

# **CORREACTOLOGY®**

## **PRACTITIONER PROGRAM**

---

**2017-2021**



## **STUDENT HANDBOOK**

### **GROUP V**



Canadian Institute of Correactology (CIC)  
Correactology® Health Care

**COLLÈGE BORÉAL**

August 19, 2016

## **ABOUT CORREACTOLOGY® HEALTH CARE**

Correactology® Health Care is a new, effective and non-invasive approach to alternative health care. The technique begins with an individualized patient assessment for the purpose of therapeutic treatment. Full body corrections are accomplished without the use of force, drugs, surgery or instrumentation.

Correactology® Health Care is a natural science focused on the human body. It is a unique and distinct alternative health care practice based on the understanding of the correlation existing between physical pain and malfunction. This alternative health care practice concentrates on the development of specific techniques to promote auto-correction in human systems.

## **CORREACTOLOGY® HEALTH CARE**

### **THE IDEA, THE JOURNEY.....**

"I know quite certainly that I myself have no special talent. Curiosity, obsession and dogged endurance, combined with self-criticism, have brought me to my ideas." – Albert Einstein

Like all new ideas, Correactology® Health Care was born from boundary-free thought and endless hours of research. It was in the summer of 1996, while attending information sessions with a Quebec doctor, that Michael Lapointe, CHCP®, was introduced to "la médecine douce" and, more specifically, leg testing. During these sessions, he quickly came to realize that achieving a mastery of leg testing would allow a health care provider to collect body data in a very unique way. In 1998, Michael Lapointe made his way back to Sudbury, Ontario, with this knowledge in hand and an idea for health. Upon returning from his journey, he was quickly joined in his quest by his family who believed that there may be some value in developing and honing this unique and possibly unhinged idea.

On Wednesday, March 4, 1998, working hypothesis in hand, the newly formed Lapointe Group opened its first public Correactology® Center on William St. in Sturgeon Falls. To the Group's surprise, Michael Lapointe was not only well received by the local community, but quickly experienced patient influx from all over Ontario, and even from outside the province.

In the fall of 2000, Allan Lapointe, CHCP®, began developing the added hypothesis that the body was segmentally divided into individual categories. From this idea, research began to yield a greater understanding of body health, and the practice was therefore able to successfully attain reproducibility.

Not only was Correactology® Health Care gaining in popularity and distinctiveness, it was generating better than expected results with cases that had not achieved recovery with other health care modalities. Today, Correactology® Health Care is an ever-growing force in the health care arena. Born from the Lapointe Group's hard work, innovative ideas, and the belief that bodies have an incredible potential for recovery, Correactology® Health Care has proven effective against some of the most unrecoverable patient cases.

It is our passion for thought, our patient-oriented care and our drive to succeed that makes unique the definition of Correactology® Health Care.

## TABLE OF CONTENTS

<b>The Canadian Institute of Correactology .....</b>	<b>5</b>
Mission.....	5
Vision .....	5
Objectives .....	5
Supporting our Vision and Principles .....	5
<b>Program Requirements .....</b>	<b>6</b>
Personal Requirements.....	6
Educational Requirements .....	6
Physical Requirements .....	6
<b>Application Procedure Guide .....</b>	<b>7</b>
The Application .....	7
Privacy and Confidentiality.....	7
CIC and Collège Boréal Obligations: .....	7
Student Obligations: .....	7
Application Fee.....	8
Official Transcripts, MCAT Scores and/or CIC Entrance Exam .....	8
Letter of Recommendation.....	8
Respondents .....	8
Criminal Background Record Check with Vulnerable Sector .....	8
Individual Observations.....	9
Waiver .....	9
Analytical Critique .....	9
Final Screening of Candidates .....	9
Conditional Acceptance: .....	9
Full Acceptance: .....	9
Refusal:.....	10
International Student Application .....	10
<b>Program Structure .....</b>	<b>11</b>
Program Format .....	11
Distance Education .....	11
Abilities and Skills .....	11
Computer Literacy: .....	12
Evaluation and Assignment Markings .....	12
Program Components .....	14
Graduation .....	14
<b>Course Schedule Description The Correactology® Practitioner Program 2017-2020 .....</b>	<b>15</b>
<b>Course Descriptions .....</b>	<b>18</b>
<b>FINANCIAL.....</b>	<b>27</b>

Schedule of Fees & Financial Arrangements .....	27
Tuition Fee Payment Schedule: .....	27
Incidental Fees:.....	27
Registration Fee: .....	27
Payment of Tuition Fees and Other Charges:.....	27
Other payment options: .....	27
Withdrawal Special Circumstances:.....	28
<b>Manuals.....</b>	<b>28</b>
<b>Required Equipment.....</b>	<b>28</b>
<b>Policies.....</b>	<b>30</b>
Contacting the Instructors /Tutorial Leaders .....	30
Submitting Course Work/Assignments/Essays .....	30
Academic Accommodation on Medical Grounds.....	30
Late Assignment Submission.....	30
Attendance .....	30
Scholastic Offences.....	31
Plagiarism: .....	31
Dress Code.....	31
Code of Conduct.....	32
Use of Property: .....	32
Personal Actions and Appearance: .....	32
Scent-Free Environment.....	33
Privacy Policy.....	33
Respectful Workplace Policy .....	33
Copyright Policy .....	33
<b>Conflict Resolution .....</b>	<b>34</b>
<b>Personal Property Insurance.....</b>	<b>36</b>
<b>International Students .....</b>	<b>36</b>
<b>Students with Disabilities.....</b>	<b>36</b>
<b>Income Tax Information .....</b>	<b>36</b>
Tuition, Education and Textbook Amounts .....	36
<b>Canadian Association of Correactology® Practitioners.....</b>	<b>37</b>
Mission.....	37
Vision .....	37
Objectives and Goals .....	37
CACP Board/Qualification Exam .....	37
The evaluation consists of three distinct parts: .....	38
Application for Membership.....	38
<b>WITHDRAWAL REQUEST FORM.....</b>	<b>39</b>

# The Canadian Institute of Correactology

## **Mission**

As a not-for-profit organization, the Canadian Institute of Correactology provides education services and conducts research in Correactology® Health Care.

## **Vision**

The Canadian Institute of Correactology ("CIC") will provide theoretical and practical training through excellence in education.

Throughout the educational process, CIC will strive to lead in the continuous development of Correactology® Health Care by reflecting, supporting and conducting research in Correactology® Health Care

## **Objectives**

- Explore and advance knowledge of Correactology® Health Care
- Provide ongoing education and training to Correactology® Health Care Practitioners
- Establish, monitor and maintain professional, ethical standards relating to the practice of Correactology® Health Care
- Support and conduct research, develop policies and guidelines and communicate the results to interested individuals, groups, organizations, academics, industry and governments
- Develop resource and study materials, organize and conduct classes, seminars and conferences on Correactology® Health Care. Increase public awareness of Correactology® Health Care and Correactology® Health Care Practices
- Encourage alternative, complimentary and conventional health care practitioners to share ideas and forge links

## **Supporting our Vision and Principles**

CIC is a not-for-profit educational institution. We rely on tuition, membership for operating revenue. At CIC, we develop, evaluate and organize programs that foster students' ethical, social and intellectual development. While assisting students in developing the capacity to think skillfully and critically, we strongly encourage our students to develop social values including caring, kindness, generosity, helpfulness, personal responsibility and respect for others. These qualities are essential in order for the Correactology® Practitioner to become a humane leader authentically caring about helping individuals to regain and maintain their quality of life.

CIC is steadily growing into a premier provider of alternative health care education. Pursuing an education in alternative health care will prove to be personally rewarding and challenging.

More and more people, today, seek alternative ways to achieve and maintain wellness without the use of prescription drugs or invasive procedures. As the awareness of both the physical and mental benefits of Correactology® Health Care become more widely known and accepted, the demand for qualified and skilled Correactology® Health Care Practitioners becomes more crucial.

# Program Requirements

## **Personal Requirements**

- Positive personal attributes
- Letter of recommendation from a Correactology® Practitioner
- Three respondent letters from persons who, by virtue of their occupation and/or credentials, would be considered judges of your professional potential
- Demonstrated Community Service experience
- Knowledge in the field of Correactology® Health Care
- Strong motivation for a career in Correactology® Health Care
- Clean Criminal Background Check & Vulnerable Sector

## **Educational Requirements**

Candidates must have obtained or are in the final process of obtaining a minimum of a 3-year bachelor degree from an accredited university. A cumulative grade average of 75% is required. Candidates must submit their MCAT (Medical College Admissions Test) scores or write CIC's entrance exam. Candidates must present a minimum of the following academic requirements:

- Highly competitive academic records
- Biological Science - 1 academic year\* - Application course topics include:
  - Anatomy • Physiology • General Biology • Microbiology
- General or Inorganic Chemistry 1 academic year\*
- Organic Chemistry 1 academic year\*
- Physics - A minimum 3 class hours of Physics with a pertinent related laboratory
- A minimum 3 class hours of additional Physics or a related field, such as Biomechanics, Kinesiology or Exercise Science.
- Language and/or Communication 6 class hours (1 full credit)
- Psychology 3 class hours (½ credit)
- Social Science or Humanities 18 class hours (three different areas) (3 full credits)
- Math 3 class hours (½ credit)

## **Physical Requirements**

The following are physical qualifications that are essential for participation in the Correactology® Practitioner Program at CIC and Collège Boréal. All students admitted must individually be able to perform satisfactorily in the classrooms and in the Correactology® Centers. The following physical qualifications are defined:

- The individual must have the physical and mental abilities that provide for successful participation and completion of the curriculum.
- A student must be able to communicate clearly and concisely, both orally and in writing in the English language. Bilingualism is considered an asset.
- To be able to notice any changes and any non-verbal communication that a patient may elicit, as well as the ability to identify movement patterns obtained with the Correactology® Health Care.
- Tactile perceptiveness is essential as it relates to identifying and correcting specific levels and patterns related to the ailments/malfunction/discomfort.
- The applicants must have the ability to perform the Correactology® Health Care test and corrections.

