

# Healing Arts Institute of Clinical Sexology



## Clinical Sexology Doctorate and Certificate Program Enrollment Agreement

Contact: Admissions Office  
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# Healing Arts Institute of Clinical Sexology

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## Mission

### **Mission:**

Healing Arts Institute of Clinical Sexology is a private, not-for-profit institution, with the mission to offer an affordable degree that is flexible for working professionals. To produce culturally competent Certified and Doctor of Philosophy (Ph.D.) professionals to better serve the community by providing on-campus educational opportunities and accessible distance learning to foster academic excellence, intellectual inquiry, leadership, research, and commitment to community through engagement of students and faculty members in a dynamic, life-long learning environment.

### **Purpose of the Institution:**

“Sexology” is the study of sex or of the interaction of the sexes, especially among human beings. “Clinical” is relating to or based on work done with real clients. Therefore, the objective of this program is to educate and prepare healthcare providers with the knowledge and skills needed to incorporate clinical sexology into their practices. “Healthcare” encompasses the fields to include but not limited to psychotherapy, psychology, medicine, ministerial service, education, family therapy, mental health counselors, social workers, coaching, and other human service professions.

Healing Arts Institute of Clinical Sexology offers stimulating programs of study that challenge and engage students through inclusive excellence and academic innovation in teaching, research, and community outreach. HAI provides one (1) certificate in Clinical Sexology and one (1) degree in Doctor of Philosophy (Ph.D.).

### **Licensure Status:**

Healing Arts Institute of Clinical Sexology is licensed under the Florida Department of Education by the Commission for Independent Education (CIE) and is authorized to grant a Doctor of Philosophy in Clinical Sexology degree. Additional information regarding Healing Arts Institute of Clinical Sexology may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399- 0400, or toll-free telephone number (888) 224-6684.

\*The accrediting agency(s) or association(s) listed below is/are not recognized by the united states department of education as an approved accrediting agency. Therefore, if you enroll in this institution, you will not be eligible for title iv federal financial assistance, state student financial assistance, or professional certification. In addition, credits earned at this institution may not be accepted for transfer to another institution and may not be recognized by employers: the acceptance of the transfer of credit is up to the transferring institution.

## **Eligible Practice as a Sex Therapist**

Graduates of the certificate program and doctorate program at Healing Arts Institute of Clinical Sexology aligns the curricula to be eligible to practice as a Clinical Sexologist / Sex Therapist in accordance to Florida State Statute Chapters 490 (Psychological Services) and 491 (Clinical, Counseling, and Psychotherapy Services) under 64B4-7.004 (Use of the Title “Sex Therapist”).

\*Students licensed outside the state of Florida, should contact their state licensure board to verify what constitutes the eligibility to practice as a sex therapist within their state and individual licensure.

For additional certification, students are encouraged to identify and seek certification as a sex therapist from an additional certification program which specializes in Clinical Sexology. Some examples include, but are not limited to, American Board of Sexology (ABS) (<http://theamericanboardofsexology.com/>) or American Association of Sexuality Educators Counselors and Therapists (AASECT) (<https://www.aasect.org/>).

\*HAI does not have any affiliation or articulation with these certifying bodies.

# Clinical Sexology

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## Program Information

### Time Required

**Certificate:** Clinical Sexology certificate program consists of forty-eight (48) credits. This certificate program consists of Clinical Sexology course work and one externship. At the start of the program, students will decide to attend full or part time. Based on the student's decision, a full or part time program degree will be provided for the students to follow. Along with a degree program, students will acknowledge receipt of catalog containing all curriculum descriptions. At the beginning of each class a syllabus will be provided. Before the start of the first class(es), students will be required to become and show proof- at a minimum- a liability insurance from an organization or agency to practice as a Student Member (higher level of membership if applicable, based on the student's status). Examples include American Psychological Association (APA), American Association for Marriage and Family Therapist (AAMFT), American Mental Health Counselors Association (AMHCA), or AASECT.

The Certificate program can be completed in twelve (12) months full-time (eight (8) classes per trimester) or twenty-four (24) months part time (four (4) classes per trimester). Certificate completion should not exceed thirty-six (36) months. Failure to complete the Certificate program requirements will result in being dropped from program. Enrollment is prior to the beginning of each term. Currently, HAI does not offer specialized concentrations.

**Doctor of Philosophy:** The Clinical Sexology Ph.D. consists of ninety-six (96) credits. At the start of the program, students will decide to attend full or part time. Based on the student's decision, a full or part time program degree will be provided for the students to follow. Along with a degree program, students will acknowledge receipt of catalog containing all curriculum descriptions. At the beginning of each class a syllabus will be provided. Before the start of the first class(es), students will be required to become and show proof- at a minimum- a liability insurance from an organization or agency to practice as a Student Member (higher level of membership if applicable, based on the student's status). Examples include American Psychological Association (APA), American Association for Marriage and Family Therapist (AAMFT), American Mental Health Counselors Association (AMHCA), or AASECT.

It can be completed within twenty-four (24) months as a full-time student (eight (8) classes per trimester and one (1) year for dissertation) or forty-eight (48) months as a part-time student (four (4) classes per trimester and one (1) year for dissertation). On average it takes students an additional one – two (1-2) years after completing their Clinical Sexology classwork to complete their Dissertation or Doctoral Project, which is worth fifteen (15) credits (three (3) credits per course for a total of five (5) courses). While completing the dissertation or doctoral project, student must be enrolled each course for dissertation credits. After the required 15 credits, students will need to register for dissertation/doctoral project class at one (1) credit each term until student completes the degree. Failure to maintain class enrollment each term throughout entire program and until dissertation or doctoral project is complete will result in being dropped from the program. Degree completion is to not exceed seven (7) years. Failure to complete their degree in the required time will result in students being dropped from the program. Enrollment is prior to the beginning of each term. Currently, HAI does not offer specialized concentrations.

