



Academic Catalog
2026
First Edition

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Contents

Welcome	4
About Us	4
Mission Statement	4
Goals and Outcomes.....	4
Brief History / Introductory information.....	5
State Approval and Other Recognition	5
Hours of Operation.....	6
Legal Control.....	6
Senior Administrators	6
Faculty	6
Student Outcomes	8

Admissions.....	10
Admissions Policy	10
Admission Process	10
Technology Requirements.....	10
Transfer Credits	11
Transfer Credit Disclosure	11
Academic Information	12
Academic Calendar	12
Health Coach Certification Program	13
Program Description	13
Program Length.....	13
Program Objectives	13
Program Curriculum.....	14
Graduation Requirements.....	14
Module Descriptions	15
Tuition/Fees	18
Tuition	18
Incidental Fees.....	18
Financing and Payment Plans	18
Cancellation, Withdrawal, and Refund Policies.....	18
Student’s Right to Cancel.....	18
Withdrawal Policy	19
Refund Policy	19
Student Policies.....	19
Grading Policies	19
Practical Skills Assessment.....	19
Program Extension Policy	20
Student Code of Conduct	20
Non-Academic Dismissal Policy	21
Investigation and Due Process	22
Notice of Dismissal	22
Appeals Process.....	22
Complaint/Grievance Policy	22

Filing a Complaint with FMCA	23
Complaint Resolution Process	23
Registering a Complaint with External Agencies	23
Confidentiality and Privacy Policies	24
How We Collect and Use Information	24
General Data Protection Regulation (GDPR)	25
California Consumer Privacy Act (CCPA)	26
Children’s Privacy Statement	26
How We Store Your Information	27
Student Identity Verification	27

Welcome

Something is calling you...

You are here because something is calling you to explore a new approach to health and wellbeing! The world needs health coaches. People are taking charge of their health and wellness. They recognize that health coaches are key in creating sustainable and accessible lifestyle and behavior change.

Movements like Functional Medicine, Functional Nutrition, Positive Psychology, and Mind-Body Medicine are revolutionizing healthcare. Functional Medicine Health Coaches are empowering others around the world on their journey to health and wellness.

Our groundbreaking, transformative program prepares you to connect with clients and partner with practitioners in an effective and meaningful way. This is your chance to start a transformation for your clients, for your community, and for yourself. Unlock the knowledge and skills that make it possible not just to heal, but to truly thrive.

In gratitude,
Sandra Scheinbaum, Ph.D.
Founder and Chief Executive Officer



About Us

Mission Statement

The mission of the Functional Medicine Coaching Academy is to fully-prepare health coaches by providing them with state-of-the-art learning that encompasses the evidence-based principles of Functional Medicine, positive psychology, functional nutrition, and mind-body medicine, all within a coaching framework; to accommodate diverse cultural backgrounds and learning styles; and to equip graduates to grow successful careers worldwide and become drivers for creating positive changes in the lives of their future clients and their communities-at-large.

Goals and Outcomes

The broad goals of the Functional Medicine Coaching Academy are consistent with its curriculum and its standing as a leader in distance learning:

- **Gold-Standard Training:** To provide a comprehensive, fully online certification program that meets the rigorous standards of the National Board for Health & Wellness Coaching (NBHWC).
- **Healthcare Transformation:** To produce "change agents" capable of collaborating on medical teams or working in private practice to improve client outcomes and combat the global crisis of chronic disease.
- **Global Accessibility:** To leverage innovative educational technology to train a diverse, international community of coaches from over 70 countries and counting.

- **Professional Mastery:** To equip students with the evidence-based tools to confidently support real-world behavior change.
- **Community and Support:** To foster an unmatched global network of alumni, facilitating the connections needed for graduates to build successful, impactful careers.

Brief History / Introductory information

Founded in 2014 by Dr. Sandra Scheinbaum, the Functional Medicine Coaching Academy (FMCA) was inspired by the founder's personal and professional experiences with the limitations of conventional healthcare. They recognized a critical gap: Patients were often given health information but lacked the ongoing support needed to turn that information into lasting behavior change. To address this gap FMCA assembled a wide range of resources and expertise from a variety of functional medicine experts to create its Health Coach Certification Program.

The interest in FMCA's program exceeded all expectations, and the school began to grow rapidly. In 2017, FMCA became an Approved Health and Wellness Coach Training and Education Program by the National Board for Health and Wellness Coaching (NBHWC). In 2025, FMCA launched its Advanced Functional Nutrition training course to provide continuing education for coaches with interest in this field.

FMCA's philosophy is rooted in root-cause resolution, systems biology, and therapeutic partnership. We believe that the body is an interconnected system and that true healing requires addressing modifiable lifestyle factors—nutrition, sleep, movement, and stress—through a patient-centered lens. Our "Coach Approach" integrates these Functional Medicine principles with Positive Psychology and Mind-Body Medicine, moving away from a prescriptive "expert" model toward a collaborative, client-led investigation that focuses on an individual's strengths rather than their problems.

State Approval and Other Recognition

Functional Medicine Coaching Academy, Inc. is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

Functional Medicine Coaching Academy (FMCA) is not accredited by a US Department of Education recognized accrediting body.

Functional Medicine Coaching Academy - Health Coach Certification Program is an Approved Health and Wellness Coach Training & Education Program by the National Board for Health and Wellness Coaching (NBHWC). Graduates of this program are eligible to apply for the HWC Certifying Examination to become a National Board Certified Health & Wellness Coach (NBC HWC). For more information on NBHWC and the Health and Wellness Coach (HWC) certification exam, please visit NBHWC's website at nbhwc.org.

