

Canadian College of Naturopathic Medicine

Academic Calendar
2013-2014

Contents

President's Message	3
Naturopathic Doctor's Oath	5
Mission, Visions, Ends	6
History of CCNM and Governance	7
Canadian Association of Naturopathic Doctors	8
Campus Facilities and Resources	8

A Message from the President

We have all faced significant junctures in our lives, consisting of paths leading to fundamentally different futures. The choice to enter a profession is a decision of this nature.

Naturopathic medicine is founded on the principle of healing through the co-operative power of nature. It involves harnessing science to unleash this healing power. Individuals who choose to practice as naturopathic doctors pledge to "encourage others to strengthen their health, reduce risks for disease and preserve the health of our planet for ourselves and future generations." The focus is on promoting health, not on alleviating symptoms. To address the fundamental causes of disease, to heal the whole person through individualized treatment, to teach the principles of healthy living and preventative medicine—these are among the principles that underpin the profession.

If you are the type of individual who views the healing of others as a calling, you exhibit a quality that the Canadian College of Naturopathic Medicine (CCNM) values in its students. You do not simply want to enter a profession; you are answering a calling that will lead to greater fulfillment in your life.

My time at CCNM has been one of the most fulfilling periods of my life. I have been impressed by the high quality of our student body. The students are bright, energetic and extremely dedicated. The faculty have impressive credentials and experience and are strongly committed to teaching others the path to promoting health. The staff is dedicated to ensuring that the educational environment is of high quality and the student experiences are positive. In short, I have encountered a team that works together to ensure that CCNM graduates individuals who are well prepared for their roles as naturopathic doctors.

CCNM is a very special place. Our small student body (approximately 550) and self-contained campus allows for an intensity of interaction that fosters life-long friendships. The Robert Schad Naturopathic Clinic is the best-equipped naturopathic medical education clinic in North America, with over 40 examination rooms. The 4.3 acre campus, with its treed courtyard and herb garden, provides a very special atmosphere, while sitting adjacent to a subway entrance.

As you read through the material that follows, reflect upon your decision with care. The path that you are considering is not an easy one. The naturopathic medicine program is extremely intense. The first year involves a comprehensive examination of the biomedical sciences that underlie the study of medicine. The second and third years focus increasingly on the clinical sciences and the modalities that constitute the tools of the profession. The fourth year is spent largely in clinical practice under the supervision of registered NDs.

If you choose to become a practicing ND, you will be entering an interesting and complex profession that has a long tradition, as well as a current rate of growth and development that

ethics and values of the profession, naturopathic doctors have developed a set of principles that enshrine the safe use of natural methods and substances to support and stimulate the body's self-healing processes. These principles underpin a complete, individualized and coordinated approach to health care that integrates modern scientific knowledge with traditional and natural forms of medicine. You will learn to embrace the principles of naturopathic medicine as a foundation for your practice and your life.

Are you being called? Do you have the drive and ability that will allow you to excel in an intensive program of study? If so, I look forward to welcoming you into the Canadian College of Naturopathic Medicine.

Bob Bernhardt, B.Sc., LLM, M.Ed., PhD
President/CEO

Naturopathic Doctor's Oath

I dedicate myself to the service of humanity as a practitioner of the art and science of naturopathic medicine.

By precept, education and example, I will assist and encourage others to strengthen their health, reduce risks for disease, and preserve the health of our planet for ourselves and future generations. I will continually endeavour to improve my abilities. I will conduct my life and practice of naturopathic medicine with integrity and freedom from prejudice. I will keep confident what should not be divulged.

I will honour the principles of naturopathic medicine:

First, to do no harm.

To co-operate with the healing power of nature.

To address the fundamental causes of disease.

To heal the whole person through individualized treatment.

To teach the principles of healthy living and preventive medicine.

With my whole heart, before these witnesses, as a Doctor of Naturopathic Medicine, I pledge to remain true to this oath.

Our Vision

CCNM will make naturopathic medicine an integral part of health care through pre-eminent education, research and clinical services.

Our Mission

The Canadian College of Naturopathic Medicine will:

- x Demonstrate excellence in education to our students, supporting them throughout their careers;
- x Provide a working environment that allows our faculty and staff to excel;
- x Expand our knowledge of naturopathic medicine through high quality research;
- x Excel in delivering naturopathic medicine to our patients;
- x Forge a strong relationship between allopathic and naturopathic medicine with a focus on affordable, accessible and effective health care;

... and so make the practice of naturopathic medicine widely acknowledged as key to maintaining patient health.

To drive CCNM in its pursuit of excellence in naturopathic medicine, CCNM's Board of Governors

History of CCNM and Governance

as discounts on continuing education courses, remote access to the Learning Resources Centre's online medical databases and journals, free Grand Rounds DVDs and more.

For more information about joining INER please contact Kim Fisher, Executive Assistant/Secretary, Board of Governors at 416-498-1255 ext. 239, fax 416-498-1626 or kfisher@ccnm.edu.

Canadian Association of Naturopathic Doctors (CAND)

Student members of the Canadian Association of Naturopathic Doctors (CAND) are connected to events related to the profession across Canada and in the U.S. All students receive the quarterly newsletter, *The Vital Link* the monthly electronic newsletter, *The E-Link* as well as the CAND's annual membership directory and bi-annual report on naturopathic medicine in Canada. To find answers to your questions regarding the profession in Canada, contact the CAND office or your CAND student representative at nsa_candrep@ndnet.ccnm.edu.

Address: 20 Holly Street, Suite 200
Toronto, Ontario
M4S 3B1
Phone: 416-496-8633
Fax: 416-496-8634
E-mail: info@cand.ca
Website: www.cand.ca

Campus Facilities and Resources

Security and After-Hours Access

The campus is open daily from 7 a.m. to 11 p.m. For emergencies and after-hours access, contact a security officer at extension 320 or the front desk at extension 333.

Student Identification Cards

New students receive a CCNM student identification card during registration at no charge. Students who require a replacement ID card should contact Student Services (a replacement fee applies). The student ID card will also be used as a photocopier/printing card as well as for the purposes of swiping for daily attendance tracking (see 'Attendance.')

Parking

Parking at CCNM is very limited and there is often a wait list for monthly parking spots. We strongly encourage staff and students to take public transit and/or carpool. Monthly permits are issued on a first-come, first-served basis. The monthly parking rate is \$90* for staff and students and the maximum daily rate is \$25. Parking revenue helps to fund and improve

CCNM and RSNC programs and services. The top parking lot is reserved for clinic patients and visitors. Staff and students are required to park in the lower lot.

All parking operations are performed and enforced by Precise Parklink. To apply for a monthly parking permit, go to www.preciseparklink.com, click on "Register," and choose CCNM. Follow the directions to add a new parker by downloading and submitting an application form. You will be advised if a spot is available. If not, you will be placed on the wait list. Once you have been approved for parking, you will receive a hang tag that must be displayed in your vehicle at all times.

All parking matters are managed by Precise Parklink. The contact information for this department is as follows:

Email: NHSparkers@precisebi.com
Daytime Phone: (416) 398-4052
Fax: (416) 241-4690

CCNM assumes no responsibility for damage to, or theft of, vehicles on CCNM property. Paid parking is also available at North York General Hospital, in the TTC lot at the Leslie subway station, and other parking lots in the area.

(*Current at time of publication. Subject to change.)

Toronto Transit Commission (TTC) Metropass

CCNM participates in the Toronto Transit Commission VIP program. Discounted monthly Metropasses are available to staff and students at the front desk for \$115.50*. Purchases can be made in person at the front desk at the end of each month. Passes are issued on a first-come, first-served basis while supplies last. Payments must be made by debit or credit card only. Cash is not accepted for Metropass purchases.

*Current at time of publication. Subject to change.

Website

Current students may access links to Moodle (course management and communication system), NDNNet (student email system) and Sonisweb (student information system) directly from CCNM's main website (www.ccnm.edu) under 'Current Students.'

Prospective students should review admissions and program information on the CCNM website under 'Prospective Students.'

CCNM Bulletin Boards and Posting Procedures

CCNM's bulletin boards provide an effective communications medium for students, committees, faculty, administration and our public to share current and relevant information. Although flyers and posters provide valuable advertising exposure, please remember to include electronic promotion in event planning strategies. By doing so, we can reduce paper use and encourage environmental integrity at the College.

To ensure that the information posted on the bulletin boards is relevant and timely, and that the boards remain uncluttered and professional looking, a set of guidelines and posting procedures was developed by Student Services, Marketing and Communications and the NSA.

Posting Procedures:

1. Individuals or departments wishing to post a notice on a CCNM bulletin board should first

- x make certain that important College information, events and updates are available and easily accessed by CCNM students.

CCNM 2013-2014 Year-at-a-Glance

2013

August 29 - Sept 5	Exam resit period for spring term final exams
September 2	Labour Day, CCNM closed (clinic closed Aug 31 & Sept 2)
September 3	Fall term classes begin (September intake Year 1, IMG and Years 2, 3 & 4)
September 3	New student orientation
September 5 - 6	Unity Summit Sept. start students
September 6	Deadline to submit health records if applicable (TB test/risk assessment form, Hep B vaccination/waiver and/or CPR certification)
September 9	Last day to make tuition payment arrangement without late fee
September 9	Advanced Standing application deadline (September intake Year 1 and Years 2, 3 & 4 – fall 2013 term and 2013/2014 full year courses)
September 13	Last day to add fall term and full year courses
September 13	Last day to drop fall term courses without financial penalty
September 17	StudentCare.net NSA Health Plan opt-out deadline
September 23 - 27	Supplemental exam week for January 12/13 & IMG spring term final exams
October 14	Thanksgiving, CCNM closed (clinic closed Oct 12&14)

October 15 - 18	Midterm exam week
October 24 - 30	Exam resit period for fall midterm exams
November 4 - 8	Last week to receive any prorated tuition refund for dropped term 1 courses *
November 4 – 8	Last week to drop term 1 courses without academic penalty
November 18	Town Hall meeting
December 6	Fall term classes end
December 9 & 16	OSCE I (Integrated) Exam (Year 2)
December 9 - 20	Exam period (fall term)
December 21 – January 5	Holiday break (September Year 1, IMG, Years 2 and 3)
December 23	Last Day for clinic shifts
December 24 - January 1	Holiday break, Year 4
December 25 - January 1	CCNM and clinic closed
2014	
January 2	CCNM and clinic open
January 6	Winter term classes begin
January 6	New student orientation (January intake)

January 6 - 10	Exam resit period for fall final exams
January 8 - 9	Unity Summit Jan. start students
January 10	Deadline to submit health records if applicable (TB test/ risk assessment form, Hep B vaccination/waiver and/or CPR certification – January intake)
January 13	Last day to make winter term tuition payment arrangement without late fee
January 13	Advanced Standing application deadline January intake term 1 courses)
January 17	Last day to add winter term courses
January 17	Last day to drop winter term courses without financial penalty
January 17	StudentCare.net NSA Health Plan opt-out deadline (January intake)
January 20 - 24	Supplemental exam week for fall term final exams
February 3 - 7	Last week to receive any prorated tuition refund for dropped full year courses
February 7	Last day to drop full year courses without academic penalty
February 17	Family Day, CCNM closed (clinic closed Feb. 15 & 17)
February 17 - 21	Reading week (September intake Year 1, IMG and Years 2, 3)
February 18 - 21	Midterm exam week (January intake)

February 24 - 28	Midterm exam week (September intake Year 1, IMG and Years 2, 3, 4)
March 6 - 12	Exam resit period for winter midterm exams
March 10 - 14	Last week to drop winter term courses without academic penalty (January intake)
March 10 - 14	Last week to receive any prorated tuition refund for dropped winter term courses (January intake)
March 17 - 21	Last week to drop winter term courses without academic penalty (September intake Year 1, IMG and Years 2, 3)
March 17 - 21	Last week to receive any prorated tuition refund for dropped winter term courses (September intake Year 1, IMG and Years 2, 3)
March 18 - 21	OSCE III Primary Care week exam (Year 3)
March 31	Town Hall meeting
April 11	Winter term classes end (January intake)
April 14 - 25	Exam period (January intake)
April 17	Winter term classes end (September intake Year 1, IMG and Years 2, 3)
April 18	Good Friday, CCNM closed (clinic closed April 18 & 19)
April 21 – May 2	Exam period (September intake Year 1, IMG and Years 2, 3)
April 21 & 28	OSCE II (Integrated) Exam (Year 2)
April 28 – May 2	Reading week (January intake)

April 28	Spring term classes begin (IMG intake)
April 28	New Student Orientation (IMG)
May 4 - 11	Clinic closed
May 5	Spring term classes begin (January intake)
May 5	Last day to make spring term tuition payment arrangement without late fee (IMG intake)
May 5	Advanced Standing application deadline (IMG intake)
May 7	OSCE for IMGs – mandatory attendance
May 8 - 14	Exam resit period for winter term final exams
May 12 - 13	Clinic orientation (IMG and Year 4)
May 12	Last day to make spring term tuition payment arrangement without late fee (January intake)
May 12	Advanced Standing application deadline (January intake term 2 courses)
May 12	StudentCare.net NSA Health Plan opt-out deadline (IMG intake)

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How to Apply

Please direct all inquiries to:
Student Services Department
Canadian College of Naturopathic Medicine
1255 Sheppard Ave. East
Toronto, Ontario, Canada M2K 1E2

Tel: 416-498-1255/1-866-241-2266 ext. 245
Fax: 416-498-3197
E-mail: info@ccnm.edu

CCNM accepts applications for admission through the Naturopathic Doctor Centralized Application Service (NDCAS): www.ndcas.org.

Notes:

1. Be sure to read CCNM's [academic requirements](#) prior to starting your online admissions application.
2. The application may be completed all at once or over multiple sittings.
3. The application fee is payable online and is \$115 for the first school or program designation and \$40 for each additional school or program designation.
4. Once the admissions application has been received and verified by NDCAS, it will be forwarded to CCNM for further review and response.

Session Start	Priority Application Date
Naturopathic Doctor (ND) 4-year program January 2014 intake	November 29, 2013
Naturopathic Doctor (ND) Bridge Delivery for International Medical Graduates (April 2014 intake)	November 29, 2013
Naturopathic Doctor (ND) 4-year program September 2014 intake	December 31, 2013
Naturopathic Doctor (ND) 4-year program January 2015 intake	April 30, 2014

1. Possessing the minimum admission requirements published herein does not guarantee an offer of admission. In addition to these requirements, the College will admit only those candidates who, in the judgment of the College, are of good character, are capable of completing the naturopathic medicine program in its entirety, and show promise of becoming worthy members of the naturopathic profession.
2. If an applicant is offered admission, a deposit of \$2,000 is required to confirm acceptance of the offer. The deposit will be applied to the student's first-year tuition fee.