## **Credential for Satisfactory Completion**

Students who successfully complete all forty-eight (48) credits of the certification program will be awarded a Certification in Clinical Sexology. Students who successfully complete all ninety-six (96) credits of the doctorate program will be awarded a Doctor of Philosophy (Ph.D.) degree in Clinical Sexology. Degrees awarded by Healing Arts Institute of Clinical Sexology are in accordance of the Commission for Independent Education, Florida Department of Education.

Additional Information regarding Healing Arts Institute of Clinical Sexology may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

# Clinical Sexology Program

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## Fee Schedule 2020-2021

Healing Arts Institute of Clinical Sexology does not charge tuition and fees based on In-State or Out-Of-State cost. As a result, HAI has a flat rate of cost for tuition and fees. The tuition and fees are succeeding. HAI does not offer any additional fee waivers or discounts in tuition or cost.

### **Total Doctorate Program Tuition**

The Ph.D. in Clinical Sexology cost is as follows: 96 credit hours at \$200 (USD) per credit hour.  
Total Tuition Cost: \$19,200.00 (USD)

### **Total Certificate Program Tuition**

The Certificate in Clinical Sexology cost is as follows: 48 credit hours at \$200 (USD) per credit hour.  
Total Tuition Cost: \$9,600.00 (USD)

### **Administrative Fees and Costs**

Books and course materials are purchased independently by the student and are not included in the Tuition/Fee schedules printed here.

The current fee schedule is as follows:

Registration Fee (one-time):	\$ 100.00
Transcript Request Fee:	\$ 10.00 (non-refundable)
Administrative Fee:	\$ 100.00
Re-Entry Fee:	\$ 50.00
Textbooks and Supplies:	\$ 600.00 (approximate)

### **TERMS OF PAYMENT OF TUITION AND FEES**

The following payment options are available for all students:

1. Students may choose to pay for the entire program in full at any time. However, there is no reduction in fees based on prepayment. HAI reserves the right to increase the cost per credit, registration fee, and/or education fees on an annual basis.
2. Students may negotiate, at the time of registration, a weekly, monthly, or quarterly payment plan. The balance may be paid in full at any time

## **CANCELLATION AND REFUND POLICY**

Healing Arts has open enrollment, so a student's start date will be based on the first class that student attends.

Cancellation can be made in writing, by electronic mail with return receipt, by Certified Mail or by institution termination. Withdraw from the program prior to taking any classes will be refunded in full, notice must be received the day before class starts. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

1. All classes have credits assigned to them and tuition for each credit is \$200. Once a student has begun classes, refunds or tuition owed will be calculated based on classes attended. Cancellation after attendance has begun, through 20% completion of the term, will result in a Pro Rata refund computed on the number of hours completed to the total term hours.
2. Cancellation after completing more than 20% of the term will result in no refund.
3. A student's drop/add period will be calculated based on date of enrollment. Students will have seven (7) days from signing the application to withdraw from the program without the 5% administrative fee or any penalty.
4. Textbooks are not purchased from Healing Arts and are therefore the property of the student. Students must refer to the purchaser of books for their individual refund policies.
5. If a student is terminated, the Cancellation and Refund Policy will be applied. Students may be terminated from the program by the Healing Arts Board for just cause as described under the Student's Responsibility section. Refunds in this case will be the same as student withdrawals.
6. The \$100 application fee will not be refunded if the school does not accept the applicant.
7. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
8. Students are encouraged to notify Healing Arts prior to the start of their program segment should they need to take an academic interruption during the program. All schedule changes must occur no later than the end of the first week of the start date to not incur all segment charges.

## Doctorate Program Payment Plan

**This agreement constitutes a binding contract between the student and Healing Arts Institute of Clinical Sexology**

All students are responsible for the fees as specified in the catalog. Below you will find a sample of a payment plan. Each payment plan is designed with the student and the Office of Admissions to reflect each individual student's needs.

<u>ANNUAL PERCENTAGE RATE</u>	<u>FINANCE CHARGE</u>	<u>Amount Financed</u>	<u>Total of Payment</u>	<u>Total Sales Price</u>
		The dollar amount the credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled	The total cost of your purchase on credit including your down payment of \$1,200.00
N/A	N/A	\$18,000.00	\$19,200.00	\$19,200.00
<b>YOUR PAYMENT SCHEDULE WILL BE:</b>				
<u>Number of Payments</u>	<u>Amount of each payment</u>	<u>When payments are due</u>		
<b>16</b>	<b>\$1,200.00</b>	Beginning on ___/___/___ and on the same day each month		

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All prices for program are printed herein. There are no carrying charges or interest charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services.

## Certification Program Payment Plan

**This agreement constitutes a binding contract between the student and Healing Arts Institute of Clinical Sexology**

All students are responsible for the fees as specified in the catalog. Below you will find a sample of a payment plan. Each payment plan is designed with the student and the Office of Admissions to reflect each individual student's needs.

