

# Chicago School of Colon Hydrotherapy

Chicago, Illinois 312-473-8029

## Student Handbook I-ACT Certification



**Revised: November; 2009**

Dorothy Chandler RN, Director  
Dr. Milton Chandler DN, Co-Director

## **Greetings Prospective Student,**

The staff of the Chicago School of Colon Hydrotherapy appreciates this opportunity to share our course structure and educational mission with you.

We teach the approved I-ACT Foundation through Instructor Level courses. Our Foundation level course has been designed to provide a stimulating and exciting classroom and clinical experience for students entering the field of colon hydrotherapy.

Students receive clinical experience on both the closed and open systems. Upon completion of our course, our students are equipped to provide services on either device with confidence.

The mission of the CSCHT is to provide the best occupational training and clinical experience for our students, empowering them in the career endeavor of their choice.

Best Wishes,  
Dorothy M. Chandler RN, Director  
Dr. Milton Chandler DN, Co-Director

# ORIENTATION INFORMATION

## ADMINISTRATIVE

### 1. Requirements Before Starting School

- a. Copy of drivers license or state issued identification
- b. Must be 21 years of age
- c. High school diploma, GED or Wonderlich equivalency exam score
- d. Resume
  - ◇ A resume must be submitted to the Program Director before being accepted to the program.
- e. Submit copies of degrees or professional certificates
- f. Interview with school director; in person or by phone.
- g. 1-3 colonics recommended before entering training
- h. Signed waiver of liability
- i. Prior Anatomy and Physiology - 45 clock hour (3 credits hours)
  - ◇ Anatomy and Physiology Pretest
  - ◇ Students may enroll in Foundation Level course and complete Anatomy & Physiology requirement after training but must complete before receiving I-ACT certification
- j. CPR training
- k. Must be I-ACT member prior to taking any I-ACT exam

### 2. Expenses

- a. Tuition
  - ◇ Down payment of \$500 to be returned with enrollment agreement for requested course. A \$100 Non Refundable administrative fee of is included in this amount.
  - ◇ Enrollment agreement must be returned with down payment
  - ◇ Training materials & books are mailed to student via UPS upon receipt of down payment
  - ◇ All fees must be paid in full prior to start of training
  - ◇ Tuition for each level of training provided as separate attachment
- b. Course Materials and Supplies
  - ◇ Are included for the Online A & P, Foundation, Intermediate & Advanced courses.
  - ◇ Suggested reading is provided prior to start of class

### 3. Program Hours & Program Extension

- a. Our 120-hour foundation program is designed to be completed over 3 weeks; however, some students may need to leave and return at a later date to finish practicum hours. The school reserves the right to permit you to extend your colon hydrotherapy program up to one week from the starting date at no additional charge. Please contact the Program Director to apply for an extension. Only one extension will be provided for completion of any I-ACT course.
- b. The Intermediate through Advanced level courses are provided via distance learning and weekend courses allowing a working therapist the opportunity to advance the clinical ladder. The corresponding I-ACT certification exam is given upon completion of the course.
- c. The I-ACT Instructor level course is a 60-hour program designed to prepare our student to embrace the educator within. Upon completion of this course Instructor candidates have met all requirements before presenting at the I-ACT convention to receive their instructor credentials. Includes both distance learning & physical classroom time.
- d. Online Anatomy & Physiology  
The Cengage Online Anatomy & Physiology course from Delmar Learning is an Internet based program. It is designed to be completed over 15 weeks. This course is a self-paced distance-learning program. Requires good time management skills & discipline to be successful.
- e. We suggest each student devote a minimum of 3 hours per week to be successful in completing this course. You must complete your A & P course prior to I-ACT Certification.

### 4. Program Withdrawal

- a. In the event that you need to withdraw from the program, notice must be given to the Program Director. This notice must be made in writing. Refunds will be made in accordance with the Enrollment Agreement.
- b. Automatic withdrawal will become effective if:
  - ◇ An unauthorized leave of absence goes beyond 7 calendar days.
  - ◇ An authorized leave of absence has been granted, and then the student fails to return within 7 days after the specified return date.

### 5. General Information

- a. Smoking
  - ◇ Smoking is not permitted on the premises at any time.
- b. Food and Beverages
  - ◇ Food and drinks are to be consumed only in the designated area.

c. Telephone

- ◇ The office telephone number is 312-473-8029 or 312-238-9817
- ◇ The office phones are for employee use only.
- ◇ Please turn cell phones off during class hours.

d. Messages

- ◇ Emergency calls will be immediately forwarded to you.

e. Thermostats

- ◇ Classroom temperature is the responsibility of staff.

f. Personal Information

- ◇ It is your responsibility to notify administration of any changes in your personal status.
- ◇ This includes change of address, home, work, cell numbers or change of email address.

