School Catalog - Minnesota Institute of Ayurveda

Minnesota Institute of Ayurveda

Ivy Building for the Arts
2637 - 27th Ave. So.
Suite 224
Minneapolis, MN 55406

School Governing Body & Officials

Marcia Meredith,
Ayurveda Practitioner/Nurse Practitioner
Asavari Manvikar,
BAMS, Masters in Ayurveda, Ayurvedic Doctor

Rolling Admissions

Applications are completed here on the website or via US mail. Programs start in September and continue through June one weekend per month. Minnesota Institute of Ayurveda is a Gurukula style program, which in part means, class size is limited to maintain this traditional educational system.

Minnesota Institute of Ayurveda operates on a rolling admissions basis. Applications are considered on an on-going basis for the September start of weekend classes. As we are a Gurukula program, the number of admitted students is a factor and as such, applicants are encouraged to apply as early as possible.

When the class/Gurukula is full, applicants who apply, interview and are admitted, will be placed on a waiting list.

School Attendance Outline

Both Ayurveda Health Counselor and Ayurveda Practitioner Programs are in session one weekend per month September through June.

Ayurveda Health Counselor Program (AHC/Year 1): Friday 6-9pm and Saturday and Sunday 9am – 6pm. Students are required to complete 25+ client encounters to graduate. Client encounters include the following:
1. Student observing a consultation by an Ayurvedic Practitioner
2. In class mentored practice
3. One on one client encounters
4. Follow up visits with clients

Graduation is held annually in June. Students pursuing Year 2, Ayurvedic Practitioner program, are encouraged to continue seeing clients during the summer.

Ayurveda Practitioner Program (AP/Year 2): Friday 6-9pm and Saturday and Sunday 9am – 6pm. Students will have one additional conference call each month. (time of call to be determined.) Students are required to complete 100 client encounters.

Client encounters include the following:
1. Student observing a consultation by an Ayurvedic Practitioner
2. In class mentored practice
3. One on one client encounters
4. Follow up visits with clients

125 client encounters are required to graduate from the Ayurveda Practitioner program. This number includes the encounters from AHC/Year 1.

Students who are admitted from another program are required to complete 100 client encounters.

Classroom Description

The Minnesota Institute of Ayurveda is located at the Ivy Building for the Arts in the Seward neighborhood of south Minneapolis. The classroom is half of a 945 square foot room (the other half is an Ayurvedic clinic), it has 6 west facing windows, hardwood floors, freshly painted walls, central heating and air conditioning and high ceilings. The Ivy Building for the Arts is a handicap accessible building with a working elevator to the second floor where the classroom is located. The AHC/Year 1 and AP/Year 2 classes use the same location on different weekends.

Days & Hours of Required Attendance

Class will meet one weekend per month. Students are expected to be in attendance at all classes at all times. In addition, AP/Year 2 will meet for an additional lecture in between the weekend of class via conference call or similar. See Attendance and Tardiness Policies.

Schedule of Classes

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Friday</td>
<td>6 PM – 9 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 AM – 6 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>9 AM – 6 PM</td>
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</tbody>
</table>
Weekend Class Dates
Ayurvedic Health Counselor Program
2018-2019 and 2019 - 2020

Year One

2018
September 7-9
October 5-7
November 2-4
December Nov 30-Dec 2

2019
January 11-13
February 8-10
March 8-10
April 5-7
May 3-5
June 7-9

2019
September 6-9
October 4-6
November 1-3
December 6-8

2020
January 10-12
January 31-February 2
March 6-8
April 3-5
May 8-10
June 5-7
Ayurvedic Practitioner Program

2018-2019 and 2019 - 2020

Year Two

2018

September 21-23  
October 19-21  
November 16-18  
December 14-16

2019

January 25-27  
February 22-24  
March 22-24  
April 19-21  
May 17-19  
June 14-16 (changed with group approval)

2019

September 20-22  
October 18-20  
November 15-17  
December 20-22

2020

January 24-26  
February 21-23  
March 20-22  
April 24-26  
May 22-24  
June 19-21

Year Two AP classes will meet one evening per month between class weekends. Day to be determined by instructor and class.
Student Internship

Student internship starts in February of Year 1. Students are instructed in counseling skills and how to conduct a therapeutic interview. Students are provided with instructional internship forms to guide them through the Ayurvedic interview and assessment process. A mentored Student Clinic is held on Saturday afternoons in March, April and May. The Student Clinic provides students with a supportive environment to further practice their clinical skills and to help meet graduation requirements. Students should plan to see practice clients in a professional (away from school) environment between weekend classes. Additionally, students are required to observe professional Ayurvedic health care practitioners in a clinical setting. Opportunities for mentoring and to observe seasoned Ayurvedic practitioners/doctors in a clinical setting will be arranged with the Minnesota Institute of Ayurveda.

