

# **D'Ambrogio Institute Policies**

**The D'Ambrogio Institute is administrated by the  
International Alliance of Healthcare Educators (IAHE)**

## **Cost**

The total cost for these programs may include city surcharges or taxes. The cost may also include any application fee, as well as pre-preparation information/material that may be sent to you via the confirmation information. The remaining amount is the tuition for the seminar. Prices are subject to change.

## **Cancellation Policy**

Our cancellation policies vary by specific course. In most cases, tuition is fully transferable up to 7 days prior to the start of the class. Within 7 days, a \$100.00 administrative fee will apply. Tuition is fully refundable up to 30 days prior to the start of the class. Refund requests must be made in writing. Cancellation policies may vary for certain classes such as those held in Big Sur, California, taught by curriculum developers, dissection courses, limited enrollment courses, courses held outside North America or classes that are privately sponsored. See individual classes or call [561.622.4334](tel:561.622.4334) for specifics.

## **Code of Ethics and Conduct**

As a practitioner using therapies taught through the D'Ambrogio Institute you are expected to administer treatment protocols within your scope of practice, respect the code of ethics of your licensing or certifying body or locale that you practice in and adhere to the highest professional standards. Among these are the commitment to provide quality therapy, emphasizing the needs of the client, to all persons without discrimination, to seek educational opportunities to enhance therapeutic skills, to respect each client's right to privacy, and to accept the responsibility to do no harm to the physical, mental and emotional well-being of self, clients and associates. Additionally, you are expected to uphold and enhance the D'Ambrogio Institute reputation.

### Student

As a student participating in educational seminars taught or sponsored by the D'Ambrogio Institute, you are expected to fully participate, arrive prepared, and conduct yourself in such a way as to personally and professionally benefit while respecting the experience of your peers. Students should use the classroom facility appropriately, limit practice to those therapies presented during scheduled class times, respect the feedback of the person you are practicing with and be courteous and respectful to seminar staff and other participants.

Students are expected to take self-responsibility for informing D'Ambrogio Institute of any personal health issues or pregnancies in advance of class and with the teacher at the beginning of class. This may preclude a student from full participation at the discretion of D'Ambrogio Institute and/or the teacher.

### Teaching Assistant

As a teaching assistant participating in educational seminars taught or sponsored by the D'Ambrogio Institute, you are expected to adhere to D'Ambrogio Institute Teaching Assistant guidelines and appropriately and fully support the teacher to enhance the students learning experience.

### Teacher

As a teacher presenting educational seminars taught or sponsored by the D'Ambrogio Institute, you are expected to appropriately support the curriculum as designed and approved by D'Ambrogio Institute. Additionally, you are expected to respect and support the students' learning experience, teaching assistants and all seminar staff, maintaining clear and professional boundaries, while meeting or exceeding all learning objectives.

We value diversity in our workplace and by extension at our seminars and other events. We do not discriminate based on gender, color, race, ethnicity, national origin, religion, age, marital status, sexual orientation, gender identity and expression, disability, pregnancy, covered veteran status, protected genetic information and political affiliation.

If you feel that your experience did not meet our standards and expectations, and you wish to discuss or remedy the situation, please email the details of your experience to us at [policy.compliance@iahe.com](mailto:policy.compliance@iahe.com). Please include our full name, date and location of the incident as well as names of those involved.

### **Insurance Reimbursement**

Insurance reimbursement policies vary for manual therapies. If insurance reimbursement is an integral part of your practice, we encourage you to verify insurance acceptance for your profession in your state/locale.

### **Special Needs**

If special arrangements are required for an individual with a disability to attend a D'Ambrogio Institute program, please inform us of any special needs at least 60 days in advance. Contact JR Olson, Community Relations Director, at [561.868.6898](tel:561.868.6898) or [jr@barralinstitute.com](mailto:jr@barralinstitute.com), or fax at [561.868.6899](tel:561.868.6899).

### **Scope of Practice**

Attendance at D'Ambrogio Institute programs is not intended to be used as a hands-on license. You must work within your professional scope of practice and abide by the rules and/or laws that govern healthcare practices in your applicable region (i.e., city, state or province).

### **Disclaimer**

Due to the litigious society in which we live, the following disclaimer is provided on the advice of counsel. Attendance at D'Ambrogio Institute courses requires you to hold The D'Ambrogio Institute, the International Alliance of Healthcare Educators and their representatives not liable and harmless from litigation for any injury, accident or undesirable effect that may occur at the meeting site, from their equipment, and/or from other attendees or staff.

