

COLORADO  
SCHOOL OF  
CLINICAL  
HERBALISM

2024 through 2026  
Certificate Program Catalog  
includes Online Program

Catalog Volume 12 Number 1

Updated September 25, 2024

Colorado School of Clinical Herbalism  
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Approved and regulated by  
The Colorado Department of Higher Education,  
Division of Private Occupational Schools

The Colorado School of Clinical Herbalism (hereinafter referred to as CSCH) offers education in medical herbalism, clinical nutrition, basic physiology, field botany, herbal pharmacy, and other aspects of natural health. It is staffed with credentialed instructors.

The school is wholly owned by Wild Woman Management Inc., a Colorado corporation, DBA Colorado School of Clinical Herbalism.

The school is located at 424 East Simpson St., Unit A, Lafayette, CO 80026. Our classrooms are furnished with standard classroom equipment, computers, whiteboards, digital projectors, a reference library, and facilities for on-line research. Our clinical students have access to four consulting rooms, a standard office, and a fully stocked herbal apothecary with bulk herbs, tinctures, and supplements, and a lab with medicine-making equipment.

The Colorado School of Clinical Herbalism operates and its activities occur on the unceded ancestral lands of the Arapahoe, Cheyenne, and Ute Tribal nations. The school and its faculty offer this acknowledgment with intention and respect coupled with the action of donating a portion of tuition to organizations that support the economic development and health care initiatives for indigenous tribes, nations and tribal corporations.

The Colorado School of Clinical Herbalism does not discriminate based on disability, race, age, creed, color, sex, sexual orientation, transgender status, marital status, national origin, or ancestry.



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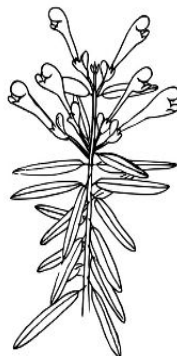


## Mission

The mission of the Colorado School of Clinical Herbalism is to offer an outstanding, inclusive, accessible education in vitalism and herbalism to bring improved health to students, graduates, clients, and our society. Our goal is to build a community of health and well-being with all students feeling welcome and accepted by staff and students alike. All people are offered the opportunity to thrive in a setting that teaches the foundation of herbal studies and related information such as plant science, herbal history, botany, nutrition, anatomy, physiology, pathophysiology, materia medica, horticulture, and plant identification.

## Statement from our Founder, Paul Bergner

I began my studies of Vitalism in 1973, and in forty years of practical clinical observation, and twelve years of training herbalists and nutritionists in a public clinic using 100% Vitalist methods, I am more convinced each year that Vitalism is the only approach that will prevent or treat the epidemic of chronic degenerative physical and mental disease and the chronic despair that plagues North America today. Much of contemporary alternative medicine has its roots in Vitalism, but the past several decades have seen the various alternative schools, with the exception of a few dedicated practitioners, abandon their Vitalist roots; and, under regulatory and social pressures, turn to materialistic ideas and practice. The NAIMH (now Colorado School of Clinical Herbalism) was founded to produce well-trained clinical practitioners, grounded in the basic principles of Vitalism. Our students gain the knowledge, practical experience, and confidence necessary to preserve this tradition and to develop it in the context of contemporary and future emerging health problems. Vitalism in healing is a clinical strategy based on the principle that Life, Nature, and the Spirit from which they arise are fully present in all the tissues of the body, and also in the psyche, the spiritual heart, and the soul. This energy sustains life and health, and provides momentum for personal evolution on all levels and for the fulfillment of the highest purpose in social and spiritual life. Vitalist practitioners employ clinical strategies and methods which support this life force through encouragement of nourishment, digestion, rest, and appropriate activity; identification of purpose in personal life; connection with nature; an active spiritual life; identification and removal of obstacles to cure on all levels; and by avoidance of methods which suppress or distort the life force.



## Core Faculty and Administration

Cady Jo Patterson, CCH, CFEP: Fundamentals and FE Coordinator, Teacher  
Jordan Signor, CCH: Advanced Program Coordinator, Teacher  
Lindsay Adams, LPN, CCH, CN: Teacher  
Meg Drennan, CCH, CFEP, CN: Clinic Program Coordinator  
Jamie Glaze, LCSW, MPH, CHN, CCH, CBFE: Nutrition Supervisor, Teacher  
Adrian Mintzmyer, CCH, Botanist: Teacher  
Lisa Ganora, Herbalist, Pharmacognosy, Teacher, Past owner  
Paul Bergner, CN, CH, Naturopath: Teacher, Founder  
Cat Pantaleo, CCH, MEP: Teacher  
Liz Faermark, CCH, CN: Teacher  
Matthew Becker, CH: Teacher  
Jessica Baker, LAc, RH (AHG): Teacher  
Ashlyn Newcomb, CCH: Admissions and Marketing Coordinator  
Linda Reinhardt, BSBA, CH: Co-Director  
John Whiteman, MRP: Co-Director

## Faculty

The following teachers lecture and facilitate classes at CSCH:

Akacia Pulaski, Ayurvedic Doctor  
Amber Graziano, CCH, CN, CBFE  
Ben LeVine, CH  
Bonnie Macintosh, CCH, CN CBFE  
Brigitte Mars, Herbalist, Author  
Dr. Cheri King, ND: Teacher  
Christa Sinadinos, CCH, CN  
Christine Olanio, CH, CN  
Cody Smith, CCH  
Courtney Cosgrove, CCH  
Dana Hutchinson, MA, BCMH, CTCMP, RH (AHG)  
Faith Rogers, CCH, CN  
Jane Reagan, MEd, RDN, CEDRD  
Kat Delaney, CCH, CN  
Kat Mackinnon, CCH, CN, CBFE, RH (AHG)  
Mary Barnes, RH, CN  
Meghan Pivarnik, CCH, CFEP  
Monica Strachan, MPH  
Monticue Connelly, CH  
Sam Coffman, CH  
Sarah Josey, CCN, CN  
Shane Schoolman, Mycologist  
Susan Geugan, BCHN

## Program Calendar for 2024-2025 and 2025-2026

### Programs Starting Calendar Year 2024-2025

Fundamentals of Medical Herbalism Certificate Program (Tuesdays 10-3pm;  
Wednesdays 5:30-8:30pm and 3 Saturdays per Semester from 10am-4pm)

August 27, 2024 – December 18, 2025 First Semester

January 7, 2025 – May 21, 2025 Second Semester

Clinical Herbalism Certificate Program:

September 11th, 2024– May 17, 2025

Bach Flower Essences Certificate Program

September 13, 2024 – May 17, 2025

Advanced Herbalism Certificate Program (Evening Track): (Mondays and Wednesdays  
6pm-9pm and 1 Saturday per month from 10-4:00)

October 21, 2024 – February 26, 2025 First Semester

March 3, 2025 – June 25, 2025 Second Semester

### Programs Starting Calendar Year 2025-2026

Fundamentals of Medical Herbalism ONLINE Program:

January 20, 2025 - September 19, 2025

Fundamentals of Medical Herbalism Certificate Program: (Tuesdays 10-3pm;  
Wednesdays 5:30-8:30pm and 3 Saturdays per Semester from 10am-4pm)

August 19, 2025 – December 17, 2025 First Semester

January 6, 2026 – May 13, 2026 Second Semester

Advanced Herbalism Certificate Program: (Wednesdays 10-3pm; and Thursdays 5:30-  
8:30 pm and 1 Saturday per month from 10am-4pm)

August 20, 2025 – December 18, 2025 First Semester

January 7, 2026 – May 14, 2026 Second Semester

Clinical Herbalism Certificate Program:

September 11, 2025– May 16, 2026

Nutrition Certificate Program:

August 11, 2025 – May 16, 2026

## Fundamentals of Medical Herbalism Certificate – IN PERSON

370 Hours: Classroom, Lab, and Projects

Occupational Objective: To provide introductory level training in medical herbalism and clinical nutrition for students who intend to work in the herb or health food industries or pursue further advanced studies.