Please note that if an applicant withdraws their acceptance of the admission offer within 48 hours of accepting it, or if the program is discontinued before the first day, they will receive a full refund of the \$2,000 deposit. If an applicant withdraws their acceptance of the admission offer after 48 hours but before the start of the program, or if they do not attend the first ten consecutive days of scheduled classes, they will receive a refund of the deposit and an administrative charge of \$500 will be assessed. Withdrawals received after the start of the program will receive a refund calculated according to the program withdrawal policy.

Admission Requirements

The Canadian College of Naturopathic Medicine is committed to excellence in naturopathic education and to the success of our graduates. All candidates for admission are evaluated based on their academic history and personal interview, as well as their motivation for becoming a naturopathic doctor, leadership skills, problem solving and critical-thinking skills, and specific personal qualities and characteristics.

Academic requirements

			Physiology and Anatomy II
Organic Chemistry (with lab)	3	0.5	Course must cover topics such as chemical reactivity, reaction pathways, stereochemistry, alcohols, acetones, aldehydes, carboxylic acids, and amines. A lab component is required. Example: McGill University - CHEM212-Intro to Organic Chemistry
Psychology*	3	1.0	May be fulfilled by a one semester course such as social psychology, health psychology, or developmental psychology. Example: University of Toronto - PSY100Y-Introductory Psychology
Humanities elective	6	1.0	Acceptable courses include, but are not limited to: English, sociology, psychology, history, women's studies, religious studies, etc. Must include an essay-writing component. Foreign language courses are not accepted towards the humanities prerequisite. Example: Lakehead University - Nursing 2500-Concepts of Health

Credit will not be given for the completion of prerequisites unless a grade of C- (60%) or better is earned.

Some courses can be completed at CCNM. (See 'Completing Prerequisites at CCNM.')

Recommended Courses

In addition to the required courses outlined above, we recommend that applicants complete courses in some or all of the following areas to prepare for the ND program curriculum:

- x anatomy
- x biochemistry
- x environmental science
- x genetics
- x microbiology
- x physics
- x sociology
- x statistics
- x English composition

Personal statement/essay

Applicants are required to complete a personal statement/essay. Essay questions are included in the application. Please follow the specific instructions and maximum character count provided when answering the essay questions.

Confidential references

Admission decision

The decision to admit an applicant is based primarily on the applicant's undergraduate grade point average and admissions interview. Additional criteria will include:

- x applicant's academic history
- x essay
- x references
- x resumé

Experienced student policy

As outlined in the above section on admissions requirements, completion of a Bachelor's degree is expected. A limited number of exceptions are made for experienced students. Experienced students wishing to apply to CCNM must have completed a minimum of three years of university study (90 credit hours, 15 full courses) towards a baccalaureate degree. Competitive applications must have an average cumulative grade point average of at least 3.3 on a four-point scale (equivalent to B+). A lower grade point average (minimum 2.7) may be acceptable, depending on the applicant's academic history, interview, essay, references and career-related experience.

Applicants applying as experienced students must possess all of the minimum prerequisites as outlined in the above section on admission requirements. In addition, anyone applying as an experienced student must be able to demonstrate a minimum of four years of work and life experience outside of university. Please note that possessing the published minimum admission requirements does not guarantee an offer of admission. Please contact Student Services for more information.

Observation skills

The candidate must be able to demonstrate skills in observation. In particular, a student must be able to accurately observe a patient at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation, enhanced by tactile, olfactory, and auditory information.

Communication skills

A student must be able to speak to, hear and observe patients and coherently summarize a patient's condition and management plan, verbally and in writing. A student must be able to communicate effectively and sensitively with patients, families, employees and other health-care practitioners.

Motor skills

A student must demonstrate sufficient motor function to safely perform a physical examination on a patient in a timely fashion, including palpation, auscultation, percussion and other diagnostic techniques. A student must be able to use common diagnostic aids or instruments either directly or in an adaptive form, and be able to perform basic laboratory tests. A student must be able to execute fine and gross motor movements that are required to provide general medical care to patients.

Intellectual-conceptual, integrative and quantitative abilities

A candidate must demonstrate critical thinking, sound judgment, analysis, reasoning, and synthesis, essential to the problem-solving skills demanded of physicians. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioural and social attributes

A student must consistently demonstrate the emotional maturity and stability required for full utilization of his or her intellectual abilities. The application of good judgment and the prompt completion of all responsibilities attendant to the diagnosis and care of patients are essential attributes. The development of mature, sensitive and effective relationships with patients, families, employees and other health-care practitioners is also required. The student must be able to tolerate the physical, emotional and mental demands of the program and function effectively under stress. Adaptability to changing environments and the ability to function in the face of uncertainties inherent in the care of patients are both necessary.

Compassion, integrity, concern for others, interpersonal skills, intellectual curiosity and self-motivation are all personal qualities that naturopathic doctors and naturopathic medical students must demonstrate.

Accommodating students with disabilities

In accordance with the spirit and principles of the Ontario Human Rights Code (OHRC) and the Canadian Charter of Rights and Freedoms, CCNM will use all reasonable efforts to accommodate students with disabilities in a manner designed to provide them with education equity in order to meet the standards of the program.

International applicants must ensure that their academic credentials meet Canadian equivalency. If you are an International Medical Graduate, you may qualify for bridge delivery of the ND program.

All international applicants must comply with Citizenship and Immigration Canada admissibility requirements and must obtain a study permit or other suitable documentation. At the time of publication, international students enrolled at CCNM on a study permit are not eligible to work while in Canada.

For more information visit the [Department of Citizenship and Immigration Canada](#). Applicants who intend to practice outside Canada are advised to contact the local naturopathic medicine licensing body to inquire about requirements for licensing in that jurisdiction.

Evaluation of international transcripts

Students applying for the four-year ND program who have completed their university study at an institution outside North America must have their transcripts evaluated and translated (if necessary) on a course-by-course basis. This is not required for bridge delivery applicants. International credential evaluations are accepted from:

World Education Services

www.wes.org

Toronto: canada@wes.org

416-972-0070 or 1-866-343-0070

New York City: info@wes.org

212-966-6311

The International Credential Assessment

Service of Canada (ICAS)

www.icascanada.ca

info@incascanada.ca

519-763-7282 or 1-800-321-6021

Proficiency in the English language

As CCNM curriculum is delivered in English, all applicants are expected to demonstrate sufficient facility in the English language to fully participate in the learning process. If an applicant's post-secondary studies were completed outside of North America in a language other than English, TOEFL scores must be submitted to CCNM. CCNM's minimum requirements are indicated below.

IELTS: minimum overall band score of 6.5 or higher (on a 9 point scale)

TOEFL PBT: minimum 580 out of 677

TOEFL CBT: minimum 257 out of 300

TOEFL IBT: minimum 86 out of 120

(CCNM TOEFL DI Code: 0245)

Enrolment Requirements

Students accepted for admission to CCNM must satisfy the following enrolment requirements in order to be registered in the program.

TB Testing Policy

All new students must submit a two-step Mantoux (PPD) skin test prior to the start of classes. For fall enrolment, tests must be taken between June 1 and September 1. For winter enrolment (January intake) tests must be taken between October 1 and January 1. All returning students must submit a TB Risk Assessment form annually, prior to the start of classes each year. All TB test results must be submitted to Student Services. The CCNM TB Test form and Risk Assessment forms are available from Student Services or downloaded from Moodle. Doctor's notes will not be accepted in lieu of these forms. All students who test positive for tuberculosis must submit the results of one baseline chest x-ray to rule out active disease. If any student is found to be high-risk, s/he may be required to submit the results of an additional TB test or chest x-ray to rule out active disease.

Failure to submit TB test results and/or Risk Assessment form may result in deregistration from all clinic-related activities including classes. Questions regarding the student TB testing policy should be directed to Student Services.

Hepatitis B Policy

Students who have been vaccinated for Hepatitis B must submit proof of vaccination or immunity to student services by one of these two methods:

- 1.

completed at least every two years or less depending on the expiry date of the initial certification. Failure to submit CPR certification may result in deregistration from all clinic-related activities including classes..

Some CPR courses are offered at CCNM through

in a hospital resident program. However, their access to residence programs has been limited, and this exclusion creates frustration for those who want to further their careers as Canadian doctors.

International medical graduates have the education and expertise that is valued in Canada. Through the bridge delivery of its naturopathic medical program, CCNM is providing access to education for those who wish to further enhance their knowledge and skills for a successful health-care career in Canada.

We at CCNM see the value in ensuring that more highly trained immigrants in Canada can build upon the knowledge and skills that helped them gain entry to the country, and employ these skills through gainful employment. We believe the bridge program also assists in providing greater health-care choice and thus greater access to health care. Bridge-delivery graduates may provide an expanded service to immigrant communities, helping these communities feel more equal as partners in the Ontario health-care model through access to primary-care practitioners who are familiar with community and cultural needs.

Admission Requirements (IMG Bridge Delivery)

What is the MCCEE?

The Medical Council of Canada Evaluating Examination (MCCEE) is a four-hour, computer-based examination offered in both English and French at more than 500 centres in 80 countries worldwide. The MCCEE is a general assessment of the candidate's basic medical knowledge in the principal disciplines of medicine. International medical graduates must take the MCCEE as a prerequisite for eligibility to the MCC Qualifying Examinations.

Personal Interviews

The interview assesses an applicant's ability to successfully complete the program and become an effective naturopathic doctor. Applicants are chosen for interviews based on their academic performance.

Interviews are conducted at CCNM. The personal interview lasts approximately 45 minutes. The interview team consists of one faculty member and one student. There are three components to the interview:

1. several vignettes/scenarios with applicable questions (for which no prior medical knowledge is required)
2. additional questions related to motivation and familiarity with naturopathic medicine
3. an opportunity for open dialogue

Proficiency in the English language

As CCNM curriculum is delivered in English, all applicants are expected to demonstrate sufficient facility in the English language to fully participate in the learning process. If an applicant's post-secondary studies were completed outside of North America in a language other than English, TOEFL scores must be submitted to CCNM. CCNM's minimum requirements are indicated below.

IELTS: minimum overall band score of 6.5 or higher (on a 9 point scale)

TOEFL IBT: minimum 86 out of 120

Enrolment Requirements

Students accepted for admission to CCNM must satisfy the following enrolment requirements in order to be registered in the program.

TB Testing Policy

All new students must submit a two-step Mantoux (PPD) skin test prior to the start of classes.

For fall enrolment, tests must be taken between June 1 and September 1. For winter enrolment (January intake) tests must be taken between October 1 and January 1. All returning students must submit a TB Risk Assessment form annually, prior to the start of classes each year. All TB test results must be submitted to Student Services. The CCNM TB Test form and Risk Assessment forms are available from Student Services or can be downloaded from Moodle. All students who test positive for tuberculosis must submit the results of one baseline chest x-ray to rule out active disease. If any student is found to be high-risk, s/he may be required to submit the results of a second baseline chest x-ray.

Hepatitis B Policy

Students who have been vaccinated for Hepatitis B must submit proof of vaccination or immunity to student services by one of these two methods:

1. A letter from your MD stating that you received the vaccination within the last 15 years or;
2. Laboratory testing demonstrating immunity to Hepatitis B.

Students who do not wish to be vaccinated for Hepatitis B must submit a Hepatitis B waiver form to Student Services prior to the start of classes. This form is available from Student Services or Moodle.

This is a one-time only requirement. Once a student has submitted appropriate documentation to Student Services, it will be kept on file for the duration of their enrolment at CCNM. Failure to submit proof of Hepatitis B vaccination or waiver form may result in deregistration from all clinic-related activities including classes. Questions regarding the Hepatitis B Policy should be directed to Student Services.

CPR Certification Requirement

All students are required to obtain CPR certification at the Health Care Provider (HCP) Level. Copies of CPR certification must be submitted to Student Services prior to the start of classes. It is the student's responsibility to ensure that their CPR certification is kept up-to-date at all times for the duration of their enrolment at CCNM. CPR recertification must be completed at least every two years or less depending on the expiry date of the initial certification. Failure to submit CPR certification may result in deregistration from all clinic-related activities including classes..

Some CPR courses are offered at CCNM through the Continuing Education Department. CPR certification is also accepted from St. John's Ambulance, Red Cross and the Heart and Stroke Foundation, among others. Questions regarding the CPR certification requirement should be directed to Student Services.

Criminal Background Check

All students should expect to submit a criminal background check prior to beginning their clinical internship at CCNM.

The Office of the Registrar

Student Records

The registrar maintains permanent academic records of every student enrolled at CCNM. A student's file contains their application, information related to the business of the College,

Registration

decision be made to exercise the right to appeal, the applicant must provide a written request for review with a rationale for the request, along with any relevant documentation, within five business days of the notice being issued. All documentation will be forwarded to the Associate Dean, Curriculum, who will review the written materials and make an independent determination. The Dean will then conduct a final review and will advise the applicant of his or her final decision in writing within ten business days of receiving the appeal.

2013-2014 Advanced standing application deadlines

Applications for advanced standing will not be accepted under any circumstances after the following deadlines.

TERM/YEAR	APPLICATION DEADLINE
2013-2014 Full-year courses (Year 3	September 9, 2013
Fall 2012 term course	September 9, 2013
Winter 2014 term course	January 13, 2014
Spring 2014 IMG intake	May 5, 2014
Spring 2014 term course (January intake)	May 12, 2014

Important Note about Advanced Standing and Student Loans

If you are granted advanced standing, your federal and provincial student loans office (i.e., OSAP, BCSAP, etc.) will need to be notified of the change in your course load. Student Services will notify you of the course load change so that you can make the necessary changes to your loan application. If the loan has already been processed for the term, a tuition refund may be issued to the student loan lender. Please contact Student Services for further information.

Deferred enrolment

Letters of acceptance are only valid for the intake session for which the applicant was admitted. Applicants who do not enrol in the intake for which they applied, may request to have their application moved to the next intake within the same academic year (e.g., applicants applying for September admission may request to have their application moved to 2623 th

Student Support Services

On-Campus Residence

CCNM's on-campus residence rooms offer co-ed accommodations on both a short-term and year round basis for CCNM and non-CCNM students. Conveniently located adjacent to the main campus building, residents are just steps away from the fitness facility, Learning Resources Centre, a healthy food cafeteria and the RSNC.

