



Next Level
Functional
Nutrition™

With Susan Allen-Evenson, RDN, CCN

Welcome Integrative and Functional Medical Nutrition Therapy (IFMNT) Certificate of Training (COT) course participants! I'm so excited to have you on board and I can't wait for us to get started! As we prepare for our first session (Orientation Monday, July 23rd), I want to give everyone some groundwork information. First off, here is the direct email address for any questions or problems you may have along the way:

ifmtrd@gmail.com. You may have other email addresses you have corresponded through but PLEASE use this one! Don't forget to put your class name in the subject line of any emails you send. This makes my assistant's job a little easier when there are multiple classes going on at any one time (which is almost always!)

Session Dates and Times:

The IFMNT COT – Summer 2018 Series begins this coming Monday, July 23, 2018 (7:45 – 9:45 PM EST). Get ready for some very comprehensive learning! Most of our sessions occur live, some are pre-recorded, but either way, all live sessions are recorded for your convenience so don't worry if you miss any live sessions. In fact, some students may be from other countries and time zones and will never sync; others will have evening work conflicts. Either way, you can always ask questions/provide comments, and discuss on our private group forum (accessed in your class portal) after the session. The preliminary schedule of dates for webinars (no more than 1-2 topics per month) will be provided in a separate calendar located in your class portal as well. Some of these dates may not be held live but will be recording releases instead – we'll give you that distinction ahead of time of course. All live sessions are held 7:45-9:45 PM Eastern Time – (please adjust for your time zone.)

Webinar Invites, Presentation Slides and Recordings:

Webinar Invites will be posted to your group's portal typically the Friday before a scheduled live webinar. Every effort will be made to provide the slides for each presentation at that time as well. As I continually update course content, there may be occasion when slides come on webinar day. Plan accordingly if you are one that likes to print slides ahead. Since our coverage of topics is so comprehensive in this course, it is not uncommon for a topic to expand over several sessions. This is true for the slide content as well, so there will be times when no new slides are given for a particular webinar, as we'll be continuing a current set of slides.

Webinars:

If there is a time you are not intending to participate live in a webinar, there is no need to register ahead. For anyone participating in the live events, you will be required to register for each webinar separately. As a reminder, please register early, before the session, so you have time to troubleshoot any potential issues (i.e. downloads/updates) before the webinar begins. **This is especially true for the first webinar, more so if you are new to IFMNT training, as there may be some downloading you have to do before you can participate.** We currently use GoToWebinar, which is a common service, so we don't anticipate any real problems. ***If this is the first time you've accessed a webinar through GoTo, please visit the link provided to ensure you have the appropriate system requirements - http://support.citrixonline.com/webinar/all_files/G2W010003. If your computer is too outdated, you'll want to find an alternate or update your operating system.***

There are three connection options for live webinars: 1) you can come in online and just listen; 2) if you do not have speakers - come in online and call in which allows you to see the presentation on screen, while you listen on your phone; or lastly, 3) call in exclusively for listening, which is a helpful traveling option. We keep all participants muted for recording sound quality. You ask questions or make comments by typing them in the control panel on screen. Those calling in exclusively will not have that option.

Webinar Recordings

Webinar Recordings will be posted as soon as possible after the live webinar presentation; usually within 24-48 hours. You must be on-line to access recordings and they are not downloadable. Recordings will be housed in your course portal and available for review for the duration of training including a 75-day period following the last webinar of the series (the exam period). To prevent you from being rushed at the end and to best be prepared for your certification process (this is optional), I highly recommend keeping up with your review of the webinars as we go. You'll have a quiz to complete at the end of each topic to help you stay on pace and feel confident about your learning. Quizzes will appear at the end of each module in your course portal. They are self-study quizzes only (grades don't count toward the certification process) – though you'll need to score 80% or better on each quiz to receive the CPE certificate for that topic. You'll be given as many attempts as you need to achieve the 80% passing score.

If you are advancing from the IFMNT Foundations course, you're already familiar with the portal and forum of course.

Class Portal:

Your course portal is found on the dashboard of your account page on our website. Log in on the account tab. Your portal will house all components of this course; your slides, webinar invites, handouts, quizzes, CPE, etc.