### Program Costs:

Tuition*	\$2,475	1 <sup>st</sup> Semester
	<u>\$2,475</u>	2 <sup>nd</sup> Semester
	\$4,950	Total

Books and materials\*\* \$ 250 (approximate)

Application Fee \$ 50 (non-refundable)

\*A deposit of \$495 is required for Fundamentals.

\*Monthly payment plan after deposit is \$495 per month.

\*\* All required books are available at the school apothecary discounted for students. Discounted herbs and materials are also available for purchase in the fully stocked apothecary for use in class projects.

Prerequisite: High School diploma or equivalent.

### Fundamentals Program Days of Week and Times See Calendar on page 6 for dates.

**Tuesdays from 10:00 am – 3:00 pm**

**Wednesdays from 5:30 pm - 8:30 pm**

**One Saturday per month 10:00 am – 4:00 pm**

Includes periodic Independent Study weeks and Holiday breaks.

Detailed schedules for each program are completed 5-6 months before the start date and are provided upon request.

Fundamentals Program Description: This program requires 3-6 hours of homework per week. This course integrates introductory classes in Anatomy and Physiology, Pathophysiology, Herbal Materia Medica, and Herbal Pharmacy labs into coherent and related areas of study. Students learn the physiology and pathology of cells, tissue types and organ systems; the actions and energetics of the Materia Medica that affect them; and related practical herbal pharmacy techniques: infusions, decoctions, tinctures/macerations, infused oils, salves, honey extractions, elixirs, and pastes.

## Fundamentals Program Breakdown of Hours

Integrative Herbalism: A&P, Pathophysiology, MM, Medicine Making	144 hours
Introduction to Nutrition	30 hours
Introduction to Botany and Plant Identification	33 hours
Introduction to Flower Essences	9 hours
Herbs of Commerce	12 hours
Materia Medica Independent Study	106 hours
Materia Medica Intensive	24 hours
Orientation, Closing Circle, Exams	<u>12 hours</u>
<b>Total</b>	<b>370 Hours</b>

## Fundamentals Course Descriptions

Integrative Herbalism: 144 hours

- Introduction to Vitalist Sciences and Herbal Energetics: Vitalist history & therapeutics; Introduction to constitution/temperament; Western herbal energetics: temperature, moisture, degrees; stimulants, relaxants, tonic/astringents, diffusives, trophorestoratives— 9 hours
- The Cell and its Environment: cellular anatomy & physiology; cellular pathophysiology; mitochondrial energy production; extracellular fluid & histology; Materia Medica: nutritional herbs – 6 hours
- Nervous System: anatomy & physiology; pathophysiology; Materia Medica: stimulants, relaxants, nervines, trophorestoratives, MM lab – 12 hours
- Skin and Mucous Membranes: anatomy & physiology; pathophysiology; Materia Medica: vulneraries, demulcents, expectorants, tonics – 6 hours
- Cardiovascular System: anatomy & physiology; pathophysiology; Materia Medica: circulatory tonics, trophorestoratives, diaphoretics – 6 hours
- Respiratory System: anatomy & physiology; pathophysiology; Materia Medica: expectorants, relaxants, trophorestoratives, MM lab – 6 hours
- Digestive System: anatomy & physiology - absorption, assimilation; enzymes; pathophysiology; Materia Medica: bitters, carminatives, laxatives, anti-inflammatories, MM lab – 9 hours
- Musculoskeletal System: anatomy & physiology; pathophysiology; Materia Medica: relaxants, nutrients, antispasmodics – 6 hours
- Lymphatic System: anatomy & physiology; pathophysiology; Materia Medica: alterative and lymphatic herbs – 6 hours
- Immune System: anatomy & physiology; pathophysiology; Materia Medica: adaptogens, immune stimulants, immunomodulators – 9 hours
- The Liver: anatomy & physiology; pathophysiology; detoxification; Materia Medica: cholagogues, bitters, hepatoprotectant -6 hours
- Insulin resistance; anatomy, physiology, pathophysiology, nutrition – 6 hours
- Endocrine System: anatomy & physiology; integrated endocrine function and regulators; female & male hormones – 12 hours



- Reproductive System: Ovarian, Penile, testicular, anatomy and pathophysiology, herbs that affect these systems. Fertility, emmenagogues, hemostatic, antispasmodics, etc – 12 hours
- Urinary System: anatomy and physiology; pathophysiology; diuretics, demulcents, disinfectants, tonics, etc. – 6 hours
- Introduction to Vitalist Herbal Formulation: evaluating & constructing the action formula; customizing the formula for constitutional considerations; balancing herbal energetics in formulas - 6 hours
- Integrative Herbal Pharmacy: decoctions & infusions lab; tinctures/macerations lab; infused oils & salves lab; honey extractions & pastes lab; formulation lab; includes pharmacy math – 15 hours
- Intro to Mycology: - 3 hours
- Apothecary Skills: - 3 hours

#### Nutrition:

- Introduction to Personal Nutrition; Nutrition in Human History (nutritional anthropology);
- Proteins and Amino Acids
- Lipids (fatty acids, oils, cholesterol)
- Carbohydrates (sugars, polysaccharides, fiber)
- Vitamins I and II: Water-soluble and Oil-soluble
- Minerals I and II: Macro-minerals and Trace Elements
- Special Supplements in Commerce - 30 hours

#### Introduction to Botany and Plant Identification:

- The Language of Botany and Organoleptics; Botany Field Practice: keying local medicinal herbs; Botany Field Practice: local medicinal shrubs; Botany Field Practice: local medicinal trees; Botany Field Practice: plains/foothills/montane. - 33 hours

#### Introduction to Flower Essences:

- Introduction to Flower Essences
- Bach Flower Essences Materia Medica I and II - 9 hours

#### Herbs of Commerce

- The Herb Industry in North America
- Herbs of Commerce in North America
- Herbalism business Local - 12 hours

Materia Medica Independent Study: Materia Medica Journal Students compile information from approved source books, and compose a reference guide to the use of 80-109 herbs from the CSCH curriculum. The Fundamentals faculty reviews, grades, and provides detailed feedback. - 106 hours.

**Herbs-of-the-Week Independent Study:** Students select one herb per week for nine weeks. Individually, the students consult research resources in the Vitalist tradition to learn historical uses and actions of the herb. The herb is prepared and taken in various forms and doses, and students journal and discuss the results of their experiences with their peers. Faculty reviews, provides detailed feedback, and grades.