Each floor has a number of shared lounges complete with satellite television and a balcony overlooking the courtyard. A kitchen equipped with major appliances adjoins each lounge. Laundry facilities are available on each floor.

All residence rooms are single occupancy only. Rooms include a single bed, desk and chair, wardrobe closet, personal refrigerator and Internet access, which is cabled in the room and wireless in the lounges.

For more information or to request a residence application package, call 416-498-1255 ext. 330 or email residence@ccnm.edu.

Off-Campus Housing Listings

Off-campus housing listings are available online at www.ccnm.edu. These postings are available to the public and can be posted free of charge.

Counselling Services

On-campus, short-term counselling is available free of charge. This confidential service is designed to assist students who are dealing with personal issues that are impacting their student and/or personal lives.

CCNM students can contact the student counsellor at 416-498-1255 ext. 256 to make an appointment. When leaving a message, please include details about the best time to return the call and whether a message can be left at the number provided. Messages are usually returned within 24 hours and every effort will be made to accommodate students as quickly as possible.

Career Resource Centre

CCNM has an onsite Career Resource Centre located in the administration wing near student services. Students can also access career resources on Moodle and Integra Practice Management at www.integrapracticemanagement.ca. CCNM maintains a listing of current practice opportunities for graduates of the program. To view the listing online, look under the Alumni Services section on CCNM's website.

Peer Tutor Program

For those students in need of additional academic support, the registrar helps to match high-achieving upper-year students with students experiencing academic difficulty for individual

tutoring in a specific subject area. To become a peer tutor, receive tutoring assistance or for more information about this program, contact Student Services.

Student Financial Information

Tuition Fees and Financial Policies

CCNM works to maintain a balance between minimizing the costs of tuition and other services and ensuring a high quality of education and support services. CCNM is a not-for-profit educational institution and does not receive direct financial support from the federal or provincial government. The College's charitable status allows it to receive donations that are used to offset the full cost of providing the ND program.

Before a student can register, payment of tuition and other mandatory fees must be submitted. The tuition fee is due by the end of the first week of scheduled classes of each term. The student must make arrangements with the Accounting Department at the beginning of each term to avoid any late registration fees. The tuition fee is reviewed each year and increased as required to adjust for program growth and inflation. Interest of 1.5 per cent per month (18 per cent per annum) is charged on outstanding tuition and other fees.

Planning Your Financial Commitments

Students are encouraged to plan ahead to manage the financial commitments of the program. The following points are important to remember:

- x Recognize and quantify the total expenses related to the program as well as your personal expenses during this period of time.
- x Consider all avenues of financing, including personal and family resources, loans and bursaries.
- x Be aware of the limitations and uncertainties of provincial and federal loans and bursaries. These loans and bursaries cover only a portion of your tuition. A sound financial plan should include a contingency plan in case the expected loans and bursaries are not received in time or are not for the anticipated amount.
- x Be diligent and prompt in following up on all matters related to your finances, such as submitting loan documents and communicating with the Student Services and/or Accounting departments.
- x Review your statement of account available through Sonisweb.

CCNM's financial policies are based on an understanding and acceptance of the responsibilities of the student and the College. It is important to have a clear understanding of the following relationships:

1. CCNM has no direct relationship with governme

2. Tuition fees and any enrolment matters are strictly between the student and CCNM. Students are solely responsible for the total amount of tuition and other costs of education.

Statement of Account

Statement of account is available through Sonisweb. Students are responsible for communicating with Accounting regarding any questions or concerns.

Outstanding Balance

Students whose accounts are in arrears will not be permitted to enrol in the following term until a satisfactory solution is reached with the finance department.

Students who complete their academic studies with an account in arrears will not be issued a transcript, diploma or clearance to write the NPLEX exams.

Interest of 1.5 per cent per month (18 per cent per annum) is charged on all outstanding balances until the account is cleared.

Method of Fee Payment

Tuition and all other fees are payable by cash, cheque, money order, or online banking. Cheques do not need to be certified; however, any student who tenders a cheque that subsequently is not honoured by the banking institution (NSF) will be charged a \$30 fee plus the appropriate interest charge. Credit card payments cannot be accepted.

Students may request that funds be directly disbursed to CCNM from their government student loans program and other similar sources. In such cases, students will be allowed a two-week grace period from interest charges before the actual receipt of the funds by CCNM.

For students who will be graduating, all outstanding fees must be paid on or before May 15 of the graduating year. Fees paid after May 15 must be in the form of cash, certified cheque, money order, or online payment.

Students seeking alternate payment arrangements must meet with the Accounting Department before tuition is due to avoid late payment fees.

Refund Policy

CCNM's refund policy is applied when a student, either voluntarily or involuntarily, is no longer part of the full ND program, or a specific course or courses. Refund calculations if applicable can be found on page 34.

ND Program Fees

Tuition Fees ... ND Program

Annual tuition fee 2013-2014 (Canadian students)	..	\$20,600
Annual tuition fee 2013-2014 (international students)		\$21,990

Mandatory Fees ... ND Program (non-refundable*)

CAND annual student membership fee	\$25
Naturopathic Students' Association (Year 1)	\$200
Naturopathic Students' Association (Years 2-4)	\$85
NSA Health and Dental Plan (

dental coverage for 12 months, from September 1, 2013 to August 31, 2014. Students already covered through another plan may opt out of the NSA health and dental plan at www.ihaveaplan.ca no later than September 17, 2013. Proof of coverage is required to opt-out. Students can also enrol their spouse and/or dependants in the plan by going to www.ihaveaplan.ca. Students starting in January 2014 will be assessed a fee pro-rated for eight months of coverage (January 1 to August 31, 2014). The opt-out deadline for January intake students is January 17, 2014. Please note that plan fees are subject to change prior to the start of the coverage period. The NSA health and dental plan is only available to students enrolled in the ND program. For more

A loan application must be submitted for each academic year you attend. Student loan applications are administered by your provincial loan office and usually become available at the beginning of June. Online applications are available on the website of your provincial loan program and are typically the preferred method of applying. Paper applications have, in some cases, been eliminated.

You may submit an application prior to receiving your acceptance letter from the College. It is recommended that you submit your application as early as possible (mid-June) to ensure your loan will be available upon College registration. Processing times may vary and could take eight to 10 weeks.

You may obtain student loan information from your provincial loan office or by contacting Student Services.

Be sure to read your loan application, accompanying guide and all other documents carefully. You are responsible for your student loan and its repayment. Your provincial loan application guide details eligibility requirements, maximum loan amounts, repayment process, etc.

Nunavut and the Northwest Territories operate their own student assistance plans. If you are a resident of Nunavut or Northwest Territories, contact the territorial student assistance office for further information.

Important Information on Student Loans

CCNM complies fully with the performance requirements for the administration of the Ontario Student Assistance Program (OSAP) by Private Schools (non-PVS) as set out by the Ministry of Training, Colleges and Universities (MTCU) to ensure the proper administration of public funds and the prevention of program abuse and fraud. The Ministry's full requirements can be accessed through the website at <http://osap.gov.on.ca>.

Active Student Participation and Satisfactory Scholastic Progress Policy

All students receiving OSAP or other provincial loans are required to adhere to applicable OSAP regulations and conditions, including active participation and satisfactory scholastic progress to the full extent of CCNM's satisfactory academic progress requirements. Students will be disqualified from eligibility for OSAP or government loans and withdrawn from loan arrangements if they fail to meet the following requirements:

- x failure to attend for five consecutive scheduled days without valid documentation
- x maintain a course load of 60 per cent
- x participate in 20 hours of instruction per week for four consecutive weeks

Withdrawal from OSAP eligibility is automatic and does not require written notification.

In addition, students receiving OSAP must achieve satisfactory scholastic progress at the institution and a passing grade in each course while maintaining the above-stated conditions. Those not meeting the scholastic progress requirement will be subject to the following

interest-free status, the lender holding your previous loans (bank, financial institution and/or National Student Loan Service Centre) must be informed that you are still in school. This is done automatically once your completed Confirmation of Enrolment form is processed by your post-secondary institution and by the Ministry of Training, Colleges and Universities. The Ministry will electronically inform your previous lender that you are still in school.

If your loan documents are not in by the first day of class or if your loan is on hold, you must complete the appropriate Continuation of Interest-Free Status form (Schedule 2) from your province. Students must be enrolled in at least 60 per cent of a full-time course load to qualify. Students with disabilities must be enrolled in at least 40 per cent of a full-time course load to qualify.

Note: A student who does not qualify for a loan must complete the appropriate Schedule 2 form for his/her province.

Loan Responsibilities Regarding Repayment

Loan repayment begins six months after the completion of your studies, or when you have stopped being a full-time post-secondary student. The rates and conditions for repayment are

Nova Scotia

Student Assistance Office, Department of Education
2021 Brunswick Street, P.O. Box 2290, Halifax Central
Halifax, NS B3J 3C8
<http://studentloans.ednet.ns.ca>
902-424-8420 or 1-800-565-8420 (within NS)
Fax: 902-424-0540

Nunavut

Financial Assistance for Nunavut Students
Department of Education
P.O. Box 390
Arviat, NU X0C 0E0
1-877-860-0680
Fax: 1-877-860-0167
www.edu.gov.nu.ca

Ontario

Ontario Student Assistance Program
Student Support Branch
Ministry of Training, Colleges and Universities
P.O. Box 4500
Thunder Bay, ON P7B 6G9
<http://osap.gov.on.ca>
1-807-343-7260
1-800-465-3958 (TDD/TTY)
Fax: 807-343-7278

Prince Edward Island

Student Financial Services
Dept. of Innovation and Advanced Learning
P.O. Box 2000, 90 University Avenue, Suite 212
Charlottetown, PE C1A 7N8
902-368-4640
Fax: 902-368-6144
www.studentloan.pe.ca/

Quebec

Ministere de l'Education Superieur, de la Recherche, Science et Technologie
Aide Financiere aux Etudes
1035, rue De La Chevrotiere,

Quebec, QC G1R 5A5

*Please note that the province of Quebec does not recognize CCNM students as eligible for government loans.

418-646-3750 (outside Quebec)

1-877-643-3750

www.afe.gouv.qc.ca

Saskatchewan

Student Financial Assistance Branch

Saskatchewan Education, Employment and Immigration

Canadian Imperial Bank of Commerce (CIBC)

Students enrolled in the ND program at CCNM can apply for the CIBC Professional Edge Line of Credit. [More information](#) is available.

Scotiabank

Scotiabank offers the Scotia Professional Student Plan to naturopathic students. [More information](#) is available.

Note: Other banks may offer loans and/or lines of credit to CCNM students. We recommend that you contact your institution of choice to confirm details. Banks may change their loan policies at any time.

US Federal Student Aid

CCNM students may be eligible for US based financial assistance such as Direct Stafford Loans and Direct Grad PLUS Loans.

It is recommended that US students begin the application process no later than July 15 to ensure funding is available to them by September 1 (for fall semester) or October 15 to ensure funding is available to them by January 1 (for winter semester). Only one application is required per academic year. Funding will be awarded in two or three installments for students starting in September. Students must re-apply each academic year.

Application Process

1. Complete a free application for Federal Student Aid (FAFSA). Please choose Canadian College of Naturopathic Medicine (032733 00/G3273300) as one of your school choices to have your SAR available to the school online. Please be reminded that CCNM is considered a foreign school and you must choose "foreign country" under "state."
2. Sign your Master Promissory Note
3. Complete Entrance Counselling (ONLY if this is your first time using federal student loans while a student at CCNM, if you are a returning student and have already completed this in past year(s), please skip).
4. If you wish to apply for a Federal Grad PLUS loan, you can complete the additional MPN. Please note: PELL Grants are not available for students studying at CCNM (foreign schools are not eligible).
5. The Student Services Department will complete the online confirmation and will notify you when your loan has been processed and approved.
6. All Direct Loan money will come directly to CCNM.
 - x Photocopies of your/your spouse's Income Tax Returns (IRS Forms 1040, 1040A, or 1040EZ) may be required later. The information will be used to verify the income figures entered on your FAFSA. You will be informed if any of these are required.
 - x Spousal income tax returns are required if the applicant is married, or in a common-law relationship according to the student's original state of residence.
 - x Complete and submit the Program Information Sheet to CCNM, as well as the Cost of Attending form.
 - x Married students must submit a detailed budget for you and your family for the study period.

Direct Stafford Loans

As of 2012-2013, students on U. S. Loans are only eligible for Unsubsidized Stafford loans. An Unsubsidized Stafford loan is a federally insured student loan that is not needs-based. The maximum annual loan amount is \$20,500 US. Interest accrues on this loan while you are attending school.

Direct Grad PLUS

To be eligible for the Grad PLUS loan, you cannot have an adverse credit history. Students can borrow up to the cost of attendance, minus other estimated financial assistance in the

Terms and Conditions:

- x The ESLP cannot be used to pay debts to the College (i.e., tuition fees, parking fees, library fines, residence rent, etc.)
- x Eligible applicants may borrow up to \$500 for living expenses or up to \$1,000 for special circumstances. Loans will not exceed \$1,000 per eligible student per year.

To be eligible, the student must:

- x complete the ESLP application form in full (obtain from Student Services)
- x demonstrate financial need
- x have completed a minimum of one term in the ND program
- x be in satisfactory academic standing
- x have no outstanding debts to CCNM
- x have exhausted all available sources of funding

Repayment of the principal loan amount (zero per cent interest) must be paid back to CCNM

Bursaries for Returning Students

A number of \$1,000 bursaries are available to returning students (Years 2 - 4). Eligible applicants must be registered as full-time students (minimum 60 per cent course load) in year two, three or four for the 2012/2013 academic year, demonstrate financial need by qualifying for government student loans and have a cumulative GPA of 3.0 or better. The number of awards available is dependent on the amount of money collected from donors.

Convocation Awards

Members of the graduating class who have excelled in the ND program and who have exhibited exceptional school spirit and a passion for the profession may be nominated for several convocation awards.

Governors' Award of Excellence - Sponsored by CCNM

\$1,000 awarded to the graduating student who has demonstrated outstanding academic performance in the naturopathic medicine program.

Humanitarian Award - Sponsored by CCNM

\$1,000 awarded to the graduating student who has best exemplified dedication to the betterment and service of humanity, as demonstrated through words and deeds that reflect the principles of naturopathic medicine and that produce meaningful change in the lives of others.

Leadership Award - Sponsored by CCNM

\$1,000 awarded to the graduating student who has best exemplified outstanding leadership within the CCNM community.