Admission Process

MnIA operates on a Rolling Admissions basis. Applications are considered as they are submitted. Once the class is full, admitted students will be placed on a Wait List.

Applicants - complete the Application for Admission online or mail the written completed application to the MnIA address. A $100 application fee is due with submission of the application. The application fee is paid via the website if applying online, or with a check or money order if mailing in the application.

Applications are processed by the date of submission. Completed applications are dated upon receipt. If a submitted application is not complete it will be returned and not dated until complete.

Applicants will be contacted by email regarding the Admission Interview which is conducted by phone with the Admissions Director. Within two weeks of the interview, the applicant will be notified by email of his/her admission status.

Accepted students are required to make a Tuition Payment, according to the choice of tuition payment options, within two weeks of receiving the Admissions Letter. The signed Contract Enrollment Agreement is also due when making the first tuition payment/deposit. The tuition payment/deposit reserves the student's place in the class.

The Minnesota Institute of Ayurveda reserves the right to deny admission to any applicant who does not meet the requirements for admission to the school, or who is believed to be unable to comply with the code of conduct and/or academic policies of the school. Once the class is full, applicants will be added to the Wait List. Applying early is strongly encouraged as spaces in the program are limited by design.

See below for Anatomy and Physiology pre-requisite submission with application.
Requirements for Admission to the Minnesota Institute of Ayurveda

Applicants are required to have a high school diploma or the equivalent. Additional higher education is recommended, such as technical, associate degree, bachelor’s degree or higher. Alternately, the student may have worked for several years post high school in a successful related profession or career.

A passing grade transcript for three or four credits of post-secondary level Anatomy and Physiology must be provided by email along with the application. Applicants who have a medical degree such as a medical doctor, registered nurse, nurse practitioner, physician's assistant, acupuncturist, or another related program in which a bachelor’s or graduate level Anatomy and Physiology class was successfully completed will satisfy the pre-requisite.

Applicants with a medical background must provide proof of education by email in the form of a valid license. Applicants who have completed the Anatomy and Physiology requirement must provide a transcript showing the date of the class and a passing grade for the class. This information shall be submitted via email with the application.

**Anatomy & Physiology Pre-Requisite:**
*As part of the admission process, documentation of the following is required:*

1. Transcript showing successful completion of a three or four credit post-secondary college level Anatomy and Physiology course. The transcript needs to show the date and the grade.

2. Applicants with a current medical license such as a medical doctor, registered nurse, nurse practitioner, physician’s assistant, chiropractor, licensed acupuncture, or similar program in which a college level anatomy and physiology class was satisfactorily completed will meet the A & P pre-req. Documentation of license is to be submitted along with the application.

3. Applicants who have successfully completed an anatomy and physiology course through a licensed massage therapy training program will be required to show his/her program’s curriculum and his/her transcript showing a passing grade of the anatomy and physiology classes. These applicants must have an understanding of anatomy and physiology equivalent to a college level course. Documentation is to be submitted along with the application.

4. Applicants who have completed an anatomy and physiology course through a 1000 hour or greater yoga training program must submit the yoga program’s curriculum and his/her transcript showing a passing grade of the anatomy and physiology classes. These applicants must have an understanding of anatomy and physiology equivalent to a college level course. Documentation is to be submitted along with application.

The student is required to have a good understanding of anatomy and physiology as Ayurveda is a system of medicine and an understanding of the human body is essential.
Applicants who have not successfully completed one of the four options above, may complete the anatomy and physiology requirement at a local college/university, or via an online class.

Admitted students may be finishing the anatomy and physiology pre-req during the first two months (September, October) of the program. By October the A & P course must be complete and the documentation of successful completion provided to Student Services.

There are several options for online anatomy and physiology classes. What follows is a partial list, additional online courses are available. *The course needs to be college level Anatomy & Physiology.*

**Online Anatomy and Physiology Course Options:** Online course must offer college credits

**Khan Academy:** [https://www.khanacademy.org/about](https://www.khanacademy.org/about) Free with donation request


(Khan Academy is a popular option because it is free. *If you choose this course, you must add Asavari Manvikar, our primary instructor, as your mentor when you register*).