The FMCA Health Coach Certification is approved by the UK & International Health Coaching Association ([UKIHCA](https://ukihca.org)). Students seeking UKIHCA recognition must enroll as part of our UKIHCA Cohort and fulfill additional requirements beyond standard graduation. These include completing a Learning Log and tracking a minimum of 120 hours of live education and training

to meet [UKIHCA Professional Standards for Education and Training](#). UKIHCA membership provides professional recognition, access to industry resources, and connection with an international network of health coaches dedicated to high standards of practice.

Hours of Operation

Functional Medicine Coaching Academy (FMCA) is open from 9:00 am to 5:00 pm CST, Monday through Friday.

Legal Control

Functional Medicine Coaching Academy, Inc. is an Illinois Corporation controlled by Sandra Scheinbaum and Carly Valvassori. Sandra Scheinbaum serves as Director and President/Treasurer. Carly Valvassori serves as Director and Secretary.

Senior Administrators

Sandra Scheinbaum, Chief Executive Officer

Carly Valvassori, Chief Operating Officer

Haywood Wright, Vice President of Operations

Scott Hawksworth, Director of Marketing and Sales

Kerry Shultz, Senior Admissions Manager

Kristi Criswell, Director of Student Services

Charlene Vairy, Student and Alumni Support Senior Manager

Faculty

The following Course Facilitators are responsible for leading and facilitating student cohorts through weekly activities and Live Coaching Lab sessions. This includes providing feedback, evaluating coaching sessions, and holding office hours.

Lucrecia Asmus

National Board-Certified Health & Wellness Coach
Bachelor of Arts in International Relations

Kiran Gill

National Board-Certified Health & Wellness Coach
Bachelor of Arts in Psychology
Bachelor of Science in Biology
Doctor of Medicine

Jan Goldberg

National Board-Certified Health & Wellness Coach

Master's in Human Nutrition and Functional Medicine
Master in Education
Certified Nutritionist

Cecilia Lanier

National Board-Certified Health & Wellness Coach
Bachelor of Science in Elementary Education
Master of Science in Educational Leadership
National Board-Certified Teacher, Middle Childhood Specialist

Renny Letswalo

Bachelor of Arts in Psychology and Communication
Bachelor of Business Administration
Postgraduate Diploma in Public Management
Executive Masters in Business Administration

Mahnaz Malik

National Board-Certified Health & Wellness Coach

Elizabeth McHugh

National Board-Certified Health & Wellness Coach
Bachelor of Science in Psychology
Master of Science in Clinical Nutrition & Integrative Health
Master of Public Health

Maura Quinn

National Board-Certified Health & Wellness Coach
Bachelor of Arts in Psychology
Master of Arts in Counseling Psychology

Beatrice Strayer

National Board-Certified Health & Wellness Coach

Christina Taurence

National Board-Certified Health & Wellness Coach
Bachelor of Science in Chemical Engineering
Master of Engineering in Chemical & Bio-Engineering

Student Outcomes

The following student success data is provided in alignment with IL Code Title 23, Section 1095.240.

Program Name: Health Coach Certification Program

CIP Code: 51.0001: Health and Wellness, General

SOC Code: 21-1094 Community Health Workers

Current Reporting Period: July 1, 2024 through June 30, 2025

Enrollment, Completion, Placement, and Certification Information

A1: Number of students admitted in the program as of July 1, 2024 (e.g. current student count as of July 1, 2024)	394
A2: Number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories:	
a) New Starts	377
b) Re-enrollments	42
c) Transfers into the Program From Other Programs at FMCA*	N/A
A3: Total number of students enrolled during reporting Period (A1 + A2)	813
A4: Number of students enrolled in the program (defined as A3 above) during the reporting period who:	
a) Transferred out of the program or course and into another program at the school*	N/A
b) Completed or graduated from a program	665
c) Withdrew from the school	186
d) Are still enrolled	26
A5: The number of students enrolled in the program who were:	
a) Placed in their field of study	Data collection for this began in 2026
b) Placed in a related field	
c) Placed out of the field	
d) Not available for placement due to personal reasons	
e) Not employed	
B1: The number of students who took a professional certification examination, if any, during the reporting period**.	88
B2: The number of students who took and passed a professional certification examination, if any, during the reporting period.	78
C: The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period***.	Data collection for this began in 2026
D: The average starting salary for all school graduates employed during the reporting period***.	Data collection for this began in 2026

* IL Code Title 23, Section 1095.240 requires that institutions include these fields, but they are not applicable to FMCA, which only offers one program.

** FMCA's Health Coach Certification Program is designed to prepare graduates to the National Board for Health and Wellness Coaching's Certification Examination. The program is not designed to align with any specific state licensing examination.

*** Compiled based responses received to written request for information from graduates.

Admissions

Admissions Policy

Health Coach Certification Program applicants must meet the following admission prerequisite requirements:

1. Be at least 18 years old.
2. For students located in Illinois, have completed secondary education (e.g. High School) as evidenced by:
 - a. Submission of high school diploma or transcript, or recognized equivalent such as a GED, OR
 - b. Submission of a secondary school completion self-certification statement*.

* Applicants who elect to self-certify high school completion must confirm within the application that they have attained a high school diploma or its recognized equivalent as of the date of application. The information provided must be true and accurate. Any intentionally false information constitutes grounds for denial of admission or dismissal from FMCA. The checked affirmation statement serves as the admissions documentation that the applicant meets the high school completion requirement.