# Application Procedure Guide

## **The Application**

Complete the Canadian Institute of Correactology / Collège Boréal Application for Admission to the Correactology® Practitioner Program. The application form must be completed in full. All information requested in the application form must be provided. It is to be typed or printed legibly in ink.

(Electronic form available on-line at <http://correactology.com/centers/about/html> or request a copy at [fc@collegeboreal.ca](mailto:fc@collegeboreal.ca))

## **Privacy and Confidentiality**

### **CIC and Collège Boréal Obligations:**

At CIC and Collège Boréal, we are committed to protecting the privacy of our applicants to the Correactology® Practitioner Program. CIC and Collège Boréal adhere to all applicable federal and provincial legislation pertaining to the collection and use of data and information. Extensive operating policy measures are taken to ensure security and confidentiality. We will not disclose your information to a third party without your consent.

Please refer to the Canadian Association of Correactology Practitioner's Privacy Policy at [www.correactology.com](http://www.correactology.com)

### **Student Obligations:**

Students acknowledge that they will be provided with access to proprietary and confidential information relating to the practice of Correactology® that is owned or licensed by the Institute from third parties (collectively referred to in this Agreement as "Confidential Information"). Confidential Information includes but is not limited to patient lists, marketing plans, proposals, contracts, technical and/or financial information, databases, software, and know-how relating to Correactology® Health Care. Students agree that all Confidential Information remains the confidential and proprietary information of CIC and/or its licensors.

Students acknowledge and agree that they may during the course of the Program, conceive, develop or contribute to material or information that is proprietary to the Institute or its licensors (collectively referred to in this Agreement as "Proprietary Property"). Students agree that CIC will exclusively own all Proprietary Property which they conceive, develop or contribute to in the course of the Program and all intellectual and industrial property and other rights of any kind in or relating to the Proprietary Property, including but not limited to all copyright, patent, trade secret and trade-mark rights in or relating to the Proprietary Property. Material or information conceived, developed or contributed to by students outside work hours on the Institute's premises or through the use of the Institute's property and or assets shall also be Proprietary Property and be governed by this Agreement if such material or information relates to the Confidential Information or Proprietary Information. Students agree to keep full and accurate records accessible at all times to the Institute relating to all Proprietary Property and will promptly disclose and deliver to the Institute all Proprietary Property.

In addition, students agree to keep all Confidential Information and Proprietary Property confidential during the course of the Program and thereafter, and students will not use the Confidential Information and Proprietary Property except for the purpose of carrying out activities which students are licensed to perform. Students agree that they may, however, use or disclose Confidential Information which:

- (i) is or becomes public other than through a breach of this Agreement;
- (ii) is known to students prior to the commencement of their studies at the Collège / Institute, which students are under no obligation of confidentiality with respect to; or
- (iii) is required to be disclosed by law, whether under an order of a court or government tribunal or other legal process, provided that students inform the College / Institute of such requirement in sufficient time to allow the Institute to avoid such disclosure by students.

Students agree to return, as directed by CIC or Collège Boréal, Confidential Information and Proprietary Property including certificates, licenses and any other property to the Institute upon request by the Institute at any time following breach or termination of this Agreement. Upon request, students certify, by way of affidavit or statutory declaration that all such Confidential Information or Proprietary Property has been returned as applicable.

Students agree not to make any unauthorized use whatsoever of or to bring onto CIC's and Collège Boréal premises for the purpose of making any unauthorized use whatsoever of any trade secrets, confidential information or proprietary property of any third party, including without limitation any trade-marks or copyrighted materials, during the course of the Program. At the reasonable request and at the sole expense of the CIC, students will do all reasonable acts necessary and sign all reasonable documentation necessary in order to ensure CIC's ownership and/or license of the Confidential Information and Proprietary Property and all intellectual and industrial property rights and other rights in the same, including but not limited to providing to CIC written assignments of all rights to CIC and any other documents required to enable CIC to document rights to and/or register patents, copyrights, trade-marks, industrial designs and such other protections as CIC considers advisable anywhere in the world.

Students hereby irrevocably and unconditionally waive all moral rights that they may now or in the future have in any Confidential Information and/or Proprietary Property.

### **Application Fee**

Upon receipt of enrollment materials, the completed Application Form, accompanied by a **\$500.00 non-refundable** application fee should be forwarded to Collège Boréal's **Continuing Education office**.

### **Official Transcripts, MCAT Scores and/or CIC Entrance Exam**

The applicant's official transcripts and MCAT scores are to be sent to Collège Boréal's Continuing Education office. The MCAT measures the candidate's factual knowledge of the sciences, reading proficiency and problem solving skills. The applicant can also choose to write CIC's entrance exam instead of submitting MCAT scores. Transcripts will not be accepted by CIC and the Collège Boréal unless they are received directly from the sending institution(s) in a sealed envelope.

### **Letter of Recommendation**

A letter of recommendation is required from a licensed Correactology® Practitioner. Contact Collège Boréal's Continuing Education office if you are unable to obtain such a letter at [fc@collegeboreal.ca](mailto:fc@collegeboreal.ca)

### **Respondents**

Three (3) respondent letters from persons who, by virtue of their occupation and/or credentials, would be considered judges of your professional potential. These individuals may be sent confidential evaluation forms to complete and return directly to the Collège Boréal's Continuing Education office at [fc@collegeboreal.ca](mailto:fc@collegeboreal.ca)

### **Criminal Background Record Check with Vulnerable Sector**

Applicants will be asked to provide a criminal record check with the vulnerable sector. This document is mandatory prior to commencement of the Correactology® Practitioner Program.

## **Individual Observations**

Short essays should summarize your educational background, awards and honours you may have received, your work experience, your personal and professional interests, how you were introduced to Correactology® Health Care, summarize the reasons for wishing to become a Correactology® Practitioner and what your goals are upon graduation.

## **Waiver**

Carefully review and complete the waiver found on the last page of the Application for Admission.

## **Analytical Critique**

Each applicant must read and analytically critique reading(s) assigned by CIC and Collège Boréal. The critique must include an analysis, discussion and a personal viewpoint of ideas brought forth in the required readings.

## **Final Screening of Candidates**

The CIC Admissions Committee and Collège Boréal are responsible for:

### **Conditional Acceptance:**

An applicant is granted conditional acceptance when the majority of prerequisites are documented. The remaining terms of the conditional acceptance must be documented by the fourth week prior to matriculation. After that time, the applicant is re-evaluated and is no longer considered an enrolled student for that upcoming semester if the terms of the acceptance have not been satisfied.

The steps for Conditional Acceptance are as follows:

- Application and Questionnaire
- Application Fee
- Official Transcripts from Sending Institution
- Police Check with Vulnerable Sector
- Recommendation from a licensed Correactology® Practitioner
- Three Letters of Reference
- Interview
- MCAT Scores or Entrance Exam

### **Full Acceptance:**

Once the applicant has successfully completed the written and oral requirements as outlined in the application procedure guide, he/she will be asked to attend a meeting to discuss conditions on tuition, starting date and class schedule. If the applicant meets the proposed conditions, he/she will be granted full acceptance to the Correactology® Practitioner Program.

The steps for Full Acceptance are:

- Meet all requirements of Conditional Acceptance
- Attend Orientation Meeting
- Submit proof of a Line of Credit
- Submit a Certified Cheque for the Registration Fee
- Endorsement of Correactology® Practitioner Program Enrolment Agreement

### **Refusal:**

Applicants not being able to meet all conditions of the Selection Process will not be accepted in the Program.

### **International Student Application**

An international student seeking admission to CIC and Collège Boréal must provide all the following documentation in addition to the aforementioned admission requirements.

- A proficiency in English is required for all applicants.
- Submit evidence of having the financial resources or funding necessary for commitment to complete the Correactology® Practitioner Program.
- Meet the equivalent educational requirements as students matriculating from Canada.
- Submit official transcripts to the Collège Boréal's Continuing Education office for evaluation.
- Transcripts will not be accepted by CIC and Collège Boréal unless they are received directly from the sending institution(s) in a sealed envelope.

