



**C.A.S.E. APPLICATION (New & Renewal)**

Application for prospective and renewing schools/educators

**Please Type or Print Clearly**

To expedite processing, we encourage you to apply for school membership online at [www.naha.org](http://www.naha.org) (click the “Education” tab and then “Become an Approved School”). For paper applications, please mail this application along with all required documentation directly to the NAHA Office.

**Important notes:** 1) If your school has been expired for one or more years from the renewal date, you are required to submit the complete application as a NEW school applicant for re-approval. 2) Your school or primary instructor(s) must have been teaching curriculum that meets NAHA guidelines for a minimum of one year before applying.

<b>School Name</b>	
<b>Owner’s Name(s)</b>	
<b>Owner’s Email(s)</b>	
<b>Instructor’s Name(s)</b>	
<i>If more than one owner, list each owner’s name. All owners and primary instructors must be current NAHA Level 2 (Professional), Level 3 (Clinical) or Business members.</i>	
<b>Instructor’s Email(s)</b>	
<b>Main Contact Person</b>	
<b>School Location(s)</b>	
<i>Each school location is required to apply for school membership under the additional school location section and pay a discounted fee of \$125.00 per each additional US location or \$225 for each foreign location.</i>	
<b>School phone</b>	
<b>School fax</b>	
<b>School Mailing Address</b>	
<b>School Web Site</b>	
<b>School Email</b>	

## INSTRUCTIONS

● **New Applicants:** upload, email, or mail your complete application along with items 1-10 listed below in a 3-ring binder to the NAHA office. Include the cover sheet on page 3 as the first page of your upload or binder.

● **Renewing Applicants:** upload or send pages 1, 3 & 4 of this application along with any changes to your course outline, marketing and promotional materials, instructors, etc. Failure to report updates, or a lapse in the owner's or instructor's NAHA membership(s) may result in non-approval for renewing schools. **Please note that there have been updates to the education standards (see pages 10-13).** Existing NAHA approved schools shall have until January 1, 2018 to update their curriculum to comply with the updated requirements.

1) A detailed typed course outline or syllabus of your aromatherapy curriculum including: topics, requirements, learning objectives, and hours of instruction (for renewals submit any updates only). Informational link on how to write a syllabus: <https://www.cte.cornell.edu/teaching-ideas/designing-your-course/writing-a-syllabus.html>

2) Copy of all marketing and promotional materials including brochures, business cards, etc.

3) Copy of your business license.

4) Copy of your professional liability insurance.

5) A copy of the certificate of completion that your school will issue to students.

6) A typed list of all instructors. Note: All primary instructors are required to be NAHA Level 2, Level 3, or Business Members. Primary instructors must have been teaching curriculum that meets NAHA guidelines for a minimum of one year before applying.

7) A typed professional CV or bio for all primary instructors.

8) A typed description of your school for your web-listing (can be submitted as a Word doc up to 100 words total include your school's website/email/phone/fax). Please email to [info@naha.org](mailto:info@naha.org)

9) A jpeg image (high resolution) of your school logo for web-listing. Please email to [info@naha.org](mailto:info@naha.org)

10) Signed Agreement to C.A.S.E. Standards, NAHA Code of Ethics and NAHA Membership Logo Permission Form.

**Note:** To expedite your application process, you must upload, email, or mail your school application with all required documentation. Payment in full must be made online or sent in with your application. All owners and primary instructors must also simultaneously apply for NAHA Level 2 (Professional), Level 3 (Clinical), or Business Membership if they are not already qualifying NAHA members. Incomplete applications will delay the approval process.



## SCHOOL APPLICATION COVER SHEET

Place this as your first page in the 3 ring binder to be mailed to the NAHA Office.