NSA Community Spirit Award - Sponsored by the NSA

\$1,000 awarded to the graduate who has best exemplified the spirit of giving through charitable work within the CCNM community or the community at large as a representative of the College.

NSA Naturopathic Honour Award - Sponsored by the NSA

\$1,000 awarded to the graduate who exhibits outstanding leadership, volunteer service, contribution and/or special achievement in programming extra-curricular activities.

Key Performance Indicators

In accordance with the Ontario Ministry of Training, Colleges and Universities' Performance Guidelines, CCNM publishes performance indicators for students on employment rates, graduation rates and student loan default rates.

Note: The Ministry of Training, Colleges and Universities did not conduct surveys to determine employment rates or graduation rates for the 2006-2012 graduating classes. The graduation rates shown for 2006-2012 are based on our own calculations.

Employment rates

CCNM graduates participate in the NPLEX (Naturopathic Physicians Licensing Examinations)

in August of their graduation year and are not eligible for licensure until September. Please note that the employment rate is calculated in November, which is only two months after students gain licensure.

Graduate Class	Employment Rate
2005	81%
2004	72%
2003	76%
2002	87%
2001	81%
2000	83%
1999	85%

Graduation Rates

Graduate Class	Graduation Rate
2012	84%
2011	89%
2010	84%
2009	87%
2008	91%
2007	86%
2006	87%
2005	80%
2004	87%
2003	89%
2002	87%
2001	96%
2000	93%
1999	92%

Default Rates

2008	70 (in '05-'06)	0	0%
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Services and Facilities

- x full-text article request retrieval
- x reference and research assistance
- x instruction in the use of databases
- x study space and reading areas
- x specialized modality software (e.g., MacRep and IBIS)
- x orientation for new students and staff
- x computer lab and audiovisual equipment
- x dried herb collection
- x medical simulation room
- x photocopying facilities

Loans

There is an overall limit of 12 items per library card at any given time.

Material Type	Loan Period	Loan Limit
General book (stacks)	2 weeks	8 items
Overnight books	1 day	2 items
Audio tapes	1 week	2 items
NPLEX	1 day	8 items
Videotapes	1 day	3 items
CD-ROMs	1 day	2 items

Renewals

Provided that a reserve has not been placed on an item, it may be renewed by asking an LRC staff member by phone at ext. 246 or online through your Polaris account. If you are unable to renew an item online, it is your responsibility to contact the library on or before the due date. Reservations may be placed on items already checked out.

Reserves and Holds

A request can be placed to reserve an item already on loan. You will be notified by e-mail when the item arrives. On-Hold items not collected within the specified time will be returned to the shelf or loaned to the next person on the reserve list.

Copyright

The LRC strictly observes copyright regulations. All materials submitted to the library for inclusion in the collection must comply with Canadian and international copyright regulations as well as CCNM's contractual obligations to Access© Copyright, the Canadian copyright licensing agency. It is your responsibility to keep informed of and comply with copyright law. Access Copyright guidelines are posted throughout the LRC.

Fines and Sanctions

The LRC levies fines for overdue items to promote equitable access to resources. Please note the following guidelines and rules:

- x Financial penalties for overdue items increase during examination periods; further penalties may be instituted for late return of items

Sanctions may include:

- x suspension of LRC privileges
- x accounts in arrears may be forwarded to CCNM's finance department

The library will endeavour to inform the student a week before the sanctions are imposed.

Fines are calculated as follows:

General loan books (stacks) 50 cents per day

Digital Media Services

Hours of Operation

Monday – Friday, 8 a.m. – 5 p.m.

Digital Media Services (DMS) provides classroom technical support for all AV equipment in the College. Additional areas of expertise include CCNM website development and maintenance, AV staging, presentation development, graphic design, video production and interactive media development. In addition to supporting the curriculum, the department makes every effort to accommodate the needs of CCNM annual events, student initiatives, affiliations and inter-department requirements.

Services

- x Graphic design, presentation enhancement and development.
- x Duplication: 8" x 11" colour prints, large scale 24" x 50' prints, CD-R, DVD-R, transparencies, etc.
- x Consultation: outsourcing, formatting, graphic design, AV equipment needs.
- x Equipment loans: tripods, classroom equipment requests and slide and LCD projectors.
- x Digital video: production and postproduction capabilities.

Information Systems

Hours of Operation:

Monday – Friday, 9 a.m. – 5 p.m.

The Information Systems Department supports a broad range of information technology services designed to assist CCNM and its constituents in the attainment of CCNM's academic mission.

IS Support Services Contact Information:

<u>Support Service</u>	<u>Contact Information</u>
CCNM Computer and Network support	ishelpdesk@ndnet.ccnm.edu 416-498-1255 ext. 322
Clinic Pager support	ishelpdesk@ndnet.ccnm.edu 416-498-1255 ext. 322
E-mail (NDnet) abuse	abuse@ndnet.ccnm.edu 416-498-1255 ext. 322
E-mail (NDnet) support	ishelpdesk@ndnet.ccnm.edu

commercial messages, mail bombing or any other abuse of e-mail or news group servers;

- d) use them to post or transmit any information or software which contains a virus, "cancelbot," "trojan horse," "worm" or other harmful or disruptive component;
- e) use them to upload or download, post, publish, retrieve, transmit, or otherwise reproduce, distribute or provide access to information, software or other material which:
(i) is confidential or is protected by copyright or other intellectual property rights, without prior authorization from the rights holder(s); (ii) is defamatory, obscene, child pornography or hate literature; or (iii) constitutes invasion of privacy, appropriation of personality, or unauthorized linking or framing;
- f) share your IT services password;
- g) engage in any activity whose purpose is to defeat any IT services related security system or procedure;
- h) conceal or disguise your true identity ("spoofing") when sending or forwarding e-mail communications;
- i) copy or forward sensitive or confidential information to unauthorized individuals, groups, or organizations;
- j) represent yourself as an agent of CCNM, without CCNM's expressed written permission;
- k) use them for commercial purposes, advertising, lobbying or political campaigning;
- l) use them for game playing;
- m) use them for downloading software;
- n) use them for downloading any file that is not directly related to CCNM business, education or research.

Violation of IT Services Usage Code

Autonomy - Recognizing the dignity and intrinsic worth of individuals and their right to make personal choices.

Beneficence - Making the best interests of patients, society and the environment of paramount consideration.

Compassion - Being sensitive to individual and societal needs for comfort and health.

Competence - Striving to achieve and consistently demonstrate the highest levels of knowledge, judgment and ability.

Integrity - Incorporating core values as the basis for ethical practice and as the foundation for honourable conduct

Justice - Treating all individuals in a fair and equitable manner.

Professionalism - Being committed to the service of humanity.

Tolerance - Respecting the rights of individuals to hold and express disparate opinions and beliefs and recognizing that these differences may arise from personal, ethnic, religious or cultural values.

Veracity - Valuing truthfulness as the basis for trust in personal and professional relationships.

Code of Student Conduct

Standards of Student Conduct

Upon enrolment at CCNM, students are expected to clearly understand their rights and obligations with respect to the institution, fellow students, faculty and staff, the naturopathic profession, other professions and the public. A student must respect and uphold the core values of the organization and understand that behaviour that is consistent with these values will benefit all who participate in the community. The standards of student conduct define the boundaries within which a rewarding and mutually supportive learning environment can be maintained.

A student must be prepared to abide by certain rules and regulations. In this regard, CCNM retains the right to ensure that the students will conduct themselves in a professional manner.

Any breach of conduct involving morality, ethics or legality, on or off campus, may be subject to disciplinary action. CCNM retains the right to initiate disciplinary action in a case where a

student conducts him/herself in a manner unbecoming of a member of the educational institution. Students are obliged to adhere to and uphold the highest ethical standards. The Naturopathic Doctor's Oath is one expression of these standards. The College and the profession are seen in the eye of the general public through the actions and behaviour of their individual members. Thus, in all dealings in and outside of CCNM where students evoke the College's name or reputation, students are expected to conduct themselves according to these standards.

Students will therefore conduct themselves in a professional manner, both in behaviour and appearance. Students will give proper attention to dress and hygiene while on College property or while representing the College off campus. While in clinic, the dress code as stipulated in the clinic policies and procedures will be followed.

Students are expected to maintain a respectful and attentive presence in the classroom. Disruptive behaviour such as talking, cell phone use, distractive computer use or noisy children will not be tolerated, as this affects the learning environment for other students. Faculty are expected to ensure adherence to this standard.

Relationships between faculty and students should remain professional at all times. Students must refrain from forming inappropriate relationships with faculty and staff where a conflict of interest in their professional relationship can be reasonably determined.

Additional guidelines for professional conduct are stipulated in the Primary Intern Manual 2013-2014.

Dispute Resolution Policy

In an effort to resolve disputes equitably and expeditiously, CCNM has adopted a dispute resolution policy to enshrine the principles of natural justice into all College policies that involve disputes between College stakeholders. Individuals are entitled to know and

by a student is the seeking of a credit by fraud or misrepresentation, rather than on the basis of merit.

It is the responsibility of the student to be aware of and to abide by all College academic and clinic policies and procedures.

To protect the integrity of the diplomas granted by this institution, CCNM has the power to recall and cancel any diploma granted to a graduate who, while a student, committed an

Offences against Persons

Students will not:

1. make comments or otherwise behave in a way that offends the **Ontario Human Rights Code** or the principles of the **Canadian Charter of Rights and Freedoms**
2. engage in acts or threats of bodily harm, property damage or sexual assault, or
3. knowingly create a condition that unnecessarily endangers the health or safety of other persons.

Offences against Property

1. Students will not knowingly take, destroy or damage any physical property that is not her/his own.
2. Students will not enter into offices, rooms or other places to which they are not entitled.

Parties to Offences

1. A CCNM student is a party to an offence who:
 - a) actually commits it;
 - b) aids or assists another individual to commit an offence, or
 - c) counsels another individual to commit or be party to an offence.

Every party to an offence is liable to the sanctions applicable to that offence.

Sanctions

Sanctions will vary from case to case in accordance with the nature of the misconduct. A wide range of sanctions may be applied including warnings, loss of privileges, suspension, course failure and expulsion.

Disciplinary Procedures

Disciplinary Procedures for Academic Offences

1. Where an instructor has reasonable grounds to believe that an academic offence has been committed by a student, the instructor shall so inform the associate dean of the details of the suspected academic offence.
2. The associate dean, in conjunction with the dean, will investigate the matter in a fair and expeditious manner. The student will be advised in writing of the charge made against him or her and will be given the right to be heard before any sanction is applied. If the student admits guilt or if after completing the investigation the dean believes that an academic offence has been committed, the dean will impose disciplinary sanction consistent with College policy and advise the student in writing.
3. Serious academic sanctions will become part of the student's permanent academic transcript.

Disciplinary Procedures for Non-academic Offences

1. Students who are suspected of committing acts of non-academic misconduct are subject to disciplinary action by the College. Student misconduct that occurs in the CCNM residence will usually be investigated and, if appropriate, subject to sanction by the

- x If the matter cannot be resolved to the student's satisfaction with the associate dean or 1st and 2nd year coordinator, the student must consult with the dean.
- x In the event that the matter is not resolved to the student's satisfaction, the student may appeal to the Appeals Committee.
- x A student who believes that they have received an inappropriate sanction may appeal directly to the Appeals Committee.
- x The student must notify the registrar in writing of his/her intention to do so within 10

x

Academic Promotion and Standing

All students' grade point average (GPA) is calculated on a term by term basis, to determine their academic standing in the program. The cumulative GPA (CGPA) they attain will result in them being placed in one of the following three categories.

Good Standing

A CGPA of 2.7 or above maintains good academic standing and is the College's graduation requirement.

Academic Probation

1. If at the end of a term a student's CGPA is less than a 2.7, or for two consecutive terms his/her term GPA (TGPA) is less than 2.7, that student will be placed on academic probation. Academic probation reflects a warning that the student's current performance is below that required to continue in the program. The student must improve his/her academic achievement to avoid dismissal from the College.
2. If at the end of the probationary term the CGPA is raised to 2.7 or above, a student is returned to good academic standing; if at the end of the probationary term the CGPA is still below 2.7, but the TGPA is 2.7 or above, the student remains on probation for an additional term.
3. Students on academic probation are encouraged to discuss with the appropriate course instructor and associate dean the problems leading to poor academic performance. Student Services personnel may suggest additional options, such as peer tutoring.
4. In situations where academic probation applies, probation status is indicated on the student's transcript.

Academic Dismissal

1. The College will normally dismiss a student if his/her academic progress is unsatisfactory based on any of the following criteria:
 - x The CGPA is below 2.3 after the first term of enrolment.
 - x After a probationary term both the TGPA and CGPA are below 2.7.
 - x A student fails a course twice.
2. A student may submit a written appeal of his/her academic dismissal to Academic Affairs. A student who is successful in his/her appeal receives a written contract outlining the conditions for reinstatement.
3. A dismissal for academic standing is recorded on a student's transcript.

Grade point average

1. Each course is assigned a unit value based on the nature of the instruction and the number of contact hours for the course. A weighted grade point average for each academic year will be calculated using the credit hours of each course as the weight. Transcripts of academic record will include a grade point average for each academic year and a cumulative grade point average.
2. Grades for courses that are measured on an "achieved competency" basis and with final grades of "W," "INC," or "EQV" will not be used in the calculation of grade point averages.
3. When a course is taken for a second time, both grades are recorded on the student's transcript. However, only the higher of the two grades is used in CGPA calculations.

4. Final grades for a course will normally be derived from a series of examinations, quizzes, tests or assignments. Final grades will be reported to the Registrar as a percentage grade. This percentage grade will be converted to an alpha grade and a grade point based on the following scale:

Per cent grade	Alpha grade	Grade point
90 to 100	A+	4.0
85 to 89	A	3.9
80 to 84	A-	3.7
77 to 79	B+	3.3
73 to 76	B	3.0
70 to 72	B-	2.7
67 to 69	C+	2.3
65 to 66	C	2.0
<65	F	0

Achieved Competency	AC
Pass	P
Fail	F
Incomplete	INC
Withdrawal	W
Advanced Standing	EQV

E. Examinations

1. Any student who is unable to write an examination at the scheduled time due to illness or other exceptional circumstances outside of their control, must submit a Rescheduled Examination Application form and supporting documentation to Student Services no later than three working days after the missed examination.
2. In cases where a student misses an evaluation due to medical circumstances, the

8. Rescheduling of evaluations is subject to administrative fees as outlined in the Academic Calendar.

***Note:** Due to the nature of the OSCE II and III examinations they will each only be scheduled once per academic year. Each examination will include the originally scheduled day(s) and one additional make-up day scheduled within the next four weeks.

