

Aromatherapy Certification Program

STUDENT HANDBOOK 2022-2023



AROMAHUT
INSTITUTE

WELCOME

On behalf of the Aroma Hut Institute (AHI) Aromatherapy Certification Program faculty and staff, I would like to extend a warm welcome to each of you.

As you pursue your Aromatherapy Certification education, we hope that you find it to be an exciting and rewarding learning experience. Intelligence, emotional maturity, integrity, and a commitment to assisting others with their health needs are qualities essential to your success. In addition, a high level of competence in performing blending techniques, communicating with clients, maintaining appropriate professional boundaries, honesty, and maintaining confidentiality are critical attributes as an Aromatherapy Certification student. We look forward to getting to know you and will do everything we can to facilitate a meaningful learning experience for you on this aromatic journey.

Once again, welcome and best wishes as you pursue your aromatherapy goals!

Aromatically,

Rebecca Park Totilo, CA
Aromatherapy Certification Program
Coordinator Director

INTRODUCTION

AROMATHERAPY CERTIFICATION PROGRAM STUDENT HANDBOOK

The 2022-2023 Aromatherapy Certification Program Student Handbook (Handbook) has been developed to provide you with essential information specific to the Aromatherapy Certification Program. The Aroma Hut Institute (AHI) Aromatherapy Certification Program abides by all policies, procedures, and information provided in the current AHI Student Handbook. This Handbook is intended to supplement the AHI publications and provide additional guidelines and information specific to the student.

Please read this Handbook carefully. If any areas are unclear to you, please seek clarification with your instructor, the Aromatherapy Certification Program Coordinator. Please keep this Handbook available for reference as you progress through the Aromatherapy Certification program.

The policies, procedures, requirements, regulations, and guidelines, as presented in the Aromatherapy Certification Program Student Handbook is continually subject to review to serve the needs of AHI, the students, the Aromatherapy Certification Program, and the community. Changes in programs, policies, procedures, requirements, and regulations may be made without advance notice. Students will be informed of these changes by written announcements in class, on the website, or by electronic or regular mail.

The Institute reserves the right to add, amend, or cancel any of its programs, regulations, rules, and policies/procedures in whole or in part, at such time as it may choose and for any reason. Every effort has been made to ensure the accuracy of the information in the Handbook. However, students are advised that such information is subject to change without notice and that they should consult with the Director of the Aromatherapy Certification Program for current information.

Information in the Handbook does not constitute a contract between AHI and a student. The entire contents of this Handbook apply to all students enrolled in the Aromatherapy Certification Program. The student is responsible for knowing and understanding all of the information in this Handbook and for the academic policies stated in the AHI Student Handbook. Each student is required to sign a form indicating that they have received the Handbook and understand the information contained therein.

STUDENT ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge receipt of the *2022-2023 Aromatherapy Certification Program Student Handbook* containing current policies and procedures for the 2022-2023 academic year.

I understand and agree that it is my responsibility to read and understand this Handbook. I also understand that the Aromatherapy Certification Program Director or Instructor is available to answer any questions that arise as a result of my review of the Handbook.

My signature below represents the acknowledgment that I have thoroughly read and understood the policies and my obligations under those policies and procedures and further represents my consent to conducting myself in a way consistent with the policies and procedures. I have been provided with a copy of the current *AHI Student Handbook*. I either possess a copy of the Winter 2022 – Summer 2022 AHI Catalog or know how to access it online <https://aromahut.com/student-handbook>, or have purchased it from the AHI Online Bookstore. I have received and read the *2022-2023 Aromatherapy Certification Program Student Handbook* and understand that my enrollment in the Aromatherapy Certification Program is contingent upon my compliance with the policies and procedures contained in this Handbook. I further understand that nothing in this *2022-2023 Aromatherapy Certification Program Student Handbook* creates or is intended to create a promise or representation of continued enrollment and that the policies and procedures contained herein may be changed at any time.

Student Signature _____ Date _____

Student's Name Printed _____

Once you have signed this page, remove it from the Handbook and submit it to info@aromahut.com for your records.