<b>APPLICANT NAME</b>	
<b>SCHOOL NAME</b>	
<input type="checkbox"/> <b>NEW SCHOOL APPLICATION</b> <input type="checkbox"/> <b>RENEWAL</b>	
<b>DATE SUBMITTED</b>	
<b>APPLICANT EMAIL</b>	
<b>APPLICANT PHONE</b>	
<b>APPLICANT CELL</b>	

<b>FOR OFFICE USE ONLY</b>	
<b>DATE RECEIVED:</b> _____	<input type="checkbox"/> <b>COMPLETE</b> <input type="checkbox"/> <b>INCOMPLETE</b>
<b>DATE APPROVED:</b> _____	<input type="checkbox"/> <b>NOT APPROVED</b>
<input type="checkbox"/> <b>NOTIFICATION SENT</b>	<input type="checkbox"/> <b>WEB LISTING COMPLETED</b>

## TERMS & PAYMENT

- All schools that decide to voluntarily comply with NAHA standards shall be listed in the NAHA website approved schools section. This includes Level 1-3 educators and schools. If your school is not approved, then your application fee will be refunded minus a \$100 administrative processing fee. None of the materials sent in with any application will be returned. Each school location must apply separately and pay all applicable fees in order to be listed.
  
- The annual fee for your school listing shall be \$250 for US/Canadian Schools or \$450 for foreign schools. Discounted additional school location fee: \$125 per each additional US/Canadian location or \$225 for each additional foreign location. Fees for approved schools are non-refundable and are subject to change without notice.
  
- All owners and primary instructors are required to maintain a current NAHA Level 2 (Professional), Level 3 (Clinical), or business membership. NAHA membership is a separate fee from school membership.
  
- Apply and pay online at naha.org, or submit payment for your school membership along with your Level 2, Level 3 or business membership application(s) and payment.
  
- If you are currently a NAHA Level 2, Level 3 or business member in good standing, please indicate so by checking the box below. No additional fee will be required for NAHA membership unless you are adding an instructor.

<b>C.A.S.E. PAYMENT please check: <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL</b>	
Name:	
<input type="checkbox"/> I am currently an active NAHA Level 2 (Professional), Level 3 (Clinical) or Business Member	
<input type="checkbox"/> I have more than one school location. Number of additional locations: _____	
Payment method: <input type="checkbox"/> Visa <input type="checkbox"/> M/C <input type="checkbox"/> AmEx <input type="checkbox"/> Check <input type="checkbox"/> paid online at naha.org <input type="checkbox"/> PayPal	
CC #:	
Expiration date:	Vcode (3 digit for Visa & M/C, 4 digit for AmEx):
<input type="checkbox"/> I understand that a \$100 processing fee will be retained if my school is not approved.	
Signature:	
Checks must be in US Dollars. Make PayPal payments to info@naha.org	
Apply & pay online or mail your full application with payment details to: National Association for Holistic Aromatherapy PO Box 27871 Raleigh, NC 27611-7871 919-894-0298 • info@naha.org • www.naha.org	

## **AGREEMENT TO C.A.S.E. STANDARDS**

Personal & professional agreement with NAHA's Council for Aromatherapy Schools and Educators

I, \_\_\_\_\_ do hereby voluntarily choose to comply with the National Association for Holistic Aromatherapy Council of Aromatherapy Schools and Educator's Core Curriculum Requirements as outlined in the C.A.S.E. Approved Standards for Professional Aromatherapy education document. I pledge that I will conduct all training management and instruction according to the highest standards of professional conduct as described and outlined in the NAHA Code of Professional Ethics. As an aromatherapy educator and/or director of the above school, I recognize that I am responsible for the management and instruction of courses covered in the Approved Standards for Professional Aromatherapy education document. I understand and agree that the National Association for Holistic Aromatherapy and its affiliates assume no responsibility for my actions and activities as a voluntary educator/school in compliance with NAHA standards. I hereby release NAHA from any and all liability for any events relating to my management, teaching or practice of Aromatherapy.

As part of my NAHA Approved School curriculum I commit to the safe use of essential oils and do not teach, apply or promote contraindicated techniques such as: excessive drop techniques, the use of certain essential oils considered unsafe for neat use, or unsafe internal use practices. To learn more, please visit [www.naha.org](http://www.naha.org) and read the information on safety.