**Materia Medica Wild Plants ID Project and Cultivated Identification Project:** In this Independent Study project, students prepare monograph-style pages on some of the most commonly used herbs in Western practice. These illustrated pages complement the Materia Medica Journal entries and Herb-of-the-Week reports. Material covered includes positive identification of the living plant: recognizing and illustrating major features; identifying different forms, such as the dried herbs available in commerce; organoleptics of the dried herbs and their extracts; macroscopic features and microscopy in plant identification; and preparation of a written summary of the student's experiences with positive identification and verification.

**Materia Medica Intensive:**

- Physiomedicalist Actions and Materia Medica Differentials
- Humoral Actions and Materia Medica Differentials
- Mucous Membrane Materia Medica Differentials
- Digestive Tract Materia Medica Differentials
- Respiratory Tract Materia Medica Differentials
- Nervine and Sedative Materia Medica Differentials

**Orientation, Opening, Closing and Exams:**

- Along with regular quizzes, there is a midterm and a final exam. 12 hours

Independent Study weeks are scheduled periodically throughout the program and are specifically designated for completion of all of the Independent Study projects. Each project has specific due dates, and all projects must be completed and submitted before the end of the program to receive a certificate.



## Fundamentals of Medical Herbalism Certificate - ONLINE

374 Hours: Online Lessons and Projects

Occupational Objective: To provide introductory level training in medical herbalism and clinical nutrition for students who intend to work in the herb or health food industries or pursue further advanced studies. PLEASE NOTE: The Online Program is similar to our in-person program. The differences are noted below in the comparison table.

### Program Costs:

Tuition*	\$ 5,200
<b>Books and materials**</b>	<b><u>\$ 500</u></b>
	<b>\$ 5,700</b>

\*A deposit of \$570 is required for Fundamentals.

\*Monthly payment plan after deposit is \$570 per month.

**\*\* All required books and herbs needed to participate along with the program and prepare their Herb of the Week project are mailed to students as part of their Experience Kit. This kit is non-refundable.**

Prerequisite: High School diploma or equivalent.

### **Fundamentals Program ONLINE Average Time Commitment: 12 to 16 hours per week**

Fundamentals Online Program Description: This course integrates introductory classes in Anatomy and Physiology, Pathophysiology, Herbal Materia Medica, and Herbal Pharmacy labs into coherent and related areas of study.

Students learn the physiology and pathology of cells, tissue types and organ systems; the actions and energetics of the Materia Medica that affect them; and related practical herbal pharmacy techniques: infusions, decoctions, tinctures/macerations, infused oils, salves, honey extractions, elixirs, and pastes.

Following is a Side by Side Comparison of the In Person and Online program. This is followed by a listing of all learning hours by module for the Online program.

<b>Fundamentals In Person</b>	<b>Fundamentals Online</b>
Integrative Herbalism – Anatomy & Physiology, Pathology, Materia Medica, and Pharmacy = <b>144 hours</b>	Integrative Herbalism = A&P Pathology video lessons + materia medica video lessons + mentor meetings lessons + readings + scientific article essays = <b>136 hrs</b>
Introduction to Botany & Plant Identification = <b>33 hours</b>	Plant Identification video lesson + botany special projects in poisonous plants and cultivated plant ID = <b>33 hrs</b>
Introduction to Nutrition= <b>30 hours</b>	Nutrition video lessons + nutrition special project = <b>38 hrs</b>
Introduction to Flower Essences = <b>9 hours</b>	Introduction to Flower Essences video with associated learning activities = <b>8 hrs</b>
Herbs of Commerce = <b>12 hours</b>	Professions in Herbalism special project: = <b>16 hrs</b>
Materia Medica Study = <b>106 hours</b>	Materia Medica Study: = <b>110 hours</b>
Advanced Materia Medica = <b>24 hours</b>	Advanced Materia Medica audio lessons = <b>21 hrs</b>
Opening/Closing, Orientations, Exams = <b>12 hrs</b>	Welcome, Orientations, Quizzes, Exams: = <b>12hr</b>
<b>Total Approved Hours: 370</b>	<b>Total Proposed Program Hours: 374</b>

## Part One - Summary of Hours - Modules 1-34

Mod- ule #	Video #	Modules Titles	Week #	TOTAL HOURS
1	V1	Welcome	1	0:15:00
1		- Orientation & Resources	1	1:15:00
1	V2	- Directions for Materia Medica and Herb of the Week Assignments	1	1:30:00
1		- Special Projects Assignments Overview	1	3:00:00
1		- Live Call #1 - Welcome and Breakouts		2:00:00
2	V3	Vital Sciences, Actions & Energetics	1	8:30:00
3	V4	Materia Medica & Poetics	2	3:00:00
4		Materia Medica Study #1	2	9:00:00
5	V5	Biochemistry of Life	2	2:30:00
6		Mentorship Group Meeting #1	3	2:00:00
7	V6	Cell Environment & Histology	3	3:00:00
8	V7	Infusions & Decoctions	3	2:00:00
9	V8	Skin	4	7:00:00
10	V9	Plant Science- Botany Basics (Plant ID)	4	5:30:00
11		HOW Study #1	5	8:00:00
12		Digestion	5	6:30:00
13		Mentorship Group Meeting #2	5	2:00:00
14		Project #1 Due Date - Plant Science - Poisonous Plants	6	10:00:00
15	V10	Cardiovascular	6	11:00:00
16	V11	Infused Oils & Salves	7	3:00:00
17		Live Call #2 - Vitalism for the 21st Century	7	2:00:00
18		Materia Medica Study Assignment #2	7	9:00:00
X		Week 7 Study Break 1	8	
19	V12	Respiratory System	9	6:00:00
20		Project # 2 Due - Careers in Herbalism	9	9:00:00
21		HOW Study (2)	10	9:00:00
22	V13	Flower Essences	10	8:00:00
23	V14	Nervous System	11	8:00:00
24		Materia Medica Study #3	11	8:00:00
25	V15	Musculoskeletal	12	5:00:00
26	V16	Nutrition 1 (Intro to Nutrition)	12	5:30:00
27	V17	Nutrition 2 - Minerals	13	7:00:00
28	V18	Nutrition 3 - Vitamins	13	7:00:00
29	V19	Nutrition 4 - Proteins & Lipids	14	6:30:00
30	V20	Nutrition 5 - Carbohydrates	14	6:00:00
31		Project #3 Due - Plant Science- Cultivated Herbs	15	10:00:00
32		Mentorship Group Meeting #3 Midterm Prep	15	3:00:00
33		HOW Study (#3)	16	8:00:00
34		Midterm Test	17	3:30:00
X		Study Break 2	18	
		PART ONE TOTALS		211:30:00