FACULTY AND STAFF

NAME	CREDENTIALS	CONTACT INFO
Rebecca Totilo	Director Lead Instructor	info@aromahut.org 727-688-2115
TBD	Program Coordinator	
TBD	Program Administrative Secretary	
TBD	Adjunct Professor	
TBD	Adjunct Professor	
TBD	Technical Support	

- The Director of the Aromatherapy Certification Program is responsible for all matters pertaining to the Institute.
- The Aromatherapy Certification Program Coordinator is responsible for curriculum development and implementation, program evaluation, student advisement, supervision, and full-time and adjunct faculty evaluation.
- The Program Administrative Secretary is responsible for assisting Aromatherapy Certification administrators, faculty, and students. The Administrative Secretary supervises work-study students.
- Technical Support is responsible for the website design and maintenance.
- Full-time Aromatherapy Certification faculty schedule regular office hours and are responsible for classroom and clinical instruction, student advisement, and student evaluation.
- Adjunct faculty works part-time and is responsible for classroom instruction, clinical instruction, and student evaluation. While available for individual appointments, they do not schedule office hours.

AROMA HUT INSTITUTE

Our Vision

Aroma Hut Institute aims to provide students with a comprehensive, integrated training program – a dynamic blend of scientific and holistic therapeutic approaches to Aromatherapy.

Our Mission

The mission of Aroma Hut Institute is to ensure student success by providing access to affordable online aromatherapy education. Our clinical aromatherapy courses include a carefully designed curriculum to provide the student with all the necessary skills and knowledge to practice as a Certified Aromatherapist safely and effectively. In addition, the student's education will serve as a specialist training resource for those pursuing a career in the expanding essential oil industry.

Aromatherapy Certification Program Vision

The Aromatherapy Program at Aroma Hut Institute seeks to achieve excellence in the preparation of Aromatherapy Certification students so that, as aromatherapists, they will excel in the therapeutic alternative healthcare forums of today and tomorrow.

Aromatherapy Certification Program Mission

The Aromatherapy Certification Program at Aroma Hut Institute is committed to providing an exceptional education to students from all walks of life and to assist the Aromatherapy Certification student in becoming a highly skilled and sensitive practitioner. At Aroma Hut, learning takes place on many levels, mind, body, and soul. We encourage the greatest professional growth possible for students, faculty, and staff. We wish to increase awareness of the healing benefits of essential oils.

Aromatherapy Certification Program Philosophy

The Aromatherapy Certification Program at Aroma Hut Institute is an academic and therapeutic place to learn, grow, and acquire professional skills and knowledge. Students who choose this program feel drawn to Aromatherapy as a path to a rewarding career and a commitment to personal development. The focus of our program is to help the student become a skilled and professional aromatherapist. With an aromatherapy education, students can help people experience a genuinely natural healing process alongside traditional medicine. Our NAHA-

Approved aromatherapy certification program follows an evidence-based approach. Some of the skills we will be focusing on are learning advanced techniques in blending that integrate the chemistry of natural products that are safe for children, pregnant, nursing moms, the elderly, and animals.

PROGRAM OUTCOMES

1. Demonstrate knowledge of anatomy, physiology, botany, chemistry, and pathology.
2. Communicate effectively using professional oral and written communication skills.
3. Demonstrate safe blending techniques and know-how essential oils work based on scientific research.
4. Demonstrate professional behaviors by practicing Aromatherapy Certification ethically and within the professional scope of practice.
5. Apply business principles to an Aromatherapy Certification practice.