It is recommended that the student submit all records at least **SIX MONTHS** prior to the requested date of admission.

# Program Structure

## **Program Format**

The Correectology® Practitioner Program will differ from your previous educational experiences.

CIC and Collège Boréal respect and understand its students' present employment commitment, financial and family responsibilities. Therefore, a number of the teaching modalities and study format will include:

- Formal presentations
- Conference calls
- Video calls
- Clinical observation
- Internship
- Home study
- Correspondence
- Lectures
- Audio-Visual presentations
- Round table
- Debates
- Group work
- Student presentations
- Field work
- Independent learning
- Guest speakers
- Case-based learning
- Internet-based course study, and
- In-class instruction at the Collège Boréal, and Correectology® Centers

In-class instruction will take place on specified days of the week nights and/or weekend days and/or nights. You will be advised of these dates well in advance.

Your on-site time commitment will increase as we get into the Clinical Observation and Internship phase of the program.

## **Distance Education**

**DISTANCE LEARNING** provides opportunities for learners from across the country to participate in the Correectology® Practitioner Program. Long distance students enrolled in the Canadian Institute of Correectology Practitioner Program participate in real time, interactive classroom sessions.

## **Abilities and Skills**

During the Correectology® Practitioner Program the Student Practitioner will acquire the following knowledge and develop the following skills and abilities:

- Analytical abilities necessary to skillfully and knowledgeably help patients with a wide range of conditions (full body correction)
- Grasp theoretical and practical components of Correectology® Health Care
- Apply corrections specific to symptom(s)

- Ability to adapt the correction to meet the unique condition of the individual patient
- Develop an understanding of the correlation between physical pain and malfunction
- LAPPR test technique (provocation/reaction)
- Identify specific levels related to ailments/malfunction/discomfort
- Assessment of symptom(s) relative to specific levels
- Recognize and identify body level position
- Understand and determine the body's sequence of correction (how the body corrects)
- Apply corrective momentum (non-force, non-invasive)
- Develop communicative and social skills related to care ethics
- Interview techniques
- Skills to succeed as a small business person working in his/her own practice
- Research abilities in the Correectology® Health Care field

### **Computer Literacy:**

Students must have a working knowledge of computers and computer software to successfully operate a small business. (MS Word, Excel, Power Point)

### **Evaluation and Assignment Markings**

Students' marks will be based on the following:

- Attendance
- Participation
- Projects
- Book Reports
- Journals
- Tests and Exams
- Research Projects
- Case Studies
- Multi-media Projects
- Essays
- Interviews
- Thesis
- Surveys
- Presentations
- Field Work: Office Administration Field Work
- Field Work: Correectology® Health Care Observational and Internship Session

### **Tests and Exams:**

The Canadian Institute of Correectology and Collège Boréal consider testing a very significant component of the educational process. Testing fulfills an important function in education and maintains credibility in the learning process.

### **Testing offers the following benefits:**

- Benefit 1: The testing effect: retrieval aids later retention
- Benefit 2: Testing identifies gaps in knowledge
- Benefit 3: Testing causes students to learn more from the next learning episode
- Benefit 4: Testing produces better organization of knowledge
- Benefit 5: Testing improves transfer of knowledge to new contexts
- Benefit 6: Testing can facilitate retrieval of information that was not tested
- Benefit 7: Testing improves metacognitive monitoring
- Benefit 8: Testing prevents interference from prior material when learning new material
- Benefit 9: Testing provides feedback to instructors
- Benefit 10: Frequent testing encourages students to study

### **Online Tests:**

The CIC and Collège Boréal are excited to announce that it is now prepared to offer on-line testing to accommodate distance education students while still maintaining credibility in the Correactology® Practitioner Program's educational process.

Tests will be scheduled at a time when ALL students are present whether in-class for local students or through the e-learn program for distance education students. ALL students will access the online testing program to write their tests.

This will permit the teacher to supervise in-class students and distance education students in unison. Also, if a question is asked during the test, all students will benefit from taking note of the Instructor's answer. We feel that this process is fair and equitable to all Correactology® Practitioner Program students.

Students completing their tests earlier than the time allotted will not be permitted to leave the classroom or log off the e-learn program without first requesting and receiving permission from the Instructor.

### **Exams:**

Collège Boréal and the CIC have determined that all students, (local and distance education students) will be required to complete their exams at Collège Boréal, 21, Lasalle Boulevard, Sudbury, ON (room to be determined). It is also possible to do the exam from out of town. To be eligible please contact the Continuing Education Department at Collège Boréal.

The Instructors will attempt as much as possible, to coordinate the exam schedule to limit the amount of travel necessary for distance education students. For example:

- The student is taking two courses during one semester - one exam will be administered in the morning and the other in the afternoon.
- The student has completed three courses during one semester - three exams will be scheduled on two consecutive days.

The Instructors have been advised that they are to submit their test and exam schedules as soon as possible to allow students to pre-plan time off work and/or travel arrangements.

**Tests and exams will be ONLY be administered on the defined scheduled dates**

## **Assignment/Essay Format:**

Include a cover page for all assignments indicating:

- Your name
  - Instructor's name
  - Assignment name or assignment number (if applicable)
  - Number of pages
- 
- Submit your assignment in Word or Excel format
  - Clearly identify each question and the answer to the question
  - Double space your assignment/essay format using Times New Roman or Arial font, in 12-point
  - On the last page, indicate the file name as follows: first name-last name-name of assignment and number (e.g. john-doe-biology-assignment 2)

## **Course Exemption/Challenge Exams:**

Those students who feel they have already achieved the knowledge required for a specific course based on previous academic achievements, may request the right to be exempt from the course of study by writing the Challenge Exam for that particular course. The request must be submitted in writing at least five months prior to the course start date. Those students who successfully complete the Challenge Exam may be exempt from submitting course assignments, tests, and exams. Students will not be exempt from field work.

A grade average of **75%** is required.

A fee to challenge an exam will apply.

## **Program Components**

In addition to classroom studies, assignments, tests and exams, field work, and a board/qualification examination will apply:

- Field Work: Office Administration
- Field Work: Correactology® Health Care Observational and Internship Session

## **Graduation**

Students must successfully complete the Correactology® Practitioner Program with a combined grade average no lower than **70%** in order to be able to graduate.

# Course Schedule Description

## The Correactology® Practitioner Program 2017-2020

<p><b><u>Semester 1</u></b></p> <p>Anatomy and Physiology, in this semester are the foundation courses of this Program.</p>	<p><b><u>Semester 2</u></b></p> <p>The statistical course is an imperative topic to understand and appreciate scientific methods and research. This course is offered early in the program to allow students to develop critical analytical skills. The course will provide the necessary knowledge to better understand scientific articles presented in courses such as Psychology, Complementary and Alternative Medicine, Kinesiology and others.</p> <p>Pathology naturally follows Anatomy and Physiology – from normal function to pathological function.</p>
<p><b><u>Semester 3</u></b></p> <p>The students are introduced to Kinesiology, the scientific study of human movement to provide applications to their future roles as health care providers.</p> <p>This semester also addresses the phenomenon of the art of communication to equip students with skills to avoid communication barriers, to adapt and respond to patient needs in order to maximize patient care.</p>	<p><b><u>Semester 4</u></b></p> <p>Semester 2 and 3 have prepared the students for the Alternative Medicine and Psychology courses. It is therefore logical that these courses be presented in this semester.</p>
<p><b><u>Semester 5</u></b></p> <p>In this semester, the Instructors share the fundamentals of nutrition and nutritional supplementation with students to have a better comprehension of patients’ nutritional needs.</p> <p>The students are also trained to understand the importance of ethical awareness (professional and personal) and integrity in Correactology® Health Care.</p> <p>Pharmacology is the last in the sequence of Histology, Pathology and Nutrition. It also provides a review of med-food interactions.</p>	<p><b><u>Semester 6</u></b></p> <p>This semester focuses on thesis preparation which will be completed and submitted in semester 8.</p> <p>The students are introduced to Small Business Management and Human Resources Management. Topics include concepts of entrepreneurship, introduction to the business plan. Human Resources topics include recruitment, compensation, training, staff planning, performance appraisals, etc.</p>
<p><b><u>Semester 7</u></b></p> <p>The students learn about the body’s ability to self-correct, anatomical zones and pains and conditions associated with these different zones. The students also develop skills assessing, LAPPR testing and correcting ailments, pain, and malfunctions. Students continue working on their research thesis. Clinical observation with licensed Correactology® Practitioners is introduced in this semester.</p>	<p><b><u>Semester 8</u></b></p> <p>In this semester, the students are expected to create and write a business plan for a new business.</p> <p>The Correactology® Center Operations course expectations are to prepare the students to operate and manage a successful Correactology® Center. Students learn how to choose the right professionals to suit Correactology® Center needs. Through Planning and Development, the students develop skills to successfully plan, launch and operate a Correactology® Center.</p> <p>Front office procedures are introduced. Topics include: patient services, appointment scheduling, forms, file maintenance, janitorial services, etc. Students also learn the importance of confidentiality and proper recordkeeping of patients’ personal and clinical information.</p> <p>This semester concentrates on the completion and presentation of the thesis.</p> <p>The students participate in internship sessions with licensed Correactology® Practitioners.</p>

