

## Leaf Medic Certification Program Catalog



### **Leaf Medic Medical Cannabis Training**

**Ohio State Board of Career Colleges and Schools Certification #2156**

**1725 Woodman Drive, Suite E, Kettering, Ohio 45420**

**Phone: 937.985.1609**

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### **Explanation of Leaf Medic's Training Process**

Leaf Medic medical cannabis training program is designed to facilitate graduates' entry level employment in the medical cannabis industry in Ohio. Admission is open to anyone who has access to a device that will engage with the online learning management system (LMS) in a productive and consistent manner, is over 18 years of age, and has no prior felony convictions. Leaf Medic curriculum is accessible on computers, tablets and smartphones. Currently, Leaf Medic's curriculum is only available in English. Spanish language versions may become available in the future if there is demand for such programming.

In our introductory courses, Leaf Medic students complete 25 hours of online training, complete with 10 quizzes and one final exam. Each of these assessment tools is structured so that students may retake each exam until they have arrived at 80% accurate results. Students are not provided the same questions each time they retake an assessment. Therefore, they are newly challenged with each attempt.

Upon the satisfactory completion (80% accuracy) of the final exam, the Leaf Medic student is provided with a PDF of a Certificate of Completion of Introductory Training. This certificate indicates that the student has completed all of the required training to secure an entry level position in an applicable field within the Ohio medical cannabis industry.

The Leaf Medic Certification is good for two years. Toward the end of the two-year period, Leaf Medic inquires with the dispensary certification holder as to the status of their continuing education credits. The Ohio Medical Marijuana Program requires all dispensary personnel to maintain 16 continuing education hours over a period of two years. Leaf Medic offers continuing education programming to its certificate holders throughout the two years following the completion of their certification. This programming is sold online in hourly units for purchase by students or dispensary owners.

## Renewal of Certification for Dispensary Employees

The review of the student's continuing education credits, and the issuing of a renewed certification for an additional two years is covered by a Certificate Renewal Fee of \$50. This fee is used to fund the expense of auditing the student's documentation of continuing education hours as well as the issuing of a renewed Leaf Medic certificate for another two years.

If a student's certification lapses and they do not complete their continuing education credits on time, they will be in violation of the OMMCP requirements outlined in the [Ohio Revised Code](#). As such, it will be their responsibility to complete all outstanding hours of continuing education training in order to continue working in a dispensary. Expedited training and remediation of a lapsed certification will result in a penalty charge of \$25, on top of the \$50 renewal fee.

## Transfer of Continuing Education Credits - See Appendix A

At six months, one year, and 18 months post issuance of the Leaf Medic certification, each Leaf Medic student will be emailed an inquiry requesting that they submit their completed certificates of completion, or other evidence of participation in continuing education programming. If the student completed all of their training through Leaf Medic, there will be record of their having completed the required coursework.

Students who obtain continuing education training outside of Leaf Medic must complete a *Transfer of Hours* form and submit it to Leaf Medic's administration for review. If the submission meets the requirements for continuing education outlined by the OMMCP, Leaf Medic will award appropriate transfer hours for these continuing education hours.

Eight weeks prior to the expiration of a student's Leaf Medic certification, the student will receive an email notifying them of their final continuing education hour count. They will also be prompted to submit for a renewal of certification at that time.

## Student Record Retention

Leaf Medic retains the following records for each student:

1. Name, email address, mailing address and phone number
2. Record of tuition and fees paid
3. A copy of the signed Enrollment Agreement
4. The Ohio Student Disclosure Form
5. Signed Leaf Medic Disclaimer Form
6. Record of logins and use of Leaf Medic LMS
7. Record of outreach for continuing education credit completion
8. Transfer hours documentation
9. Records of Leaf Medic curricular completion
10. Record of dispensary employment

## **School Calendar**

Leaf Medic is a virtual educational institution that operates on the internet. As such, students are expected to use email and telephone to communicate their concerns. Leaf Medic operates in service of Ohio on Eastern Standard Time. Telephone communication is recommended between the hours of 8:00 am to 8:00 pm EST.