<u>ANNUAL PERCENTAGE RATE</u>	<u>FINANCE CHARGE</u>	<u>Amount Financed</u> The dollar amount the credit provided to you or on your behalf.	<u>Total of Payment</u> The amount you will have paid after you have made all payments as scheduled	<u>Total Sales Price</u> The total cost of your purchase on credit including your down payment of \$1,200.00
N/A	N/A	\$8,400.00	\$9,600.00	\$9,600.00
<b>YOUR PAYMENT SCHEDULE WILL BE:</b>				
<u>Number of Payments</u>	<u>Amount of each payment</u>	<u>When payments are due</u>		
<b>8</b>	<b>\$1200.00</b>	Beginning on ___/___/___ and on the same day each month		

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All prices for program are printed herein. There are no carrying charges or interest charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services.

# Clinical Sexology Program

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## Admissions Policy

### Admission Requirements

Healing Arts Institute of Clinical Sexology is looking for dedicated professionals in the mental health and medical fields to enhance the field of sexology by completing the Certificate program or Doctor of Philosophy (Ph.D.) degree. The following minimum requirements are needed to be considered an applicant at HAI.

### Certificate Program

1. Graduate degree of master or doctorate (or United States equivalent, if applicable for international students) in a healthcare service, medical, or mental health field from an accredited college or university.
2. GPA of 3.0 or higher from last obtained degree or cumulative 3.0 GPA for the last sixty (60) credits earned.
3. Professional Licensure (including Registered Intern status- substitute title as determined by individual state and/or license)

#### **OR**

Certification (or United States equivalent, if applicable for international students) in a healthcare service, medical, or mental health field as approved by the state(s)

4. English Proficiency Exam (if applicable) (see the international student section for more information). English Proficiency Exam is waived if prospective student completed a degree in the United States

### Doctorate Program

1. Graduate degree of master or doctorate (or United States equivalent, if applicable for international students) in a healthcare service, medical, or mental health field from an accredited college or university.
2. GPA of 3.0 or higher from last obtained degree or cumulative 3.0 GPA for the last sixty (60) credits earned.
3. Professional Licensure (including Registered Intern status- substitute title as determined by individual state and/or license)

#### **OR**

Certification (or United States equivalent, if applicable for international students) of in a healthcare service, medical, or mental health field as approved by the state(s)

4. English Proficiency Exam (if applicable) (see the international student section for more information). English Proficiency Exam is waived if prospective student completed a degree in the United States
5. Completion of a Research Methods and/or Statistics Class with a “B” or higher (or United States equivalent, if applicable for international students). Additional research class(es) may be substituted at the pronouncement of HAI during the admission process.

### Upon Acceptance

The student will submit the completed application with all application documents for the application to be considered a *complete application packet*. Upon receipt of the non-refundable application processing fee by Healing Arts Institute of Clinical Sexology, the application packet will go for review. The Admissions Committee considers all applicants for admission based on their academic record, personal and professional accomplishments, motivation, talents, recommendations, personal statement, and test results, as applicable. All required application documents must be submitted to the Office of Admissions before application packet will go to the Committee for review. Based on the

application packet, the Committee will determine to call the prospective student for an interview. All documents become the sole property of HAI and cannot be forwarded to another institution or returned to the applicant.

Once the application packet is submitted, all application packets will be reviewed by the Committee. All programs require a face to face interview with the Committee. The applicant will respond to interview questions regarding past training, clinical experience, how the degree will be used, and any other information relevant to the applicant's ability to successfully complete the program. If any Committee member deems an applicant to not meet admission requirements or goodness of fit into the program, they will submit their rationale in writing to be added to the prospective student's record. The Committee will make a recommendation of acceptance or denial. The applicant will be notified in writing not to exceed thirty (30) days of the application packet completion, as to their acceptance or denial. If the Committee decides that an applicant does not meet requirements, and has a correctable reason, the applicant will be given the opportunity to correct their application and resubmit with an answer of decision to not exceed 30 days from the date of application correction. If the decision is made to not admit the applicant at this time, the applicant will be informed in writing of the decision. The applicant will be eligible to reapply in six (6) months provided the reasons for non-acceptance are reversible. Each application will result in a non-refundable application processing fee. No waiver or credit will be applied for previous submitted applications to be used on current applications.

Upon submission of initial application packet, HAI will further assess a student's ability to successfully complete the course of study by conducting an interview. Interviews are required to be conducted face-to-face, in person at HAI's campus in Tamarac, Florida. If the applicant is accepted into Healing Arts Institute of Clinical Sexology, they will need to complete the Enrollment Agreement. This would need to be returned to the Office of Admissions before student can enroll/register in classes.

Students are required to register for classes for the start of the following term after acceptance into the program. Failure to register for classes results in one (1) automatic deferral of classes to the next term. If students do not register for classes after the first automatic deferral, students will not be eligible to register for classes until they meet with the Admissions staff to devise a plan of action. If student does not enroll in courses after acceptance, they have six (6) months to register for classes. Failure to register for classes before the six (6) month time requirement, nulls student's acceptance into the program. As a result of having a nulled acceptance, and applicant is still interested in attending HAI, they would need to submit another application, non-refundable application fee, along with a re-admit fee, and a review of application documents to be considered as a readmit student into the program. If a denial of acceptance is determined for the applicant, they may reapply after six (6) months. Reapplying will result in another non-refundable application fee, and a re-admit fee. Other documentation of the application will be evaluated, and it will be determined what, if anything, needs to be resubmitted.

## **Admissions Committee**

The Admissions Committee will include, but not limited to, the Program Director (hereinafter referred to as the "Director") and the Dean of Students.

