

**Eden Energy Medicine
Certification Program
and TEEM**



**2016 - 2017
Student Handbook**

Version 4.16

WELCOME TO EDEN ENERGY MEDICINE!

We are so pleased to have you as a participant of our programs. Whether you are in Year 1, 2, 3, or 4 of the Eden Energy Medicine Certification Program (EEMCP or CP) or part of the Teaching Eden Energy Medicine (TEEM) Program, we hope it is an exciting journey through the wonders of Eden Energy Medicine (EEM).

Please consider this Student Handbook as a guidebook during your time as a student of Eden Energy Medicine. It lists the policies and procedures of the EEMCP and TEEM, as well as general information about the Eden Energy Medicine community and programs. We ask you to take a moment to become familiar with your Student Handbook and keep it handy so you can refer to it as needed. Updates are made to the Student Handbook annually. New versions can be found on the Student Handbook page of the website each Spring.

If you are a Year 1 student, you will spend the year learning the fundamentals of Eden Energy Medicine so you can help yourself, your friends, and your family balance their energies and stay happy and healthy. You will even learn enough to integrate EEM into an ongoing healthcare practice.

If you are a Year 2 student, you will spend the year building on those fundamentals and discovering dozens of new, more advanced ways to balance energies and work with others. You will also begin to develop the intuition side of EEM as you track energy through and between all of the energy systems.

If you are a Year 3 student, you will spend the year anchoring yourself in the tools and protocols you studied the first two years, and flying into the more intuitive ways of working with energy. This will include working with advanced protocols for Heart Health and Cancer.

If you are a Year 4 student, you will spend the year embracing the healing powers of the deepest and most sacred protocols EEM teaches: Grid and Regression. Whenever you do these life-changing techniques, they will not only change your clients forever, they will change you, too.

If you are a TEEM student, you will spend time learning to use EEM principles to become the best teacher you can be.

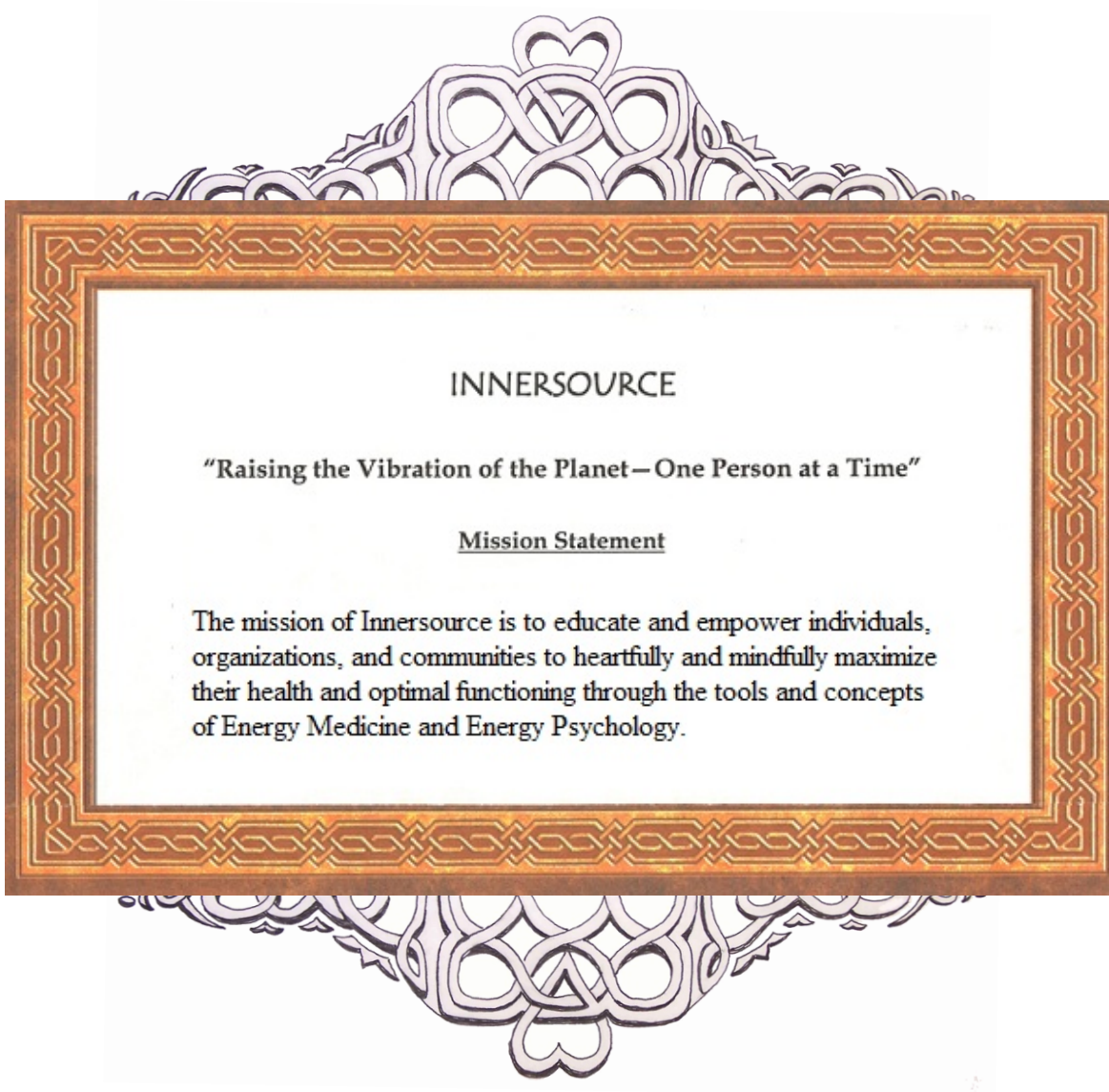
Disclaimers:

This EEMCP Student Handbook is an official Innersource publication.

Innersource disclaims liability for any damages, bodily or otherwise, incurred by students as a result of using Eden Energy Medicine techniques in or outside of the classroom or during extracurricular activities.

This Handbook does not constitute a contract between the student and the Innersource. Innersource reserves the right to alter the curriculum, schedules, tuition, fees, and requirements at any time without prior notice.

This version replaces and supersedes past versions. This is the [link to the Student Handbook](#)



INNERSOURCE

"Raising the Vibration of the Planet – One Person at a Time"

Mission Statement

The mission of Innersource is to educate and empower individuals, organizations, and communities to heartfully and mindfully maximize their health and optimal functioning through the tools and concepts of Energy Medicine and Energy Psychology.

Eden Energy Medicine Certification Program (EEMCP)

CLASS CALENDAR: 2016-2017

YEAR 1: FOUNDATIONS CLASSES

Locations and dates for Foundations Classes 1-4 can be found at:

<http://www.innersource.net/em/foundations-home.html>

YEAR 2–US: CERTIFICATION CLASSES

Class 5: May 19 - 23, 2016

Class 6: August 4 - 8, 2016

Class 7: October 27-31, 2016

Class 8: January 12-16, 2017

YEAR 2–UK: CERTIFICATION CLASSES

Class 5: June 17-20, 2016

Class 6: September 2-5, 2016

Class 7: November 11-14, 2016

Class 8: February 24-27, 2017

YEAR 3-US: CLINICAL PRACTICUM CLASSES

Class 1 August 4 - 8, 2016

Class 2: January 12-16, 2017

YEAR 3-UK: CLINICAL PRACTICUM CLASSES

No Year Three Clinical Classes are scheduled for the UK in 2015-2016

YEAR 4: ADVANCED PRACTITIONER CLASSES

Grid: October 21-26, 2016

Regression: May 12-17, 2017

TEEM 101 US

May 19 - 23, 2016

TEEM 101 UK

June 24-27, 2016

TEEM FOUNDATIONS

October 27 - 31, 2016

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I. EEMCP OVERVIEW

☉ WELCOME

We are delighted to welcome you to the EEMCP and/or the TEEM programs, and to provide you with this EEMCP Student Handbook.

The Student Handbook contains information about the EEMCP, TEEM, the Eden Energy Medicine community, and other Innersource programs.

Please use this link to access Frequently Asked Questions (FAQ) for Year 2 <http://innersource.net/em/frequently-asked-questions-dp3.html>.

FAQ for TEEM may be found here <http://innersource.net/em/teem-101-faq.html>.

FAQ for the Foundations Year are found at <http://innersource.net/em/article/336-trainingandevents/eem-foundations/1193-foundations-faq.html>.

☉ EEMCP MISSION STATEMENT

The mission of the EEMCP and TEEM is to educate and graduate successful, compassionate, and competent practitioners and teachers of Eden Energy Medicine who can respond to the needs of local and global communities whether with family and friends, or in a professional practice.

☉ PROGRAM DESCRIPTION

The EEMCP is designed to help students obtain a firm foundation in the body of work that Donna Eden has created over the past three decades. The program teaches the principles and methods of Eden Energy Medicine in an experiential learning environment using high-quality academic, ethical, and clinical standards. Featuring in-depth course work and supervision, the EEMCP is based on a curriculum developed by Donna Eden, along with her most senior staff members, who participate in the teaching. The TEEM Program uses many of these principles to help train EEMCP Year 2 graduates to become EEM teachers.

☉ PROGRAM STRUCTURE

The EEMCP is a four-year program of study designed to take students from the very basics of Eden Energy Medicine to the deepest and most sacred protocols Donna teaches.

Year 1 (Foundations Classes) and Year 2 (Certification Classes): meet quarterly, four to five days at a time. In both Years 1 and 2, each student is supervised between classes by a Faculty member involved in the training.

Year 3 (Clinical Practicum Classes) and Year 4 (Advanced Classes) meet semi-annually, four to five days at a time, and also include between-class supervision.

The TEEM Program consists of two levels. TEEM 101 is a four to five-day class with a three-month mentorship that trains students to teach the introductory EM101/102 classes. TEEM Foundations is a five-day class with a one-year mentorship that trains students to teach the Year 1: Foundations Classes.

☉ GENERAL CALENDAR

Year 1: Foundations Classes consist of four classes that meet regionally once per quarter. The specific schedule is set by the local teacher but is similar to the quarterly timing of the Year 2 schedule. Students are required to take these classes sequentially.

Year 2-US: Certification Classes consist of four classes that begin in the Spring of each year and meet again in the Summer and Fall of that year and the Winter of the following year. Students are required to take these classes sequentially.

Year 2-UK: Certification Classes consist of four classes that begin the Spring of each year and meet again in the Summer and Fall of that year and the Winter of the following year. Students are required to take these classes sequentially. Year 2-UK is offered periodically.

Year 3-US: Clinical Practicum Classes consist of two classes. The first meets in July/August, the second in January/February. Students are required to take these classes sequentially.

Year 3-UK.: Clinical Practicum Classes consist of two classes. The first meets in the Fall, the second in Spring of the following year. Students are required to take these classes sequentially. Year 3-UK is offered periodically.

Year 4: Advanced Practitioner Program Classes consist of two classes. The first meets in the Fall, the second in the Spring of the following year. Currently Year 4 is offered only in the US. Students are required to take these classes sequentially.