## **Student Leave and Absences**

Leaf Medic students work at their own pace in an asynchronous learning environment. Students do not lose access to their course materials upon completion of the course, nor are they closed out of their course if they pass the recommended 100-day period for completion of the coursework they have paid for. Students retain access to their Leaf Medic course until the two-year period following their certification has transpired. Following documentation of the completion of the required 16 continuing education hours, each student's initial certification is renewed.

## **Attendance Reporting**

All Leaf Medic students use the LearnDash interface to engage with the curriculum. LearnDash records the following information for each student.

- Initial login
- Steps completed to date
- Total steps to completion
- Total duration engaged with the course
- Date of course completion
- Last login date

Leaf Medic students can view their own status and progress in the LearnDash dashboard where each unit of study changes color as they move through the course. Leaf Medic courses do not expire. Students may engage past the designated 100 day estimated completion time.

## **Student Progress**

The LearnDash interface allows Leaf Medic students to view their own status and progress in the LearnDash dashboard where each unit of study changes color as they move through the course. There is a tracker installed in the LearnDash platform that offers students the ability to see how many days they have been engaged with the course. Students may print out their progress as they move through each course. Leaf Medic courses do not expire. Students may engage past the designated 100-day estimated completion time. They may visually track their progress as they move through the course as shown below:

BEGIN THIS COURSE NOW BY CLICKING ON THE "THE COURSE" BELOW. YOU MUST HAVE AGREED TO THE CONFIDENTIALITY AND LICENSING AGREEMENT IN ORDER TO BEGIN. IN ORDER TO PROCEED TO THE NEXT LESSON, YOU MUST TAKE AND PASS THE QUIZ FROM THE PREVIOUS LESSON.

LEAFMEDIC Hi KAREN KORN!

Course Content Expand All | Collapse All

LESSONS	STATUS
Dispensary Basics 1: Introduction to the Ohio Dispensary Industry	✓
Dispensary Basics 2: Rules And Regulations	✓
Dispensary Basics 3: Licensing & Inventory	✓
Dispensary Basics 4: Security	✓
Dispensary Basics 5: The Endocannabinoid System	✓
Dispensary Basics 6: Cannabis & the ECS	✓

If any of the video links in this lesson are broken, please go to Google and search for a different version of the same video. If the reference links are broken, please email Leaf Medic@leafmedic.com. Such appreciation is appreciated. If the links are not working properly. Thank you!

LEAFMEDIC Hi KAREN KORN!

LESSON TOPICS

How to complete this course	✓
Introduction: What do we know about medical cannabis dispensaries in the state of Ohio?	✓
Introduction: OMMCP Advisory Committee	✓
Introduction: OMMCP And the State of Ohio Department of Commerce	✓

## Fee Schedule:

### *Introductory Training*

Introductory training is priced at \$499 per person. This includes the initial 25 hours of online programming and assessments. The certificate granted at the completion of this training is good for **two years**.

### Tuition Payment Schedule

All tuition and fees are payable prior to engagement with online course materials. Students are emailed a disclaimer and an enrollment agreement that they must sign digitally and email back to Leaf Medic prior to beginning the online curriculum. A user agreement must also be signed by clicking “Agree,” prior to launch. This user agreement explains copyright and usage rules for any student engaging with Leaf Medic curriculum. Tuition and fee charges are subject to change at the schools’ discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

### Cancellation and Settlement Policy

The enrollment agreement may be canceled within **five** calendar days after the date of signing provided that the school is notified of the cancellation in writing. Leaf Medic will honor an email submission of cancellation notification with a confirmation email acknowledging receipt. If such a cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund will be made no later than thirty days after cancellation. This provision does not apply if the student has already started an online course.

### Refund Policy - See Appendix B

If the student does not log in to the training program, and the student indicates they are not interested in completing the training, all monies paid by the student shall be refunded. Students are expected to take no more than **\*100 days** to complete their initial training program.

There is one (1) academic term for this program that is 25 clock-hours in length. Leaf Medic charges no registration fee. Students purchase classes individually. Continuing education units are added by students in an individual, a la carte fashion and are subject to the same refund policies as the Dispensary Basics curriculum.

Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before beginning the program shall receive a full refund of their tuition.
- (2) A student who starts class and withdraws before the academic term is **15% complete** (15 days post purchase or 1.5 Lessons of Dispensary Basics) will be obligated for **25% of the tuition** and refundable fees.

(3) A student who starts class and withdraws after the academic term is **15% complete** (day 15 or 1.5 Lessons) but before the academic term is **25% complete** (day 25 or 2.5 Lessons), will be obligated for **50% of the tuition**.

(4) A student who starts class and withdraws after the academic term is **25% complete** (day 25 or 2.5 Lessons) but before the academic term is **40% complete** (day 40 or 4 Lessons) will be obligated for **75% of the tuition**.

(5) A student who starts class and withdraws after the academic term is **40% completed** (day 40 or 4 Lessons) will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity on the institution's website.

### **Complaint or Grievance Procedure**

All student complaints should be first directed to the school personnel involved via email or telephone. Please allow 48 hours for response to an email inquiry. If no resolution is forthcoming, a written complaint shall be submitted to Karen Korn, Executive Director. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

At the conclusion of all introductory training, students are emailed a link to a *SurveyMonkey* survey of their experience with Leaf Medic online training.

<https://www.surveymonkey.com/r/DJLX7H2>

### **Continuing Education Training**

Each Continuing Education Unit is priced at \$49 and is conferred at the completion of a one-hour online training program complete with an end-of-course assessment. Continuing Education courses only without Introductory Training cost \$784 for all sixteen unit-hours.

### **Continuing Education Refund Policy**

If the student does not log in to the training program, and the student indicates they are not interested in completing the training, all monies paid by the student shall be refunded. Students are expected to take no more than **\*30 days** to complete their initial training program. All refund requests must be made within 30 days of purchase.

Each continuing education credit is 1 clock-hour in length. Leaf Medic charges no registration fee. Students purchase classes individually. Continuing education units are added by students in an individual, a la carte fashion. Continuing education courses are not overseen by the Ohio State Board of Career Colleges and Schools.

The school shall make the appropriate refund within thirty days of the date the school is notified that the student will not be completing the training.

### **Delivery Method**

Leaf Medic courses are made up of lessons with ten or more topics per lesson. Some lessons contain only one subject of focus, while others have many. Each lesson in this course is identified by a question or title that guides the content. Students click through and read all of the text as they go, clicking hyperlinks to learn more and to be provided with documentation of the sources employed to generate each lesson. When students encounter a video, they must have their headphones and notepad ready to listen and take notes. If students identify a problem with any links or embedded videos, they are instructed to reach out to Leaf Medic staff via email.

### **Assessment**

At the conclusion of each Leaf Medic lesson, there is a set of quiz questions. Each student must answer the questions provided and await confirmation of their selection of the correct answers. If their answers are not correct, students are offered the chance to continue taking the quiz, until they can successfully answer 80% of the questions correctly. At the conclusion of the course, the student must take a test that will confirm their mastery of the course material. The final test resembles the previous 10 quizzes, but contains 50 questions, evenly distributed between each of the lessons.

### **Student Conduct**

Students are expected to demonstrate polite email etiquette when communicating with Leaf Medic staff. Additionally, all students are expected to complete their own quizzes and tests, not collaborating with other students in their academic efforts. Sharing of quiz questions and answers as well as permitting others access to the student's Leaf Medic course is prohibited. Students must agree to the User Agreement below prior to initiating the course. A Student Conduct Report will be issued for any academic misconduct or violations of the User Agreement.

## **Student Conduct Reporting**

Violations to the above listed conduct expectations will result in the student receiving an email notification of their conduct violation, and the consequences of these violations. The consequences for each conduct violation are as follows:

- Inappropriate email or other textual communication will result in an email notifying the student of their violation of conduct, with a request to modify behavior
- Suspicion of cheating or sharing of quiz questions among students will result in an email notifying the student of their violation of conduct, with a demand of cessation of the behavior
- Sharing of Leaf Medic educational materials is a violation of the User Agreement and will be remedied through legal avenues
- Repeated violations of student conduct expectations may result in dismissal of a student from the program. This decision is at the discretion of the Executive Director

## **User Agreement**

The following is the User Agreement for Leaf Medic online training programs:

BY ACCESSING THESE MATERIALS, the User acknowledges that all of these materials are proprietary intellectual property of Leaf Medic LLC.

