



Wellness Counseling

Certification Program

Student Handbook and Catalog 2022 - 2023

The Wellness Learning Group (TWLG)

7140 North High Street

Suite 250

Worthington, Ohio 43085

(937) 307-9747

www.wellnesscounselorcertificate.com

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Section 1: Introduction

The Wellness Learning Group., also referred to as TWLG, is an educational facility that offers Wellness Counseling Certifications combining holistic health, mental health and wellness educational and training programs. TWLG meets the provisions of Chapter 3332 of the Ohio Revised Code and the standards, rules, and regulations of this Board for the period beginning September 2011 through September 2014.

General School Information

- Address: 7140 North High Street, Suite 250, Worthington, Ohio 43085
- Phone: (937) 307-9747
- Web Address: www.wellnesscounselorcertification.com
- Convenient evening classes and intensive weekend classes
- Wellness approach to mental health counseling
- Continuing Education Units (CEUs) available upon request

Admissions/Administration Office

- Monday through Friday, 9:00 a.m. to 5:00 p.m.
- Contact a TWLG professional counselor at (937) 307-9747 with any questions.

Ohio State Board of Career Colleges and Schools Information

- Address: 30 East Broad St., 24th Floor, Suite 2481, Columbus, Ohio 43215
- Phone: (614) 466-2752
- Web Address: <http://www.scr.ohio.gov>

Admissions Requirements

About TWLG

Licensed mental health professionals interested in promoting holistic and healthy lifestyles are discovering the growing need for wellness counseling due to increases in chronic disease in society and rising health care costs. That need is for additional resources aimed at disease prevention and the promotion of wellness. TWLG believes that wellness counseling may have the potential on a grander scale to help reduce both health care costs and chronic diseases.

While there are many definitions for wellness it is generally described as the achievement and maintenance of healthy living. The core philosophy of wellness is integrated into all coursework at TWLG. A certification in Wellness Counseling will help Licensed Professional Counselors (LPCs), Licensed Professional Clinical Counselors (LPCCs), Licensed Social Workers (LSWs), Licensed Independent Social Workers (LISWs), licensed Marriage and Family Therapists (MFTs), licensed Independent Marriage and Family Therapists (LMFTs) or Licensed School Counselor (LSC) to develop their expertise in this area and may be utilized in medical and psychological health care delivery as well as establishing their own private practices. TWLG plays a vital role in the integration of mental health therapy and the traditional mainstream holistic medicines.

Our Mission

- Promote choice in health care for all individuals
- Serve as a connector between holistic and traditional healing philosophies, counseling, and treatment for mental health illness
- Provide quality educational programs, clinical programs and research facilities

School Goals

- Introduce holistic health and allied health therapies to individuals with a personal and/or professional interest and expand the competence levels among mental health and other practitioners.
- Offer a variety of programs representing the most recent and authoritative interests in the field of holistic and traditional medicines.
- Develop high competence levels in student performance promoting the establishment of professional standard.
- Perform research and development activities of newly introduced theories and techniques to expand awareness and learning opportunities for the student body.
- Participate in promoting the acceptance of complementary and alternative holistic practices as distinct and separate disciplines and as complementary to medical health and other therapies.
- Provide an environment reflecting an appreciation and understanding of cultural, aesthetic and human values.
- Teach that wellness counseling empowers clients to be proactive and take an active role in creating a healthy lifestyle.

Regulatory Agencies

- Past and renewing Authorized Provider of continuing education and training programs with the Counselor, Social Worker, & Marriage and Family Therapist Board. 50 West Broad Street, Suite 1075, Columbus, Ohio 43215-5919.
- Authorized Provider of TWLG Wellness Counseling Certificate program through The Ohio State Board of Career Colleges and Schools Provider #11-09-1975T. 30 East Broad St., 24th Floor, Suite 2481, Columbus, Ohio 43215.



Financing TWLG

TWLG receives no funding from state or federal governments. Tuition and fees cover the cost of operations.

Academic Calendar – Columbus

Intensive Wellness Counselor Certification Weekend

Friday, June 16, 2023	8:00 AM	Registration
	8:30	Introduction/Overview of the Day
	9:00	Wellness Counseling Introduction
	10:00	Break
	10:15	Wellness Model
	11:00	Wellness Domains: Creativity
	12:00 Noon	Lunch
	1:00 PM	Wellness Domains: Emotional
	2:00	Wellness Domains: Social Relationships
	3:00	Break
	3:15	Wellness Domains: Spirituality & Meaning/Culture/ Environment
	4:00	Wellness Domains: Physical Activity/Nutrition & Self-Care
	5:00	Wellness Domains: Models of Behavior Change
	6:00	Dinner
	7:00	Wellness Domains: Cognitive
8:00	Strength Based Counseling	
9:00	End	
Saturday, June 17, 2023	9:00 AM	Introduction to CAM
	10:15	Break
	10:30	CAM Breakout Experiential Exercise
	1:00 PM	Lunch
	2:00	CAM Breakout Experiential Exercise
	3:40	CAM Report-Out
	4:15	Break
	4:30	Strength Centered Counseling
	5:30	Relaxation Lecture and Practice
6:30	End	
Sunday, June 18, 2023	9:00 AM	Advocacy & Leadership
	10:00	Break
	10:15	Legal and Ethical Issues
	11:15	Business of Wellness Counseling
	12:15 PM	Lunch
	1:30	Case Practices
	2:30	Summary and Wrap-up/Alumni Panel
	3:30	End

Admissions Requirements

Section 2: Admissions

General admissions policies are presented along with requirements, policies, and procedures that should be followed by anyone interested in applying to or is currently enrolled at TWLG.