## Group V - 2017-2021 Schedule

FROM	TO	Sem	COURSE
October 23 <sup>rd</sup> , 2017	March 23 <sup>rd</sup> , 2018	1	Anatomy
			Physiology
April 2 <sup>nd</sup> , 2018	August 17 <sup>th</sup> , 2018	2	Biostatistical Research
			Pathology
August 27 <sup>th</sup> , 2018	January 26 <sup>th</sup> , 2019	3	Kinesiology
			Communication
			Histology
February 4 <sup>th</sup> , 2019	June 21 <sup>st</sup> , 2019	4	Alternative Medicine
			Quantum Biology
			Psychology for Health Professionals
July 2 <sup>nd</sup> , 2019	November 15 <sup>th</sup> , 2019	5	Nutrition
			Ethics Dimensions Health Care Delivery in Canada
			Pharmacology
November 25 <sup>th</sup> , 2019	April 24 <sup>th</sup> , 2020	6	Introduction to Research Thesis
			Small Business and Human Resources Management
May 4 <sup>th</sup> , 2020	September 25 <sup>th</sup> , 2020	7	Correactology <sup>®</sup> Health Care - Anatomy, Physiology
			Correactology Health Care - Pathology
			Research Thesis
			Correactology <sup>®</sup> Health Care Clinical Preceptorship Observation Sessions
October 5 <sup>th</sup> , 2020	March 5 <sup>th</sup> , 2021	8	Correactology <sup>®</sup> Health Care Center Planning & Business Development
			Correactology <sup>®</sup> Center Operations
			Correactology <sup>®</sup> Health Care Preceptorship Internship sessions
March 15 <sup>th</sup> , 2021	August 6 <sup>th</sup> , 2021	9	Board Exam preparation

## **Final Marks**

Final course marks will be submitted to students by mail no later than two weeks after the termination of the exam semester.

## **Course Schedule Revisions**

The Canadian Institute of Correactology and Collège Boréal reserve the right to change the information contained in the Course Schedule.

# Course Descriptions

## **Anatomy**

### **Course Description:**

This course is an introduction and expansion of previously learned material in other anatomy classes. Its objective is to gain an appreciation for the structure of the human body and to use this knowledge in a clinical setting as you advance in the Correectology® Practitioner Program. The material in this course provides the basic framework that is prerequisite for mastery of Correectology® Health Care.

## **Physiology**

### **Course Description:**

This course is an introduction to the study of the functions of the body and how it works. The main objectives are to firstly understand and apply the fundamental concepts of body functions and secondly to predict what mechanistic process would be utilized in the body under a particular circumstance. The material in this course provides the necessary information to better understand patient health issues. This course will also help the Correectology® Practitioner to communicate with the patient.

## **Biostatistical Research**

### **Course Description:**

The purpose of this course is to introduce Correectology® students to the fundamental concepts and tools for collecting, analyzing, interpreting and drawing conclusions from data.

Statistics is a mathematical science that plays a central role in almost every field of academia by providing the quantitative basis for arriving at sound conclusions. Stats have been used extensively in physics and have given new understanding to the essential qualities of the laws of nature. This arithmetical science has been described as “simply the most important tool of the sciences, particularly biology.”

Since scientists often use large quantities of data to gain a representative sample population, it’s not possible to simply look at the numbers and understand what’s happening. Statistics allows a trained individual to observe the significance of data, the relationship between seemingly unrelated phenomena, and potentially determine what may occur in the future.

Students who complete this course will be able to numerically define problems, think critically, and to analyze, which will prepare them to widely explore their professional lives and to be creative and productive members of a scientific research oriented organization. This course will explore statistical and experimental methods with specific applications of Correectology® Health Care.

## **Pathology**

### **Course Description:**

This course is an introduction to the processes of disease and the changes that occur along with those processes. Topics include: cell injury and death, inflammation, repair and wound healing, hemodynamics, neoplasia, genetic & pediatric disease, hematopoietic & lymph systems, genital systems, environmental disease, general pathology of infectious disease, blood vessels, heart, lungs & upper respiratory tract, kidney’s & the collecting system, oral cavity & gastrointestinal tract, liver & biliary tract, pancreas, endocrine system, musculoskeletal, skin, nervous system. Its objective is to understand and apply the fundamental response of tissues to stresses placed upon them; recognize how cells, tissues, organs react under normal physiologic conditions and contrast this with the pathophysiologic state; apply this understanding to all organs of the body. The material in this course provides the necessary information to better understand patient health issues.

## **Kinesiology**

### **Course Description:**

Kinesiology, also known as human kinetics is the scientific study of human movement. Kinesiology addresses physiological, mechanical, and psychological mechanisms. Applications of kinesiology to human health include: biomechanics and orthopedics, rehabilitation, such as physical and occupational therapy, as well as sport and exercise. Individuals who have earned degrees in kinesiology can work in research, the fitness industry, clinical settings, and in industrial environments. Studies of human and animal motion include measures from motion tracking systems, electrophysiology of muscle and brain activity, various methods for monitoring physiological function, and other behavioral and cognitive research techniques.

## **Communication**

### **Course Description:**

Communication plays a major part in our lives. It is a key element and influences events and policies that affect our everyday lives. It is a critical ingredient in the effectiveness of small and large organizations to which we belong and it plays a major role in our informal peer groups.

Understanding communication helps us to interpret events and forces around us. Developing and understanding communication skills and qualities allow us to affect our environment, give us a sense of empowerment and enriches our lives and the lives of others around us.

Communication can be understood, can be assessed and can be developed by presenting effective communication skills, understanding communication styles, building effective interpersonal communication skills, and applying various leadership skills that will serve you as a Student Practitioner, as a Correactology® Practitioner and as a citizen. You will observe a Correactology® Practitioner with patients and will be engaged in the same process.

## **Histology**

### **Course Description:**

This course presents the fundamentals of cellular biology from within the cell to the extracellular matrix. Tissue types are compared in regard to their cellular structure and interactions. Organs and systems are then analyzed according to the nature of the tissues interacting to achieve each specific anatomical function.

## **Alternative Medicine**

### **Course Description:**

#### **Part 1**

This course will start by documenting the major “unconventional” healing movements of the 19<sup>th</sup> -20<sup>th</sup> century America. It will trace the origins and influences of Thomsonianism, homeopathy, mesmerism, Christian Science, osteopathy, chiropractic, naturopathy, and acupuncture, and briefly discussing therapeutic touch, visualization, and prayer as well. This course will also touch the history of medical licensing. Finally, we will examine the origins of Correactology® Health Care, while placing focus on how this alternative medicine evolved from a concept to an innovative and reproducible health science.

Throughout this course we will examine the full spectrum of alternative healing practices while concentrating on the benefits of the Correactology® Health Care philosophy as a healing modality. We will compare and contrast the Correactology® Health Care philosophy to that of holistic medicine, homeopathy, osteopathy, chiropractic, and Chinese medicine while outlining how these alternative approaches to health care differ from conventional methods.

## **Part 2**

A look at the alternative methods by posing the question, "Is alternative medical therapy more effective than a placebo?" A comprehensive breakdown of the placebo effects as found in these practices will be undertaken along with a look at "high-quality studies and reviews which largely support Bausell's answer that complementary and alternative medical therapy is no more effective than a placebo. This course will finish by offering the Correctology student a complementary lesson in the methods of good medical research.

### **Quantum Biology**

#### **Course Description:**

The purpose of this course is to provide Correctology Health Care students with an understanding of the new advancements regarding the links between quantum physics and biology-allowing a greater scientific understanding of how a momentum correction can physically alter the body and facilitate healing.

New concepts- discovered through methodical research at the University of Wisconsin Medical School in the 1980's, were publically announced, yet received little attention until recently. Today, a revolution in biology and physics is taking place and the information that was initially discovered 25 years ago is now being reaffirmed by scientific investigators. Currently, these Fundamentals concepts and truths are understood by researchers and members of the academic community, however they are yet to funnel into the scholastic system at large and most institutions of higher learning have not yet upgraded/updated their curricula.

This course will explore the scientific understanding of the genetic control mechanism which can be influenced by a variety of stimuli. Additionally, conventional biomedicine emphasizes that the physical mechanisms which control biology are imbedded in Newtonian mechanics. The new understanding of biology acknowledges that cellular control mechanisms are governed by quantum mechanics.

This course will investigate the teachings of Dr. Bruce Lipton- a primary constituent in bringing the new understanding of science into the public view. Information presented in this course will give potential Correctology practitioners an understanding of how Correctology Health Care is an application of these newly understood scientific principles.

### **Psychology for Health Professionals**

#### **Course Description:**

Psychology for Health Professionals examines essential psychological theories, placing them within a social context. Acknowledging increasing awareness that behaviour is influenced as much by external factors as biological and psychological ones, the book's first half outlines psychological, lifespan and social theories, then applies them to contemporary health issues.

A key focus of this course is examining individual personality and psychological theory within the social context of people's lives.