Private Discussion Forums:

We also have a group forum set up specifically for your class (located in your class portal as well). Your forum (an email list-serv) is the place for all questions, discussion and networking between webinars. Additional learning links will be shared through your forum, though this learning is optional and will not specially be addressed in your final certification exam. You'll receive an email through your forum anytime new material is released for the course. You can set up your forum to give you individual emails or a daily digest. Please see the forum page for instructions for this and guidelines for the forum as well.

Our forum is considered "a safe zone", so please share freely – there are no wrong or "dumb" questions! Please refrain from self-promotion. Likewise, do not post any educational offerings directly – any such information should be emailed to the office and we will post accordingly as we feel it's appropriate for the group. (see guidelines for more information)

Class Quizzes:

Each topic of our training will have a self-study quiz included in the course module (in your course portal). Once your quiz is completed (80% or better to pass), your CPE certificate is provided. This is a self-study quiz – you are given as many chances as you need to pass. Quiz grades do not reflect on your final qualification to pass the course. Quizzes only serve to keep you on pace with your learning. We suggest you do quizzes shortly after each topic is presented so the content is fresh in your mind, though you can take a quiz at any time during the course after it is released. Again, please know you will not receive your CPE certificate for any topic until you have completed the corresponding quiz. Note: The last CPE of the series will be distributed only after you've completed a series evaluation survey as well.

Continuing Professional Education (CPE):

Our webinars are pre-approved for continuing education credit through the Commission on Dietetics Registration; others may very well be able to apply this credit as well – you should check with your licensing board or credentialing organization.

Course participants will earn credit for learning hours in each topic of this course as topics are covered. This course now offers nearly 120 hours of learning! A sampling of suggested Learning Needs Codes (RDNs only) are: 2090, 3010, 3100, 5000, 5420 and 8060, though there are several more. CPE time factors in live webinar training as well as additional time for Q and A coverage through our private class forum and for Quiz completion as well. Although you may use whatever codes you feel appropriate when logging your hours, many RDNs will amend their learning plan to include these codes.

Certificate of Training in IFMNT (optional)

Your Certificate of Training will be awarded upon successful passage of the final exam and submission of a written case study demonstrating your initial evaluation and work up (care plan) of a case using the IFMNT process. Exam questions are pulled solely from slides and select handouts from the program. The 150-question exam consists of T/F and multiple-choice questions. Guidelines for the case write-up will be provided by the midway point of training. You'll have 75 days after the last session of the series to complete the exam process. Upon successful completion of the exam process (the combined score of the exam and case requires passing with 75% or better), you'll receive your Certificate of Training designating your proficiency to use IFMNT in practice.

The exam process is optional – some participants do not feel the need to have another certification; they've just come in to learn the material. You still earn the CPE hours regardless as you submit each topic quiz. Keep in mind, the Certificate of Training designation from this level of training is mandatory before you can earn any advanced designation (the Functional Medicine Nutritionists - FMN) offered through our advanced training. Advanced designation is optional as well. After completing this COT course, you can advance to the higher level and CPE can still be earned regardless. During your training you'll be able to use the terminology "IFMNT Certification of Training eligible" in your marketing materials. Upon earning the Certificate, you'll be able to say you are certified in IFMNT. Only those who have completed the separate IFMNT Case Studies series and who've passed the advanced level of our training are allowed to use the FMN designation.

IFMNT Certificate of Training Resource List

There is no "required reading" for the class and there are no set texts for this course, though here are some good reference resources recommendations. The first one, Alan Gaby's book, is an especially good reference I use in my practice constantly!

Gaby, Alan. Nutritional Medicine.

ISBN-13: 978-1532322099

ISBN-10: 1532322097

To receive a class discount (**use coupon code: minus 50**) Note: this is an increased discount from the regular membership offer. Orders must be placed on Dr Gaby's website to use this discount code or you may call the number on his website: <https://doctorgaby.com/>

NOTE: This book comes as either a hard copy or an e-book. The online access can be put on several devices which makes it very convenient for multiple location access. Further, the online version offers the ability to copy/paste, and therefore is useful when needing to have specific information available for charting, handouts or for correspondence with doctors/patients. I have both and find them invaluable!

