



National Association for Holistic Aromatherapy
PO BOX 1868 Banner Elk, NC 28604
Ph: 828.898.6161 Fax: 828.898.1965 www.naha.org info@naha.org

C.A.S.E. APPLICATION (New & Renewal)
Application process for prospective and renewing schools/educators
Please Type or Print Clearly

This application along with all required documentation must be **mailed** directly to the NAHA Office.
Please note if your school has been expired for one or more years from the renewal date you are required to submit the complete application as a NEW School Applicant for re-approval

School Name: _____

Owner's Name: _____

If more then (1) Owner please list each owner's name (all owners must be current NAHA Professional Members). _____

Contact Person: _____

School Location/s: Please list the amount of actual school locations: _____

(Each school location is required to apply for School Membership under the Additional School Location discounted fee of \$175.00 per each additional location.)

School Phone: _____ Fax: _____ Other: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Website: _____

Email: _____



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New Applicants: submit complete application and provide Items 1 through 6 in a 3-ring binder with your application.

Renewing Applicants: submit pages 1-4 of application and provide Items 5 and 6 listed below along with any changes in your aromatherapy course curriculum.

- 1. A typed professional bio of yourself for your school file. A typed description of your school for web-listing.
- 2. A copy of the entire aromatherapy curriculum, handouts, tests and marketing materials.
- 3. A copy of the actual certificate of completion that is issued by your school to students upon completion of course/s.
- 4. A copy of your business license and your aromatherapy certificate.
- 5. A typed list of the names of aromatherapy instructors teaching your curriculum. (All Instructors are required to have a current NAHA Professional Membership.)
- 6. Signed NAHA Membership Logo Permission Form



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C.A.S.E. APPLICATION (New & Renewal)

N.A.H.A. Approved Schools Application fee

All schools that decide to voluntarily comply with NAHA standards shall be listed in the NAHA website Approved Schools section as NAHA Approved Schools Aromatherapy Courses. This includes Level One and Level Two Educators and Schools. If your school is not approved, a \$50 non-refundable administrative processing fee will be retained. None of the materials sent in with any application will be returned. Each School location must apply separately and pay all applicable fees in order to be listed.

The annual fee for your school listing shall be \$250.00.* There is a separate fee for the Director/Primary Educator for each school/school location along with any and all additional Instructors. The fee is based on the current listing as a Professional Member of NAHA. Please submit payment for your school/s application and your Professional Membership application(s) along with this form. (If you are currently a NAHA Professional Member in good standing, please indicate so by checking the box below; an additional application is not required unless you are adding an Instructor.) * Additional School Location fee: \$175.00 per each additional location. Fees are scheduled to change without notice.

C.A.S.E. PAYMENT please check: NEW: _____ Renewal: _____

Print/type:

Name: _____

) I am currently an active NAHA Professional Member

() I have more then (1) school location. Payment for each location is enclosed.

MC/Visa/American Express # _____

Expiration: _____ V-Code (last 3 or 4 numbers on the back of card after account number, except American Express 4 digit code on front of card)

Signature: _____

Send Checks/Money Orders* *Drafts issued in \$USD only (Payable to NAHA)

Please mail full application and other pertinent information with payment to:

NAHA • PO BOX 1868 • Banner Elk, NC 28604



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C.A.S.E. APPLICATION (New & Renewal)

AGREEMENT TO C.A.S.E. STANDARDS

Personal Professional agreement with NAHA's Council for Aromatherapy Schools and Educators

I, _____, do hereby voluntarily choose to comply with the National Association for Holistic Aromatherapy Council of Aromatherapy Schools and Educator's Core Curriculum Requirements as outlined in the CASE Approved Standards for Professional Aromatherapy education document. I pledge that I will conduct all training management and instruction according to the highest standards of professional conduct as described and outlined in the NAHA Code of Professional Ethics. As an aromatherapy educator and/or director of the above school, I recognize that I am responsible for the management and instruction of courses covered in the Approved Standards for Professional Aromatherapy education document. I understand and agree that the National Association for Holistic Aromatherapy and its affiliates assume no responsibility for my actions and activities as a voluntary educator/school in compliance with NAHA standards. I hereby release NAHA from any and all liability for any events relating to my management, teaching or practice of Aromatherapy.

