

Canadian Federation of Aromatherapists



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CORE CURRICULUM 2009

Canadian Federation of Aromatherapists

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Core Curriculum

Revised September 2009

Our course requirements are for:

A Minimum of 425 educational hours as outlined in this document

This Core Curriculum is for CFA Recognized Schools Only

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CORE CURRICULUM AIMS AND OUTCOMES

Aims:

- a) To provide a general basis of aromatherapy information.**
- b) To provide a basis to develop a successful aromatherapy business.**

The new core curriculum will provide a broad-based education in the areas of anatomy, physiology, pathology, essential oil characteristics and properties, organic chemistry, lymphatic drainage massage and ethical business practice.

Objectives:

Upon successful completion of this course, students will demonstrate proficiency in practical massage techniques, detailed comprehension of the above modules, and at all times - present and future - engage in a code of conduct beneficial to their clients.

Overall Outcome:

Upon successful completion of this course, the student will demonstrate proficiency in:

1. Summarizing the history of aromatherapy from ancient to modern times.
2. Comprehending the basic concepts of aromatherapy.
3. Comprehending the safe use of essential oils.
4. Comprehending the chemical properties of essential oils and applying this knowledge.
5. Developing a blend and treatment plan to address the conditions as listed in the core curriculum.
6. Comprehending essential oils in the process from harvesting to bottling.
7. Describing the therapeutic properties and use of carrier oils.
8. Describing the properties and use of hydrosols.
9. Producing a variety of personal aromatherapy products.
10. Classifying the main systems of the body and identifying the major structures of each system.
11. Identifying and differentiating the major pathologies for each body system as taught in the core curriculum.

12. Describing and comprehending the basic components of a holistic business practice.
13. Recognizing the purpose of and performing a professional consultation and assessment.
14. Differentiating how aromatherapy applies to special groups.
15. Engaging at all times in a code of conduct beneficial to their clients.
16. Performing a full body massage.

TERMINOLOGY- PROPERTIES OF ESSENTIAL OILS:

In order to become a CFA Certified Aromatherapist all students should be familiar with the following terms. Instructors may at their own discretion include additional terminology.

A abortifacient, Anthelmintic, Anticatarrhal, Antidepressant, Antirheumatic, Aphrodisiac,	Alterative, Antisudorific, Anticonvulsive, Antimicrobial, Antiseptic, Astringent,	Analgesic, Anti- allergenic, Anti-emetic, Antiphlogistic, Antispasmodic,	Anaphrodisiac, Anti- arthritic, Anti-Inflammatory, Antipruritic, Antitussive,
B actericide,	Balsamic,		
C ardiac, Cholagogue, Cordial,	Calmative, Choleretic, Cytophylactic,	Carminative, Cicatrisant,	Cephalic, Convulsant,
D econgestant, Diaphoretic,	Demulcent, Digestive,	Deodorant, Disinfectant,	Depurative, Diuretic,
E metic, Expectorant	Emmenagogue,	Emollient,	Estrogenic,
F ebrifuge,	Fungicide,		
G alactagogue,	Germicidal,		
H aemostatic, Hypnotic,	Hepatic, Hypotensive,	Hypertensive,	Hypoglycaemiant,
I nsecticide,	L axative,	M ucolytic,	N ervin
P arturient,	Prophylactic,	Pruritus	
R efrigerant,	Relaxant,	Rubefacient,	
S edative, Stimulant,	Soporific, Stomachic,	Spasmolytic, Styptic,	Splenetic, Sudorific,
T onic,	U terine,		
V asoconstrictor,	Vasodilator,	Vermifuge,	Vulnerary

ANATOMY AND PHYSIOLOGY:

Minimum 100 Hours

NOTE: The 100 hours may include a research paper, assignments and homestudy.