General Admissions Policies

1. Non-Discrimination – TWLG does not discriminate on the basis of race, age, gender, religion, sexual preference, national origin or handicap in its admissions and educational programs.
2. Initial Registration – Accepted applicants must register for class before the beginning of class. Failure to do so will result in cancellation of accepted application and requires reapplication process and fee.
3. Disabled Applicants – Due to the nature of the vocational training programs, disabled students (mental and physical) must be evaluated for their ability to benefit from the training. Disabled students who are deemed to be unable to benefit from the training will be encouraged to seek other career paths.
4. Acceptance into TWLG classes – The Admissions Committee reserves the unconditional right to grant or deny admissions.

Tuition & Fees

TWLG students have several options for financing their education:

1. Tuition and fees must be paid in full no later than the day before the start of each session for which courses are taken.
 - Accepted payment types include cash, check, money-order, Visa or MasterCard via PayPal.
2. FEES – For the intensive weekend there are no additional fees.
3. Currently, tuition cost for the intensive weekend is \$950.00.
4. Students are notified each period regarding their financial status. They may also self-check using their ThinkWave account.

Contact TWLG on our website: www.wellnesscounselorcertificate.com or at (937) 307-9747 for more information.

TWLG Admissions Requirements and Procedures

Meeting all minimum admissions requirements does not guarantee admission to the TWLG program. The Admissions Committee may reject any applicant except for reasons based on race, color, sex, religion, gender preference, and national or ethnic origin. The decision of the Admissions Committee is final. TWLG admissions requirements, policies, and procedures are as follows:

1. All applicants for programs must be licensed by the State of Ohio Counselor, Social Work, & Marriage and Family Therapist Board as a Licensed Professional Counselor (LPC), a Licensed Professional Clinical Counselor (LPCC), a Licensed Independent Social Worker (LISW), a licensed Marriage and Family Therapist (MFT) or a licensed Independent Marriage and Family Therapist (IMFT); or by the Ohio Department of Education as a Licensed School Counselor (LSC).
2. All applicants must submit all entrance application documents in which to be considered for admission. A completed application includes:
 - a. A goal statement or letter of intent
 - b. A completed application (located on the website)
 - c. Proof of licensure (copy of license)
 - d. A personal interview with TWLG Admissions Department
3. Accepted applicants must register for class before the beginning of class. Failure to do so will result in cancellation of accepted application and requires reapplication process and fee.

Admissions Requirements

4. If an applicant is being sponsored (tuition paid by an employer or social service agency) a student/sponsor agreement must be signed by the applicant AND an authorized representative of the sponsoring agent.

Admission Orientation

All new TWLG students for the intensive weekend will receive orientation at the beginning of the weekend. Students for the full course are required to attend an orientation meeting to be determined by the Admissions Committee. Registration for orientation will be accomplished at the time of application. Orientation will familiarize new students with TWLG policies and procedures. Topics include but are not limited to:

- Student services
- Registration and attendance policies
- Clinical training
- TWLG Alumni Association
- Graduation procedures

Audit Policy

The auditing policy provides students the opportunity to revisit material covered in classes they have previously taken. Students are eligible to audit a class if the student has met the following criteria:

- Attended all of the required amount of hours for the class
- Received a passing grade upon completion of the class
- Previously paid full tuition for a class

The cost to audit a class is 70% off the current price of the class. The student must register for the class in advance, but will not be required to complete the homework or take any tests/exams. There will be no final grade when a course is audited.

Section 3: Student Services

TWLG is committed to offering certification advising, guidance, hands-on experience opportunities, continuing education programs and credit, as well as an alumni association.

Student Wellness & Counseling

All TWLG instructors are available to help students with referrals to community assistance and agencies for counseling and developing their own personal wellness plan. Appointments are required and can be made by calling the instructor directly.

Certification Advising

TWILG instructors assist students in following the certification plan. Students may contact their respective instructor at any time throughout the course of their studies by phone or e-mail.

Class	Instructor Name	Phone	E-mail
WEL1000, 1001, 1003	Paul Granello, Ph.D., LPCC-S	614-688-4931	drgranello.twi@gmail.com
CAM 1000	David Cunningham, B.S., CCHt	937-307-9747	dmc42063@gmail.com

Admissions Requirements

TWLG Alumni Association

All graduates and enrolled students of TWLG are eligible to be members of the Alumni Association. The purpose of this organization is to provide an opportunity for educational and professional networking through professional seminars, workshops, and other events. TWLG also maintains an alumni email list-serve in which information about possible job placement opportunities can be shared alumni.

Continuing Education

In keeping with the philosophy of enhancing mental health wellness counseling through education, TWLG, will in the future offer a variety of continuing education workshops. Please watch TWLG website at www.wellnesscounselorcertainment.com for the future schedule of workshop offerings.

Continuing Education Units (CEUs)

The Ohio Board of Counselor, Social Work, & Marriage and Family Therapist Board Laws & Rules requires thirty clock hours of approved continuing professional education as listed in section 4757.22 of the Revised Code. All course work at TWLG can be applied towards continuing education credit for licensure with the State of Ohio Counselor, Social Work, and Marriage & Family Therapist Board. CEU certificates will be provided to each student upon full completion and passing of a course.

Placement Assistance

TWLG cannot guarantee specific employment upon completion of the program, however if individuals or employers seeking to hire Certified Wellness Counselors contact TWLG such referrals will be made. TWLG continues to maintain relationships with mental health and health care agencies throughout the state.

TWLG Promotional Opportunities

As an innovator in the field of mental health wellness counseling, TWLG participates in health fairs, conferences, and numerous other community/corporate events to increase public awareness of educational opportunities. TWLG students qualify to participate as practitioners at these events. Participation provides the students a powerful marketing and networking tool for future employment opportunities and practical hands-on experience. Activities and events are available throughout Ohio and students will be notified in advance of the opportunity to participate in them.

Section 4: Wellness Counseling Certificate Program

Our Wellness Counseling program focuses on modalities with a strong bio-psycho-social foundation along with a whole-person approach to wellness. At TWLG, our classes offer a wide range of modalities providing the skills necessary for you to add a new wellness assessment and treatment dimension to your existing profession.