To enroll in FMCA's continuing education offerings, you must be either a graduate of FMCA's Health Coach Certification Program or a National Board Certified Health and Wellness Coach (NBC-HWC). If you are a graduate of FMCA's Health Coach Certification Program, you will need to provide your graduation month and year at the time of registration. If you are not a graduate of FMCA's Health Coach Certification Program, you will need to provide your public NBC-HWC badge link (via Credly) or your NBC-HWC Candidate Number at the time of registration.

Admission Process

Becoming a Functional Medicine Certified Health Coach starts with our streamlined online application, which you can access directly at this link:

<https://functionalmedicinecoaching.org/registration/>

Prospective students who wish to learn more about FMCA prior to admission are encouraged to schedule a time to speak with the FMCA admissions team. To ensure your enrollment aligns with your professional goals, please review the specific registration windows and cohort start dates listed in the Academic Calendar found at the bottom of this page. Once you have applied for and been accepted into the program, the FMCA team will follow up within three business days of acceptance and provide the Student Manual as well as access to FMCA's online learning management system.

Technology Requirements

To participate in the program, you will need reliable internet access and access to a computer with a working camera and microphone. Live Coaching Labs require your video and sound to be on so that you can interact with your fellow students and Course Facilitator. All course materials, including readings, videos, and assignments, will be accessed and/or submitted via the internet.

Transfer Credits

FMCA does not consider prior learning credit for transfer into its program.

Transfer Credit Disclosure

Functional Medicine Coaching Academy (FMCA) offers a unique, clock hour based Health Coach Certification Program which may not be transferrable to other institutions of higher education. FMCA prospective students should always consult with other institutions to which they may seek to transfer, because the acceptance of credit and credentials earned is always determined by the receiving institution.

Academic Information

Academic Calendar

Functional Medicine Coaching Academy (FMCA) currently offers two pathway options for its Health Coach Certification Program. It offers two 12-month pathway cohort starts per year and two 6-month pathway cohort starts per year (the first 6-month pathway is offered for September 2026). The Program is not offered in traditional terms or semesters: Students in the traditional pathway complete one module per month. Students in the Accelerated Pathway complete two modules per month.

Relevant calendar dates for cohorts that begin in 2026 are provided below:

Traditional Pathway: March 2026 Cohort	
Admission/Registration Deadline	Monday, February 16, 2026
Program Start Date	Monday, March 2, 2026
Deferral Deadline*	Monday, August 31, 2026
Program End Date	Sunday, February 28, 2027

Traditional Pathway: September 2026 Cohort	
Admission/Registration Deadline	Monday, August 17, 2026
Program Start Date	Monday, August 31, 2026
Deferral Deadline*	Sunday, February 28, 2027
Program End Date	Tuesday, August 31, 2027

Accelerated Pathway: September 2026 Cohort	
Admission/Registration Deadline	Monday, August 17, 2026
Program Start Date	Monday, August 31, 2026
Deferral Deadline*	Sunday, November 29, 2026
Program End Date	Friday, March 5, 2027

*Students cannot defer to a future cohort after this deadline.

Health Coach Certification Program

Program Description

Health Coach Certification Program students explore the biological "root causes" of illness—including digestion, immune function, hormones, and mitochondria—alongside core disciplines such as Positive Psychology, Mind-Body Medicine, and the Art and Science of Coaching. The program places a significant emphasis on Functional Nutrition, teaching that "food is medicine" through in-depth modules on gut health, the microbiome, and therapeutic interventions like the Elimination Diet. Beyond technical knowledge, the program provides a dedicated Career Accelerator that trains students in marketing, networking, and business development to ensure they can successfully transition into the workforce.

The program is a 100% remote, online learning experience that is fully approved by the National Board for Health and Wellness Coaches. Students access reading materials and videos via our online classroom, communicate with classmates via discussion boards, and practice coaching skills on small-group video calls.

The program is split into scheduled and flexible components. Typically, students in the traditional (12 month) pathway need to spend approximately 10 hours per week on their program and students in the accelerated (6 month) pathway need to spend approximately 20 hours per week on their program, in order to complete it within the required timeframe. Live Coaching Labs are an integral part of the FMCA experience. During these sessions, Course Facilitators lead student coaching practice sessions and provide personalized support and feedback. All Course Facilitators are FMCA graduates themselves and NBHWC board-certified coaches. Live Coaching Labs are kept to approximately 15 students to foster strong relationships and individualized learning.

Program Length

The Health Coach Certification Program's Traditional Pathway is 12 month long and the Accelerated Pathway is 6 months long.
The program is 480 clock hours.

Program Objectives

Students who complete the program gain several high-value benefits designed to propel their professional growth:

- **Professional Credentials:** Graduates earn a program Certificate of Completion, the Functional Medicine Certified Health Coach (FMCHC) designation and meet the educational requirements to sit for the National Board Certified Health & Wellness Coach (NBC-HWC) examination.
- **Hands-On Mastery:** Through weekly Live Coaching Labs (LCL) and practice with real-world clients, students develop practical mastery in techniques like Motivational Interviewing.
- **Career Flexibility:** Completing the program empowers graduates to choose from diverse professional paths, including private practice, joining collaborative care teams in medical offices, or working in corporate wellness.

- **Lifelong Community:** Alumni receive "Graduate for Life" support, which includes access to a global network of peers, a Find A Coach listing to connect with clients, and continuing education opportunities to stay current with emerging research.