Part Two of Summary of Hours - Modules 35 -62				
Mod- ule #	Video #	Modules Titles	Week #	TOTAL HOURS
35	V21	Hepatic	19	5:00:00
36		Materia Medica Study (4)	19	8:00:00
37		Live Call #3. Changes in the Herbalism Industry.	20	2:00:00
38	V22	Lymphatic	20	5:30:00
39	V23	Immune	20	5:30:00
40		Materia Medica Study (5)	21	9:00:00
41	V24	Adaptogens	21	5:30:00
42		HOW Study (4)	22	9:00:00
43	V25	Tinctures & Macerations	22	3:00:00
44	V26	Endocrine	22	6:00:00
45		Materia Medica Study (6)	23	8:00:00
46		Project #4 Due Date- Plant Science - Horticulture	23	11:00:00
47	V27	Introduction to Mycology	24	4:00:00
48	V28	Uterine Ovarian System & Hormones	24	6:00:00
49		HOW Study (5)	24	8:00:00
50	V29	Honey, Powders, & Pastes	25	2:00:00
51	V30	Penile Testicular	25	7:30:00
52	V31	Urinary	25	5:30:00
53		Mentorship Meeting (4)	25	2:00:00
		Study Break 3	26	0:00:00
54	V32	Insulin Resistance	27	9:30:00
55	V33	Formulations	27	3:30:00
56		Materia Medica Study (7)	28	8:00:00
57		Project #5 Due- Personal Nutrition Exploration	29	11:00:00
58		Mentorship Meeting (5) Prep for Final	29	2:00:00
59		Mentorship Meeting (6) Prep for Final	30	2:30:00
60		Materia Medica Study (8)	30	8:00:00
61		Final Exam	31	3:30:00
62		Live Call #4 - Closing	31	2:00:00
		Final homework grace period		
		PART TWO TOTALS		162:30:00
		GRAND TOTALS		374:00:00

## **Fundamentals ONLINE Course Descriptions**

Integrative Herbalism: 136 hours

- Introduction to Vitalist Sciences and Herbal Energetics: Vitalist history & therapeutics; Introduction to constitution/temperament; Western herbal energetics: temperature, moisture, degrees; stimulants, relaxants, tonic/astringents, diffusives, trophorestoratives– 9 hours
- The Cell and its Environment: cellular anatomy & physiology; cellular pathophysiology; mitochondrial energy production; extracellular fluid & histology; Materia Medica: nutritional herbs – 6 hours
- Nervous System: anatomy & physiology; pathophysiology; Materia Medica: stimulants, relaxants, nervines, trophorestoratives, MM lab – 8 hours
- Skin and Mucous Membranes: anatomy & physiology; pathophysiology; Materia Medica: vulneraries, demulcents, expectorants, tonics, MM lab – 7 hours
- Cardiovascular System: anatomy & physiology; pathophysiology; Materia Medica: circulatory tonics, trophorestoratives, diaphoretics – 11 hours
- Respiratory System: anatomy & physiology; pathophysiology; Materia Medica: expectorants, relaxants, trophorestoratives, MM lab – 6 hours
- Digestive System: anatomy & physiology; pathophysiology; Materia Medica: bitters, carminatives, laxatives, anti-inflammatories, – 7 hours
- Musculoskeletal System: anatomy & physiology; pathophysiology; Materia Medica: relaxants, nutrients, antispasmodics – 5 hours
- Lymphatic System: anatomy & physiology; pathophysiology; Materia Medica: alterative and lymphatic herbs – 5 hours
- Immune System: anatomy & physiology; pathophysiology; Materia Medica: adaptogens, immune stimulants, immunomodulators – 6 hours
- The Liver: anatomy & physiology; pathophysiology; detoxification; Materia Medica: cholagogues, bitters, hepatoprotectant – 5 hours
- Insulin resistance; anatomy, physiology, pathophysiology, nutrition – 9 hours
- Endocrine System: anatomy & physiology; integrated endocrine function and regulators; female & male hormones – 6 hours
- Reproductive System: Ovarian, Penile, testicular, anatomy and pathophysiology, herbs that affect these systems. Fertility, emmenagogues, hemostatic, antispasmodics, etc – 13 hours
- Urinary System: anatomy and physiology; pathophysiology; diuretics, demulcents, disinfectants, tonics, etc. – 6 hours
- Introduction to Vitalist Herbal Formulation: evaluating & constructing the action formula; customizing the formula for constitutional considerations; balancing herbal energetics in formulas - 7 hours
- Integrative Herbal Pharmacy: decoctions & infusions lab; tinctures/macerations lab; infused oils & salves lab; honey extractions & pastes – 10 hours
- Intro to Mycology: - 4 hours
- Apothecary Skills: - 6 hours



Introduction to Botany and Plant Identification: 33 hours

- The Language of Botany and Organoleptics; Plant Identification; Special projects on poisonous plants, cultivated plant identification and on herbal horticulture

Nutrition: 38 hours

- Introduction to Personal Nutrition; Nutrition in Human History (nutritional anthropology);
- Proteins and Amino Acids
- Lipids (fatty acids, oils, cholesterol)
- Carbohydrates (sugars, polysaccharides, fiber)
- Vitamins I and II: Water-soluble and Oil-soluble
- Minerals I and II: Macro-minerals and Trace Elements
- Project – Personal Nutrition
- Special Supplements in Commerce

Introduction to Flower Essences: 8 hours

- Introduction to Flower Essences
- Bach Flower Essences Materia Medica I and II

Herbs of Commerce: 16 hours

- Special Project – Herbalism Careers
- Live Calls on Herbalism Professions

Advanced Materia Medica – Audio Learning and Lectures: 21 hours

- Materia Medica Poetics
- Physiomedicalist Actions and Materia Medica Differentials
- Humoral Actions and Materia Medica Differentials
- Mucous Membrane Materia Medica Differentials
- Digestive Tract Materia Medica Differentials
- Respiratory Tract Materia Medica Differentials
- Nervine and Sedative Materia Medica Differentials

Materia Medica and Herb of the Week Study: 110 hours

- Students compile a personal database of herbal information from approved source books, and compose a reference guide to the use of 80-109 herbs from the CSCH curriculum. The Fundamentals faculty reviews, grades, and provides detailed feedback. Students also select one herb per week for five weeks. Individually, the students consult research resources in the Vitalist tradition to learn historical uses and actions of the herb. The herb is prepared and taken in various forms and doses, and students journal and discuss the results of their experiences with their peers. The Fundamentals faculty reviews, grades, and provides detailed feedback.



## Certificate in Advanced Herbalism (In Person Only)

540 Hours: Classroom, Lab, and Projects

Occupational Objective: The program prepares the student with the skills necessary to earn income offering advice on herbal and nutritional approaches in a retail or private office setting.

### Program Costs:

Tuition *	\$3,375 First Semester
	<u>\$3,375</u> Second Semester
	\$6,750 Total

Books and materials\*\* \$ 125 (estimate)

Application Fee: \$ 50

\*A deposit of \$675 is due at time of enrollment.

\*Monthly payment plan after deposit is \$675 per month.

\*\* All required books are available at the school apothecary at discounted rates.

Discounted herbs and materials are also available for purchase in the fully stocked apothecary for use in class projects.

\*\*\*For students transferring into the Advanced Program, there are additional requirements and fees: A \$100 application fee is charged for transfer students, as well as a \$200 Admissions Exam Fee. Write to [info@clinicalherbalism.com](mailto:info@clinicalherbalism.com) for more information.