PROGRAM CURRICULUM

FIRST TERM

Course Number	Course Name	Credit Hours
101	Intro to Aromatherapy	10
BT101	Blending Techniques	10
B101	Aromatic Botany	5
OT101	Organoleptic Testing / Mongraphs	10
CP101	Clinical Practice	25
AP101	Anatomy and Physiology	15
BA101	Blending Assignments	15
RA101	Research Paper	10

TOTAL CREDIT HOURS

100

First Term Exceeds the Requirements for NAHA Certified Level 1 Aromatherapist®
 Second Term Meets the Requirements for NAHA Certified Professional Aromatherapist®

PROGRAM CURRICULUM

SECOND TERM

Course Number	Course Name	Credit Hours
CH201	Essential Oil Chemistry	20
OT201	Organoleptic Testing / Monographs	15
201	Anatomy and Physiology	15
CP101	Clinical Practice	20
BA101	Blending Assignments	20
RA101	Research Paper	10

TOTAL CREDIT HOURS

100

First Term Exceeds the Requirements for NAHA Certified Level 1 Aromatherapist®
 Second Term Meets the Requirements for NAHA Certified Professional Aromatherapist®

PROGRAM GUIDELINES

- Due to the unique requirements for each state and country, acceptance to and satisfactory completion of the Aromatherapy Certification Program at Aroma Hut Institute does not guarantee that the student will meet licensure requirements, if any, for any particular state or country.
- There is no guarantee that students will successfully pass the Registered Aromatherapy Council (ARC) exam if they choose to take it. Furthermore, there is no guarantee a student will find employment due to this course of study.
- The student is entirely responsible for all tuition and fees payable to Aroma Hut Institute. Tuition and fees do not include textbooks or supplies.
- The student will abide by the provisions of the institute, the enrollment agreement and the Aromatherapy Certification Student Handbook, and other rules of conduct as designed for Aromatherapy Certification courses.
- Aroma Hut Institute strongly supports the highest degree of professional ethics. Students will represent themselves as “students-in-training” at all times until they have completed the entire series of Aromatherapy Certification Program courses. Students are not permitted to promote or engage in their own aromatherapy work or use the institute logo, except when engaging in coursework.
- Students must maintain appropriate personal, physical and professional boundaries while in the Aromatherapy Certification Program. Sexual innuendo or inappropriate behavior is grounds for immediate dismissal from the program.
- Students must meet course competencies in order to continue with the Aromatherapy Certification Program. Courses that are not completed must be repeated before the student may continue. Students who withdraw from the program for two or more years must repeat the courses (fees will apply).

PROGRAM GRADING SCALE

All classes require several assignments for grading, client case studies, research paper, and a final exam. Grading will be on a Pass/Fail scale.

STUDENT CONDUCT

General Rules for Classroom Behavior

The Aromatherapy Certification Profession requires high standards of legal, ethical, and moral accountability from aromatherapists. You are expected to be courteous, respectful, and polite in all interactions with classmates, faculty, and clients in the classroom and clinical experiences. You are to follow the policy regarding conduct as outlined in the AHI Student Handbook. If a student demonstrates unsafe or disruptive behavior in the classroom, they will be sent home, resulting in formal documentation of the occurrence and possibly resulting in disciplinary action per the code of conduct outlined in the AHI Student Handbook.

Cell Phone Use

All cell phones are to be turned off while in the classroom. No answering calls in the classroom are allowed during live classes.

Substance Abuse

Possession or use of alcoholic beverages or illegal drug substances on campus is prohibited. Attending classes or Aromatherapy Certification Practicum under the influence of alcohol or illegal drugs is grounds for termination from the program.

Attendance Policy

When AHI grants a Certificate of Aromatherapy Certification to a student, the institute certifies that the student has attended 200+ hours of classroom and lab instruction. To meet this requirement, student completion of online class assignments is mandatory in all Aromatherapy Certification and related Health Science courses.

Grievance Procedures

Students, who have a grievance/complaint against the school or instructor, should follow the Aroma Hut Institute Student Handbook and the Student Complaint Policy found on the AHI website. Student Complaints concerning the Aromatherapy Certification Program, instructor(s), or another student(s) should first be addressed through the AHI complaint policy. If the school does not resolve the complaint adequately, or in extreme circumstances, a complaint may be brought before the Board of Directors.

