

Teleosis Homeopathic Collaborative, LLC

Administrative Manual

How Teleosis Works

Teleosis is a school designed for motivated, independent adult learners who are willing to take responsibility for their learning. Much of the mastery of homeopathic knowledge takes place outside the classroom, in the form of guided reading, study and casework that synthesizes what has been learned in the classroom. Classroom time is thus focused on mastering homeopathic skills through direct application via live clients, professional development and awareness, and the sharing of experiences.

Participating in classes is absolutely essential for gaining the full benefit of a Teleosis education. The School meets one full weekend, Saturday & Sunday, once per month from Sept thru June.

Class Hours: 9am to 6pm each day, Saturday & Sunday, for a total of 160 classroom hours per year.

- You are expected to be on time and focused in class. Plan to arrive at least 30 minutes before class to get settled and catch up with friends so that we can start on time. Please turn your cell phone off and refrain from texting, surfing the internet or checking email during class so there are no disruptions during class time.
- You are expected to stay until the end of class and actively participate in small group discussions and other class activities. This means doing the homework, completing all reading and case work, and being prepared for class discussions.
- To get credit for attendance, you must sign in on the sign-in sheet at the beginning of each day, noting the time you entered class. If you are not signed in you will not be counted as present for the day.

Both Classroom Hours and Clinical Hours are earned in all of our programs.

- **Classroom Hours** are earned for actual hours spent in classroom activities
- **Clinical Hours** will only be awarded for complete case write-ups and analysis of observed cases submitted to teachers for individualized feedback (10 hours max for each *chronic initial* case, 2 hours max for each *chronic follow up* or *acute* case). Clinical hours earned will be recorded by the student on the Clinical Training Log and signed off on by the school's Administrator at the end of the year.

A Certificate of Hours is awarded to all students in all programs at the end of each school year and represents the total number of classroom hours the student was present, engaged and a participant in class.

A Certificate of Graduation is awarded when students meet the following requirements by the end of their program (1 year acute/common ailments program or the 3 year professional training program):

- at least 80% attendance during the entire program
- completion of **all required work** (homework, cases, quizzes and exams)
- a minimum grade point average of 70 or higher at the completion of the program

A Certificate of Graduation with Honors is awarded when students meet the following requirements by the end of their program (1 year acute/common ailments program or the 3 year professional training program):

- at least 80% attendance during the entire program
- completion of **all required work** (homework, cases, quizzes and exams)
- a minimum grade point average of 85 or higher at the completion of the program

Getting in touch with the school: Questions or concerns during the year should be directed to the school at (617) 564-0321 (phone/fax) or via the school's email at teleosisschool@gmail.com.

Snow cancellation policy: We will make every effort to avoid canceling due to inclement weather. In the event that travel to Boston is dangerous due to adverse weather conditions, the weekend's classes will be cancelled and re-scheduled. We will send an email to the class, and also leave a message on the school's answering machine no later than Saturday at 7 am should we need to cancel class for any reason. If your email is at work and inaccessible, please be sure to call the school to check cancellations: (617) 564-0321.

Graduation vs Certification Requirements

For those students enrolled in our 3 year professional training program, there are two tracks that may be pursued while at the school. Students may switch tracks at any time during the year should their long-term goals change.

The requirements listed below in the left column are for graduation from Teleosis Homeopathic Collaborative, LLC and are required of all students.

The requirements listed in the right column are in addition to Teleosis' graduation requirements, and are for those students who wish to pursue national certification by the Council for Homeopathic Certification (CHC) upon completion of our program. These requirements are established by the Council for Homeopathic Certification (CHC), not Teleosis.

Students choosing the certification track will receive focused support from the school and faculty geared specifically towards attaining the additional requirements of the CHC in order to sit for the certification exam.