Program Curriculum

Module	Clock Hours
1. Transformative Power of Functional Medicine Coaching	40
2. Exploring Principles of the Functional Medicine Coaching Process	40
3. Guiding Clients Toward Change	40
4. Supporting Digestion and Enhancing Immune Function	40
5. Improving Hormone Balance and Communication	40
6. Creating and Sustaining Energy and Resilience	40
7. Integrating Environmental Health into FM Coaching	40
8. Coaching Clients with Complex, Chronic Conditions	40
9. Supporting Wellness and Practicing Bias-Aware Coaching	40
10. Facilitating Inclusive Group Coaching and Digital Care	40
11. Understanding Labs And Coaching With Integrity	40
12. Applying the Principles of Functional Medicine Coaching	40
Total	480

Graduation Requirements

To complete the Health Coach Certification Program, students must:

- View and listen to all required audio-video content (webinars, interviews, Coaching in Action videos),
- Complete all required readings,
- Earn at least 80% of available points in all quizzes,
- Complete all required assignments,
- Attend and actively participate in weekly Live Coaching Labs (see attendance policy),
- Successfully complete two Practical Skills Development (PSD) checkpoints,
- Pass the Practical Skills Assessment (PSA) within two attempts with a score of at least 72%, and
- Satisfactorily complete all compulsory assignments.

Students who complete the Health Coach Certification Program receive a Certificate of Completion and are certified by FMCA as a Functional Medicine Certified Health Coach. Graduates of the program are also eligible to apply for the NBHWC Certifying Examination to become a National Board Certified Health & Wellness Coach (NBC-HWC), but this is optional and is not part of FMCA's program graduation requirements.

Module Descriptions

Module 1: Transformative Power of Functional Medicine Coaching

Module 1 is all about building the foundation for Functional Medicine health coaching. You'll get to meet your cohort and get acclimated to the Live Coaching Lab format while walking through fundamentals that will underpin your education and growth. Lesson Topics include:

- Coaching Foundations
- Establishing a Connection with Clients
- Introduction to Functional Medicine
- Positive Psychology Fundamentals

Module 2: Exploring Principles of the Functional Medicine Coaching Process

Effective Functional Medicine health coaching relies on several key principles and techniques, which are introduced in Module 2. Functional Medicine is about whole person health, so you will explore the Functional Medicine Operating System and the Mind-Body Connection. Lesson Topics include:

- Motivational Interviewing
- Stages of Change
- The Functional Medicine (FM) Operating System
- Positive Psychology in Action
- Introduction to Mind-Body Medicine

Module 3: Guiding Clients Toward Change

Helping clients make permanent health and lifestyle changes is where coaches transform lives! You will dive into the mechanics of behavior change in Module 3. "Food is medicine" plays a critical role here, so we introduce nutrition and IFM food plans. Lesson Topics include:

- The Change Process
- Positive Psychology Applications
- The Functional Medicine Coach's Role
- Functional Nutrition (FN) Basics
- Introduction to Food Plans

Module 4: Supporting Digestion and Enhancing Immune Function

In Module 4, it's time to deepen your knowledge of root cause medicine and learn about the gut health challenges your future clients may be facing. We build on the Functional Nutrition materials from the previous module by covering digestion, and a significant cause of illness – stress. Lesson Topics include:

- Digestion and Immune Basics
- The Stress Response
- The Elimination Diet
- Mind-Body Practices

Module 5: Improving Hormone Balance and Communication

Hormones and cardiometabolic factors have a tremendous impact on an individual's health. Module 5 covers these while deepening your skills and knowledge on behavior change and optimal healthy lifestyle habits. Lesson Topics include:

- Hormone and Cardiometabolic Basics
- Lifestyle Habits for Hormone and Cardiometabolic Health
- Understanding Behavior Change
- Heart-Centered Communications for Well-Being

Module 6: Creating and Sustaining Energy and Resilience

A lack of energy, poor sleep, and suboptimal exercise habits stand in the way of many clients achieving their health goals. You will learn about these crucial subjects and how to coach clients to make lifestyle changes in these areas in Module 6.

- Energy Production Basics
- Optimizing Energy Production Through Functional Medicine
- Coaching Sleep
- Coaching Exercise and Movement

Module 7: Integrating Environmental Health into FM Coaching

Environment impacts health and wellness in everything from toxic load to the food choices available in a given location. Module 7 covers detoxification and the nutritional choices people make every day that can support, or impede, optimal health. Lesson Topics include:

- Detoxification Fundamentals
- Support Detox through Functional Nutrition and Lifestyle Choices
- Psychology of Eating Considerations
- Promoting Behavior Change

Module 8: Coaching Clients with Complex, Chronic Conditions

Chronic, non-communicable disease impacts millions of people worldwide. In Module 8 you'll explore the underlying causes of chronic conditions, and how to coach clients through lifestyle changes to promote healing. Lesson Topics include:

- Chronic Disease Pathways
- Uncovering Sources of Inflammation
- Functional Nutrition and Lifestyle Changes to Promote Healing and Lower Inflammation
- Positive Psychology and Mind-Body Medicine for Resiliency

Module 9: Supporting Wellness and Practicing Bias-Aware Coaching

The connection between mental health and physical health is undeniable, and health coaches can play an important role in supporting clients' mental well-being. Module 9 focuses on the critical piece of emotional wellness. Lesson Topics include:

- Understanding Mental Health and Resilience through a Functional Medicine and Positive Psychology Lens
- The Coach Approach to Mental Health
- Cultivating Well-Being and Self-Efficacy
- Exploring Assumptions and Building Inclusive Coaching Practices

Module 10: Facilitating Inclusive Group Coaching and Digital Care

In Module 10, with graduation nearing, you will begin to receive instruction on key topics for your coaching career. We walk you through the power of learning and coaching in group settings, and doing so inclusively. You'll also explore digital (or remote) healthcare. Lesson Topics include:

- Group Coaching Foundations and Inclusive Facilitation
- Designing and Facilitating Inclusive Group Coaching
- Group Medical Visits
- Remote Health Monitoring

Module 11: Understanding Labs And Coaching With Integrity

The meteoric rise of Direct-to-Consumer lab testing offers individuals more health data than ever before. But data alone doesn't create change! Coaches play a key role in translating lab data into action. In Module 11, you'll be trained on understanding labs. Learn how to support clients through everything from hormone panels to genetic testing, stool testing, and beyond. Lesson Topics include:

- Coaching Functional Medicine Labs
- What Coaches Need to Know About Female Hormone Testing
- Applying Lab Results in Real-World Coaching
- Navigating Moral and Ethical Challenges

Module 12: Applying the Principles of Functional Medicine Coaching

Module 12 brings it all together! You'll review key principles in Coaching, Functional Medicine, Positive Psychology, and Mind-Body Medicine. We then prep you for the next steps in your personal and professional journey. Lesson Topics include:

- Review of the Key Principles of Coaching
- Synthesis of Functional Medicine, Positive Psychology, and Mind-Body Medicine Principles
- Assessing Progress – Personally and Professionally
- Preparing for the Future

Tuition/Fees

Tuition

Health Coach Certification Program Tuition is \$9,999 which includes a \$500 deposit at the time of admission. Tuition covers all costs of instructional services as well as LMS and instructional content access. There are also three required books which cost approximately \$100 total.

Total tuition cost may be reduced by discounts available at the time of enrollment.

Incidental Fees

- **Late Payment Fee:** Students who delinquent by 14 or more days will result in loss of access to Course and Course Website. Late payments may be subject to a late payment fee of \$100.
- **NSF Fee:** If any payment is returned, declined, or cannot be processed for any reason, including, without limitation, due to insufficient funds or bank-level rejection, Student agrees to pay an NSF fee not to exceed the maximum amount permitted under the Student's state law. FMCA may reattempt failed payments as permitted by law.
- **Reinstatement Fee:** Students who defer their cohort start date to a later cohort are subject to a Reinstatement Fee based on the module they were in at the time they formally deferred:
 - Between enrollment and the end of Module 2: \$200
 - Between the start of Module 3 and the end of Module 6: \$600

Financing and Payment Plans

Students have the following payment plan options:

- Pay in Full at the time of admission and receive a \$200 discount (total price \$9,799).
- Monthly payment plans that range from 16 months to 6 months. The monthly payment is variable depending on the time of enrollment, pathway, available promotions, and other factors.
- Explore external financing options including longer-term payment contracts with Klarna. Contact FMCA for more information about external financing options.

If Student fails to make any scheduled payment and does not cure such failure within five (5) days of notice, FMCA may, at its sole discretion, declare the full remaining balance immediately due and payable, regardless of the original payment schedule.

In the event of default, Student agrees to pay all reasonable costs of collection, including but not limited to attorney fees and collection-agency fees, which may be based on a percentage of the outstanding balance, up to a maximum of 40% or the maximum amount permitted under applicable law.

Cancellation, Withdrawal, and Refund Policies

Student's Right to Cancel

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the

time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. A student shall be considered fully admitted upon payment of the \$500 non-refundable deposit (or any amount more than \$500, whichever is greater). Cancellation should be submitted to the Director of Student Services via email to support@functionalmedicinecoaching.org with your full name, email address, and course name. During the cancellation window, Students will receive a refund of all tuition paid including the \$500 deposit. The \$500 deposit is non-refundable five days following student admission.

Withdrawal Policy

To withdraw from the institution, email support@functionalmedicinecoaching.org with your full name, email address, and course name. The student will then be provided an FMCA Withdrawal Agreement for completion, and are encouraged to complete an exit interview with the Director of Student Services to support a smooth transition out of the program. See the refund policy for refund implications based on the date of withdrawal.

Refund Policy

Should the student's enrollment be terminated or should the student cancel their enrollment or withdraw for any reason, all refunds will be made according to the following refund schedule:

- a. During five business day cancellation window: Student receives a refund of all monies paid including the \$500 deposit.
- b. Following cancellation window through 30 calendar days after the program start date: Students receive a refund of all tuition paid minus the \$500 non-refundable deposit.
- c. More than 30 calendar days after the program start date: Students will not receive a refund.

Student Policies

Grading Policies

Health Coach Certification Program assignments are graded on a pass/fail basis. Quizzes require a score of at least 80% and the Practical Skills Assessment (PSA) requires a score of at least 72%.

Practical Skills Assessment

The Practical Skills Assessment (PSA) is required and serves as your final assessment of coaching skills. It must be completed outside of Live Coaching Labs and within the specified time frame. Upon successful completion of the PSA and a required individualized feedback session with the grading Course Facilitator, you will receive a pass/fail grade based on the FMCA Practical Skills Rubric (which is based on the NBHWC Practical Skills Guidelines).

Students are allowed two attempts to pass the PSA. If a student does not pass their PSA during their first two attempts, they will be required to meet with an FMCA faculty member to review pertinent coaching skills and retake the PSA for a fee of \$150. The \$150 fee will be charged for each attempt beyond the initial two. Students who either do not pass the PSA after additional attempts or choose not to retake the PSA can finish the program curriculum but are not eligible to earn a Certificate of Completion or certification by FMCA as a Functional Medicine Certified Health Coach. Students must pass their PSA by the last day of Module 11.

Your PSA will be considered complete after you have had your feedback session with the grading Course Facilitator and find out that you have passed.