This course also includes current, evidence-based research, references and clinical examples relevant to interdisciplinary, contemporary healthcare practice. Issues of cultural safety and awareness have been strengthened throughout; there is also a focus on chronic illness and a focus on recovery.

### **Nutrition**

#### **Course Description:**

This course introduces nutritional concepts and the idea that our diets have a major impact on our health. We examine dietary causes of chronic diseases related to lifestyle including hypertension, coronary heart disease, diabetes obesity and cancer, etc. Students must understand that nutrition science is constantly changing and reviewing current research and the importance of nutritional supplementation are essential to the Correctology® Practitioner in the Correctology® Health Care Field.

## **Ethical Dimensions Health Care Delivery in Canada**

### **Course Description:**

Canadians identify health care as a core value, but the practical realities of delivering care are overwhelming our compassion. This course will consider the nature of health itself, and will explore the complexities of a health care system (alternative health care) that corresponds with our values and ethics, consent, competence, privacy and confidentiality. It will be important to understand the five values that are key to a professional attitude: individualization, self-determination, confidentiality, accountability and normalization.

The student will explore the concepts related to problem-solving, decision-making, and critical thinking and the use of basic problem-solving skills to function as a member of the Correactology® Health Care Practice.

## **Pharmacology**

### **Course Description:**

Course study includes basic pharmacology and drug and medical terminology. Drugs are classified and discussed with respect to their actions, uses and adverse effects. Emphasis is paid on the basic principles of drug absorption, drug-drug interaction, drug interactions with diet, including fat, carbohydrates, and proteins.

## **Introduction to Research Thesis**

### **Course Description:**

The purpose of this course is to produce an original contribution to the Correactology® Health Care knowledge base resulting from the systematic study of a significant problem or issue.

The Definition of the Research Thesis is explained. The introduction to the research thesis will teach the student how to prepare, set-up, build and complete their research thesis.

## **Small Business and Human Resources Management**

### **Course Description:**

Topics will include employment, employee motivation, training, human relations, provincial and federal laws and regulations for employers and for the business owner, planning, recordkeeping, setting goals and managing your business.

This course introduces students to the basics of Entrepreneurship and Small Business Management. Students will gain an understanding of how to manage a small business.

This course will address organizational behaviour, effective management, decision-making abilities, long range planning knowledge, human relations expertise, and motivational skills. It outlines key issues in the management of people as employees of an organization and the development of organizational strategies, policies, and processes relating to the use of these human resources. The course provides an overview of the key functions undertaken by managers with responsibility for effectively utilising and retaining an organization's human resources - functions such as recruitment and selection, training and development, performance management, etc. Relationships between these functions are discussed, as are their implications for both an organization and its employees. The final section of the course invites students to examine the predispositions, attitudes and ways of working that they bring to their roles as managers.

Upon successful completion of this course the student will be able to:

- Describe the functions and duties of a good manager;
- Describe a typical personnel recruiting and selection process;
- Prepare a Performance Appraisal;
- Describe various types of employee training methods;

- Compare several theories of motivation;
- Relate the importance of sound personnel policies to employee morale, employee efficiency and organizational goals;
- Leadership skills;
- Communication skills;
- Laws and regulations and how they affect personnel decisions (of Freedom of Information as it relates to employees, the Employment Standards Act and the Human Rights Code;
- Discuss equal employment legislations, human rights and affirmative action;
- Discuss wage/salary issues;
- Discuss how to approach and deal with personnel problems.

## **Correactology® Health Care - Anatomy, Physiology**

### **Course Description:**

This course will make the student understand that environmental influence is one of the most powerful techniques in regards to improving the quality of the life of a patient. This course will address that more recently, extensive internal research has been done in an effort to better understand the workings of how human anatomy, physiology and pathology change with respect to environmental influence. Students will come to the realization that the Correactology® Health Care Process is how Correactology® Practitioners provide an environmental influence.

The student will learn that the body has its own intelligence that controls and organizes its functions; therefore the body has the potential to self-correct but needs an environmental influence to accomplish this task. This course will address the fact that the body is divided into different anatomical zones. This course will also determine specific pains and conditions that are associated with these different anatomical zones. The student will discover that what the Correactology® Practitioner is looking for is how these pains and conditions are improving over time in regards to their duration, their severity and their consideration to anatomical zones.

This course will enable the student to discover that the science behind the practice is how environmental influences alter genetic expression. The student will gain a clear understanding that Correactology® Health Care works by acting as a calculated environmental influence on a variety of anatomical zones in an effort to influence genetic expression such that the body is able to revert from an auto-protection mode, to a corrective mode. In clinical application- knowing the order in which pain and conditions should improve is distinct to Correactology® Health Care in order to attain optimal health. Finally, the student will develop skills assessing, LAPPR testing and correcting ailments, pain, and malfunctions.

An insider's look at the sequence of events and decisions that led to the demise of our health care system. Throughout this course you will be educated in avoiding and recognizing the maze of off scams, tricks, false information, and out and out lies that abound in these items: optimal, lasting, affordable, health and vitality. This course will provide you with the tools necessary to identify the major obstacles and challenges in finding better health care / making more informed choices / saving yourself a bundle of money and ultimately saving your life. These lectures, if applied will ultimately empower you with the knowledge to navigate your way through, and survive the collapse of the national disaster we call our health care system.

## **Correactology® Health Care - Pathology**

### **Course Description:**

The material in this course provides the necessary information to better understand patient health issues. This course is an introduction to the processes of disease and the changes that occur along with those processes associating general pathology to numerical/anatomical zones.

Its objective is to understand and apply the fundamental response of cells and tissues to stresses placed upon them; recognize how cell and tissues react under normal physiologic conditions and contrast this with the pathophysiologic state; apply this understanding to the full body.

This course will address the fact that the body is divided into different numerical/anatomical zones.

This course will also determine specific pain, disease and malfunction that are associated with these different numerical/anatomical zones. The student will discover that what the Correactology® Practitioner is looking for is how pain, disease and malfunction are improving over time in regards to their duration, their severity and mostly their consideration to numerical/anatomical zones.

## **Correactology® Health Care Clinical Preceptorship Observation Sessions**

### **Course Description:**

Clinical observation will give the students an education opportunity to put knowledge in motion and refining skills. Clinical observation is strictly observational with no direct patient care activities. As an observer, students must be partnered with a Correactology® Practitioner at all times. An important objective of this experience is to build confidence. This experience will provide students with valuable insight into the Correactology® Health Care Practice by:

- Having them observe the workplace;
- Explaining how the day is organized;
- Outlining responsibilities; and
- Generally giving them a feel for life on the job.

In order to profit from the experience of clinical observation, the students will prepare a daily journal addressing these questions:

- Why is the Correactology® Practitioner doing what he or she is doing?
- Is there a flow to the session?
- How is the Correactology® Practitioner connecting with the patient?
- How is the patient responding during the session?
- Determine and analyze the strong points and the weak points of the session.
- What changes would you bring to the session and what would you do differently?
- Are there any areas you need to work on before practising Correactology® Health care?
- What have you learned from this session?
- The journals will be submitted upon the Correactology® Practitioner request or at the end of the clinical observation sessions.

## **Correactology® Health Care Planning & Business Development**

### **Course Description:**

#### **The Business Plan**

This course requires students to write a workable business plan for a new Correactology® Center, emphasizing the market research and marketing strategy components of the business plan.

The goal of the course is to give students an understanding of the planning issues involved in developing a Correactology® Center health care business.

# **Correactology® Center Operations Part I, Part II, Part III**

## **Course Description:**

### **Part I: Correactology® Center Operations**

The Correactology® Center Operations course will introduce students to the Correactology® Practitioner Manual. The manual provides future Correactology® Practitioners with up-to-date information on policies and procedures as well as clear performance expectations. Students will be introduced to:

- Correactology® Health Care;
- Company Directory;
- Business and Regulatory Conduct;
- Human Resources;
- Marketing;
- Accounting and Payroll;
- Computers and Networks;
- Office Services;
- Facilities, Safety, and Security;
- Practitioner Resources.

This course will teach the importance of sound personnel policies, employee morale, employee efficiency, and organizational goals. Topics covered include: a typical personnel recruiting and selection process, comparison of various theories of motivation, identification of various laws, regulations and how they affect personnel decisions, and the methods of addressing personnel problems.

### **Part II: Correactology Center Office Procedures**

Employees act as a direct link between patients and a Correactology® Practitioner. It is their responsibility to ensure that a practice runs smoothly and efficiently. This course will introduce the Correactology® Center Office Procedures and the role of a Patient Services Coordinator (PSC).

Topics covered include:

- Responding to patient inquiries and address patients' needs in the role of PSC;
- Protecting patients' privacy rights;
- Appointment scheduling and time management;
- Data entry;
- Recordkeeping;
- Correactology® Center Care Office Procedures;
- Simply/Sage Accounting Program and Financial Statements

Consistency in all Correactology® Centers is paramount to the efficient operation of all Centers. Students will also be introduced to the following aspects of the Operations Department.