I will include education awareness for the endangered and threatened species (such as Frankincense and Sandalwood) containing information about their historical use and the use of alternative essential oils so that the student has an understanding and appreciation for these species. For more information visit the NAHA website Resource webpage: <http://naha.org/explore-aromatherapy/resources/>

Neither I nor my school nor any approved aromatherapy instructors will create, post or advertise any false promises or statements in regards to an aromatherapy 'license' or NAHA 'license'. Qualifying students will receive a certificate of course completion and an aromatherapy certificate pertaining to each specific aromatherapy course. The certificate is issued by my school and not by NAHA. Students shall not be promised automatic membership with NAHA and are given instructions on how to become a member of NAHA. I understand that any breach of this agreement will cause my NAHA School approval status to be null and void and my school listing will be removed and placed on a list of non-compliant schools.

Please note that NAHA reserves the right to remove any school from our approved list at the board of director's discretion for any reason. Plagiarism of materials is grounds for immediate removal from the NAHA approved school list.

Name	
Signature	
Date	



## CODE OF ETHICS

All NAHA members, schools & educators shall:

- 1) Demonstrate commitment to provide the highest quality aromatherapy service to those who seek their professional service
- 2) Conduct themselves in a professional and ethical manner in relation to their clients, fellow aromatherapists and colleagues and the general public so as to comply with the highest standards of moral behavior and integrity and to uphold the dignity and status of their profession under all circumstances.
- 3) Share professional knowledge, research, and experiences with fellow aromatherapists and colleagues to support the advancement of aromatherapy.
- 4) Treat clients in accordance with holistic principles and render professional services for no other purposes than the total well-being of their clients.
- 5) Educate clients in the quality and availability of true aromatherapy products and services.
- 6) Refrain from engaging in any sexual conduct or sexual activities involving clients.
- 7) Recognize that their primary obligation is always to the client and agree to practice Aromatherapy to the best of their ability for their client's benefit. Their client's comfort, welfare and health must always have priority.
- 8) Provide clients with an informed consent/disclosure statement and information that includes training, certification, and scope of practice, payment structure, benefits, limitations and expectations of both the practitioner and client.
- 9) Endeavor to serve the best interests of their clients at all times by providing the highest quality of service and they shall undertake continuing education and improve upon their aromatherapy skills and professional standards whenever possible.
- 10) Provide services within the scope and the limits of their training. They will not employ techniques for which they have not had adequate training and shall represent their education, training, qualifications and abilities honestly. They shall acknowledge the limitations of their skills and when necessary, refer clients to the appropriate qualified professionals.
- 11) Not diagnose, prescribe or provide any service, which requires a license to practice unless specifically licensed to do.
- 12) Maintain client confidentiality and not divulge to anyone the findings they acquire during

consultation, or in the course of professional recommendations, without their clients consent except when required by law.

13) Support other consultants at all times and shall never criticize, condemn or otherwise denigrate other consultants in the presence of a client or other lay persons.

14) Respect the rights of other healthcare professionals and aromatherapists and will cooperate with all health care professionals in a friendly and professional manner.

15) Where another consultant refers a client, they shall return such clients to the original consultant when the specified recommendation is completed. They will not denigrate another consultant's recommendations.

16) Not make false claims regarding the potential benefits of aromatherapy and shall actively participate in educating the public regarding the actual benefits of true aromatherapy.

17) Not give guarantees regarding the results of any recommendations, nor exploit a client for financial gain through inferences or misrepresentation of any sort.

18) Practice honesty in advertising, promote services ethically and in good taste, and practice and or advertise only those skills for which they have received adequate training or certification.

19) Maintain their business premises in a hygienic condition, and ensure that their business premises offer clients sufficient privacy.

20) Maintain complete records of each client, including specific details of their recommendations.

21) Refrain from the use of any mind-altering drugs, alcohol, or intoxicants prior to or during a professional aromatherapy consultation or while representing the National Association for Holistic Aromatherapy.

22) Dress in a professional manner, proper dress being defined as the attire suitable and consistent with accepted professional practice.

23) Represent a united front to the public and refrain from criticism of colleagues either in writing or verbally before clients or the general public.

24) Shall, upon being found to have transgressed any of the By-laws of the National Association for Holistic Aromatherapy and/or this Code of Ethics, voluntarily surrender and return their membership certificate to the Association.