Teleosis Graduation Requirements

- 80% attendance of all classes
- Completion of all assigned homework
- Completion of all quizzes and exams
- Completion of all school clinic cases
- Completion of all self-assessments

CHC Certification Requirements

(as published by the Council for Homeopathic Certification)

To apply to CHC & sit for the national certification exam:

- Completion of 500 classroom training hours
- Completion of 1 college level A & P course
- Completion of 40 hours of Pathology & Disease

To complete your clinical requirements after passing the exam:

- Completion of 250 clinical training hours
- Completion of 10 supervised personal cases with 2 follow ups each
- Submission of 5 unsupervised cured cases with a minimum of 6 months follow up
- Successful completion of the oral interview

Detailed Administrative Manual

Attendance Requirements

Students must be present for a minimum of 80% of classes. Students traveling from significant distances must make travel arrangements that allow for full participation and an on-time start. Students who miss more than 4 class days or have a pattern of consistently arriving late to class and/or leaving early ***will be required to meet with the core faculty to determine the feasibility of their continuing in the program.***

Health Sciences Requirements

Basic health sciences are covered as part of our curriculum, so there are no additional health sciences requirements for graduation from Teleosis Homeopathic Collaborative, LLC.

However, those students wishing to sit for the national homeopathic certification exam administered by the Council for Homeopathic Certification (CHC) should keep in mind that they will be required to have completed 1 college level quarter or semester of Anatomy & Physiology (3–5 credit hours or 33 hours) and a 40 hour Pathology & Disease course per the CHC's requirements prior to sitting for the exam.

Prior Graduate Credit/Advanced Standing

Prior homeopathic training may allow students advanced standing (i.e. joining the class after more than two days have elapsed, or at a more advanced level). Advanced standing is considered on an individual basis. ***Students who have completed the 1-year Acute Program are eligible to join Year 2 of the Professional Program.***

Continuous Enrollment

Students who need to take a leave from studies due to unforeseen circumstances must apply for a leave of absence. This allows the student to maintain continuous enrollment in the program (i.e. allows the student to return to the program up to two years later at the same point in the program without having to re-apply).

Once the term begins, students are held to their enrolled status. An enrolled student wishing to change his or her status to an approved leave of absence will be held to the school's refund policy (below).

Leave of Absence

A leave of absence may be taken for personal, academic, or medical reasons. A request for leave of absence must be submitted in writing and approved by the administration and core faculty. While on a leave of absence, students are charged no tuition or fees.

If the student wishes to rejoin the program during the same academic year, their situation will be evaluated on an individual basis. At a minimum they will have to make up missed work and pay tuition for the missed classes plus additional fees for the additional tutorial and administrative time required for their special case. Students who have demonstrated excellent work and enthusiasm for learning are more likely to be granted this special permission to rejoin their class after a leave of absence.

After a maximum of two years leave of absence a student must return to enrolled status or withdraw from the program. Students who decide to return to the program after more than two years must re-apply for admission and pay another application fee.

Withdrawal

Students wishing to withdraw from the school may do so at any time and must notify the school in writing. The date the written notification is received by the school is the date used to calculate any refund request per the Refund Policy.

Students who withdraw must apply for re-admission to the School in order to attend at a later date. Students who are re-admitted must adhere to all fees and policies in effect at the time of re-admission.

To be clear, tuition is due in full until such time that a student notifies the school in writing of their decision to apply for a leave of absence or withdrawal from the program. Students enroll in our programs for the school year; failure to attend class in any given month does not absolve the student of their tuition obligations for the school year – students owe tuition for every month the program meets unless the student has officially applied for a leave of absence or withdrawal from the program in writing to the school.

Standards of Progress, Attendance and Student Records

Grading and Evaluation

Students typically spend 4 - 6 hours per week on their course of study. This amount of time may increase at various times during the program, usually during months with multiple case write-ups.

Students receive ongoing narrative evaluation of their work. Evaluation is portfolio and grade-based, including assigned Quizzes, Mid-term, Final Exam, Homework, and Cases. Teachers will use a standard numerical grading system based on percentage of questions that are correct (For Ex. 8 out of 10 questions correct = a grade of 80%). Students submit their assignments to their teacher for individual feedback. If a student submits an incomplete assignment, the teacher will return it for completion.