F. Examination Procedures

9. Students should arrive at the College and ready to check in 30 minutes before the start of an examination.
10. Admittance to examination rooms occurs 15 minutes prior to examination start time. Prompt arrival ensures that students have time to check-in, be seated and hear instructions before the testing period begins.
11. All examinations will start on time unless advance notice is provided by the OAA. Students who arrive 10 minutes after the start time will not be permitted to write the exam.
12. All students must remain seated for the first 30 minutes of the examination or until all attendance has been taken and each student has had an opportunity to sign in, whichever is longer. Students cannot leave a testing session during the last 10 minutes to avoid disrupting those who are still writing.
13. Once you have checked in and are seated you are not allowed to leave the examination room without the permission of the proctor. Therefore, please use the restroom before you check in for an examination. If you need to use the restroom during an examination session, please raise your hand and a proctor will direct you further. Washroom breaks will be taken one student at a time and a proctor of the same gender must accompany the student. Please note that students are not given extra time to make up for time lost due to restroom breaks taken during the exam period.
14. The examination booklet and the computer answer sheets must be kept in front of the examinee at all times. No examination answer booklet, or other material issued for the examination, may be removed from the examination room by any student.
15. If a student believes that an exam question is poorly written, has double right answers or is vague, the student may write his/her comments on the back of the Scantron sheet for multiple choice questions, and/or the first answer sheet for written questions.
16. The following items are permitted at testing stations: student card, pen, pencil, eraser and a non-alcoholic beverage in a closed non-breakable container. If you need to eat, take medications/tinctures, etc., or to have access to medical supplies during the testing period, you must leave these items with a proctor at the time you check in for an examination. The items must be clearly labeled with your first and last name before you leave them with a proctor.
17. The following items are prohibited from all testing stations and are to be placed neatly in the designated areas of the examination room prior to seating:
 - a). Electronic devices, including cell phones, pagers, PDAs, laptop computers, calculators, digital watches, recording or filming devices, digital or analog music players, etc.
 - b). Backpacks, handbags, briefcases, wallets
 - c). Books, notes, study materials, scratch paper
 - d). Coats, jackets, gloves, hats, caps, hoods, scarves (with the exception of religious head coverings)

of class time (early evening), and is available free of charge. Please note that there is an administrative charge of \$10 per exam that will be charged to the student in situations where the student signs up and does not show up for an examination review session.

Step 3: After completing step 2 students will have the opportunity to sign up for group examination review with individual course instructors. The intended goal of this process is to allow for students to ask individual questions and ensure understanding of key course concepts in a group environment. Please note that there is an administrative charge of \$10 that will be charged in situations where a student signs up and does not show up for a step 3 examination review session.

If you have questions, please send an email to examreview@ccnm.edu, which will be responded by the Office of Academic Affairs.

M. Remediation

1. The purpose of remediation is to permit a student who fails one course in an academic year to avoid program delay when circumstances merit. Remediation is a program of intensive focused review of the course material, accompanied by appraisal, to raise a student's comprehension of the subject to an acceptable standard. An instructor or tutor may lead the remediation or a course of self-study may be assigned. Students may seek their own tutoring for the self-study. The appraisal will be a comprehensive evaluation of the student's knowledge of the entire course material and may include multiple choice, short answer, and essay or oral questions.
2. The dean, in consultation with the associate dean and the course instructor, will determine if a student is eligible for remediation. A student must have obtained a final mark of at least 60 per cent on the supplemental examination to be eligible for remediation. Remediation will not be offered for practical courses or for first year courses. Students who are taking a course for the second time will not be eligible for remediation. There are no supplemental privileges in remediation courses.
3. Students will be required to pay the cost of the remediation course. The cost will be determined on an individual basis.

Naturopathic Medicine Diploma

1. Integrate naturopathic philosophy and principles with medical knowledge in the care of patients.
2. Educate patients and the public in health promotion and disease prevention.
3. Manage the underlying spiritual, social, mental and physical causes of disease.
4. Practice in a manner that exemplifies professionalism, strong ethics and a commitment to the principles of naturopathic medicine.
5. Communicate effectively with patients.
6. Appraise and apply research in treating patients.
7. Integrate biomedical with clinical science knowledge in the assessment, diagnosis and management of patients.
8. Utilize naturopathic therapeutics in the indivi

The principles underlying the practice of naturopathic medicine include:

- x Utilization of therapies that minimize the risk of harm and are the least invasive, in order to restore health. (First, do no harm.)
- x Recognition and support of the inherent self-healing ability of the individual. (The healing power of nature.)
- x Identification and treatment of the underlying cause of disease. (Treat the cause.)
- x The primary role of the naturopathic doctor is to educate and support patients in taking responsibility for their health. (Doctor as teacher.)
- f Treatment of the whole person through individualized care.
- f Prevention of disease through encouraging a healthy lifestyle and controlling risk factors.

The ND program is broadly composed of three main areas of study: the biomedical sciences, the clinical sciences and the art and practice of naturopathic medicine.

Biomedical Sciences

The biomedical sciences segment of the curriculum provides an in-depth study of the human body through lectures and labs. Students take courses in anatomy (including gross anatomy, prosection, neuroanatomy, embryology and histology), physiology, biochemistry, immunology, clinical pathology, environmental and public health (including infectious diseases), pharmacology and pharmacognosy.

Clinical Sciences

The clinical sciences segment of the curriculum thoroughly prepares students to educate patients and the public in health promotion and disease prevention. It also prepares them to diagnose the causes of a range of primary care conditions and to effectively help patients manage their conditions using a broad range of therapeutics. Laboratory and clinical demonstrations are utilized to foster the development of practical skills.

Diagnostics courses include physical and clinical diagnosis, integrated clinical pathology and differential diagnosis, and diagnostic imaging. A range of primary care issues are covered in courses ranging from maternal and newborn care to pediatrics. Primary care management is covered in the study of botanical medicine, homeopathy, emergency medicine, nutrition, physical medicine (including naturopathic, osseous and soft tissue manipulative therapy, physiotherapy, sports medicine, therapeutic exercise and hydrotherapy), psychological counselling, nature cure, acupuncture and Asian medicine and minor surgery.

Art and Practice of Naturopathic Medicine

A defining element of naturopathic medicine is the integration of naturopathic philosophy and principles with medical knowledge in the care of patients. In the program, students are exposed to the practical application of this knowledge and are encouraged to develop an appreciation of both the art and practice of naturopathic medicine. In addition, students will develop the skills to practice in a manner that exemplifies professionalism, strong ethics and a commitment to the principles of naturopathic medicine.

Naturopathic Therapeutics ... An Overview

There are six major modalities that help to define naturopathic practice. Each is a distinct area of practice and includes diagnostic principles and practices as well as therapeutic skills and techniques. The integration of these modalities to effectively meet the individual health needs of each patient is one of the major outcomes of CCNM's ND program. Below is an overview of the major modalities covered in the program.

Asian medicine/acupuncture

Students learn about the philosophy and principles of Asian medicine: Yin and Yang theory, the meridians and channels system, the five-elements theory and the 5 (organs) pairs

of water are examined, including immersion baths, douching, thermal body wraps, fomentations, and constitutional hydrotherapy.

Health psychology and lifestyle counselling

Courses in health psychology review current psychological theories and help students acquire practical counselling skills. These courses discuss the importance of the mind-body connection and teach approaches to enhance this connection in patient care. Lifestyle counselling is taught throughout the program.

The ND program's extensive classroom training prepares students for their roles as primary interns co-managing patient care in the Robert Schad Naturopathic Clinic, the main teaching clinic of CCNM. It hosts approximately 26,000 patient visits per year and is equipped with 40 patient treatment rooms and six media-equipped preview/review rooms. The clinic offers a range of services, from IV therapy and lifestyle counselling to hydrotherapy and acupuncture. In addition, students complete a four-month placement in an external clinical site, where they gain in-depth knowledge of the practice of community-based medicine. The external sites are located in five community health centres (Sherbourne Health Centre, Anishnawbe Health Toronto, LAMP Community Health Centre, Parkdale Community Health Centre and Queen West Community Health Centre).

Preceptor program

Commencing in the first year, it is mandatory that all students participate in the preceptor program. Students are required to complete 100 preceptor hours. Prior to enrolling in CLE350 (Clinic IV), students must have completed 50 of these hours. Preceptor hours can be achieved by working with a registered naturopathic doctor or an approved, licensed medical professional. CCNM must approve all preceptor hours.

Course Listing

Course Code	Course Name	Credit Hours
First Year		
ASM102	Asian Medicine I	2.0
ASM103	Asian Medicine Point Location I	1.0
BAS103	Biochemistry	3.0
BAS108	Embryology	1.5
BAS115	Immunology	2.5
BAS118	Clinical Physiology I	2.0
BAS119	Clinical Physiology II	2.0
BAS120	Anatomy I	6.5

BAS121	Anatomy II	6.5
BOT101	Botanical Medicine I	2.5
CLE100	Clinic I	1.0
CPH101	Public Health	2.0
HOM100	Homeopathic Medicine I	2.0
NMS101	Ethics and Jurisprudence I	1.0
NPH101	Naturopathic History, Philosophy, Principles	2.0
NPH102	The Art and Practice of Naturopathic Medicine	2.0
NUT102	Clinical Nutrition I	3.0
PHM104	Massage/Hydrotherapy	2.5
PSY103	Health Psychology I	2.5
RES100	Principles in Research	2.0
TOTAL YEAR ONE		49.5

Second Year

ASM202	Asian Medicine II	2.0
ASM203	Asian Medicine Point Location II	1.0
ASM204	Asian Medicine Point Location III	1.0
BAS208	Pharmacology	5.0
BAS215	Microbiology I	2.0
BAS216	Microbiology II	2.0
BOT202	Botanical Medicine II	4.0
CLE201	Clinic II	1.5
CLS213	Clinical Medicine I	9.5
CLS214	Clinical Medicine II	9.5
CLS223	Ph-9918.1(Ph-9918.1.6(dic1.6O-tomion I ne IDONon I ne IDONon Inos. Tc9eT8j/F	
I 00	Homeopathic Medicdi24ani3	2I 00

One credit hour = 14 lecture hours

One credit hour = 28 lab, tutorial, practicum or independent study hours

One credit hour = 21 clinic hours

How to read course codes

The following legend will assist you in understanding the course codes. The first three letters indicate the subject (BAS = Basic Sciences). The first number indicates the academic year.

Subject Areas

ASM	Asian Medicine
BAS	Basic Sciences
BOT	Botanical Medicine
CLE	Clinical Education
CLS	Clinical Science
CPH	Community and Public Health
FNM	Foundations of Naturopathic Medicine
HOM	Homeopathic Medicine
NMS	Naturopathic Practice Management Skills
NPH	Naturopathic History and Philosophy
NPS	Naturopathic Practice Clinical Skills
NUT	Nutrition
PHM	Physical Medicine
PSY	Psychology
RAD	Radiology
RES	Research

Course Descriptions

Year 1

ASM102 Asian Medicine I

Students focus on the fundamentals of Traditional Chinese Medicine including basic history, philosophy, and development. They are introduced to fundamental theories such as Yin/Yang, five elements and Zang-Fu. Therapeutic and diagnostic theories such as 8 principles, 6 Pathogenic Factors, Qi, Blood, Body Fluids and 7 emotions are introduced. Acupuncture channels, pulse and tongue diagnosis as well as other therapies employed in Traditional Chinese Medicine, are discussed.

ASM103 Asian Medicine Point Location I

The first in a series, this course covers the location, action, surrounding anatomy, and needling methods for acupuncture points. Points and meridians from the 12 regular channels

emphasizes that the function of muscles, bones, joints, together with peripheral nervous system and surrounding connective tissues as a complex, integrated and interdependent part of the human body. Together with the anatomical fundamentals of the locomotor system, students learn skills of observation of movement, posture and tissue tone.

BAS121 Anatomy II

In BAS121 the focus of study is shifted to anatomy of body cavities and organ systems, including study of the head and central nervous system. Instructional methods continue to include lectures and case studies and are supplemented by the study of dissected human cadavers. Students apply anatomical concepts to the study of the human form as a living, moving entity and are expected to integrate it with principles of physiology. (Prerequisite: BAS120)

BOT101 Botanical Medicine I

This course provides a foundation for the therapeutic use of botanical medicines in naturopathic practice. The traditional prescription of herbs is discussed within a context of body systems and common pathologies while the study of pharmacognosy provides a framework for understanding the pharmacological aspects of herbs. Students learn how to prepare herbal medicines in naturopathic practice based on an independent group assignment.

anatomy

critical approach to making clinical decisions based on an objective assessment of medical literature.

Year 2

ASM202 Asian Medicine II

This course focuses on the understanding of Traditional Chinese Medicine (TCM) diagnosis. Students learn etiologies, pathogenesis, pattern identification, and pulse and tongue diagnosis. Other diagnostic theories such as 6 channels, 4 levels and 3 burners are presented. Case studies are implemented in order to facilitate learning. Discussion on the use of acupuncture points is limited as students are not required to take ASM 203 concurrently. (Prerequisites: ASM102)

ASM203 Asian Medicine Point Location II

This is the second in a series of courses that covers the location, action, surrounding anatomy, and needling methods for acupuncture points on the body. Points and meridians from the urinary bladder, kidney, conception vessel, and governing vessel will be covered. Students performing acupuncture are taught the clean needle technique as per the guidelines for the NCCAOM program. Additionally, students learn how to correctly and safely use acupuncture needles in a clinical setting. (Prerequisites: ASM103)

ASM204 Asian Medicine Point Location III

This is the final course in a series that covers the location, action, anatomy, and needling methods for acupuncture points on the body. Points and meridians from the stomach, spleen, liver, and gall bladder meridians as well as extra points will be covered. Students performing acupuncture are taught the clean needle technique as per the guidelines for the NCCAOM program. Additionally, students learn how to correctly and safely use acupuncture needles in a clinical setting. (Prerequisites: ASM203)

BAS208 Pharmacology

The study of pharmacological principles develops a strong foundation in understanding the factors that influence drug action. This course examines the indications, mechanisms of action, adverse effects and interactions of the most common pharmaceutical drugs. Case

BAS216 Microbiology II

This course continues and builds on the curriculum of Microbiology I. The role of microorganisms in clinical diseases is discussed. Students demonstrate the capacity to track the course of diseases arising from infection, understand transmission modes, and determine appropriate labs for diagnosis of micro-organisms. This course stresses the integration of

common diseases, and provide a rationale for underlying treatment. The course serves as a foundation for the clinical reasoning skills used in the practice of primary care.
(Prerequisites: BAS121, BAS119; Corequisite: CLS223)

CLS214 Clinical Medicine II

Clinical Medicine II is a continuation of Clinical Medicine I, and is integrated with CLS224. It builds on the competencies acquired in CLS213, and is designed to continue student development in each stage of the clinical encounter: history, physical examination, laboratory investigation, differential diagnosis, and concepts related to management.

