

# 2017 School Handbook



**Intermountain College of Natural Health  
206 Martin Street, Suite A  
Twin Falls, ID 83301**

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## **Contact Information**

Intermountain College of Natural Health  
206 Martin Street, Suite A  
Twin Falls, ID83301  
Tel. (208) 735-1166  
Website: <http://www.icnhonline.com>.  
Email. [icnh4u@yahoo.com](mailto:icnh4u@yahoo.com)

# General Information



## History

Founded in 2003, Intermountain College of Natural Health is dedicated to meeting your educational needs. ICNH was founded for the purposes of providing an avenue for those who wish to have a profession in natural health care, but unable to pursue a conventional College.

## Mission Statement

**Our Purpose is to provide training and support to those wishing to become a Natural Health Care Provider. Through the use of Nutrition, Essential Oils and Massage Therapy.**

## Purposes

To provide a comprehensive curriculum in preparation for entrance into various branches of complementary and alternative medicine.

To provide programs through instruction embodying knowledge, skills, professionalism, and values needed by each individual desiring entrance into the field of healthcare.

To provide a program of guidance through correspondence as an integrated factor in the successful achievement of all other institutional purposes.

To provide a program of technical education through rotations in a student clinic that prepares students with understanding and experience.

The Intermountain College of Natural Health (ICNH) provides educational, social, and cultural opportunities for a diverse population of students. Further, ICNH encourages its students to lead enhanced, productive, and responsible lives.

## Philosophy

The school recognizes all individuals as having value in a society. The primary purpose of the school is to assist students with varying levels of ability and diverse backgrounds in developing skills, values, and attitudes necessary for effective living and professional standing.

## Strategic Plan

### Goal 1: Service

To promote habitual characteristics of respectful and courteous interactions with the widening diversity of the internal community as well as the community at large; enable access to educational and training opportunities; and demand the highest possible quality of performance.

### Goal 2: Innovation

To discharge duties inventively and creatively. This modern environment is fostered by administrators and all other adjunct instructors who undertake thoughtful, insightful forward-looking. The goal of "Innovation" is both to establish and to maintain the inventive spirit of the institution.

### Goal 3: Affiliations

In the development and delivery of programs and services internally, cooperate and collaborate effectively and efficiently across administrative boundaries and externally with the other educational institutions, business, and community organizations.

### Goal 4: Fully Develop Resources

Enhance potential successes and high-level achievement through the development and management of human, physical, and financial resources.

Intermountain College of Natural Health has been listed on the database of the **Federation of State Massage Therapy Boards, or FSMTB**. This qualifies student who complete this program to sit for the national examination.

At this time Intermountain College of Natural Health has not chosen to go through the accreditation process. Intermountain College of Natural Health is registered as a proprietary school with the State Board of Education in accordance with Section 33 Chapter 24, Idaho Code. The State Board of Education does not accredit or endorse any courses or courses of study. ICNH courses/coursework may not be accepted for transfer into any Idaho public postsecondary institution.

## Educational Services

The Intermountain Institute meets the following three educational needs:

- It provides programs oriented towards modern medical education.
- It provides courses for training or upgrading professional level.
- It provides technical educational opportunities through experience at our student clinic.

## Departmental Facilities

### Intermountain College of Natural Health Twin Falls Campus and Administrative Office

206 Martin Street, Suite A

Twin Falls, ID83301

Tel. (208) 735-1166

Website: <http://www.icnhonline.com>.

Email: [icnh4u@yahoo.com](mailto:icnh4u@yahoo.com)

## Reasons to explore healthcare education include:

- Enhance your career
- Increase your knowledge and gain expertise
- Update your skills and stay informed
- Adapt to a changing environment
- Enjoy yourself and enrich quality of life

## Department Policies

### ADMISSION POLICIES

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The ICNH is an open-door, equal-opportunity institution. Students will be accepted regardless of gender, race, or creed.

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#### Acceptance to specific programs

*Specific programs with additional acceptance requirements.*

The Advanced massage seminars requires the basic course or its equivalent prior to admittance. ICNH will communicate with applicants regarding their status of acceptance into their selected program and any additional steps the student must take. Students will either be accepted into the program or not. There is no provisional acceptance into a specific program.

