

COURSE MENTOR APPLICATION

Functional Nutritional Therapy Practitioner™ Training Program



Nutritional
Therapy
Association
Australia / New Zealand

COURSE MENTOR APPLICATION

Form Instructions

READ & COMPLETE ALL INFORMATION CAREFULLY

To apply to be a Course Mentor (CM) for one of the Nutritional Therapy Association's FNTF classes, please read this application form carefully, complete all fields, and sign all required pages.

PDFS ONLY FOR DIGITAL VERSION

If you are emailing us the application, please note that we only accept PDFs. Photos and links to the file in Dropbox, Google Drive, etc. are not accepted. You must either:

- Fill out the PDF digitally using Adobe Acrobat, MacOS Preview, etc.
- Print and scan the packet if you prefer to fill it out by hand. You can use a scanner or an app like [Genius Scan](#) (which is available on iOS and Android), but make sure to export and send as a PDF.
- You do not need to scan and return the cover or pages *i* and *ii*.

APPLICATION DUE DATE

Please return your completed application to the NTA via email (preferred), fax, or mail by **5pm Australian Eastern Standard Time (UTC+10) no later than one month before class start date**. We appreciate you sending in your application as early as possible.

E-Mail	Mail
info@ntaaustralia.com.au	PO Box 3558 Hermit Park, QLD, 4812 Australia

COURSE MENTOR APPLICATION

Becoming a Course Mentor

ROLE OF A COURSE MENTOR

Thank you for your interest in volunteering as a prospective Course Mentor in one of the NTA's Functional Nutritional Therapy Practitioner classes.

Course Mentors play an important role in the classroom:

- They provide invaluable support to Instruction Teams.
- They help FNTP students better learn the FCA through more one-on-one, hands-on help.
- They assist the students with learning the Client Consultation process through peer work
- They help proctor the midterm and final examinations, freeing up more classroom time for learning.

Course Mentors are also encouraged to participate on the forums and attend the weekly Q&A calls, though this is not required.

SELECTION PROCESS AND TIMELINE

Course Mentor participation is reserved for applicants who:

- Have deep knowledge of FNTP curriculum and strong Functional Clinical Assessment skills.
- Are currently practicing and using NTA's Clinical skillset (NutriQ & Clinical Tools)
- Commit to the NTA's mission of *Empowering Individuals, Cultivating a Tribe, and Healing the World*.
- Always put student needs first.

Selection of Course Mentors is solely at the discretion of each venue's Lead Instructor. Instructors may request an interview with potential Course Mentors and reserve the right to consult the FNTP's former Instruction Team.

The number of Course Mentors selected for each class is based on the number of enrolled students, with an ideal ratio of one Course Mentor per each student pair.

If selected as a Course Mentor, you will be notified by the Lead Instructor near the beginning of the class.

PROGRAM DATES & ATTENDANCE REQUIREMENTS

Class start dates and venues vary each year. Please refer to our website for available classes. To receive full Course Mentor Benefits (see page 3), volunteers must attend **all three** workshops and complete all Course Mentor requirements. To ensure you do not have any date conflicts before applying, please see ntaaustralia.com.au for specific workshop dates for your selected class cycle.

COURSE MENTOR APPLICATION

Applicant Information

REQUIRED INFORMATION (Items marked with an asterisk * are required)

*First / Given Name

*Last / Family Name

Degree, Credential, or Licensure

Previous Nutrition Training (If Any)

*Address

*City

*State / Territory

*Zip / Postal Code

*Country

*Email

*Phone

Cell, home, or work?

Website or Blog (If Any) & Main Topic (e.g. Nutrition, Fitness, etc.)

FNTP CERTIFICATION

Date of Graduation*

Venue (City)*

Lead Instructor*

COURSE MENTOR EXPERIENCE

Have you volunteered as a Course Mentor before?

Yes

No

If yes, in what class(es)?

Have you ever been dismissed as a Course Mentor?

Yes

No

If yes, in what class(es)?

COURSE MENTOR APPLICATION

GOALS

Why are you interested in becoming a CM? What do you hope to accomplish and learn?

TEACHING & LEADERSHIP SKILLS

Please give specific examples of times you have demonstrated effective teaching and/or leadership skills.

OTHER NUTRITION OR HEALTH TRAINING

In addition to your FNTF training, please list any other training or experience you have received in nutrition, medicine, massage therapy, etc.

WORKSHOP PRESENTATION TOPICS

Are there any topics you'd be interested in giving a short (10-15 minute) presentation about during one of the workshops (e.g. cooking techniques, food sourcing, practice management, effective marketing, etc.)? If yes, please describe your proposed presentation topic(s) below.