Case studies are used as the backdrop to discuss incidence, etiology, pathology, and progression of common primary care concerns relevant to clinical practice. They provide context for selecting and applying specific physical examinations and laboratory tests, and students interpret and critically evaluate information derived from history, physical exam, and laboratory investigations. Students use their clinical reasoning skills to arrive at relevant and appropriate working diagnoses, based on real-life signs and symptoms presented in clinical practice.

Successful course completion of CLS214 enables students to understand basic patterns of human pathologies and their application to varying disease processes, recognize the presentation of life-threatening disorders, identify and interpret clinical manifestations of common diseases, and provide a rationale for underlying treatment. The course serves as a foundation for the clinical reasoning skills used in the practice of primary care.

through group writing and debate, as well as through panel discussions with practicing naturopathic doctors. (Prerequisites: NPH102)

HOM204 Homeopathic Medicine II

Students continue their study of homeopathic medicine, and discuss the underpinning principles and philosophy, using *The Organon of the Medical Arts* as a template. The *materia medica* of homeopathic remedies is taught according to their classification in the animal, plant or mineral kingdoms, as well as the families and/or groups within the kingdoms. Case studies are used to orient the student to the practical application of homeopathy, and students develop skills in homeopathic case taking, repertorizing, case analysis, and single-remedy prescribing taught in accordance with *The Organon of the Medical Art*. Textbooks and computer software are used in the delivery of the competencies, and students will have the choice to use hard copy book format or software format in case analysis. (Prerequisite: HOM100)

HOM205 Homeopathic Medicine II

In HOM205 students continue their study of homeopathic medicine. Interactive lectures are used to teach *materia medica* of homeopathic remedies, and case studies are used to orient the student to the practical application of homeopathy. Students further develop their skills in homeopathic case taking, repertorizing, case analysis, and single-remedy prescribing taught in accordance with *The Organon of the Medical Art*. (Prerequisite: HOM204)

NUT203 Clinical Nutrition II

This course outlines objective evidence in the field of nutritional science as it relates to health promotion, disease prevention and disease treatment. The focus is on diet and lifestyle-based interventions. The goal is to provide students with evidence-based intervention plans that safely and effectively facilitate the primary care management of presenting metabolic diseases. (Prerequisite: NUT102, RES100)

PHM201 Naturopathic Manipulation I

This course introduces students to the assessment and examination of the vertebral column and the costo-sternal and costo-vertebral joints. It also covers the examination of extremities, and provides an introduction to motion palpation and the static assessment of the vertebral

Year 3

ASM302 Asian Medicine III

Various allopathic diagnoses are considered from an Asian medicine perspective. Common pathologies are discussed in terms of their etiology, pathogenesis, TCM pattern identification, acupuncture treatment prescriptions, and adjunct treatment options. Students are taught the main TCM patent herbal formulas used in clinical practice. Adjunct therapies such as cupping, moxibustion, scalp acupuncture, auricular acupuncture and various needling techniques are taught and later performed in ASM303. (Prerequisites: ASM202, ASM203, ASM204, CLS214; Corequisite: ASM303)

ASM303 Asian Medicine III Clinical Applications

The focus of this course is the application of various treatment strategies and prescriptions covered in ASM302. Students practice advanced needling techniques such as free-hand, tonification and sedation maneuvers, and De Qi sensations. Adjunct therapies practiced include cupping, moxibustion, scalp acupuncture and auricular acupuncture. Additionally, students explore case studies in a problem-based format to gain a better understanding of TCM diagnosis, treatment and therapeutic effect. (Prerequisites: ASM202, ASM203, ASM204; Corequisite: ASM302)

BOT302 Botanical Medicine III

This course continues the examination of herbs based on their clinical effects on different body systems, focusing on indications, dosage, contraindications, interactions and

CLS301 Maternal and Newborn Care

Students are provided with the fundamental knowledge of prenatal, labour, birth, and postpartum physiological processes. An emphasis is placed on birth being a normal physiological process rather than a pathological one. The diagnosis and treatment of common complaints of pregnancy and postpartum periods are addressed including both allopathic and integrative approaches. Complications that can arise in the childbearing year are also discussed to give students a foundation in understanding when referral is necessary. (Prerequisites: CLS214, CLS224)

CLS302 Pediatrics

This course examines the growth, development and health promotion of pediatric patients. It also examines common and critical pediatric conditions with respect to case management. Students practice their skills in taking a medical history and performing a physical exam on children of varying ages. They learn how to manage the application of naturopathic principles and therapies to pediatric practice, and how to engage in effective parent education. Emphasis is placed on developing a creative and flexible approach to pediatric care and the importance of referral and contraindications to treatment. (Prerequisites: CLS214, CLS224)

CLS304 Emergency Medicine

Students learn the key principles of basic life support and develop thought processes required to effectively handle emergency situations. Clinically relevant case scenarios and supervised practical sessions are presented. The RSNC emergency procedures are incorporated to prepare students to implement protocols during their internship. Successful graduates will possess the knowledge, skill and experience to develop emergency protocols for their clinical practice. (Prerequisites: CLS214, CLS224)

CLS306 Men's Health and Women's Health

This course provides students with a comprehensive overview of the most commonly seen health concerns related to men's and women's health in clinical practice. Students are able to identify and apply gender-specific and age-based screening tests based on current research and regional guidelines. They develop skills in performing gender-specific physical examinations and interpreting relevant lab results. Therapeutic management of gender-

in the development of their future business as a naturopathic doctor. The course will guide the student towards understanding the business purpose, targeting patient segments, attracting and retaining patients, marketing, and understanding a variety of business models. Double entry accounting will also be introduced. Students will also develop their presentation skills and interact with experienced practitioners.

NPH305 Integrated Therapeutics I

This course is a companion to Standards in Primary Care (CLE303). Integrated Therapeutics I discusses and evaluates the best practices in therapeutic intervention for commonly seen conditions in primary care. Naturopathic principles and philosophy are aligned in patient management, and the naturopathic therapeutics including, but not limited to Asian medicine, botanical medicine, clinical nutrition, counseling, homeopathic medicine, lifestyle

skeleton, as well as costo-sternal, costo-vertebral and peripheral articulations. Clinical assessment of the subluxation/fixation complexes primarily involves the use of motion palpation of these areas, augmented with instruction in static palpation and basic visual assessment techniques. Treatment of subluxation/fixation complexes will be accomplished by

and its satellite teaching clinics. Students are required to demonstrate the competencies outlined in the Primary Intern Manual and to complete all relevant requirements. (Prerequisite: Successful completion of all courses in Years 1, 2 and 3.) **Students who fail a third-year prerequisite course and are eligible to write a supplemental exam can register in CLE404, as per other academic courses, until they have completed their supplemental exams. Should they fail the supplemental exam they will subsequently be removed from their clinical shifts.**

CLE412 Clinic V

Students further develop their skills as primary interns treating patients in the Robert Schad Naturopathic Clinic and its satellite teaching clinics, supervised by licensed naturopathic doctors. Students are required to demonstrate the competencies outlined in the Primary Intern Manual and to complete all relevant requirements. (Prerequisite: CLE350)

NMS401 Ethics and Jurisprudence II

The course concludes the study of the medico-legal aspects of naturopathic practice. Civil litigation is emphasized as it relates to medical malpractice. Students are taught how to provide written and oral testimony as expert witnesses. The business aspects of establishing a practice are also discussed, including topics such as commercial leases, employment arrangements and partnership law. (Prerequisite: NMS101; Co-requisite: NMS410)

NMS410 Practice Management II

The goals of the course are to build on the skills learned in NMS310. This course will guide the student toward understanding the basic financial statements of a business, and the skills needed to start, organize, develop and market

Note: If a student is away from clinic for greater than six months for any reason, the student will be required to pass the Clinic Entrance Readiness Examination before resuming as a

CCNM does not offer courses in psychology or humanities. Applicants lacking these prerequisites are encouraged to contact Student Services at 1-866-241-2266 ext. 245 or info@ccnm.edu for recommendations.

Note: A full credit (six credit hours) of Physiology will be required as a prerequisite for those applying to enter the ND program in September 2011.

Course Descriptions

General Chemistry (SGC100)

General Chemistry is an intensive course that provides an introduction to the fundamentals of chemistry. It is a demanding, fast-paced course, taught at the first-year university level. There are no prerequisites; however, high school chemistry and biology will prove helpful to the student. The course is designed to cover the fundamental aspects of chemistry, including chemical laws, reaction stoichiometry, thermochemistry, quantum mechanics, electrochemistry, chemical kinetics, and acids and bases. The application of these knowledge areas to naturopathic medicine is incorporated throughout the course. General Chemistry serves as a foundation both for subsequent prerequisite sciences courses and for the ND program. The lab component allows students to experience practical applications of chemistry, which enhance and reinforce the material covered in the lectures. There is no required textbook; however, students might find a standard general chemistry textbook useful for reference and/or additional exercises. Courseware and a lab kit will be provided. The course includes four mandatory lab sessions. Lectures are interactive and require student participation.

Organic Chemistry (SOC100)

Prerequisite: General Chemistry

Organic Chemistry is an intensive, introductory course, taught at the first-year university level. The course is designed to provide students with a fundamental knowledge of organic chemistry, covering topics such as chemical reactivity, reaction pathways, stereochemistry, alcohols, ketones, aldehydes, carboxylic acids and amines. The application of these knowledge areas to naturopathic medicine is incorporated throughout the course. Organic Chemistry will provide a necessary foundation for the ND program. The lab component allows students to experience practical applications of organic chemistry, which enhance and reinforce the material covered in the lectures.

There is no required textbook; however, students may find a standard introductory organic chemistry textbook useful for reference and/or additional exercises. Lectures are interactive and require student participation. Courseware and lab kit will be provided.

Biology (SBI100)

This course will provide students with a core foundation in cellular and molecular biology and establish a basis for applying biological concepts to the human body. Students will learn to use relevant terminology and concepts in a biological and clinical context. In addition, students will acquire an understanding of the known mechanisms by which cells and organisms function and achieve homeostasis. Courseware will be provided.

Physiology (SPH100)

Prerequisite: Biology

This course in human physiology is designed to provide students with an understanding of the function and regulation of human body with a focus on the basic principles of physiology, homeostasis, and the integration of the organ systems. Topics that will be covered include tissues, body systems, homeostatic and neural control mechanisms, basic metabolism and immunology, as well as bone, joint and muscle physiology. Essential anatomy will also be covered in order to appreciate the link between structure and function with respect to respiratory, gastrointestinal, endocrine, cardiovascular, and renal physiology. Male and female reproductive physiology will also be covered.

Registration and Payment Information

Course registration will remain open until the start of the course or until the course reaches maximum enrolment, whichever comes first. Upon registration registrants will receive a confirmation e-mail confirming their registration. On the first day of classes, students will be issued a student number, Student Handbook, and ID card.

Payments may be made by credit, cash, debit, cheque or money order. A detailed course syllabus, book list, courseware and lab kit (if required) will be provided by the course instructor on the first day of class. Students enrolled in prerequisite sciences at CCNM are bound by the academic policies and student code of conduct as outlined in the Academic Calendar.

Tuition and Other Related Fees

Prerequisite Sciences Course	Tuition Fee	Lab Fee
General Chemistry	\$1,650	\$300
Organic Chemistry	\$825	\$300
Biology	\$1,650	
Physiology	\$1,650	

Refund Information

Once an applicant confirms attendance in a course(s) by submitting the required tuition, the following refund policy will apply:

Course Cancellation

If a course is cancelled prior to the first day of class, the applicant will receive a 100 per cent refund of tuition and fees submitted for that course.

Withdrawal notice received prior to the start of the course:

The applicant will receive a 100 per cent refund minus a \$100 registration fee. (Non-refundable lab fee is \$300.)

Withdrawal notice received after the start of the course:

When a student withdraws after a course has started but prior to its midway point, the refund will be the course cost minus a \$100 registration fee, non-refundable \$300 lab fee, and any earned tuition. Refunds will be calculated based on the date that written notification indicating the intent to withdraw is received by CCNM. Once the course reaches the midpoint, no refunds will be awarded.

Earned tuition will be calculated on a course-by-course basis using the following formula:

$$\text{(Course Tuition / Total Number of Classes)} \times \text{Number of Classes Taken Place} \\ = \text{Total Earned Tuition}$$

Contact Information

For further information about prerequisite sciences, please contact the Student Services Department at 1-866-241-2266 ext. 245.

Clinical Requirements

In order to graduate students need to achieve a certain number of clinical hours and patient contacts throughout the program. In order to better understand these requirements the following terms will be defined:

- x **Primary Contact** is defined as assessment and/or treatment of patients, performed by the student clinician primarily responsible for patient care while under the supervision of a licensed naturopathic doctor acting as clinical faculty. Primary contacts are accrued at CCNM teaching clinics and externship postings.
- x **Secondary Contact** is defined as a patient interaction with a student or clinical intern that is limited to patient observation, but may include some clinical activity under the direction of the primary intern and/or supervising clinical faculty. Secondary contacts are accumulated at CCNM teaching clinics, preceptorship and externship postings.
- x **Preceptorship** is a period of practical experience where students primarily observe the delivery of patient care by a regulated health-care provider. Preceptorships may be engaged in all years of the program. For more information on our preceptorship requirements, please see the section on preceptorship below.
- x **Externship** is a period of practical experience where students are responsible for the primary assessment and/or treatment of patients under the supervision of an approved Externship Host (licensed ND). Externships can only be performed during the terminal clinical internship period (fourth-year).

Students will achieve the numbers through activities linked to specific clinical courses. The clinical requirements are listed below for the four- and five- year programs respectively:

Four-year program

Academic Year	Clinical Education Course	Clinical Hours/Patient Contacts in Teaching Clinics	Preceptorship Hours/Patient Contacts
Year 1	CLE100	6 hrs./5 Secondary Contacts	Required at end of CLE201
Year 2	CLE201	30 hrs./10 Secondary Contacts	20 hrs/20 Secondary Contacts
Year 3	CLE310	66 hrs./20 Secondary Contacts	30 hrs/30 Secondary Contacts

Preceptor Program

Preceptor Program

Preceptoring is a component of the ND program that allows students to observe health-care practitioners in the community. The goal of the preceptor program is to give CCNM students a wide variety of experiences in different health-care settings in order to develop the clinical knowledge, attitudes and skills relevant to the role of a naturopathic doctor.