Other BOOKS AND TEXTBOOKS Functional Medicine

1. *Textbook of Functional Medicine, 2010*. Published by the Institute for Functional Medicine. <http://www.functionalmedicine.org>
2. *Clinical Nutrition, A Functional Approach Textbook*. Second Edition. Published by the Institute of Functional Medicine. 2004. <http://www.functionalmedicine.org/listing.aspx?cid=34>

Natural Medicine

1. *Textbook of Natural Medicine* 4th Edition by Joseph Pizzorno, ND and Michael Murray, ND. 2012
2. *The Encyclopedia of Natural Medicine*, Third Edition. Michael T. Murray and Joseph Pizzorno. 2012.

Nutrition from a Natural Medicine Perspective

1. *Krause's Food and the Nutrition Care Process, 13th Ed.* By L Kathy Mahan, MS, RD, CDE; Janice Raymond, MS, RD, CD; and Sylvia Escott-Stump, MA, RD, LDN. 2011
2. *Advancing Medicine with Food and Nutrients, Second Edition*. By Ingrid Kohlstadt. 2012
3. *Staying Healthy With Nutrition: The Complete Guide to Diet and Nutritional Medicine* by Elson Haas, MD and Buck Levine, PhD, RD. 2006

Popular Books with Nutrition-Related Clinical Pearls

1. *Cracking the Metabolic Code: 9 Keys to Optimal Health*. James B. LaValle, RPh, CCN, ND, with Stacy Lundin Yale, RN, BSN. 2012
2. *Clean, Green and Lean*, Walter Crinnion, ND
3. *Digestive Wellness*, 4th Edition, Elizabeth Lipski, PhD, CCN, CHN. 2011
4. *Gut and Psychology Syndrome*, Natasha Campbell-McBride, MD. 2010
5. *Grain Brain*, David Perlmutter, MD and Kristin Loberg. 2013
6. *Healing with Whole Foods: Asian Traditions and Modern Nutrition*, 3rd Edition, Paul Pitchford. 2002
7. *In Defense of Food: An Eater's Manifesto*, Michael Pollan. 2009
8. *Integrative Gastroenterology* – June 27, 2011 Gerald Mullin MD ISBN-13: 978-0195371109 ISBN-10: 0195371100 Edition: 1st
9. *The Longevity Kitchen*, Rebecca Katz and Mat Edelson. 2013
10. *Manifesto for a New Medicine*, James S. Gordon, MD. 1997
11. *Natural Health, Natural Medicine*, Andrew Weil MD. 2004
12. *Nourishing Traditions*, Sally Fallon and Mary G. Enig, PhD. 2003
13. *The Web That Has No Weaver: Understanding Chinese Medicine*, Ted Kaptchuck, OMD. 2000
14. *Ultra-Metabolism; Ultra-Prevention; The UltraMind Solution; The Blood Sugar Solution* and other books by Mark Hyman, MD

Journals

1. *Alternative Medicine Reviews* Note: This journal has temporarily suspended publication due to funding issues, but archived articles are available online. <http://altmedrev.com/>
2. *Alternative Therapies in Health and Medicine* <http://www.alternative-therapies.com/>
3. *BMC Complementary & Alternative Medicine* <http://www.biomedcentral.com/bmccomplementalrternmed>
4. *Integrative Medicine: A Clinician's Journal* <http://www.imjournal.com/>
5. *Journal of Alternative and Complementary Medicine* <http://www.liebertpub.com/acm>
6. *Journal of Alternative and Complementary Therapies* <http://www.liebertpub.com/act>
7. *Townsend Letter, The Examiner of Alternative Medicine* <http://www.townsendletter.com/>

There's also available:

Natural Medicine Comprehensive Database:

<http://naturaldatabase.therapeuticresearch.com/home.aspx?cs=&s=ND&AspxAutoDetectCookieSupport=1>

*Free to Dietitians in Integrative and Functional Medicine (DIFM) DPG group members (and possibly other groups, like maybe also NE – Nutrition Entrepreneurs). If you are an RDN and a member of AND, and you are not already a member of the DIFM DPG, I recommend you join for this and many other great benefits. The DIFM Email ListServ is another networking forum you may find valuable. NE is a great group, especially if you are in or wanting to start a private practice.