### REGISTRATION POLICIES

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#### Complete Withdrawal and Refund policy

New applicants to Intermountain College of Natural Health requesting withdrawal shall receive a full refund of payments received with the exception of the application fee of \$50.00. All students must send a certified, written withdrawal letter, submitted to the School Office. Refunds are based on percent of course completed. All unused tuition will be refunded. Refunds are disbursed within 30 days of the formal withdrawal

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**“If a man empties his purse into his head, no one can take it away from him. An investment in knowledge always pays the best interest.”**

– Benjamin Franklin

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#### Registration

All matriculated students initially register during the regular registration period. Registration is not complete until students have paid the fees, or entered into a payment plan for the term for which they are registering. Classes are from February to November.



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## FEE POLICIES

### Tuition and Fees

Students are responsible to pay for all courses in which they are enrolled and are required to pay for these courses. All tuition and fee payments are due in full according to the payment plan they have chosen. Students who have not paid in full, or made arrangements with the Business Office for payment, are subject to being dropped without notice.

The School does not extend credit to individual students for the purchase of tuition and fees, books, supplies or other costs incidental to student attendance at the School.

### *Tuition and Fee Schedule*

Tuition is **\$7,240** USD. For information on payment plans, please contact the Information Office.

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### Transcript Fee

Since the student's signature is required to release a transcript, requests must be made in person or in writing to the Admissions and Records Office before the transcript can be processed.

Transcripts will be released only after the student has fulfilled all financial obligations to the school.

Unofficial Transcript Fee - \$5.00 USD

Official Transcript Fee - \$10.00 USD

*NOTE: A minimum of 24 hours is required to generate transcripts.*

### Delinquent Accounts

Student disregard for payment of returned checks or any other direct obligation to the school or its affiliated entities will necessitate withholding of grades, credits, transcripts, diplomas, etc., and will impair eligibility to continue in courses until satisfactory settlement has been made with the Business Office. The school reserves the right to turn collectibles over to a collection agency for collection.

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### Refunds

Intermountain College of Natural Health adheres to a fair and equitable refund policy. This policy applies to students who withdraw from a program given by the School. New applicants to ICNH requesting withdrawal shall receive a full refund of payments received with the exception of the application fee of \$ 50.00

All students *must* send a certified, written withdrawal letter, to ICNH Office. Refunds are disbursed within 30 days of the formal withdrawal date. Refunds will be based on the amount of curriculum completed by the student. Unused Tuition will be refunded (less the \$50.00 non-refundable charges):

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## RECORDS POLICIES

### Attendance

The school recognizes that regular attendance is the student's responsibility. A tardy is being 15 minutes late to a class. There will be verbal warnings for the first two tardies. After the third tardy it will then become an absence. A student is not permitted any absences for the course, making it a requirement to make up the missed hours. The instructor may evaluate the lack of attendance in terms of the training requirements and take a reasonable course of action. The student must make up all absences prior to graduation. It is up to the instructor how the student will make up the absence

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### Certificates Offered

The ICNH offers the Certificate of Completion for Massage Therapists.



### Examinations

Students absent from any written test shall be regarded as having failed that test. If such absence is caused from some unavoidable cause (the burden of proof lies with the student), the instructor shall give a comparable test to the student at a later date. A student, who notifies the instructor of illness or other significant cause, prior to the exam, will be excused and allowed to complete the exam later.

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### Grade Code Categories

Grades are earned upon successful completion of a course in the following categories:

<i>Gr</i>	<i>Pt</i>	<i>Description</i>
<b>A</b>	4	outstanding achievement
<b>B</b>	3	above-average achievement
<b>C</b>	2	average achievement
<b>D</b>	1	below-average achievement
<b>F</b>	0	unsatisfactory achievement

**P** - satisfactory progress of at least "C" level work or better

**I** - incomplete - The grade of "I" may be assigned only in a course where a student is maintaining passing marks and when the instructor judges the student's inability to complete the course due to legitimate causes. A term grade of "I" (incomplete) must be made up during the succeeding calendar year.