COURSE MENTOR APPLICATION

Benefits & Expectations

MENTOR BENEFIT PACKAGES

We are thrilled to announce new mentor benefits packages starting from the February 2024 cohort and beyond. We will be offering the choice of two new benefit package options, of which mentor's who successfully complete the class cycle and all requirements will be able to choose between.

Option 1: Business Development Benefits Pathway

- A pre-built website complete with starter services, articles, payment page and training support. *Valued at \$2,500AUD this offer will be discounted for all graduates at \$1200 AUD, and \$750 AUD for all Mentors who apply for a 2024 class cycle and select this Business Development pathway.*
- 1 year access to our brand new FNTF Course Mentor Business Portal which includes:
 - Free downloadable business and clinical pdf library specifically designed for FNTF's
 - Monthly Clinical & Business Development Mastermind Calls
 - Free Marketing and Event Planning Resources
 - Affiliate Resources
 - "Done 4 U" program packages and e-course
- Custom built energetic test kit special 60% Mentor discount

Option 2: Personal Development Benefits Pathway

- 12 x one hour self testing coaching sessions for personal health and development. Sessions are held monthly and run for 12 consecutive months.
- Discounts on cross referral partner services (somatic therapy, Breath work, psych k, theta, yoga, sound therapy and functional lab work).
- Free downloadable personal development pdf library specifically designed for FNTF's
- Custom built energetic test kits special 60% Mentor discount.

In addition, both packages include:

- Free **Subscription to Nutri-Q** for one year (\$420 AUD value)
- One year **NTA Membership via the practitioner portal**. Which includes access to the latest curriculum updates (value 9,990 AUD), plus educational resources and more.
- Discount to the value of \$50 AUD for any of the currently offered **Advanced Postgrad Trainings** available for one year after completion of CM year.
- Discount of 50% off RRP of any of the **Advanced Energetic Test Kits** on offer by NTA AUNZ
- **24 CEU points**

Course Mentoring is a volunteer position, however accepted CM applicants who attend all three workshops, the practice sessions and complete all task requirements, will receive the above benefits as 'payment' after their CM year is complete. Mentor's who do not complete all requirements may be eligible for partial benefits - see next page.

COURSE MENTOR APPLICATION

CM Benefits & Expectations

PARTIAL BENEFITS

Attendance and active participation is mandatory at all three workshops, as well as completion of your Lead Instructor & in the CM Module).

Course Mentors can miss a maximum of 4 hours, but the absence must be approved ahead of time by the Lead Instructor.

FNTF Instruction Teams and students depend on Course Mentors and it is our hope for the sake of the class that you can attend all 3 workshops and earn full CM benefits. However, we understand that unforeseeable life events can occur, and we will still award partial benefits and CEUs according to the following schedule:

- 1 Absence | 1 - 4 contact hours
You may miss up to 4 hours across your commitments and receive full benefits including your chosen package
- 2 Absences | 5 - 8 contact hours
If you miss 5-8 hours, you will still receive the 1 year NTA Membership and the Advanced Trainings discount
- 3 Absences | 9 - 12 contact hours
If you miss 9-12 hours, you will still receive the 1 year NTA Membership
- 4 Absences | 13 + contact hours
If you miss 13 or more hours, no CM benefits will be applied

Benefits are only applied at the end of the cohort cycle. We are unable to pro-rata any discounts, Nutri-Q or allow early access to the packages.

By signing below, I confirm I understand that the full Course Mentor benefits are only offered to those who attend all three workshops and that I understand the partial benefit structure if I am absent.

Applicant Printed Name

Applicant Signature

Date

COURSE MENTOR APPLICATION

Course Dates and Venues

FNTP PROGRAM

- **Registration Deadline:** One month before class start date

PROGRAM APPLYING FOR

We have three programs each year, commencing in February, May and September. Please refer to our [website](#) for current details on the upcoming programs and start dates.

Cohort Selected:

Mentor Benefits Package Selected:

WORKSHOP PREFERENCE

At NTA AU/NZ honouring each persons bio-individuality is our most important philosophy, and as such we respect each individual's right to health privacy and their own unique needs. As an organisation we are committed to inclusivity, honouring human rights and respecting each human sovereign being. As such we now provide the following options regarding workshop attendance:

Workshops are now run in a hybrid format, with the following options available regarding attendance:

- * In person (main centres) - this is subject to numbers, personal health requirement preferences and current travel/ health mandate restrictions
- * Regional small groups - this is subject to localised support and personal health requirement preferences
- * Virtual groups - no travel requirement, students will all require a practice body (i.e family member/friend) for all days of workshops.

In order for our team to establish the workshop formats for the cohort you are applying for, please indicate your preference for your own workshop attendance.

Note: Workshop attendance is still mandatory regardless of which format you partake in.