2010 Update: As part of my NAHA Approved School curriculum I commit to the safe use of essential oils and do not teach, apply or promote contraindicated techniques such as Raindrop Therapy (RDT), neat or internal use of essential oils. I will include education awareness for the endangered and threatened essential oils (such as Frankincense and Sandalwood) containing information about their historical use and the use of alternative essential oils so that the student has an understanding and appreciation for these species. For a complete list of the endangered and threatened species I will visit the Cropwatch Research Files at www.cropwatch.org

Neither I nor my school nor any approved aromatherapy instructors will create, post or advertise any false promises or statements in regards to an aromatherapy 'license' or NAHA 'license'. Qualifying students will receive a certificate of course completion and an aromatherapy certificate pertaining to each specific aromatherapy course. The certificate/s is issued by my school and not by NAHA. Students are not promised automatic membership with NAHA and are given instructions on how to become a member of NAHA. I understand that any breach of this agreement will cause my NAHA School approval status to be null and void and my school listing will be removed and placed on a list of non-compliant schools.

Name: _____

Signature: _____ Date: _____



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C.A.S.E. APPLICATION (New Applicants and Renewing with course changes)
Renewing Schools/Educators: failure to report any updates of changes in your curriculum, website, business marketing materials etc. or a lapse in your or your instructor's NAHA Professional Membership can result in non-approval for renewing schools. Renewal Application must accompany your renewal fee.

EDUCATION OFFERINGS

Please include all School documentation (in English) with this application in a 3 ring binder with cover page:

- Copy of your entire aromatherapy curriculum program and handouts etc.
- Copy of all marketing and promotional materials; brochures, business card, flyers etc.
- Copy of Business licensing info. and a Copy of Professional Liability Insurance.
- A copy of Certificate of Completion that your school will issue to students.
- A typed professional bio and your aromatherapy certificate for your file.

- A typed description of your school for web-listing (can be submitted in WORD doc. up to 100 words total include your school's website/email/phone/fax). Please email to info@naha.org

- A jpeg image (high resolution) of your school logo for web-listing. Please email to info@naha.org

- A typed list of aromatherapy instructors (all instructors are required to be Professional Members)

- To expedite your application process you must mail your initial application with all pertinent information along with your qualifying documents to comply with an approved NAHA Professional Membership Application. Incomplete applications will delay the approval process.

Please list all your aromatherapy course titles and hours of training on a separate typed document to be included as an outline with your entire course curriculum as follows:

1. Course titles: Title:

Hours of training:



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BENEFITS

The National Association for Holistic Aromatherapy is an educational, nonprofit 501 (c) (3) membership organization dedicated to enhancing public awareness of the benefits of true aromatherapy. NAHA is actively involved in promoting and elevating academic standards in aromatherapy education and practice for the profession. NAHA is also actively involved in furthering the public's perception and knowledge of true aromatherapy and its safe and effective application in everyday life.

CASE BENEFITS

This is an exceptional opportunity to promote your school and courses to prospective students within the holistic healthcare community and beyond. By joining the National Association for Holistic Aromatherapy as a school or independent educator you will enjoy a number of benefits.

Included with your CASE approval:

- Approved School Certificate to display at your school
- Maintain pro-active relationships with existing students and recruit new students
- Demonstrate a commitment to quality in aromatherapy education
- Increase your school's name recognition
- Listing in NAHA Online Directory. Listing in the NAHA Approved Schools webpage.
- Free School webpage with web link to your web site from NAHA official website
- Discount to attend all NAHA events. Free access to NAHA Tele-classes.
- Participation in NAHA's Council for Aromatherapy Schools and Educators (CASE)
- Opportunity to purchase low cost group rate insurance for your work as a professional educator
- Professional Category Membership Discount for multiple instructors
- Discounts on Advertisements in NAHA Aromatherapy Journal and website
- Online Registration for receiving the NAHA E-Newsletter for your school and students
- Subscription to NAHA Aromatherapy Journal and NAHA Brochures
- Any other new benefits that apply will be incorporated and you will be notified
- **New 2010 Benefits:**
 1. Access to the NAHA online Members Only group
 2. Opportunity to join the NAHA Approved Schools/Educators online group to participate in aromatherapy education topics with fellow educators, meet students and post your events
 3. Free individual webpage for your school's listing and logo with direct link to your site.
 4. Free access to the NAHA 1 hour tele-classes.
 5. Discount to list multiple school locations under same owner



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APPROVED AROMATHERAPY EDUCATION STANDARDS

Approved Standards for Professional Aromatherapy Education

Level Two: Professional Aromatherapy Certification

1. Required Standards of Education/Training

1.1 Schools and Educators wishing to comply with NAHA's Standards of Aromatherapy Training must provide a minimum of two hundred (200) hours of training and practical tuition in the fields of aromatherapy and essential oil studies and anatomy and physiology.