1. Definitions

- a) Anatomy
- b) Physiology
- c) Pathology

2. Organization of The Human Body

- a) Anatomical terms
 - position
 - directional
 - movement
 - cavities and regions

3. Cellular Structure

- a) Role
- b) Structure
 - plasma membrane
 - nucleus
 - cytoplasm
- c) Cell division
- d) Cellular movement
- e) Effects of aging and lifestyle

4. Tissues

- a) Definition
- b) Tissue classification
 - epithelial
 - nerve
 - muscle
 - connective
- c) Effects of aging and lifestyle

5. Integumentary System

- a) Structure
- b) Accessory structures
- c) General functions
- d) Skin observation e.g. colour, lesions, burns
- e) Tissue repair

- f) Effects of aging and lifestyle

6. Skeletal System

- a) Bones
 - number
 - function
 - structure
 - formation
- b) Parts
 - axial skeleton
 - appendicular skeleton
- c) Major bones of body – see diagram in core curriculum.
- d) Joints
 - definition
 - classification
 - types of synovial joints
 - i) characteristics
 - ii) functions
 - iii) fluids
- e) Effects of aging and lifestyle

7. Muscular System

- a) Function
- b) Structure
- c) Movement mechanisms
- d) Basic definitions
 - prime mover
 - antagonist
 - synergists
- e) Types of muscle e.g. skeletal, striated, cardiac
- f) Skeletal muscle
 - function
 - location of major muscles - see diagram in core curriculum
 - shapes
- g) Effects of aging and lifestyle

8. Cardio Vascular System

- a) Blood
 - function
 - constituents
 - blood types
- b) Heart
 - structure

- function
- c) Blood vessels e.g. arteries, arterioles, capillaries, venules, veins
- d) Circulation
 - pulmonary
 - systemic/portal
- e) Definitions
 - blood pressure
 - pulse rate
- f) Effects of aging and lifestyle

9. Lymphatic System

- a) Function
- b) Lymphatic circulation
- c) Lymphatic capillaries
 - comparison between lymphatic capillaries and blood capillaries
- d) Lymphatic vessels
 - thoracic ducts
- e) Lymph nodes
 - function
 - location
- f) Organs
 - thymus
 - spleen
- g) Effects of aging and lifestyle

10. Respiratory System

- a) Function
- b) Sections
- c) Physiology of respiration
- d) Effects of aging and lifestyle

11. Nervous System

- a) Structure
- b) Function
- c) Divisions e.g. ANS, CNS, Sympathetic, Parasympathetic
- d) Neurons
- e) Limbic system
- f) Effects of aging and lifestyle

12. Sensory System

- a) Function

- b) Special and general senses
- c) Sensory adaptation
 - temperature
 - touch
 - light

13. Digestive System

- a) Function
- b) Organs
- c) Accessory organs
- d) Digestive process
- e) Absorption
- f) Digestive control
 - nervous
 - hormonal
- g) Effects of aging and lifestyle

14. Endocrine System

- a) Function
- b) Glands and hormones
- c) Effects of aging and lifestyle

15. Reproductive System

- a) Male reproductive system
 - primary organs
 - andropause
- b) Female reproductive system
 - primary organs
 - menstruation
 - menopause, peri- menopause
- c) Effects of aging and lifestyle

16. Urinary System

- a) Function
- b) Organs
- c) Effects of aging and lifestyle

17. Immune System

- a) Reason for infections
- b) Defenses
- c) Immunity
- d) Effects of aging and lifestyle

PATHOLOGY:

NOTE: All underlined pathologies should be explained to students in order to make them aware of these situations even though they may not treat them. It must be stressed to all students that they should be cautious when dealing with someone with these conditions as they may be an acute or chronic pathology and in some situations may be highly contagious. “WHEN IN DOUBT, REFER OUT”

INTEGUMENTARY SYSTEM:

Acne, Eczema (wet and dry), Burns, herpes Simplex, Psoriasis, Wounds, Diaper Rash, Impetigo, Alopecia, Pressure Sores, Allergies, Shingles, Pruritus, Skin Cancer, Athlete’s Foot, Rosacea, Seborrhea

MUSCULO/SKELETAL SYSTEM:

Arthritis (OA/RA), Atrophy, Backache, Bunions, Bursitis, Cramp, Gout, Osteoporosis, Kyphosis, Lordosis, Scoliosis, Herniated Disk, Inflammation, Osteomyelitis, Fractures, Whiplash, Carpal Tunnel Syndrome, Tendinitis, Sprains, Strains, Spasm, Fibromyalgia, Torticollis, Muscular Dystrophy

CARDIOVASCULAR SYSTEM:

Arteriosclerosis, Angina, Aneurysms, Anemia, Embolism, Hypertension, Hypotension, Thrombosis, Myocardial Infarction, Stroke, Varicose Veins, Phlebitis, Hemophilia, Edema, Tachycardia, Arrhythmia, Hemorrhoids, Reynauds Syndrome