Commencing in Year 1, all students participate in the preceptor program. These hours may
m 7

as students advance in the program, and the experience is founded on the integration of the philosophy and principles of naturopathic medicine. All clinical education courses are designed around clearly outlined objectives and clinical competencies.

Clinic I (CLE100/100J): In the first year of the ND program, students participate in clinical shifts by shadowing faculty supervisors and engaging as patients for various treatment modalities while learning core concepts of professionalism, medical record keeping, privacy legislation and clinical reasoning.

Clinic II (CLE201): In the second year of the ND program, students continue shadowing clinic

Please note that there is no legal obligation for the College to accommodate a student who does not want to work a clinic shift because it conflicts with his/her work schedule, athletic training, or other educational courses or activities.

Externship Program

An externship refers to a primary intern conducting a portion of his/her final year of clinical education at a site external to RSNC. An externship site may be chosen by the intern and must allow him/her to treat patients and manage patient care in a manner similar to his/her experience at RSNC. The intern must be under the supervision of the registered naturopathic doctor at all times. This program is an optional component of the clinic curriculum, by application only. All applications are subject to the approval of the dean and/or associate dean of clinical education.

Further information about the program, as well as externship documents and forms, are available online through Moodle.

RSNC Vacation/Absence Policies

For all students enrolled in CLE404, 350, 412 or 450, an Absence form must be submitted to the drop box in the Student Message Centre at least three weeks prior to the requested days off. Make-up shifts are available to students who have missed clinic due to documented illness, emergency or statutory holidays.

Primary interns are allowed 20 shifts off for vacation and/or professional development (PD) throughout CLE404, 412 and 450. These days cannot conflict with any scheduled exams nor may these absences negatively impact clinic operations. Details of vacation/professional development days can be found in the Primary Intern Manual 2013-2014.

Please note that clinic hours in excess of the minimum requirement cannot be "banked," i.e., applied towards additional vacation days.

Vacation or PD may not be taken:

- x Immediately prior to, or following a month-long externship.
- x In the two weeks prior to the clinical year-end.

Maximum vacation length allowed:

- x 2 weeks: during CLE404
- x 3 weeks: over the course of CLE412 and CLE450 combined.

If an intern is not present at, or does not complete a scheduled clinic shift due to illness or emergency, he/she is required to complete the Clinic Absence form and submit the form promptly upon his/her return. On-call shifts are available to interns who have missed clinic due to documented illness, emergency or statutory holidays. An on-call shift may be requested on the Absence form must be submitted for approval in the drop box in the Student Message Centre at least **three weeks prior** to the intended shift date. (Please note that this includes the last three weeks of the final clinical term.)

On-call shifts are not available to compensate for a withdrawal, suspension or having started the term late. Time taken off for an elective withdrawal will be made up after the end of the clinic year.

Infractions and Sanctions

An infraction is defined as a breach of professionalism, policy or procedure on the part of the intern.

Examples of Infractions:

1. Unexcused absence – absence not scheduled through Clinic Operations and no illness/emergency; no doctor's note when required.
2. Provision of treatment to a non-patient, or to anyone while outside the confines of a clinical shift at RSNC, its satellite clinics or externship placements.
3. Selling any products to RSNC patients. Specifically, interns may not use their BMS student discount to acquire and resell products to patients regardless of whether any profit is earned on the transaction.
4. Entering the patient record room.
5. Keeping patient charts overnight or taking them off-site.
6. Attempting to sign out patient charts when you are not the treating intern.
7. Advising a patient to walk-in as an acute for a non-acute condition.
8. Transferring rooms without re-booking at reception.
9. Repeated clinic dress-code violations
10. Refusing to cover laboratory, dispensary, acute or new patients when requested to do so.
11. Late attendance to any scheduled duty intern shift. Repeated late clinic attendance.

Sanctions will be considered on a case by case basis and determined by the associate dean of clinical education, the associate director of clinic services, and/or the dean. A range of sanctions may be applied including warnings, loss of privileges, suspension, course failure and expulsion, depending on both severity of the infraction and number of prior sanctions.

Business Cards and Advertising

Clinic interns are encouraged to use business cards, with the following guidelines:

1. The card is produced under the guidance of Marketing and Communications. A standard, consistent format is used. The design may not be altered in any way.
2. Personal telephone numbers and addresses are not permitted on student business cards.
3. The card shall clearly indicate that the person is a clinic intern.
4. The card may list only those degrees previously earned; however, the degree MD may not be used (see Annual Report 1988, p. 32 of the Board of Directors of Drugless Therapy - Naturopathy). The prefix Dr. may not be used even if one has earned a PhD. You may not list that you are a student or trainee in another health-related profession.
5. When acting as a representative of CCNM, the title ND (Cand.), or any other modification of the Naturopathic Doctor title, may not be used in any communication or marketing material (including business cards, email signatures, presentations, etc.).
6. The card shall in no way identify areas of naturopathic therapy.

7. Clinic flyers and brochures are available from Marketing and Communications. Students are encouraged to take clinic flyers wherever they go and place them where they work, etc., to promote their practice at the RSNC at every opportunity. Flyers will be printed as needed for special events.
8. Public lectures are arranged for various organizations as an opportunity for third- and fourth-year students to promote their clinic services as RSNC interns, and to enhance their public speaking skills. Marketing and Communications organizes these lectures. Opportunities are advertised monthly in **RSNC Marketing News** (an e-newsletter circulated to all fourth-year interns) and are posted on the bulletin board in the corridor outside classroom 4.

Dress Code

The dress code for RSNC is "business-casual", as outlined below, and is required of all interns on shift (including those on duty intern shifts). An intern who does not conform to the clinic dress code will be asked to leave and return wearing the appropriate attire.

Appropriate clinic attire is as follows:

1. Clean, neat, pressed clothing that reflects a professional attitude.
2. White lab coat with name tag.
3. Men: collared shirt, dress pants, clean, comfortable footwear - no athletic shoes.
4. Women: dress/skirt (knee length or below) or dress slacks, dress shirt or blouse, clean, comfortable footwear - no high boots with short skirts, no visible cleavage.
5. No denim or jeans of any colour, no shorts, no athletic wear or athletic shoes, no open-toed shoes or sandals.
6. Minimal jewelry and/or visible piercings and tattoos.
7. Nails must be neat, clean and short. Coloured nail polish is discouraged.
8. Long hair must be tied back.
9. No scents/fragrances of any kind may be worn on the CCNM campus and at the RSNC. Please use unscented shampoos, deodorants, body lotions, etc., and refrain from wearing perfume or cologne).
10. No offensive body odour.

Etiquette

All clinic faculty are to be referred to in a manner corresponding to their professional designation. Students are expected to always interact with reception staff, clinical faculty and other members of the clinic community in a respectful and professional manner.

Clinic completion requirements:

The final year of clinical education requires successful completion of course work, clinical requirements and rotations (e.g., laboratory, botanical dispensary, etc.). In addition, the following minimum requirements must be completed:

obligation, when appropriate, to make it clear that their actions, their statements and their

- x to safeguard intellectual property so that it may receive adequate legal protection against unauthorized use

Coverage and Definition

This policy applies to all intellectual property conceived, first reduced to practice, written or otherwise produced by faculty, staff or students of CCNM using College funds, facilities or other resources.

For the purpose of this policy, intellectual property is defined as the tangible or intangible results of research, development or any other intellectual activity including, but not limited to, the following:

- x inventions and discoveries or other new developments capable of being patented
- x written materials, sound recordings, videotapes, films, computer programs, computer assisted instruction materials and any other material capable of being copyrighted
- x tangible research property such as biological materials, computer software, databases and analytical procedures, even if these may not be capable of being patented or copyrighted

General

This policy applies to all CCNM employees and students.

All rights to intellectual properties as defined in this policy shall be owned and controlled by CCNM, subject to the exceptions set out in this policy. When a College faculty member, staff member or student develops or originates an item of intellectual property which, under the terms of this policy is to be owned and controlled by the College, such individual may have an interest in and share in any income derived from the commercialization of such property depending on the circumstances surrounding the item's development.

Scholarly Activity

Traditional products of scholarly activity, which have customarily been considered to be the unrestricted property of the author or originator, are exempt from this policy, unless they are created as "works for hire." These traditional products include student projects/assignments, journal articles, reviews and textbooks.

Works for Hire

Intellectual property produced by CCNM faculty, staff or students who are employed for the purpose of producing works for instructional or administrative use are deemed to be "works for hire" and are therefore the College's property. These works include course materials such as syllabi and manuals as well as instructional items such as videotapes, telecourses, drawings, slides, models, computer programs, etc. Any revenue sharing arrangements may be made as part of an individual's employment

Rights to intellectual property resulting from sponsored projects shall be owned and controlled by CCNM subject to the terms of the sponsored project agreement.

Collaboration between CCNM faculty, staff or students and individuals not employed by, or associated with, the College may result in the development of intellectual property owned jointly by CCNM and other individuals or their employers. Accordingly, it is essential that individuals involved in or contemplating collaborative activities that may result in the development of intellectual property advise the College of such activity.

All Other Work

The originator and CCNM shall share intellectual property ownership if developed by CCNM faculty, staff or students through an effort that makes significant use of College resources. In general, CCNM shall not construe the provision of office space, library resources or the use of office computers as significant use of College resources. Significant use of College resources shall include, but not be limited to, use of research funding, use of CCNM-paid time within the employment period, use of support staff, use of telecommunication services and the use of facilities other than the library or the individual's office.

Harassment is a form of discrimination. It includes unwanted remarks, behaviour or communications in any form based on a prohibited ground of discrimination where the person responsible for the remarks, behaviour or communications knows, or ought reasonably to know these are unwelcome, unwanted, offensive, intimidating, hostile or inappropriate.

Sexual harassment means engaging in a course of vexatious comment or conduct of a sexual nature including, but not limited to: sexual assault, verbal abuse or threats of a sexual nature, unwelcome and repeated sexual invitations, dates, flirtations or requests, unwelcome innuendo or taunting about a person's body, physical appearance or sexual orientation.

Conduct also constitutes harassment, whether or not it is based on the prohibited grounds as listed above, when it creates an intimidating, demeaning or hostile working or learning environment.

If at any time you believe you are being subjected to harassment or discrimination, if you become aware of such conduct being directed at someone else, or if you believe another student or employee has received more favourable treatment because of discrimination, please promptly notify the director of human resources, the department dean, your supervisor or the president.

Please note that in addition to reporting harassment and discrimination, CCNM students, employees and faculty have a legal obligation to report to the Children's Aid Society when he or she believes on reasonable grounds that a child is or may be in need of protection.

This policy is intended to assist CCNM in addressing any conduct that is offensive and inappropriate in a learning and working environment. All reported incidents will be investigated under the following guidelines:

- x All complaints will be kept confidential to the fullest extent possible and will be disclosed to such individuals necessary to permit the proper investigation and response to the complaint. No one will be involved in the investigation or response except those with a need to know.
- x Anyone who is found to have violated the harassment and discrimination policy is subject to corrective action up to and including immediate expulsion or discharge. Corrective action will depend on the severity of the offence. Action will be taken to prevent an offence from being repeated.
- x Retaliation will not be permitted against

CCNM will meet or exceed all applicable legi

Formal Complaint Policy

As required for the Council on Naturopathic Medical Education accreditation, CCNM maintains a formal process for receiving and responding to

CCNM collects and may disclose personal information for the following reasons:

- x to establish and maintain a responsible relationship with you and provide you with ongoing service and information;
- x to understand your needs and develop and recommend suitable services;
- x to manage and develop our activities and operations, including personnel, academic, employment and patient matters; and
- x to meet legal, financial and regulatory requirements.

Your personal information will not be collected, used or disclosed in relation to any commercial activities undertaken by CCNM, without your prior consent.

Code of personal information practices

Safeguarding your personal information has always been a priority at CCNM. As such, we have developed and implemented a formal policy and code outlining our obligations with respect to the use, collection and disclosure of personal information.

Students, faculty, clinic interns, employees and agents

Students, faculty, clinic interns and other agents representing CCNM sign a confidentiality agreement with the College and clinic that requires the proper safeguarding, collection, use and disclosure of personal information. We also place strict controls on the protection and use of personal information within our systems and ensure that authorized faculty, employees and other agents working on our behalf are committed to respecting your privacy at all times.

Disclosure

We do not trade, lease, or sell your personal information or your personal health information. However, you should be made aware that personal information is not protected from access by law enforcement agencies, life-threatening emergencies, internal security protection, collection agencies or when requested by court authorities.

Questions or concerns

If you have questions or concerns about your privacy, please contact Keith Pownall, LLM, legal counsel, at ext. 258.

Overview of Regulation and Licensure

Canada

Naturopathic practice is regulated under provincial law in five provinces: British Columbia, Alberta, Manitoba, Saskatchewan and Ontario. Nova Scotia has legislation which provides Title Protection. Naturopathic doctors are required to complete an undergraduate degree with prerequisite medical studies at a recognized university, four years of full-time naturopathic education at a CNME-accredited naturopathic medical program, and pass rigorous regulatory board examinations that are standardized for North America.

For information on the practice of naturopathic medicine in Canada, contact the Canadian Association of Naturopathic Doctors/Association Canadienne des docteurs en naturopathie. 416-496-8633 or 1-800-551-4381

info@cand.ca

www.cand.ca

Ontario

The profession of naturopathic medicine has been regulated since 1925 in Ontario. The Board of Directors of Drugless Therapy - Naturopathy maintains a list of all naturopathic doctors who have met the requirements outlined above and passed provincial board examinations. Each active registrant is required to obtain 30 continuing education credits in each 24-month period. Regulation in Ontario is currently under transition to the **Naturopathy Act**, embraced within the **Regulated Health Professions Act (RHPA)**. It is anticipated this transition will be completed by March 31, 2014.

Board of Directors, Drugless Therapy - Naturopathy (BDDTN)

Tel: 416-866-8383

office@bddtn.ca

www.boardofnaturopathicmedicine.on.ca

Ontario Association of Naturopathic Doctors (OAND)

Tel: 416-233-2001

info@oand.org

www.oand.org

British Columbia

Naturopathic doctors have been licensed in BC since 1936 1936 under the **Naturopathic Physicians Act** Changes to legislation in 2009 resulted in the granting of prescribing authority for NDs. The provincial regulatory authority is The College of Naturopathic Physicians of British Columbia (CNPBC).

