on availability.



Incompletes

Due to extenuating circumstances deemed acceptable by the instructor or Program Director, a student may be given additional time to complete course work. The decision and the time permitted to do so, are solely at the discretion of the instructor and Program Director. The student will be given a designation of 'incomplete' until the required course work is successfully completed.

*Additional Fees for the extension may apply.

Withdrawals

Students who wish to withdraw from any given course should complete a withdrawal form and submit via email to the Program Director within 10% of the course. Each request will be individually assessed and students will be advised of the academic and financial implications. Non-attendance will not be automatically considered a withdrawal and may be subjected to financial penalty.

Confidentiality

All ITM permanent student records will be kept personal and private, and no educational or personal information will be released to third parties without the written consent of the student, except in the case of a court order.



GRADUATION POLICIES

To graduate from ITM Programs students must:

- Demonstrate the academic, practical, and personal abilities necessary for practicing traditional medicine in an effective, professional and ethical manner
- Successfully complete all required courses in the program within the allotted time
- Successfully complete all required clinical internships in the allotted time
- Clear all financial obligations
- Receive approval from the Faculty & Directors

STUDENT EVALUATIONS

ITM strives to maintain a student centered learning environment, training excellence, and highly effective and diverse programming, events, and teaching strategies. ITM offers its students the opportunity to connect with Program Directors throughout the year to discuss potential changes, suggestions and ideas that will create the most nourishing learning environment possible for everyone at the Institute.



HOW WE BUILD COMMUNITY

GUIDELINES & REGULATIONS

ITM is determined to maintain strong communication between our Administrative Team and Students. Students can access support via our online study platform/email.



STUDENT CONDUCT

- All students are expected to conduct themselves in a respectful, caring, responsible and professional manner during and after their studies at ITM.
- Personal and character development achieved during their studies at ITM will inevitably influence their conduct as practitioners and members of their communities.
- Students may be placed on probation for academic, behavioural or other circumstances which impedes their progress or the progress of their other students in successfully completing their studies and self-development, or interferes with any faculty or staff member's attempts to carry out their responsibilities, within ITM.
- Written notice will be given, outlining the details of the probation and the consequences of non-compliance with those terms.



WHAT WE WOULD LIKE TO AVOID

Unacceptable situations include but are not limited to:

- Below average academic/clinical performance
- Frequent unexplained absence
- Failure to meet financial obligations
- Cheating, plagiarism, fraud, deceit and other forms of academic dishonesty
- Disruptive behaviour that interferes with the studies, clinical training of other students
- Disrespectful, uncaring and irresponsible behaviour
- Threatening or subjecting any person, student, or staff to physical, sexual, or mental harassment.
- Indignity, injury or violence
- Intentionally damaging or destroying property of the institute, or that of any student or staff member
- Unauthorized use of or entry to the Institute property or online portals
- Disrespect for environmental standards
- Disrespect or ridicule of any culture, race, religion or spiritual path, gender identity
- Failure to obey the lawful instructions of any institute official or employee acting in the performance of their duty and failure to obey all published or posted regulations relating to the use and entry of the Institute buildings and facilities or online portals
- Failure to obtain approval, permission, or to follow procedure as required under Institute policies and regulations



Dismissal

- Failure to comply with these guidelines may lead to disciplinary probation or a student's suspension or expulsion from the institute by the Director.

Appeals

- In an effort to maintain a level of consideration to students concerns and opinions, ITM allows students the opportunity to appeal decisions regarding their probation, suspension and grades. Since openness, communication and acceptance are of great importance in resolving conflicts and misunderstandings, students are asked to first approach the faculty member or administrator in question regarding the situation or decision made. If the matter is not resolved, the student must make a formal appeal to the Director of the institute. The appeal must be made no later than seven days after the decision or action that is being appealed was made. A formal appeal along with \$25 (refunded only if the student's appeal is successful), and a letter outlining the details and a resolution for the appeal, is to be submitted to the Director.



OUR FACULTY

If you have visited our website you would have been introduced to our stellar faculty. We are fortunate to work with some of Canada's most experienced, talented and diverse practitioners in Herbal and Integrative Medicine. Together, they offer our student's one of the most well-rounded and comprehensive approaches to the study and practice of herbal medicine possible. They are all inspiring human beings who are working towards a more just, sustainable and healthy world.



ITM'S LOGO

ITM's symbol is a reminder of relationship and balance; teachings that are at the heart of traditional medicines and ways of life.

Hold your hands horizontally in front of you, join the tips of your middle & ring fingers together, palms facing you - this is the heart of ITM's symbol. In this simple act you have joined left and right, above and below - the symbol you have created is the eye of life - and looking through it we peer into the beauty and mystery of creation (Ts'ik'a.ti) In this joining we have created balance, symmetry and an immediate reminder of the vastness of Being.

Surrounding this central image are four circles, honouring the directions and the cycles of life as they manifest in days, seasons, lifetimes. The outer circle was influenced by the Eastern & Western traditions and teachings on oneness, inseparability and wholeness. We thank our Indigenous teachers from all directions for these precious teachings, support and guidance.

Wa tlich aso sta! Elders of the Quileute First Nation: Uwiltsetsa, Tsay ha pishaba, Eleanor Kaikaka, Tse hout la bik; who kept the teachings alive!

QUOTE

**"The 'Circle' has healing power.
In the Circle, we are all equal.
When in the Circle, no one is in front of you.
No one is behind you. No one is above you. No one is below you.
The Sacred Circle is designed to create unity.
The Hoop of Life is also a circle.
On this hoop there is a place for every species, every race,
every tree and every plant.
It is this completeness of Life that must be respected
in order to bring about health on this planet."**

Dave Chief, Oglala Lakota



LOOKING FOWARD TO CONNECTING

FOR MORE INFO, VISIT: WWW.ITMWORLD.ORG &
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