# Clinical Sexology Program

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## Attendance Policy

### **Class Attendance Requirements**

Healing Arts Institute of Clinical Sexology operates on a compressed time period for each term. To ensure students meet all state requirements for instruction, students are required to attend all classes to obtain credit. If a student needs to be absent from a class, prior authorization needs to be obtained from the professor in writing. Faculty have the approval to make decisions regarding counting an absence as an excused absence. If approved to be an excused absence student will be required to make up any work missed during the absence. Additional work may be assigned to cover missed class activities to include lectures, discussions, guest speakers to name a few. If a student is more than thirty (30) minutes late to class, student will be marked as absent. This absence will count as an unexcused absence. As a result, of two unexcused absences from a class will result in being dropped from the class. If students are dropped from class(es) by HAI, refund of monies for class(es) are determined in accordance to the drop/add percentages found in the academic calendar. Dropped student will receive an Unsatisfactory (U) for a grade.

Students may not record any classes using any recording devices without the written permission of the Director. This includes phones, tablets, cameras, or other recording devices. It is possible that in the event of a student with a disability needing to record using specialized equipment that permission to record will be granted. Students may take written notes during class.

### **Program Format**

#### On Campus Based Format Only

Campus based is the only format available for both the certificate program and Doctor of Philosophy (Ph.D.). Classes are designed with the working student in mind. Each class meets for two days on the weekend. Classes are offered on only on campus Saturdays and Sundays from 9:00AM to 5:00PM EST. All classes are offered simultaneously in person.

We do not offer any online format.

**New Student Orientation:** Students are required. Students must attend new student orientation at the beginning of their desired program, offered as needed. HAI will determine new student orientation dates as enrollment occurs. This will allow students to start the program on a solid foundation at HAI.

**Residential Institute:** RIs will be determined by the program office and available on the academic calendar. RI was designed to help students build a learning community and establish network and connections amongst their colleagues. During the RIs, students participate in experiential exercises, role-plays, group simulations, guest speaker presentations, panel discussions, career development seminars, poster presentations, social events, to name a few. There is also time allotted for degree plan advising and library research skills training.

Failure to attend RI from the Office of Admissions will result in the reduction of a student's final grade by one letter grade. Online media and interactive methods are used throughout the instructional sequence, such as Canvas, distance library services, electronic library, plus a range of online activities that facilitate frequent student to faculty, and student to student interaction. Online activities include real-time and/or synchronized forums using threaded discussion boards, chat rooms, email, and electronic classroom sessions. Healing Arts Institute offers an extensive distance and electronic library services. For more information, visit Healing Arts Institute's student resources page at [www.healingartssfl.org](http://www.healingartssfl.org).

\*Student is responsible for any fees and cost endured for the required in person events, listed in this catalog.

**Audit Class:** Healing Arts Institute of Clinical Sexology offers an option to audit courses to students and staff.

# Clinical Sexology Program

## Course Calendar

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### Course List Calendar

Course Code	Course Title	When Offered
<b>Trimester A</b>		
CPS / CCS 701	Sexual and Reproductive Anatomy and Physiology	Open Availability
CPS / CCS 702	Developmental sexuality	Open Availability
CPS / CCS 703	Socio-cultural factors in sexual values and behavior	Open Availability
CPS / CCS 704	Gender-identity	Open Availability
CPS / CCS 705	Diagnosis of Sexual Dysfunctions and Disorders	Open Availability
CPS / CCS 706	Medical factors related to sexuality and sexual functioning	Open Availability
CPS / CCS 707	Treatment of Sexual Dysfunctions and Disorders	Open Availability
CPS / CCS 708	Sexually Transmitted Infections	Open Availability
<b>Trimester B</b>		
CPS / CCS 709	Victims and Victimology	Open Availability
CPS / CCS 710	Research on sexual dysfunctions, disorders and deviancy	Open Availability
CPS / CCS 711	Group therapy in treatment of sexual dysfunctions, disorders, and deviancy	Open Availability
CPS / CCS 712	Legal Ethical and Forensic Issues in Sex Therapy	Open Availability
CPS / CCS 713	Forensic Sexology, Sexology of the Law	Open Availability
CPS / CCS 714	Treatment of Sexual Offender Treatment & Juvenile Sexual Offenders	Open Availability
CPS / CCS 715	Interaction between sexuality and dynamics of interpersonal and family relationships	Open Availability
CPS 716	Risk Assessment with Sex Offenders	Open Availability
<b>Trimester C</b>		
CPS 717	Alternative Lifestyles	Open Availability
CPS 718	Sexuality and Disability	Open Availability
CPS 719	Sexual Abuse Treatment	Open Availability
CPS 720	Sexuality and Substance Abuse	Open Availability
CPS 721	Sexual Pharmacology	Open Availability
CPS 722	Pornography and Media Addiction	Open Availability
CPS 723	Sex and Religion	Open Availability
CPS 501	Internship 1	Open Availability
CPS 601	Externship 1	Open Availability
CPS 603	Externship 2	Open Availability
CPS / CCS 801	Clinical Supervision	Open Availability
CPS 901	Research Dissertation or Doctoral Project	Open Availability

Courses are held on Saturday and Sunday from 9 a.m.-5 p.m. each day

# Clinical Sexology Program

## Additional Information

### Transferability of Credits

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**Certificate Program:** Healing Arts Institute of Clinical Sexology does not accept transfer of credits towards the completion of the certificate program.