TEEM 101 consists of one class offered once a year: in the Spring in the US. It is offered periodically as part of the UK/European class offerings.

TEEM Foundations training consists of one class and is held in the Fall. Currently TEEM Foundations is offered only in the US.

☉ GENERAL LOCATIONS

Year 1: Foundations Classes are taught regionally in many locations throughout the United States, as well other locations around the world.

Years 2, 3, and 4 of the EEMCP and the TEEM classes are held at The Wigwam Resort in Litchfield Park (Phoenix), Arizona (www.wigwamresort.com)

Years 2 and 3 also periodically take place in Europe at Wotton House just south of London, England. (<http://www.principal-hayley.com/locations/southern-england/wotton-house/>). (See “Venue Information” for more details on locations.)

II. FOUR-YEAR EEMCP AND TEEM CURRICULUM

YEAR 1: FOUNDATIONS CLASSES

The EEM Foundations Classes are a one-year program of extensive study in the fundamentals of Eden Energy Medicine principles and methods.

The course work for the Foundations Classes (Classes 1-4) consists of four, four to five day classes that meet quarterly.

CLASS 1: Basic Curriculum

- Principles of Energy Medicine
- Energy Testing
- Staying Grounded
- Eden Energy Medicine Exercises
- Anatomical Terminology
- Introduction to the Meridians
- Influencing Meridian Energies
- Therapeutic Protocols: Quickie Balance and Brazilian Toe
- Introduction to Ethics
- Energy Tracking

CLASS 2: Basic Curriculum

- Introduction to the Five Rhythms
- Meridians, Part II
- Neurovascular Reflex Points
- Triple Warmer and Spleen
- Using Magnets
- Vivaxin Syndrome
- Introduction to Irregular Energies
- Ethics
- Energy Tracking

CLASS 3: Basic Curriculum

- Meridians, Part III
- Beginning Substance Testing
- Energy Medicine and Pain
- The Auric Field
- Irregular Energies, Part II
- Reactive Energies
- Electrics
- Ethics
- Legal Issues
- Energy Tracking

CLASS 4: Basic Curriculum

- Chakras
- Radiant Circuits
- Source Points
- Energy Medicine for the Eyes
- Energies of Love – The Four Sensory Stress Modes
- Ethics
- Energy Tracking

YEAR 2: CERTIFICATION CLASSES

Year 2 of the EEMCP is dedicated to learning the more advanced EEM techniques and integrating the methods of EEM into an Energy Medicine practice. Students build on the basic principles learned in Year 1 of the EEMCP, and develop the advanced skills and techniques necessary to become successful EEM Certified Practitioners.

All Year 2 students must have completed the Year 1 Foundations Classes of the EEMCP.

Year 2 of the EEMCP is held four times per year at the Wigwam Resort in Litchfield Park (Phoenix), Arizona and on selected years in the UK.

CLASS 5: Basic Curriculum

- Advanced Five Rhythms: Theory and Protocols
- Energy Tracker
- Demonstration Case
- Ethics Case
- Energy Medicine Tracker Session

CLASS 6 - Basic Curriculum

- Energy Medicine for Working with Hormones
- Healing Properties of Color
- Advanced Chakras: Colors and Deeper Protocols
- Shock Point
- Meridian and Emotions
- Advanced Star Diagnostic
- Ethics
- Energy Medicine Tracker Session

CLASS 7 - Basic Curriculum

- Anatomy
- Assemblage Point
- Vortexes
- Seed Points
- Finger Modes
- Advanced Aura
- Radiant Circuit Pulse tests
- Advanced Substance Testing
- Ethics
- Energy Medicine Tracker Session

CLASS 8: Basic Curriculum

- The Five Disruptive Forces
- Infusing Blood with Energy
- Overview of the Grid Complex
- Developing a Chakra Informed Business Plan
- Client Intake Procedures
- Year 3 Demonstration Session
- Ethics
- Special Topics
- Supplemental material
- Graduation

YEAR 3: CLINICAL PRACTICUM CLASSES

The Clinical Practicum (CLP) Year is designed for graduates of Year 2 of the EEMCP who wish to deepen their practical EEM skills. This is a hands-on class where students observe senior Faculty members giving complete EEM sessions incorporating basic skills, energy testing, energy tracking, intuitive energy following, advanced techniques, and new protocols. As part of this, advanced EEM protocols for complex imbalances like cancer and heart issues are covered. Students also have the opportunity to give and receive sessions under the direct supervision of the Clinical Practicum Faculty.

All Year 3 students must be graduates of Year 2 of the EEMCP. It is advisable that CLP students have an active EEM practice when taking the Clinical Practicum, as 2 documented EEM sessions per week are required (a total of 100 documented EEM sessions over the course of the school year).

The course work for the CLP consists of two, four to five day classes that meet semi-annually. In addition, there is a six month mentoring period following each class that consists of Skype demos, private mentoring time and session requirements.

YEAR 4: ADVANCED PRACTITIONER CLASSES

The Advanced Practitioner (AP) Year is designed for students who have completed the Clinical Practicum Year of the EEMCP and want to study the most advanced topics in EEM: Grid and Regression. There is an application process to be admitted to this year of study.

All Year 4 students must be graduates of Year 3, have established EEM practices with paying clients, years of experience working with clients, and a constitution sturdy enough to take their clients to the levels of healing accessed with Grid and Regression work.

The course work for the Advanced Practitioner Year consists of two, five-day classes that meet in the Fall and then again in the Spring of the next year. The Fall class teaches selected EEM techniques used to access and repair the Basic Grid. The Spring class teaches the EEM protocols used to facilitate Regression.

In addition, there is a one year mentoring period after Grid and a six month mentoring period following Regression that consists of private mentoring time and session requirements. The six month mentoring period for Regression overlaps with the second six month mentoring period for Grid.

TEEM 101: INTRODUCTORY TEACHER TRAINING

TEEM 101 is open to any student who has completed Year 2 of the EEMCP. The course work consists of one, four to five-day training offered in the Spring that focuses on improving students' skills as a teacher and presenter through lecture, demonstration, and presentation of practice modules during class. There is a three-month mentorship after the TEEM 101 class during which students are supported as they teach entry-level EM101 and EM102 classes in their community.

TEEM FOUNDATIONS: ADVANCED TEACHER TRAINING

TEEM Foundations is an application-based class open to Year 3 (CLP) graduates who have also completed TEEM 101. The course work consists of one, five-day training that focuses on the unique challenges presented by teaching the advanced EEM material that comprises the Foundations Year of the EEMCP. There is a one-year mentorship after the TEEM Foundations class during which students are supported as they teach introductory classes in their communities and serve as interns in existing Foundations Year of classes. Students who successfully complete this Advanced Training class and all required practice teaching elements are eligible to teach their own EEM Year 1: Foundations Classes and be considered as candidates to join the EEMCP Faculty.

III. ON-SITE INFORMATION

PERSONNEL

❖ **DIRECTOR OF EDUCATION: MICHELLE EARNEST**

The Innersource Director of Education oversees all EEM educational activities. This includes responsibility for fiscal management of programs and classes, administrative operations, ongoing strategic planning, marketing/promotion, and performance within the educational arena. The Director is assisted by Susan Powell.

❖ **REGIONAL EDUCATION COORDINATOR (REC)**

The REC is responsible for supporting the individual Foundations Classes across the country and overseeing the EM101 and 102 classes. This position is currently held by Sandi Roberts.

❖ **YEAR 1 TEACHERS**

Foundations teachers are responsible for the organization, planning, and teaching of the first year of the EEMCP. All course content is standardized and approved by Innersource. Each Foundations teacher is either a member of the EEMCP Faculty with at least two years of tenure or has completed the TEEM Foundations Program and served as a Teaching Assistant in a Foundations Class for a full year.

❖ **YEAR 1 TEACHING ASSISTANTS**

Depending on the size of the class, Teaching Assistants (TA) may be needed to assist the Foundations Year teacher. Each TA must be a graduate of Year 2 of the EEMCP, and have applied and been accepted as a qualified Teaching Assistant. Foundations Year teachers may select TAs at their discretion.

❖ **YEAR 2 CLASS ADMINISTRATOR**

The Year 2 Class Administrator (CA) is responsible for planning and implementing the individual classes for Year 2 of the EEMCP.

☞ YEAR 2-US: Ann Bednarsky is currently the CA for Classes 5 and 7, and Adriana Barraza is currently the CA for Classes 6 and 8.

☞ YEAR 2-UK: Madison King is currently the CA for Classes 5-8 when they take place in the UK.

❖ **SMALL GROUP LEADERS**

Small Group Leaders are members of the EEMCP Faculty and are responsible for supervising and instructing a small group of students (8 to 14) during each class of the EEMCP. They may assist the CA by teaching from the stage. Small Group Leaders also supervise students after class and work with them on their competency tests.

❖ **MOVEMENT COORDINATOR**

The Movement Coordinator is in charge of coordinating all optional early morning classes, in the US, supporting the Year 2 CAs with before-class energy movement/dance warm-ups, and leading special classes and presentations that weave movement and dance into Eden Energy Medicine topics. This position is currently held by Titanya Dahlin.

❖ **YEAR 3 CLINICAL PRACTICUM CLASS ADMINISTRATOR**

The Year 3 CA is responsible for planning and implementing the two classes of the Clinical Practicum Year in the US, as well as for the two Clinical Practicum Year classes in the UK. This position is currently held by Janel Volk Hubbard.

❖ **YEAR 4 ADVANCED PRACTITIONER CLASS ADMINISTRATOR**

The Year 4 CA is responsible for planning and implementing the two classes (Grid and Regression) of the Advanced Practitioner Year. This position is currently held by Francie Boyce.

❖ **TEEM 101 CLASS ADMINISTRATOR**

The TEEM 101 CAs are responsible for planning and implementing the TEEM 101 classes. These positions are currently held by Dondi Dahlin and Janie Chandler.

❖ **TEEM FOUNDATIONS CLASS ADMINISTRATOR**

The TEEM Foundations CA is responsible for planning and implementing the TEEM Foundations class. This position is currently held by Lari Ward.

❖ **FACULTY SUPPORT**

The Faculty Support person provides a wide variety of technical and non-technical support to the Faculty and Administrators. This position is currently held by Frank Dowler.

INNERSOURCE ADMINISTRATIVE TEAM

☞ CHIEF OF STAFF: ROGER DEVENYNS

The Innersource Chief of Staff is responsible for overseeing and managing the accounting and legal functions, human resources, warehouse and product development, and financial planning. Roger also manages the International Gathering of Eden Energy Medicine (IGEEM).

☞ EVENT MANAGER

The Event Manager coordinates with the hotel, oversees classroom setup, assists with the Innersource product table, and interfaces with the EEMCP Faculty, members of the Administrative Staff, and students during Innersource events.

This position for the EEMCP in the U.S is currently held by Nancy King. Please contact her at events@innersource.net.

This position for the EEMCP in the UK is currently held by Madison King. Please contact her at madison@innersource.net

☞ ADMINISTRATIVE STAFF

The Administrative Staff members assist the Event Manager at Innersource events.