LYMPHATIC/IMMUNE SYSTEMS:

Lymphedema, Hodgkin’s Disease, Cellulite, Rhinitis, Tonsillitis, Fever, Inflammation

RESPIRATORY SYSTEM:

Common Cold, Influenza, Asthma, Bronchitis (acute and chronic), Hay Fever, Pleurisy, Pneumonia, Tuberculosis, Emphysema, Sinusitis, Tonsillitis, Lung Tumours, Pulmonary Fibrosis, Cystic Fibrosis, MRSA, SARS

NERVOUS SYSTEM:

Stress, Anxiety, Insomnia, Headaches, Multiple Sclerosis, Parkinson's Disease, Bells Palsy, Alzheimers, Epilepsy, Neuralgia, Carpal Tunnel Syndrome, Shingles, Herpes Simplex, Meningitis, Chronic Fatigue Syndrome, Cerebral Palsy, Depression, Restless leg Syndrome, Bi Polar Disorder

SENSORY SYSTEM:

Otitis externa, Otitis media, Vertigo, Meniere's disease, Tinnitus, Conjunctivitis, Sty

DIGESTIVE SYSTEM:

Constipation, Diarrhea, Hiatus Hernia, Indigestion, Diverticular Disease, Colitis, Gas, Irritable Bowel Syndrome, Ulcers, Crohns Disease, Candidiasis, Cirrhosis, Hepatitis (A, B, C), Hemorrhoids, Halitosis, Gallstones, Gingivitis, Esophageal Reflux

ENDOCRINE SYSTEM:

Diabetes, Hypoglycemia, Hyperthyroidism, Hypothyroidism, Addison's Disease, Cushing's Syndrome

REPRODUCTIVE SYSTEMS:

Sterility, Hernia, Prostatitis, Prostate Cancer, Fibrocystic Breast, Amenorrhea, PMS, Dysmenorrhea, Fibroids, Ovarian Cysts, Yeast Infections, Thrush, Pelvic Inflammatory Disease, Sexually Transmitted Diseases (Aids/HIV, Chlamydia, Gonorrhea, Syphilis, Herpes Simplex 2, Genital Warts),

URINARY SYSTEM:

Cystitis, Kidney Stones, Incontinence, Nephritis, Urethritis, Renal Failure, Prostatitis

MATERIA AROMATICA:

Minimum 40 hours

Note: The 40 hours may include a research paper, assignments and homestudy

Essential Oils

1. Definitions

- a) Aromatherapy
- b) Essential oil

2. History

- a) Ancient times to contemporary.
 - student should have a comprehensive understanding of the development of aromatherapy over the years, and important aromatics used in various time periods.
- b) Names of important people in the field both past and present:

Avicenna
Galen
Hippocrates
Dioscorides
Rene Maurice Gattfosse
Jean Valnet
Marguerite Maury
Robert and Maggie Tisserand
Len and Shirley Price
Dr. Penoel
Dr. Franchomme

3. How quality determines the results from essential oils

4. Systemic responses to essential oils:

- a) Effects on the body when used separately and blended:
pharmacological, psychological and physiological

5. Definition of terms used with essential oils:

- a) Certified organic, organic, wild crafted, selected farming, rectified, folding, quenching.
- b) Chemotypes

6. Production

- a) Methods of growing, use of pesticides
- b) Choice of plants and part used
- c) Harvesting methods
- d) Factors affecting production

7. Extraction Methods

- a) Mechanical expression
- b) Steam distillation
- c) Enfleurage
- d) Solvent extraction
- e) Carbon dioxide extraction
- f) Hydro-diffusion
- g) Maceration

8. Quality Control

- a) Methods of adulteration
- b) Proper labeling
- c) Gas chromatography
- d) Reputation of supplier
- e) Storage/shelf life of essential oils - do's and don'ts
- f) Climate/environmental conditions - and their effects on chemotypes
- g) How to buy essential oils

9. Botany

- a) Taxonomy
- b) Variety - difference between a subspecies and a forma
- c) Cultivar, chemotype and hybrid
- d) General characteristics of these families:

Annonaceae, Burseraceae, Compositae/Asteraceae, Cupressaceae, Geraniaceae, Gramineae/Poaceae, Labiatae/Lamiaceae, Lauraceae, Myristicaceae, Myrtaceae, Oleaceae, Pinaceae/Abietaceae, Piperaceae, Rosaceae, Rutaceae, Santalaceae, Stryacaceae, Umbelliferae/Apiaceae, Zingiberaceae.