Name	
Signature	
Date	



## LOGO PERMISSION AGREEMENT

### Acceptable use of the NAHA Membership Logo website placement:

- Current NAHA Members
- Current NAHA Approved Schools/Educators
- NAHA Membership Logo can be placed on your website for:
  - Announcing NAHA Membership, e.g., NAHA Certified Professional Aromatherapist
  - Designation of your NAHA Approved School status

### Acceptable use of NAHA Membership Logo marketing materials:

- Current NAHA Members
- Current NAHA Approved Schools/Educators
- NAHA Membership Logo can be placed in the following marketing materials to show designation of current membership:
  - Business Cards, Business Brochures
  - Approved School/Educator Class Flyers and Announcements
  - Newsletters, Emails, Email templates

### NAHA Membership Logo can NOT be used for the following:

- Expired or non-members of NAHA
- Endorsement of products, services, classes, events
- Anything other than designation of current NAHA Membership

Other than this, use of the NAHA logo or NAHA Membership Logos without written permission is prohibited. Do not copy the NAHA logo and use it on your website, marketing materials or any type of print format without NAHA's written permission. NAHA has the right to change or discontinue any requirements regarding the NAHA Logo use at any time without notice. If your NAHA Membership has expired, use of the NAHA Logo is null and void and must be removed from all email, website and marketing print materials. By signing this permission form, you agree to the above requirements for acceptable use of NAHA Logo. Upload, mail, or fax form to NAHA Office. Membership logos can be downloaded by logging into your member page at [naha.org](http://naha.org).

Name	
Signature	
Date	





## **C.A.S.E. (Council of Aromatherapy Schools/Educators) BENEFITS**

The National Association for Holistic Aromatherapy is an educational, nonprofit 501 (c) (3) membership organization dedicated to enhancing public awareness of the benefits of true aromatherapy. NAHA is actively involved in promoting and elevating academic standards in aromatherapy education and practice for the profession. NAHA is also actively involved in furthering the public's perception and knowledge of true aromatherapy and its safe and effective application in everyday life.

This is an exceptional opportunity to promote your school and courses to prospective students within the holistic healthcare community and beyond. By joining the National Association for Holistic Aromatherapy as a school or independent educator you will enjoy a number of benefits.

Included with your C.A.S.E. application:

- Approved school certificate to display at your school
- Maintain pro-active relationships with existing students and recruit new students
- Demonstrate a commitment to quality in aromatherapy education
- Increase your school's name recognition
- Listing in NAHA Online Directory. Listing in the NAHA Approved Schools webpage.
- Free school page with web link to your web site from NAHA official website
- Discounts to NAHA events and free access to NAHA Tele-Seminars/Webinars.
- Participation in NAHA's Council for Aromatherapy Schools and Educators (C.A.S.E.)
- Opportunity to purchase low cost group rate insurance for your work as a professional educator
- \$25 membership discount for NAHA approved school instructors (use coupon code INSTRUCTOR25)
- Discounts on advertisements in NAHA Aromatherapy Journal and website
- Online registration to receive the NAHA E-Newsletter for your school and students
- Subscription to NAHA Aromatherapy Journal and NAHA Brochures
- Any other new benefits that apply will be incorporated

# APPROVED AROMATHERAPY EDUCATION STANDARDS FOR PROFESSIONAL AROMATHERAPY EDUCATION

(Updated April, 2017. Approved schools have  
until January 1, 2018 to comply with the updated standards.)