In Person (main centre)

Regional small groups

Virtual groups

Photo Release Consent

During the course of your in-person workshops or other NTA events, your photograph may be taken for future promotional use in print, online, or other public arenas. These photos may be used with or without names and can be utilized for any lawful purpose, including such purposes as publicity, illustration, advertising, and web content.

If you **do not** consent to have photographs of you used by the NTA for any of these purposes, **you must provide written notice to the NTA office** at info@ntaaustralia.com.au. If we receive this written notice, any image that you appear in will not be used in any of our materials.

COURSE MENTOR APPLICATION

CM Workshop Code of Conduct

COURSE MENTOR ROLES & REQUIREMENTS

Course Mentors are expected to adhere to the following standards of conduct in order to maintain the integrity of the NTA and FNTP program, provide an effective educational environment for all classroom participants, and ensure student safety. Please carefully review each criterion below and sign at the bottom of this *CM Workshop Code of Conduct* section to indicate you have read and understood each item.

- The primary role of CMs is to help students learn the curriculum, Client Consultation process and the Functional Clinical Assessment (FCA).
- CMs shall direct student questions, concerns, or frustrations to Lead Instructors when appropriate.
- CMs must always keep all information shared during Client-Practitioner exercises confidential.
- CMs must always ask for permission to touch before demonstrating FCA points.
- CMs should limit questions to Lead Instructors during class to prioritize student learning time.
- CMs must review all relevant FCA points, readings, videos, FCA quizzes, webinars, and audibles etc. prior to each workshop.
- CMs shall be available at least 30 minutes before the scheduled start of the workshop , as per workshop schedule, for a CM briefing (virtual or in person).
- CMs shall commit to the same attendance policy as students.
- If unable to attend a workshop, CMs shall inform the Lead Instructor minimum of three weeks prior to the workshop date. Unavailability notified within the three week period, will require the CM to arrange a swap/cover with another mentor.
- CMs must attend all scheduled workshop days, and are encouraged to answer questions on the student forums and attend the Q&A calls, though this is not required.
- CMs must complete the Client Consultation peer reviews as directed by the Lead Instructor
- CMs are prohibited from teaching or discussing clinical skills outside of the FNTP Scope of Practice.
- CMs are prohibited from promoting any products or services to students.
- CMs are prohibited from sharing or selling student contact information to any outside parties.
- CMs should sit among students during class and FCA practice to provide direct assistance.
- CMs should be on task at all times, not on their phones or chatting
- CM performance will be reviewed by Instruction Teams and students after each workshop.
- In the rare event a conflict arises, the Lead Instructor has complete authority and discretion to dismiss a Course Mentor.

NTA COURSE MENTOR DISCLAIMER

The Nutritional Therapy Association, Inc. prohibits any and all types of harassment, sexual harassment, or discrimination of its Instructors, Students, Course Mentors, or Staff by other Instructors, Students, Course Mentors, Staff, or outside parties. Harassment or discrimination based on ethnicity, national origin, religion, age, sex, sexual orientation, pregnancy, marital status, disability, veteran status, or other protected status, negatively affects morale, motivation, and job performance. It is inappropriate, offensive, and will not be tolerated. Any Instructor, Student, Course Mentor, or Staff who is aware of any instances of harassment, sexual harassment, or discrimination and is not comfortable addressing the concern with the individuals involved should report the alleged act immediately to the Executive Director

COURSE MENTOR APPLICATION

of the NTA. If the Instructor, Student, Course Mentor, or Staff is uncomfortable discussing the matter with the Executive Director, the Instructor, Student, Course Mentor, or Staff should report the alleged act immediately to any member of the Nutritional Therapy Association, Inc.'s Board of Directors.

The Lead Instructor and Associate Instructor will be available to provide instruction and supervision for workshops. However, Course Mentors are responsible for their own actions during classroom related activities. Course Mentors are expected to strictly adhere to the requirements in this application. Any signs of aggression, hostility, discrimination, harassment, or any other negative treatment towards students, the NTA, Instruction Teams, or guest speakers will not be tolerated.

Course Mentors shall defend, indemnify, and hold the NTA, its officers, officials, employees, independent contractors, guests, invitees, and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of the duties and responsibilities as outlined in this application. Failure to adhere to these expectations may result in the Lead Instructor, Associate Instructor, or NTA staff asking you to leave the classroom.

DRUG & ALCOHOL POLICY

The NTA expects all Course Mentors to be fully present and ready to participate effectively at the workshop weekends. Workshops are an extension of the NTA classroom and appropriate, professional, academic behavior is expected at all times. The use or possession of recreational drugs, alcohol, or other chemical substances is strictly prohibited as they impair the ability to safely conduct a Functional Clinical Assessment and cause disruption to the class. Any Course Mentor found to be in possession or under the influence of drugs or alcohol during a workshop will be removed from the program.