g. Complaints

- ◇ Problems and questions should be addressed to the Program Director. All efforts will be made to solve grievances.
- ◇ We will do our best to provide answers to any questions you may have.
- ◇ This is a recognized International Association of Colon Hydro Therapy school. Therefore, grievances that are not resolved may be filed with I-ACT. Instructions for filing grievances are located at [www.i-act.org](http://www.i-act.org)
- ◇ Grievances may also be forwarded to the State of Illinois Dept of Education.

h. Professional Organizations

- ◇ IACT (International Association for Colon Hydrotherapy) 210-366-2888

## **120-Hour Instructional Information**

### **1. Class Information**

a. Lecture/Practicum

1. Classes are scheduled over a 3-week period:

1<sup>st</sup> week is Monday -Saturday 9:00 am to 7:30 pm;

2<sup>nd</sup> week is Monday -Saturday, 10 hour days 8:30am to 7:00 pm

3<sup>rd</sup> week: Monday-Friday 8:30am-7pm

\*Our final day of class ends after certification testing.\*

- b. Refer to dates on syllabus and program calendars. (Program calendar provided upon registration)

c. Supplies

1. Two textbooks are required for foundation. Please put your name in all books.
2. Highlighters, pens, pencils & colored pencils
3. Construction paper, note paper will be supplied

2. **Testing/Evaluations**

a. Written Tests - passing score is 80%.

1. Anatomy and Physiology
2. Pathology
3. Business Ethics and Office Procedure
4. Device Training
5. History, Theory & Practice
6. Health & Sanitation
7. Research paper-Topic to be assigned
8. Final Certification Exam scored by I-ACT

b. Practicum Evaluation

1. 40 client sessions required
2. Each client will provide evaluation
3. Instructor will evaluate students ability to prepare and sanitize treatment room & facility
4. Practicum evaluation passing score is 80%.

c. Grade Average

1. Your general average must be 80% to graduate.

d. Attendance

This is a professional training course leading a career in colon therapy. Your future clients have the right to expect that you have learned all that is necessary to serve them properly; and, that you will be responsible and punctual in your appointments with them. It is imperative that you are on time for your classes.

School policy requires that we accurately report to I-ACT the number of class hours you have attended. **Three tardies to class will count as one absence, resulting in the loss of four hours of attendance credit.**

Please arrive and be settled in class five minutes before the start time.

Lateness is defined as: arriving five minutes or more after scheduled class time begins. Three late arrivals count as an unexcused absence. Chronic lateness or absenteeism may result in dismissal from the program.

Absences are permitted, but must be made up in one of three ways:

- a. Attending the missed class during the subsequent term
- b. All make-up sessions must be within the time designated for the missed class and be authorized by the Program Director. (Exceptions to these rules are only by **prior** administrative approval.)
- c. To receive proper credit for class attendance you must:
  1. Arrive a few minutes **before** class begins and stay for the **entire** class.
  2. Daily attendance sign in and out sheets

## 2. Practicum

Practicum hours are considered "hands-on" time. A total of 60 hours need to be completed to graduate. Practicum includes the following:

- a. Lab - Device Training & Sanitation
- b. Clinical - students exchanging with students, sessions with instructor
- c. Internship - students administering to the public
- d. Practicum Times
  1. See calendar
- e. Practicum Requirements
  1. You must complete 60 hours of practicum, and be participating in a minimum of 30. Participation includes: receiving or attending to a client in any way.
  2. Complete involvement in sessions is required, including preparing, performing and sanitation of facility.
- f. Internship
  1. You may invite friends, relatives and associates to schedule an appointment with you to fulfill internship requirements.
  2. All clients must meet health criteria
  3. Your clients pay a ½ the current office visit fee.
  4. A minimum of 30 internship colon therapy sessions **must** be completed with the student being the lead therapist. Internship hours must be scheduled with an instructor.
  5. Students and therapists may NEVER prescribe, or recommend, to a client that they should do anything. This includes how many treatments they should need. Also included is the suggesting of herbs and remedies, etc.
  6. Informing clients of suggested water intake, inclusion of fruits & vegetables in their diet and exercise is considered to be of value to your client, only make statements of an educational nature, and tell them to research it themselves before making any decisions.

**g. Clinical Rules**

1. Visitors are not permitted in clinic while students are receiving instruction or administering colon irrigations.
2. No Children permitted on premises during training.

**3. Appearance**

You are preparing for a future as a Colon Therapist. To be acknowledged as a professional, your appearance must command respect and reflect cleanliness and professionalism. Since appearance also affects attitude and actions, the school strictly supports the following:

**a. Dress Code**

1. Clean scrub uniforms (*tops, pants with under garments and hard closed toe shoes*) are required attire for all labs, practicum and classes.
2. "Street clothes" are acceptable for lecture only days if they are modest in appearance without designs or printing. (*Shirts turned inside out are unacceptable*)
3. Skirts must be at least knee length.
4. Shoes must be worn at all times. Sneakers during lecture permitted, flip-flops or high heels are unacceptable.
5. Tops, which are see-through, low-cut, open back or cut-off, are unacceptable.
6. Shorts of any length, lycra or spandex leggings are unacceptable.