### Grade Appeal

A student may appeal a grade that he/she feels is unfair through the grade appeal process. The entire grade appeal process is focused on fairness and "due process" for students and faculty. A student wishing to appeal a grade must do so in writing with the office of Intermountain College of Natural. A Committee of faculty will review the appeal

*NOTE: The grade appeal process must be started and the paperwork formally submitted to the ICNH no later than 15 working days after the grades have been posted.*

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### Privacy of Student Records

The Privacy Policy has been created to protect the privacy of a student's educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through information and formal hearings.

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### Repeating Courses

Courses may be repeated if the student desires. The effect of repeating a course is as follows:

- Only the grade for the most recent iteration of the course will count in the GPA.
- All iterations of the course will continue to show with their respective grades.
- Certain courses may be repeated and the credits accumulated. For all others, the previous course is marked to show that it has been repeated.



## **Scholastic Probation and Suspension**

The following regulations apply in those instances in which students are doing unsatisfactory work:

Upon recommendation by the teacher in charge and with the agreement of the owner of Intermountain College of Natural, a student may at any time be dropped from a course because of poor performance or lack of prerequisite skills.

A student who feels that an unsatisfactory school work policy has affected him/her unfairly may appeal, in writing, to the School to begin the appeal process. A Committee of faculty will review the appeal. NOTE: All appeals must be formally submitted to the School no later than 5 working days after the scholastic probation and suspension

## **OTHER POLICIES**

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### **There will be no negotiation of demand under duress**

All occupied school facilities will be cleared immediately.

No amnesty will be given for civil or criminal lawbreakers.

Dissident groups must make their appeal through the office of the school.

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### **Clothing**

The administration feels that proper attire is necessary on campus. Personal good taste should be exercised at all times. Regulations prohibit anyone's going shirtless in any campus building. Students must dress appropriately, and professionally, at clinics in which they work.

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### **Behavioral Policies**

#### *Alcoholic Beverages, Narcotics, and Drugs*

ICNH- does not permit the use, possession, or serving of alcoholic beverages, narcotics, or drugs in or around any school building/property or at any school sponsored event held off campus. This policy applies to all social functions or events that are held in or around school buildings. Any student or group of students who are under the influence of intoxicants and fail to conduct themselves in a reasonable manner by violating recognized standards of conduct are subject to disciplinary action and/or dismissal from the school.

#### *Campus Disruptions and Violence*

Any act of violence or intimidation, any seizing of any portion of property, or any unauthorized activity which prevents the normal operation of the school in any way by any individual or group will be considered in direct opposition to the necessary operation of the school. Action will be taken immediately, including the probability of expulsion, regardless of the number involved. Similar action will be taken against those who advocate such described activities.

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### **Discipline Appeal**

ICNH will establish a committee composed of students, faculty, and staff to deliberate student discipline appeals. The entire appeal process is focused on fairness and "due process" for students. NOTE: All discipline appeals must be formally submitted to the School no later than 10 working days after the discipline has been imposed.

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### **Gambling**

Gambling of all sorts is prohibited on campus. The privilege of playing card games is given on the assumption that no gambling takes place. However, if gambling does take place and is detected, this privilege will be unconditionally withdrawn.

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### **Harassment**

ICNH is committed to maintaining a working and educational environment that fosters appropriate and respectful conduct and communication between all persons within the school community. Conduct that is deemed inappropriate, offensive, or disrespectful toward others will not be tolerated.

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### **Honesty**

Students are expected to be honest in all aspects of their school education. All work is evaluated on the assumption that the work presented is the student's own. Anything less is unacceptable. Students are subject to disciplinary action at the teacher's discretion. For student appeal, refer to Discipline Appeal. Examples of dishonest practice include but are not limited to:

*Cheating* - The improper use of books, notes, other students' tests, or other aids during an examination. It is the responsibility of the student to obtain approval for the use of such aids prior to the time of the examination; otherwise, they will be considered improper. An "examination" is defined as "any testing situation in which the score will be used for credit in a course."