By signing below, I acknowledge that I have read and fully understand the expectations listed above, agree to adhere to the policies and codes of conduct set forth by the Nutritional Therapy Association, Inc., are in complete agreement thereto, and do freely and without duress sign and consent to all terms contained herein. I also understand that failure to follow this code may result in the dismissal from being a Course Mentor for the Nutritional Therapy Practitioner program.

Applicant Printed Name

Applicant Signature

Date

COURSE MENTOR APPLICATION

Informed Consent & Disclaimer

As a Course Mentor in the Functional Nutritional Therapy Practitioner Program, you will be required to perform hands-on Functional Clinical Assessment (FCA) on students and have FCA exams performed on you by Instructors, Associate Instructors, other Course Mentors, and students. Please read the following information fully and carefully.

GOALS OF NUTRITIONAL THERAPY

The NTA's primary goal is to encourage people to become more knowledgeable about—and responsible for—their own health. Attaining optimal health through proper nutrition and balancing the Foundations is not a quick fix solution, however, and requires sincere commitment, possible lifestyle changes, and a positive attitude.

SCOPE OF PRACTICE

A Functional Nutritional Therapy Practitioner (FNTPT) is trained to evaluate nutritional needs and make recommendations for dietary and lifestyle changes. FNTPTs are not trained to diagnose or treat pathological conditions, illnesses, injuries, or diseases, and no comment or recommendation made by an FNTPT should be construed as a medical diagnosis.

LICENSURE

FNTPTs are not licensed or certified by any state. The Nutritional Therapy Association, Inc.® provides a certificate of completion to students who have successfully met all course requirements, including a written and practical exam. Laws and regulations regarding certification and licensure requirements differ from state to state and occasionally change. Students and FNTPTs must research the laws in the state in which they intend to practice.

HEALTH CONCERNS

If you suffer from a medical or pathological condition, you need to consult with an appropriate healthcare provider. An FNTPT is not a substitute for your family physician or other appropriate healthcare provider. If you are under the care of another healthcare provider, you must alert them to your use of any nutritional supplements. Nutritional therapy can be a beneficial adjunct to more traditional care, but it may alter your need for medication, so it is important that you always keep your physician informed of changes in your nutritional program. If you are using medications of any kind, you are required to alert the FNTPT to such use, as well as to discuss any potential interactions between medications and nutritional products with your pharmacist. If you have any physical or emotional reactions to nutritional therapy, discontinue their use immediately and contact your FNTPT to ascertain if the reaction is adverse or an indication of the natural course of the body's adjustment to the therapy. Since every human being is unique, FNTPTs cannot guarantee any specific result from nutritional therapy.

COURSE MENTOR APPLICATION

COMMUNICATION

Every client has unique bio-individual needs, and it is not possible to determine in advance how one's system will react to the nutrients it needs. It is sometimes necessary to adjust one's program until the body can begin to properly accept nutrients needed to correct imbalances. It is each client's responsibility to follow the nutrition guidelines shared by their FNTPT, sufficiently exercise their body and mind, eat a proper diet, get plenty of rest, learn more about nutrition, and stay in contact with their FNTPT about progress and changes. One's healthcare provider is free to contact the NTP for answers to any questions they may have regarding nutritional therapy.

By signing below, I acknowledge that I have read and fully understand the Informed Consent and Disclaimer, am in complete agreement thereto, and do freely and without duress sign and consent to all terms contained herein. I also understand that failure to follow this code may result in the dismissal from being a Course Mentor for the Functional Nutritional Therapy Practitioner program.

Applicant Printed Name

Applicant Signature

Date

COURSE MENTOR APPLICATION

Emergency Care Authorization

I, , hereby authorize any licensed medical emergency team to administer treatment and/or transportation to a medical facility for further treatment by a licensed physician if a medical emergency arises while I am attending workshops as a Course Mentor of the Nutritional Therapy Association, Inc.®. This emergency authorization is effective during my hours as a Course Mentor through the Nutritional Therapy Association, Inc.®, and for my length of stay as a Course Mentor. All fees incurred for such emergency treatments or services will be my responsibility. The Nutritional Therapy Association, Inc.® is not responsible in any way for such fees.

Existing Medical Conditions (Drug Allergies, Seizures, etc.):

Emergency Contact Name

Phone Number

Insurance Company

Address

City

State

Zip / Postal Code

Country

Email

Phone

Policy Holder

Address

City

State

Zip / Postal Code

Country

Email

Cell Phone

Home Phone

Applicant Printed Name

Applicant Signature

Date