

# GROUP LEADER APPLICATION

Nutritional Therapy Practitioner  
Training Program

May 2019



Nutritional  
Therapy  
Association

# GROUP LEADER APPLICATION

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## Form Instructions

### READ & COMPLETE ALL INFORMATION CAREFULLY

To apply to be a Group Leader (GL) for one of the Nutritional Therapy Association's NTP 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 **April 5<sup>th</sup>, 2019, 5pm Pacific Time (UTC-8)**. We appreciate you sending in your application as early as possible.

E-Mail	Fax	Mail
<a href="mailto:tawana@nutritionalththerapy.com">tawana@nutritionalththerapy.com</a>	+1-360-528-2564	PO Box 354, Olympia, WA, 98507, USA

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## Becoming a Group Leader

### ROLE OF A GROUP LEADER

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

Group Leaders play an important role in the classroom:

- They provide invaluable support to Instruction Teams.
- They help NTP students better learn the Functional Evaluation through more one-on-one, hands-on help.
- They help proctor the midterm and final examinations, freeing up more classroom time for learning.

Group Leaders are also encouraged to answer questions on the forums and attend the Q&A calls, though this is not required.

### SELECTION PROCESS AND TIMELINE

Group Leader participation is reserved for applicants who:

- Commit to the NTA's mission of *Empowering Individuals, Cultivating a Tribe, and Healing the World*.
- Have deep knowledge of NTP curriculum and strong Functional Evaluation skills.
- Always put student needs first.
- Are current in their certification and NTA membership.

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

The number of Group Leaders selected for each class is based on the number of enrolled students, with an ideal ratio of one Group Leader per each student pair.

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

### PROGRAM DATES & ATTENDANCE REQUIREMENTS

The NTP program begins May 6<sup>th</sup>, 2019 and ends in February of 2020. To receive full Group Leader Benefits (see page 3), volunteers must attend **all three** workshops. To ensure you do not have any date conflicts before applying, please see [NutritionalTherapy.com/Locations](http://NutritionalTherapy.com/Locations) for specific workshop dates for your selected venue.

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## 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.)

### NTP CERTIFICATION

Date of Graduation\*

Venue (City)\*

Lead Instructor\*

### GROUP LEADING EXPERIENCE

Have you volunteered as a Group Leader before?

Yes

No

If yes, in what class(es)?

Have you ever been dismissed as a Group Leader?

Yes

No

If yes, in what class(es)?

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## GOALS

Why are you interested in becoming a Group Leader? 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 NTP 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.


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## GL Benefits & Expectations

### FULL GL BENEFITS

Group Leading is a volunteer position, and accepted GL applicants who attend all three workshops receive the following benefits after their group leading year is complete:

- **24 CEUs:** Group Leaders who attend all three workshops will receive 24 Continuing Education Units, the amount required to keep one's NTA membership active for each 2-year recertification period.
- **50% Discount to the NTA Annual Conference:** GLs get an exclusive 50% off the full-price ticket to the NTA Annual Conference (\$250 value) *or* 50% off the conference recordings.
- **1 Year Free NTA Graduate Membership:** GLs will receive a free year of Graduate Membership with the Nutritional Therapy Association (\$99 value).
- **1 Year Free Subscription to Nutri-Q:** GLs will receive a free year's subscription to Nutri-Q, the NTA's online Nutritional Assessment Questionnaire software (\$60 value).

**Please note these benefits can only be obtained after completion of the Group Leader year.** For example, if you volunteer as a group leader in a September to June 2019 class, you get the discounted price to the NTA's Annual Conference in March 2020, not in March 2019.

### PARTIAL BENEFITS

Attendance is mandatory at all three workshops. Group Leaders can miss a maximum of 1 workshop day (8 hours), but the absence must be approved ahead of time by the Lead Instructor.

NTP Instruction Teams and students depend on Group Leaders and it is our hope for the sake of the class that you can attend all 3 workshops and earn full GL 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:** You are allowed to miss one excused day of a workshop weekend and still receive full benefits.
- **2 Absences:** 24 CEUs + 1 Year Free Graduate Membership to the Nutritional Therapy Association
- **3 Absences:** 12 CEUs + 1 Year Free Graduate Membership to the Nutritional Therapy Association
- **4 Absences:** 12 CEUs
- **5 Absences:** No GL benefits.