Prerequisites: CSCH Fundamentals of Medical Herbalism program or approved equivalent formal studies in herbalism and passage of the CSCH Advanced Herbalism Program Admissions Exam. See Catalog Addendum on p. 29 for details and fees.

### **Special Evening Track (offered only 2024-2025 school year):** (see pg 6 for dates)

**Mondays 6:00 pm - 9:00 pm**

**Wednesdays 6:00 pm - 9:00 pm**

**Saturdays (one per month): 10:00 am to 4:00 pm**

Includes periodic Independent Study weeks and Holiday breaks

### **Advanced Program Dates and Times (starts August, 2025):** (see pg 6 for dates)

**Wednesdays 10:00 am – 3:00 pm**

**Thursdays 5:30 pm – 8:30 pm**

**Saturdays (one per month): 10:00 am – 4:00 pm**

Includes periodic Independent Study weeks and Holiday breaks

\*Detailed schedules for each program are completed 4-6 months before the start date and are provided upon request by writing to [Info@clinicalherbalism.com](mailto:Info@clinicalherbalism.com)

### Advanced Certificate Program Description

Courses are taught in integrated modules of closely related material. In a clinical setting, the herbalist must pull together material from basic anatomy and physiology, pathology, herbal Materia Medica, therapeutic strategies, clinical nutrition, pharmacology, and interview strategies.

Each module in the program teaches these skills together, in an integrated way, as is appropriate for the focus area of the module. One module is completed before a more advanced one is begun. Emphasis is on application and expansion of material taught in the Fundamentals of Medical Herbalism program. There is a Nature Observation Field Trip.

#### Advanced Breakdown of Hours:

Fundamentals of Vitalist Medicine	51 hours
Vitalist Therapeutics for Acute Symptoms	51 hours
Clinical Nutrition in the Vitalist Paradigm	45 hours
Toxicity and Detoxification	12 hours
Roots of Chronic Disease I: Nutrition, Digestion, and Immunity	42 hours
Roots of Chronic Disease II: Insulin Resistance Syndrome	12 hours
Reproduction and Vitalist Therapeutics	24 hours
Safety, Side Effects and Contraindications	36 hours
Flower Essences: Bach and Beyond	18 hours
Nature Observation and Field Trip	36 hours
Interview Skills	30 hours
Case Analysis	30 hours
Professional Practicum	20 hours
Materia Medica Independent Study	90 hours
Advanced Herbal Pharmacy	36 hours
Orientation/Exams	<u>7 hours</u>
	540 hours

Advanced Course Descriptions Fundamentals of Vitalist Medicine: Students learn the philosophical and historical aspects of medical Vitalism, including applications in Western and Asian systems of medicine, as well as methods of clinical assessment in these systems. Included are the history and principles of Thomsonian, Physio-Medicalist, Eclectic, Hydropathic, and early Naturopathic medicine; the physiology of nutrition, digestion, exercise, and rest as it relates to Vitalism; an overview of the Vitalist underpinnings of Traditional Chinese, Ayurvedic, Greek-Arabic (Unani), and other healing traditional medicines; practice at Vitalist assessment techniques from these systems; and an in-depth study of Vitalist concepts of herbal actions and formulation.

**Vitalist Therapeutics for Acute Symptoms:** Students learn the pathophysiology of and therapeutics for 40 common conditions, using clinical nutrition, medical herbalism, hydrotherapy, and other strategies in the Vitalist paradigm. Conditions covered include upper, middle, and lower gastrointestinal tract conditions; blood purifiers, alteratives, and the 'bad blood' syndrome; the skin; catarrh, mucous membrane, and lymphatic conditions; coughs, eyes, and ears; the nervous system, fatigue, depression, anxiety, and insomnia; fever and pain; bladder and kidney conditions; menses, fertility, and breast health.

**Clinical Nutrition in the Vitalist Paradigm:** Students study aspects of nutrition focusing on clinical applications for contemporary health problems. Beginning with a review of nutritional anthropology (as it relates to modern practice), students learn assessment techniques for nutritional status and develop clinical strategies. Students engage in the activities they will later ask their clients to perform, such as keeping a diet journal, performing self-assessment for nutrient deficiencies, investigating food intolerances, and making dietary changes.

**Toxicity and Detoxification:** Students learn the nature of metabolic and exogenous toxins; common pathologies of the liver, digestive, and hepatic portal systems; and nutritional and herbal and dietary regimens to support natural detoxification and recovery from addictions.

**Roots of Chronic Disease I: Nutrition, Digestion, and Immunity:** Beginning with nutrition and digestion – the roots of the physiological tree – the student learns the pathophysiology of digestion and related immune disorders; along with Vitalist therapeutics for digestion and leaky gut syndrome, inflammation, allergy and food intolerance, chronic infections, degenerative disorders, and autoimmune conditions.

**Roots of Chronic Disease II: Insulin Resistance Syndrome:** The pathology of insulin resistance is the common root of such modern diseases as hypertension, obesity, atherosclerosis, heart disease, type II diabetes, and cancers of the breast, prostate, and colon. Students will learn the pathophysiology of insulin resistance, along with nutritional, herbal, and other natural therapeutics to address the root causes of the syndrome and support healthy blood sugar balance.

**Reproduction and Vitalist Therapeutics:** Students learn pathophysiology and natural therapeutics (including clinical nutrition, medical herbalism, and lifestyle factors) for normalizing the male and female reproductive systems. Basic hormonal patterns of female complaints are covered first, followed by the specific pathologies of such conditions such as PMS, menstrual cramps, excessive or deficient menstrual bleeding, uterine fibroids, ovarian cysts, infertility, and polycystic ovarian syndrome (PCOS). Herbal, nutritional, and lifestyle therapeutics are offered for each condition. Finally, the pathophysiology of the male reproductive system is covered,

including infertility, impotence, and benign prostatic hypertrophy (BPH), with Vitalist therapeutics and nutritional support.

**Safety, Side Effects, and Contraindications:** This unit covers the important topics of botanical toxicology and side effects; the pharmacology and side effects of common drug categories; and potential drug-herb interactions. The course includes an overview of plant constituent chemistry, with an emphasis on considerations of safety; the side effects of common medicinal plants and essential oils; an introduction to medical and herbal pharmacology; potential drug-herb interactions; interview skills for safety; and finally, safety for children and elders.

**Flower Essences:** The student study differentials of flower essences, and will also participate in a day-long field trip to make essences from local flowers.

**Nature Observation and Field Trip:** Students learn methods and skills of observation and awareness in Nature to enhance clinical observation of clients; and methods of meditation/reflection in a natural setting for insight and revitalization. We will also explore the plant life in several diverse ecosystems of the Great Plains, the Foothills and Front Range, and the High Rockies.

**Interview Skills:** Students are introduced to the methods of basic medical interviewing and gain in-depth practice. Methods will include the conventional OPQRST interview, as well as constitutional assessment from traditional systems. As a final project, under the guidance of CSCH Clinical Faculty, students will collectively complete three intakes and assessments for practice clients, evaluate patterns, participate in a Round Table, and design and deliver protocols and herbal formulations.