**\*Updated\***

## **Level 1: NAHA Certified Level 1 Aromatherapist® (Minimum 50 Hours Curriculum)**

- Introduction to the history of Aromatherapy
- Profiles of minimum 20 essential oils
- Minimum of 5 case studies
- Quality of essential oils
- Production and methods of extraction (distillation, cold pressing/expression, enfleurage, absolute, CO2 extraction)
- Basic physiological effects of essential oils: methods of absorption, overview of olfaction and the limbic system, the skin, and the immune system
- How essential oils interact on physical and emotional levels
- Basic essential oil chemistry with contraindications of certain essential oils
- How to create/design an effective blend
- Diluents such as vegetable oils and other carrier bases
- Methods of application (inhalation, diffusion, topical, optional: internal)
- Safety issues (including dermal, respiratory, internal)
- Legal, ethical, privacy issues (include a copy of the NAHA Code of Ethics)

\*The Level 1 hour requirement applies to existing health professionals such as: Massage Therapists, Estheticians, Herbalists, Nurses, Physicians, etc. Students who are not existing health professionals have an additional requirement to provide proof of completion of Anatomy & Physiology 1 from an accredited institution, or the equivalent class taken from a NAHA approved school. Anatomy & Physiology Level 1 is a 3-4 credit undergraduate class which typically covers: Tissue & The Integumentary System; Skeleton, Joints & The Skeletal System; Muscle, Muscle Tissue & The Muscular System; Nervous Tissue & The Central Nervous System, The Peripheral Nervous System, The Autonomic Nervous System; The Endocrine System; Cellular Structure & Types, Basic Chemistry. Many universities and colleges offer this course in classroom and on line.

1 college credit = 15-16 classroom hours, or self-paced online which can often be completed more quickly.

### **Essential Oils Required for Level 1:**

Clary Sage (*Salvia sclarea*), Cypress (*Cupressus sempervirens*), Eucalyptus (*Eucalyptus globulus*), Geranium (*Pelargonium graveolens*), Lavender (*Lavandula angustifolia*), Lemon (*Citrus x limon*), Peppermint (*Mentha x piperita*), Roman Chamomile (*Anthemis nobilis*), Rosemary (*Rosmarinus officinalis*), Sweet Orange (*Citrus sinensis*), Tea Tree (*Melaleuca alternifolia*), Ylang Ylang (*Cananga odorata*); 8 more essential oils chosen by the instructor for a total of 20.

Students should be made aware of the endangered or threatened status of essential oils such as: Agarwood (*Aquilaria* sp.), Frankincense (*Boswellia carteri*), Rosewood (*Aniba rosaeodora*) and Sandalwood (*Santalum album*).

### **1. Required elements for Level 1 student graduation based upon approved standards in aromatherapy education**

1.1 Student must complete a minimum of 5 case studies.

1.2 Student must sit for and pass a Level 1 examination offered by the school.

1.3 Graduates must submit proof of completion of 5 NAHA approved continuing education hours (CEs) per year or 10 CEs every 2 years in order to remain a Level 2 member in good standing. Examples of NAHA approved CEs include: NAHA Conference, NAHA Webinars (free for members!), writing articles for the NAHA Journal, electives and continuing education courses taught by a NAHA approved school, volunteer or mentorship time spent in a holistic healing center that utilizes aromatherapy.



**\*Updated\***

### **Level 2: NAHA Certified Professional Aromatherapist® (Minimum 200 Hours Curriculum)**

- History and Modern Development
- Profiles of minimum 40 essential oils
- Minimum of 10 case studies
- Quality of essential oils
- Production and methods of extraction (distillation, cold pressing/expression, enfleurage, absolute, CO2 extraction)
- The basics of botany (specifically taxonomy)
- Organic chemistry
- Properties of essential oils within a holistic and professional framework
- Blending techniques
- Diluents such as vegetable oils and other carrier bases
- Methods of application (inhalation, diffusion, topical, optional: internal)
- Safety issues (including dermal, respiratory and internal use)
- Consultation and client education program design
- The basics of business development
- Legal, ethical, privacy issues (include a copy of the NAHA Code of Ethics)

\*\*150 hours in addition to the required Level 1 hours, for a total minimum of 200. The Level 2 hour requirement applies to existing health professionals such as: Massage Therapists, Herbalists, Nurses, Physicians, etc. Students who are not existing health professionals have an additional requirement to provide proof of completion of Anatomy & Physiology 2 from an accredited institution, or the equivalent class taken from a NAHA approved school. Anatomy & Physiology Level 2 is a 3-4 credit undergraduate class which typically covers: The Reproductive System; The Cardiovascular System; The Lymphatic System & The Immune System; The Urinary System; The Digestive System. Many universities and colleges offer this course in classroom and on line.