Attendance and Satisfactory Academic Progress Policy

Students agree to make every reasonable effort to attend Live Coaching Lab sessions. Missing 10 or more minutes of a live session will constitute an absence. Students may request to switch to a different Live Coaching Lab within the first Module of the program. Requests will be granted based on availability. Requests outside this time frame will be reviewed at FMCA's discretion.

Students may miss up to seven Live Coaching Lab sessions during their program. Students who miss more than seven Live Coaching Lab sessions will not be eligible for program completion. FMCA allows for Live Coaching Lab session make ups. Makeups must take place during the week of such absence.

Students are expected to complete required curriculum in alignment with the defined module structure. Traditional Pathway students are required to complete one module per month, and Accelerated Pathway students are required to complete two modules per month. Students who fall behind this pace may be subject to deferment or withdrawal.

Program Extension Policy

Students must complete their program within the defined cohort timeframe (12 months for Traditional Pathway and 6 months for Accelerated Pathway). A 30-day grace period following the cohort end date may be provided at FMCA's sole discretion. If students have not completed their program requirements during the 30-day grace period, they are subject to a \$300 late completion fee. Students who fail to complete the program within one year following the original cohort end date will not be eligible for program completion or certification.

Student Code of Conduct

Students must adhere to and agree to the following Code of Conduct statement during the enrollment process.

I agree to conduct myself in a professional and ethical manner and observe all rules for online etiquette at all times while enrolled as a student at FMCA.

The following represents behaviors that are considered inappropriate and dishonest: All forms of academic cheating, fraud and dishonesty, including but not limited to plagiarism, buying and selling course assignments, performing academic assignments and exams for other persons, unauthorized disclosure and receipt of academic information; inappropriate use of technology and other practices commonly understood to be dishonest.

Cheating is the attempted or unauthorized receipt, use or provision of information, notes, learning aids, devices or communication during an examination, quiz or other assessment of student learning, or the misrepresentation of identity on tests, assignments, or learning activities. This includes, but is not limited to, copying of other students' work (or allowing students to copy

one's own work), unauthorized collaboration during a test or on an assignment, falsification of identity on a test or assignment, unauthorized use of electronic devices during a test, changing answers on an examination that has already been scored, unattributed submission of papers produced by other persons or commercial entities, use of unauthorized reference materials (including online resources) during online assessments, and unauthorized attempts to remove examination materials from the test area or to reproduce test materials for the purpose of allowing other persons to use those materials. Cheating by students is grounds for dismissal.

Plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution. Plagiarism is a form of academic dishonesty consisting of the presentation of someone else's ideas, writings, or other original works as her/his own without appropriately attributing credit to the original source. It may include portions or the entirety of the original work. These original works include, but are not limited to, published works (books, journals, newspapers, magazines, theses, etc.), speeches, other student's papers or reports, proposals, graphics, images, multimedia, web pages, computer programs, research data, and presentations. Plagiarism by students is grounds for dismissal.

Online Learning Community Etiquette

I agree to conduct myself in a polite, ethical and professional manner while engaging in large or small group discussions. I agree not to personally attack my fellow classmates, including use of profanity or racial and ethnic slurs, over any ideas I disagree with that are expressed in an online discussion forum.

I understand that violation of this code of conduct will be grounds for expulsion from FMCA.

Non-Academic Dismissal Policy

The Functional Medicine Coaching Academy (FMCA) is a professional training environment. Students are expected to maintain a high degree of professionalism, integrity, and ethical behavior throughout their enrollment. Enrollment at FMCA is a privilege, and the Academy reserves the right to dismiss any student whose conduct is deemed detrimental to the learning community or the coaching profession.

A student may be dismissed from the program for violations including, but not limited to, the following:

Professional Misconduct & "Fitness to Practice"

- **Interpersonal Mistreatment:** Mistreatment of classmates, Course Facilitators, or FMCA team members is strictly prohibited and serves as direct grounds for dismissal.
- **Harassment and Discrimination:** Engaging in "othering," microaggressions, prejudice, or discrimination of any kind.
- **Disruptive Behavior:** Personally attacking others on Community discussion boards or during Live Coaching Labs.
- **Ethical Violations:** Failure to embody the NBHWC Code of Ethics or demonstrate the professional conduct and integrity required of a certified health coach.

Academic Integrity & Dishonesty

- Cheating: Unauthorized use of aids during assessments, or misrepresenting one's identity on quizzes and assignments.
- Plagiarism: The use of distinctive ideas or works belonging to another person without adequate acknowledgment.
- Fraud: Buying or selling course assignments, performing assignments for others, or unauthorized disclosure of academic information.
- Falsification of Records: Falsifying attendance records, such as entering session keywords for an Live Coaching Labs without meeting the required criteria for being present.

Inappropriate Use of Technology

- Solicitation: Using Community discussion boards for the sale or distribution of products or for personal promotion.
- Misuse of LMS: Inappropriate use of LearnWorlds or Zoom that violates the privacy or safety of the learning environment.

Investigation and Due Process

FMCA follows a structured process to ensure fairness before a conduct-based dismissal is finalized:

- Reporting: Occurrences of misconduct should be brought to the attention of the FMCA team via support@functionalmedicinecoaching.org.
- Review: The Director of Student Services will review the evidence, which may include discussion board logs, Zoom recordings, or written correspondence.
- Interim Action: FMCA may temporarily suspend a student's access to the Community boards or Live Coaching Lab during an active investigation to maintain a safe environment.

Notice of Dismissal

If a violation is confirmed, the student will receive a written Notice of Dismissal for Conduct from the Director of Student Services. This notice will specify the section of the Code of Conduct violated and the evidence used to reach the decision.