*Plagiarism* - Submission or presentation of a student assignment as one's own in which substantial portions are paraphrased without documentation or are identical to published or unpublished material from another source (including another student's work). An assignment is defined as "any materials submitted or presented by a student for credit in a course."

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### **Initiations and/or Hazing**

The school does not approve of any form of hazing. Hazing is defined as any action taken or situation created intentionally to provide mental or physical discomfort or in any way to degrade the dignity of the individual student.

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### **Mandatory Behavioral/Medical Withdrawal**

It is the responsibility of the School to order a medical examination or behavioral evaluation if the director has reason to believe that a student has a serious medical or behavioral disability that substantially threatens or interferes with the welfare of the student, other members of the school community, or the educational process of the school. The director shall notify the student and appropriate agency (counselor, medical consultant, etc.) that such an evaluation is to be conducted. When appropriate, parents, guardians, or spouses will be notified of the process for the protection of the student.

If the student refuses to consult with the evaluating agency, the School will, if practical, seek the help of the student's family in persuading the student to undergo the evaluation.

If unsuccessful, the School will summarize the steps taken to secure the needed information and the reasons for withdrawal and then begin the withdrawal process. A copy of this order will be sent to the student.

*Evaluation Conference* - The student will be provided written notice of a time and place at which the student, the evaluating agency, and the School will confer on the final determination for mandatory withdrawal. The student has the option to have representation at this meeting, such as his/her own doctor, counselor, parents, or spouse. The director will refer to recommendations, reports, and evaluations as they relate to the case being considered.

*Power of Contract* - If it is determined that mandatory withdrawal is not appropriate, the School in consultation with other appropriate school

personnel, doctor, or other resource person(s) will provide a contract outlining the terms by which the student may remain enrolled at ICNH. This document will be signed by all parties involved, including the student. If the terms of the contract are followed, the student may continue the educational process at ICNH. If the terms are not followed, the School may then process the mandatory withdrawal.

*Appeal* - As with other school policies, the student may appeal mandatory withdrawal through ICNH Office and may have the evaluation process reopened.

*Finality* - Decisions made by the School are final.

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**Smoking/Use of Tobacco** Smoking is prohibited inside all school buildings. Chewing tobacco is also prohibited.

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### **Soliciting**

Any student, solicitor, agent, or salesperson operating in his/her own interests and for purposes not directly connected with school interests is not permitted to advertise on campus or participate in any school function without approval.

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### **Student Health Insurance**

The school does not provide health insurance for students. While it is not mandatory for students to have health insurance, it is strongly advised.



# Student Services

Student services encompass a variety of services available to students to aid and enhance their educational experience. Student services include the following:

- Advising
- Admissions & Records
- Financial Aid
- Student Information
- Behavioral Policies

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## ADVISING

The purpose of advising is to provide services that help students define and successfully meet their educational goals. Service areas include the following:

- Educational advising provides assistance to students in selecting a program and an appropriate course of study.
- Consultation services are provided to faculty and staff regarding concerns about student programs to enhance their knowledge and understanding of students' needs and assist them in meeting those specific needs.

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## ADMISSION

The Intermountain Institute's most important asset is our exceptional students. The Admissions C seeks to admit students who are best suited for the educational experience the School of Medicine has to offer. The Committee considers students who have integrity, character, communication skills, sensible self-appraisal, leadership ability, motivation, intellectual interest, and maturity. Competitive applicants will also have sufficient amounts of awareness of cultural differences, exposure to medical doctors, compassion, extracurricular and community activity, research experience, and work experience.

## Disclaimer

Although this information is current at the time of printing, it is subject to change. Direct all inquiries concerning the admissions process to the Intermountain College of Natural Health Office to assure that you receive the most up to date information available.

## The Admission Process

To enroll in one of our programs, all new students must complete and submit an application for admission. One can easily be obtained from the School by calling (208) 735-1166, by sending an e-mail inquiry or by downloading the application online and printing it. The application must be completed in full and returned to the Admissions Office.

