Course Registration Policies
(Including admission requirements, registration procedures and cancellation policies)

Course of Study and Admissions Policy for Arvigo Institute Classes

The Arvigo Institute, LLC (AI) provides education and training in The Arvigo Techniques of Maya Abdominal Therapy®. The Arvigo™ Techniques are inspired by the ancient Maya technique of abdominal massage as learned by Dr. Rosita Arvigo, DN through her apprenticeship with Don Elijio Panti of Belize. Combining this learning with her training as a naprapath and 35 years of study and experience in natural healing modalities, Dr. Arvigo developed the techniques bearing her name which incorporate a traditional and holistic approach to therapeutic health care that includes massage, anatomy and physiology, traditional herbal remedies, nutrition, and emotional and spiritual healing.

All Arvigo™ Institute Trainings are taught either by Dr. Arvigo or Arvigo Institute Certified Teachers.

The Arvigo Institute is a CE provider for: Massage Therapy (NCBTMB), Midwifery (MEAC) and Acupuncture (NCAAOM). Refer to the website for details.

One Day Introductory Training “Hands on Health the Maya Way”

This introductory, one day course provides the participant with a fundamental overview of the anatomy and physiology of the abdominal cavity, history and lineage of the Arvigo techniques and hands on application of the techniques for one's self.

This course does not qualify the Professional Practitioner to advance on to Professional Care Training. Self-Care Training is a prerequisite for advancement to Professional Care Training.

Prerequisites: Anyone may register for this class. No prior training or licensing is required.

Level One: Self-Care Training (SCT)

This 2 and 1/2 day class prepares the student to perform The Arvigo Techniques of Maya Abdominal Therapy® on him/herself only. Additionally, this class is a prerequisite to enrollment in the Professional Care Training for licensed healthcare practitioners.

Self-Care Training covers anatomy and physiology of the abdominal and reproductive organs, addresses causes and symptoms of mal-positioned organs and demonstrates self-care techniques. Self-Care also addresses herbal, nutritional, spiritual and emotional support for the massage techniques to ensure comprehensive understanding of the modality and how it contributes to wellness.

Prerequisites: Anyone may register for this class. No prior training or licensing is required.

Level Two: Professional Care Training (PCT)

This 5 and 1/2 day class follows Self-Care Training and develops the skill required for a health care professional to apply the Arvigo™ Techniques in their practice. This course applies a multi-system approach (anatomy and physiology, lymph, circulatory, etc.) in demonstrating bodywork techniques, addressing herbal and nutritional support, and spiritual and emotional support. Practice development, discussion of clinical challenges, and ongoing support are important activities of this training.

Prerequisites for PCT

- Completion of Level One: Self Care Training
Possession of a license or other credential issued by a regulating authority showing the applicant has the right to practice bodywork on clients, or where not regulated by law, evidence of professional training acceptable to the Arvigo™ Institute, LLC. The Arvigo™ Institute must receive a copy of this document before the student may attend class.

Copy of professional resume, curriculum vitae or bio.

Examples of accepted professions include: Massage Therapy, Nursing, Medical Doctor, Midwife, (CPM, RM, CNM), Naturopath, Acupuncture, Chiropractor, Naprapath, Nurse Practitioner, Physician Assistant, etc.

Other modalities can be supportive of the Arvigo™ Techniques, but they are not, by themselves, considered qualifications for admission to Professional Care Training. Examples are: Reiki, herbal studies, healing touch, therapeutic touch, etc.

Be aware that The Arvigo™ Techniques are a therapy modality and not regarded by health or bodywork professions or by Dr. Arvigo as an entry-level training program. It is considered a continuing education program for practicing health care professionals.

Pursuant to that, applicants must satisfy all regulations (municipal, state or province, country) which apply where they work professionally. Where a profession is regulated, all applicants must possess a valid credential issued by the regulating authority. Where a profession is not regulated, the Arvigo Institute requires completion of post secondary education in anatomy and physiology and related coursework acceptable to the Arvigo Institute. The Arvigo Institute reviews each applicant’s qualifications prior to granting admission to the training. It is each applicant’s responsibility to provide this information as directed by the Arvigo Institute office. For additional information contact the office.

**Level Three: Certification Training**

Certification Training (CT) is a 4 and ½ day training that builds upon the knowledge and skill learned in PCT. Practitioners intending to attend Certification Training complete a required number of case studies from among their work with clients. The CT workshop refines Practitioner skills using an in-depth review of the skills learned in Professional Training, introduction of new clinical applications of the Techniques, and a case study peer review process to build practitioner understanding and insight into how to address client health and wellness. Presently, Certification Training is taught only by Dr. Arvigo.

**Prerequisites:** Candidates who have successfully completed Professional Care Training, submitted the required number of case studies and are a current member of the Maya Arvigo International Association (MAIA) are eligible to attend this training.

**Requisites for Completing Certification**

- Completion of required Case Studies. Refer to Case Study Process document.

Certification is awarded upon completing Certification Training and completing the required case studies.

**Advanced Clinical Trainings**

These advanced trainings are for Arvigo™ practitioners and focus on enhancing current knowledge base and skills for improved clinical application. The agenda includes discussion and skill building sessions on a variety of topics such as male health, gastrointestinal issues, pregnancy massage, herbal support, etc. Completion of Professional Care Training is required to attend.