Overview

The TWLG wellness counseling certification program is a comprehensive course of study designed to introduce licensed professional counselors to an overview of wellness, the various complementary alternative methods to holistic living, and how to assess and treat clients using a wellness approach. This program of study is designed for clinician wishing to learn appropriate referrals for professionals who are skilled in using techniques from a variety of holistic health modalities.

An overview of the following treatment modalities for referral will include:

- Massage Therapy, Reflexology, and other body work
- Aromatherapy
- Reiki and other forms of energy work
- Traditional Chinese Medicine and other whole systems
- Hypnotherapy, Neuro Linguistic Programming, and other mind/body systems
- Herbology and other biologically based systems
- Holistic Nutrition



Certification Coursework – Weekend Intensive Course

The following provides a listing of our weekend intensive certification program with tuition.

<i>Course #</i>	<i>Course Name</i>	<i>Instructor(s)</i>	<i>hours</i>	<i>Tuition</i>
WEL1000, 1001, 1003	Wellness Counseling Introduction, Practice, Practical Issues	P. Granello	23 hours	\$950.00
CAM1000	Introduction to CAM	D. Cunningham		

Hours = 23

Possible Additional Requirements

TWLG students may also have the following requirements for which they are responsible:

- Outside speaking engagements
- Participation in TWLG events

Seven Core Competencies

Competency Area	Definition	Course Covered
1. Foundations of Knowledge	Area includes background knowledge, history of wellness as a paradigm for healthcare in United States.	WEL 1000
2. Theory	Student will demonstrate knowledge of the theoretical evolution of wellness counseling as a discipline, and mastery of knowledge concerning modern models of wellness.	WEL 1000 CAM 1000
3. Ethical Business Practices	Student will demonstrate knowledge and practice of the ACA code of ethics, Ohio State Law, and ethical decision-making models in relation to wellness counseling. Student will demonstrate knowledge of the business aspects of wellness counseling.	WEL 1003 CAM 1000
4. Behavior Change	Student will demonstrate knowledge and practice of the theories and models relating to behavior change.	WEL 1000, 1001
5. Assessment & Treatment Planning	Student will have the ability to conduct wellness and health assessments and develop treatment plans based on data derived from those assessments.	WEL 1001, 1003 CAM 1000
6. Prevention & Intervention	Student will be able to demonstrate competent practice of counseling prevention and intervention methods.	WEL 1001, 1003 CAM 1000
7. Complimentary & Alternative Care	Student will demonstrate knowledge and practical competency concerning CAM practices.	CAM 1000

Section 5: Course Descriptions

Intensive Weekend Wellness Counseling Program

WEL 1000: Intensive Weekend Introduction to Wellness Counseling

10 hours

- **Course Description:** Healthcare in the United States is poised to undergo significant paradigm shifts due to issues regarding cost and quality. The purpose of this course is to provide the opportunity to students to become familiar with the Wellness Paradigm for Healthcare. The emphasis of this course is on the psychological and social mediators of well-being.
- **Learning Outcomes:** 1) Demonstrate an understanding of Wellness as a paradigm for healthcare 2) Assess their individual wellness and develop a plan for improving lifestyle 3) Become familiar with the research on psychological and social mediators of health and well-being 4) Learn and practice cognitive and behavioral techniques for stress management 5) Discuss and demonstrate self-regulation and goal setting
- **Prerequisite:** Admission to the weekend intensive Wellness Counseling Program.

WEL 1001: Intensive Weekend Wellness Counseling in Practice**3 hours**

- **Course Description:** The purpose of this course is to provide students with knowledge and application experiences needed to conduct counseling from a strengths-based wellness approach.
- **Learning Outcomes:** 1) Understand behavior change models 2) Understand a strengths-based counseling for assessing and counseling a client 3) Apply research on psychological and social mediators of health and well-being 4) Ability to form SMART wellness goals for clients

WEL 1003: Intensive Weekend Wellness Counseling Practical Issues**5 hours**

- **Course Description:** The purpose of this course is to provide students with an in depth understanding of the theories of behavioral change that support a wellness approach to counseling.
- **Learning Outcomes:** 1) Demonstrate an understanding of Wellness as a paradigm for healthcare 2) Understand legal and ethical issues as they pertain to Wellness Counseling.

CAM 1000: Intensive Weekend Introduction to CAM**5 hours**

- **Course Description:** The purpose of this course is to achieve understanding of the practical application of CAM practices to Wellness Counseling. The basis for the course is derived from the five categories of CAM as studied by the National Institute of Health, National Center for Complementary and Alternative Medicine (NCCAM).
- **Learning Outcomes:** 1) Understand how the five NCCAM categories of modalities function 2) Establish the criteria for integrating specific therapies in these categories into Wellness Counseling.

Section 6: TWLG Policies & Procedures

This Section provides the standard TWLG policies and procedures. Please contact TWLG at 937-307-9747 if you have any questions regarding the following policies and procedures.

Academic Integrity Policy

TWLG endorses and promotes incorporation of adult learning principles including the expectation that each student will demonstrate his/her own knowledge attainment in all submitted works and class activities. Students that violate any aspect of the Academic Integrity policy are subject to Administrative sanction as detailed in this document.

All forms of academic dishonesty including cheating, plagiarism, misrepresentation, and obstruction are violations of academic integrity standards. Cheating includes copying from another's work, falsifying problem solutions or laboratory reports, or using unauthorized sources, notes or computer programs. Plagiarism includes the presentation, without proper attribution, of another's words or ideas from printed or electronic sources. It is also plagiarism to submit, without the instructor's consent, an assignment in one class previously submitted in another. Misrepresentation includes forgery of official academic documents, the presentation of altered or falsified documents or testimony to a school office or official, taking an exam for another student, or lying about personal circumstances to postpone tests or assignments. Obstruction occurs when a student engages in unreasonable conduct that interferes with another's ability to conduct scholarly activity. Destroying a student's computer file, stealing a student's notebook, and stealing a book on reserve in the library are examples of obstruction.