CLASS INFORMATION

❖ Class Schedules

☞ **Year 1:** Find out schedule details from individual Foundations teachers.

☞ **Years 2, 3, 4, and TEEM:** Approximately three weeks prior to each class, an email is sent out to registrants of Years 2, 3, 4, and TEEM containing the class schedule as well as transportation information, what to bring to class and a list of Faculty members offering private sessions and other pertinent information.

❖ Registration

☞ Registrations for classes often open up before students have completed all of their class work from the previous class. If a student registers for a class and then does not qualify to continue on to the next class for which they have already registered, Innersource will honor our usual Cancellation Policies (See “Withdrawal Fees and Refunds for Years 2, 3, 4 and TEEM”). We therefore recommend that students proceed with registration even if they have not yet completed their class work, do their best to complete their class work on time, but do not book plane reservations for the next class until they are certain that they passed the last class.

☞ **Year 1:** Registration is handled by the individual Foundations teachers.
A list of all class locations is available on the [Innersource website](http://www.innersource.net/em/foundations-home.html) (<http://www.innersource.net/em/foundations-home.html>).

☞ **Years 2, 3, 4 and TEEM:** Registrations for Years 2, 3, 4 and TEEM are handled online via an online registration form, and tuition payments are due upon registration. Approximately ten weeks prior to the start of each class a registration email will be sent to all students who qualify for each EEMCP and TEEM class (registration links for Year 4 and TEEM Foundations are only made available once a student's application to that training has been accepted). The registration email will contain a link to the online registration form.

We request that all students register as soon as possible once registration opens up, but this is especially true for students who are planning on staying at the venue at which the classes are being held, where our discounted room block often fills up. Venue hotel reservations are made on the class registration forms and are available on a "first come, first served" basis.

❖ **Hotel**

☞ **Year 1:** Hotel details are provided by the individual Foundations teachers.

☞ **Years 2, 3, and 4 and TEEM:** Once registrations are received, Innersource makes the room reservations for our students to assure that they receive our discounted group rate. However, students pay the hotel directly for their rooms at check-out.

Students may register prior to finding a roommate. They must register as in a Private Room. They should post in "Comments" that they will look for a roommate and notify the Event Manager (events@innersource.net) when they have found one. When they contact the Event Manager, she will make the necessary updates to their registration and re-send them a copy.

For help finding a roommate, please visit our [Roommate Finder Forum](http://innersource.net/em/index.php?Itemid=902&option=com_kunena&view=category&catid=1&layout=list): (http://innersource.net/em/index.php?Itemid=902&option=com_kunena&view=category&catid=1&layout=list).

(See "Venue Information" for more details about accommodations, reservations, and dining options.)

❖ **Transportation and Shuttle**

☞ Travel arrangements are the responsibility of each student.

☞ The Wigwam offers complimentary parking for Innersource students.

☞ Wigwam has a Free Shuttle Service which serves a ten mile radius and which operates on a first-come first-served basis. This shuttle does not provide airport transportation.

- ☞ **Year 1:** Transportation details are provided by the individual Foundations teachers.
- ☞ **US Years 2, 3, 4 and TEEM:** Approximately three weeks prior to each class, an email is sent out to Year 2, 3, 4 and TEEM registrants containing transportation and other information. For US students, this email will contain information on two different shuttle companies we work with to offer discounted shuttle rates from the airport to the hotel and back, as well as driving directions. For Year 2-UK students, this email will contain a link to our website with rail and driving directions to the venue.
- ☞ **UK YEARS 2 AND 3:** Airport and transportation information can be found on our website. Approximately three weeks prior to each class, an email is sent out to registrants containing transportation and other information. For UK students, there is no shuttle available, but the email will contain a link to our website with rail and driving directions to the venue.

❖ **What to Bring to Classes**

- ☞ **All Students:** The Innersource staff strongly suggests that you wear layered, comfortable clothing to all classes for personal ease in movement and temperature. Please do not wear any scented perfumes, oils or lotions, as many students are very sensitive to fragrances and chemicals.
- ☞ **Year 2-US:** In Year 2 massage tables are provided. Please also bring any materials you use while practicing Energy Medicine (magnets, crystals, stainless steel spoon, etc.).
- ☞ **Years 3 and 4:** In Years 3 and 4 massage tables are provided (see “Massage Table” information below). Please also bring any materials you use while practicing Energy Medicine (magnets, crystals, stainless steel spoon, etc.).
- ☞ **TEEM 101:** You will be giving several brief student-teaching demos in class, but massage tables are not needed or provided. You do not need to bring any extra books, handouts or notes from the EEMCP for this class. EM101/102 handouts will be available for you to review in your “in class” presentations. Please prepare a 5-minute presentation (details provided in an email sent to registrants approximately three weeks prior to the start of class) and bring an 8GB, Class 6, High-Speed SDHC Memory Card, which is available at a variety of retail locations (grocery stores, etc.) and can also be purchased online.
- ☞ **TEEM Foundations:** You will be giving several brief student-teaching demos in class, but massage tables are not needed or provided. You do not need to bring any extra books, handouts or notes from the EEMCP for this class.

❖ **Massage Tables**

- ☞ **US Year 2:** Massage tables are provided by Innersource. The cost of the massage table is included in the tuition for Year 2 classes in the US.
- ☞ **US Years 3 and 4:** In Years 3 and 4 massage tables are provided by Innersource. The cost of the massage table is included in the tuition for Year 3 and 4 classes.
- ☞ **UK Years 2 and 3:** In Years 2 and 3 the use of massage tables is strongly encouraged, however they are not provided by Innersource. Please contact UK Coordinator Madison King for information regarding massage tables.
- ☞ **TEEM:** Massage tables are not needed in TEEM 101 or TEEM Foundations.

❖ **Private Sessions at Innersource Events**

- ☞ Private Sessions are optional Eden Energy Medicine Sessions offered for a fee by qualified EEM Teachers and Faculty during the non-class hours of Innersource Events.
- ☞ **Under NO circumstances may a Grid session be conducted at any Innersource Event. This includes before and after the event occurs. This includes Years 1-3 of the EEMCP, and the TEEM program. The only time Grid sessions may be conducted at an Innersource event is as a student participating in the Year 4 Grid class, under the supervision of your faculty mentor for that class.**
- ☞ **Year 1:** Students desiring private EEM sessions can make arrangements and discuss payment with their Foundations teacher.
- ☞ **Years 2, 3 and TEEM:** Approximately three weeks prior to the start of each class a list of Faculty members who will offer private Eden Energy Medicine sessions to students during the class will be emailed to the registered students. Students make arrangements directly with the Faculty members (including payment), not with Innersource staff. No private sessions are allowed during scheduled class time.
- ☞ **Year 3 Large Group (Lecture) and Small Group Demonstration Client Volunteer Policy:** Energy work often takes several days (or longer) to fully integrate after a deep session. While you are attending the CLP, you will be receiving and giving two sessions with a fellow student. We also understand that you may wish to schedule a private session outside of the class with a faculty member while you are attending the CLP.

As part of the Year 3 classes, students may be offered the opportunity to volunteer to be the client for an on-stage demonstration for the entire class or in their small group. You are **NOT** eligible to be selected as a client for a large or small group demonstration if you have had or are

scheduled to have a private session *outside of class* while attending the CLP. We encourage you to respect the depth of the work done in an EEM session and allow yourself time to integrate the work that is done in these sessions.

☞ **Year 4:** Due to the intensive nature of these classes, no private sessions will be offered.

❖ **Review Classes for Years 2, 3, 4 and TEEM**

☞ Review Classes provide students the opportunity to review and expand their understanding of the material addressed in the previous class and prepare for topics to be covered in the upcoming class. It also allows for more hands-on practice time. Massage tables are provided for this class.

Review Classes are optional and available for any EEMCP or TEEM students wishing to have extra practice with the material from the most recent Year 2 class.

Review Classes are *required* for:

- Students who missed the previous class.
- Students who are required by their between-class supervisor to attend as a condition to continue with the next class of the EEMCP.
- Students who have been absent from the EEMCP for one year or more.

☞ **US Years 2, 3 and TEEM:** Review Classes take place at The Wigwam on the Thursday the EEMCP starts, and run from 8:00 a.m. to 3:00 p.m. (the EEMCP classes start at 6:00 p.m. that same evening after the reception and sign-in at 5:00 p.m.). The cost for the Review Class in the US is in addition to the tuition for the EEMCP, and registration for it is available on the online registration form for each class.

☞ **UK Year 2:** When Year 2 of the EEMCP takes place in the UK, the Review Classes take place at Wotton House on the Friday the EEMCP starts, and run from 10:00 a.m. to 12 noon (the EEMCP classes start directly thereafter at 12 noon that same evening afternoon). The cost for the Review Class in the UK is free, but students must sign up in advance for it on the online registration form for each class.

☞ **Year 4:** Review Classes take place on the day after the Year 4 classes end, but students are welcome to attend them if they'd like.

❖ **Auditing**

☞ **All Students:** Innersource's goal is to provide an environment where students can continue to deepen their work, and therefore students may audit any EEMCP and TEEM classes they have previously taken and passed. The tuition for auditing is half of the regular tuition for that class, the tests are not re-taken, there is no follow-up supervision provided

(practice teaching may be supervised in TEEM), and students do not receive a second diploma or certificate. Please contact the Event Manager in the US or Europe prior to your registration to let them know your plans to audit a class. (See “Withdrawals” for details on when auditing classes is required.)

❖ **Lecture**

☞ Half of each EEMCP class is spent assembled as a large group attending lectures and demonstrations from the stage. These on-stage presentations are supported by the extensive handouts provided to the students. The lecture material is intended to clarify and illustrate the information contained in the handouts. Not all material in the handout will be presented from the stage.

❖ **Small Groups**

☞ The remaining half of each class is spent in a small group learning environment. The function of the Small Group is to provide time for hands-on experiential practice of the techniques taught from the stage in the lecture portion of the class. Small Groups will range in size from 8 to 14 students, depending on class enrollment. In Year 2, the goal is for students to have a different Small Group Leader at each class, and mingle with as many different students as possible throughout the year. Innersource assigns Small Groups by a “divine lottery” system to facilitate that diversity, and it would be a great challenge for us to track/manage special requests outside of that system. Therefore, we do not take requests for Small Group Leaders.

❖ **Post Classes for Years 2, 3, 4 and TEEM**

☞ Post Classes are offered after the regular EEMCP classes in Phoenix and in the UK, and feature topics of interest to EEM students. The cost is in addition to the tuition for the EEMCP classes, and registration is available on the online registration form for each class or you may pay for it at the door. Upcoming Post Class topics are listed on the Innersource website.

- Click here for [Post Class topics in the US:](http://innersource.net/em/54-trainingandevents/certification/666-post-class-topics.html)
<http://innersource.net/em/54-trainingandevents/certification/666-post-class-topics.html>
- Click here for [Post Class topics in Europe:](http://innersource.net/em/article/339-trainingandevents/eemcp-europe/1069-post-class-topics-european.html)
<http://innersource.net/em/article/339-trainingandevents/eemcp-europe/1069-post-class-topics-european.html>

Post Classes are open to the public.