Assessment of Progress

Progress is measured by self-evaluation, completion of all written homework, school clinic cases, quizzes and exams which are then evaluated by the core faculty with a written progress report sent to all students. Core faculty meet a minimum of four times a year to review each student's overall participation, progress and completion of assignments, in addition to the student's own self-evaluation in these areas. Area(s) of concern are discussed with the student, and appropriate support provided to improve the issue(s).

Satisfactory Progress

Students are expected to complete all required academic assignments, quizzes, exams and casework by the published due dates in order to maintain academic standing and stay on track to continue on with their class. Student work will be evaluated and assessed for overall developing skills and deficiencies on a quarterly basis. The school reserves the option to place a student on leave of absence if the student falls sufficiently behind in course work that the student interferes with the learning environment for other students. Students will receive a written warning if they are in danger of being asked to take a leave of absence or withdraw.

Incomplete Work

Students unable to satisfactorily complete an assignment by the published due date ***must contact the teacher who assigned the homework before the due date to request a formal extension***; this extension request must include the reason for the request and a proposal for *how and when* they plan to complete their work. **Extensions are only granted for unusual or extenuating circumstances beyond a student's control** (serious illness, death of a family member, etc), and will not be granted repeatedly due to poor time management.

Counseling and Job Placement

The school does not provide job placement services since homeopaths work as self-employed professionals. The school supports the student in acquiring the skills to set up a homeopathic practice by providing useful practical information, a referral network of certified coaches, preparation for the national exam and a supportive attitude.

Student Records and Transcripts

All student evaluations are retained as part of the internal school file. Requests for transcripts must be made in writing to the school. The transcript includes a page describing the program requirements, a summary page of all the work completed, the final self-evaluation and core faculty evaluation. If a student believes his or her academic record is in error, s/he may request a correction in writing to the school.

Students' Right to View Education Records

Students may review their academic file by giving two business days' notice to the school. Educational records may be released to others only with written consent of the student with the following exceptions:

Directory Information: The school may release the student's name, address, phone number, and email to faculty and other students. Students may request this information not be released by written request to the school.

Information to School Officials: School officials including faculty and administration have access to educational records for legitimate educational interests.

State and Federal officers and organizations: The Massachusetts Department of Elementary and Secondary Education, Office of Proprietary Schools and other government and accrediting officials and agencies can request student records pursuant to government business.

Emergency: Information may be released to appropriate parties in emergency situations.

Fees, Student Loans and Refund Policy

Paying on an Installment Plan: If you wish to pay on an installment plan, there is a \$25 processing fee per payment. If your payment has not arrived by the day tuition is due, you will incur an additional \$25 late fee.

Similarly, if your credit card is charged and declined, you will be responsible for the \$25 late fee if any resolution takes place after the payment due date. Students will also be responsible for any bank fees incurred by the school in the case of returned checks or declined credit cards.

Returned Check/Declined Credit Card/Late Payment

There will be a \$25 fee for returned checks and declined credit cards to cover administrative costs in addition to any actual fees charged by the banks. A \$25 fee will be charged for late payments each month a payment is late. A payment is considered late if it is not received in the school office by the due date.

Financial Probation/Dismissal

If a student is in arrears because their tuition is 10 or more days past due, the student may not be allowed to attend class without special written permission from the school. The student will be given a written warning if two such violations occur, and if tuition is not paid in full or an acceptable plan to do so put into place, the school reserves the right to dismiss the student from the program for financial reasons.

Refund Policy

Tuition monies are refundable on a pro-rated basis, based upon the Enrollment Agreement and Refund Policy on Page 7 of this Administrative Manual and per Massachusetts Department of Education policy.

Supply Fees & all Administrative Fees incurred, including but not limited to Payment Processing Fees, Declined Credit Card Fees, Returned Check Fees & Late Fees, are non-refundable.

Extension Fees

If a student has not completed all written assignments for a given academic year by June 30 and is granted an extension, there will be an administrative fee of \$50 charged upon submission of proof of completion.

Graduation Fee

Currently there is no graduation fee.