**b. Personal**

1. Jewelry is better left at home. (*it can cause injury during sessions*)
2. The school is not responsible for items you remove during clinical.
3. Take care of your hands. They are your most important work tools.
4. Nails should be short enough so they cannot be seen when palms are turned up. (*Long nails can cause injury during treatments*)
5. Hair should be neat and clean. Controlling long hair keeps it out of the treatment.
6. Limit use of scented fragrances
7. A clean body is appreciated by all.

**GUIDELINES FOR CLINICAL**

The clinical environment should reflect the peace and tranquility that one would experience in a colon therapy establishment. With that in mind discussions should remain professional. It is important to establish this

practice during your training so that it carries over into your professional practice.

In order to maximize the value of your practical time, and to better prepare you for professional work, we have established the following guidelines:

## 1. Policy and Procedure

- a. Practicum time is available **only** at the school or at school activities supervised by instructors.
  - ◇ Students must be giving, receiving or observing treatments at all times (not visiting).
  - ◇ Only students and instructors are allowed in the colon therapy room. Personal guests are not permitted to visit with staff or students who are in the colon room.
  - ◇ State regulations prohibit children from **all** clinical and classroom settings.
  - ◇ Clean, uniforms are required for all clinics.
  - ◇ Undergarments must be worn with all uniforms.
  - ◇ Shoes must be worn at all times.
  - ◇ Shorts, leggings, flip-flops and sandals are not acceptable.
  - ◇ Nails should be kept short and clean.
  - ◇ Wash hands thoroughly after each treatment.
  - ◇ You need to be mindful and respectful of other students. Maintain good personal hygiene (daily shower or bath, clean hair, nails, feet). This is essential for all therapy students.

## 2. Practicum

- a. You need to complete 40 practical evaluations. Evaluations are designed to give you guidance and feedback.
- b. To fulfill part of the 60-hour practicum requirement, you need to **administer or assist and receive** a minimum of 30 treatments.
- c. Until an instructor approves, you are only permitted to work on other students. After an instructor approves you may do your internship.
- d. You need to work with a variety of partners. The clinical instructors may pair up students with students or guests, as necessary, in order to provide the best possible clinical experience.

## 3. Internship

You must complete a practicum.

Overview: The practicum is designed to:

- ◇ give you experience in talking to people about colon therapy
- ◇ teach you networking skills
- ◇ give you the opportunity to work on different bodies with different health concerns
- ◇ teach you to use client history forms and progress notes

**b. Pre-requisites:**

- ◇ Practicum with clients immediately follows classroom lecture time.

**c. Procedure:**

- ◇ Start inviting friends and family to receive a half priced colon therapy session from you and/or others at the school.
- ◇ Instruct your guests to come to the office address provided. Pay the fee and sign a waiver **each time they come.**
- ◇ Your clients will be escorted to the designated clinical area.
- ◇ Fill out a client health intake form for each new client. Any contraindications must be brought to the attention of the clinical instructor **immediately.**
- ◇ Review client's intake form before each colon therapy session
- ◇ Complete the progress notes on your client after each session. (include date and your signature)
- ◇ You must be prompt for all appointments. You will be notified of any rescheduling.
- ◇ Please see us if you have any questions or concerns. The course is designed to help you.

**d. Transcripts**

- ◇ Transcripts are submitted to the I-ACT office upon completion of training. Course hours are not transferable.
- ◇ Cengage Online A & P course is transferable to an I-ACT Colon Hydrotherapy School/Instructor/Home Office upon successful completion of the course.

**4. Graduation**

Graduation will be held upon completion of course.

**5. General Information for 8 Hour Course**

- Students enrolled in the courses identified above are currently working as Colon Hydrotherapist and want to be certified by I-ACT at Foundation Level
- Must complete all requirements of CPR & A & P prior to training.
- Must give 3 colonic sessions on a Class 2 colon therapy device, open or closed.(Non Class 2 users will require device training on a Class 2 device)
- Must pass the Standard Operating Policy exam
- Must take the I-ACT Certification exam

f. See enrollment agreement for details.

**6. Students enrolled in Levels 2, 3, 4**

a. Please see enrollment agreement for specifics

b. Portions of this course are provided via distance learning.

**7. Students enrolled in the Cengage Online A & P course**

a. You must complete the 45 hour course within 1(one) year of your training before receiving I-ACT certification.

b. This is a self-study, self paced online program designed to fit into any schedule.

c. Your instructor will schedule an online orientation to review the program after receipt of the enrollment agreement and program fee

d. You will have **one advisory period** per week as needed to discuss any course concerns or to have questions answered by your instructor. This time will be conducted by Internet chat. Please sign up for a free internet chat site; skype, aim etc;

e. Each student will be given an access link prior to orientation.

f. You will be given Chapter Review test, a Midterm Exam and a Final. This is designed to assist in your successful completion of this course.

g. Upon successful completion of this course, an official copy of your transcript will be forwarded to the I-ACT office.

h. Upon successful completion of all I-ACT certification courses, official transcripts are forwarded to the I-ACT office.