**Case Analysis:** Case Analysis studies include methods to analyze a client intake for pathological patterns in the Vitalist paradigm, with special attention to safety and referral skills; and to develop a

**Vitalist therapeutic plan.** The majority of the class hours are spent analyzing anonymized client cases from faculty experience and the CSCH clinic.

**Professional Practicum:** The practicum is designed to provide students with first-hand experience observing a professional herbalist or related practitioner at work. Students will select a professional herbalist or medical practitioner in the field of their chosen professional aspiration, and observe them or otherwise participate with them in a professional setting. A faculty advisor will approve the student proposal, be available for feedback and guidance during the process, and evaluate the final report.

**Materia Medica Independent Study:** Students choose 25 of their favorite herbs and go in-depth for their traditional and contemporary uses. They experience their clinical actions and effects, practice pairing, and formulating with the herbs. Students select one herb to experience an average of every two weeks, journaling their experiences and uses research resources to compile historical uses. Peers and Faculty review all of their work and offer suggestions.

**Advanced Herbal Pharmacy:** In the first part of this unit, students learn the history and theory of percolation as both an historical and practical method of making professional-quality herbal extracts, including details of solubility for the constituents of major herbs. Using methods developed and documented by pharmacists of the Physiomedical and Eclectic traditions, and updated for modern production, the student practices doing accurate calculations for percentages and extraction ratios; prepares and performs percolations; and learns how to measure yield and recovery. Includes lecture and lab. The second week of this unit is devoted to Formulation Labs, where students analyze a variety of client scenarios; design and debate herbal formulas based on energetics, clinical actions, compatibilities, corrigents, and safety indications; and create those formulas (infusions, decoctions, tinctures, oils/salves, honeys, etc.) for in-class evaluation, critique, and modification. Students are required to turn in detailed formulas with parts, dosages, durations, and instructions for preparation. Formulas are collected, reviewed, and approved as part of the CSCH Formula Compendium.



## Certificate in Clinical Herbalism

475 Hours: Classroom, Practicum, and Thesis

Occupational Objective: This program prepares the graduate to develop a practice in clinical herbalism and nutrition.

### Program Costs:

Tuition	\$ 3,175* 1 <sup>st</sup> Semester
	\$ 3,175* 2 <sup>nd</sup> Semester
Capstone Project/Thesis Fee	<u>\$ 300**</u>
	\$ 6,650 Total
Application Fee and Interview	\$ 100 (non-refundable)
Materials and Fees	\$ 200

\*A deposit of \$550.00 is required at time of enrollment

\*Monthly payment plan after deposit is \$678 per month.

\*\*The Capstone and Materials fee are included in the monthly payment plan.

Prerequisites: Advanced Herbalism program or equivalent formal advanced studies in herbalism, nutrition, interview skills, and clinical safety.

Class Schedule: Students are required to share a 4-1/2 hour shift per week in the CSCH clinic for 30 weeks during the term.. Regular class time (Round Table) and Teaching Seminars are on Thursdays. There is a one-week break approximately every six weeks during the term. See Calendar on page 7 for dates.

Clinic Attendance	120 hours
Case Review (Round Table)	240 hours
Capstone	55 hours
Teaching Practicum	12 hours
Client Education	18 hours
<u>Practice Management Practicum</u>	<u>30 hours</u>
Total	475 hours

### Clinical Herbalism Course Descriptions

**Clinical Practice:** Students gain practical experience interviewing clients one-on-one in the CSCH clinic consulting rooms. Students attend shifts in the public clinic totaling 120 hours: 4 hours per week for 30 weeks.

**Case Review:** Case review expands the practical clinical skills of interviewing, case analysis, referring, and developing therapeutics including Vitalist practices, Western herbalism, and clinical nutrition. Student clinicians see clients for intakes and follow-ups, research and write up the cases, and attend a weekly case-review session. This Round Table in which their own cases and those of their clinical colleagues are reviewed by two or more practicing professional

clinical herbalists. In addition, all cases are reviewed and commented upon by senior faculty and the student's peers in the program, via an anonymous and secure online process.

**Capstone or Thesis:** Student clinicians select a topic medicinal herb and/or related clinical condition of their choice, and research all aspects including phytochemical constituents, pathophysiology, clinical trials, traditional and ethnobotanical use in Western herbalism and in modern medicine, etc. Student clinicians also make and consume multiple preparations of the herb, in the form of powders and various extracts (infusions, tinctures, oils, etc.). A section of the thesis reports their personal experience with the pharmacy of the herb, while other sections report on the research topics listed above. Students also prepare and present an academic poster-board showcasing their thesis research. A faculty advisor reviews the work at the levels of proposal, outline, first draft, final submission, and presentation.

**Teaching Practicum:** During the Clinical Herbalism program, with faculty supervision, student clinicians are required to develop, market, and teach a public class on a topic of their choice which is relevant to the practice of contemporary Western herbalism. At the completion of the course, students submit a reflection paper/final report on their teaching and marketing processes.

**Client Education:** Student clinicians research, design, write, document, and publish client handouts on four topics of their choice which are relevant to the practice of contemporary Western clinical herbalism. Educational materials are shared among all student clinicians and provide a pool of readily-available information materials for distribution to CSCH clients. The materials may also be used to construct blog articles, articles for submission to print, or other marketing materials.

**Practice Management:** Student clinicians attend fifteen lectures in which they learn materia medica, business and apothecary skills relevant to the management of a practice in contemporary Western clinical herbalism and nutrition. They perform regular clinic management functions including scheduling, maintaining files and educational materials, clinic marketing, and pharmacy inventory.



## Certificate in Nutrition

1000 Hours: Classroom, Lab, Thesis/Project

Occupational Objective: This program prepares the student with the skills necessary to earn income offering consultations on diet, nutrition, and supplementation in a retail or private office setting. It is specifically designed to integrate the training of the professional clinical herbalist with that of a clinical nutritionist.

Program Costs and Details Coming Soon: Program starts August, 2025

Please write to [info@clinicalherbalism.com](mailto:info@clinicalherbalism.com)

Prerequisites: High School diploma or equivalent for all programs. Certificate in Fundamentals and Advanced Medical Herbalism or equivalent.

The additional hours/courses in the Nutrition Program that are taken and paid for during the Fundamentals, Advanced, and Clinical Programs are a part of the program in its entirety. With these classes, the student has over 950 hours of experience in nutrition.





## Bach Flower Essences Practitioner Certificate

56 Hours: Classroom and Clinic

Occupational Objective: This program prepares the graduate to offer consultations on Flower Essences in a retail or clinical setting.

### Program Costs:

Tuition *	\$1,225 First Semester
	<u>\$1,225</u> Second Semester
	\$2,450 Total

Books and materials\*\* \$ 200 (approximate)

Application Fee: \$ 50 (non-refundable)

\*A deposit of \$245 is due at time of enrollment.

\*Monthly payment plan after deposit is \$245 per month.

\*A fee of \$100 is charged if the student is NOT currently enrolled in the CSCH Clinic Program.

Prerequisites: A certificate from Fundamentals and Advanced Medical Herbalism from CSCH or equivalent. For students who transferred into the Advanced Herbalism Program from another school, there are additional requirements and fees. Please see the Catalog Addendum on p. 39 for details.