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

- History and Modern Development
- The basics of botany (specifically taxonomy)
- Properties of essential oils within a holistic and clinical framework
- Methods of extraction
- Organic chemistry
- Carrier oils
- Blending techniques
- Methods of application
- Safety and Aromatherapy (to include contraindications and unsafe techniques)
- Consultation and client education program design
- The basics of business development
- Legal and ethical issues (include a copy of the NAHA Code of Ethics for students)

1.3 According to the standards approved and adopted by the Council, Anatomy and Physiology training should include:

- The following systems to be covered in depth: the Respiratory system, the Integumentary system and the Olfactory process.
- Basic anatomy and physiology of the following systems: the reproductive, Circulatory, nervous, endocrine, lymphatic/immune, urinary, musculoskeletal and digestive.
- Graduating students should be knowledgeable in the structure and function of all the major systems of the human body, together with the clinical science of at least five (5) common ailments of each.
- Students entering an aromatherapy program with a degree in health related fields (E.g. nurses, massage therapists, doctors) may test out or be exempt from the anatomy and physiology section only in relation to that part of the training which goes over the structure and function of each system. Pre-existing health professionals are still required to complete training in the application of essential oils to each system and the effect of essential oils on a variety of common ailments.
- Any exemption of the anatomy and physiology portion of training should only be allowed when the request for exemption is fully supported by relevant documentation.



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2. Required elements for student graduation based upon approved standards in aromatherapy education

2.1.1 Student must complete a 5-10 page research paper.

2.1.2 Student must complete a minimum of 10 case histories.

2.1.3 Student must sit and pass examination offered by school.

2.1.4 Student must learn 15 essential oil profiles in addition to required Level I essential oils

Level One – Foundations Aromatherapy 30 hours

Curriculum:

Introduction to Aroma-history—focus on ancient cultures

Profiles of 10-20 essential oils

Production and Quality of Essential Oils

Basic Physiology—methods of absorption, general overview of limbic system, lymphatic system, immune system, and skin

How essential oils interact on physical and emotional levels

Basic aroma-chemistry with contraindications of certain essential oils

How to create a blend, carrier oils, and various methods of safe use and application

ESSENTIAL OILS FOR LEVEL ONE

Clary Sage (*Salvia sclarea*)

Eucalyptus (*Eucalyptus globulus*)

Geranium (*Pelargonium graveolens*)

Lavender (*Lavandula angustifolia*)

Lemon (*Citrus limon*)

Peppermint (*Mentha x piperita*)

Roman Chamomile (*Anthemis nobilis*)

Rose (*Rosa damascena*)

Rosemary (*Rosmarinus officinalis*)

Sweet Orange (*Citrus sinensis*)

Tea Tree (*Melaleuca alternifolia*)

Ylang Ylang (*Cananga odorata*)

In addition to the above 12 essential oils listed, 8 more may be chosen by the teacher/instructor. (The endangered or threatened essential oils; such as Agarwood, Frankincense, Rosewood and Sandalwood can be discussed in reference to their historical uses as well as suggestions for alternative essential oils to use in their place.)

NAHA Approved School Application Check List (New & Renewal)

Please be sure you have included the following information with your mailed school application. Any applications that are incomplete will delay the approval process. NAHA School Application and all required materials must be in English.

I have included the following with my initial application:

- ✓ Application; typed (sign page 4)
- ✓ Payment method; credit card, check or money-order made out to NAHA
- ✓ Complete copy of my course curriculum and NAHA Cover Sheet
- ✓ Complete copy of any course handouts
- ✓ Copy of course completion certificate that will be issued to the student
- ✓ Copy of any marketing materials
- ✓ Copy of business license
- ✓ Copy of my aromatherapy certificate
- ✓ Typed Professional Bio
- ✓ Typed School description
- ✓ List of all aromatherapy instructors that will be teaching for my school
- ✓ All of the above placed into a 3-ring binder with cover sheet
- ✓ JPEG image of your headshot (email to info@naha.org)
- ✓ JPEG image of your school logo (email to info@naha.org)

I have included the following with my renewal application (expired schools submit information required for 'NEW Applicants':

- ✓ Application; typed pages 1-4 (Page 4 signed)
- ✓ Payment method; credit card, check or money order made out to NAHA
- ✓ Any changes or updates to my course curriculum/handouts/marketing materials etc.
- ✓ List of current aromatherapy instructors that will teaching for my school/program
- ✓ Updated JPEG headshot and school logo (if applicable) via email
- ✓ Updated School Description for NAHA web-listing (WORD doc) via email

**Mail application packet to the NAHA Office:
NAHA PO BOX 1868, Banner Elk, NC 28604 USA**

I understand that I and any aromatherapy instructors for my course/school must be a current Professional Member of NAHA in order to apply or renew my school application.