This is to include, but is not limited to, faulty elevators, slippery stairs or walkways, falling light fixtures, breaking chairs, collapsing tables and pre-existing medical conditions. If you are more comfortable bringing your own equipment, including a treatment table, you are welcomed and encouraged to do so. The D'Ambrogio Institute and its representatives are also not liable for any injury, accident or undesirable effect that may occur due to any equipment another party, such as a fellow participant, may bring in. This is to include, but is not limited to, a treatment table that may be shared or be the cause of an accident or injury.

There may be certain pre-existing medical conditions that are contra-indicated for the course work you are attending. It is your responsibility to inform the staff of any pre-existing conditions prior to the course or the practice sessions.

It is also agreed that The D'Ambrogio Institute and its representatives are held not liable for any inappropriate behavior or actions by any persons encountered at the seminar. This is to include, but is not limited to, hotel or meeting-site staff, other participants, teaching assistants and DAI staff. If you encounter any inappropriate behavior, please notify the Teacher or facilitator immediately. If this is not possible, please contact The D'Ambrogio Institute office directly.

### **Website Policy**

In no event will The D'Ambrogio Institute (DAI) be liable for damages of any kind, including, without limitation, direct, incidental or consequential damages (including, but not limited to, damages for lost profits, business interruption and loss of programs or information) arising out of the use of or inability to use DAI or its affiliates Web sites or their content, or any other information provided on the Web sites or in specific products and services offered through the Web sites. While DAI takes reasonable steps to determine the accuracy and completeness of the content contained on its Web site, DAI disclaims all warranties as to the accuracy, completeness, adequacy, timeliness and your ability to use such content. You assume sole responsibility for your results using any content from DAI's Web sites.

### **Cancellation of Seminar**

The D'Ambrogio Institute is proud to run almost every one of its scheduled seminars. In the unlikely event that a scheduled seminar does not proceed, you will receive a full refund of the workshop fee. DAI is not responsible for any lost wages or travel expenses incurred. DAI will make every effort to provide an alternate seminar that will fit your schedule.

### **New Editions of Study Guides**

The coursework is constantly evolving, resulting in updated versions of Study Guides. As Alumni of a particular course, you are eligible to purchase the corresponding updated versions of the Study Guide at cost - usually about \$20 each, plus shipping.

### **Minimum Pre-requisite for Attendance at Classes**

Attendees at DAI seminars must meet one of the following criteria:

1. Have a license to touch
2. Have a comparable certificate if state or locale does not require licensure
3. Be a student in a healthcare program
4. Be a graduate from a healthcare program awaiting licensure or certificate

### **Adding a New Class to Schedule**

If during an existing class there is sufficient demand, usually 20 or more registrants, DAI may add the next level class to the future schedule in that city.

### **Course Participation Progression**

Many programs are hierarchical in nature, and the student is expected to successfully complete pre-requisites and show sufficient grasp of the material and skills prior to attending the next level course in a curriculum. The instructor and/or teaching assistants have the authority to determine if a student has successfully completed a class and may continue on to the next level/s of training.

This decision may be due to attendance, behavior, skill level or a combination. Any decision is made with the best interest of the student, their trade partners, and their patients in mind. The instructor or the home office administration will recommend steps that can be taken to be able to demonstrate successful

completion of a class, such as repeating that class, repeating that class and/or prior classes, attending study groups, passing a certification exam, personal treatment and/or demonstrating the missing skills on an approved institute representative.

If a student feels they should be allowed to continue in a curriculum after the Instructor and/or Teaching Assistants have recommended otherwise, the student may appeal this decision by contacting the curriculum director.

### **Course Completion**

Students are expected to attend the entire seminar in order to receive their certificate of attendance. Should unexpected circumstances arise and the course cannot be completed (such as due to illness), generally the certificate will only be issued after the full class is complete. The letter of attendance, with contact hours listed, will be provided for the number of hours the participant was able to complete. The participant will be allowed to attend the portions missed at a later class free of charge or in some situations may be allowed to repeat the entire class.

### **D'Ambrogio Alumni IAHP Listing**

Upon successful completion, most IAHE courses are eligible for listing on the association website, [iahp.com](http://iahp.com). IAHP reserves the right to not list course completion if it was not satisfactorily completed or if the student felt they did not get the full value from attending.

Additionally, we strive to achieve and maintain the highest professional, ethical, moral, operational and educational standards. We take great pride in the quality of our alumni, staff and instructors. Our reputation and credibility are paramount to everyone's success. Therefore, we reserve the right to disassociate from any individuals we feel would harm these goals and who we believe does not live up to these standards. One potential dissociation step is to remove students from any and all listings on IAHP.com.

### **Pregnancy Policy**

A person may attend a D'Ambrogio Institute class when they are pregnant. It is recommended that you make it known to the instructor prior to the start of class. They will inform you of any restrictions.