- ☞ **US Years 2, 3 and TEEM:** Post Classes take place at The Wigwam. They usually begin on the Monday afternoon that the EEMCP ends, and finish on Tuesday mornings by 11:00 a.m.
- ☞ **UK Years 2 and 3:** Post Classes take place at Wotton House. They are held from 9:00 a.m. – 5:00 p.m. the day after the EEMCP class ends.
- ☞ **Year 4:** Post Classes take place several days after the Year 4 classes end, but students are welcome to attend them if they'd like.

VENUE INFORMATION

☞ Location

- ☞ **Year 1:** Foundations Classes take place in many locations regionally around the United States, Canada, and Europe. For a list of all class locations, please see the Innersource website (<http://www.innersource.net/em/foundations-home.html>). For details about the local area where Foundations Classes are held, please contact the Foundations teacher.
- ☞ **US Years 2, 3, 4, and TEEM:** These classes are taught in Litchfield Park (Phoenix), Arizona at The Wigwam Resort (www.wigwamresort.com), which is approximately 15 miles from Phoenix Sky Harbor International Airport. For details about the local area, contact The Wigwam. **Please note that students make their reservations to stay at The Wigwam through Innersource at the time they register for their classes, rather than directly through the hotel (see details under “Hotel Accommodations”).**
- ☞ **-UK Years 2 and 3:** These classes are taught near Dorking, England (just south of London) at Wotton House (<http://www.principal-hayley.com/locations/southern-england/wotton-house/>). For details about the local area, contact Wotton House. **Please note that students make their reservations to stay at Wotton House through Innersource at the time they register for their classes, rather than directly through the hotel (see details under “Hotel Accommodations”).**

❖ Hotel Accommodations

- ☞ **Year 1:** Hotel details are provided by the individual Foundations teachers.
- ☞ **Years 2, 3, 4 and TEEM:** Staying at the class venue/hotel is not required, however many students tell us that doing so is an important part of their EEMCP experience. We arrange a block of rooms at the venue/hotel at discounted rates, which are determined by local seasonal resort and hotel rates. **Important for all US and UK students:** *Please do not call the hotel to make reservations.* Innersource will make all hotel reservations for students, per the details provided on the students' registration forms, and students will pay the hotel directly at check out.

The rooms are available on a “first-come, first-served” basis, so the earlier students register, the more likely it is that they will get rooms at the hotel. Once our block is full, students are responsible for arranging their own lodging.

Students are responsible for finding their own roommate if they would like one. Registrations received for a shared room without a roommate’s name will be changed to a private room and the registrant will be held responsible for all room charges.

For help finding a roommate, US students may visit our [Roommate Finder Forum](#). Students in the UK may contact the UK Event Manager, [Madison King](#) and she will do her best to assist, but cannot guarantee that a roommate will be found.

☞ **US - Years 2, 3, 4 and TEEM:** The Wigwam Hotel amenities include patio, walk-in closet, flat screen cable TV with remote, access to in-room movies, video games, and Wi-Fi internet (at a discounted rate), terrycloth bathrobe, coffee maker and coffee, CD clock radio, hair dryer, iron and ironing board, in-room safe, and complimentary parking for Innersource students. On-site attractions include golf, tennis, and swimming.

Please see our website for details regarding Innersource’s current group discounted rates for The Wigwam

(<http://innersource.net/em/costs-lodging-and-meals.html>).

Thank you for your consideration of the following policies for all Wigwam residents:

- Residents must check in and out on their scheduled arrival and departure dates; roommates may not check each other in or out of the hotel.
- Residents will receive one room key per person.
- The Wigwam requests that residents remain with their original roommate(s) once the hotel reservations have been submitted by Innersource.
 - If roommate changes are made thereafter, The Wigwam will charge \$20 per change to those changing.
- Residents making room changes must turn in the key to the old room prior to receiving the key to the new room.

☞ **UK - Years 2 and 3:** Wotton House amenities include 111 beautiful bedrooms all with en-suite bathrooms and full use of all leisure facilities including, gym, indoor pool (children's splash times apply), sauna, steam room, tennis courts and games room. Local attractions include: Denbies Vineyard, Ascot Racecourse, Wimbledon and Wisley Gardens Thorpe Park, Chessington World of Adventures, Box Hill, Epsom Racecourse, Polden Lacey, Leith Hill, Clandon Park and Hatchlands Park, in addition to fantastic onsite leisure activities.

Discounted rates that Innersource has available for Wotton House include a breakfast buffet and VAT and can be found on our website. (<http://innersource.net/em/location-hotel-information-and-meals-dp5.html>)

❖ **Weather and Seasonality**

- ☞ **Year 1:** For information about the local weather where Foundations Classes will be held, please contact the Foundations teacher.
- ☞ **US Years 2, 3, 4, and TEEM:** The weather in Phoenix varies from cool and dry in the winter (especially in the evening) to extremely hot in the summer. Students are encouraged to consider the weather for the time of year they will be in Phoenix and bring the appropriate clothing. The classrooms can sometimes be on the cool side due to air conditioning, so it's a good idea to bring a sweater or wrap.
- ☞ **UK Years 2 and 3:** The United Kingdom has a temperate climate, with plentiful rainfall all year round. The temperature varies with the seasons seldom dropping below -11°C (12°F) or rising above 35°C (95°F). Atlantic currents bring mild winters; summers are warmest in the south-east of England. The temperature of the classrooms might not always suit everyone, so it's a good idea to bring layers and a sweater or wrap.

❖ **Meals:**

- ☞ **Year 1:** All meals are on your own. Details on local dining options are provided by the individual Foundations teachers.
- ☞ **US Years 2, 3 and TEEM 101:** Included in your tuition for each EEMCP class is a "Meet & Mingle" group lunch on Friday. This is a great opportunity to network and connect with other classmates, staff and Faculty. The lunch includes vegetarian and non-vegetarian entrées, seasonal vegetables, a full salad bar with protein options, along with scrumptious desserts. The rest of your meals are on your own (see Wigwam and local options below).
- ☞ **Year 4 and TEEM Foundations:** All meals are on your own (see Wigwam and local options below).

- ☞ The Wigwam has several wonderful dining options to choose from on-site, including [Red's Bar & Grill](#), [The Wigwam Bar](#), and [The Tower Pool Bar & Grill](#), where you can enjoy soups, salads, sandwiches, burgers, and more. You might also like to make reservations for dinner at [Litchfield's](#) (seasonal hours may apply).

To see other restaurants in the Litchfield Park area (many of which are within a very short walking distance from The Wigwam), please [click here](#).

☞ Year 2 and 3-UK: A breakfast buffet is included in your hotel room rate and is served each morning between 8 am and 11 am.

A healthy-option buffet lunch on Saturday and Sunday, and all-day refreshments are included in your delegate fee. Please let us know if you are vegetarian or have special dietary requirements and we will do our best to meet them.

If you are staying for the optional Post Class, you can either use the hotel restaurant or the local pub for lunch.

Dinner is also your choice. If you select to use the hotel restaurant, Innersource students can take advantage of a special £15 set menu in the evenings. Alternatively, there are local pubs and restaurants.



IV. ACADEMIC POLICIES

🌀 Student Prerequisites

- ☞ **Year 1:** There are no prerequisites for the Year 1 Foundations Classes. After attending Year 1, Class 1, students are required to submit a Student Agreement (including confirmation that they read the Student Handbook): <http://innersource.net/em/article/475-em-forms/1263-eemcp-student-agreement.html> and an Ethics Form found at: <http://innersource.net/em/article/475-em-forms/1264-ethics-form.html>
- ☞ **Year 2:** The Foundations Classes must be successfully completed (or completion must be underway) in order to register for Year 2 of the EEMCP.
- ☞ **Year 3 or TEEM 101:** Students must be graduates of Year 2 to enroll in Year 3 or TEEM 101.
- ☞ **Year 4:** Students must be graduates of Year 3 to apply for Year 4.
- ☞ **TEEM FOUNDATIONS:** Students must be graduates of Year 3 and TEEM 101 to apply for TEEM Foundations.
- ☞ **Years 2, 3, 4 and TEEM:** All students are required to agree to Innersource's Terms and Conditions (*see "Cancellation Policies"*) and sign the following Video and Photo Release Agreement upon registering for each class:

This class is being videotaped and photographed. The on-stage demonstrations will also be filmed. I understand that I can fully participate in the class without volunteering to be an on-stage demonstration subject. If I do come on stage to serve as a demonstration subject, I grant permission for my image and voice to appear in training programs produced by the instructors and their affiliates. I also realize I might appear in background audience shots, as well as other "still" photos taken by various Innersource staff members. I grant permission for my image to appear in any Innersource publicity and social marketing efforts.

🌀 Course Materials

- ☞ **Year 1:** Before Class 1, all students must have (or are responsible for purchasing) the following: *Energy Medicine**, *The Ethics Handbook for Energy Healing Practitioners**, *Nine Energy Systems DVD* and *Energies of Love DVD* (not required if they have attended the "live" class with Donna and David).

* Please bring *Energy Medicine* and *The Ethics Handbook* for reference at each class.

- ☞ **Years 2, 3, 4 and TEEM:** Course material will be provided upon arrival to class. Any other special requirements will be emailed to students

approximately three weeks prior to the class. (See “What to Bring to Classes” for more details.)

- ☞ **All Students:** For any class that a student has already completed, the student may purchase the handouts (\$15 USD each) and pre-recorded DVDs (if available, prices vary) for those classes.

To order, contact the warehouse at WarehouseMgr@innersource.net

☉ **Class Participation**

- ☞ Since EEM is best learned through live practice of the various techniques and protocols taught throughout the EEMCP, as well as listening to the lecture and watching demonstrations, all students are expected to participate in discussing and practicing the techniques. Small Group time is designed to reinforce the lecture and on-stage demonstrations, as well as experiential practice. In TEEM, all students are asked to participate in the practice teaching segments.

If a student feels unable to listen to the lecture, watch the demonstrations, or participate in Small Group time and practice, they can privately discuss this with their Foundations teacher for Year 1, or their Small Group Leader in Years 2, 3, 4 and TEEM, to attempt to resolve the issues.

(See also “Attendance” for additional, important information about missing class time.)

If a student is consistently unable to listen to the lecture, watch the demonstrations, or participate in the Small Group practice time, and/or consistently prevents their Small Group from practicing the materials taught during class, Innersource staff and Foundations teachers reserve the right, at their discretion and without explanation, to require a participant to leave a class.

☉ **Establishing Competency**

- ☞ Between each quarterly class, all students in Years 1 and 2 of the EEMCP must establish competency in the material just studied.

- ☞ **Years 1 and 2:** Three weeks after the end of class, all students must submit a completed “open-book” test on the written material covered in the previous class. This written test is to be submitted to the student’s Small Group Leader via email in an attachment. When the test requires a drawn picture or another document, the student scans and emails it to the teacher.