Private Mentoring Sessions:

Private mentoring sessions are a valuable add-on available to all course participants, and you will receive a discount for being in the course. Consult sessions are done via phone or through Go-To-Meeting with a recording at your request. Use these sessions to ask questions about the IFMNT process or to get guidance on a case, maybe one that is more complex or involving an area not yet covered in our training. Likewise, some will use mentor sessions specifically to address career or business issues. Students receive greatly reduced rates. (Only \$175 per hour or \$425 for a block of 3 hours which can be split up in increments of 30-90 minutes over a 6-month timeframe.) All mentor sessions can be booked online at:

<https://www.nextlevelfunctionalnutrition.com/product/private-mentoring-sessions-with-susan-allen-evenson-rd-ccn/>

Note: Gold and Platinum Next Level Members receive discounts on private mentoring!

NLFN Membership:

If you are not already a member, please take advantage of our Summer Special (through July 31st) to sign up with a 25% discount! Members receive discounts on individual webinars offered (which I'm sure you'll want in on as we have some really great topics). We also have a growing list of collaborative partners that offer discounts on products and services that will enhance your practice of IFMNT. For even more benefits, including archived webinars, consider upgrading to a higher tier of membership (Gold or Platinum). Now is the perfect time, as our Summer Savings special won't last long! To learn more and enroll, go to:

<https://www.nextlevelfunctionalnutrition.com/memberships/>

Again, ANY questions related to this course should be directed to ifmntrd@gmail.com

FAQs

How can I make the most of my time in this online program?

Develop a time-management strategy. Students can easily fall behind on their webinars, material review, and quizzes...don't let this happen to you. You will enjoy the course much more immensely if you keep caught up. Live sessions offer valuable interaction on the spot while learning is most applicable though Q and A through our class forum is perfectly acceptable as well for those who can't get into a live session. Either way, your best learning will happen if the material is fresh in your head and you can connect the Q and A to the learning content during or within the relative timeframe in which it is delivered.

Make the most of online discussions via our private group forum. Again, this means keeping up with the course to be best prepared and able to fully participate.

Prepare questions useful to your learning...but be mindful of your colleague's time. Our Class forum is best managed with single topic questions. One post with several questions quickly becomes overwhelming.

This is also not the place to work up a case. While we encourage general case questions here – fuller case work-up is best done through private mentoring.

Put your new knowledge into practice. Start incorporating what you are learning into your practice. The more you do this (even just bits and pieces), the faster you will become proficient and confident. Ask for help along the way. Again, this is where private mentoring is very instrumental.

Take advantage of the mentoring sessions. They are offered at a discounted rate just for you. They can be invaluable in helping you put together what you learn in the program into practical application with the guidance that you are doing it right. You can go over your own health concerns, that of one of your clients' or family members or receive strategic business advice for your personal practice.

What happens if I fall way behind on my class due to unforeseen circumstances? We want to see you get the most out of your time with us. Please refer to our terms and conditions form for details regarding deferment should you have an extreme circumstance that prevents you from staying on track. This is only an option available during the first 7 months of our program – the halfway point. Note: This does not include a deferment of payment for the course – if you are on a payment plan, you'll be expected to meet your obligations for same.

What Internet skills would be helpful for our online class?

- Know how to use a web browser
- Know how to use an email program
- Familiarity with web-based interaction
- Experience in internet research using a variety of search engines, including Google Scholar

Are there specific login or online participation times?

A preliminary course schedule is posted in your course portal. As we continually update our courses (one of the benefits of live training), this schedule is subject to change. You will also get an orientation in your first session with all the details to ensure your success.

How many students are in our online course?