- also as related to the essential oils in the core curriculum
- underlined names will be those recognized

10. Toxicity

- a) Definition and difference between acute and chronic
- b) Understanding which essential oils are safe to use, which to avoid or use with caution

- c) How to recognize neuro, hepato, dermal, and oral toxicity
- d) Difference between toxicity, irritation and sensitization
- e) Photosensitization

11. Special Safety Considerations

- a) Different age groups (infant, child, geriatric, etc.)
- b) Pregnancy, childbirth, nursing mothers
- c) Puberty and menopause
- d) Epilepsy
- e) Hepatitis
- f) Asthma
- g) Diabetes
- h) Alcohol and drug use
- i) AIDS

12. Blending

- a) Synergy principal
- b) Odour profiling - citrus, woody, floral etc.
- c) Personalizing a blend - types: perfume, office, home, therapeutic, emotional, spiritual, skin care.
- d) Sample recipes for above
- e) Concept of top, middle and base note (i.e. Piesse scale, G.W.S. Piesse 1855)
- f) Blending at different dilution rates (reasons for: special safety considerations, esthetics)
- g) Quenching
- h) Special safety considerations

13. Carrier Oils

1. Definition
2. Their use, storage and approximate shelf life
3. Description of the oil, botanical name, specific qualities that make it unique (vitamin - A, D, E & K, mineral and acid content - oleic, palmitoleic, linoleic, palmitic, etc.)
4. Expanded information on vitamin, mineral and acid content of carrier oils.
5. Use, reasons, percentages
6. Allergic reactions: nuts, phenols, etc.
7. Absorption of essential oils in carriers

Students must be versed in the following carrier oils and how to use them to increase the effectiveness of the blend: "A" & "B" lists:

A List

"A" list - Unmarked - must be known for exam but all taught.

Sweet Almond	Apricot
Wheatgerm	Coconut, Fractionated
Evening Primrose	Coconut, Solid
Joboba	Sesame
Olive	Rose Hip Seed
Avocado	Grapeseed
Sunflower	Hazelnut
Macademia Nut	Safflower
Soya	

B List

Borage	Kukui
Callophyllum	Castor

**THE ABOVE MENTIONED CARRIER OILS ARE REQUIRED.
INSTRUCTORS MAY, AT THEIR OWN DISCRETION, INCLUDE
ADDITIONAL CARRIER OILS.**

14. Infused Oils

- a) What they are and how to make them
- b) How to avoid botulism (the addition of antioxidants - Vitamin E or Rosemary Oleoresin)
- c) Botanical name

Calendula	Carrot Root/Tissue	St. John's Wort
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15. Hydrosols

- 1. What they are and how they are made
- 2. Major uses and benefits for them
- 3. Botanical names for them
- 4. Approximate shelf life

Chamomile	Eucalyptus	Geranium
Lavender	Orange Blossom	Peppermint
Rose	Rosemary	Witch Hazel
Tea Tree		

THE ABOVE MENTIONED HYDROSOLS ARE THE REQUIRED HYDROSOLS. INSTRUCTORS MAY, AT THEIR OWN DISCRETION, INCLUDE ADDITIONAL HYDROSOLS.

AROMATIC CHEMISTRY:

Minimum 25 Hours

1. Chemistry

- a) Definitions
 - chemistry
 - organic chemistry
- b) Comparison between chemistry and organic chemistry
- c) Organic matter
 - solid
 - liquid
 - gas
- d) Understanding why aromatic chemistry is crucial to understanding how essential oils biologically act on different hosts
- e) Why natural products and chemicals may be hazardous

2. Chemical Building Blocks

- a) Atomic theory
- b) Definitions
 - elements
 - atom
 - molecule
 - compounds
 - chemical bonding
- c) Types of atoms in essential oils
 - hydrogen
 - carbon
 - oxygen
- d) Structure of atoms
 - nucleus
 - neutrons
 - protons
 - electrons

3. Functional Groups

- a) Examples
 - terpenes
 - sesquiterpenes
 - alcohols
 - phenols

- aldehydes – aliphatic/aromatic
- ketones
- acids
- oxides

- esters
- ethers
- lactones/coumarins

- b) Physical and chemical properties for each group
- c) Therapeutic properties for each group
- d) Chemical components associated with each group
- e) Examples of essential oils which represent each group
- f) Chemical structure of each group
- g) Contraindications of each group

4. Essential Oils

- a) Comparing 2 – 3 essential oils to determine therapeutic properties
- b)** Comparison of chemical and therapeutic properties for chemotypes e.g. basil, rosemary, thyme

ESSENTIAL OILS:

Minimum 80 Hours

NOTE: The 80 hours may include assignments, home study and research projects.