Six weeks after the end of class, the students are also required to demonstrate competency in the hands-on aspects of the material just studied. In Year 1, this demonstration test is done live or by Skype (or other video conferencing) with their Foundations teacher. In Year 2, this test can be done by Skype, or by arranging to do the demonstration test live (in-person) with an active

EEMCP Faculty member. This demonstration test must be scheduled by the time the written test is submitted.

If the Year 2 student chooses to do their demonstration test with an active EEMCP Faculty member other than their Small Group Leader, they must inform their Small Group Leader of this, and pay the other Faculty member directly for their time. Students in Year 2 may not take their demonstration tests with their Year 1 Foundations teacher.

The total time allocated for between class supervision by the student's small group leader is 2 hours. Should the student require additional mentoring time from their small group leader between classes, the student can contract with the faculty member for \$65USD/hour.

- ☞ **Year 3:** Year 3 meets semi-annually. Between classes, students conduct three EEM sessions to be viewed by their mentor either live or via Skype. This equates to a total of six sessions during the CLP year.

The students also receive two hours of mentoring time from their Faculty mentor. This equates to a total of four hours across the CLP year.

The students must also document a total of 2 EEM sessions per week (50 EEM sessions) after the August CLP class and an additional 2 EEM sessions per week (50 EEM sessions) after the February CLP, for a total of 100 EEM sessions during the CLP year.

- ☞ **Year 4:** Year 4 consists of two classes – **Grid and Regression**. Students are mentored for a full year and complete six Grid and four Regression sessions with clients.

- ☞ **TEEM 101:** Students teach an EM101 class within eight weeks after the TEEM 101 class. The class is videotaped and a DVD/memory stick is sent to the student's Small Group Leader for review.


- ☞ **TEEM Foundations:** Students are mentored for a year following class. During that time they are required to teach four EM101 and/or EM102 classes, serve as an Intern in four sequential classes of an established Foundations Year training, and receive five additional hours of mentoring.

🌀 **Using Skype (or other video conferencing) for EEMCP Demonstrations**

- ☞ **Years 1, 2, and 3:** Skype may be used for between-class student demonstration tests in Years 1, 2, and 3. Arrangements for a demonstration time are made with the Foundations teacher in Year 1 and the Small Group Leader in Years 2 and 3. If a student needs to cancel their Skype appointment, they must give 72 hours' notice, or pay a \$50 USD cancellation fee directly to their Foundations teacher or Small Group Leader. Exceptions will be made for emergencies. More information on using Skype for between-class demonstration tests can be found in the class handouts, and at Class 5 a free demonstration is also offered for assistance on how to best

accomplish this. Skype demonstration tests are not part of the curriculum for Year 4 or the TEEM trainings.

🌀 **Year 2 Graduation Demonstration Session**

☞ **Year 2:** The final step to becoming an Eden Energy Medicine Certified Practitioner (Year 2 graduate), after meeting all other requirements, is the student's Graduation Session with an active member of the EEMCP Faculty. The goal of this session is to show the student's competency with the topics that have been covered in Classes 1-8 of the EEMCP. The student is also asked to demonstrate the ability to move comfortably between the energy systems while maintaining sensitivity to the client and the client's energies. 

The Graduation Session is to be completed in two hours or less, and must be done in person (not via Skype) within 90 days of the end of Class 8. Students are strongly encouraged to schedule their Graduation Session **AFTER** the completion of Class 8.

Students may apply for an exception to be able to do their Graduation Session in Phoenix (within the time frame of Class 8) using an online application form provided to all Class 8 students prior to Class 8. Preference is given to students who live further than 250 miles away from an ACTIVE faculty member with whom they can do their Graduation Session.

If granted an exception to do the Graduation Session at CP in Phoenix, the earliest that students may schedule their Graduation Session is the morning of the Thursday that Class 8 begins. Students must bring a friend, family member, or another student to act as their client. Students are required to find a "client" who is not a student in Class 8, unless that student has already completed their own Graduation Session.

☞ The cost of the Graduation Session is included as part of the tuition for Year 2.

☞ After registration for Class 8, as well as emailing students with information about "what to expect" in the Graduation Session (including a list of subjects that may be included in the session), Innersource will send out two lists of Faculty members offering Graduation Sessions. One list consists of the Faculty members who are offering Graduation Sessions at The Wigwam during Class 8 in Arizona, so students who do not live near an active EEMCP Faculty member may schedule their sessions during their time at Class 8. Students must fill out an online application for permission to do their Graduation Session while at Class 8 in Phoenix. The other list consists of the Faculty members who are offering Graduation Sessions in their home states after Class 8 is over. Students may choose to do their Graduation Session with their Foundations teacher as long as that person is an active member of the EEMCP faculty.

☞ If there are topics for which competency is not demonstrated during the

Graduation Session, the student will have the option to arrange subsequent sessions until both the student and the EEMCP Faculty member agree that all topics covered in the Graduation Session have been mastered. If this is necessary, the student will pay an additional charge to the Faculty member for their time at the rate of \$65 USD/hour.

- ☞ If a student cannot schedule their Graduation Session within the set time frame, they must contact Innersource's Student Records Department to request an extension at eemcp_admin@innersource.net. If a student ultimately is not able to complete their Graduation Session within one year of completing Class 8, further mentoring will be required at a mentoring rate of \$65 USD/hour paid directly to the mentoring Faculty member. The Director of Education will determine the amount of mentoring hours required, as well as whether the student will be required to audit select EEMCP classes in order to be allowed to complete their Graduation Session.
- ☞ Students will not receive their EEM Diploma, renewable EEM Continued Training Certificate and will not be listed on the Innersource Website as a Certified Practitioner until they have passed their Graduation Session.

🔗 **EEMCP Certificates and Diplomas**

- ☞ Re-issuing of any of the following documents (due to name change, loss, damage, etc.) is available by contacting warehousemgr@innersource.net. The cost for each re-issue is \$10 USD.
- ☞ **Year 1:** An EEMCP Year 1 Certificate of Completion (which does not constitute certification in Eden Energy Medicine) will be mailed out to students after Class 4, once Innersource receives the students' passed competency tests for that class from their Foundations teachers. No EEMCP Year 1 Certificates of completion are issued before April 1 of each year.
- ☞ **Year 2:** An EEM Diploma and renewable EEM Continued Training Certificate will be mailed out to students after Class 8. These will be sent out beginning on May 1, allowing for the 90 day period during which students complete their Graduation Session. Innersource must receive the student's passed Graduation Session from the Faculty member with whom it was completed before the Diploma and CT Certificate will be sent.
- ☞ **Year 3:** An EEM Clinical Practitioner Diploma will be mailed out to students once Innersource receives confirmation that the second Clinical Practicum class work has been completed from the Faculty members with whom it was completed
- ☞ **Year 4:** An EEM Advanced Practitioner Diploma will be mailed out to students once Innersource receives confirmation that the Regression class work has been completed from the Faculty members with whom it was completed.
- ☞ **TEEM 101:** A TEEM 101 Certificate of Completion will be mailed out to students once Innersource receives confirmation that the TEEM 101 class

work has been completed from the Faculty members with whom it was completed.

- ☞ **TEEM Foundations:** A TEEM Foundations Certificate of Completion will be mailed out to students once Innersource receives confirmation that the TEEM Foundations class work has been completed from the Faculty members with whom it was completed.

☉ **Continuing Education Credits (CEs) for the EEMCP**

Details regarding CEs are found on the Innersource website, Year 2 section under the *Continuing Education (CE) Info* tab, or: <http://innersource.net/em/continuing-education-ce-info-dp2.html>

This is a brief summary of the current CE policy and process. Obtaining and maintaining approval through the different CE Approvers with whom Innersource works with is an ongoing process that is continually changing.

- ☞ As CE Approvers are added or removed from what Innersource offers, the CE Info tab and SMFs (of Self-Monitoring Attendance Forms) are updated.
- ☞ As of the current school year (2016-2017) Innersource is moving to collect SMFs electronically
- ☞ The link to the SMF forms will be attached to the evaluation forms sent after the class.
- ☞ Only those students wishing to obtain CEs need to fill out these forms.
- ☞ Students that do not need CEs do not need to fill out the forms, as Innersource doesn't require this documentation.
- ☞ Some CEs have a fee associated with them; this fee is based upon the work that is required by Innersource to send out the CE Certificates, if there is one.
- ☞ Some CE Approvals are for the whole year's program (or 104 hours).
- ☞ Some are based upon completion of each class (26 hours).
- ☞ Depending on the approval details, the corresponding CE Certificate is sent either per class or at the end of the program.
- ☞ Written Tests & Skype Demonstrations are not counted for CE credits.
- ☞ For those CE Certificates sent out per class, the student must be in attendance (they cannot be an MIA).
- ☞ For those CE Certificates sent out at the end of the year the student may be an MIA.

☉ **EEM Continued Training and Certificate Renewal**

- ☞ All graduates of Year 2 of the EEMCP receive a renewable EEM Continued Training Certificate with their EEM Diploma.

- ☞ In order to maintain an Active EEM Certified Practitioner status, students must [renew their EEM Continued Training Certificate](#) by its renewal date.
- ☞ If students do not renew their EEM Continued Training Certificate by its renewal date, then their status becomes Inactive EEM Certified Practitioner until that EEM Continued Training Certificate is renewed.

(See “EEM Certified Practitioner Directory Listing” below for how the practitioner listing is affected by an Active or Inactive EEM status.)

🕒 **EEMCP Certified Practitioner Directory Listing**

- ☞ All graduates of Year 2 of the EEMCP may be listed on the Innersource website’s [Eden Energy Medicine Certified Practitioner Directory](#), as long as they maintain an EEM Continued Training Certificate, have current liability insurance, and uphold EEM legal and ethical standards.

☞ **Year 1:** Not eligible.

- ☞ **Year 2:** Enclosed with your EEM Diploma and renewable EEM Continued Training Certificate are instructions and a link to the online form that you may fill out if you would like to become listed on Innersource’s EEM Certified Practitioner Directory as an “Eden Energy Medicine Certified Practitioner (EEM-CP)”. The form requires you to provide text about yourself, a photo of yourself, insurance information (including having Innersource listed on your policy as an additional insured entity).

- ☞ **Year 3:** Enclosed with your EEM Year 3 Diploma are instructions and a link to the online form that you may fill out if you do not yet have a Practitioner Listing and would like one at that time. If you have an existing Practitioner Listing, we automatically update it from “Eden Energy Medicine Certified Practitioner (EEM-CP)” to “Eden Energy Medicine Clinical Practitioner (EEM-CLP)”, and give you the opportunity to make any other updates needed on your listing.

- ☞ **Year 4:** Enclosed with your EEM Year 4 Diploma are instructions and a link to the online form that you may fill out if you do not yet have a Practitioner Listing and would like one at that time. If you have an existing Practitioner Listing, we automatically update it from “Eden Energy Medicine Clinical Practitioner (EEM-CLP)” to “Eden Energy Medicine Advanced Practitioner (EEM-AP)”, and give you the opportunity to make any other updates needed on your listing.