### **Part III: Front Office Management**

Students will be introduced the Patient Services Coordinator (PSC) job duties and responsibilities, gain a working knowledgeable of the DC MAX Appointment Scheduling Program, PSC Job Description, Employee Policies Manual, and PSC Office Procedures Manual.

Student Practitioners will acquire in-depth knowledge of the Patient Services Coordinator (PSC) role to:

- Provide training to new and existing PSCs;
- Replace the PSC during unscheduled absences;
- Act as management and first line supervision for the Correactology® Center front office.
- Interpret individual Case Studies

## **Research Thesis**

### **Course Description:**

The project as defined by the California State University Education Code would be a “written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation.” The finished project must show originality, critical and independent thinking, appropriate organization and format and thorough documentation.

Any proposed research project must be approved by the Canadian Association of Correactology Practitioners’ Correactology® Health Care Research Ethics Board.

## **Correactology® Health Care Preceptorship Internship Sessions**

This is an educational and practical experience that integrates previously classroom study and experience in the work place into a planned and supervised work setting aimed at fulfilling the educational and professional competencies of the student Correactology® Practitioner.

### **Purpose:**

It is viewed as a major educational component with a practical focus for experience and for achieving requirements towards professional certification and licensing as a Correactology® Practitioner. The main goal is to provide an effective and fulfilling experience that will enhance and further develop the skills of the student, while meeting the student’s needs within the Correactology® Health Care Practice.

Internship sessions include a student and a Correactology® Practitioner Supervisor. The ***interaction*** (supervisor, fellow students, staff, patients...) is considered the most important aspect of the internship experience.

### **Internship will include:**

- Direct contact with the student of the program either on a one-to-one basis or in a group context.
- Planning/Preparation/Carrying out of the program including gathering information from the student in order to understand his or her abilities and needs.
- Scheduling session activities.
- Documenting plan, session and student outcomes
- Evaluation: a weekly program evaluation with regards to the response of the student in order to understand the effectiveness of the program sessions and evaluate the performance of the student in order to build on developing skills.

### **Projects:**

The student is required to complete the following projects during the internship period and submit these projects to the supervisor. It is expected that the majority of the time spent on these assignments will take place outside of internship hours.

- The student will keep a journal of times, activities and observations during the internship period
- One article of 500 words to be submitted for publication to a potential newsletter with regard to some aspect of the internship experience i.e. the patients served, the learning experience, any uniqueness during the sessions
- A written evaluation of the student’s experience of 1000 words. This evaluation is meant to be a personal reflection on the internship experience including any recommendations

### **Responsibilities of the Student:**

- Commitment to completing internship as agreed with Correactology® Practitioner Supervisor. Should the student be unable to fulfill commitments, he or she needs to inform Supervisor as soon as possible
- The student will adhere to the policies and procedures of the Correactology® Center site

### **Responsibilities of the Correactology® Practitioner Supervisor:**

- Retain copies of all documentation pertaining to the internship
- Provide adequate support
- Together with the student, the Supervisor will assess the education and experience of the internship and facilitate the goals and objectives based on the required competencies the

Student needs to achieve

- Orientation to internship site include: awareness of policies and procedures of Correactology® Center site, introduction to staff and their responsibilities, introduction to patients and their needs
- Support and respect both student and staff on site to make the internship a positive experience
- Develop an internship plan
- The Supervisor will develop a schedule of activities with the student, which provide the opportunity to actively engage in hands on applications
- Meet with the student on a regular basis to monitor and document progress and to provide constructive support and feedback
- Evaluate student projects (accompanied with comments)

**It is mandatory for Student Practitioners to acquire:**

**FIRST AID AND CPR CERTIFICATION Prior to the Internship Session.**

# FINANCIAL

## Schedule of Fees & Financial Arrangements

### **Tuition Fee Payment Schedule:**

Students will pay all fees by certified cheque or bank draft.

Students wishing to pay tuition fees by other means must speak to the Academic Director prior to the due date associated with the upcoming tuition fee.

Registration Fee (non-refundable): \$500

Incidental Fee (non-refundable): \$1,500

Upon execution of formal Agreements/Initial fee (non-refundable): \$5,000 (Prior to start of semester January 17<sup>th</sup>, 2017)

42 equal monthly instalment payments of \$1,083.33 starting February 17<sup>th</sup>, 2017 (postdated cheques must be forwarded to the Continuing Education Department of Collège Boréal.)

Interest will be charged on the outstanding balance at a rate per annum which is equal to the greater of 8% and the bank prime lending rate plus 3% (interest to be compounded on a monthly basis), and the interest rate will be adjusted monthly if necessary.

### **Incidental Fees:**

The **non-refundable** incidental fee of **\$1500.00** is due at the time of execution of formal Agreements re: workbooks, photocopies, and all teaching material provided to student.

### **Registration Fee:**

A **one-time non-refundable** registration fee of **\$500.00** is due at the time of execution of formal Agreements.

### **Payment of Tuition Fees and Other Charges:**

Fees become due and payable at the dates specified on the schedule of fees as described in Tuition Fee Payment Schedule. No Certificate of Achievement will be delivered, if the student has any outstanding balance owed to Collège Boréal.

### **Other payment options:**

Collège Boréal must approve alternative payment arrangements.

Interest will be charged on the outstanding balance at a rate per annum which is equal to the greater of 8% and the bank prime lending rate plus 3% (interest to be compounded on a monthly basis), and the interest rate will be adjusted monthly if necessary.

## **Withdrawal Special Circumstances:**

Students who have commenced the Correactology® Practitioner Program and must withdraw from the program (no refund applicable) **due to special or unforeseen circumstances**, must submit a formal request using the attached ***Withdrawal Request Form (see last page of Guide)***, and include detailed reasons for leaving the program. The Director of Continuing Education at Collège Boréal will assess and review each Withdrawal Request Form based on the reasons provided and the nature of the special circumstances.

The Withdrawal Request Form must be submitted to Collège Boréal, attention: Director, Continuing Education and e-Learning, 21 Lasalle Blvd., Sudbury, ON P3A 6B1 or by e-mail at [fc@collegeboreal.ca](mailto:fc@collegeboreal.ca).

## **Manuals**

A list of manuals and/or workbooks will be distributed to students prior to the start of each course. Manuals may be purchased from Collège Boréal COOP. Manuals/workbooks will be available for pick-up at Collège Boréal COOP approximately two weeks after placing the order at [fc@collegeboreal.ca](mailto:fc@collegeboreal.ca).

The Instructor may instruct the students to purchase their manuals/workbooks at an alternate location e.g. bookstore, university, college, etc. The student will, at that time, be responsible for purchasing their own instructional material at the location specified by the Instructor.

## **Required Equipment**

Students will be expected to have a laptop that meets the following minimum requirements prior to the beginning of Semester 1:

<b>Processor (CPU)</b>	<b>Minimum:</b> Pentium M (Centrino) 1.3 GHz or AMD Athlon 64 <b>Recommended:</b> Intel Core 2 (Solo/Duo)  The Centrino and Core are designed to prolong battery life while providing performance that is on par or better than with the mobile versions of the Pentium IV. Both processors are packaged with wireless capabilities that work with Institute's wireless network.
<b>Hard Drive</b>	<b>Minimum:</b> 40 GB <b>Recommended:</b> 60 GB+
<b>Memory</b>	<b>Minimum:</b> 1 GB <b>Recommended:</b> 2 GB

**Screen: Minimum:** Your preference. **Recommended:** 15"

Screen sizes range from 12.1" to 17". Larger screen sizes increase the weight of the notebook and shorten the battery life.

**Portable Storage: Minimum:** 1 GB USB Memory Key - **Recommended:** 2 GB USB Memory Key

Currently the fastest and most convenient method to transfer documents, files and data to your computer. This is a small device that plugs into a computer's USB slot. This is useful for swapping files between computers.

**Communications: Minimum:** Ethernet (10/100) and Wireless (802.11g)

**Recommended:** Ethernet (10/100/1000) and Wireless (802.11n)

**Peripherals: Minimum:** USB Webcam 1 mega-pixel

**Recommended:** Integrated Webcam 2 mega-pixel or higher

**Operating System: Minimum:** Windows XP Home **Recommended:** Windows Vista Business or Windows 7 Professional

Unfortunately we do not support Mac operating systems and we strongly urge you to refrain from using Mac computers as the MAC OS is not supported by the Institute's / Collège's communications portals. In addition MAC OS does not support a version of MS Office that is compatible with MS Office 2007 which is the standard office suite for the Institute.

**Office Suite: Minimum:** Microsoft Office 2007/2010 Basic Edition

**Recommended:** Microsoft Office 2007/2010 Professional

We also recommend that you have a carrying case specifically designed for your computer. The single strap over-the-shoulder cases can be uncomfortable so a back pack may be more desirable. Be sure to have either a back pack specifically designed for laptops or a protective sleeve for the computer while it is in a regular pack.

# Policies

## **Contacting the Instructors /Tutorial Leaders**

Instructors and tutorial leaders make their own appointments. Information regarding contacting your instructor can be found on your course outline submitted to you on first day of scheduled class.