**Doctorate Program:** Units or credits may be earned at and transferred from other postsecondary institutions, when congruent and applicable to the Healing Arts Institute of Clinical Sexology Doctor of Philosophy (Ph.D.) program. Transfer of credits will be validated and confirmed by HAI after acceptance into the program. Such institutions include but are not limited to colleges and universities; institutions approved to offer post-graduate continuing education in sex therapy and sexology; or institutions approved to offer post-graduate continuing education in one of the HAI specialty areas. Coursework must be comparable to the HAI curriculum. All credits will be reviewed by the Admissions Office and approved or excluded in part or in total. Credits will only be considered for transfer if they were completed five (5) years or less. Credits completed over five (5) years will not be considered for transfer credit.

Upon acceptance into HAI, student is eligible to apply for transfer of credits. The student will work with the Office of Admissions, submitting the transfer of credit form(s) along with the syllabus/syllabi for the credits transfer. The maximum number of transferable credits accepted from other institutions may not exceed twenty-four (24) credits. Transfer of credit form is available on HAI student resources page ([www.healingartssfl.org](http://www.healingartssfl.org)).

Transferability of Healing Arts Institute of Clinical Sexology credit(s) *to* another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted by another other institutions.

### Student Services

The Director, Administrators, and Instructors are all available via email and telephone for all student services. The faculty and staff of HAI have up to a seventy-two (72) hour time to return all phone calls and email communications within normal business hours.

### Academic Advisement

Dr. Tennie – Program Director, Dr. Harris – Dean of Students, and Ms. Williams – Admissions Office, are trained in Admissions. They will provide academic advisement for prospective and current students. Current Ph.D. students will seek consultation on dissertation topics from doctorate level faculty and/or board members. Doctorate level faculty and/or board members will provide advisement based on their own areas of concentration. If students need to change their designated program or degree plan(s), they should contact the Office of Admissions to assist with plan changes.

\*Reminder changes in program/degree plans could result in delaying the completion of the

program/degree. Students and Office of Admissions will work together to devise a program/degree plan which works for the student, while adhering to when the class(es) are offered.

## **Financial Advisement**

Healing Arts Institute of Clinical Sexology admissions team will review, explain, and assist students with setting up payment plans and payment options. HAI is not eligible to accept financial aid assistance from federal, state, institutional, or private financial aid services on behalf of the student.

## **Personal Advisement**

All Board members can provide consultation with students experiencing personal difficulties. Board members will not provide therapeutic services, but only referrals and recommendations to the students' local resources.

## **Career Services**

Healing Arts Institute of Clinical Sexology does not provide placement services. Healing Arts Institute of Clinical Sexology will make available to students a list of institutions, agencies, and other venues where their services as Clinical Sexologists may be of value. Healing Arts Institute of Clinical Sexology will also assist students with developing a marketing niche for their individual specialties. Records of initial employment of all graduates shall be maintained. Exceptions to this requirement shall be made for those graduates who attend the institution on a student visa or other temporary immigration status and who do not seek employment in this country.

## **Retention Improvement Plans**

Healing Arts Institute of Clinical Sexology will report its retention rate annually as defined by the Commission.

## **Facilities**

The physical location of the classroom is 4699 North State Road 7, Suite B1, Tamarac, FL 33319. It is in an office building and set up with tables and chairs to accommodate up to 12 students. The facility has two bathrooms in the suite, and two additional bathrooms located in the hall. In total the facility has a total of 1,700 feet squared.

The administrative facility office is at 4699 North State Road 7, Suite B1, Tamarac, FL 33319. The administrative assistant works from the location and all class preparation and resource materials are on-site. Facility office is also used as the mailing address. Suite B1 is the business address on the corporation articles.

## **Students with Disabilities**

Healing Arts Institute of Clinical Sexology complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No qualified individual with a disability shall be excluded from participation in or be denied the benefits of the services, programs, or activities of the institution, or be subjected to discrimination by reasons of his or her disability. Student requests for accommodation will be considered on an individual basis in accordance with the Institute's

procedures.

## **Library**

At the time of enrollment all students will be given a membership to LIRN (Library and Information Resources Network). Students will have off and on campus access to millions of journals, magazines, newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies.

Our extensive LIRN library is facilitated by our librarian Ms. Stacy Allsop. Stacy comes to us with over 17 years' of expertise and experience, holding a Master of Library Science and a Master of Information Science. Stacy provides each learner with the individual guidance and research strategies to be successful in their learning and research experience at Healing Arts. Stacy also serves as the liaison for access and training of Nova's Alvin Sherman Library to which our learners are granted access.

Students are trained on systems and encouraged to make use of Healing Art's relationship with Nova Southeastern University, to use the online and on-campus public functions of the Alvin Sherman Library. Student will have limited access to the Alvin Sherman Library electronic resources from the computer lab on location at the Healing Arts campus and full access to all electronic and paper resources of the Alvin Sherman Library on the physical premises of the library at Nova Southeastern University's Davie campus.

### **6E-1.0032 Fair Consumer Practices.**

(1) This rule implements the provisions of Sections 1005.04 and 1005.34, F.S., and establishes the regulations and standards of the Commission relative to fair consumer practices and the operation of independent postsecondary education institutions in Florida.

(2) This rule applies to those institutions as specified in Section 1005.04(1), F.S. All such institutions and locations shall demonstrate compliance with fair consumer practices.

(3) The definitions contained in Section 1005.02, F.S. and Rule 6E-1.003, F.A.C., apply equally herein unless expressly indicated otherwise.