First Violation

1. If the faculty member and the student agree that a violation has occurred, and the violation is determined to be a first violation, the faculty member shall choose either to sanction the student or to refer the case to the academic integrity Board. If the faculty member chooses to sanction the student, the minimum sanction is failure in the work in question and the maximum sanction is failure in the course. The faculty member will be provided with a standard reporting form to be signed by both the student and faculty member. However, the case will be referred to the Academic Integrity Board if:
 - The student claims not to have violated academic integrity standards or the student disagrees with the sanction imposed by the instructor;
 - The faculty member feels that the seriousness of the first offense warrants presentation to the academic integrity Board; or
 - The faculty member, after consultation with the School Director/Coordinator, prefers to have the Academic Integrity Board investigate or adjudicate the alleged violation, or prefers that the Board sanction the student.
2. The signed report form from a faculty member or the finding of responsibility by the Academic Integrity Board will become part of the student's file.

Subsequent Violations

If the student's file indicates that the student suspected of a violation has been responsible for one or more previous violations of academic integrity, the case will be referred to the Academic Integrity Board.

Academic Integrity Board

1. If a suspected or known violation of academic integrity standards warrants consideration by the School Director (or his or her designee) will convene the Board. The Board will be comprised of three students, two faculty and two administrators. All members of the Board may question witnesses.
2. Should the Board find the student not responsible for a suspected violation, the faculty member and the student will be so informed. The faculty member will be asked to evaluate the student's performance in the assignment in question and to issue a grade based on his or her normal grading practices.
3. If the Board finds a student responsible for a violation of academic integrity standards, the Board will notify the student and the faculty member. The Board can sanction violations by issuing failure in the work in question, failure in the course, disciplinary warning, probation, suspension, or expulsion.
4. In cases in which the Academic Integrity Board finds a student responsible for a second or subsequent violation, the minimum sanction will be failure in the course; the maximum penalty will be expulsion.
5. If the Academic Integrity Board finds a student responsible for misrepresentation or obstruction, the minimum sanction will be probation; the maximum penalty will be expulsion.
6. If probation is the sanction utilized, the student will remain on probation for one academic term. After one academic term, if the student has met all conditions of the probation, the probation shall be lifted.

Cancellation and Settlement Policy

1. As per the State of Ohio Cancellation and Settlement policy, enrollment agreements may be canceled within five (5) calendar days after the date of signing provided that the school is notified of the cancellation in writing.
2. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation.
3. This provision shall not apply if the student has already started academic classes.
4. If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn within sixty days of the student's last date of attendance or participation in an academic activity.

Cell Phone Policy

Cell phones should be turned off or on vibrate only in the classroom/lab environment to facilitate learning. Any phone calls that must be taken by staff, faculty, or students are to be conducted outside the classroom in appropriate voice tones or outside the building.

Changing Personal Data

If a student has a change in name or address, email, or phone number please call the TWLG Office so appropriate changes can be made. It is important to keep current student information on file.

Dangerous/Inclement Weather Policy

In the case of a school closing/delay due to dangerous or inclement weather such as snow and ice, notification will be made to the students via email. Notification will also be available in the following location:

- On the TWLG Web site (www.wellnesscounselorcertification.com)

Commuting students with dangerous weather in their area must call the school the day of class to notify of intent to miss class. These students will be able to make up time missed in the next scheduled offering of the class at no extra cost or penalty.

Student Illness Policy/Procedure

In the event of student illness in the classroom the student should report illness immediately to the instructor at hand. If the illness is too severe to allow the student to transport himself/herself home, the instructor will notify the school administration and the administration will facilitate transportation. In acute cases, the instructor will call 911 and administer whatever is the appropriate course of action depending on the presenting symptoms.

Drug and Alcohol Prevention/Awareness Policy

Alcohol and other drug misuse or abuse creates an obstruction of the goals of quality higher education by impeding the academic performance and the student's overall mental and physical wellbeing. Students who attend classes under the influence of mood altering drugs will be asked to leave the class for the remainder of the class. The hours missed due to such a dismissal will be counted as absences. Upon a second occurrence of being under the influence of mood altering drugs, the student will be dismissed from the program and the refund policy will apply to the amount of time the student has invested in class. In an effort to assist our students who abuse the drug and alcohol prevention policy, the Admissions Administrator is responsible for contacting the appropriate social agencies in the students' hometown. In addition, please note that TWLG is a non-smoking facility.

Report Cards

Report cards are issued quarterly and emailed not later than two weeks after the end of the academic session. Only students completing course work in the preceding session will be issued report cards.

Grievances/Complaints Policy

On occasion students, staff or the public may have a personal grievance regarding an alleged violation, misinterpretation or improper application of TWLG policies and procedures, or alleged improper treatment. A student may present a grievance without fear of retaliation or reprisal.

1. Students who are concerned they may have experienced a grievance are encouraged to seek assistance by discussing the matter on an informal basis with a faculty or staff member before pursuing a formal complaint

2. The complainant may request a meeting with an employee of the same gender and/or ethnicity at any stage of the process.
3. If the complaint is not resolved satisfactorily through informal means, or at any time in the process, the complainant can elect to pursue a formal complaint.
4. Formal complaints should be addressed to the School Director:

David Cunningham, School Director
 The Wellness Learning Group
 7140 North High Street, Suite 250
 Worthington, Ohio 43085
 (937) 307-9747
 dmc42063@gmail.com

5. To pursue a formal complaint, the individual must request, in writing, a meeting within ten (10) working days from the most recent occurrence and specify the nature of the grievance.
6. The scheduled meeting must take place within ten (10) working days from the day the School Director receives the request for a meeting.
7. The School Director will notify the individual of the recommended steps to resolve the complaint administratively and confidentially within ten (10) working days of the meeting with the individual.
8. The individual may also go directly to the Director of the State Board of Career Colleges and Schools at any time:

Executive Director
 State of Ohio Board of Career Colleges and Schools
 30 East Broad Street, Suite 2481
 Columbus, Ohio 43215-3414
 (614) 466-2752 or (877) 275-4219
 Web site: <http://scr.ohio.gov>

Leave of Absence & Readmission Policy

1. All requests for leave of absence or readmission are to be submitted to TWLG in writing, giving time of leave length requested and rationale.
2. The School Director will make a determination based upon the circumstances as presented in each individual case.
3. The maximum number of days for a leave of absence is 180 days.
4. After enrolling in a certification program, students have two (2) years from the first date of attendance of a course in that enrolled program to complete the certification requirements.
5. Transfer credit of courses previously completed at TWLG as personal enrichment seminars is not calculated as attendance in a newly enrolled program and does not constitute the beginning of the two (2) year enrollment.