Class Schedule: The classroom portion of the program is completed during enrollment in the Fundamentals and Advanced Programs. Students must pass a clinical flower essence entrance exam in order to submit cases to the Flower Essence Round Table. Clinical cases will be reviewed by peers and faculty who are qualified in flower essence therapy. Students attend three all-day Intensives Friday - Sunday during the course. There is also morning flower essence Round Table sessions one Friday per month. Additionally, there is an ongoing "Flower Essence of the Week" assignment where students share, review, and comment on each other's explorations and experiences with the flower essences.

Detailed schedules are available 2-3 months before the start date and are provided upon request.

### Bach Flower Essences Courses

Introduction to the Bach Flower Essences	2
Materia Medica Categories of the Flower Essences	6
Bach Remedy Differentials	8
The Basic Health Interview	8
The Bach Flower Interview	8
Case Studies	8
Flower Essence Intensives	8
<u>Clinical Practice</u>	<u>8</u>
Total	56 hours

## Rocky Mountain Field Botany Certificate

68 Hours: Classroom and Outdoor Study

Occupational Objective: This course introduces the student to the study and understanding of the field of botanical identification and wildcrafting. The Rocky Mountain Field Botany Intensive is designed to provide a thorough introduction to field botany, positive plant identification, wildcrafting ethics, and sustainable harvesting and preservation techniques for the beginning to intermediate student. The main focus is hands-on experience, along with a variety of lecture formats and labs.

### Course Costs

Tuition*	\$ 1,250
Books and materials	\$ 200 (non-refundable)
<u>Application Fee</u>	<u>\$ 50</u>
Total	\$ 1,500

\*Half Tuition is due with enrollment. Remainder is due by First day of Class.

## Aromatherapy Certificate

124 Hours: Classroom and Lab

### Program Costs

Tuition*	\$850
Books and Materials	\$ 75
<u>Application Fee</u>	<u>\$ 50</u>
Total	\$975

\*Half Tuition is due with enrollment. Remainder is due by First day of Class.

Prerequisites: None

Workshop Description: The Aromatherapy Intensive Course is designed to provide an introduction to the basic arts and sciences of aromatherapy and essential oils for the beginning to intermediate student. The course includes both classroom lectures and hands-on experience, along with a variety of lecture formats and labs. Students will learn the history and chemistry of essential oils, EO Materia Medica, blending / formulation, product creation, and clinical skills for the practicing aromatherapist. The course also includes a basic introduction to the anatomy, physiology, and pathophysiology of the relevant body systems as they are affected by essential oils. Environmental sensitivity and sustainability (e.g., regenerative cultivation of essential oil-bearing plants and avoiding use of threatened or endangered species) are key considerations in the Materia Medica chosen for our curriculum. The student receives several hydrosols and other products made in class.

## Intensives

CSCH provides several Intensive Programs throughout the year. Please write to us at [info@clinicalherbalism.com](mailto:info@clinicalherbalism.com) for a list of dates and details about these programs.

### Clinical Skills Four-Day Intensive Certificate

23 Hours In-Person

Occupational Objective: This seminar provides skills, which would supplement a larger body of education and experience to prepare the student for, or advance them in, the practice of clinical herbalism and nutrition.

The student works in both lecture and collaborative clinical formats to further their clinical skills, including interview skills, case management, and herbal formulation.

Program Costs:

Tuition:	\$900 (includes required books)
Application Fee:	<u>\$ 50</u>
Total	\$950

\*Half Tuition is due with enrollment. Remainder is due by First day of Class.

Travel expenses to the seminar and meals are not included in the above tuition.

Prerequisites: 100 classroom hours of previous studies in herbalism, or equivalent experience as a practitioner.

### Clinical Skills Five-Day Intensive Certificate

30 Hours In-Person

Occupational Objective: This seminar provides skills that will supplement a larger body of education and experience to prepare the student for, or advance them in, the practice of clinical herbalism and nutrition.

Program Costs

Tuition	\$1,050 (includes required books)
Application Fee	<u>\$ 50</u>
Total	\$1,100

\*Half Tuition is due with enrollment. Remainder is due by First day of Class. .

Travel expenses and meals are not included in the above tuition.

Prerequisites: 100 classroom hours of previous studies in herbalism, or equivalent experience as a practitioner.

Seminar Description: The student will work in both lecture and collaborative clinical formats to further their clinical skills, including interview, self-knowledge, case management, and herbal formulation.

## School Policies

**Enrollment Requirements:** Prospective students must have a High School diploma or equivalent to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by the Colorado Department of Higher Education. The school does not administer the test but will provide information on availability when requested.

For specific prerequisites for the various programs, see the detailed descriptions under each program listing. For students transferring into our Advanced Herbalism program from another school, please write to [info@clinicalherbalism.com](mailto:info@clinicalherbalism.com) for more information on requirements and fees. Prospective students may enroll at any time until the first day of a program. Late enrollments can be accepted one week into a program if there is room in the class, depending on the length of the course, and at the discretion of CSCH faculty.

Acceptance into Advanced and Clinic programs is not guaranteed by completion of the program that precedes it in sequence. The school may consider factors such as attendance record, timeliness of assignments, behavior, quality of competing applicants, etc.

**Classroom Expectations—Students are expected to be:**

- Organized, Prompt, Prepared, and Attentive to detail
- Honest, Respectful, and Open-Minded
- Curious, Critically Thinking, and Engaged
- Cooperative and Compassionate
- Active in maintaining a good, clean physical environment.

The Colorado School of Clinical Herbalism does not discriminate based on disability, race, age, creed, color, sex, sexual orientation, transgender status, marital status, national origin, or ancestry.

CSCH strives to cultivate an environment that allows students to achieve rich, quality learning and growth from a wide range of experiences including teacher lectures and interactions, hands-on projects, self-study, and from other students. Our definition of learning includes not just academic material, but also individual emotional and professional growth. These foundations support us to be good members of the herbalism community and the broader communities of which we are a part. Learning at these various levels allows our students to go into the world with stronger self-health, practiced abilities to understand, communicate, work, and help others, and the academic knowledge to support those activities.

In order to achieve these educational and personal growth objectives, all students need to practice standards of conduct that are responsible, respectful, mature, open-minded, curious, and compassionate.

*Practicing these standards leads to optimal learning and a healthy school community.*

Inclusion refers to gender equality, gender identification, race, ethnicity, body types, physical challenges, mental health challenges, neurodiversity, and culture. The school places a paramount importance on treating all people with respect and dignity. Language is powerful. Choosing language that acknowledges the range of human experience is critical to being aware of, and respecting, that range of experience.

Our society is in the midst of transforming our collective awareness of the many and varied ways in which people have been and continue to be excluded from equality, respect, and opportunity. Shifting cultural narratives and language takes time, patience, and humility and we welcome comments and feedback regarding ways to enhance our directive of inclusivity. Our goal is to create a space for all to learn and grow so that teachers and students alike can broaden their language and perspectives to ensure inclusivity.

CSCH is a place where we all can grow by learning more about ourselves, about each other, and to practice disciplines and attitudes that stay with us when we graduate from the school.