Students should be familiar with the following information on each essential oil:

1. Botanical Name, Plant Family and Country of Origin
2. Essential Oil Notes: Top/Middle/Base (Related to Food & Fragrance Industry)
3. Functional Groups: Aldehydes, Ketones, etc.)
4. Main Properties
5. How Properties Relate to Body Systems
6. Methods of Use
7. Physical/Emotional/Spiritual Use
8. Portion of Plant Used and Distillation Method
9. Safety Precautions

REQUIRED ESSENTIAL OILS: Recommended minimum of (30) minutes instruction to be spent on each essential oil. (The list of required essential oils follows.)

NOTE: Some essential oils have many synonyms. Instructors may choose appropriate botanical names and at their own discretion, include additional essential oils and/or specific chemotypes.

We recommend an “A” and “B” list of essential oils. **Only “A” list oils will be tested.**

Angelica Root - *Angelica archangelica* (B)

Basil (*Ocimum basilicum*)

Bay Laurel - *Laurus nobilis* (B)

Bay, West Indian – *Pimenta racemosa* (B)

Benzoin - *Styrax benzoin*

Bergamot - *Citrus bergamia*

Black Pepper - *Piper nigrum*

Cajeput - *Melaleuca leucadendron*, *Melaleuca cajuputi*

Cardamom - *Elettaria cardamomum* (B)

Carrot Seed - *Daucus carota*

Cedarwood, Virginian - *Juniperus virginiana* (B)

Cedarwood, Atlas - *Cedrus atlantica*

Chamomile, German - *Matricaria recutita*

Chamomile, Roman - *Chamaemelum nobile*, *Anthemis nobilis*

Cinnamon Bark - *Cinnamomum zeylanicum*

Cinnamon Leaf - *Cinnamomum zeylanicum*

Clary Sage - *Salvia sclarea*

Clove Bud – *Syzygium aromaticum*, *Eugenia aromaticum*, *Eugenia caryophyllata*,
Eugenia caryophyllus

Coriander - *Coriandrum sativum*

Cypress - *Cupressus sempervirens*

Eucalyptus - *Eucalyptus globulus*

Eucalyptus - *Eucalyptus radiata*

Eucalyptus - *Eucalyptus dives*

Fennel, Sweet - *Foeniculum vulgare*

Fir Needle - *Abies alba* (B)

Frankincense - *Boswellia carteri*

Galbanum - *Ferula galbaniflua* (B)

Geranium - *Pelargonium graveolens*

Ginger - *Zingiber officinale*

Grapefruit - *Citrus paradisi*

Helichrysum/Immortelle - *Helichrysum angustifolium*, *Helichrysum italicum*

Hyssop – *Hyssopus officinalis* var. *decumbens* (B)

Jasmine - *Jasminum grandiflorum*

Juniper Berry - *Juniperus communis*

Lavandin - *Lavandula x intermedia* (B)

Lavender (True) - *Lavandula angustifolia*

Lemon - *Citrus limon*

Lemongrass – *Cymbopogon citratus*

Lime - *Citrus aurantifolia*

Mandarin - *Citrus reticulata*

Marjoram, Sweet - *Origanum marjorana*

Melissa - *Melissa officinalis*

Myrrh - *Commiphora myrrha*

Myrtle - *Myrtus communis*

Neroli - *Citrus aurantium* var. *amara*

Niaouli - *Melaleuca veridiflora*

Nutmeg – *Myristica fragrans* (B)

Orange, Bitter - *Citrus aurantium* var. *amara*

Orange, Sweet - *Citrus sinensis*

Palmarosa - *Cymbopogon martinii*
Patchouli - *Pogostemon cablin*
Peppermint - *Mentha piperita*
Petitgrain - *Citrus aurantium* var. *amara*
Pine, Scotch - *Pinus sylvestris*

Ravintsara - *Cinnamomum camphora*
Rose - *Rosa damascena*
Rosemary - *Rosmarinus officinalis*
Rosewood – *Aniba roseodora* (B)