Refund Policies

State of Ohio Uniform Tuition Refund Policy – Credit Hour

If the student is not accepted into the certification program, all monies paid by the student shall be refunded except the application fee. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code Section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code: 3332-1-10:

1. A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five per cent of the tuition and refundable fees for that academic term plus the registration fee.

2. A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty per cent of the tuition and refundable fees for that period plus the registration fee.
3. A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for that period plus the registration fee.
4. A student who withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

Registration Policy

1. Full Course students are expected to be registered for a minimum of 1.5 credit hours each quarter.
2. Registration is defined as tuition paid for a specific course in which a student desires to participate. If TWLG has not received payment, the student is not considered registered.
3. Registration can be accomplished by telephone, mail or in person. Acceptable methods of payment are cash, check, money order and credit (MasterCard or VISA) or debit card. Call the TWLG at 937-307-9747 or mail registrations to the TWLG, 7140 North High Street, Worthington, OH 45085. Office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.
4. Registrations must be received no later than fourteen (14) calendar days prior to the first scheduled date of attendance, in order to avoid a \$25.00 late fee.
5. If there is insufficient enrollment to support a course offering, the course will be cancelled seven (7) calendar days before the first scheduled date of attendance. There will be no exceptions to this rule.
6. Registration for the full course must be completed not later than 5:00 p.m. the day before the first scheduled day of attendance for that specific course. Important: Waiting until the last minute may cause your course to be cancelled due to low enrollment. Determination of cancellation will be made seven (7) calendar days before the course is scheduled to begin. If payment arrangements have been made, subsequent installment payments must follow the same guideline for each weekend of attendance. For example, if class starts Friday at 7:00 p.m., registration or installment due must be received no later than 5:00 p.m. on Thursday. If class starts on Saturday at 9:00 a.m., registration or installment due must be received by 5:00 p.m. Friday.
7. Students participating in a payment plan must call TWLG to register for each course in which they intend to participate and must do so according to the time requirements stated above. Late registration fees will be assessed as applicable and must be paid at the time of registration. The payment plan must be paid to current status. If there is a delinquency on the payment schedule, registration will not be permitted.

Satisfactory Academic Progress Policies

It is expected that students make adequate progress towards certification. TWLG seeks to promote the timely success of each program student by implementing the following progression policies:

Attendance Policy

- Students are expected to attend all course lectures.
- Students are responsible for notifying the faculty in advance if absence is necessary. The school may request a statement from the student's physician at any time.
- Students are responsible for contacting instructor to arrange make-up lecture hours.
- A student is counted tardy from fifteen (15) minutes forward. Forty-five (45) minutes tardy shall count as one (1) clock hour absence. Tardiness is cumulative over the length of the course. For example, if a student is 15 minutes late to the first class of the week, then late 15 minutes the second day of the second week, and 15 minutes late to the first day of class on the third week of the course, the student will be charged with one (1) clock hour of absence.

- Students must attend at least 90% of the scheduled hours of each course to progress to subsequent program courses or to graduate from the current program. Students that fail to meet this requirement may be administratively withdrawn from the current course and need to reregister for the course at a later date. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy).
- Incomplete grades are not given and students must repeat any classes in which they fail to meet the attendance standard. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped.
- Students with absence in excess of 10% of the total 120 hours of instruction must withdraw or receive a grade of I – incomplete. The Ohio Refund/Withdraw policy will be applied. For documented absences (i.e., death in family, doctor’s excused absence, military duty, etc.), missed time may be made up with arrangements made with instructor and/or School Director).

Withdraw Policy

- A course may be repeated only once due to failure. Failure two times in a row in the same course will result in academic withdrawal from the program. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Students who are withdrawn will receive any refund owed in accordance with the Refund Policy (see Refund Policy).
- Students who withdraw from the program will receive a grade of F in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped.
- If a student has not registered for or attended classes for 60 days and has made no previous arrangements for a leave of absence, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).

Satisfactory Academic Progress

- Each student’s progress within a course will be evaluated by the respective instructor and reported to the school office on a quarterly basis using the following grading scale:

Numeric Grade	Letter Grade
98-100%	A+
94-97%	A
90-93	A-
86-89	B+
83-85	B
80-82	B-
77-79	C+
75-76	C
Below 75%	F

- All students must attain a minimum of an 80% average (3.0 on a 4.0 scale or B) or be placed on Academic Probation (see Probation Section below). A student may be in jeopardy of academic withdrawal if remaining on Academic Probation for 2 consecutive quarters. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy).

- Student academic progress will be monitored through in-class practical application, clinical experiences, class assignments, activities, and written exams. A final comprehensive exam will be given at the end of the course and a final grade of 75% must be attained.
- Students must also meet the attendance requirements to maintain satisfactory progress as outlined above.
- Satisfactory progress is evaluated every quarter throughout the program. The student is required to make quantitative and qualitative progress toward program completion. To be making quantitative satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period. Hours beyond the 10% allowable for absence may be made up with appropriate documentation for excused absence (i.e., doctor's excuse, military duty, death in family, etc.); arrangements must be made with instructor or School Director.
- Should it be necessary for a student to take a temporary leave of absence (birth of child, accidental injury, extended illness, etc.) the appropriate procedure must be followed to prevent the student from being administratively withdrawn (see Leave of Absence Policy). If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy).