Postponement of Start Date: Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. whether the postponement is for the convenience of the school or the student, and;
- b. the deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

#### Previous Credits and Transfer Credits

Credits for previous training, experience, or education from another institution will be evaluated on a case-by-case basis. CSCH does not guarantee transferability of our credits to any other institution unless there is a written agreement with another institution. See Catalog Addendum on p. 44 for specific entrance requirements and fees.

#### Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required to pass a course, program, or stand-alone program. Classes may, at the school's discretion, be made up by listening to class recordings or by completion of a special assignment. There is a two-week time limit for making up classes in this manner. Arriving late 15 minutes or more for three classes is the equivalent of one full 3-hour class, which may be made up with a special assignment. The student may be put on probation if attendance requirements are not being met during a course. Special situations should be discussed with the coordinator and the directors of the school.

Incomplete Assignments: **All homework assignments must be completed** in order to earn a certificate in the program. Students have 14 days from the last day of school to complete all homework.

Students who do not complete all the courses within a program may be required to make up the course/s or their equivalent to earn the program certificate.

Reinstatement: If there is an incomplete assignment in any course that is not resolved within 14 days of the end of any program, a certificate will not be awarded for that program. A fee of \$150 is required to reinstate the program. At this time, the student meets with the coordinator and director of the school to create a plan to make up missed classes and assignments. Each homework assignment is charged \$30. Make-up hours for completion of any program may be available, at the school's discretion, for a fee of \$25-\$50/hour.

Enrolled students who fail to complete a program but do complete individual courses within the program that are approved as stand-alone courses can request a standalone seminar certificate.

#### School Closures and Holidays

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or text from their coordinator by 8am for a day class and by 2pm for an evening class. Classes are not held on the following holidays:

Juneteenth	Labor Day
New Year's Eve	Martin Luther King Day
New Year's Day	Thanksgiving Day & Friday
Memorial Day	Christmas Eve
Independence Day	Christmas Day

#### Clinic Program Policies

Client record keeping according to the protocols of the clinic is essential for legal, ethical, and practical reasons, and students in the clinic must complete all required paperwork before leaving the campus after a visit. Violations of this policy are serious and may lead to probation, and with continued non-compliance, dismissal from the program. Faculty in the clinic program review all of written cases. For this reason, timely submission of case write-ups is essential. A student who is late in submitting a case for review may be placed on probation.

Client confidentiality is of utmost importance, and nothing whatsoever heard in a client interview may be repeated outside of the room to anyone, except during case review sessions in which the client's name and identifiers remains anonymous. Case review write-ups do not contain identifiers of clients unless directly related to health issues in the case. Violations of this rule are very serious, and may result in probation or immediate dismissal from the program. Late work or other late thesis assignment has a reading fee of \$65.

### Progress Policy

Program students must maintain a passing grade average, based on homework, quizzes, and final exams in the courses completed. Those who do not may be placed on probation for a time specified by the school at the time the probation is instituted. During the probation period students must raise their grade average to passing or higher.

### Grading System

90-100	High-Pass (HP) – Excellent
80-89	Pass (P) – Average
70-79	Low-Pass (LP) – Below Average
> 70	Fail (F) – Unsatisfactory
C	Complete – Ungraded Assignment
I	Incomplete

### Progress Reports and Grades

Program students will receive periodic progress reports. Grades on homework, theses, quizzes, and exams will be reported to students via email and/or in person by faculty. Students enrolled in short-term courses will be issued grades at the end of the course.

### Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property or on school field trips or camping trips. Sexual contact between faculty and staff with students is not permitted. Any violation of school policies may result in permanent dismissal from school of the faculty member, staff member and/or student.

Dismissal: Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Directors, after consultation with all parties involved, makes the final decision.

The Directors may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

Student Grievance Procedure: We highly encourage students to bring complaints to the attention of the school Directors in order to seek resolution. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at anytime prior to the commencement of training at <http://highered.colorado.gov/dpos> or 303-862-3001.

### Refund Policy

Students not accepted to the school and students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition paid. The application fee is not refundable. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except

the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours as described in the table below. The refund is based on the last date of recorded attendance.

A Student Terminating Training ...	Is Entitled to a Refund of:
Within first 10% of the program hours	90% less cancellation charge
After 10% but within first 25% of program hours	75% less cancellation charge
After 25% but within first 50% of program hours	50% less cancellation charge
After 50% but within first 75% of program hours	25% less cancellation charge
After 75% of program hours (if paid in full, cancellation charge is not applicable)	No Refund

The student may cancel the contract (Enrollment Agreement) at any time prior to midnight of the third business day after signing the contract. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

The date on which the school receives notice of the student's intention to discontinue the training program OR the date on which the student violates published school policy, which provides for termination.

The Online Experience Kit is not refundable, as this kit is mailed out to the student before the Online program starts and contains over 100 items.

Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date. The student shall receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably



completed it, except that this provision shall not apply in the event the school ceases operation. The policy for granting credit for previous training shall not impact the refund policy.

**Late Tuition Payments:** The school may charge a reasonable late fee for tuition payments received after the contracted due date. Current late fees are noted on Enrollment Agreements.

**Placement Assistance:** CSCH does not offer employment placement assistance to graduates. We make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enrolled students.

**Transcript and Certificate Requests:** Students who complete a program receive a certificate upon graduating. Students may contact the school for another copy of their certificate if lost and/or obtain a transcript by contacting the school at [info@clinicalherbalism.com](mailto:info@clinicalherbalism.com). Transcripts are \$25 and duplicate Certificates are \$25. Please convey information to confirm your identity and date of program attended. This information will only be shared with individuals who graduated from CSCH.

**Communications Regarding Loans:** CSCH does not issue loans and does not administratively manage any educational loans.

## **Addendum to Catalog**

### **Transferring Rules, Fees, and Testing into the Advanced or Clinical Herbalism Program**

To qualify for admission into the Advanced Herbalism Program or Clinical Herbalism Programs, all students must provide documentation of previous studies, and must be able to pass our Entrance Exams with an 80% or higher. Complete study guides are provided. An interview with the Coordinator of the program and the Directors of the school is required.

CSCH differs from other herbal schools by focusing on Vitalist therapeutics and nutrition as the foundation of our studies in Western medical herbalism. Students who are interested in joining the Advanced Program are required to complete equivalent studies in basic physiology and pathophysiology, Western herbal energetics and actions, Materia Medica, botany, beginning formulation, Vitalist therapeutics, and Vitalist nutrition. (See the description of the Fundamentals of Medical Herbalism Program in our Catalog for details.)

If the applicant lacks studies in any of the core classes, they can make up for this by studying the theses hours at CSCH. Contact the Admissions Coordinator for tuition information and requirements at [info@clinicalherbalism.com](mailto:info@clinicalherbalism.com)

Providing that the exam is passed, and there are seats remaining in the class, the student can sign their Enrollment Agreement, and make their deposit for the program.

The fee for access to the Vitalist notes, comprehensive study guide, and administration of the entrance exam is \$300.

If the student does not pass the exam with a 80% of higher grade, they will be invited to enroll in the next program and \$150 of the exam fee will be credited toward that program when the student registers.

Please write to [info@clinicalherbalism.com](mailto:info@clinicalherbalism.com) for more information.