**Arvigo Teacher Training**

Teacher training offers the Certified Practitioner advanced training and preparation for offering The Hands on Health the Maya Way Training and the Arvigo Self-Care Training. The training includes knowledge base of the Arvigo Techniques, a written examination, and development and evaluation of presentation skills.

**Prerequisites:** Candidates who have successfully completed the Certification Program and completed one year as a Certified Practitioner may complete an application for this training.
Documentation Requirements

Documentation required for admission to Arvigo™ Trainings is generally required to be received in the Arvigo Institute office no later than 30 days before the first day of the training unless other arrangements have been made with the Institute Office in advance. Failure to submit required documents may result in being denied entry to the training.

Registration Procedures

To Register:

- Via our secure web site: www.arvigotherapy.com
- Call the office 603-588-2571 between 9 am and 2 pm EST

Payments Accepted:

- Credit Card: MC, VISA, and Discover.
- Checks are made payable to The Arvigo Institute, LLC (mail to above address) if paying by check your registration will be secured when the check is cleared.

Our classes are not appropriate for young children and/or infants to attend. If you are in need of childcare during the class, you are required to bring a responsible adult to provide childcare at your expense. Know that our venue sites may/may not be able to accommodate these situations.

Hands on Health and Level One Self-Care Training

- Payment in full is expected at time of registration.
- Please contact the Teacher directly for details about the class, i.e. location, schedule, lodging, etc.

Registration Policy for Hands on Health and Self-Care Trainings held the United States.

For Hands on Healing the Maya Way Trainings, persons must register with the Arvigo Office and pay the applicable deposit. Deposits are non-refundable and non-transferable. The balance for each class is paid directly to the teacher according to the process and means specified by the teacher. Persons registering for such classes must contact the teacher for information.

For Self Care Training classes, persons must register with the Arvigo Office and pay the applicable deposit. Deposits are non-refundable and non-transferable. The balance for each class is paid directly to the teacher according to the process and means specified by the teacher. Persons registering for such classes must contact the teacher for information.

Advanced Trainings (All trainings except for Hands on Health and Level One Self-Care Training)

- Deposit of $300USD is required to reserve your space in a training.
- Belize workshops: $450 USD deposit is required
- Deposits are non-refundable and non-transferable.
- Balances must be paid in full on or before 30 days prior to the first date of the class.
- Belize workshops: Balances must be paid in full on or before 45 days prior to the first date of the class.

Cancellation Policies

One Day Training (Hands on Health the Maya Way) Cancellation Policy

Registrations for this course are non-refundable and non-transferable. If the course is cancelled by the Arvigo Institute, your balance will be refunded or will be transferred to another course at your option.

Self-Care Class Training Cancellation Policy

- No refunds or transfer of funds is available if you cancel with 14 days or fewer remaining before the first day of class.
• For cancellations made with more than 14 days remaining before the first day of class, a refund or transfer of funds to another class is limited to funds paid on account in excess of a $100 administrative fee which will be held back.

• If the Certified Self Care Teacher cancels the class, all funds paid are either refunded or transferred to a future class at your option.

• The Arvigo Institute, LLC and the Teachers are not responsible for costs incurred that were not paid directly to the Arvigo Institute. Such costs may include, but are not limited to, travel, lodging, meals, etc.

• The Arvigo Institute, LLC and the Teachers reserve the right to cancel any class up to 14 days prior to the class start date.

• Additional refund may be applicable as required by NH POS 1111.

Professional Care, Certification, Advanced, and Teacher Trainings Cancellation Policy for Classes Held in the U.S.

• Deposits are non-refundable and non-transferable.

• Balances must be paid in full by 30 days prior to the starting date of the class.

• No refunds or transfer of funds is available if you cancel with 30 days or less remaining before the first day of class.

• For cancellations made with more than 30 days remaining before the first day of class, a refund or transfer of funds to another course is limited to funds paid on account in excess of the applicable deposit.

• The Arvigo Institute, LLC reserves the right to cancel any class up to 14 days prior to the class start date.

• If the Institute cancels a class all funds on deposit are either refunded or transferred to a future class at your option.

• The Arvigo Institute, LLC and the Teachers are not responsible for costs incurred that were not paid directly to the Arvigo Institute. Such costs may include, but are not limited to, travel, lodging, meals, etc. Plan your travel needs accordingly.

• Additional refund may be applicable as required by NH POS 1111.

Belize Trainings Cancellation Policy

Because of high demand for Belize classes, we are initiating a separate Cancellation Policy for these trainings.

• Deposits are non-refundable and non-transferable.

• All balances must be paid 45 days prior to the starting date of a class.

• No refund or transfer of funds is available if you cancel within 45 days of the first day of class.

• For cancellations made more than 45 days before the first day of class, a refund or transfer of funds to a different class is limited to funds paid on account in excess of the applicable deposit.

• The Arvigo Institute, LLC reserves the right to cancel any class up to 14 days prior to the class start date.

• If the Institute cancels a class all funds on deposit are either refunded or transferred to a future class at your option.

• The Arvigo Institute, LLC and the Teachers are not responsible for costs incurred that were not paid directly to the Arvigo Institute. Such costs may include, but are not limited to, travel, lodging, meals, etc. Plan your travel needs accordingly.

• Additional refund may be applicable as required by NH POS 1111.