Final Exams and Retake Policy

- If exams are given at the completion of each course, a passing grade of 80% or better is required for credit. If students wish to retake the exam due to failure, re-examination must be done within thirty (30) days of the initial examination. Only one (1) re-examination per course shall be permitted. In the event the student does not meet the 75% minimum, the course must be repeated in its entirety.
- If a student misses an exam due to absence, he/she must contact the school office and reschedule to take the exam within fourteen (14) days of the initial exam date. If the exam is not completed within fourteen (14) days, a grade of incomplete will be recorded for that course offering.
- All scheduling of exams must be accomplished through the Registrar.

Student/Teacher Ratio

The student/teacher ratio for lecture class is a maximum of twenty-four (24) to one (1).

Maximum Time Frame

1. All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Each student is required to meet the minimum program completion criteria as stated in the program bulletin he/she enrolled under. Most students will complete the program requirements within the stated program bulletin guidelines. However, a student may have up to 1.5 times the normal program length to meet program requirements. For example, if the program is designed to be completed in 52 calendar weeks, the student will have up to 78 weeks to meet program requirements. Time spent on an approved leave of absence is not counted against the maximum time frame.
2. Students exceeding the maximum time frame will be administratively withdrawn and will need to re-enroll.

Clinical Performance

1. Students must satisfactorily complete all clinical components of the current course and program to advance to the subsequent coursework or graduation from the program.
2. Failure to meet the minimum standards or committing an identified critical incident (i.e. failure to maintain client safety, breach of confidentiality, unprofessional conduct, or being asked to leave a clinical site) will result in automatic failure of the course regardless of current grade percentage.
3. Pending the severity of the circumstances, a student may be immediately withdrawn from a program by the School Director. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy). However, it is unlikely the student will be readmitted considering the behavior warranted immediate program withdrawal.

Financial Standards

1. Students must remain in satisfactory financial status to progress to subsequent course work. Students who fail to meet their financial obligations to the school can be denied attendance privileges and face possible dismissal from school.
2. All tuition and school fees must be current in order to graduate and advance to subsequent course enrollment.
3. Academic records will not be released to students or other institutions until school tuition and fees are current.

Probation

1. If a student fails to meet the cumulative attendance policies or 80% grade average for any evaluation period, or both, he or she will be placed on probation for the next evaluation period. Failure to meet the cumulative attendance policy or 80% grade average, or both, at the end of the probationary evaluation period will result in the dismissal from the program.
2. Students will be notified in writing when they are placed on probation by the School Director and the steps necessary to be removed from probationary status. Students will also receive attendance or academic counseling from the School Director, as appropriate, when they are placed on probation.
3. The institution will notify a student by certified mail if he or she is being administratively withdrawn/dismissed for unsatisfactory academic progress.

Appeals Process

1. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the School Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attainment of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.
2. The School Director will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institute's receipt of the appeal. The decision of the School Director is final.
3. Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he/she meets the terms of the probation, until such time as satisfactory academic progress is regained.

Student Interaction Policy

TWLG faculty believes it is educationally responsible to provide constructive feedback on performance issues and to resolve substandard behavior. The constructive feedback is in the form of a Written Student Interaction, and it may not be appropriate in all situations.

1. Student will receive a written interaction within 72 hours of discovering the performance of substandard written work or exhibited behaviors.
2. The student and the faculty member will work together to generate a realistic and practical solution to the situation. In the event an outside faculty person is needed, the School Director will be consulted and provide direction.
3. Should the student repeat the behavior or violate any terms of the Interaction agreement, they are subject to immediate dismissal.
4. A copy of the Interaction report will be stored within the student's academic file for the duration of the program.

5. Should the behavior or circumstances warrant immediate suspension, the student may be dismissed from school without going through an Interaction Process.

Readmission

1. A student must apply for readmission if they do not successfully complete any of the required courses with a B (80%) average, do not meet clinical objectives or it has been 12 months since they last attended courses.
2. The readmission subcommittee will evaluate readmission application, the circumstances surrounding the lack of success and make a decision to readmit or deny admission.
3. The student may not repeat any course more than once.
4. The student must have a minimum GPA of 2.0 to apply for readmission.
5. The readmitted student must meet the curriculum requirements effective at the time of readmission.

Satisfactory Program Completion

Successful completion of required credit hours as outlined in the program of study constitutes satisfactory program completion.

- a. 12 credit hours
- b. Satisfactory attendance and class participation (minimum of 90% of all scheduled class sessions and 90% of all assigned work regardless of course letter grade earned.)
- c. Minimum grade achieved is B, 80% or 3.0 cumulative GPA.
- d. Resolution of all school fees and holds on academic record.

Graduation Information

To attend the Commencement ceremony (place and time of graduation is set by the Director), students will wear business attire. Certificates will be provided for each candidate and the program is created by the school Director including refreshments. Speakers will include the CEO, School Director, and any invited guests. Students may offer input regarding the following:

- Students may choose a Student representative to deliver remarks
- Students may add special touches (i.e. candle lighting, etc.), upon approval from the Director.

Unsatisfactory Progress Probation Policy

Probation Period

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Probation **ONCE**. The probationary period will be the student's next quarter of enrollment at the school. The school will communicate the Probation status to the student and inform the student that s/he must meet the academic progress standard by the end of the Probation Period in order to continue in their respective academic program.

Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the school. The school will communicate the Termination status to the student and inform the student of the Reinstatement and Appeal Process available to the student.

Reinstatement Policy

A student will automatically be reinstated into normal status (no longer on probation) the following quarter if, and when, the student successfully meets the minimum satisfactory academic progress requirements at the end of the Probation Period. Reinstatement to the program may also occur upon a successful appeal by the student.