The User agrees that the User will use Leaf Medic's materials only for purposes specifically permitted by Leaf Medic LLC in written or electronic form, and specifically only for purposes of the individual personal education of the User only.

The User agrees that the User will not share Leaf Medic's materials with any other person or organization.

The User agrees that the User will not communicate the content of Leaf Medic's materials to any other person or organization.

The User acknowledges that any use, copying, transfer, or other communication of Leaf Medic's materials not specifically permitted by Leaf Medic LLC may constitute theft of intellectual property, and may subject the thief to criminal penalties and civil damages.

The User waives all claims against Leaf Medic for any injury or damage arising from the health educational services of Leaf Medic, and releases from any liability Leaf Medic, Leaf Medic's employees, officers, managers, agents, contactors, and any person acting or claimed to be acting on behalf of Leaf Medic for any claim arising from the relationship of the User with Leaf Medic.

## Curriculum and Course Descriptions

### *Dispensary Basics: Introduction to Medical Cannabis – 25 clock hours*

This 25 clock-hour course provides students with ten lessons composed of various topics designed to satisfy the initial training requirements for the Ohio Medical Marijuana Control Program as outlined in the [Ohio Revised Code](#). The included lessons are listed below.

**Dispensary Basics: Lesson 1 - Introduction to the Dispensary Industry**

**Dispensary Basics: Lesson 2 - Rules & Regulations**

**Dispensary Basics: Lesson 3 - Licensing & Inventory**

**Dispensary Basics: Lesson 4 - Security**

**Dispensary Basics: Lesson 5 – The Endocannabinoid System**

**Dispensary Basics: Lesson 6 – Cannabis and the ECS**

**Dispensary Basics: Lesson 7 – Titration for New Users**

**Dispensary Basics: Lesson 8 – Strains & Use**

**Dispensary Basics: Lesson 9 – Ohio Qualifying Conditions**

**Dispensary Basics: Lesson 10 - Customer Care**

Learning outcomes from this unit of study include the ability to:

1. Demonstrate appropriate vocabulary used to discuss dispensaries in Ohio through conversation and practice
2. Demonstrate a working familiarity with the State of Ohio compliance requirements for dispensary employees
3. Demonstrate a working familiarity with the rules for dispensing, packaging and advertising of medical cannabis in the state of Ohio
4. Demonstrate awareness of forbidden behaviors and practices as a dispensary employees
5. Demonstrate understanding of the licensing requirements for dispensary employees
6. Manage inventory and inspections
7. Demonstrate working knowledge of Ohio's qualifying conditions
8. Prevent product damage, theft and loss
9. Manage dispensary security measures
10. Engage with law enforcement
11. Demonstrate an understanding of the consequences for violation of rules & regulations
12. Discuss and briefly explain the Human Endocannabinoid System in a professional setting
13. Discuss and briefly explain how cannabis interacts with the ECS

14. Operationalize HIPAA compliance and protect patient privacy
15. Assist inexperienced users with the purchase of cannabis medicine
16. Explain titration and dosing of cannabis medicine to patients and others
17. Explain the permitted purchase size and dosing medicine at home to patients and others
18. Explain the Entourage Effect and medication schedules to patients and others
19. Explain some drug interactions and assist patients in minimizing side effects
20. Prepare for appropriate continuing education for patient, caregiver and dispensary employees

*Cultivation Basics: Cultivation of Cannabis in a Commercial Context – 25 clock hours*

This 25 clock-hour course provides students with ten lessons composed of various topics designed to satisfy the initial training requirements for employment in a cultivation facility serving the Ohio Medical Marijuana Control Program. The included lessons are listed below.

