



Next Level
Functional
Nutrition™

IFMNT Certificate of Training 2019/20
With Susan Allen-Evenson, RDN, CCN, FMN

Welcome Integrative and Functional Medical Nutrition Therapy (IFMNT) Certificate of Training (COT) participants! I'm so excited to have you on board and I can't wait to get started! As we prepare for our first session (Orientation Thursday, January 31st), 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: ifmnrtd@gmail.com. You may have other emails that will get through to us but PLEASE use this one! **Don't forget to put your class name in the subject line of the email.** 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 – 2019/20 Series begins next week on Jan 31st, 2019 (7:45 – 9:45 PM EST) and will go into 2020. The series will continue for 18-19 months, though time can vary based on the extend of discussion for any given live session of training. 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 must miss any live sessions. In fact, some students may be from other countries and time zones will never sync up; others will have evening work conflicts. Either way, you can always ask questions/provide comments, and discuss on our private group forum (accessed through your class portal). 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. All live sessions are form 7:45-9:45 PM Eastern Time – (please adjust for your time zone.) Some of these dates may be recording releases and not live sessions – we'll give you that distinction as soon as possible ahead of time.

Webinar Invites, Presentation Slides and Recordings:

Webinar Invites will always be posted to your course portal, typically the day before a scheduled webinar. If it's ever given day-of, it may also be emailed to you. Do not expect and email each time please. Every effort will be made to provide the slides for each presentation at least one day before the session as well. As I continually update much of our course content, it may not be possible to distribute sooner. 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. We will always announce this as well.

Webinars:

If you are not intending to participate live in any particular webinar, there is no need to register. For those intending on 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 appropriate place on your control panel on screen. Those calling in exclusively will not have that option of course and will have to ask questions after the fact through the course forum.

Webinar Recording Links

Webinar Recordings will be posted as soon as possible after the live webinar presentation; usually within a day. You must be on-line to access recordings. They are not downloadable. All the recordings are located in your course portal. Recordings are available for review for the duration of training including a 90-day period following the last webinar of the series (the exam period). To prevent you from being rushed at the end and to best prepared for your certification process (which is optional), I highly recommend keeping up with your review of the webinars as we go.

Class Portal: <https://www.nextlevelfunctionalnutrition.com/account-login/>

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. If you are also an NLFN member (which we highly encourage), your membership information will also be housed in this account section of the website.

Private Discussion Forum:

We also have a group forum set up specifically for your class (located in your course portal). 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 someone posts to a discussion thread or new material is released for the course. You can reply to emails direct through your email service though we recommend you initiate new posts directly through the forum in your course portal. If you have any attachments to post, at this time, that can only be done by posting or replying through the forum itself.

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 and unkind language/remarks. Likewise, do not post any educational offerings directly – any such information (seminars, etc) should be emailed to the office and we will post accordingly as we feel it's appropriate for the group. (see guidelines in your portal more list-serv etiquette and guidelines). Please know that if you chose a daily digest of posts, you could miss last minute announcements before a class. Please always go to your forum to review for possible last minute announcements before any class begins.

Class Quizzes

Each topic of our training will have a self-study quiz included in each course module (in your course portal). Not all, but most modules will include a quiz. 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. Since these quizzes will also serve as study material for your final exam, I highly encourage you to obtain 100% on each quiz so you have all the correct answers to study with. 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!

RDNs: A sampling of suggested Learning Needs Codes 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. Should you need performance indicators vs learning needs codes, they will be located on each CPE certificate. Bear in mind, these codes given are just suggestions – you can choose the codes you feel most reflect your learning and that match you plan through DCR as well.

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 can use the FMN designation.

Read on for our resource list....

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/> (Tip – calling is easier – and sometimes Dr Gaby answers the phone – he’s a very cool guy!)

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/>

Additional Resources:

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. Their Email ListServ is another networking forum you may find valuable. NE is another 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. NLFN training course participants receive the lowest 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-allenevenson-rd-ccn/>

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

NLFN Membership:

If you are not already a member, I highly encourage you to become one. Members receive discounts on hot-topic webinars offered (separate from your training). 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). We also have a very active and valuable members-only Facebook page. To learn more and enroll, go to:

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

**Again, ANY questions related to this course should be directed to ifmnrtd@gmail.com
Don't forget to put your course in the subject line (COT 19/20)**

Please see our separate FAQ document for additional information

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 change to come for those best prepared. Others will get left behind while 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



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CPE
Accredited
Provider

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