**Corexcel** - $318.00

[https://www.corexcel.com/anatomy.physiology.online.htm?gclid=CLKF27uHxdQCFZe4wAod9dkKKw](https://www.corexcel.com/anatomy.physiology.online.htm?gclid=CLKF27uHxdQCFZe4wAod9dkKKw)

**Straighter Line** – low price plus membership (unknown cost)


**Ed2go** - $149


**Penn Foster** - $229


**Universal Class** - $90 for credit course required


Each applicant will be required to participate in a personal interview with the admissions director of the school prior to admittance to the MnIA as a student.
Summary:
Apply online.
Email your transcript or license if A&P requirement has been satisfied.
Once the application materials are received, you will be contacted by the Admissions Director for your admissions interview which will occur by phone.
Admission decisions are made no later than two weeks following the interview and information is sent by email.

The school reserves the right to change class dates, times, and instructors if necessary.

Equal Opportunity Policy
The Minnesota Institute of Ayurveda shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Transfer Students
Applicants who have completed their Ayurveda Health Counselor (AHC) certification, or equivalent, at another Ayurveda program may be considered for admission to MnIA's AHC or AP program.
Applicants are required to complete an open book entrance exam (no charge), submit an online application and fee, and complete a phone admissions interview with the Director of Admissions.

Clinical Supervision Only Status Admits
Applicants may be admitted to MnIA to complete their internship requirement according to MnIA requirements. Applicants must provide successful passing of the internship exam (open book, no charge), submit an application and fee, and provide documentation of successful completion of previous Ayurvedic training (to be submitted with application). Clinical supervision students will meet with an Internship Mentor every two weeks to submit internship client forms, review internship cases, and to discuss internship questions. Tuition for Clinical Internship Students is $900.
Tuition & Fees

The Minnesota Institute of Ayurveda offers three options for payment of tuition. The cost of the tuition will vary according to the plan chosen. Please see below for the payment options.

Students may purchase the required books on their own, from Amazon, or from another online bookseller, or order through a local bookstore. Students may also purchase the required books from the school.

Students are required to purchase the applicable School Year Syllabus and the Internship Binder.

Year One
Ayurvedic Health Counselor Program

Required Texts

Students are required to purchase their own textbooks prior to class

$ 75.00  Ayurvedic Medicine: The Principles of Traditional Practice, by Sebastian Pole
$ 20.00  Secrets of the Pulse, by Vasant Lad

Recommended Texts

$ 65.00  Marma Points of Ayurveda, by Vasant D. Lad, BAMS, M.A.Sc. And Anisha Durve, M.S.O M., Dipl. Ac., A.P.
$ 30.00  Applied Marma Therapy Cards, by Vasant Lad, BAMS, M.A.Sc.

Optional Texts

$ 29.95  Ayurvedic Tongue Diagnosis, by Walter ‘Shantree’ Kacera, D.N., Ph.D.
Year Two
Ayurvedic Practitioner Program

Required Texts

Students are required to purchase their own textbooks prior to class.

All required textbooks from Year One, plus:


Optional Texts

$ 29.95  **Ayurvedic Tongue Diagnosis**, by Walter ‘Shantree’ Kacera, D.N., Ph.D.

Additional Requirements & Expenses

For Each Year

**School Year Syllabus** $ 80.00  **Internship Binder** $ 40.00

Students may incur additional costs while in school. Examples of extra costs include transportation, housing, food for meals, printing or copying costs and classroom supplies. In addition, students should plan on having professional attire for the clinical setting. The clinical requirement may also include purchasing files and binders for notes and client record keeping.

It is advisable for students to have a computer and Internet access in order to keep up with class communication and have access to research and study resources. It is also suggested students have access to a printer for printing required documents.

Registration & Payment Policies

Application fee: $100 due with submission of application.

*Full Tuition or Tuition Deposit (according to tuition option chosen) and Signed Contract Enrollment Agreement are due at the time of admission. The tuition/deposit and contract ensure admitted student’s space in the program. The Minnesota Institute of Ayurveda is a traditional Ayurveda gurukula and as such, enrollment is limited by design. To ensure your space in the program, please submit the Tuition/Tuition Deposit and signed Contract Enrollment Agreement at the time of admission.*
Tuition Payment Options

Ayurvedic Health Counselor/Year 1

Option 1: Full Payment: $6,200 and signed Contract Enrollment Agreement due following admission to the school. Down payment of $500 may be submitted with signed Contract Enrollment Agreement and remaining $5700 due before start of classes in September.