NAHA Approved School Application Cover Sheet (place this as your first page in the 3 ring binder to be mailed to the NAHA Office).

NAME: _____

School Name: _____

Date submitted: _____

Your contact information if different from school contact information:

Phone: _____ **Cell:** _____

Address: _____

Email: _____

Office Notes:

Application received date: _____

Application complete: _____ **incomplete:** _____

Application approved: _____ **not-approved:** _____

Application processed: _____ **packet mailed:** _____

Website listing sent: _____ **posted:** _____



CODE OF ETHICS

NAHA Professional, Business, Donor Members, Schools and Educators shall:

1.1 Demonstrate commitment to provide the highest quality aromatherapy service to those who seek their professional service

1.2 Conduct themselves in a professional and ethical manner in relation to their clients, fellow aromatherapists and colleagues and the general public so as to comply with the highest standards of moral behavior and integrity and to uphold the dignity and status of their profession under all circumstances.

1.3 Share professional knowledge, research, and experiences with fellow aromatherapists and colleagues to support the advancement of aromatherapy.

1.4 Treat clients in accordance with holistic principles and render professional services for no other purposes than the total well being of their clients.

1.5 Educate clients in the quality and availability of true aromatherapy products and services.

1.6 Refrain from engaging in any sexual conduct or sexual activities involving clients.

1.7 Recognize that their primary obligation is always to the client and agree to practice Aromatherapy to the best of their ability for their client's benefit. Their client's comfort, welfare and health must always have priority.

1.8 Provide clients with informed consent/disclosure statement and information that includes training, certification, and scope of practice, payment structure, benefits, limitations and expectations of both the practitioner and client.

1.9 Endeavor to serve the best interests of their clients at all times by providing the highest quality of service and they shall undertake continuing education and improve upon their aromatherapy skills and professional standards whenever possible.

1.10 Provide services within the scope and the limits of their training. They will not employ techniques for which they have not had adequate training and shall represent their education, training, qualifications and abilities honestly. They shall acknowledge the limitations of their skills and when necessary, refer clients to the appropriate qualified professionals.

1.11 Not diagnose, prescribe or provide any service, which requires a license to practice unless specifically licensed to do.

1.12 Maintain client confidentiality and not divulge to anyone the findings they acquire during consultation, or in the course of professional recommendations, without their clients consent except when required by law.

1.13 Support other Consultants at all times and shall never criticize, condemn or otherwise denigrate other Consultants in the presence of a client or other lay persons.

1.14 Respect the rights of other healthcare professionals and aromatherapists and will cooperate with all health care professionals in a friendly and professional manner.

1.15 Where another Consultant refers a client, they shall return such clients to the original Consultant when the specified recommendation is completed. They will not denigrate another Consultant's recommendations.

1.16 Not make false claims regarding the potential benefits of aromatherapy and shall actively participate in educating the public regarding the actual benefits of true aromatherapy.

1.17 Not give guarantees regarding the results of any recommendations, nor exploit a client for financial gain through inferences or misrepresentation of any sort.

1.18 Practice honesty in advertising, promote services ethically and in good taste, and practice and or advertise only those skills for which they have received adequate training or certification.

1.19 Maintain their business premises in a hygienic condition, and ensure that their business premises offer clients sufficient privacy.

1.20 Maintain complete records of each client, including specific details of their recommendations.

1.21 Refrain from the use of any mind-altering drugs, alcohol, or intoxicants prior to or during a professional aromatherapy consultation or while representing the National Association for Holistic Aromatherapy.

1.22 Dress in a professional manner, proper dress being defined as the attire suitable and consistent with accepted professional practice.

1.23 Represent a united front to the public and refrain from criticism of colleagues either in writing or verbally before clients or the general public.

1.24 Shall, upon being found to have transgressed any of the By-laws of the National Association for Holistic Aromatherapy and/or this Code of Ethics, voluntarily surrender and return their membership certificate to the Association.

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