### *The Admission Policy*

Intermountain Institute does not discriminate on the basis of race, religion, color, national or ethnic origin, sex, age, handicap or veteran status in its admission policies, educational programs, activities, services and employment. The Open Admissions policy at ICNH enables anyone of any age to begin studies in any program. Students should contact the School for more information.

### *Application Deadline*

The deadline to have your application turned into the school will be prior to the start of a new class. Classes begin three times a year. Early application is strongly encouraged to ensure a place in the program as space is limited. Accepted students should confirm their acceptance by submitting their tuition paid in full. Tuition is due by the start of class.

## FINANCIAL AID

The concept behind most financial aid programs is that the student and his/her parent(s) and/or spouses have the primary obligation to pay for the student's education. The student is expected to use his/her own savings and accept employment during vacation periods to assist in meeting his/her educational expenses. The amount of financial aid a student may receive is almost always based on the extent of his/her need. Need is determined by an examination of the financial resources of the student and his/her family.

### *Loans*

Private loans are available to credit-worthy persons from most banks to help you pay for educational expenses when you are attending school. Other payment options are available from I.C.N.H. This aid requires repayment. Contact I.C.N.H. for more information.

## STUDENT INFORMATION

The ICNH Office is responsible for Recruiting and Student Activities.

- Recruiting: Assists prospective students by providing information.
- Student Activities: Coordinates the activities and schedules special events.

### *Information about ICNH*

Anyone wishing to receive information about admissions, program, student activities, and financial aid should contact the Student ICNH Office. Prospective students are placed on our mailing list to receive a series of updated mailings throughout the year. To learn more about ICNH, or request information, contact the Student ICNH Office in one of the following ways

### **Intermountain College of Natural Health**

*Administration Office*

206 Martin Street, Suite A

Twin Falls, Idaho 83301

Web Site: <http://www.icnhonline.com>

E-mail: [icnh4u@yahoo.com](mailto:icnh4u@yahoo.com)

Tel. (208) 735-1166

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## **Faculty & Staff**

### **Jed Adamson, N.D. C.Ac. L.M.T.**

- Doctor of Naturopathic Medicine, Certified Acupuncturist, Licensed Massage Therapist

### **Anita Adamson, L.M.T.**

- Licensed Massage Therapist

### **Yana Lendanskiy, L.M.T.**

- B.S. in Exercise Science, Licensed Massage Therapist

## **State of Idaho's Massage Code of Ethics**

This Code of Ethics is a summary statement of the standards of conduct that define ethical practice of massage therapy. All licensees are responsible for maintaining and promoting ethical practice.

A licensee shall:

1. Conduct all business and professional activities honestly and within their scope of practice and all applicable legal and regulatory requirements.
2. Inform clients of the limitations of the licensee's practice, the limitations of massage therapy, and the contraindications for massage therapy
3. Refer the client to other professionals or services if the treatment or service is beyond the licensee's scope of practice.
4. Not engage in any sexual conduct, sexual activities, or sexualizing behavior involving a client, even if the client attempts to sexualize the relationship. Sexual activity includes any verbal and/or nonverbal behavior for the purpose of soliciting, receiving, or giving sexual gratification.
5. Be truthful in advertising and marketing, and not misrepresent services, charges for services, credentials, training, experience or results.
6. Safeguard the confidentiality of all client information, unless disclosure is requested by the client in writing or as allowed or required by law.
7. Obtain informed and voluntary consent from clients.
8. Allow a client the right to refuse, modify or terminate treatment regardless of prior consent given.
9. Provide draping and treatment in a way that ensures the safety, comfort, and privacy of the client.
10. Possess the right to refuse to treat any person or part of the body.
11. Refuse any gifts or benefits that are intended to influence a referral, decision, treatment or the professional relationship between the licensee and the client.
12. Report to the Idaho Board of Massage Therapy any unlicensed practice of massage therapy, and any evidence indicating unethical, incompetent or illegal acts committed by a licensee or individual.
13. Do no harm to the physical, mental, and emotional well-being of clients.