Option 2: Payment in 4 installments: $6400 – $500 down payment due with signed Contract Enrollment Agreement following admission to the school. Installment payments of $1475 due September, November, January and March. Installment tuition payments are due Friday evening of the class weekend.

Option 3: Payment in 8 installments: $6600 – $500 down payment due with signed Contract Enrollment Agreement following admission to the school. Installment payments of $762.50 due monthly September through April. Installment tuition payments are due Friday evening of the class weekend.

Ayurvedic Practitioner/Year 2

Option 1: Full Payment: $6,500 and signed Contract Enrollment Agreement due following admission to the school. Down payment of $500 may be submitted with signed Contract Enrollment Agreement and remaining $6000 due before start of classes in September.

Option 2: Payment in 4 installments: $6700 – $500 down payment due with signed Contract Enrollment Agreement following admission to the school. Installment payments of $1552 due September, November, January and March. Installment tuition payments are due Friday evening of the class weekend.

Option 3: Payment in 8 installments: $6900 – $500 down payment and signed Contract Enrollment Agreement due following admission to the school. Installment payments of $800 due monthly September through April. Installment tuition payments are due Friday evening of the class weekend.

Withdrawal & Leave of Absence Policies

If a student becomes ill, or other serious circumstances occur that prevent the student from continuing in the program as originally intended, the student may withdraw from the program, or apply for a leave of absence. To complete either of these alternatives, the student must obtain an Application for Withdrawal or Leave of Absence from Student Services and
return it for approval. The Leave of Absence or Application of Withdrawal, will begin once MnIA has been notified, in writing, via the appropriate application form.

The length of time a student may take a leave of absence is twelve (12) months. When the student is ready to return, he/she must obtain permission from MnIA. The student may resume attending classes, if and when, space is available in the next class at the level where the leave began. The student must be in good academic and financial standing with the Institute. It is not necessary for the student to retake any classes if the course of study is resumed with in twelve months from the beginning of the leave of absence.

Refunds or credits will not be given for any missed classes during any program. Tuition and fees are based upon the student’s acceptance into the school and intent to attend the program. (Please see the “Refund Policy”)

Refund & Cancellation Policy

The following refund policy is a statutory requirement for a Private Career School in Minnesota.

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give written notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give written notice more than five days after you signed the contract, but before the start of the program, you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to $100 administrative if you provide written notice of your withdrawal after your program has begun, but before 75% of the program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges with in 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days (or 2 consecutive monthly
you will be considered to have withdrawn from the school as of your last date of attendance.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fees, and other charge refund for which you may be eligible.

**Attendance & Tardiness Policies**

The student is responsible for attending 100% of the hours of instruction and is expected to be present at all classes. If the student is ill, or must miss a class, the student must inform the instructor and the student must make plans to obtain the recorded classes so that the student will have the opportunity to listen to the content of the class. In addition, the student will be required to take the Friday evening quiz at the next weekend of classes. This will assure the student has obtained a majority of the information in the class. Students may miss no more than 10% of any class.

If a student misses less than one hour of any class, the student may enlist a classmate to review the missed material to be sure they are caught up on all the information. Missed material is the responsibility of the student.

Private tutoring is available by any instructor to any student who asks for additional support to complete a class. The private tutoring will be one hour in length and the cost is $50.

If the student prefers to retake any class that is not completed and passed, graduation and certification will be postponed until the student completes the missed or incomplete material. Students will not receive their graduation certification document and will not be allowed to sit for the MnIA final exam or the national exam until all classes are complete.

These rules apply under any situation that the student misses the time of instruction in class.

**Class Participation**

Students are expected to arrive at class at least ten minutes early, be sitting and ready to start class on time and stay for the full day of class until class is dismissed. Class will begin on time and students who are late must wait outside the classroom until the opening chants are completed. Arriving late or leaving early more than three times during the school year will constitute a failing grade unless the student is excused by the instructor. To ensure they pass the class, additional assignments may be given to any student who is late more than three times.

Students must bring homework assignments with them to class and be prepared to discuss internship questions and other topics during the Friday evening class. Students should bring
any appropriate textbooks and additional materials and be prepared for lecture classes as well as other formats for classes during the rest of the weekend.

Food

Students may arrive prior to the start of class for the day to cook their lunch in the kitchen. They may have snacks during class breaks but no eating is allowed during classes. (This will be enforced once the MnIA has a kitchen for student to use). Students are required to leave the classroom during lunch break. The classroom will be opened 15 minutes before the start of class after lunch for student to arrive and get settled for afternoon classes.