CNPBC

Tel: 604-688-8236

office@cnpbc.bc.ca

www.cnpbc.bc.ca

British Columbia Naturopathic Association

Tel: 800-277-1128

bcna@bcna.ca

www.bcna.ca

Alberta

As of August of 2012, the naturopathic profession in Alberta is regulated under Schedule 14 of the **Health Professions Act** of Alberta. Naturopathic doctors must meet the requirements for the restricted activities they perform in their practice and must maintain competence for

them. Upon proclamation of the legislation, the Alberta Association of Naturopathic Practitioners became the College of Naturopathic Doctors of Alberta which oversees the regulation of the profession.

College of Naturopathic Doctors of Alberta
Tel: 403-226-2246
www.cnda.net

Nova Scotia

Naturopathic doctors have title protection under **The Naturopathic Doctors Act** passed in 2008. While the Act does provide regulation of the profession, in addition to title protection the Act provides recognition of the profession ensuring patients can claim ND services as a medical tax deduction.

Nova Scotia Association of Naturopathic Doctors

Tel: 902-542-5560

www.nсанд.ca

North West Territories ... unregulated

Northwest Territories Association of Naturopathic Doctors

Dr.redvers@gaiand.com

Nunavut ... unregulated

No professional association.

Prince Edward Island - unregulated

Prince Edward Island Association of Naturopathic Doctors

902-894-3868

www.peiand.com

Yukon ... unregulated

Yukon Naturopathic Association

867-456-4151

United States of America

At present, NDs are licensed in 17 U.S. states: Alaska, Arizona, California, Colorado, Connecticut, Hawaii, Idaho, Kansas, Maine, Minnesota, Montana, New Hampshire, North Dakota, Oregon, Utah, Vermont, Washington, the District of Columbia, and the territories of Puerto Rico and the U.S. Virgin Islands.

Active legislation campaigns to license NDs are underway in Rhode Island, Massachusetts, Missouri, North Carolina and New York.

The American Association of Naturopathic Physicians (AANP)

Tel: 202-895-1392

www.naturopathic.org

Licensing Examinations

To obtain a naturopathic medical diploma or degree that qualifies the recipient to sit for a licensing examination in a province or state with a licensing board and standards of practice, students must have attended a CNME-approved naturopathic medical program following three years of standard pre-medical education. Some naturopathic medical programs require a baccalaureate from an approved university as a prerequisite for entry into the program.

Lacroix, David	BA, M.Ed., York University, Central Michigan University	Executive Director, Student Services
Pownall, Keith	BA, LLB, LLM, University of Toronto, University of Windsor, York University	Associate Professor, Legal Counsel
Prouskey, Jonathan	B.Sc., BPHE, ND, M.Sc., University of Toronto, Bastyr University, University of London	Chief Naturopathic Medical Officer, Professor
Saranchuk, Ron of Manitoba	BA, B.Ed., M.Ed., Ph.D., Brandon University, University Research	Director of Institutional Planning and Research
Seely, Dugald	B.Sc., ND, M.Sc. FABNO, Acadia University, CCNM, University of Toronto	Executive Director, OICC Director, Research
Wiggett, Norman	BA, King's College, London	Director of Advancement
Young, Barbara	BA, York University	Executive Director, Human Resources
Zeifman, Mitchell	B.Sc., ND, University of Toronto, CCNM	Associate Dean, Clinical Education

Academic Structure

Doran, Lisa	B.Sc., ND, University of Waterloo, CCNM	Instructor
Dunk, Ken	DC, ND, FCAH, Canadian Memorial Chiropractic College, Ontario College of Naturopathic Medicine, Canadian Academy of Homeopathy	Clinic Supervisor, Instructor
Facca, Melanie	B.Sc., ND, University of Waterloo, CCNM	Instructor
Feldman, David	B.Sc., DC, York University, Canadian Memorial Chiropractic College	Teaching Assistant
Fraser, Ian	BA, M.Sc., PhD, University of Western Ontario, Dalhousie University	Instructor
Freed, Mahalia	BA, ND, University of Guelph, CCNM	Teaching Assistant
Fritz, Axel	DC, Canadian Memorial Chiropractic College	Instructor
Fullerton, Kerri	B.Sc., ND, University of Guelph, CCNM	Clinic Supervisor
Gabison, Liz	B.Sc., DC, University of Toronto, Canadian Memorial Chiropractic College	Teaching Assistant
Gagnier, Joel	BA, ND, M.Sc, PhD, University of Windsor, CCNM University of Toronto	Instructor
Georgeousis, Alexia	BPE, Pre Med, ND, University of Calgary, University of Alberta, CCNM	Clinic Supervisor, Teaching Assistant
Gilbert, Cyndi	BA, ND, Trent University, CCNM	Clinic Supervisor, Instructor
Godfrey, Anthony	DVT, PhD, ND, University of California, Los Angeles, Ontario College of Naturopathic Medicine	Adjunct Professor
Gowan, Matt	B.Sc., ND, University of Waterloo, CCNM	Clinic Supervisor, Instructor
Gratton, Adam	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Assistant Professor
Greib, Lowell	B.Sc., M.Sc., ND, University of Waterloo, CCNM	Clinic Supervisor, Clinic Consultant
Grossman, Jay	M.Sc., D.C., University	

Heritage, Phillipa	B.Sc., Ph.D., McMaster University	Instructor
Huff, Hal	BA, ND, M.Sc., Lakehead University, CCNM, McMaster University	Clinic Supervisor, Associate Professor
Hussein, Hind	B.Sc., M.Sc., Omdurman Ahlia University, University of Khartoum	Senior Medical Laboratory Technologist, Teaching Assistant
Jiwa, Mubina	B.Sc., ND, University of British Columbia, CCNM	Teaching Assistant
Jones, Julian	Doctor of Chinese Herbal Medicine & Acupuncture, Institute of Acupuncture and Traditional Chinese Medicine, Toronto	Teaching Assistant
Kassam, Neemez	M.Sc., ND, Bastyr University, CCNM	Clinic Consultant, Instructor
Kellerstein, Rebecca	B.Sc., ND, University of Toronto, CCNM	Teaching Assistant
Kennedy, Deborah	B.Sc., MBA, ND, Queen's University, University of Alberta, CCNM	Teaching Assistant
Khalili, Afsoun	B.Sc., ND, Concordia University, CCNM	Clinic Supervisor, Associate Professor
Khosrohashi, Yashar	B.Sc., ND, McMaster University, CCNM	Clinic Supervisor, Teaching Assistant
Kiani, Payam	B.Sc., ND, FABNO, McMaster University, CCNM	Clinic Supervisor
Konstantinou, Tina	B.Sc., ND, University of Guelph, CCNM	Teaching Assistant
Koo, Ian	B.Sc., ND, University of Toronto, CCNM	Teaching Assistant
Kuker, Jacie	B.Sc., ND, University of Guelph, CCNM	Teaching Assistant
Kwok, Maria	B.Sc., ND, University of Guelph, CCNM	Teaching Assistant
Lad, Ajay	B.Sc., ND, Queen's University, CCNM	Clinic Supervisor
Ladha, Zain	B.Kin, ND, University of Western, CCNM	Clinic Resident
Laic, Carol	B.Sc., M. Ed., ND, University of Toronto, CCNM	Instructor
Lander, Daniel	B.Sc., ND, University of Guelph, CCNM	Clinic Supervisor, Associate Professor
Larry, Jodi	BA, ND, University of Western Ontario, CCNM	Teaching Assistant
Lerman, Dana	BA, ND, York University, CCNM	Teaching Assistant
Lewis, Elaine	B.Sc., ND, McMaster University, CCNM	Research Resident
Loken, Jason	BA, RMT, ND, University of Victoria, Canadian College of Massage & Hydrotherapy, CCNM	Teaching Assistant
Luby, Kenn	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
Ma, Carole	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
MacDonald, Mary	B.Comm, B.Sc., ND, Dalhousie University, CCNM	Teaching Assistant
Macchia, Lisa	B.Sc., RMT, University of Toronto, Canadian College of Massage & Hydrotherapy	Teaching Assistant

Marquis, Jayne	BA, ND, University of Waterloo, CCNM	Teaching Assistant
Malone, Tracy	BA, ND, St. Francis Xavier University, CCNM	Clinic Supervisor
McConnell, Sean	BA, ND, Concordia University, CCNM	Clinic Supervisor, Teaching Assistant
McCrinkle, Louise	B.Sc., ND, University of Alberta, CCNM	Clinic Supervisor
Meffe, Christina	BPHE, ND, University of Toronto, CCNM	Clinic Supervisor
Meyer, Caroline	BA, ND, McMaster University, CCNM	Clinic Supervisor, Instructor
Milic, Helen	BA, RMT, University of Toronto, Canadian College of Massage Therapy	Teaching Assistant
Mitha, Rupi	B.Sc., ND, University of Guelph, CCNM	Clinic Supervisor
Montgomery, Kaleb	Doctor of Traditional Chinese Medicine, B.Sc. International College of TCM Vancouver, University of Toronto	Instructor
Moore, Robert	B.Sc., PhD, Leeds University (UK)	Instructor
Nasagar, Adrian	BA, ND, McMaster University, CCNM	Instructor, Teaching Assistant
Nesbitt, Drew	BA, Doctoral Diploma TCM, Brock University, Toronto School of Traditional Chinese Medicine	Teaching Assistant
Ng, Jeffrey	B.Sc., University of Toronto	Teaching Assistant
Nicholl, Daniel	B.Sc. ND, McGill University, CCNM	Teaching Assistant
Nuweiser, Said	B.Sc., CSMLS, University of Utah, Canadian Society of Medical Laboratory Sciences	Teaching Assistant
Pachkovskaja, Nellie	MD, CMS (PhD), University of Medicine (USSR)	Professor, Senior Coordinator
Parikh-Shah, Sejal	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
Patel, Poonam	B.Sc., ND, University of Toronto, CCNM	Teaching Assistant
Patel, Rita	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
Peacock, Jodie	B.Sc., ND, University of Guelph, CCNM	Teaching Assistant
Perley, Kirsten	B.Sc., ND, McMaster University, CCNM	Instructor
Pickrell, Chris	B.Sc., ND, University of Calgary, CCNM	Clinic Supervisor, Teaching Assistant
Popov, Larissa	B.Sc., ND, University of Waterloo, CCNM	Teaching Assistant
Prince, Kristi	B.Kin, ND, McMaster University, CCNM	Clinic Resident
Psota, Erin	B.Sc., ND, University of Waterloo, CCNM	Clinic Supervisor
Pugliese, Connie	B.Sc., ND, York University, CCNM	Teaching Assistant

Raina, Romi	B.Sc. & BA, ND, McMaster University, CCNM	Clinic Supervisor
Rennie, Pat	B.Sc., ND, University of Guelph, Ontario College of Naturopathic Medicine	Clinic Supervisor
Rouchotas, Philip	B.Sc., M.Sc., ND, University of Guelph, CCNM	Instructor
Rullo, Jacob	BH.Sc., McMaster University	Teaching Assistant
Salsberg, Annie	BA, ND, McGill University, CCNM	Clinic Supervisor, Teaching Assistant
Salsberg, Michael	FCFP, MD, College of Family Physicians, University of Toronto	Clinic Consultant
Santilli, Antonio	B.Sc., MBA, York University	Teaching Assistant
Saunders, Paul	PhD, ND, DHANP, Duke University (USA), Ontario College of Naturopathic Medicine, National College of Naturopathic Medicine, Diplomate Homeopathic Academy of Naturopathic Physicians	Clinic Supervisor, Adjunct Professor
Schwartzman, Rachel	BA, ND, McMaster University, CCNM	Teaching Assistant
Shainhouse, Jill	B.Sc., ND, FABNO, University of Western Ontario, CCNM	Clinic Supervisor, Instructor
Sharma, Kavita	B.Sc., ND, McMaster University, CCNM	Teaching Assistant
Singh, Onkar	B.Sc., ND, McMaster University, CCNM	Clinic Supervisor
Slipacoff, Susan	B.Sc., ND, University of Western Ontario, CCNM	Clinic Supervisor
Snippe, Yasmin	B.Sc., ND, RN, University of Toronto, CCNM, University of Toronto	Instructor
Solomonian, Leslie	B.Sc., ND, University of Guelph, CCNM	Clinic Supervisor, Assistant Professor
Sufi, Jasmine	B.Sc., B.HSc., University of Toronto, Charles Sturt University	Teaching Assistant
Tahliani, Sasha	B.Sc., ND, McMaster University, CCNM	Coordinator, Continuing Education, Teaching Assistant
Tebruegge, Peter	B.Sc., RMT, ND, University of Windsor, Ontario Business College, CCNM	Clinic Supervisor, Instructor
Terzic, Ljubisa	MD, University of Sarejevo	Associate Professor
Tokiwa, Jonathan	B.ScN, RN, ND, University of Toronto, Seneca College, CCNM	Clinic Supervisor, Assistant Professor
Truscott – Brock, Erin	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Clinic Consultant
Tsui, Teresa	B.Sc., ND, M.Sc, University of Toronto, CCNM	Clinic Supervisor, Teaching Assistant
Uraz, Zeynep	B.Sc., ND, Acadia University, CCNM	Clinic Supervisor, Assistant Professor
Villegas, Pilar	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor

Vu, Alan	B.Sc., ND, University of Toronto, CCNM	Clinic Supervisor, Instructor
Welton, Stacey	BA, ND, McMaster University, CCNM	Teaching Assistant
Whimster, Kate	BComm, ND, Queen's University, CCNM	Teaching Assistant
Wilde, Jonathan	B. Comm., MBA, Dalhousie University, Harvard University	Director, Institutional Advancement Assistant Professor
Willms, Heidi	BA, ND, Brock University, CCNM	Clinic Supervisor, Teaching Assistant
Wong, Ellen	B.Sc., ND, University of Waterloo, CCNM	Clinic Supervisor, Assistant Professor
Xin, Rong	B.Sc., ND, China Medical University, CCNM	Teaching Assistant
Yang, Ellice	BHSc., B.Sc., Charles Sturt University, University of Toronto	Teaching Assistant
Zambri, Rena	B.Sc., ND, FCAH, University of Toronto, CCNM,	Clinic Supervisor Teaching Assistant

Note: This list is as complete and accurate as possible at time of publication.