# Intermountain College of Natural Health

## Massage Therapy School Program Curriculum

### Massage & Body Work

**Massage Swedish:** Swedish massage was developed by Dr. Per Henrik Link in the 1700's to aid in the training of athletes. It refers to a variety of techniques to relax muscles by the use of specific strokes and is generally considered the standard in massage therapy today.

*42 Hours*

**Survey of Body Work:** In the field of massage therapy there are many different modalities of bodywork. In this course we will be reviewing the most common of these modalities. The purpose of the study is to formalize the student with the different type of body work and to perhaps spark an interest in some areas for further study.

*24 Hours*

**Sport Massage:** Utilizing the strokes of Swedish Massage. The student will learn to work with athletes to aid in their training and rehabilitation from sports injuries.

*24 Hours*

**Specialized Massage:** A study of massage in specialized areas. Including but not limited to Infant, geriatric and pregnancy massage, cranial sacral work and visceral manipulation.

*32 Hours*

**Naprapathic Massage:** Naprapathy is a branch of manual medicine that focuses on neuro-musculoskeletal conditions. This course is a study of Naprapathic care from a massage standpoint and includes the use of essential oils and pressure points.

*32 Hours*

**Therapeutic Principle of Massage:** A study of principles of health and healing. Including but not limited to pH balance, detoxifying of the body, energy work such as Reiki, Stress Management, Color therapy and Posture analysis.

*32 Hours*

**Oriental Massage (Tui na):** Tuina is an ancient massage technique. That includes pressure points and special massage movements. When combined with Essential Oils it become very powerful in dealing with many of today's health complaints.

*20 Hours*

**Hours 206**

## **Massage & Bodywork Clinic**

**Student Clinic:** Student will spend supervised hours work with client in a clinical setting. Students will be expected to show the skills learned from the courses they have completed.

***38 Hours***

**Student Lab :** Student will spend supervised hours work with other students in a clinical setting. Students will be expected to show the skills learned from the courses they have completed.

***22 Hours***

**Student Swedish Lab :** Student will spend supervised hours work with other students in a clinical setting. Students will be expected to show the skills learned from Swedish massage class they have completed.

***24 Hours***

**Student Specialized Massage Lab :** Student will spend supervised hours work with other students in a clinical setting. Students will be expected to show the skills learned from specialized massage class they have completed.

***10 Hours***

**Student Sport Lab :** Student will spend supervised hours work with other students in a clinical setting. Students will be expected to show the skills learned from Sport massage class they have completed.

***10 Hours***

**Student Oriental Massage Lab :** Student will spend supervised hours work with other students in a clinical setting. Students will be expected to show the skills learned from Oriental massage class they have completed.

***6 Hours***

**Hours    110**

## **Anatomy and Physiology**

**Anatomy & Physiology:** The study of the structure and functions of human body, and how they relate to massage therapy.

*80 Hours*

**Oriental Anatomy and Physiology:** The study of the structure and functions of human body from an oriental stand point, and how they relate to massage therapy.

*15 Hours*

**Advanced Physiology :** The objectives of this course is to guide the student in learning of nutrition and its part in a healthy life style and the way it effects the bodies Physiology .

*15 Hours*

**Kinesiology:** The objectives of this course is to guide the student in learning the structure and function of the bones, muscles tendons, and ligaments of the human body, and their movements. To gain an understand of how massage may impacted the function of these structures.

*15 Hours*

**Hours 125**

**Pathology:** This course will give an understanding of the disease process of the human body and will review many of the common disorders that can be seen in a massage practice. The student will learn the proper steps to follow when they encounter clients with these conditions.

*40 Hours*

**Business:** In addition to learning massage a therapist must also learn the business of massage. You must learn how to generate an income and build clientele. This course is a study of building a massage Therapist business.

*13 hours*

**Ethics in Health Care:** The dictionary defines ethics in health care as, principles and moral values of proper medical conduct. In this course you learn of the proper conduct and values of massage therapy.

*14 hours*

**First Aid:** The objective of this course is to teach the student basic life support and first aid in the care of the sick and injured.

*16 Hours*

**Total Hours for Certificate of Completion  
for Massage Therapists 524**