Cell phones and other devices

Cell phone use is not allowed during class time. This includes talking, texting or any other type of cell phone usage. Cell phones must be turned off or put on silent and put away during class time. Cell phones may be used during the class breaks. Laptops may be used for taking notes. The Internet may be used during class breaks only.

Academic Policies

Study Expectations & Homework

All homework assignments must be completed and turned in to the instructor at the Friday evening class.

Students are required to print an additional copy of their homework to use for review and note taking during class.

Homework is graded on a pass/fail basis. Passing grade homework is expected to be complete, correct, and turned in on time and the student is expected to demonstrate an understanding of the Ayurveda concepts studied. Homework that is incomplete, incorrect, does not show an understanding of the Ayurvedic concepts, and/or is turned in late, will receive a failing grade. Students have the opportunity to make corrections or complete an additional assignment in order to receive a passing grade. The instructor of the class will determine what corrections or additional assignments are required by the student to obtain a passing grade.

Corrected homework or any additional assignments shall be emailed to the instructor within one week following the weekend of classes.

All homework assignments must be complete and turned in, all required exams passed, and number of practice client encounters completed for student to receive their certification of completion of the program.

Students should plan on 20 – 25 hours to complete required home study and homework assignments between each weekend of classes. This does not include reading assignments. In addition, once the internship instructions have been given students will be required to make
time to see practice clients during the month between class modules. For internship practice, help will be given to the students in the form of paperwork to guide them through the visit and instructor assistance via phone or email.

**Quizzes**

Quizzes will take place during Friday evening class time, except during the first Friday class. The quiz topic will cover the previous weekends topics. Students must obtain a 70% passing score on all quizzes. If the student does not pass the monthly exam, additional homework will be assigned to assure the student has adequate understanding of the information. This additional homework must be turned in to the instructor with a week of the weekend of classes.

**Topics of Study and Approximate Time Spent on Each Subject**

**Ayurvedic Health Counselor/Year 1**

- History of Ayurveda – 8 hours
- Introduction to Elements and Doshas – 8 hours
- Ayurvedic Daily Routine and Seasonal Routine – 4 hours
- Introduction to the Seven Tissues/Dhatus – 6 hours
- Prakruti and Vikruti: The Individual Body Types – 8 hours
- Bodily Channels/Srotamsi – 6 hours
- Ayurvedic Assessment Techniques – 6 hours
- Ayurvedic Pulse Diagnosis according to the teachings of Dr. Vasant Lad – 10 hours
- Practice of Assessment Techniques – 6 hours
- Introduction to Research Studies and Presentations by Students – 4 hours
- Taking a Client Medical History – 4 hours
- Student Practice and Learning Counseling Skills – 4 hours
- The Six Tastes in Ayurveda – 4 hours
- Agni, Ama, and Mala – 6 hours
- Prana, Tejas and Ojas – 4 hours
- Ayurvedic Herbology/Dravya Guna – 8 hours
- Herbs/Spices for Specific Doshas – 4 hours
- Ayurvedic Pathology – 8 hours
- Sense Therapy in Ayurveda – 2 hours
- Pacification of Dosha/Shaman a – 3 hours
- Tonification of Dosha/Brumhana – 3 hours
- Ayurvedic Pre-natal, Pregnancy, and Post-natal care – 3 hours
- Practice Clinic – 5 hours
- Ayurvedic Dietary Guidelines – 8 hours
- Women’s Health and Ayurveda – 3 hours
Ayurvedic Psychology – 3 hours
Practice Clinic in class – 12 hours
Ayurveda and Yoga – 3 hours
Yoga Therapy Introduction – 2 hours
Vastu Shastra Introduction/Ayurvedic Feng Shui – 3 hours
Ayurvedic Astrology/Jyotish – 2 hour
Student Presentations – 24 hours
Internship for students – 55+ hours
Exam Preparation – 4 hours
Graduation – 4 hours