(4) All advertising and promotional literature shall be accurate and not misleading to the public. A copy of each advertisement shall be available to the Commission upon request for inspection at each location providing administrative services. The level of educational programs provided shall be disclosed. Compliance with subsection 6E-2.004(5) and paragraph 6E-2.004(11)(c), F.A.C., regarding recruitment, admissions, and advertising, is required of all institutions operating or soliciting students in Florida. See paragraph (6)(j) of this rule for requirements for statements regarding job opportunities. If any information is provided to students regarding salaries, such information shall be limited to accurate and unexaggerated representations of entry level salaries reflective of employees having the same skills, education, and experience as the students will have upon graduation. If advertising violations occur, the Commission shall require an institution to receive prior approval of future advertising copy before publication or broadcasting. Continued advertising violations shall result in probation with conditions and fines, or revocation of licensure pursuant to Sections 1005.34 and 1005.38, F.S. Any placement claims, employment predictions, or salary projections used by the institution in its recruiting efforts shall be accurate, and based upon reliable statistical data which shall be provided to all prospective students and to the Commission upon request. It is the responsibility of the institution to ensure that all such claims are kept up to date and reflect actual current conditions and job market projections, taking into account the anticipated needs in the local community. Advertisements shall contain citations of the source of such claims. The institution shall maintain backup documentation to support the citations.

(5) Any licensed institution offering a program which does not make the graduate eligible to take required professional examinations in that field or to practice regulated professions in that field in Florida must publish a disclosure statement to inform prospective students clearly and unambiguously of this fact.

(6) Each prospective student shall be provided a written copy, or shall have access to an electronic copy, of the institution's catalog prior to enrollment or the collection of any tuition, fees or other charges. The catalog shall contain the

following required disclosures, and catalogs of licensed institutions must also contain the information required in subsections 6E-2.004(11) and (12), F.A.C.:

(a) Purpose of the institution: The purpose of the institution must be disclosed, and must be consistent with Section 1005.01, F.S.

(b) Educational programs and curricula: The curricula shall be published in the catalog and shall state objectives specific to each curriculum and the requirements to be met for successful completion of each curriculum or program. Information relating to course availability and prerequisites shall be available for students. The catalog shall also contain brief course descriptions for each course offered.

(c) Description of physical facilities: All licensed institutions must describe their physical facilities in Florida, which must meet the requirements as set forth in subsection 6E-2.004(9), F.A.C. Information showing compliance with relevant local safety and health standards, such as fire, building, and sanitation shall be available to students.

(d) Licensure and accreditation status: The institution shall disclose its status regarding licensure by the Commission and its status as an accredited institution or program, as applicable. The level and scope of licensure or accreditation shall be disclosed, and any ramifications of accreditation or lack of accreditation on the ability to sit for professional examinations and eligibility for financial aid shall be disclosed. If the institution makes claims that it is accredited by an accrediting agency that is not recognized by the United States Department of Education, the following disclosure statement must be made in large bold type, all capital letters, and is to be inserted in the publications or advertising, as defined in subsection 6E-1.003(6), F.A.C., prior to identification of or mention of any accrediting association or agency. The required statement is:

The Accrediting Agency(s) or Associations(s) Listed Below Is/Are Not Recognized By the United States Department of Education As An Approved Accredited Agency. Therefore, If You Enroll In This Institution, You May Not Be Eligible For Title IV Federal Financial Assistance, State Student Financial Assistance, or Professional Certification. In Addition, Credits Earned At This Institution May Not Be Accepted For Transfer to Another Institution, and May Not Be Recognized By Employers.

This disclosure statement shall be inserted in all advertisements or publications wherever accreditation by an unrecognized accrediting agency is mentioned.

(e) Fee schedule: The institution shall disclose all fees required to be paid by students (including tuition, laboratory fees, graduation fees, other required fees), and any nonrefundable fees must be so identified.

(f) Transferability of credits: The institution shall disclose information to the student regarding transferability of credits to other institutions and from other institutions. The institution shall disclose that transferability of credit is at the discretion of the accepting institution, and that it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. If a licensed institution has entered into written articulation agreements with other institutions, a list of those other institutions may be provided to students, along with any conditions or limitations on the amount or kinds of credit that will be accepted. Such written agreements with other institutions must be valid and in effect at the time the information is disclosed to the student. The agreements shall be kept on file at all times and available for inspection by Commission representatives or students. Any change or termination of the agreements shall be disclosed promptly to all affected students. No representation shall be made by a licensed institution that its credits can be transferred to another specific institution, unless the institution has a current, valid articulation agreement on file. Units or credits applied toward the award of a credential may be derived from a combination of any or all of the following:

1. Units or credits earned at and transferred from other postsecondary institutions, when congruent and applicable to the receiving institution's program and when validated and confirmed by the receiving institution.

2. Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas.

3. Prior learning, as validated, evaluated, and confirmed by qualified instructors at the receiving institution.

(g) Admissions: The institution shall disclose its method of assessing a student's ability to successfully complete the course of study for which he or she has applied. The requirements for admission and for graduation shall be disclosed. If the practice of a career has special requirements or limitations, such as certain physical or language capabilities or lack of a criminal record, such requirements or limitations shall be disclosed to prospective students interested in training for that career.

(h) Student financial assistance: Information about the availability of financial assistance shall be disclosed to prospective students. In addition, each institution shall make such disclosure in writing, to be signed and dated by each student applying for and receiving a student loan, to the effect that the student understands that he or she is obligated to repay the loan, the terms and amounts of repayments, and when repayments will begin. References to financial assistance

availability in any school catalogs or advertising shall include the phrase, “for those who qualify.”