## **Submitting Course Work/Assignments/Essays**

Students must submit course work/assignments/essays etc. directly to their Instructor or tutorial leader. The Instructor will not accept course work/assignments/essays etc. submitted by fax. With the prior consent of the Instructor, course work/assignments/essays etc. may be submitted by e-mail directly to the instructor's e-mail address.

## **Academic Accommodation on Medical Grounds**

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation, and assignments must apply in writing including medical documentation at Collège Boréal to the attention of the Director of Continuing education and e-Learning, 21, Lasalle Boulevard Sudbury, ON P3A 6B1 or e-mail at [fc@collegboreal.ca](mailto:fc@collegboreal.ca) . Academic accommodation cannot be granted by the Instructor.

## **Late Assignment Submission**

All course work (with the exception of final examinations) must be submitted by the last day of class. Instructors have no authority to waive this requirement, and any unofficial arrangements the Instructor may have with students will not be recognized by Collège Boréal. This does not preclude Instructors from setting earlier deadlines for course work.

Assignments and/or quizzes whether on-line or in-class, must be submitted by the due date indicated. All assignments received late will receive a 10% mark deduction. Each additional day of lateness will merit a 5% mark deduction. Assignments not received within 7 calendar days of the due date will get an automatic 0.

In order to apply for a waiver from these penalties due to mitigating or extreme circumstances, a student may submit a letter in writing to his/her instructor, describing the nature of the exceptional circumstances. The instructor, in consultation with the Director of Continuing Education will determine the validity of approving a waiver of the mark deductions depending on circumstances presented and on the student's attempt to submit the missed assignment(s) as soon as possible following the date of submission.

## **Attendance**

Students are expected to contribute to class discussions on an ongoing basis. Non-attendance precludes participation, so consistent absences will negatively affect your mark. Punctual and regular attendance at all academic exercises is expected from all students. After a class has begun, students may not be admitted to a classroom without the instructor's permission. The instructor must be notified of all extenuating circumstances that result in a student's absence.

It is the student's responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work but only at the convenience of the Instructor. Responsibility for materials presented in, assignments made for, and tests/quizzes/exams given in regularly scheduled classes lies solely with the student. Absences in the excess of 20% of course time may jeopardize receipt of credit for the course.

**The CIC and Collège Boréal policy is that the Instructor will excuse absences for the following reasons:**

- a. personal illness
- b. death or critical illness in the family
- c. participation in a CIC or Collège Boréal sponsored activity
- d. jury duty
- e. military duties
- f. religious holidays

**Other absences may require documentation for excused absences.** The Instructor may require a Physician's Certificate of Illness will evaluate any reason, other than those listed above, for a student missing class and determine whether the absence is justified. In these circumstances, a student may make up missed work at the discretion of the Instructor.

**In the case of foreseeable absences, students are encouraged to notify the Instructor in advance.** A student who will miss class due to a foreseeable absence must notify the Instructor well in advance to assure that the absence is excused.

## **Scholastic Offences**

### **Plagiarism:**

Plagiarism is viewed as a very serious scholastic offense by the Canadian Institute of Correactology and Collège Boréal, and is treated as such. Penalties for plagiarism range from a failing grade for the assignment or the course to suspension or even expulsion from the Correactology® Practitioner Program.

Plagiarism is *unacknowledged copying or paraphrasing of the words or ideas of another person*. In general, anyone who learns something from a source other than course lectures or general background knowledge any student of the course could reasonably be expected to have and then presents that knowledge as their own discovery is considered to have plagiarized, even if the words used to express the ideas are not exactly the same.

Other examples of plagiarism include, but are not limited to:

- Misrepresenting co-authored or group work as individually done;
- Cutting and pasting copied or paraphrased work by others in with your own work;
- Paraphrasing or altering the order of words or phrases and/or substituting words or phrases of similar meaning without acknowledging that you are doing so.

In your written work, you should take care to make adequate reference to the sources of the ideas and words you borrow, either in your footnotes, endnotes, or in the body of your text.

### **Dress Code**

Students are expected to be appropriately dressed for classes. The following applies for all students:

- Clothing with no midriiffs showing when standing, sitting, or stretching.
- No spaghetti straps or tube tops (wide shoulder straps only).
- Tops, shirts, blouses should have modest front and back necklines.
- No short shorts and no short skirts (must be within hand width of the knee) are permitted.
- Underwear must be covered.
- Tight and form-fitting clothing (shorts and tops) that can be distracting are not permitted.
- Offensive slogans and/or pictures on t-shirts are not permitted.
- Hats must be removed prior to entering the classroom.

## **Code of Conduct**

The code of Student Conduct applies to all students. A breach of the Code of Conduct could result in suspension and/or expulsion. All student fees payable will be remitted immediately. Such offenses include, but are not limited to:

### **Use of Property:**

- Unauthorized or improper use of Collège Boréal, Canadian Institute of Correactology and Correactology® Center property or equipment, including computers, fax machines, photocopiers, telephones or mail services etc..
- Unauthorized possession or removal of another person's private property;
- Deliberate destruction of Collège Boréal, Canadian Institute of Correactology and Correactology® Center property;
- Unauthorized use, lending, borrowing or duplicating of Collège Boréal, Canadian Institute of Correactology and Correactology® Center keys;
- Unauthorized use or sharing of security access code;
- Unauthorized posting or removing of notices or signs from Collège Boréal, the Canadian Institute of Correactology and Correactology® Center property;
- Allowing unauthorized persons access to the building without the permission of the Instructor;
- Unauthorized entry to Collège Boréal, the Canadian Institute of Correactology and Correactology® Center property, including unauthorized entry outside of assigned hours.

### **Personal Actions and Appearance:**

- Threatening, attempting, or causing bodily harm to another person including, intimidating, interfering with, or using abusive language towards others;
- Unauthorized possession of weapons;
- Robbery and/or theft;
- Blackmail and/or extortion;
- Using profane or offensive language;
- Gambling during class, exams, meetings, etc.;
- Creating oral or written statements defaming, ridiculing, degrading or otherwise discrediting the Collège Boréal, Correactology Health Care Group Inc., the Canadian Institute of Correactology and Correactology® Centers;
- Accessing files or computer files of Collège Boréal, CIC, Correactology® Centers, Instructors or other students without authorization. Removing Collège Boréal, Canadian Institute of Correactology or Correactology® Center records;
- Use of alcoholic beverages or illegal drugs during classes, exams, meetings, etc.;
- Use, sale or distribution of recreational or prescription drugs;
- Reporting for class, exams, meeting, etc. under the influence of alcoholic beverages or illegal drugs;
- Unauthorized solicitation for any purpose;
- Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard (refer to Dress Code);
- Consuming food and beverages outside of designated areas;
- Smoking on Collège Boréal buildings or property, CIC buildings or property or on Correactology® Center buildings or property;
- Failure to exercise good judgment, or being discourteous, in dealing with other students, Instructors, Collège Boréal employees, Correactology® Center employees, Correactology® Center practitioners, Correactology® Center patients and Board Members.

## **Scent-Free Environment**

The CIC and Collège Boréal promote a scent-free environment; as many patients may have scent-related sensitivities, all students are expected to respect the CIC's and Collège Boréal and the Correactology® Center's scent-free environment policy.

## **Privacy Policy**

The collection and retention of student information used by the Canadian Institute of Correactology and Collège Boréal will be used solely for the purposes of admission, registration, graduation and other activities related to its programs.

Information used for statistical and research purposes will not include the student's personal and private information.

A student's personal and private student information will be shared with the Canadian Association of Correactology for the purposes of membership administration following graduation and licensing.

Students with questions about disclosure of student information may e-mail their questions at [fc@collegeboreal.ca](mailto:fc@collegeboreal.ca).

## **Respectful Workplace Policy**

The CIC and Collège Boréal address harassment, sexual harassment, and discrimination of the well-being of its students through the Respectful Workplace Policy. Harassment, sexual harassment, and discrimination will not be tolerated.

Offensive behaviour includes conduct or comments that are or that can be perceived to be:

- Belittling
- Condescending
- Insulting
- Derogatory
- Racist
- Sexist
- Discriminatory
- Aggressive
- Angry
- Antagonistic
- etc.

Students that are involved and continue to be involved in this type of behavior will be accountable through the Conflict Resolution Process.

## **Copyright Policy**

A student enrolled in the Correactology® Practitioner Program does not have the right to make copies of any handouts, tests, exams, and all other materials for distribution or sale. Literary works, including computer programs are protected by copyright laws and are the property of the CIC.

# Conflict Resolution

## **Stage 1: Discussion and Advice**

It is very important to get early advice about problems. Often, this can resolve the matter quickly and informally.

Normally, a student would seek the advice of the Instructor, other Instructors employed by Collège Boréal or an employee of Collège Boréal.

The student should be able to get direction on:

- How to proceed
- An appropriate course of action
- Advice about coming to an appropriate solution that would satisfy all parties involved
- The prospect to consider whether there is indeed a complaint to be addressed
- The problem/conflict will then be resolved to everyone's satisfaction
- The student will find himself/herself in a position to decide whether to proceed further, and how.