Sage - *Salvia officinalis*
Sandalwood - *Santalum album*
Spruce, Canadian Black - *Picea mariana*
Spruce (Hemlock) - *Tsuga canadensis*

Tea Tree - *Melaleuca alternifolia*
Thyme, Red - *Thymus vulgaris*

Vetiver - *Vetiveria zizanoides*

Yarrow - *Achillea millefolium*
Ylang-ylang - *Cananga odorata*

USING ESSENTIAL OILS:

- 1. Methods of absorption**
 - a) Cutaneous
 - b) Olfactory

- 2. Methods of use**
 - a) Baths (foot, sauna, steam, sweat lodge, etc.)
 - b) Compresses
 - c) Diffusers
 - d) Environmental fragrancing
 - e) Massage
 - f) Poultices
 - g) Scalp and hair treatments
 - h) Steam inhalations.

- 3. Definition of medical aromatherapy:**
 - a) Internal vs. external use
 - b) Precautions

EXPANDED APPLICATION OF AROMATHERAPY:

Minimum 35 Hours

NOTE: The 35 hours may include a research paper, assignments and homestudy.

1. Infants and Children

- a) Safety
- b) Dilution Rates
- c) Recommended Essential Oils
- d) Specific Conditions:
 - diaper rash
 - colic
 - teething
 - childhood illnesses – measles, mumps, chicken pox
- e) Methods of Use

2. Female Client

A. Pregnancy to Post Partum

- a) Benefits of Aromatherapy
- b) Pregnancy Massage
- c) Recommended Essential Oils
- d) Aromatherapy and Childbirth
- e) Specific Conditions
- f) Safety

B. Peri Menopause to Menopause

- a) Definitions:
 - peri menopause
 - menopause
- b) Benefits of Aromatherapy
- c) Specific Conditions:
 - hot flashes
 - night sweats
 - mood swings
 - insomnia
 - physical changes
- d) Recommended essential oils
- e) Methods of use

3. Teenage Clients

- a) Benefits of Aromatherapy
- b) Safety
- c) Dilution Rates
- d) Recommended Essential Oils
- e) Special Conditions - stress
 - acne
 - painful periods
- f) Methods of Use

4. Male Client

- a) Benefits of Aromatherapy
- b) Special Needs - andropause
- c) Recommended Essential Oils
- d) Methods of Use

5. Palliative Care

- a) Definitions - palliative care
 - acute and chronic pain
- b) Aromatherapy and Pain Management
- c) Methods of Use
- d) Recommended Essential Oils

6. Long Term Care Facility (Nursing and Retirement Homes)

- a) Objectives
- b) Specific Conditions:
 - restlessness
 - anger
 - isolation
 - constipation
 - pain management
 - dementia/alzheimers
- c) Methods of Use

7. Cellulite Treatments

- a) Definition
- b) Clinical Features
- c) Recommended Essential Oils
- d) Role of Aromatherapy
- e) Treatment - exercise
 - massage
 - diet

8. Aroma Facials

- a) Preparation
- b) Skin Types
- c) Recommended Essential Oils
- d) Products
 - cleansers
 - toners
 - masks
 - moisturizers
- e) Clay
 - types
 - role
- f) Aroma Facial Technique

9. Hands On Preparation

- a) Bath Products
- b) Beauty Products
- c) Compresses
- d) Poultices

10. Subtle Aromatherapy:

- a) Definition
- b) Chakras and Aromatherapy
- c) How to use

11. Canadian Labeling regulations:

- a) Laws
- b) Implications to Aromatherapy
- c) Information Required
- d) How To Read

BUSINESS PRACTICE:

Minimum 30 hours

Note: The 30 hours may include a research paper, assignments and home study

1. Business Management

- a) Business plan formulation,
 - short and long term goal-setting techniques
 - strategic planning
 - designing your own facility
 - location, hours of business, zoning
 - equipment
 - supplies required
 - approximate start-up costs
- b) Importance of a clean / hygienic work environment
- c) Personal and professional ethics
- d) Personal safety

2. Marketing

- a) Developing a business website
- b) Promotion - brochures, business cards, health fairs
- c) Marketing principles, target markets, creative self-marketing
- d) Networking techniques - including referral networking
- e) Creating professional alliances with other professionals and the medical profession
- f) Barriers to success - time management principles