1 college credit = 15-16 classroom hours, or self-paced online which can often be completed more quickly.

**Prerequisites:** All Level 1 requirements

## **2. Required elements for Level 2 student graduation based upon approved standards in aromatherapy education**

- 2.1 Student must complete a 5-10 page research paper (pertaining to an aromatherapy topic).
- 2.2 Student must complete a minimum of 5 case studies in addition to the required level 1 case studies for a total minimum of 10.
- 2.3 Student must study a minimum of 20 essential oil profiles in addition to required Level 1 essential oils for a total minimum of 40.
- 2.4 Student must sit for and pass a Level 2 examination offered by the school.
- 2.5 Graduates must submit proof of completion of 10 NAHA approved continuing education hours (CEs) per year or 20 CEs every 2 years in order to remain a Level 2 member in good standing. Examples of NAHA approved CEs include: NAHA Conference, NAHA Webinars (free for members!), writing articles for the NAHA Journal, electives and continuing education courses taught by a NAHA approved school, volunteer or mentorship time spent in a holistic healing center that utilizes aromatherapy.
- 2.6 Professional liability insurance is recommended.



**\*NEW\***

## **Level 3: NAHA Certified Clinical Aromatherapist® (Minimum 300 Hours Curriculum)**

Level 3 curriculum should prepare health professionals to proficiently practice aromatherapy in clinics that utilize complementary modalities (e.g., holistic healing centers, integrative medicine clinics, private practice).

- Profiles of minimum 50 essential oils
- Minimum of 20 case studies
- Properties of essential oils within a clinical framework
- Safety and toxicology of essential oils (topical and internal)
- Safety guidelines for vulnerable populations (infants & children, pregnant women, elderly, those with chronic health conditions)
- Client/patient intake or SOAP notes
- Scope of practice
- Legal, ethical, privacy issues (include a copy of the NAHA Code of Ethics)
- As long as the core requirements are met, curriculum may be developed in specific tracks or emphasis chosen by the instructor (e.g., aromatherapy for children, the elderly, women's health, phyto-aromatherapy, dermatology, acupuncture, animal aromatherapy, compounding of clinical preparations, etc.) Graduates should accurately declare their qualifications in their biographies or resumes, and should avoid acting outside their scope of practice.
- Level 3 electives and continuing education classes may cover specific areas of interest chosen by the instructor.

\*\*\*100 hours in addition to the required Level 1 & 2 hours, for a total minimum of 300. The Level 3 hour requirement applies to existing clinicians (Physicians, Nurses, Acupuncturists, Medical Herbalists, etc). Students who are not existing clinicians have an additional requirement to provide proof of completion of Advanced Pathophysiology from an accredited institution, or the equivalent class taken from a NAHA approved school. Advanced Pathophysiology is a 4 credit graduate level class which typically advances knowledge of anatomy and physiology while explaining the mechanisms of diseases and pathophysiological conditions affecting the integumentary system, the circulatory system, the reproductive system, the musculoskeletal system, the lymphatic/immune system, the endocrine system, the nervous system, the urinary system, and the digestive system. Many universities and colleges offer this course in classroom and on line.

1 college credit = 15-16 classroom hours, or self-paced online which can often be completed more quickly.

**Prerequisites:** All Level 1-2 requirements

**Level 3 graduates must have a minimum of 1 year of direct clinical aromatherapy experience before applying for [Level 3 Membership](#).**

### **3. Required elements for Level 3 student graduation**

3.1 Student must complete a minimum of 10 additional case studies in addition to the required level 1 & 2 case studies for a total minimum of 20.

3.2 Student must study a minimum of 10 essential oil profiles in addition to required Level I & 2 essential oils for a total minimum of 50.

3.3 Student must sit for and pass a Level 3 examination offered by the school.

3.4 Graduates must be actively teaching or practicing clinical aromatherapy in order to remain a Level 3 member in good standing.