Appeals Process

The Wellness Institute Learning Group strives to maintain a positive learning environment with established protocols for continued success of the students. Students may appeal probation or dismissal decisions. Appeal forms should be submitted within 5 business days of being notified of unsatisfactory academic status. Appeals must be based on severe extenuating circumstances, e.g., illness/hospitalization of the student, caring for an ill member of the immediate family, death of a member of the immediate family, domestic violence, or divorce. All situations must be documented. Every student has the right to a consistent, fair appeal process when adherence to current school or program policy is not deemed appropriate by the student. The appeals process follows:

1. The best course of action is to resolve the conflict or difference of opinion directly with the instructor or program office involved. If this approach is tried and unsatisfactory, initiate a formal appeal with the Office of the School Director.
2. If the student has been dismissed from TWLG as a result of failure to meet current policy (i.e. attendance, academic progress, ETC), he/she has five days to submit a written appeal. The written appeal must include documentation of the circumstances leading up to the dismissal, students plan to correct or prevent the occurrence in the future and the requested course of action to remedy the situation (such as repeating a course for a 3rd time, ETC).
3. The School Director will assess all appeals and seek clarification as appropriate. The Grievance committee will then review the case and circumstances in person or via email to facilitate a decision to the student within 10 days of receipt of the Appeal.
4. The Grievance committee may grant a recommendation of reinstatement with specific criteria or behaviors to be addressed. Note: The Grievance Committee cannot override a decision to administratively withdraw a student for violating critical incidents in the clinical environment such as failure to maintain client safety, unprofessional or illegal behavior, breaching confidentiality, ETC.
5. A reinstated student will automatically be placed on probation for the remainder of the program to ensure the issue is satisfactorily resolved according to terms of reinstatement. Failure on the part of the student to follow through on the terms of the reinstatement or suffer a repeat occurrence is grounds for immediate dismissal.
6. The Grievance committee may also grant a decision to reject the appeal. The decision of the grievance committee is final.

Student Conduct and Conditions for Dismissal

The need for faculty, students and administrators to understand the rights and responsibilities with regard to academic and professional concerns requires a clearly defined procedure to enable them to address legitimate concerns. Therefore, the school policy attempts to declare the:

1. Faculty's responsibility and right to:
 - a. Set reasonable standards for academic and professional performance.
 - b. Establish and articulate procedures for evaluating performance.
 - c. Evaluate performance.
 - d. Assign grades based on this evaluation for all students assigned and enrolled in his/her class, consistent with the school policy and without regard to non-academic criteria, such as race, color, creed, national origin, religious beliefs, age, sex or handicap.
2. Student's responsibilities to adhere to school policies and standards.
3. Student's right to have clearly defined:
 - a. Standards for academic and professional performance.
 - b. Standards and procedures in evaluating performance and student's demonstration in meeting those standards, without regard to race, color creed, national origin, religious beliefs, age, sex or handicap.
4. This policy seeks to protect and clarify the students and faculty member's rights and responsibilities.

5. Any student may be dismissed from the school for:
 - a. Failure to meet academic standards.
 - b. Physical violence or inappropriate use of language, and/or unprofessional behavior.
 - c. Use of drugs and/or alcohol on school property or impaired behavior by these substances.
 - d. Absence from class sessions (refer to Attendance Policy).
 - e. Failure to pay tuition.
6. Each program offering may have additional stipulations. Please refer to the respective Program Manual.

Student Incident Reporting Policy

1. All incidents involving a student or students must have a Student Incident Report filed with the School Director and a copy given to the School Director. "Incident" covers a wide range of behaviors/experiences, including but not limited to:
 - a. Any student complaint or grievance against another student.
 - b. Any student complaint or grievance against TWLG faculty/staff.
 - c. Any student injury or accident.
2. In addition, student incidents should be reported immediately to the School Director. The School Director is on call at all times when instructors are not in the building and/or unavailable.
3. Procedure:
 - a. Staff or Faculty Member contacts School Director in person or by phone.
 - b. Staff or Faculty Member fills out a Student Incident Report (may be obtained from the website) and gives to the School Director. May be placed in inner office mailbox in sealed envelope or hand delivered.
4. Students may also fill out an incident report on their own for any incident they feel needs to be addressed involving themselves, faculty, and takes place on TWLG property. The incident report may be given to an instructor or the School Director at the student's discretion. All instructors who are given incident reports by a student must give a copy to the School Director within 24 hours of receiving it.
5. The School Director and the CEO will review all incident reports and appropriate action (depending on the type of incident) will be taken within 5 business days or less, including convening for full review and interviews of involved parties, when needed.
6. All findings and actions resulting from an incident report will be dispensed to all parties involved in writing within five (5) business days of the review.

Student Records Policy and the Federal Education Rights & Privacy Act (FERPA)

1. Students have the right to inspect and review their education records. To do so, students must submit a written request to the Registrar's Office, specifying which records to review. Requests will be granted as soon as practicable, but in no more than 45 days.
2. Students' right to inspect and review records does not extend to personal notes of faculty or staff, medical treatment records, parents' financial records, and certain confidential letters and recommendations.
3. If upon inspection and review of records, students wish to challenge (correct or delete) inaccurate or misleading data, or any records students believe violate their rights to privacy or other rights, students may request a correction or deletion in writing. If the record custodian denies the request, students will be given copies of the record(s) in question. Students then have the right to request in writing a hearing. Requests for hearings must be made to the School Director, specifying the portion of the record to be challenged, the reason(s), and the desired change(s). The record challenge hearing will be held within a reasonable time of the request, and a written decision will be issued. If students are not satisfied, they may submit written comment(s) which will be maintained with the challenged record(s).

4. The Family Education Rights & Privacy Act (FERPA) affords students certain rights with respect to educational records. Copies of students' education records or personally identifiable information concerning students will not be released to anyone outside the college, except as permitted by law, without students' written consent. However, Directory information may be released without students' written consent. Directory information includes: name, address, telephone number, date and place of birth, major field of study, participation in TWLG activities and sports, attendance at TWLG, degrees, certificates and awards received, and the most recent previous educational institution attended. If students do not want Directory information released, students must complete a form requesting it not be released and file the form with the Registrar's Office.
5. The TWLG Student Records Policy is available for review at TWLG. Questions concerning the TWLG Student Records Policy may be brought to the School Director. Students also have the right to file complaints with the U.S. Department of Education FERPA office.