Chain of Command

If you have a concern about a specific course, you should seek a solution by following the appropriate chain of command:

1. Faculty member of the course and section where the problem exists.
2. Aromatherapy Certification Program Coordinator.

Termination Policy

The following behaviors are grounds for immediate dismissal from the Aromatherapy Certification Program at AHI:

- If the student is psychologically or physiologically unfit to satisfactorily complete the program's objectives.
- Attending class while under the influence of drugs or alcohol.
- Violation of any portion of the State of Florida Laws and Regulations.
- Sexual innuendo or any sexual misconduct.
- If a student fails to comply with the rules and regulations of the Aromatherapy Certification Program.
- Excessive absences from in-person classes.

CLINICAL PRACTICUM

Policies and Procedures

Professional standards of practice reflect the current knowledge base and training in any given field and imply accountability. Standards are dynamic and subject to evaluation and subsequent change through time as practice norms evolve. The following Aromatherapy Standards of Practice are stated to identify the scope of care and reflect professional norms that are inherent in the practice of clinical Aromatherapy. This contrasts with the use of essential oils by individuals for home and family use or as a hobby.

Theory and Practice

The qualified aromatherapist understands and applies appropriate, scientifically sound theory as a basis for essential oil use. The art and science of Aromatherapy are characterized by the application of relevant information that provides the basis for skilled use of essential oils and subsequent evaluation of the outcomes.

The Aromatherapy Registration Council (ARC) has categorized the scope of aromatherapy education based on historical input by leading schools in Aromatherapy. For example, the knowledge base includes, but is not limited to:

- [1] Basic Concepts of Aromatherapy - essential oils, sources, history, client assessment
- [2] Scientific Principles - botany, extraction, chemistry, anatomy, and physiology
- [3] Administration - therapeutics, safety, delivery methods, contraindications, blending
- [4] Professional Issues - documentation, quality control, ethics

This standard also applies to those engaged in fragrance blending or product development. These activities are predicated on the basic concepts relating to essential oils, chemistry, and blending, for example.

Assessment

Assessment is a part of the scientific process, beginning with collecting information from the client or target population.

Planning and Identifying Goals

The qualified aromatherapist co-constructs an aromatherapy intervention based on the client's needs.

Application

The qualified aromatherapist uses standard applications of essential oils in the manner most suitable for the client's identified outcomes. Providing client education is inherent in this standard of care.

Evaluation

The qualified aromatherapist evaluates the client's response and maintains a system of documentation.

Integrated Care

The qualified aromatherapist seeks opportunities to participate with other health care providers to develop an integrated plan of care as possible. The aromatherapist communicates the benefits of essential oil use to the public and health care providers. The qualified aromatherapist is valued as a health team contributor.

Ethics

The student and soon-to-be qualified aromatherapist upholds professional standards of care and supports an identified code of ethics stated below.

1. The student/future aromatherapist will conduct themselves in a professional and ethical manner with the clients, health professionals, and the general public.
2. The student/future aromatherapist recognizes that the public has the right to share in decisions pertaining to their health care. They shall educate and guide clients toward this goal and actively encourage them to take responsibility for their care and well-being.
3. The student/future aromatherapist represents their education and qualifications honestly in advertising and practice and acknowledges the limitations of my skills, as indicated.
4. The student/future aromatherapist will provide the highest quality of aromatherapy products available.
5. The student/future aromatherapist will provide services within the scope and the limits of my training and refer to appropriate qualified professionals as indicated.
6. The student/future aromatherapist will maintain professional confidentiality except when failure to act could constitute a danger to others.
7. The student/future aromatherapist will refrain from guaranteeing a specific wellness outcome, acknowledging that aromatic extracts support self-healing and that holistic health outcomes are influenced by many factors.

9. The student/future aromatherapist will avoid discrimination against individuals based on race, creed, religion, gender, age, and national origin.

10. The student/future aromatherapist will appreciate the importance of thoroughness in the performance of duty, compassion with clients, and the significance of the tasks they perform.

11. The student/future aromatherapist will respect the law and avoid dishonest, unethical, or illegal practices.

12. The student/future aromatherapist will refuse primary responsibility for health care for any client. Individuals licensed or otherwise authorized to provide primary health care are excluded.