The average class is anywhere from 20-40 students per level or group. This small group format ensures there's good interaction and networking potential. This also ensures all questions asked in live webinars are addressed on the spot, while learning is most applicable. We prefer to limit to this size to ensure your experience is most personalized. We certainly wouldn't want anyone to get lost in a crowd. Hopefully, you will make long-lasting connections and be an excellent source of support for each other. Live interaction in webinars and via our class forum makes this possible at the highest level.

What online and email etiquette rules do you have?

- **IMPORTANT:** When emailing us at the office, please identify yourself by name and class in the subject heading for each email that you send to us (for example, Sue Smith, 17/18 COT). Even after several months of correspondence when you think we know you well, this will still be necessary. While we strive to know each of our students personally and by name, remember, we have several classes going on at once. You'll make it a lot easier on us if you remember this important step. If you forget, we will respond by asking before we answer your correspondence issue – this will only slow the process.

- All inquiry emails should be sent to ifmnrtd@gmail.com. This email is monitored closely by staff so we can give you the timely response you deserve. You may have other emails for us but please use this one only for class correspondence.
- Always be supportive of each other. This is a learning community and we all have a lot to offer each other. Not everyone will share the same opinion always and that's perfectly fine – we just ask that you respect this possibility.
- Forum postings need to be related to our course.
 - No personal messages posted to our Forum please. No self-promotion.
 - No promotions allowed in general – Any events you'd like to share with the group should be emailed to us first.
- Likewise, any educational offerings you'd like to share with the group should also be emailed to us and as we approve them as congruent with our training, we'll post for you. This includes educational summits.

How do I find class items such as hand-outs?

All course slides, handouts, etc. are found in your course portal – you'll have a virtual tour provided in your orientation session.

Once our training is complete how can we continue to network with each other?

All NFLN members connect on a member forum. As of now, this is a private Facebook page and at some point, it will change to a member forum accessible through your account portal on our website. It will be a list serv forum, just like the one for your course. This is where all our past grads are as well. If you choose not to become a member at this time, you can join anytime in the future giving you the opportunity to stay connected to your IFMNT community!

I see slides are given in one-per-page format. How can I print multiple slides per page to save paper?

To print the PowerPoint Slides in PDF from one slide to multiple slides per page?

- Open your PDF document.
- Click on File.
- Find the Print button at the bottom of the list and click on it.
- Find the page range you wish to print from the PDF document.
- Select the appropriate button.
- Configure the paper size and handling.
- In the page sizing and handling group, select multiple.
- This allows you to print multiple PDF pages or slides on one sheet of paper.
- Change the settings so that the desired output layout appears in the preview pane to the right.
- Select the preferred orientation of your document. (Landscape or Portrait).
- This selection will affect the layout displayed in the preview pane also which settings are appropriate.
- Often, selecting Custom will enable you to set up your preferred layout most easily.
- Options: Click on the Print page border check-box to print a line around each page

Click on Print on Both Sides of Paper to save even more paper. If binding the printout, you will have the choice of binding on the side. (Flip on the edge) or on the top (flip on the short edge.)

Here we go!

I am so excited to have you join us in what I consider the most comprehensive training program of its kind. There is much good learning here for you. As you continue your learning journey, I ask that you keep an open mind as some of what you will learn is different for conventional training in healthcare. IFMNT is part of the radical shift in health consciousness which is ever-expanding I'm glad to say! Get ready to expand your toolbox way beyond expectations. You truly will be on the leading edge as a sought-out specialty IFMNT expert!

I hope you enjoy IFMNT training as much as I enjoy sharing my knowledge and experience with you. My mission is to be a change-agent in the global shift of health and wellness consciousness that's occurring at this very moment across the globe. There is much opportunity for those best prepared. Others will get left behind as you advance to the highest level of professional respect and capacity of practice. I am so excited for my colleagues to experience the career satisfaction that I have – more than I ever expected or dreamt I could have. You're in the right place - I can't wait for you to experience the same amazing case outcomes, financial gain and professional respect that I have since specializing in IFMNT.

Get ready for an amazing journey!

~Susan



**Next Level
Functional
Nutrition™**



CPE
Accredited
Provider

**Commission
on Dietetic
Registration**
the credentialing agency for the
Academy of Nutrition
and Dietetics