Appeals Process

Students dismissed for conduct violations have the right to appeal the decision. A written appeal must be submitted to the Director of Student Services within 10 business days of the notice. Appeals must provide evidence of a factual error in the investigation or significant mitigating circumstances. The Director of Student Services will issue a final ruling. If the student remains unsatisfied, they may file a complaint with the Illinois Board of Higher Education (IBHE) as defined below.

Complaint/Grievance Policy

Functional Medicine Coaching Academy (FMCA) is committed to providing students, faculty, administrators, and other institution constituents with a safe environment and positive

experience. If a member of the FMCA community has a concern, they are encouraged to first direct their concern to the faculty, staff, or administrator involved. Should the issue not be resolved at that point, or should the member not feel comfortable directing the complaint or the person(s) involved, they are encouraged to register a complaint with the FMCA.

A complaint is an educational issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his or her education. FMCA seeks to resolve complaints quickly and to the satisfaction of the aggrieved party.

Filing a Complaint with FMCA

To file a complaint with FMCA regarding academic matters, please contact the Director of Student Services by email at support@functionalmedicinecoaching.org. If the complaint involves the Director of Student Services please contact your course facilitator.

To file a complaint with FMCA regarding administrative matters, please contact the Director of Student Services by email at support@functionalmedicinecoaching.org. If the complaint involves the Director of Student Services please contact your course facilitator.

Complaints must be received in writing, and include a detailed description of the concern, specific reference to any institutional policy or procedure involved, and the requested resolution that the individual seeks.

Complaint Resolution Process

Complaints are reviewed with the intent to remedy the concern in accordance with institution policies. Complaints are responded to within 30 days of receipt. When a complaint is filed against a specific faculty member or administrator, they will be afforded the opportunity to provide a written response, which will be considered as part of the resolution process.

If, after receiving a response, the individual is not satisfied with the resolution, they can appeal the decision to the institution COO. The COO will review the complaint, initial response, and any additional information provided by the complainant and will provide a final resolution within 14 days of appeal. The decision of the COO is final.

Registering a Complaint with External Agencies

While FMCA encourages institution community members to direct their complaints directly to the institution, they may register their complaint with the following external agencies.

Illinois Board of Higher Education

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION.

Student complaints must be submitted in writing to the Board. Information about the complaint may be submitted online through the IBHE website (www.ibhe.org). Additional information regarding the complaint process can be obtained by contacting the Board at:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield IL 62701
Phone Number: (217) 782-2551
Fax Number: (217) 782-8548

Confidentiality and Privacy Policies

The following Privacy Policy governs the information collection practices of Functional Medicine Coaching Academy, Inc. (“we” or “us”) for individual’s use of the <https://functionalmedicinecoaching.org/> website as well as collection practices related to students’ participation in Academy programs and services.

FMCA securely maintains and retains students’ academic and personally identifiable records for the minimum period defined by the Illinois Personal Information Protection Act. Student records are only accessible to staff and faculty with a role-specific reason for access.

How We Collect and Use Information

We collect and store personal or other information that you voluntarily supply to us during your enrollment including academic and personally identifiable records. Generally, this information includes name and e-mail address for registration or opt-in purposes and name; postal address, and credit card information when registering for our events or purchasing our products; and academic records such as assignment and discussion records generated throughout program participation. All of this information is provided to us by you.

We also collect and store information that is generated automatically as you navigate online through the Site and LMS. For example, we may collect information about your computer’s connection to the Internet, which allows us, among other things, to improve the delivery of our web pages to you and to measure traffic on the Site or LMS. We also may use a standard feature found in browser software called a “cookie” to enhance your experience with the Site or LMS. Cookies are small files that your web browser places on your hard drive for record-keeping purposes. By showing how and when visitors use the Site or LMS, cookies help us deliver advertisements, identify how many unique users visit us, and track user trends and patterns. They also prevent you from having to re-enter your preferences on certain areas of the Site or LMS where you may have entered preference information before. The Site or LMS also may use web beacons (single-pixel graphic files also known as “transparent GIFs”) to access cookies and to count users who visit the Site or LMS or open HTML-formatted email messages.

We use the information we collect from you while you are using the Site or LMS in a variety of ways, including using the information to customize features; advertising that appear on the Site; and, making other offers available to you via email, direct mail or otherwise. We also may provide your information to third parties, such as service providers, contractors, and third-party publishers and advertisers for a variety of purposes. Unless you inform us in accordance with the process described below, we reserve the right to use, and to disclose to third parties, all of the information collected from and about you while you are using the Site in any way and for any

purpose, such as to enable us or a third party to provide you with information about products and services. If you do not wish your information to be used for these purposes, you must send a letter to the Online Privacy Coordinator whose address is listed at the end of this Privacy Policy requesting to be taken off any lists of information that may be used for these purposes or that may be given or sold to third-parties.

No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. All other categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

Please keep in mind that whenever you voluntarily make your personal information available for viewing by third parties online – for example on message boards, web logs, through email, or in chat areas – that information can be seen, collected, and used by others besides us. We cannot be responsible for any unauthorized third-party use of such information.

Some of our third-party advertisers and ad servers that place and present advertising on the Site also may collect information from you via cookies, web beacons, or similar technologies. These third-party advertisers and ad servers may use the information they collect to help present their advertisements, to help measure and research the advertisements' effectiveness, or for other purposes. The use and collection of your information by these third-party advertisers and ad servers is governed by the relevant third-party's privacy policy and is not covered by our Privacy Policy. Indeed, the privacy policies of these third-party advertisers and ad servers may be different from ours. If you have any concerns about a third party's use of cookies or web beacons or use of your information, you should visit that party's website and review its privacy policy.