**Cultivation Basics: Lesson 1 - Introduction to the Cannabis Plant**

**Cultivation Basics: Lesson 2 – The Growing Environment**

**Cultivation Basics: Lesson 3 – Seeds, Cloning & Transplantation**

**Cultivation Basics: Lesson 4 - Hydroponics and Soil Cultivation**

**Cultivation Basics: Lesson 5 – The Vegetative Cycle**

**Cultivation Basics: Lesson 6 – The Flowering Cycle**

**Cultivation Basics: Lesson 7 – Harvesting, Trimming, Drying & Curing**

**Cultivation Basics: Lesson 8 – Managing Problems**

**Cultivation Basics: Lesson 9 – Breeding & Advanced Cultivation Techniques**

**Cultivation Basics: Lesson 10 - Legal & Regulatory Requirements**

Learning outcomes from this unit of study include the ability to:

1. Demonstrate appropriate vocabulary used to discuss the history of the cannabis plant through conversation and practice
2. Demonstrate a working familiarity with the various parts of the cannabis plant and their functions in cannabis medicine
3. Demonstrate a knowledge of the various kinds of cannabis plants and the differences between each kind of cultivar
4. Navigate a cultivation facility as a professional cultivation employee, versed in the atmospheric, security, and climate requirements required in such a facility
5. Demonstrate understanding of the different kinds of lighting, water and fertilizers used in the cultivation of cannabis

6. Demonstrate understanding of seeds, cloning and transplantation of cannabis plants
7. Demonstrate working knowledge of different types of soil and production processes
8. Demonstrate working knowledge of hydroponic cultivation practices
9. Explain the vegetative cycle of a cannabis plant
10. Explain the flowering cycle of a cannabis plant
11. Demonstrate an understanding of how to harvest cannabis
12. Demonstrate an understanding of how to trim cannabis
13. Explain the drying and curing process of cannabis plants
14. Manage pest problems in cannabis cultivation
15. Manage disease and nutrient problems in cannabis cultivation
16. Demonstrate an understanding of how to breed cannabis plants
17. Explain the basic genetics of cannabis breeding practices
18. Identify male and female cannabis plants
19. Explain the significance and value of advanced cultivation practices
20. Understand and comply with the rules and regulations ensuring the safety and security of a cannabis cultivation facility

#### *Continuing Education Units of Study for Dispensary Employees*

Leaf Medic offers continuing education (CE) training for dispensary employees in the medical cannabis industry in Ohio designed specifically to satisfy the requirements of the Ohio Medical Marijuana Control Program. Each unit of study provides one hour of online learning created to provide useful and relevant training for professionals working with patient consumers of medical cannabis. Some of the topics covered include but are not limited to:

**CE Lesson 1: Medical Cannabis and Addiction** - 1 hour. This class explores addiction and substance abuse. Students learn to identify signs of abuse, dependence, and addiction, and learn about the most recent discoveries in addiction treatment.

**CE Lesson 2: Cannabis and Pain Management** - 1 hour. Focuses on the research and clinical best practices for using medical cannabis to treat a variety of chronic pain conditions.

**CE Lesson 3: Cannabis for PTSD** - 1 hour. Explores the research and clinical best practices for using medical cannabis to treat Post Traumatic Stress Disorder.

**CE Lesson 4: Security and Interaction with Law Enforcement** - 1 hour. Tim Johnson of Cannabis Safety First partners with Leaf Medic to provide expanded security training for cannabis industry employees.

**CE Lesson 5: Dosing and New Product Review** - 1 hour. A review of products available throughout Ohio and the qualifying conditions they are best used to treat.

**CE Lesson 6: Cannabis and Children** – 1 hour. A review of the state of Ohio guidelines regarding children and medical cannabis. Provides updates on medical cannabis research in children as well as guidelines to help patients ensure children’s safety around medical cannabis within the home.

**CE Lesson 7: Geriatric Patients and Medical Cannabis** - 1 hour. Helping aged patients benefit from medical cannabis. Includes instruction in customer service.

**CE Lesson 8: Cannabis & the Law** - 1 hour. A comprehensive presentation of the history of law surrounding cannabis in the United States.

**CE Lesson 9: CBD and THC-A: Pain Relief Without the High** - 1 hour. Two components of the cannabis plant, CBD and THC-A are useful for pain relief without the psychoactive components of decarboxylated THC.

