

**LearnIMS Continuing Education Course
(Gunn) Intramuscular Stimulation - IMS
Trigger Point Dry Needling**

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LearnIMS Continuing Education Course Registration Instructions

This document describes the Registration Process, Confidentiality Statement, Course Fees and Cancellation & Refund Policy.

Your participation in a LearnIMS Continuing Education ('LearnIMS') Course requires the completion of a multi-step registration process. Please review the description below of the registration steps.

A separate LearnIMS Registration Form is available on the website to begin your registration.

Prerequisite: Current Active MD, DO, or PT license. One year post graduate clinical practice or your State requirements, whichever is more restrictive.

Step 1: Submit the following required documents:

1. The LearnIMS Registration Form (download this from www.learnims.com)
2. A copy of your legally acceptable photo I.D.
3. A copy of your current active state license to practice in your profession
4. A copy of your current professional malpractice insurance coverage 'face sheet'
5. The signed LearnIMS Participant Waiver (see Step 2 below)

We request documents be submitted in electronic form: scanned images of the documents can be emailed as attachments (we suggest PDF format) to contact@learnims.com. OR via fax to LearnIMS at (509) 315-1890

Confidentiality Statement: We understand that you may provide us information that is confidential and personal as part of the registration for LearnIMS. We make every reasonable effort to protect, safeguard, and keep this information private. We do not share or disclose the information with any other party. The personal or

business information you submit to us is used ‘only’ by us to complete the registration for a LearnIMS course. If your registration is confirmed and you attend the LearnIMS course, your information will be kept on file in our office. We have implemented security measures we consider reasonable and appropriate to protect against the loss, misuse and alteration of the information under our control. Please be advised, however, that while we strive to protect your personally identifiable information and privacy, we cannot guarantee or warrant the security of any information you disclose or transmit to us electronically and are not responsible for the theft, destruction, or inadvertent disclosure of your personally identifiable information. If you submit information but do not complete the registration process, the informational documents will be destroyed upon your request. Payment of the LearnIMS course fee is made through PayPal. Therefore, LearnIMS does not collect or retain your financial information. Please refer to the PayPal website for their Privacy policy.

Step 2: Your request to register for the LearnIMS Course must be accepted

Acceptance requires the following:

1. That we receive all documents and are able to validate that you meet all prerequisites to attend a LearnIMS course.
2. That you provide a signed copy of the LearnIMS Course Participant Informed Consent and Waiver Agreement. The Agreement document will be provided to you via email **AFTER** the prerequisite documents 1-5 are received and accepted by LearnIMS.

You will receive your notice of acceptance via email.

Step 3: Pay the Course Fee to Confirm Your Seat in the Course

The fee to participate in the LearnIMS course is \$1,500.00. This is payable after your registration request is accepted by LearnIMS. You will receive an invoice via PayPal and must make payment through Paypal.

Please note that only after payment of the course fee is your seat in the LearnIMS course confirmed. Seats are limited and will be confirmed only for those that complete the registration, are accepted, and pay the fee in full.

The course registration fee of US\$1,500.00 includes the following items:

1. Twenty-seven (27) direct contact- thirty (30) total hours of instruction and lab sessions
2. A box lunch each day, water, beverages, fruit, snacks during course breaks
3. Printed copies of lecture slides, scientific references, patient handouts
4. All supplies needed to participate in workshop
5. Supplies for participant to take home and begin practice
6. List of suppliers for necessary supplies (needles, point finders)
7. For participants that complete the course, access to Dr. Goodman indefinitely via e-mail or telephone to answer questions and provide support as they apply IMS
8. **A Certificate of Successful Completion** documenting (30) total hours of Continuing Education including classroom study and practical application of LearnIMS-Gunn Intramuscular Stimulation (IMS) Trigger Point Dry Needling, **will only be issued to participants who:**

A. Come prepared with required textbooks having completed prerequisite reading prior to the beginning of the course, proper clothing (gym shorts for men and women, and sports bra or other appropriate top for women that allows treatment of the shoulder girdle), expectation of being needled by their rotating partners during practice sessions on all regions of the body taught throughout the entire course. To accommodate sensitivities, students should avoid wearing heavy fragrance or perfume and come with properly trimmed fingernails.

B. Attend all classes in a timely fashion and volunteer for practical treatment demonstrations by Dr. Goodman.

C. Satisfactorily complete (2) Written Examinations on the scientific foundations and clinical application of the treatment model, as well as a Summary Final Practical Clinical Examination testing the student's ability to properly evaluate clinical cases, identify appropriate surface anatomy and anatomical danger zones, and demonstrate clean and safe needle handling and performance of the Intramuscular Stimulation – IMS technique.

Travel and Housing

All participants in a LearnIMS course are responsible for their own travel and housing expenses. Registrants must make their own travel plans and pay those expenses. After your course registration is confirmed, we encourage you to make these arrangements.

After the applicant's seat in the course is confirmed, they will be emailed the specific location/venue of the course.

Registrant Cancellation and Refund Policy

If a previously confirmed registrant chooses to cancel their registration, the following terms apply:

1. If written notification of cancellation is received and confirmed prior to 30 days of course start date, the registrant will incur a \$150 administrative fee and will receive a refund for the remaining balance.
2. If written notification of cancellation is received 15-29 days prior to the course start date, there will be a \$300 administrative fee and registrant will receive a letter of credit for the remaining balance. The letter of credit can be used towards a future course. No monies will be refunded for cancellations in this time frame.
3. If written notification of cancellation is received less than 15 days prior to the course start date, there will be a \$500 administrative fee and registrant will receive a letter of credit for the remaining balance. The letter of credit can be used towards a future course. No monies will be refunded for cancellations in this time frame.

*** If we are able to replace your paid registration with another paid registrant (for the same course dates) we will refund the course fee less the administrative fee.

LearnIMS Course Cancellation Policy

LearnIMS reserves the right to cancel a course due to unforeseen or unavoidable circumstances. If a course is canceled due to weather, natural disaster, national emergency, terrorism, or other Acts of God; a full refund will be given for the course registration fee. LearnIMS is not responsible for any charges incurred by the registrant due to cancellation of the course other than the registration fee that was paid to LearnIMS. Any travel and hotel costs incurred by the registrant will not be refunded. LearnIMS will make every attempt to contact you as soon as possible in the event a course must be canceled.

REMINDER: Begin your registration by downloading and completing the LearnIMS Registration Form.