🕒 **Incompletes and Additional Mentoring**

- ☞ Students are only considered as having passed a class if they complete the class tests/assignments within the designated time frames. If a student cannot complete their tests/assignments on time, it is up to the student to communicate with their Foundations teacher in Year 1, Small Group Leader

in Year 2 and TEEM 101, or Mentor in Years 3, 4, and TEEM Foundations to find out how to proceed. If a student is ultimately unable to complete the class tests/assignments for the last class they attended prior to the start of the next class, they are not eligible to proceed on to the next class. (See “Registrations” for more details about class work and registering.)

(See below for specific details on “Incompletes” in each Year.)

(See “Withdrawals” for additional important information on withdrawing from and returning to the EEMCP.)

☞ Years 1 and 2: These students have one year to complete and pass the tests/assignments for the last class they attended to obtain credit for that class, and then they may return to the EEMCP the following year at the next class for which they are eligible as long as they are a student in good standing after completing the mentoring listed below. If those tests/assignments are not completed within the year, but the student chooses to return to the EEMCP the following year, the student must repeat attendance of the incomplete class.

If completing the written and demonstration tests for the incomplete class requires additional mentoring time beyond the two hours allocated for the class, the student is required to arrange and pay for this mentoring time directly with their Foundations teacher (for Year 1) or a current active EEMCP Faculty member approved by Innersource (for Year 2). The decision to require extra mentoring for a student in Year 2 is made by the Class Administrator in discussion with the Director of Education. (This Faculty member cannot be the student’s Foundations teacher.) The current reimbursement rate is \$65 USD/hour. In addition, the Class Administrator may require the student to attend the Review class prior to the next class.

In the interim year between when the student left the program and when they return, the student is also required to complete at least two additional paid mentoring hours with a current active EEMCP Faculty member for review of the class material from their preceding classes. This mentoring needs to occur in the three month period immediately prior to the next class the student plans to attend. The student will also arrange and pay for this mentoring time directly with a current active EEMCP Faculty member approved by Innersource (This Faculty member may be the student’s Foundations teacher.) The student may request assistance from the Director of Education in securing a Faculty mentor, if needed. The current reimbursement rate is \$65 USD/hour.

☞ Year 3: Between classes students are required to complete the requisite Skype sessions, mentoring, and client sessions. Time extensions, additional paid mentoring and Incompletes are handled on a case-by-case basis. If the Small Group Leader and Class Administrator believe that a student requires additional mentoring during Year 3 (beyond the allocated hours), the student may be required to complete additional Skype sessions

and/or mentoring at their own expense, prior to receiving their CLP certificate. The current reimbursement rate is \$65 USD/hour.

If a student completes one class in Year 3, misses the second and chooses to continue in the program, the student is required to do interim work before rejoining the program. The student will be assigned a Faculty mentor and will complete 20 client sessions, one Skype session, and one hour of mentoring. The cost for this is \$175 and is paid directly to the Faculty mentor by the student.

If a student completes one class in Year 3 and then does not return to continue the program for over one year, they must repeat the first class in the Year 3.

☞ **Year 4:** Students have one year after the grid class to complete six grid sessions. Students have six months after the regression class to complete four regression sessions. Time extensions, additional paid mentoring, and Incompletes are handled on a case-by-case basis.

☞ **TEEM 101:** Students have eight weeks following class to complete the teaching requirement. Time extensions are handled on a case-by-case basis.

Only two extensions are available and require additional paid mentoring time between the student and the small group leader. Each extension is for an additional three months. The first extension is \$150 and the second (if needed) is \$300. The student pays the small group leader directly for this time.

If the student does not complete the teaching requirement, and it has been more than one year since the TEEM 101 class was taken, the student is required to repeat the class and then do the teaching requirement.

☞ **TEEM Foundations:** Incompletes in TEEM Foundations are handled on a case-by-case basis.



🕒 Attendance

☞ Because Innersource is ultimately responsible for making sure that students know all of the material taught in our program, students of all EEMCP and TEEM classes are required to attend every hour of every class (including lecture, discussion, demonstration, and small group time).

We understand that students may need to miss occasional class time for any

variety of reasons (arriving late or departing early due to flights, becoming ill during class (see “Illness Policy” below), unexpected family emergency, etc.). Please see the following policies in regard to handling missed class time.

- Students may miss up to 3 hours of class, with the requirement that they make up the time they miss in order to be considered as having completed that class.
- If a student needs to miss more than 3 hours of class, they may seek special permission from the Director of Education via an email to the Event Manager (events@innersource.net) at least two weeks prior to the start of class (emergencies notwithstanding) to miss and also make up that class time.
 - o Permission may be denied.
 - A Year 1 or Year 2 student may then be required to be an “MIA” student for that class (“**M**issing an **I**nnersource **A**ctivity”); see “Requirements for Students Who Miss a Class” below.
 - As the MIA option is not available for Year 3, Year 4, or TEEM, the student may be required to skip the class altogether if too few hours of it would have been attended with the missed time.
- If a student is unexpectedly unable to attend all hours of a class for any reason, they must contact their Foundations teacher in Year 1, their Small Group Leader in Year 2 and TEEM 101, or their Mentor in Years 3, 4 and TEEM Foundations, so that appropriate support can be provided.
 - o If the student misses 3 or less hours of class, they must make up the time they miss in order to be considered as having completed that class.
 - o If the student misses 3 or more hours of class, the Class Administrator and Director of Education will determine whether that class time may be made up or if the student will be required to be an “MIA” student for that class (“**M**issing an **I**nnersource **A**ctivity”) or possibly withdraw from that class until the next time it takes place within a year.

Illness Policy Regarding Attendance at the EEMCP:

- o All EEMCP students have a responsibility to their fellow students, program staff and faculty members to take all precautions to prevent the spread of illnesses such as the flu.
- o If you are sick when you are registered to come to EEMCP, we

request that you notify the Event Manager (events@innersource.net) as soon as possible so that we can discuss whether you should come to CP. If it is agreed that you are too ill to come and/or that your presence potentially presents a health risk for the community, we advise you of your options to complete the class.

- If you arrive at CP ill, please call the Event Manager to discuss your status. You may be asked to return home.
- If you become ill while at CP, notify your Class Administrator or the the Event Manager as soon as possible. Please do not come to any of the group events while you are ill (EEMCP reception, classes, or special events).
- If you miss more than three hours of class time, MIA policies may apply.
- We hope that everyone stays healthy and there is no need to apply these policies. Bottom line is that if you are sick, even up to the day that CP starts, please stay home and take care of yourself. It is in everyone's best interest for you to not attend class if you are ill.

☞ **Making Up Missed Class Time:**

- Missed class time is made up once class is over (not during the class), either via phone or Skype, with the student's Foundations teacher in Year 1 or with the student's Small Group Leader in Year 2.
 - A different Faculty member may be assigned as the mentor by the Class Administrator instead of the Foundations teacher or Small Group Leader.
- The mentoring rate is \$65 USD/hour paid directly to the mentor.
- To find the number of mentoring hours required to learn topics that were missed, Innersource takes the number of class hours missed and divides that in half, based on the belief that one-on-one mentoring can cover twice as much material as is covered in a group class setting.

(See "Requirements for Students who Miss a Class," for additional information.)

🕒 **Requirements for Students who Miss a Class**

Students are expected to attend all classes of the Year in which they are enrolled.

☞ **Year 3, 4 and TEEM:** Year 3, 4 and TEEM students are not allowed to miss a class. There is no MIA policy for these classes. Please contact events@innersource.net for details.

☞ **Year 1 and 2:** If a Year 1 or Year 2 student is unable to attend an upcoming class of the EEMCP for which they are eligible, but they anticipate being able to attend all subsequent classes in person, they will be considered “MIA” (**M**issing an **I**nnersource **A**ctivity) for the class they miss.

Every student is allowed to miss one class in Year 1 and one class in Year 2 of the EEMCP, which means that they may forego attending that class in person, but they must still register, pay tuition, study the materials, and complete the mentoring and tests for that class. If a class is missed in Year 2, after completing the MIA class materials, the student is required to attend the Review Class at the next EEMCP class as a review of the class that was missed.

☞ **Students who are MIA:**

- Inform their Foundations teacher in Year 1 or the Event Manager in Year 2 (events@innersource.net) that they will be unable to attend the upcoming class, and receive further details about being MIA.
- Pay full tuition for the missed class.
- Receive the class handouts once that class is over.
- Purchase (for \$75 USD) a previously-recorded DVD covering the information from the missed class.
- For UK and Canadian/International students attending US classes, the video material will be provided online rather than via hardcopy.
- Study the video.
- Receive a total of two hours supervision from their supervisor as part of their tuition payment (for Written and Demo tests).
- Are required to consult with their Foundations teacher (if in Year 1) or their assigned Faculty supervisor (if in Year 2) on the material for an additional minimum time of two hours. ***This is paid by the student directly to their supervisor at \$65 USD/hour and prior to scheduling the mentoring time.*** This additional mentoring time assures the student’s understanding of the class material prior to submitting the Written and Demonstration tests (W&Ds).
 - The Foundations Teacher/Faculty supervisor has the discretion to decide whether to charge the hourly rate for single student mentoring or to double it for double student mentoring when two students are working together as MIA.
 - The MIA student must communicate with the Foundations teacher (if in Year 1) or the assigned Faculty supervisor (if in Year 2) to schedule the supervision time and tests.
 - Students are allowed one additional week of time added to the regular times given for the class competency.

- The MIA supervisor can make individual arrangements with the student to adapt to the student's situation.
- Complete the Written and Demonstration tests and review the results with their supervisor (two hours of supervisor time are covered by the class tuition for this review).
- Are allowed a minimum of one additional week of time added to the deadlines given for the class competency. This allows the student time to receive the material after class and arrange consultation time with their supervisor.
- Must register for and attend the Review Class at the start of the next Year 2 class (\$90 in the US) or, if a Foundations Class was missed, must make arrangements with their Foundations teacher to review the material before the next class.
- Class 8 MIA Policy: As there are no written or demo tests for Class 8, mentoring of up to two hours is included as part of the tuition for this class. If additional mentoring is required, the student will pay the MIA supervisor directly at a rate of \$65 USD/hour.

🌀 **Withdrawals**

🌀 **Cancellations**

Withdrawals must be received in writing via email (certification@innersource.net) and will be promptly acknowledged once received. Students are allowed to take one year off from the EEMCP without having to repeat any classes.

Please see the Cancellation Policy for your specific class below (which is also under “Terms & Conditions” on each registration form:

Year 1: *Cancellation Policies are set by the individual Foundations teachers.*

Year 2 [<http://innersource.net/em/cancellation-policy.html>]

Year 3 [<http://innersource.net/em/cancellation-policy-dp8.html>]

Year 4 [<http://innersource.net/em/cancellation-policy-dp10.html>]

TEEM [<http://innersource.net/em/cancellation-policy-dp12.html>]

🌀 **Taking Time Off Between Year 1 and Year 2**

- Students are allowed to take a year off *between* Year 1 and Year 2 without any consequences. They will be required to take the Review Class before entering Class 5.
- Students who take two or more years off *between* Year 1 and Year 2 are required to repeat the Year 1 Foundations Classes as an auditor before proceeding on to Year 2. As an auditor, they pay only half the tuition cost and are not required to take the Written and Demonstration tests (W&Ds) again. In extenuating circumstances the student may request an exception from the Director of Education. Decisions will be made on a case by case basis.