**Ayurvedic Practitioner/Year 2**

Continued study of Ayurvedic Herbalism, learning about specific herbs and how to use them – 8 hours
Herbs for specific systems of the body 8 hours
Ayurvedic Chikista/Treatment – 8 hours
In depth Panchakarma study – 8 hours
Ayurvedic approach to Digestive System diseases/disorders – 8 hours
Ayurvedic approach to Respiratory System diseases/disorders – 8 hours
Ayurvedic approach to Cardiovascular System diseases/disorders – 8 hours
Ayurvedic approach to Musculoskeletal and Endocrine/Immune System diseases/disorders – 8 hours
Ayurvedic approach to Nervous System diseases/disorders – 8 hours
Ayurvedic approach to Male and Female Reproductive and Urinary System diseases/disorders – 8 hours
Ayurvedic approach to Women’s Health, Pregnancy & Post Partum System diseases/disorders – 8 hours
Ayurvedic approach to Integumentary System/Skin diseases/disorders
Study for NAMA Exam
Graduation and Certification

**Student Code of Conduct**

The Minnesota Institute of Ayurveda is founded on the philosophy of the Gurukula style of learning where the teachers and student come together in the classroom with a spirit of respect and purity. Within this culture we encourage the students to embrace a spirit of friendliness, cooperation, warmth, compassion, care and kindness for each other. We expect the students to treat the faculty with respect and follow the traditional guidelines of being on time to classes and ready to begin learning, avoiding pointing the soles of the feet at the teacher, and having a studious attitude toward the subjects being taught. Students are also expected to maintain an attitude of professionalism, honesty, confidentiality, accountability,
and respect for interpersonal boundaries, as well as for the organizational structure of the Minnesota Institute of Ayurveda and for its standard operating procedures.

Students shall maintain exceptionally high standards of care toward patients with whom they are interacting within the school curriculum. This includes:

- **Promptness** – Students shall be present and prepared for all appointments with patients no later than the exact time of the scheduled appointment.
- **Clothing** – Students shall maintain good hygiene and wear clean professional clothing. Students will avoid strong perfumes and also avoid unpleasant body odor by adhering to their dinacharya including daily bathing and daily clean clothes. Students clothing shall cover their knees, shoulders, buttocks, and cleavage and shall remain covered when bending over.
- **Politeness** – Students shall welcome the patient with kindness, use their name and smile. If appropriate, shake their hand. Escort them into the appropriate room and ensure they are comfortable. Make sure they know where to find the bathroom.
- **Keep records** – Students shall record in writing all interactions with patients. Appropriate documents will be completed in a timely manner. All advice, recommendations and discussions in person, via email or on the phone shall be documented and kept in the patients file.

Students shall not bring food items that are inappropriate to the eating areas or any location in the building or on the grounds of the Minnesota Ayurveda Association. This includes flesh foods (meat, fish, poultry) or eggs. Students shall not participate in the sale, use, or promotion of any intoxicants or illegal substances on the Minnesota Institute of Ayurveda campus or with any other student of the school, on or off site. Students shall not abuse intoxicants, either on or off duty.

Students shall conduct themselves in a professional manor and as positive representatives of the Minnesota Institute of Ayurveda. They shall actively avoid any formation of cliques, and also avoid gossip, badmouthing, secrecy or any conduct counter to the spirit of trust, honesty and confidence.

**Student Complaint Procedure**

The Minnesota Institute of Ayurveda encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or other staff.

Concerns should be expressed as soon as possible to allow early resolution.

If an informal conference regarding a complaint fails to reach an outcome satisfactory to the student, the student may initiate the formal process by filing a written complaint form. Even after initiating the formal complaint process, students are encouraged to seek informal
resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

**Course Outline for Year One & Year Two**

The Minnesota Institute of Ayurveda will follow the National Ayurvedic Medical Association (**NAMA**) competencies for Year One, Ayurvedic Health Counselor and Year Two Ayurvedic Practitioner.

You may visit the **NAMA** website to view the competencies for the two levels of Ayurvedic education offered, Ayurvedic Health Counselor and Ayurvedic Practitioner.

https://www.ayurvedanama.org/professional-educational-requirements

The Minnesota Institute of Ayurveda will use these competencies as its educational outline.

**Acknowledgment Upon Completion of Programs**

Students who complete Ayurveda Health Counselor/Year 1 will receive a Certificate of Completion acknowledging the completion of the AHC Program. Students who complete Ayurveda Practitioner/Year 2 will receive a Certificate of Completion acknowledging the completion of the AP Program. There will be a graduation ceremony to honor the students on Sunday of the June final weekend of classes. Family and friends of the students are invited to attend the graduation ceremony.

At this time there is no licensure for Ayurveda practice in the U.S.

The Minnesota Institute of Ayurveda is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education
1450 Energy Park Drive
Suite 350
St. Paul, MN 55108

(North entrance elevator to third floor)

Phone: 651-259-3976