3. The Practice

- a) Transition from student to practitioner
- b) Business options/types
 - sole proprietor
 - partnerships
 - incorporation
 - advantages and disadvantages of each of the above
 - employee
 - independent contractor (ie. long-term care facilities, spas, etc.)
 - benefits, legal and ethical requirements of each
- c) Client scheduling and setting fees for services rendered
- d) Exchanging services with other practitioners - the barter system and how it works
- e) Client record keeping and updates
 - creating consultation and client records
 - follow up on health / condition status
- f) Communication skills, connecting with and retaining clients

g) Characteristics of a successful clinic

4. The Legalities

- a) Provincial legislation
- b) Financial management,
 - basic do's and don'ts
 - recession proofing a practice
 - bookkeeping practice
 - claiming business expenses
 - provincial, federal and business taxes (personal or corporate)
 - applications for licensing
- c) Insurance - general, malpractice and product liability
- d) Importance of membership and active participation in a professional association.
- e) Importance of continuing to develop their skills (Continuing Education Credits)
- f) Current First Aid and current CPR (need for and requirement for practicing)

5. CFA Code of Ethics and Standards of Practice

BODYWORK:

Minimum 55 Hours

1. Massage Techniques:

- a) Types of strokes (effleurage, petrissage, frictions etc)
- b) Purpose of strokes
- c) Lymphatic drainage
- d) Treatment protocol

2. Personal Technique:

- a) Posture, breathing
- b) Safety
 - strengthening techniques for back, shoulders, arms, hands, and legs
- c) Hygiene/precautions (practitioner and client)
- d) Practitioner self care – i.e. taking care of the care giver

3. The Client:

- a) Developing a therapeutic relationship
- b) Detoxification reactions
 - what to expect
 - how to cope with reactions
- c) Interview skills and assessment technique (verbal and physical)
- d) Importance of a health record
- e) Developing a health record
- f) Holistic connection
 - educating client on impact of thoughts and emotions on health
- g) Creating a healing environment

CASE STUDIES:

Minimum 60 Hours

NOTE: It is estimated that each case study will take a minimum of 2 hours. This unit must be completed by **all** students.

1. Each student must complete 30 case studies that are completely documented
2. Three clients should be seen at least three times to develop a relationship with on going clientele and to give feedback to practitioner
3. Documentation should include home care and follow up

Case studies will count towards course hours.

Practical Assessment Form

To be Completed by the Instructor/Examiner

Student Name: _____ Date: _____

Tel. No./Email: _____

Instructor/Examiner: _____

Evaluation Scale:

1 = very poor 2 = poor 3 = adequate 4 = good 5 = excellent

Pre Treatment Preparation

- | | | |
|--|---|---|
| 1. Did the student arrive in plenty of time to set up the room? | Y | N |
| 2. Was the student professionally attired? | Y | N |
| 3. Was set up complete when the client arrived? | Y | N |
| 4. Were supplies, including assessment sheet, ready and handy? | Y | N |
| 5. Was the client made to feel easy? | Y | N |
| 6. Did the student complete a thorough consultation? | Y | N |
| 7. Did the student portray a professional attitude? | Y | N |
| 8. Was the treatment procedure explained to the client? | Y | N |
| 9. Were instructions clear for disrobing and positioning the client for treatment? | Y | N |
| 10. Did the student wash his/her hands? | Y | N |

** The student must have a t least 7 YES answers out of 10.

Practical Massage/Treatment Techniques

- | | | | | | |
|--|---|---|---|---|---|
| 1. Back | 1 | 2 | 3 | 4 | 5 |
| 2. Back of legs | 1 | 2 | 3 | 4 | 5 |
| 3. Draping technique for turning client over | 1 | 2 | 3 | 4 | 5 |
| 4. Face and head | 1 | 2 | 3 | 4 | 5 |
| 5. Head and shoulders | 1 | 2 | 3 | 4 | 5 |
| 6. Abdomen | 1 | 2 | 3 | 4 | 5 |
| 7. Front of legs | 1 | 2 | 3 | 4 | 5 |
| 8. Arms and hands | 1 | 2 | 3 | 4 | 5 |
| 9. Draping technique throughout treatment | 1 | 2 | 3 | 4 | 5 |

General Guide: The student must receive a 3, 4 or 5 in at least 7 of the above 10 categories