☉ **Withdrawing from Year 1 or Year 2**

- Year 1 Students in good standing, who have to withdraw from any Foundations class before having completed their W&Ds, will be given one year from the end of class to complete their testing which must be completed with their original Foundations teacher. If they cannot complete their testing in that timeframe, they will be required to take that class over again if they choose to re-enter the program at a later date. If the student has completed their W&Ds, they can re-enter the program a year later and attend the next class they would qualify for.
- Year 2 students in good standing, who have to withdraw from the program before having completed their W&Ds, will be given one year from the end of class to complete their testing. If they cannot complete their testing in that timeframe, they will be required to take that class over again if they choose to re-enter the program at a later date. They are also required to notify Innersource three months ahead of time in order to make proper arrangements. If the student has completed their W&Ds, they can re-enter the program a year later and attend the next class they would qualify for. They must also attend the Review Class.
- Year 2 students who take two or more years off at any point within the program are required to obtain at least 4 hours of private paid mentoring with a faculty member to review pertinent skills and watch the student demo a session. The faculty mentor needs to then write a letter giving an assessment of the student's skills and a recommendation for the student to re-enter the program. The student may also be required to audit selected classes in Year 2 prior to re-entry. This decision will be made on a case-by-case basis.
- Auditing students pay only 1/2 of the regular class tuition. Auditing students are assigned to a small group during class and receive regular supervision then, but they do not receive any further supervision or mentoring after class is over. Auditing students are not offered the opportunity to take the tests for the class they audit, and diplomas are not re-issued after auditing.

(See “Withdrawal Fees and Refunds” under “EEMCP Financial Policies” for important withdrawal financial information.)



V. STUDENT GENERAL POLICIES

Community Standards of Behavior

All students are expected to conduct themselves responsibly and with due consideration of others at all times while attending an Innersource class or event. Students are responsible for staying informed of policies and procedures contained in the Student Handbook, student e-newsletters, and other Innersource publications, as well as policy changes published on occasion by the administration.

❖ Fragrances in the Classroom

All students are required to refrain from using scented products, whether natural or synthetic, while in class. These products may have an adverse effect on those with chemical sensitivities.

❖ Use of Innersource Classroom Space While at the EEMCP

Students are not permitted to use ANY Innersource classroom space for private meetings, classes or other events without prior permission from the Event Manager. Under no circumstances are students to hold meetings or classes that involve fragrances or oils to be sampled or shared in Innersource classroom space.

❖ Cell Phones

Cell phones may not be used in the EEMCP or TEEM classrooms. Please leave the classroom to make calls and make every effort to be sure cell phone use is not disruptive to others.

❖ Cameras and Video Cameras in Classroom

Cameras and cell phones may not be used to take pictures during class without permission of the Foundations teacher during Year 1 and the Class Administrator during Years 2, 3 and 4. **Filming with video cameras or cell phones for private use is specifically and strictly prohibited in the classroom.** Cameras used for TEEM practice will be provided by Innersource.

❖ Pets/Service Animals

We cannot allow pets in our classes other than service animals due to some students' sensitivities and the possibility of class disruption.

Please notify Innersource in advance if you will be bringing a service animal with you to class. Innersource requires that the animal wears its service vest at all times, is on a leash at all times, and does not disrupt the class. If you are staying at The Wigwam, The Wigwam requires that you sign a "pet waiver form" at check in acknowledging that there will be an animal in your room, and they also require the service animal to be in a cage/kennel if it is in the hotel room alone at any time.

❖ Student Bulletin Boards and Posting Policy

Year 1 teachers may make arrangements for students to post information in an

assigned area. In Years 2 and 3 and TEEM, students may post messages pertinent to the event on the Student Message Board in the foyer near the classrooms. There is currently no location available for Year 2 students to post promotional flyers at the EEMCP. There is no message board available for Year 4.

❖ **Selling and Soliciting Policy**

Year 1 teachers may make arrangements for students to offer material for sale in an assigned area outside the classroom space. In Year 2, 3, 4 and TEEM there is currently no location available for those students to offer material for sale at the EEMCP. All students agree not to advertise or sell their own products or services in class, either from the stage, in their Small Groups, on the Student Message Board, in the venue hallways, or in their hotel rooms.

❖ **Promoting Outside the EEMCP**

All students are prohibited from using the EEMCP or TEEM student rosters (provided after each class to students who attended the classes) to promote or advertise their products and services to the EEM community.

❖ **Who to Contact**

Students who have questions may contact the following Innersource personnel:

❖ **Class Content, Class Questions/Concerns:**

☞ **Year 1:** Contact the Foundations teacher

☞ **Years 2, 3, 4 and TEEM:** Contact the Small Group Leader or Mentor, then the Class Administrator.

❖ **Registration or Event Questions:**

☞ **Year 1:** Contact the Foundations teacher

☞ **Years 2-US, 3, 4 and TEEM:** Contact events@innersource.net

☞ **Years 2 and 3-UK:** Contact eemcp_europe@innersource.net

❖ **Cancellation, Unable to Attend a Class, or Missing Class Time:**

☞ **Year 1:** Contact the Foundations teacher

☞ **Years 2-US, 3, 4 and TEEM:** Contact events@innersource.net

☞ **Years 2 and 3-UK:** Contact eemcp_europe@innersource.net

❖ **Diploma & Certificates, Website Listing:**

All Students: eemcp_admin@innersource.net

CE, CT, Insurance Certificates: Eric Stahlman at eric@innersource.net

Products: Innersource warehouse at orders@innersource.net

General EEMCP Questions: eemcp@innersource.net; 541.482.1800 ext. 3

Disclaimer

Energy Medicine is an innovative approach to health care which is only beginning to be investigated scientifically. The training in Eden Energy Medicine and other services from Innersource do not substitute for diagnosis and/or treatment from a qualified health practitioner for illnesses, injuries, or other medical conditions. Some classes are videotaped, and these tapes may be distributed for educational purposes. Innersource reserves the right, at its discretion and without explanation, to ask a student to leave a Certification Program class, to terminate a student from the Certification Program, or not to graduate a student from the Certification Program based on failure to meet the academic, behavioral, professional, or ethical standards of the program, written or implied, as determined by Innersource staff. Any refunds will be fairly determined on a case-by-case basis, again at the discretion of Innersource. Innersource, its agents, officers, employees, directors, successors, and affiliated corporation are harmless from any claims arising out of the instructional or other services offered by Innersource or the use of facilities and/or equipment it provides.



VI. FINANCIAL POLICIES

☉ Tuition

All rates are listed in USD.

Payment methods accepted by Foundations teachers vary.

Innersource accepts major credit cards and PayPal on all of our registration forms for Years 2, 3, 4 and TEEM. On US class registration forms only, e-checks and PayPal Credit (for qualifying applicants) are also available as payment options.

Students who would like to pay tuition in advance for multiple Years 2, 3, 4 or TEEM classes may contact events@innersource.net for details.

Year 1: The tuition for the four classes of Year 1 of the EEMCP is \$3,980. This is to be paid in four quarterly instalments of \$995, each of which will be due at class registration approximately four weeks prior to the start of class. A \$300 non-refundable deposit will be collected with the Class 1 tuition and will be applied to Class 4 tuition. Quarterly tuition payment will be due upon registration for each class. Tuition covers handouts, meeting space, teaching staff, evaluation and feedback of written tests and demonstrations between classes, and ongoing evaluations to keep students moving forward in a competence-based learning model. Tuition does not include food and lodging.

Year 2–US: The tuition for the four classes of Year 2 of the EEMCP in the US is \$4,980. This is to be paid in four quarterly instalments of \$1,245, each of which will be due at class registration approximately six to eight weeks prior to the start of class. A \$300 non-refundable deposit will be collected with the Class 5 tuition and will be applied to Class 8 tuition. Quarterly tuition payment will be due upon registration for each class. Tuition covers handouts, massage tables, meeting space, one “Meet & Mingle” group lunch, teaching staff, evaluation and feedback of written tests and demonstrations between classes, and ongoing evaluations to keep students moving forward in a competence-based learning model. Tuition does not include food, lodging or transportation.

Year 2–UK: As Year 2 is not offered every year in the UK, please see the Innersource website for up to date information for tuition and fees for the UK.

Year 3 – US: The tuition for the two classes of Year 3 of the EEMCP is \$3,790. This is to be paid in two semi-annual instalments of \$1,895, each of which will be due at class registration approximately six to eight weeks prior to the start of class. Tuition covers all of the class materials, massage tables, meeting space, teaching staff, and basic required mentoring, which includes feedback to keep students moving forward in a competence-based learning model. Tuition does not include food, lodging or transportation.

Year 3-UK: As Year 3 is not offered every year in the UK, please see the Innersource website for up to date information for tuition and fees for the UK

Year 4: The tuition for the two classes of Year 4 of the EEMCP is \$4490. This is to be paid in two semi-annual instalments of \$2245, each of which will be due at

class registration approximately six to eight weeks prior to the start of class. Tuition covers all of the class materials, massage tables, meeting space, teaching staff, and basic required mentoring, which includes feedback to keep students moving forward in a competence-based learning model. Tuition does not include food lodging or transportation.

TEEM 101 US: The tuition for TEEM 101 is \$1095 and is to be paid at the time of registration approximately six to eight weeks prior to the start of class. Tuition covers all of the class materials, meeting space, one “Meet & Mingle” group lunch, teaching staff, and basic required mentoring, which includes feedback to keep students moving forward in a competence-based learning model. Tuition does not include food, lodging or transportation.

TEEM 101 UK: As TEEM 101 is not offered every year in the UK, please see the Innersource website for up to date information for tuition and fees for the UK.

TEEM Foundations: The tuition for TEEM Foundations is \$2,195 and is to be paid at the time of registration approximately six to eight weeks prior to the start of class. Tuition covers all of the class materials, meeting space, teaching staff, and basic required mentoring, which includes feedback to keep students moving forward in a competence-based learning model. Tuition does not include food, lodging or transportation.

☉ Payment

Each quarterly payment is made in full at the time of registration.

☞ **Year 1:** Year 1 registrations are handled through the Foundations instructor.

☞ **Years 2, 3, 4 and TEEM:** Registrations for Years 2, 3, 4 and TEEM are handled online with Innersource via an online registration form. Innersource accepts major credit cards and PayPal on all of our registration forms for Years 2, 3, 4 and TEEM. On US class registration forms only, e-checks and PayPal Credit (for qualifying applicants) are also available as payment options. Students who would like to pay tuition in advance for multiple Year 2, Year 3, or Year 4 classes may contact events@innersource.net.

☞ Registration links for Year 4 and TEEM Foundations are only made available once a student’s application to the training has been accepted.

☞ Withdrawal Fees and Refunds for Years 2, 3, 4 and TEEM

(See “Withdrawals” under “EEMCP Student Academic Policies” for important administrative information on withdrawing from the program.)

