

Step by Step Process - 265 Hour

First steps in the application process:

1. Find an I-ACT certified instructor eligible to train by calling the I-ACT office at 210-366-2888.
2. Fill out the application form clearly and legibly, provide payment (\$1,100 fee), and send it to the instructor for review and signature. Ensure the name on the application matches your driver's license.
3. The instructor will send the completed application to the I-ACT office for processing. Once received, you will become an I-ACT member, and they will email you a new member packet, including your certificate and important information.

Moodle information:

1. You will receive an email from the I-ACT office with login details for Moodle, Cengage, and Ed2Go courses. You have 6 months from that date to complete the Moodle and Cengage courses. If you need an extension, notify your instructor, who will request approval from the I-ACT office. Failing to complete within the extended timeframe may require paying an additional fee and redoing completed material.
2. When you get the email, click the provided link to access Moodle. Use the username and temporary password from the email to log in. You must then set up your own password—**this step is mandatory.**
3. After logging in, select the *Professional Colon Hydrotherapy Training Course (Miscellaneous)* and start the courses, which include:
 - Colon Hydrotherapy History/Theory & Practice
 - Intestinal Health: Function vs. Dysfunction
 - Drug Interactions
 - Complementary Modalities

All coursework must be completed with a grade of 80% or above.

Cengage Information:

- After completing the Moodle courses, you can proceed to the Cengage courses, which include:
 - Anatomy and Physiology
 - Microbiology
- When you click on the A&P course, you'll be redirected to the Cengage website. You must set up a new account using the **same email** you used for Moodle and the **same password** you chose when setting up your Moodle account.
- You need to complete all activities within each course, including quizzes, tests, labs, matching, homework, etc.
- All coursework must be attempted, and you must pass all quizzes and tests with at least **80%**. Other activities should be graded from **0-100%**, with the overall grade for each course also requiring at least **80%** to pass. A dash is not a grade.

***If you are having technical issues with Cengage, the student can contact the help desk. If they are unsuccessful, the instructor may contact Marc Denton.

NOTE: Only the instructor may contact him, not the student.

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After completion all Moodle and Cengage courses:

- Contact your instructor to confirm that all Moodle and Cengage courses are finished.
- Your instructor will verify this and notify the I-ACT office in writing that you're ready for the Ed2Go courses.
- Once verified, you'll receive an email granting access to the Ed2Go courses. You will have **3 months** from that date to complete them.
- If you do not finish within 3 months, you'll need to pay again and redo any coursework already completed.

Final steps for the Ed2Go courses:

- When you receive the email confirming access, log back into your Moodle account to complete the three Ed2Go courses:
 - Nutrition
 - Business Ethics (Starting your own business in Health and Healing)
 - Business Ethics (Small Business Marketing on a Shoestring)
- Be very careful when completing these courses and submitting the final exams. Ensure all questions are answered before clicking submit.
- If you fail the final exam on any of the three courses within the 3 months, contact your instructor. They will notify the I-ACT office to have Ed2Go reset the exam at no extra charge.
- **Important:** You must complete the survey at the end of each course; failure to do so results in an incomplete, requiring payment to retake if outside the 3 months.
- If there are any issues, refer to the initial Ed2Go email from the office.
- After completing each Ed2Go course, you will receive a certificate (one for each course). These certificates are in the "Classroom" section.
- Save all three certificates on your computer and email copies to your instructor.
- Once your instructor receives all 3 certificates, they will complete the online course transcript confirming you've passed everything and will send it to the I-ACT office.

In-person training and final steps:

- You will need to complete the in-person training course with your instructor. Work with your instructor to schedule this.
- After completing all in-person training hours, your instructor will fill out the in-person training transcript and send it to the I-ACT office.
- You must provide a current CPR card (BLS - Basic Life Support, valid for 2 years) to your instructor for documentation on the transcript.
- Once the I-ACT office receives the online course transcript and the in-person training transcript, they will verify that all requirements have been completed and passed.

NBCHT testing process:

- If you are eligible, you will receive an email with instructions to set up your NBCHT final exam, including study materials. You have **one year** from the email date to take the exam.
- Do not schedule the exam until you have reviewed all the study materials.
- If you need special accommodations (i.e. quiet room, extra time, etc., you can request it through the NBCHT office. ***NOTE: translators are not special accommodations and are not permitted).
- When ready, follow the steps in the email to access the testing company's website, using the provided username and password.

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- Choose a testing location and set up a date and time to take the exam. Be aware that the location may not be close, and traveling at your own expense may be necessary via car, bus, Uber, Lyft, taxi, train, or flight.
- After completing the exam, the computer will indicate whether you passed.
- It's recommended to call the I-ACT office at 210-366-2888 to confirm your passing grade so they can verify and send your certificates promptly.
- If you do not pass, contact the I-ACT office. You will need to pay a **\$100 re-testing fee**. After payment, you'll receive a similar email with instructions to reschedule the exam. This process must be repeated each time you retake the exam, within one year of the new email.

Final certification steps after passing the NBCHT exam:

- Once you notify the office of your passing, they will send you **three certificates**:
 1. An updated **membership certificate**: Looks like your initial member packet but now shows your certification level instead of "none." The expiration date remains the same as your original membership.
 2. Your **Professional Colon Hydrotherapist certificate**: Shows the official completion date, which is the date you passed the NBCHT exam.
 3. Your **NBCHT certificate**: Valid for one year from the pass date, confirming your NBCHT credential and membership. This membership requires an annual renewal fee of \$100, separate from your I-ACT membership.
- **Important:** Ensure your I-ACT membership is current to receive these certificates. Inactive or expired memberships may prevent you from receiving your certification documents.
- After completing all requirements, you can state that you are:
 1. **I-ACT member**
 2. **I-ACT certified at the Professional Colon Hydrotherapist level**
 3. **NBCHT Credentialed**
- **Note:** Do not use any abbreviations when speaking or writing these titles.

Ongoing requirements for maintaining your certifications:

- To keep your certifications valid, you must pay both the **I-ACT and NBCHT membership renewal fees** every year when due.
- You are required to complete and document **12 CEUs (Continuing Education Units)** annually. You are responsible for tracking your CEUs.
- The I-ACT and NBCHT offices will conduct **random audits**. If selected, you'll need to submit proof of your CEUs at that time.
- If your memberships lapse, you will **lose all certifications** and cannot claim credentialed status until you pay to reinstate. Reinstatement after lapse costs more than regular renewal fees.
- **Important:** Your certifications remain valid only as long as you maintain your memberships. If you do not renew or reinstate after lapse, your certifications will become invalid, and you'll need to **repay and redo all requirements, training, and testing**.

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Here are some helpful tips for your training:

- The total program requires approximately **200 hours**. To complete it within the **6-month** timeframe, plan to work a minimum of **8 hours per week**. This can be broken down as:
 - 4 hours a day, 2 days a week
 - or 2 hours a day, 4 days a week
 - or about 1.6 hours a day, 5 days a week
- Use a **laptop or desktop computer**. Ensure your device allows **pop-ups**, as some course components may require this.
- Remember to **save your work frequently**, especially if you see pending status indicators — this means your work hasn't been saved yet.
- In the **Anatomy & Physiology (Cengage)** course, at the top of the assignments page, make sure the **"Show Hidden"** button is turned on to reveal any hidden assignments. Be sure to click on every **Expand All Arrow** for each section. This may need to be done each time you open and work in the course.