Supply Fee

An annual fee of \$160 charged at the beginning of the academic year covers the cost of supplies, including professional development journals, handouts, clinic insurance, clinic supplies (DVD & VHS tapes, etc) etc.

Miscellaneous Policies

Grievance Procedures

Students who are dissatisfied with any aspect of their treatment or experience at Teleosis Homeopathic Collaborative, LLC are encouraged to resolve their issue through discussions (by phone, email or in person) directly with the person with whom they are dissatisfied. If they are not satisfied with this resolution, they may address their concern to the school at teleosisschool@gmail.com or (617)564-0321. If they are still not satisfied with the outcome, they may file a formal written grievance in response to any perceived abridgement of their rights, whether the perceived abridgment is a violation of federal law, college policies or personal rights to fair and humane treatment.

A grievance should briefly outline the basis of the complaint and the relief requested. The formal grievance must be presented not later than 30 days after the incident, unless compelling reasons are given for filing it later. The school administration will decide how to resolve the problem, or may refer it to a Grievance Committee consisting of two faculty members not involved in the dispute and a student representative from the program. As a last resort, if all attempts to resolve the dispute are unsatisfactory or unsuccessful the student may file a grievance with the Accreditation Commission for Homeopathic Education in North America info@achena.org or the Massachusetts Department of Elementary and Secondary Education, Office of Proprietary Schools at proprietaryschools@doe.mass.edu or 781-338-6048.

Student Conduct

Students understand that school policy is that personal cases should not be taken outside of the school **unless done so under the direct supervision of a CHC certified professional homeopath/coach, and that the school's insurance policy does not cover any cases taken outside the school.** Students are to conduct themselves with respect, dignity and professionalism at all times while enrolled. Students may be asked to withdraw for egregious unethical or unprofessional conduct, including breach of confidentiality, drug or alcohol use or if their classroom behavior significantly interferes with the learning environment for other students or puts clients at risk.

Sexual Harassment Policy

Teleosis is committed to maintaining a learning and work environment free from sexual harassment. The school will not tolerate behavior of a sexual nature (from a faculty member, coach, employee or other student) that interferes with an individual's learning, or creates an intimidating, hostile, or offensive working or learning environment. Complaints should be submitted to the school and if not satisfactorily resolved, they will be evaluated by the Grievance Committee.

Non-Discrimination Policy

Teleosis Homeopathic Collaborative, LLC does not discriminate on the basis of race, color, sex, national or ethnic origin, age, religion, or sexual orientation.

Administration

Owners/Core Faculty: Loretta Butehorn CCH, Peris Gumz CCH, Kim Kalina CCH, Tanya Renner CCH

Licensure

Teleosis Homeopathic Collaborative, LLC is licensed by the Commonwealth of Massachusetts Department of Elementary and Secondary Education, Office of Proprietary Schools.

Accreditation

Teleosis Homeopathic Collaborative, LLC is an accredited homeopathic school by the Accreditation Commission for Homeopathic Education in North America (ACHENA). ACHENA is currently in the process of obtaining U.S. DOE accrediting approval status which will allow for federal recognition of the ACHENA accredited homeopathic schools.

Facilities

Classes are held at:

New England School of Acupuncture
150 California Street, 3rd Floor
Newton, MA 02458

The mailing address and administrative office of the school is:

Teleosis Homeopathic Collaborative, LLC
183 Cross Road
Berne, NY 12023

Library

The school does not maintain a physical library at this time; however, students have access to the New England School of Acupuncture library during school weekends, as well as access to the NASH lending library via their website at www.homeopathy.org.

Enrollment Agreement and Refund Policy

(as per M.G.L. Chapter 255, Section 13K, as mandated by the Massachusetts Department of Elementary and Secondary Education, Office of Proprietary Schools)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program and have paid the full tuition, you will receive a refund of seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program and have paid the full tuition, you will receive a refund of fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program and have paid full tuition, you will receive a refund of twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement:
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

This school is licensed by the Massachusetts Department of Elementary and Secondary Education, Office of Proprietary Schools. Any comments, questions or concerns should be directed to: proprietaryschools@doe.mass.edu or 781-338-6048.