☞ **Year 1:** Year 1 Cancellation/Withdrawal Policies are set by the individual Foundations teachers. Please inquire with them directly.

☞ **Years 2, 3, 4 and TEEM:** *Withdrawals 45 or more days before the start of class:* Students who have paid for a class and then withdraw 45 days or more before the start of that class will receive a full refund for tuition (including Review and Post Class), minus an \$80 USD administrative fee. [See note about the non-refundable \$300 deposit below under “Year 2 ONLY”.]

- ☞ **Years 2, 3, 4 and TEEM:** *Withdrawals less than 45 days before the start of class:* Students who have paid for a class and then withdraw less than 45 days before the start of the class will receive a 50% refund for tuition (including Review and Post Class), minus the cost of one night's stay at the hotel, plus any additional room night costs charged to Innersource, which could total the entire room reservation that Innersource made for the student. This is because Innersource has to guarantee room reservations 45 days prior to the event and if we are charged for a student's entire reservation, we must then pass on this expense to the student. [See note about the non-refundable \$300 deposit below under "Year 2 ONLY".]
- ☞ **Students who change their rooming preference from a shared room to a private room within 2 weeks of the start of class** may still be responsible for paying their half of that shared room reservation if their roommate cannot find another person with whom to share (again, this is due to the fact that the student committed to sharing a room, which means the student also committed to a roommate who would be left to pay for a private room).
- ☞ **Students who change their rooming preference from a private room to a shared room within 45 days of the start of class** (causing the student to depart from an existing private room reservation and joining someone else in their room) may still be responsible for paying for that private room reservation if The Wigwam does not allow Innersource to release it from our group room block without financial penalty.
- ☞ **Year 2 ONLY:** If Year 2 students choose to re-join the program the following year at the next class for which they are eligible, their \$300 non-refundable deposit will be carried over and applied to that class. If they do not re-join the program the year following their cancellation, their \$300 non-refundable deposit is forfeited.

VII. STUDENT SCHOLARSHIPS

A small number of scholarships to attend Year 2 of the EEMCP are awarded each year after an application process that takes place just a few months prior to the beginning of Class 5.

The EEMCP Scholarship is funded solely by [donations](#) from previous EEMCP graduates and other generous Eden Energy Medicine supporters.

If awarded, the scholarship covers one-half of the tuition for each of the four classes for the current Year 2. The scholarship amount will be automatically deducted from the tuition on the registration form for each class.

☉ Scholarship Application Process

Any Year 1 student preparing to enter Year 2 may apply for a half-tuition EEMCP Scholarship once the application process opens up shortly after the turning of the new year and is announced via email.

Details regarding the scholarship application process are found on the Innersource

website: <http://innersource.net/em/scholarship-info-and-donations-dp2.html>.

🌀 **Scholarship Deadlines**

The scholarship committee considers all scholarship applications at one time, approximately two months before the beginning of the Year 2 Certification Classes in the Spring of each year. Applications do not carry over from year to year.

If a scholarship application is not received by the deadline for scholarship applications FOR ANY REASON, the application for a scholarship will not be considered by the scholarship committee.

Please see the Scholarship section of the Innersource website for deadline dates. <http://innersource.net/em/scholarship-info-and-donations-dp2.html>.

Once scholarship recipients have been selected, all applicants are notified soon thereafter as to whether they received it or not.

🌀 **Scholarship Academic Requirements**

Scholarships are only available to Year 2 students of the EEMCP-

Scholarship applicants must meet the prerequisites for attending Year 2 of the EEMCP, and cannot currently owe money to Innersource for any reason. They must also be able to attend all four classes of Year 2 in person.

Once a student is awarded a scholarship, up-to-date class work, attendance, and successful completion of written and demonstration tests in Year 2 are required to maintain scholarship eligibility for the year in which it is granted.

VIII. EEMCP GRADUATE OPPORTUNITIES

For more information about EEMCP Graduate Opportunities, please see the Advanced Training Paths Flow Chart, found at <http://innersource.net/em/article/54-trainingandevents/certification/1184-advanced-training-paths.html>

🌀 **TEEM Training**

❖ **TEEM 101**

Year 2 EEMCP graduates may take the TEEM 101 class. This class focuses on improving skills as a teacher and presenter through lecture, demonstration, and presentation of practice modules during class. There is a three-month mentorship after the TEEM 101 class during which students are supported as they teach entry-level EM101 and EM102 classes in their communities. Graduates of TEEM 101 are eligible to teach the EM101 and EM102 classes to the public using Innersource handouts. These classes will be listed and advertised on the Innersource website.

❖ **TEEM Foundations**

Students who have successfully completed TEEM 101 and Year 3 may apply to join the TEEM Foundations Class. This class will focus on the unique challenges presented by teaching the advanced EEM material which comprises

the Foundations Year of the EEMCP. Teachers who successfully complete this advanced training class and all required practice teaching elements will be eligible to teach their own Year 1: Foundations Classes and will be considered as candidates for the EEMCP Faculty.

☉ **Teaching Assistants**

❖ **TA Requirements**

The minimum requirement to be a Teaching Assistant at an Innersource evening or weekend event is completion of the Year 1: Foundations Classes. Teaching Assistants at Foundations Classes must be graduates of Year 2 of the EEMCP.

❖ **TA Application Process**

There is a one-time application process in order to be added to the list of qualified Teaching Assistants. Students who wish to apply should contact Frank Dowler at frank@innersource.net. For more information and an online application, visit:

<http://innersource.net/em/classes-more/teaching-assistants.html>.

☉ **Foundations Year Teachers**

To become a Foundations teacher, students must either be members of the EEMCP Faculty with tenure of two years or more, or have successfully completed the TEEM Foundations Training.

☉ **EEMCP Faculty Members**

To be considered for a position as an EEMCP Faculty member, students must have graduated from Year 2 of the EEMCP, completed Year 3 of the EEMCP, completed the TEEM Foundations training, and completed Year 4 of the EEMCP.

IX. EEMCP MARKETPLACE POLICY

Introduction

The purpose of this document is to establish clear guidelines for the promotion and sale of goods and services to the community at the EEMCP.

Intention

The intention of the Marketplace at an EEMCP event is for the students and faculty to have a fun and pleasurable shopping experience. Creating a relaxing atmosphere between classes is a crucial aspect of the program. Shopping has come to be seen as the quintessential leisure activity for many women and can be an important part of a program that is 95% women.

This Marketplace will consist of fun and unique products and gifts. **Educational materials are discouraged.**

Guidelines

Products

What products can be sold at the EEMCP events?

The products to be sold at the CP events will be products that have been approved by the Market Place Committee of the EEMCP. These include, but are not limited to:

- Candles
- Jewelry
- Music or meditation CDs
- Clothing
- Books
- Magnets
- Oils and lotions
- Incense
- Crystals
- Artwork
- Hair pins and hair decor

Products that do not fit within these guidelines are:

- Products not previously approved by the Marketplace committee
- Any Innersource materials

Location and Schedule

Vendors at the EEMCP events will have designated tables and a specific sale schedule. The exact location of the tables will be provided in at the Innersource Resource Table, after 7 pm on Thursday night. Set-up usually begins Friday morning. If you would like to set up Thursday night after 7 PM, please speak with Nancy King.

Selling time will run from Friday to Monday before regular class begins, during lunch and dinner breaks. The product tables will not be open during class sessions and will close 5 minutes prior to the beginning of the regular class sessions.

Thus, product tables can open from 7:30 a.m., or earlier if vendor so desires, until 8:55 a.m. By 8:55 a.m. no new sales should be made, to assure students arriving on time to their classes. The tables open again at 12:00 noon until 1:55 p.m. On Friday, they can be open from 5 – 6 p.m. The tables will also be open on class breaks.

Promoting at the EEMCP

All Marketplace members agree not to advertise their own products or services in class, either from the stage or in their small groups. Such promotions raise conflict of interest questions, will be viewed by some students as an inappropriate use of their class time, and may counter the policies of our Continuing Education sponsors.

If you are teaching or studying at a CP session you are not allowed to have a vending table.

Promoting Outside the EEMCP

All students and teachers are prohibited from using the student roster to promote or advertise their products and services to the community.

Prices

There are four booths available.

Booths #1, #2, and #3 can accommodate 1-2 tables and/or 1-3 racks (depending on the size of the racks and the tables).

\$200 each for the four days of the Certification Program.

Booth #4 can accommodate one table or 1-2 racks (depending on the size).

\$125 for the four days of the Certification Program.

There may be additional charges for specialty tables or racks.

Vendors will sign an agreement and make a payment through our on-line registration or make a check payable to Innersource. The Marketplace Committee reserves the right to offer discounts or other special arrangements to vendors.

Quantity

There will be a maximum of four booths per event, plus two permanent vendors, and our Innersource resource tables. The four booths will be handled on a first-come, first-serve basis.

The Marketplace Committee reserves the right to change this number depending on space availability and other criteria.

Responsibilities

- All goods sold must have pre-approval.
- Seller maintains all responsibility for the security of their materials and money.
- Seller is expected to maintain a reasonable service and/or return policy for goods sold. In the event that Innersource is drawn into a discussion between buyer and seller, seller agrees that the determination of Innersource will be final and binding.
- Seller agrees to follow all Innersource policies with regard to time, location, and manner of sales as follows.
- **There will be no selling during meeting and class time.**
- Seller is responsible for their own staffing.
- If seller needs an electrical outlet, this request must be made at the time the seller submits their product.
- Seller is responsible for all of their own supplies including tape, pens, a "bank", a receipt ledger, bags, etc. The seller agrees that they will not approach the Innersource product tables or the hotel staff for any supplies.
- If Innersource has any concerns, Innersource maintains the right to ask seller to cease and desist all sales immediately.
- Seller is responsible for their own paperwork, follow up, and logistics. They are also responsible for clean-up of their own tables (and surroundings) and shipping their merchandise home. Neither Innersource nor the hotel will store any merchandise for vendors.
- Sellers are responsible for obtaining permission to use any copyrighted material they sell.
- If seller has other responsibilities to Innersource, seller agrees that product sales will not interfere with those responsibilities.
- Once the Marketplace Manager approves the products of the individual sellers, no additional products or tables may be added.
- No vendors are allowed to sit in on or observe meetings or classes at any time unless authorized by the Event Manager, Nancy King, before the event. If authorized, there may be an audit fee.
- Vendors need to arrive and remain "self-contained" with everything they might need at their table including lamps, mirrors, pens, tape, receipt books, etc.
- Vendors are not allowed to "energy test" their own products on potential buyers. They are allowed, however, to suggest to buyers that they can have a friend or other student energy test them on the products.

Submissions

Please submit an email to Events@Innersource.net. Please include the following information:

Subject line in email: **CP MARKETPLACE**

Name

Address

Phone number

Email

Website

All products which you wish to sell or distribute at EEMCP (please be specific).

Learning is the beginning of wealth.

Learning is the beginning of health.

Learning is the beginning of spirituality.

Searching and learning is where the miracle process all begins.

☞ **Jim Rohn**