(i) Student refund policies: This rule establishes the Commission’s minimum refund guidelines for licensed institutions. Refund policies which pertain to students who are receiving Title IV Federal Student Financial Assistance or veterans’ benefits shall be in compliance with applicable federal regulations.

1. All institutions shall have an equitable prorated refund policy for all students, which shall be disclosed in the catalog and enrollment agreement or similar documents, and must be uniformly administered. Any nonrefundable fees or charges shall also be disclosed.

2. The institution’s refund policy shall provide a formula for proration of refunds based upon the length of time the student remains enrolled, up to a minimum of 40 percent of a program, if the student is charged tuition for an entire program; or 20% percent, if the institution charges the student for a term, quarter, semester, or other time period that is less than the duration of the entire program.

3. As an alternative, an institution that charges tuition for a term, quarter, semester or other time period that is less than the duration of the entire program may establish a drop/add period which shall be no less than 10 percent of the period for which the student is financially committed, or one week, whichever is less. If the student withdraws before the end of the drop/add period, the student will be refunded all tuition and fees, as well as any funds paid for supplies, books, or equipment which can be and are returned to the institution.

4. The refund policy shall not consider that all or substantially all tuition for an entire program or term is earned when a student has been enrolled for only a minimal percentage of the program or term. The refund policy shall provide for cancellation of any obligation, other than a book and supply assessment for supplies, materials and kits which are not returnable because of use, within 3 working days from the student’s signing an enrollment agreement or contract. Refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.

5. Institutions need not keep attendance, but must adopt and publish an equitable policy by which withdrawal dates will be determined, which may include notification by the student or reports from faculty. This policy shall be submitted to the Commission before publication.

6. Nonrefundable fees regarding admission and registration of Florida students shall not exceed \$150. The requirements regarding refund policies as stated herein do not apply to dormitory or meal fees. Refund policies for those fees, if charged, shall be set by the institution and also disclosed in conjunction with the refund policy.

(j) Employment placement services: The extent of placement services shall be specifically described. No guarantee of placement shall be made or implied. The institution may disclose information relating to market and job availability, if verified through statistical research; however, the institution shall not promise or imply any specific market or job availability amounts.

(k) A statement that additional information regarding the institution, if licensed, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

(7) Reduction of tuition or fees: A reduction in tuition, fees, or other charges may be implemented when there are specific criteria for student eligibility and selection procedures precisely disclosed within a policy at the institution. All students within the enrollment period that the reduction is offered must be eligible to apply for this reduction under the same circumstance; however there shall be no reduction based upon the timing or method of payment. The institution must maintain verifiable records including detailed and complete data when students are granted a bona fide reduction in tuition or fees. This must include copies of all application records, notes of selection committee meetings, and copies of notices to the student who received the reduction. This information shall be kept on file at the institution for on site review by CIE.

(8) A licensed institution which is not accredited by a United States Department of Education recognized institutional accrediting agency shall use an enrollment agreement or application for admission which, in addition to the catalog, shall be the binding contract between the institution and the student. The binding document shall include, but not be limited to, the following:

(a) Title. The binding document shall be identified by title as a “Contract,” “Agreement,” “Application” or similar title and clearly indicate that it will constitute a binding agreement upon acceptance by the institution and the student;

(b) Name of the institution. Name, phone number, and physical address of the institution;

(c) Title of Program. Program title as licensed and identified in the catalog;

(d) Time Required. Number of clock hours or credit units, including the number of weeks or months, or credit hours required for completion;

(e) Credential for Satisfactory Completion;

(f) Costs. All costs shall be clearly stated;

1. Tuition. The total tuition for the program must be listed by the total length of the program, the tuition cost per credit hour, clock hour, term or academic year.

2. Fees. All refundable and nonrefundable fees payable by the student.

3. Books and supplies. The cost for books and supplies may be estimated if necessary. This item may be omitted if the binding document states that the costs for books and supplies are included in the tuition charges as stated in the document.

4. Any other costs. Any other costs required to be paid by the student, whether or not purchased from the school. These costs may be stated as a listing of goods or services not included in the tuition.

(g) Terms of payment. The method of payment of all costs shall be clearly stated in the binding document and shall comply with federal and state laws.

(h) Class Start.

(i) Anticipated Program Completion Date (for Institutions that are not Colleges or Universities).

(j) Class Schedule. The day, evening or other schedule of class attendance must be clearly stated (if known at the time of signature by student).

(k) Termination or Cancellation by the Institution or Student. Grounds or procedures for cancellation of a binding document by an institution or student shall be clearly stated.

(l) Refund Policy. Institutions shall comply with refund policy as provided in subsection 6E-1.0032(6), F.A.C.

(m) Employment Guarantee Disclaimer. Institutions shall publish the disclaimer as provided in paragraph 6E-1.0032(6)(j), F.A.C.

(n) Statement that all signers have received and read a copy of the binding document and catalog.

(o) Signatures and Acceptance. The binding document shall contain the date and signature of the applicant and parent or guardian, if the applicant is under eighteen (18) years of age and the acceptance date and signature of the appropriate official at the institution.

(p) Format. If the binding document is not completed on one (1) side of a single sheet of paper, each side must clearly and conspicuously refer to the conditions on the other side as being part of the document. If more than one (1) page is used, each page must be numbered page 1 of \_\_\_ pages, page 2 of \_\_\_ pages, etc.

(9) If the Commission determines that ongoing complaints show a pattern of misinformation, lack of disclosure, or discrepancies between printed, electronic, and verbal information being given to prospective students, the Commission shall require that institutions prepare additional documents, to be individually signed and dated by students, to address the problem. Significant deviations from fair consumer practices shall be grounds for probation, denial or revocation of licensure pursuant to Sections 1005.32(7), 1005.34(3) and 1005.38(1), F.S. and Rule 6E-2.0061, F.A.C.