*By signing below, I confirm I understand that the full Group Leader 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

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## Course Dates and Venues

### NTP PROGRAM COURSE DATES

- **Registration Deadline:** April 5<sup>th</sup> 2019
- **Course Starts:** May 6<sup>th</sup> 2019
- **Course Ends:** February 2020

### VENUES

Classes are available in the following cities during the May to Feb 2020 cycle. We recommend registering as early as possible as class sizes are limited. Please check only **one** venue.

Chicago, IL

Denver, CO

Vancouver, WA

Philadelphia, PA

Sydney, AU

## 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 [nta@nutritionalthrapy.com](mailto:nta@nutritionalthrapy.com). If we receive this written notice, any image that you appear in will not be used in any of our materials.

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## GL Workshop Code of Conduct

### GROUP LEADER ROLES & REQUIREMENTS

Group Leaders are expected to adhere to the following standards of conduct in order to maintain the integrity of the NTA and NTP 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 *GL Workshop Code of Conduct* section to indicate you have read and understood each item.

- The primary role of GLs is to help students learn the curriculum and Functional Evaluation.
- GLs shall direct student questions, concerns, or frustrations to Lead Instructors when appropriate.
- GLs must always keep all information shared during Client-Practitioner exercises strictly confidential.
- GLs must always ask for permission to touch before demonstrating FE points.
- GLs should limit questions to Lead Instructors during class to prioritize student learning time.
- To be considered as a GL, applicants must be working to further the NTA's mission of *Empowering Individuals, Cultivating a Tribe, Healing the World*.
- GLs must review all relevant FE points, reading, videos, etc. prior to each workshop.
- GLs shall arrive at least 30 minutes before the start of the class on each day of the workshop.
- GLs shall commit to the same attendance policy as students.
- If unable to attend a workshop, GLs shall inform the Lead Instructor as early as possible.
- GLs must attend all workshop days, and are encouraged to answer questions on the forums and attend the Q&A calls, though this is not required.
- GLs are prohibited from teaching or discussing clinical skills outside of the NTP Scope of Practice.
- GLs are prohibited from promoting any products or services to students.
- GLs are prohibited from sharing or selling student contact information to any outside parties.
- GLs should sit among students during class and FE practice to provide direct assistance.
- GLs should be on task at all times, not on their phones or chatting with other GLs during teaching time.
- GL 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 Group Leader.

### NTA GROUP LEADER DISCLAIMER

The Nutritional Therapy Association, Inc. prohibits any and all types of harassment, sexual harassment, or discrimination of its Instructors, Students, Group Leaders, or Staff by other Instructors, Students, Group Leaders, 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, Group Leader, 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

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of the NTA. If the Instructor, Student, Group Leader, or Staff is uncomfortable discussing the matter with the Executive Director, the Instructor, Student, Group Leader, 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, Group Leaders are responsible for their own actions during classroom related activities. Group Leaders 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.

Group Leaders 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 Group Leaders 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 Evaluation and cause disruption to the class. Any Group Leader 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 Group Leader for the Nutritional Therapy Practitioner program.*

Applicant Printed Name

Applicant Signature

Date

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## Informed Consent & Disclaimer

As a Group Leader in the Nutritional Therapy Practitioner Program, you will be required to perform hands-on Functional Evaluations (FEs) on students and have FE exams performed on you by Instructors, Associate Instructors, other Group Leaders, 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 Nutritional Therapy Practitioner (NTP) is trained to evaluate nutritional needs and make recommendations for dietary and lifestyle changes. NTPs are not trained to diagnose or treat pathological conditions, illnesses, injuries, or diseases, and no comment or recommendation made by an NTP should be construed as a medical diagnosis.

### LICENSURE

NTPs 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 NTPs 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 NTP 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 NTP 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 NTP 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, NTPs cannot guarantee any specific result from nutritional therapy.

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## COMMUNICATION

Every client has unique bioindividual 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 NTP, sufficiently exercise their body and mind, eat a proper diet, get plenty of rest, learn more about nutrition, and stay in contact with their NTP 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 Group Leader for the Nutritional Therapy Practitioner program.*

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## 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 Group Leader of the Nutritional Therapy Association, Inc.®. This emergency authorization is effective during my hours as a Group Leader through the Nutritional Therapy Association, Inc.®, and for my length of stay as a Group Leader. 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