**CE Lesson 10: Strains and Testing** - 1 hour. A detailed exploration of the various strains and testing processes used by the medical cannabis industry in Ohio. Students learn how to interpret and use the data from laboratory testing to help patients refine and improve their experiences.

Leaf Medic welcomes suggestions for development of relevant continuing education units of study. Please use the [info@mmjtraining.com](mailto:info@mmjtraining.com) email to make suggestions or to inquire about units of study currently in development.

#### *Communication about Continuing Education Hours*

On a bi-monthly schedule (every other month), Leaf Medic certificate holders are emailed a list of course offerings available to them for continuing education credit. Their status in completing the hours of training necessary to satisfy the requirements outlined in the Ohio Revised Code is provided in these emails, and they are prompted to enroll in training to maintain a steady flow of completion of continuing education credits. At the end of the two-year period, each Leaf Medic Certification expires, unless if the student has completed the required continuing education credits. With proper documentation of completion of continuing education hours, the student’s certification is renewed for another two years, during which time they must undertake an additional **16 hours** of continuing education training.

#### **Optional Seminars**

Occasionally, Leaf Medic staff will offer face-to-face seminars that present material outside of the online class setting for the continuing education curriculum. These seminars will only be

available to students who are able to travel to the location where they are held. Each seminar lasts around one hour and concludes with participants being provided access to an online assessment to document their retention of the lesson material following their attendance. Seminars will be held in Joga Somatic Arts Studio at 1725 Woodman Drive in Kettering, or at other locations throughout the state, to be specified. Students will receive continuing education hours for their participation in these seminars upon completion of the online assessment.

### **Job Placement Assistance**

Leaf Medic partners with the [MaryJane Agency](#) to provide certificate holders with job placement assistance. Job seekers may contact the MaryJane Agency in advance of enrolling in Leaf Medic training. Job seekers that connect with the MaryJane Agency who feel they are lacking the appropriate education to be competitive hires are encouraged to enroll in Leaf Medic courses. Students who contact Leaf Medic to pursue training independent of prior exposure to the Mary Jane Agency are provided with onboarding opportunities with the agency following completion of their Dispensary Basics training. The fees for job placement assistance are negotiated between the Mary Jane Agency and the employer seeking employees. No guarantees of employment or particular wages are offered by Leaf Medic or the Mary Jane Agency.

Following completion of the Dispensary Basics course, Leaf Medic students are referred to the MaryJane Agency for assistance with job placement. Certificate holders are asked to provide a resume and are assisted in developing that resume by staff at MaryJane Agency for use in job-seeking. Graduates are emailed an Alumni Survey 90 days and again at 12 months following course completion. The Leaf Medic Alumni Survey is used for institutional record-keeping as well as to identify graduates who may necessitate further assistance with job placement.

### **Employment Disclaimer - See Appendix C**

Students are asked to sign an employment disclaimer indicating they are aware of the nature of employment in the medical marijuana industry in Ohio. The medical marijuana industry is regulated by the Ohio Medical Marijuana Control Program and overseen by the Ohio State Board of Pharmacy and the Ohio Department of Commerce. Leaf Medic certificate holders, while qualified to do dispensary work, are not guaranteed job placement. Employment is subject to the successful launch of all levels of the Ohio Medical Marijuana program.

**Leaf Medic Staff***Karen Korn, PhD - CEO and Executive Director, Curriculum Designer & Instructor*

Dr. Korn has been a teacher, researcher, and educational leader for over two decades. Her academic background includes a bachelor's degree in art history from the University of Cincinnati, DAAP, a master's degree in Anthropology from Indiana University, and a Doctor of Philosophy in Educational Leadership in Higher Education from the University of Dayton. For five years, Dr. Korn served as the academic head and curriculum designer for the School of Advertising Art/Modern College of Design in Kettering, Ohio, where multiple cohorts of graduates achieved 100% placement in their chosen professional fields.