Clinical Practicum Definition

“Clinical Practicum” definition means a student enrolled in the Aromatherapy Certification Program who provides Client Consultations to members of the public under the supervision of a Certified Aromatherapist Instructor who is available for advice and assistance via email or phone. Clinical Practicum does not include classroom assignments.

Aromatherapy Certification Practice

A person shall not use the title of or represent himself to be an aromatherapist or use any other title, abbreviations, letters, figures, signs, or devices that indicate the person is an aromatherapist unless he is an aromatherapist.

NAHA SCHOOL REQUIREMENTS

In the United States, Aromatherapy is not a licensed profession. The aromatherapy certification we offer is accredited through the NAHA National Association for Holistic Aromatherapy. Aroma Hut Institute is an approved school with NAHA and IICT (International Institute for Complementary Therapists) for aromatherapy education.

Aroma Hut Institute's certification program incorporates a personally tailored curriculum that will best prepare students to further their professional advancement as a Certified Aromatherapist. Aroma Hut students will be provided with a solid and concise understanding of Aromatherapy and how to use oils safely and effectively. Throughout this hands-on program, students will work with numerous essential oils, study the chemistry of essential oils and how they affect the anatomy and physiology of the body. Several videos, assignments, and blending activities will provide a sound basis for the clinical uses of essential oils.

Aroma Hut Institute is unique in that it:

- seeks to elevate the study of Aromatherapy in the eyes of the public through public service via radio, television, and social media,
- advances research and professionalism in the industry,
- provides the highest quality aromatherapy program available to prospective students of aromatherapy.

Standards for Certification

The following information is the standards set as an educational, nonprofit organization dedicated to enhancing public awareness of actual aromatherapy benefits.

Aroma Hut Institute is a NAHA-approved school that issues a certificate of completion, which qualifies you to state that you are a NAHA Certified aromatherapist. The training you receive from this program will provide you with a certification that will substantiate your training to the public or employer. Students wishing to comply with NAHA's Standards of Aromatherapy Training will provide a minimum of two hundred (200+) hours of training and practical tuition in the fields of aromatherapy and essential oil studies and anatomy and physiology.

According to the standards approved and adopted by the Council, Aromatherapy and Essential oil studies should comprise of the following core curriculum requirements:

- History and Modern Development
- The basics of botany (specifically taxonomy)
- Properties of essential oils within a holistic and clinical framework
- Methods of extraction
- Organic chemistry
- Carrier oils
- Blending techniques
- Methods of application
- Safety and Aromatherapy (including dermal, respiratory, and internal use)
- Consultation and client education program design
- The basics of business development
- Legal and ethical issues (include a copy of the NAHA Code of Ethics for students)
- The following systems will be covered in-depth:
 - The Respiratory System
 - The Olfactory System
 - The Integumentary System
 - The Circulatory System
 - The Reproductive System
 - The Musculoskeletal System
 - The Lymphatic/Immune System
 - The Endocrine and Nervous System
 - The Urinary System
 - The Digestive System
 - The Limbic System

Graduating students will be knowledgeable in the structure and function of all the human body's major systems, together with the clinical science of at least five (5) common ailments of each system. The Aroma Hut Institute Aromatherapy Certification Program integrates anatomy and physiology into the program. Pre-existing health professionals will be required to complete training in the application of essential oils to each system and the effect of essential oils on a variety of common ailments.

Required elements for student graduation based upon approved standards in the aromatherapy certification program:

- Students must complete an 8-10 page research paper.
- Students must complete a minimum of 10 case histories.
- Students must sit and pass quizzes and examinations offered by the school.
- Students must study 25-30 essential oil profiles in addition to required Level I essential oils.

SCOPE OF PRACTICE

Aroma Hut Institute's Aromatherapy Certification Program's primary goal is to train individuals to use essential oils in Aromatherapy safely. Because Aromatherapists are not licensed to treat, prescribe or perform any medical treatments, the aromatherapist's job is available to guide individuals in suggestive uses of essential oils, based on our personal experience and education. Please be aware that unless the student/future aromatherapist is working under another health care license, the student is not a licensed professional in medicine or Aromatherapy and is not qualified to diagnose or treat specific medical conditions. Suggesting the use of essential oils, based on your knowledge, is not a medical treatment and must not be treated as such.