3.5 Graduates must submit proof of completion of 15 NAHA approved continuing education hours (CEs) per year or 30 CEs every 2 years in order to remain a Level 3 member in good standing. Examples of NAHA approved CEs include: NAHA Conference, NAHA Webinars (free for members!), writing articles for the NAHA Journal, electives and continuing education courses taught by a NAHA approved school, volunteer or mentorship time spent in a holistic healing center that utilizes aromatherapy.

3.6 Graduates must supply proof of professional liability insurance in order to remain a Level 3 member in good standing.

**Company that insures aromatherapists:**

[www.locktonmedicalliabilityinsurance.com](http://www.locktonmedicalliabilityinsurance.com) (NAHA Member group discount)

## **CASE STUDY WRITING GUIDELINES**

- 1) Identify the client's chief complaints.
- 2) Summarize the client's background, relevant facts, and any key factors leading to the current complaints.
- 3) Formulate a thesis statement.
- 4) List your aromatherapy recommendations for the client.
- 5) Demonstrate that you have researched your recommendations for the client and/or explain your reasoning for choosing specific essential oils and any other recommendations.
- 6) Explain any constraints and recommend alternatives (e.g., alternatives to oils that are out of budget, allergies, sensitivities, personal preferences of the client).
- 7) After following your client for a minimum of 3 months, summarize your client's outcome. Include details on compliance, any improvements, set-backs or challenges that your client experienced.
- 8) Summarize your action plan for the future.

## **RESEARCH PAPER GUIDELINES**

- 1) 5-10 pages typed and double spaced.
- 2) 12 point Times New Roman, Ariel, Bookman or Courier Font.
- 3) Data and evidence must be quality and of logical reasoning.
- 4) Choose an aromatherapy related topic.
- 5) Research information about your topic.
- 6) State your thesis.
- 7) Organize your research notes.
- 8) Create an outline.
- 9) Include references at the end of your paper (note that plagiarism is a serious offense and will be grounds for failure). Good information on citing references in scientific research papers can be found here: <http://tim.thorpeallen.net/Courses/Reference/Citations.html>
- 10) Type your rough draft.
- 11) Optional: Ask a fellow student or colleague to proof read your rough draft for you.

12) Type your final draft and submit it to your instructor.

13) Optional: Once your final draft has been accepted by your instructor, submit a copy to NAHA for possible publication in the NAHA journal.

14) Aromatherapy trade journals, herb associations, and research links:

- NAHA Journal: [www.naha.org](http://www.naha.org) (log into your NAHA member page to view)
- International Journal of Aromatherapy: [www.essentialorc.com/resources](http://www.essentialorc.com/resources)
- International Journal of Professional Holistic Aromatherapy: [www.ijpha.com](http://www.ijpha.com)
- International Journal of Clinical Aromatherapy: [www.ijca.net](http://www.ijca.net)
- The Aromatherapy Thymes: [www.aromatherapythymes.com](http://www.aromatherapythymes.com)
- Aromatherapy Today: [www.aromatherapytoday.com](http://www.aromatherapytoday.com)
- Aromatika Magazine: [www.aromatika.hu](http://www.aromatika.hu)
- Aroma Culture Magazine: [www.aromaculture.com/the-magazine](http://www.aromaculture.com/the-magazine)
- American Botanical Council: <http://abc.herbalgram.org>
- PubMed: <http://www.ncbi.nlm.nih.gov/pubmed>
- Science Direct: <http://www.sciencedirect.com>
- Journal of Botanical Sciences: <http://www.rroij.com/botanical-sciences.php>
- HerbMed: <http://www.herbmed.org>
- American Herbalists Guild: <http://www.americanherbalistsguild.com>
- The Plants Database: <http://plants.usda.gov>
- Dr. Duke's Phytochemical and Ethnobotanical Databases:  
<http://www.ars-grin.gov/duke/chem-activities.html>

15) Safety guidelines:

- NAHA: <http://naha.org/explore-aromatherapy/safety>
- Essential Oil Safety: A Guide for Health Care Professionals, 2nd Edition by Robert Tisserand and Rodney Young. Available for purchase from the NAHA book store:  
[www.naha.org/bookstore](http://www.naha.org/bookstore)