Transcripts

Official TWLG transcripts of work completed should be requested in writing or by calling TWLG. Students may pick up transcripts at TWLG, or TWLG will forward the transcript to the requesting organization. Students will be required to provide a social security number, the name at time of enrollment, and the semester/year last attended, as well as pay a \$5.00 per transcript fee.

Withdraw/Drop Course Policy

To withdraw or drop a course the student must contact TWLG to obtain the proper form. The student must submit the completed form to TWLG to be placed on withdraw status and receive a refund (if applicable); see Refund Policy. Students not completing a course who have failed to complete a withdrawal form will receive an "F" for that course.

Section 7: Financial Policies & Procedures

Intensive Weekend Tuition \$950.00

Financial Methods of Payment

All program fees are due at initial registration and are non-refundable. Tuition is due in full at the beginning of each session. Tuition is 80% refundable if the student must drop a course due to extenuating circumstances. TWLG students have several options for making payments including cash, check, money order, Visa or MasterCard. Checks or money orders should be made payable to: The Wellness Learning Group. Social security number or drivers' license number should be shown on the face of the check to insure proper credit. Payment can be made by mail, by PayPal or in person.

A fee of \$25 will be assessed plus all collection costs incurred for all checks returned by the bank for any reason. Expulsion will result from any unsettled bad checks, and the student will remain liable for all assessments, even though no longer registered.

Delinquent Tuition

Students who fail to meet financial obligations to the school can be denied attendance privileges and face possible dismissal from school. In severe cases of delinquency, collection agencies may be used in an effort to recover the student's debt. Any fees incurred as a result of this action shall be billed to the student.

Director's Grant

The Wellness Institute Learning Group (TWLG) offers grants for its Certified Wellness Counselor Program (CWC) at the discretion of the School Director. The following criteria apply:

- 1) An essay of 500 words describing your professional goals and how your education at TWLG will help you meet those.
- 2) Financial need (based on personal financial statement and additional documents/statements chosen by the applicant).

The Director's Grants have a value of up to \$450.00 and may be awarded in any increments thereof. The institution is under no obligation to award these grants and may be offered as the School Director deems useful. When the grants are being offered for a particular time frame, all new students are eligible to apply. Grant application forms can be found on the program website.

TWLG Staff and Faculty

David Cunningham, School Director, B.S., CCHt., The Center on High

David is the School Director for The Wellness Learning Group and is past President & CEO of the Ohio Academy of Holistic Health (now the Ohio Institute of Allied Health) in Dayton, Ohio, currently serving on their board of directors and as an instructor in their programs. He is also the co-founder in 1998 of the Center on High, a Columbus, Ohio based Holistic Health Center; and is editor of HEALING NATURALLY MAGAZINE, an Internet based publication. David is an active supporter of the Friends Committee on National Legislation and Shared Hope International.

Dr. Paul Granello, CEO, Ph.D., LPCC-S, Associate Professor Counselor Education, The Ohio State University

Dr. Granello graduated with his Bachelor of Arts degree in Psychology in 1987; and his Master of Science degree in Mental Health Counseling from Stetson University in 1990. The Ph. D. in Counselor education was conferred in 1995 from Ohio University. He is a Licensed Professional Clinical Counselor with Supervising credentials and is also in private practice at The Wellness Institute.

Academic Advisory Council

Matt Burns, MBA, Senior Product Management, Consumer Banking Digital Strategy, JPMorgan Chase

Matt has been a member of the senior product management team at Chase since 2005. His current focus is to head customer experience across the group responsible for evaluating and prioritizing Chase's online banking and mobile banking initiatives. Recent contributions included the development and launch of Chase's reloadable prepaid card, Chase Liquid. Matt is an advocate for his mentally retarded and autistic brother and a long-term care ombudsman for the Department of Aging. Matt has a BA in English and BS in chemistry from The Ohio State University, and an MBA from Case Western University.

Dr. Tom Davis, Ph.D., LPCC-S, Professor, Ohio University, Athens, Ohio

(description to be added)

Dr. Colette Dollarhide, Ph.D., The Ohio State University, Columbus, Ohio

Dr. Dollarhide is an association professor at The Ohio State University. She is currently the editor of the Journal of Humanistic Counseling for the Association of Humanistic Counseling a division of ACA. Colette is also an accomplished author and national presenter in the areas of school counseling, and professional identity development.

Barbara Dudley, R.N., Ohio Dominican University

Barbara Dudley, RN studied nursing at St Vincent Hospital School of Nursing in Toledo, Ohio. She has been the Director of Health Services at Ohio Dominican University in Columbus, Ohio since 2003. ODU is a Catholic, liberal arts university with an enrollment of 3100 students. Barbara also serves on the board of the Ohio College Health Association as secretary.

Lisa Fogle

Lisa Fogle, ACE (American Counsel on Exercise) CPT, ACE Group Fitness Instructor, and YUSA Training Facilitator is a mom of four, wife, friend, sister, volunteer, housekeeper, gardner, (you get the picture). In her words, "I teach group fitness classes to primarily the active older adult population. I am a stickler on form, breathing, drinking water, and teaching you about your transverse abdominis. I have trouble counting reps and trouble seeing the second hand on the clock, BUT, you will laugh a bit, you will break a sweat, you will receive an encouraging word, you will stand a little taller, and you will feel better when you are done than when you started."

Dr. Yegan Pillay, Ph.D., Professor, Ohio University, Athens, Ohio

(description to be added)

Cal Timbrook, LPCC, The Center for Balanced Living

Calvin Timbrook received his Master's in Counselor Education from The Ohio State University. He is a Professional Clinical Counselor who specializes in eating disorders, depression, and anxiety. Calvin works at The Center for Balanced Living in Worthington, OH as program manager of the partial hospital program.