SUMMARY

1, Did the student behave in a professional manner?	1	2	3	4	5
2. Organization of session: supplies handy etc.	1	2	3	4	5
3. Massage pace (too fast, too slow)	1	2	3	4	5
4. Handled transition between body segments	1	2	3	4	5
5. Skill in application of techniques	1	2	3	4	5
6. Body posture of student during massage	1	2	3	4	5
7. Appropriate selection of essential oils	1	2	3	4	5
8. Appropriate selection of carrier oil(s)	1	2	3	4	5
9. Appropriate % dilution	1	2	3	4	5
10. Overall blend	1	2	3	4	5

Examiner's comments on overall aroma-massage performance: _____

Suggestions and recommendations given to the student: _____

Examiner's Final Mark on Practical Exam: _____ %

Examiner's Signature: _____

SUGGESTED READING:

Essential Oils, Carrier Oils & Hydrosols:

- The Complete Guide to Aromatherapy, Salvatore Battaglia – 2nd. Edition
- Aromatherapy for Health Professionals, Shirley & Len Price – 2nd. Edition
- Advanced Aromatherapy, Kurt Schnaubelt
- Medical Aromatherapy, Kurt Schnaubelt
- Natural Home Health Care Using Essential Oils, Dr. Penoel & Rose-Marie Penoel
- The Practice of Aromatherapy, Jean Valnet, M.D.
- Essential Oils In Colour, Rosemary Caddy
- Carrier Oils for Aromatherapy & Massage, Len Price with Ian Smith & Shirley Price
- Hydrosols – The Next Aromatherapy, Suzanne Catty
- The Directory of Essential Oils, Wanda Sellar
- Aromatherapy an A-Z, Patricia Davis, 2nd. Edition
- The A-Z of Essential Oils, Joy E. Bowles
- Clinical Aromatherapy, Jane Buckle
- Aromatherapy Workbook, Marcel Lavabre
- To Heal and Tend The Body, Robert Tisserand
- Secretary Structures of Aromatic and Medicinal Plants, Katerina and Tomas Svoboda

Subtle Aromatherapy:

- Aromatherapy Scent and Psyche, Peter & Kate Damian
- Subtle Aromatherapy, Patricia Davis
- Aromatherapy for Healing The Spirit, Gabriel Mojay
- The Blossoming Heart, Robbi Zeck, 2nd. Edition
- Aromatherapy and Your Emotions, Shirley Price
- Aromatherapy Insight Cards, Jennifer Jeffries
- Aromatherapy for The Soul, Valerie Ann Worwood
- Aromatherapy and Subtle Energy Techniques, Joni Keim Loughran & Ruah Bull
- The Fragrant Heavens, Valerie Ann Worwood

Pregnancy:

- Clinical Aromatherapy for Pregnancy and Childbirth, Denise Tiran
- Aromatherapy Through Your pregnancy, Frances R. Clifford
- Aromatherapy and Massage For Mother and Baby, Allison England
- Aromatherapy The Pregnancy Book, Jennie Supper
- Aromatherapy for Babies and Children, Shirley Price & Penny Price Parr

Chemistry:

- The Chemistry of Aromatherapeutic Oils, Joy E. Bowles
- Essential Chemistry for Safe Aromatherapy

Skin Care/Beauty

- Aromadermatology, Janetta Bensouilah & Phillippa Buck
- Making Aromatherapy Creams & Lotions, Donna Marie
- Aromatherapy Handbook for Beauty, Hair and Skin Care, Erich Kellar
- Aromatherapy for The Beauty Therapist, Valerie Ann Worwood
- Do It Yourself for Pure Plant Skin Care, Carolyn Stubbin
- Skin Deep, Margaret Dinsdale
- The Healing Powers of Clay, Michel Abehsera
- Organic Body Care Recipes, Stephanie Tourles
- Natural Beauty Recipe Book, Gill Farrer-Halls

Business:

- Business Mastery, Cherie Sohnen-Moe
- One Year To A Successful Massage Practice, Laura Allen

Anatomy, Physiology, Pathology:

- The Human Body In Health and Disease, Barbara Janson Cohen, 11th. Edition
- The Merck Manual of Medical Information
- Anatomy and Physiology – The Easy Way, Edward I. Alcamo
- Trail Guide To The Body, Andrew Biel
- The Encyclopedic Atlas of The Human Body, Raincoat Books
- Anatomy Colouring Books