## **Stage 2: Informal Process**

### **How and When to Use the Conflict Resolution Policy:**

Collège/Institute are committed to providing an educational environment where all individuals are treated with fairness, dignity and respect.

Collège/Institute are committed to providing an educational environment where there is respect amongst students, employees and instructors. It is also committed to the provision of a flexible conflict resolution system that offers effective solutions to conflicts.

Students facing a challenge or an obstacle in the course of the Correactology® Practitioner Program either with fellow students or with Instructors are to proceed as follows:

### **Informal action with fellow student or Instructor:**

- Attempt to resolve the matter informally and privately at first by communicating with the person with whom the difference/conflict exists. Most disputes are the result of poor communication.
- Attempt to resolve the matter immediately.
- Try to be rational and objective. Try to not allow emotions to interfere. Stick with the facts.
- Avoid being aggressive or accusatory. This only hinders the process. Be constructive.
- Try to formulate a desired outcome. Be objective in this assessment.
- Keep complete and accurate notes of the situation and the steps you have taken to find a resolution.

## **Stage 3: Formal Action**

If the problem/conflict has not been resolved following the informal action, follow the problem/conflict steps below for problem/conflict with fellow student and/or problem/conflict with Instructor.

## **Problem/Conflict with Fellow Student:**

If the problem/conflict exists with a fellow student and the problem/conflict is not resolved during the informal meeting process:

- Request a formal meeting with the Instructor;
- The Instructor will arrange a formal meeting with the student and the person with whom the conflict/problem exists;
- Present notes, facts and a brief description of the problem;
- With the Instructor, the two parties will agree to certain terms and conditions to resolve the problem/conflict;
- The two parties will adhere to the terms and conditions arrived at to the best of their abilities;
- Keep complete and accurate notes of the situation and the steps you have taken to find a resolution;
- If the problem/conflict continues, a student may direct a formal letter describing the situation. The student should attach copies of any pertinent documentation related to the case. The letter should be forwarded to the Director, Continuing Education at Collège Boréal by e-mail at [fc@collegeboreal.ca](mailto:fc@collegeboreal.ca) ;
- The student will receive a prompt response within a reasonable amount of time.

## **Problem/Conflict with Instructor:**

If the problem/conflict exists with the Instructor and the problem/conflict is not resolved during the informal meeting process:

- Immediately contact the Director of Continuing Education and E-Learning in writing at [fc@collegeboreal.ca](mailto:fc@collegeboreal.ca). The student should attach copies of any pertinent documentation related to the case.
- Following the formal meeting with the Instructor and the Director of Continuing Education, the problem/conflict should be resolved to everyone's satisfaction.
- If, unfortunately, there still has not been a resolution to the problem, a letter should be directed to the Vice-President Les Entreprises Boréal at Collège Boréal requesting a formal meeting. The Vice-President Les Entreprises Boréal will reply to your request for a meeting within a reasonable amount of time.

## **Stage 4: Arbitration**

In the event of any dispute, claim, question or difference arising between the undersigned student and the Institute or Collège Boréal, the parties shall use their best endeavours to resolve such dispute, claim, question or difference in accordance with stages 1, 2 and 3 above.

If the parties are unable to reach a solution within a period of thirty (30) days, then upon written notice by any party to the other, the dispute, claim, question or difference shall be resolved by arbitration. Such arbitration shall be conducted by a single arbitrator who shall be appointed by agreement between the parties or, in default of agreement such arbitrator shall be appointed by a Judge of The Superior Court of Justice upon application of any of the said parties. A Judge of The Superior Court of Ontario shall be entitled to act as such arbitrator, if he or she so desires.

The arbitration shall be held in the City of Sudbury, Ontario. The procedure to be followed shall be agreed by the parties or, in default of agreement, determined by the arbitrator. The arbitration shall proceed in accordance with the provisions of Arbitrations Act (Ontario). The arbitrator shall have the power to proceed with the arbitration and to deliver his award notwithstanding the default by any party in respect of any procedural order made by the arbitrator. The decision arrived at by the arbitrator shall be final and binding and no appeal shall lie therefrom. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction.

## Personal Property Insurance

Collège Boréal and The Canadian Institute of Correactology cannot accept responsibility for loss or damage to a student's personal property. Students should ensure that valuable personal property, including laptops and diagnostic instruments are insured while at the Institute.

## International Students

All international students (those who do not hold a Canadian passport) who have come for the purpose of studying in Canada must have a valid student visa or study permit before starting the program, and must submit a copy to the *registrar's office at Collège Boréal*.

## Students with Disabilities

CIC and Collège Boréal do not discriminate in education on the basis of age, color, national origin, religion, sex, or disability. As much as possible, without causing undue duress, we will attempt to make individual arrangements based on the individual needs of students with disabilities. A student in need of accommodation must contact the Collège Boréal Director of Continuing Education and the Canadian Institute of Correactology Academic Director in writing describing the disability and the accommodation required.

## Income Tax Information

### **Tuition, Education and Textbook Amounts**

Tuition fees paid to Collège Boréal qualify as Tuition, Education and Textbook Amounts as we are recognized as a post-secondary institution. Tuition fees are deductible for income tax purposes under this provision.



# Canadian Association of Correactology<sup>®</sup> Practitioners

## **Mission**

The Canadian Association of Correactology<sup>®</sup> Practitioners ("CACP") is a not-for-profit organization that represents and supports the interests of Correactology<sup>®</sup> Health Care and Correactology<sup>®</sup> Practitioners throughout Canada and abroad.

## **Vision**

To serve as stewards of the current and future knowledge and skills of Correactology<sup>®</sup> Health Care Practices in order to serve the health care needs of the community.

## **Objectives and Goals**

- to promote public awareness and to encourage alternative, complimentary, and conventional health care practitioners to share ideas and forge links
- to assist in the education and training of Correactology<sup>®</sup> Practitioners
- to influence elected representatives or public government officials to retain, oppose or change public policy, legislation or decisions of the government on issues related to health care practices and other issues relevant to Correactology<sup>®</sup> Practitioners
- to support research, develop policies and guidelines, and communicate those results to interested individuals, groups, organizations, academics, industry and governments, and to increase public awareness on Correactology<sup>®</sup> Health Care and Correactology<sup>®</sup> Health Care Practices
- to develop, organize, conduct and provide programs, classes, seminars, conferences, resource materials and study materials for individuals, groups and organizations interested in Correactology<sup>®</sup> Health Care
- to establish, maintain and monitor professional and ethical standards relating to the practice of Correactology<sup>®</sup> Health Care

## **CACP Board/Qualification Exam**

The Board Exam is administered upon successful completion of the Correactology<sup>®</sup> Practitioner Program at CIC and Collège Boréal.

The certification mark as used by Correactology<sup>®</sup> Practitioners certifies knowledge, quality and competency in the Correactology<sup>®</sup> Health Care. The certification is awarded to Correactology<sup>®</sup> Practitioners who have graduated from the Correactology<sup>®</sup> Practitioner Program at CIC and Collège Boréal and have successfully completed the CACP Board Exam.

In order to be certified, the graduate Correactology<sup>®</sup> Practitioner must fulfill specific standards and requirements in education, membership and practicum. Each potential Practitioner must pass the Canadian Association of Correactology Practitioners' written, oral and clinical evaluation.

## **The evaluation consists of three distinct parts:**

### **PART 1 – Education**

- Theory in Human Anatomy, Physiology and Pathology written examination
- Multiple choice questions
- 100 items
- 120 minutes

### **PART 2 – Membership Interview**

- To evaluate professional growth, knowledge of Correactology® Health Care, social abilities, communicative skills, ethics and professional conduct
- Oral examination
- Panel of three Correactology® Practitioners
- 120 minutes

### **PART 3 – Clinical Evaluation**

Objectively structured clinical evaluation to determine level of abilities in Correactology® Health Care

- Clinical evaluation is held at the Canadian Institute of Correactology
- Evaluated by a Correactology® Practitioner-Examiner
- Clinical work (five different patients)
- Various and varied clinical scenarios are depicted for each patient
- Each session is twenty minutes in length (10 minutes to interview the patient and 10 minutes for procedure/correction)
- Examiner will verify and rate the accuracy of the Correactology® Health Care procedure

Successful completion of these three components of the examination is non-exemptible for all candidates seeking licensing with the Canadian Association of Correactology Practitioners.

## **Application for Membership**

The Canadian Association of Correactology Practitioners represents and supports the interests of Correactology® Health Care and Correactology® Practitioners throughout Canada and abroad.

Certified and licensed Correactology® Practitioners must apply for admission to membership as a certified, licensed Correactology® Practitioner prior to starting their practice.

In order to qualify for membership, a graduate student must:

- Be of good character.
- Be 18 years of age or older.
- Be a Canadian citizen or have landed immigrant status.
- Have met the prescribed academic and experience requirements.
- Submit your application for admission to membership and dues payable to the Canadian Association of Correactology® Practitioners.
- In order to remain in good standing, Association dues must be submitted annually. An invoice will be submitted in June of each year.