(10) The institution shall develop, publish, and follow a procedure for handling complaints, disciplinary actions and appeals. The procedure shall ensure that complaints and disciplinary actions are not handled in a capricious or arbitrary manner, but are given careful consideration by appropriate levels of administration. It is understood that the health and safety of students and staff are the institution's primary concern. In the event of extreme cases, it may be necessary for the institution to take immediate disciplinary action. If the institution has an emergency disciplinary procedure, this procedure shall be disclosed to prospective students, and grounds for such action shall be specified in as much detail as possible.

(11) Prior to the initial enrollment or reentry of students into programs for the prelicensure education of professional or practical nurses, certified nursing assistant training programs, or any combination of such programs, an institution shall provide to each student each applicable disclosure form completed by the institution. The disclosure must be signed and dated by the prospective student and a school official, with a copy to be maintained in the student's file. Passage rates for first time test takers and probationary status of the program shall be provided for the most recent calendar year published by the Board of Nursing. Each institution must update the disclosures within thirty (30) days of the date when the information is published on the Board of Nursing's website. Institutions shall use the following forms which are incorporated by reference and may be obtained without cost from the Commission's website at [www.fl DOE.org/cie](http://www.fl DOE.org/cie) or by writing to the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400:

(a) Professional Nursing Student Disclosure, Form number 609a, effective August 2017 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-08561>).

(b) Practical Nursing Student Disclosure, Form number 609b, effective August 2017 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-08562>).

(c) Certified Nursing Assistant Student Disclosure, Form number 609c, effective August 2017 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-08563>).

(12) An institution is responsible for ensuring compliance with this rule by any person or company contracted with or

employed by the institution to act on its behalf in matters of advertising, recruiting, or otherwise making representations which may be accessed by prospective students, whether verbally, electronically, or by other means of communication.

(13) It shall be the responsibility of an institution to require a training program for all staff who recruit prospective students or who participate in the admission of prospective students, at the institution. The training program shall be submitted to the Commission for approval with each application for a provisional license, an annual license or a license by means of accreditation, and with each annual review of a license by means of accreditation. Institutions that choose to employ a training provider for its training program may, if the program provided by the contractor has been approved by the Commission, provide the program without additional approval. Training shall include information to familiarize staff who recruit prospective students, or who participate in the admission of prospective students, with Chapter 1005, F.S., and with the institution's programs, services, costs, terms of payment, financial aid available for qualified students, refund policy, transferability of credits to other institutions, reasonable employment projections and accurate placement data, status of the institution regarding licensure and accreditation, facts regarding the eligibility of graduates to sit for licensure examinations or fulfill other requirements to practice in Florida the career or profession for which the prospective student wishes to be trained, and other relevant facts. The training program shall reflect the fair consumer practices outlined in Sections 1005.04 and 1005.34, F.S., and this rule.

(14) Institutions shall maintain a file or keep a record for each student at each location, translated into English and conforming to the requirements of Rule 6E-2.004, F.A.C., and containing the following at a minimum:

- (a) Academic transcript;
- (b) All documents evidencing a student's eligibility for enrolled programs;
- (c) Any certificates or diplomas earned;
- (d) Copies of applications or contractual agreements;
- (e) Financial records;
- (f) Student counseling or advising records;
- (g) Records of progress; and,
- (h) Nursing Student Disclosure (if applicable).

*Rulemaking Authority 1005.22(1)(e)1., 1005.34 FS. Law Implemented 1005.04, 1005.22(1)(k), 1005.31(13), 1005.32(5), 1005.34 FS. History—New 10-19-93, Amended 4-2-96, 11-5-00, 1-7-03, 1-20-04, 3-29-04, 3-28-05, 5-18-05, 6-13-05, 7-23-07, 2-1-11, 8-20-17.*

# Clinical Sexology Program

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## Acknowledgement and Signature Page

### GROUNDS FOR TERMINATION

I agree to comply with the rules and policies put in place. I understand that the Healing Arts Institute of Clinical Sexology shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the institution reserves the right to modify the rules and regulation, and that I will be advised of any and all modifications.

### GRADUATION REQUIREMENTS

I understand that in order to graduate from the program and to receive a diploma, I must successfully complete the required number of scheduled clock hours, pass all written and practical examination with a 80% average, and satisfy all financial obligations to Healing Arts Institute of Clinical Sexology as specified in the catalog and on the Student Enrollment Agreement.

### ACKNOWLEDGEMENT

This contract contains the entire agreement between Healing Arts Institute of Clinical Sexology and me, and no further modification or representation except as herein expressed in writing will be recognized.

**\*I have received a copy of the 6E-1.0032 Fair Consumer Practices.**

**\*Notice to prospective students: do not sign this contract before you have read it or if it contains any blank spaces. All signers have received and read a copy of the binding document and catalog.**

### Statement and Attestation of Receipt and Understanding of the Binding Document and Catalog.

I, (Print student name) \_\_\_\_\_

I have been given the opportunity to ask questions about this document. My questions have been clearly answered to my understanding.

I do hereby state and attest that I have received a copy of the binding document and catalog. I have read and fully understand all items in this Enrollment Agreement.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Healing Arts Institute of Clinical Sexology Official (Print)

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Healing Arts Institute of Clinical Sexology Official (Signature)

Date \_\_\_\_\_