

UVU Executive Education Essential Oils Certificate Policies and Procedures

Attendance

UVU Executive Education will be offering two essential oil certifications: the **Essential Oils Advocate Certificate** and the **Advanced Essential Oils Advocate Certificate**. Each certificate is composed of 3 Courses. Each Course is hosted online and self-paced. Participants will be given 3 months to complete each Course. Participants will not be required to attend an in-person class to receive the certificate. Participants must receive an 80% on the final exam to be able to pass a Course.

Payment

Individual payments will be made through the online registration system of UVU. Organizations who would like to pay for access in bulk for their participants may request for an invoice from UVU. Any arrangement varying from this practice must be approved by UVU Executive Education. Full payment must be received by UVU prior to the start of the Course which the participant would like to attend. Refunds will not be given for a course that has been opened. If a refund is requested for a course purchased in a package only the course being refunded needs not have been started. Additional courses in the package will be charged at their original prices and not at the package discount rate.

Cancellations

Cancellation requests must be made 7 days prior to the Course start date to receive a refund. Course reimbursement will be for the full amount minus a 10% non-refundable processing fee.

If canceling less than 7 days prior to the Course start date, or you do not attend, you will forfeit the entire payment.

We reserve the right to cancel any course for insufficient enrollment or other conflicts that may arise.

Course Sequences

Certificates must be completed in sequential order. Courses within each certificate must be taken in order to receive each certificate.

Essential Oils Advocate Certificate

- Essentials of Essential Oils
- Evaluating Essential Oils
- Using Essential Oils

Advanced Essential Oils Advocate Certificate

- Current Topics and Trends in Essential Oils
- Specialized Essential Oils Applications

● Advanced Essential Oil Discussions

Completion Requirements for Essential Oils Certificate

Students must satisfactorily complete each course within each certification in order to receive each certificate. Students must receive an 80% on each course to pass and must pass all courses in a certificate. All courses for each certificate must be completed within a three-year period. Those who fail to complete all requirements within the three-year period will lose credit for all previously completed work.

Enrollment Qualifications

The UVU Executive Education Essential Oils Certificate program is open to adults (18+ years of age) who wish to expand their knowledge of essential oils.

Ethics Statement

All students are expected to demonstrate the highest personal and professional standards in taking this course. By accessing this Course you are certifying that you are completing the exam on your own with no external help from another person.

Repeating Courses

Students who do not satisfy the performance outcomes of a course may request to repeat the module to complete the outcomes. A fee will be established for these cases. Students must repeat the entire course. Authorization is subject to class availability and approval by the UVU Executive Education Director.

Disclaimer

Course outlines and topics subject to change. The Essential Oil Advocate Certificate and Advanced Essential Oil Advocate Certificate programs, including the program workbook, text book, supporting documents, and other materials (the "Program") were created by Utah Valley University ("UVU") and are based, in part, on course materials licensed from Scott A. Johnson Professional Writing Services, LLC (both of the foregoing, collectively, the "Authors"). Scott A. Johnson, principal of Scott A. Johnson Professional Writing Services, LLC, is employed by dōTERRA International, LLC, a company based in Pleasant Grove, UT that sells essential oils and other related products. The Authors provide all information on an "as is" and "as available" basis and for informational purposes only. The Authors makes no representations or warranties of any kind, expressed or implied, as to the information, materials, or products mentioned. Every effort has been made to ensure accuracy and completeness of the information contained in the Program; however, it is not intended to replace any medical advice or to halt proper medical treatment, nor diagnose, treat, cure, or prevent any health condition or disease. Always consult a qualified medical professional before using any dietary supplement or natural product, engaging in physical activity, or modifying your diet; and seek the advice of your physician with any questions you may have regarding any medical condition. Always consult your OB/GYN if you are pregnant or think you may become pregnant before using any dietary supplement or natural product, and to ensure you are healthy enough for exercise or any dietary modifications. The information contained in the Program is for educational and informational purposes

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