Essential oils are potent substances and have frequently been used to replace medications; however, the student cannot officially recommend that. The student must approach making essential oil suggestions and blends for people with the understanding that they are wonderful plant-based substances for supporting health and wellness. It is also recommended to only offer guidance on conditions you fully understand.

EDUCATIONAL REQUIREMENTS NCBTMB Board Certified Massage Therapist

Aroma Hut Institute offers continuing education (CEUs) credits for massage therapists through the NCBTMB Board. Aroma Hut Institute's online courses vary in the number of CEUs earned; 150 CEUs are available for the Aromatherapy Certification Program. Please review the website for more information. For further information concerning re-certification requirements beyond just continuing education, please visit www.ncbtmb.org.

Aroma Hut Institute is approved by the NCBTMB as a continuing education Approved Provider (#765504) or #492. All of our continuing education programs can be used for Board Certification renewal.

PROFESSIONAL STANDARDS

To be an effective aromatherapist within a professional group, a specific code of ethics is essential, along with the necessary knowledge and skills to practice the profession effectively. These standards direct the application of professional knowledge and skills. Students will follow the AIA Alliance of International Aromatherapy “Code of Professional Conduct” and the NAHA National Association of Aromatherapy “Code of Conduct.” The code of conduct contains guidelines for professional behavior. Students are expected to abide by these guidelines.

As an aromatherapist, there will be several duties required of you. The following information is taken from the Standards of Practice from the AIA website:

The qualified aromatherapist understands and applies appropriate, scientifically sound theory as a basis for essential oil use. This knowledge base includes but is not limited to:

- [1] Basic Concepts of Aromatherapy – essential oils, sources, history, client assessment;
- [2] Scientific Principles – botany, extraction, chemistry, anatomy, and physiology,
- [3] Administration – therapeutics, safety, delivery methods, contraindications, blending,
- [4] Professional Issues – documentation, quality control, ethics This standard also applies to those engaged in fragrance blending or product development as these activities are predicated on the basic concepts relating to essential oils, chemistry, and blending, for example.

In addition, the qualified co-constructs an aromatherapy intervention based on the client’s needs and uses standard applications of essential oils in the manner most suitable for the client’s identified outcomes. Providing client education is inherent in this standard of care. The qualified aromatherapist evaluates the client’s response and maintains a system of documentation. In addition, the qualified aromatherapist assumes responsibility for his/her continuing education and professional development and modifies one’s practice to assimilate new knowledge gained from continuing education.

The qualified aromatherapist seeks opportunities to participate with other health care providers to develop an integrated plan of care as possible. The aromatherapist communicates the benefits of essential oil use to the public and health care providers. The qualified aromatherapist is valued as a health team contributor.

The qualified aromatherapist upholds professional standards of care. They support an identified code of ethics to conduct themselves professionally and ethically concerning their clients, health professionals, and the general public. Furthermore, you will help your client by educating and actively encouraging them to take responsibility for their care and well-being. You will need to maintain professional confidentiality except when failure to take action could constitute a danger to others.

The qualified aromatherapist contributes to the continuing development of knowledge of clinical Aromatherapy through data collection, research activities, and documentation of findings. You will also want to keep a detailed history of your clients, choose suitable oils for each client, create a proper blend of aromas, provide a continuous treatment plan, and refer clients to other health practitioners when the situation warrants it.

I HAVE RECEIVED AND READ THE AROMA HUT INSTITUTE AROMATHERAPY CERTIFICATION PROGRAM STUDENT HANDBOOK, AND I AGREE TO ALL PROVISIONS.

Signed:

Student Signature: _____ Date: _____

Witness:

Signature/Title: _____ Date: _____

Sign and return this form to the Aromatherapy Certification Program Coordinator within 24 hours of its receipt.