The Site also includes links to other websites and provides access to products and services offered by third parties, whose privacy policies we do not control. When you access another website or purchase third-party products or services through the Site, use of any information you provide is governed by the privacy policy of the operator of the site you are visiting or the provider of such products or services.

Be aware that we may occasionally release information about our visitors when release is appropriate to comply with law or to protect the rights, property or safety of users of the Site or the public.

Please also note that as our business grows, we may buy or sell various assets. In the unlikely event that we sell some or all of our assets, or one or more of our websites is acquired by another company, information about our users may be among the transferred assets.

General Data Protection Regulation (GDPR)

The GDPR took effect on May 25, 2018, and is intended to protect the data of European Union (EU) citizens. As a company that markets its site, content, products, and/or services online we do not specifically target our marketing to the EU or conduct business in or to the EU in any meaningful way. If the data that you provide to us in the course of your use of our site, content, products, and/or services is governed by GDPR, we will abide by the relevant portions of the

Regulation. If you are a resident of the European Economic Area (EEA) or are accessing this site from within the EEA, you may have the right to request: access to, correction of, deletion of; portability of; and restriction or objection to processing, of your personal data, from us. This includes the “right to be forgotten.” To make any of these requests, please contact our GDPR contact at operations@functionalmedicinecoaching.org.

California Consumer Privacy Act (CCPA)

The CCPA took effect on January 1, 2020, and is intended to protect the personal information of California residents. The CCPA has certain threshold requirements which a company must meet in order to be required to comply with its provisions. Upon information and belief, our company does not meet those thresholds. In the event of a change in our status, and if the data that you provide in the course of your use of our site, content, products, and/or services is governed by CCPA, we will abide by the relevant portions of the Act. If you are a resident of the state of California, you may have the right to: request disclosure of the personal information we have collected about you and the types of third parties with whom it has been shared; request a portable copy of your information; opt-out from marketing messages or the sale of your information to third parties; and request deletion of your personal information.

To make these requests, please contact our CCPA contact at operations@functionalmedicinecoaching.org or by calling our Toll Free Telephone Number 855-270-3622.

Children’s Privacy Statement

This children’s privacy statement explains our practices with respect to the online collection and use of personal information from children under the age of thirteen and provides important information regarding their rights under federal law with respect to such information.

- This Site is not directed to children under the age of thirteen and we do NOT knowingly collect personally identifiable information from children under the age of thirteen as part of the Site. We screen users who wish to provide personal information in order to prevent users under the age of thirteen from providing such information. If we become aware that we have inadvertently received personally identifiable information from a user under the age of thirteen as part of the Site, we will delete such information from our records. If we change our practices in the future, we will obtain prior, verifiable parental consent before collecting any personally identifiable information from children under the age of thirteen as part of the Site.
- Because we do not collect any personally identifiable information from children under the age of thirteen as part of the Site, we also do NOT knowingly distribute such information to third parties.
- We do NOT knowingly allow children under the age of thirteen to publicly post or otherwise distribute personally identifiable contact information through the Site.
- Because we do not collect any personally identifiable information from children under the age of thirteen as part of the Site, we do NOT condition the participation of a child under thirteen in the Site’s online activities on providing personally identifiable information.

How We Store Your Information

Your information is stored across several systems depending on its type. Contact and communication data is stored in HubSpot, a cloud-based CRM platform hosted by HubSpot, Inc., and is populated through form submissions, enrollment activity, payment records, and email interactions. Student information — including your name, contact details, course progress, and grades — is stored within our learning management system, LearnWorlds (US-based servers), hosted and maintained by LearnWorlds IKE. Payment and billing information is processed and secured by Stripe, Inc.; we do not store payment card data on our own servers.

Student data is retained for the duration of your course access period. If you wish to request deletion of your personal data, please contact us at support@functionalmedicinecoaching.org. We will process deletion requests within 30 days, except where retention is required to maintain your course access or meet legal obligations. All emails sent to you include an unsubscribe link, and you may remove yourself from our mailing list at any time by clicking it.

Student Identity Verification

To ensure the integrity of assessments and verify student identification during mediated instruction, FMCA employs several technological and procedural safeguards:

- **Individualized Access:** Every student is assigned unique login credentials within the LearnWorlds Learning Management System (LMS). These credentials are required to access all coursework, assignments, and exams.
- **Synchronous Verification:** Students are required to participate in weekly Live Coaching Labs (LCL) via Zoom. These sessions require a computer with a working camera and microphone, and students must remain on-camera and engaged to receive credit. Attendance is further verified through a keyword system, where students must input a session-specific code into a quiz to receive attendance credit. Students routinely participate in LCL with the same Course Facilitator(s) throughout their enrollment. This allows Course Facilitators to visually confirm that student participants are the same individuals who began the program.
- **Integrity Policies:** FMCA maintains strict policies against cheating and plagiarism, defining these as the unauthorized receipt or provision of information during an assessment or the misrepresentation of identity. Unauthorized collaboration or the use of electronic devices during assessments are grounds for dismissal.
- **Recorded Practical Assessments:** High-stakes assessments, such as the final Practical Skills Assessment (PSA), require students to submit a recorded coaching session. This recording serves as a definitive record of the student's performance and identity. To ensure neutrality, these recordings are evaluated by a Course Facilitator other than the student's regular instructor, but are still viewed by their primary Course Facilitator to confirm identity. Furthermore, students are required to display a government issued ID at the beginning of the PSA recording.