Dr. Korn has completed training for the Patient Focused Certification Core Cannabis Training certificate, Patient Focused Care Verified Professional Curriculum certificate, Patient Focused Care Staff Training Program for Distribution Operations certificate, and the CCC Patient and Caregiver Education certificate from Americans for Safe Access. She also completed The Answer Page Medical Marijuana training for Ohio, New York, and Pennsylvania, and TMCI Global Clinical Cannabinoid Medicine Curriculum in 2018. Previously, her education in medical cannabis came from travel and time spent in Colorado between 2012 and 2016. Dr. Korn's ample experience in teaching and instructional design for subjects spanning from Sustainability Studies to Marketing make her uniquely qualified as an educator in Ohio's medical cannabis industry.

*Audra Sparks, MA - Medical Cannabis Director, Curriculum Designer & Instructor*

Audra began her career as a State Medical Board of Ohio Certified Licensed Massage Therapist. After a serious hand injury outside of work left her unable to continue as a massage therapist, Audra enrolled at Bowling Green State University and earned a bachelor's degree in Liberal Studies. Inspired by her concern for the environment and sustainability, Audra earned a master's degree in environmental law and policy at the Vermont Law School. She and her husband started a model of urban farming and maintain a two-acre garden and a home-based mushroom growing operation. Much of the food they produce is sold at a local farmer's markets and to local restaurants who support farm-to-table, as well as donated to food banks. Audra also works with her husband as the Creative Consultant for Buzzwad Multimedia, a website design company, and she works as a substitute teacher in local public schools.

Audra is a chronic pain sufferer and began researching the therapeutic uses of cannabis when the rumblings of a medical cannabis program began in Ohio in 2015. Now that the Ohio Medical Marijuana Control Program has become a reality, Audra has done considerable research on the topic and has earned several certifications in the field. She holds a Patient Focused Certification Core Cannabis Training certificate, Patient Focused Care Verified Professional Curriculum certificate, Patient Focused Care Staff Training Program for Distribution Operations certificate, and the CCC Patient and Caregiver Education certificate from Americans for Safe Access. She is also certified by Cannabis Training University and has completed the Cannabis Clinicians Society's Clinical Cannabinoid Medicine Curriculum.

Audra brings her experience as a public speaker and researcher, and her love of teaching, along with her vast knowledge of the therapeutic uses of medical cannabis to Leaf Medic.

*David Sparks - Digital Director, Marketing & Sales*

David has a long history in digital communications and development. He has developed web sites for numerous businesses small and large alike and been involved in digital development since the Mosaic browser was invented. His professional career began as a newspaper reporter, editor and photographer, before he moved into the interactive realm.

David is also the owner of a right/left brain. In addition to his journalism and technology experience, he fronted one of America's most unique musical experiences, drexel, and has traveled the country entertaining through song and thought.

He has worked in education teaching and driving school buses and served as the president of Ohio Association of Public Schools Union Local #627, Dayton Public Schools.

David is a veteran of the Ohio Army National Guard, serving his country from 1987-95 as a member of a combat engineer battalion. He has run for public office once, garnering over 40% of the vote for Ohio State Representative in his first run for public office. He is a dynamic public speaker.

In addition to all of that, David operates Guided By Mushrooms, an urban farm specializing in growing gourmet mushrooms and mycological remediation.

David is in charge of technology for Leaf Medic, helping with all problems and digitally related solutions.

## Advisory Board Members

Leaf Medic maintains a professional advisory board whose members serve in a voluntary, consultative capacity. Their expertise is purely advisory, as they are not all instructors nor creators of curriculum. They each offer their expert review and critique of Leaf Medic curriculum.

### *Advisory Board Members*

*Wendy Chorny, PT, DPT, ATC, MTC*

#### [Orion Physical Therapy](#)

Wendy Chorny treats patients with a myriad of chronic pain conditions that could be improved with access to medical cannabis. Her expertise in treating patients with illnesses like Fibromyalgia and Ehlers-Danlos Syndrome, as well as injuries, enhances Leaf Medic's understanding and approach to training in medical cannabis use for treatment of pain.

*Suzanne Croteau, DO*

#### [Homeopathic Osteopathic Family Center](#)

#### [Patient Focus Medical Marijuana Physicians](#)

Suzanne Croteau is a seasoned medical doctor who has treated patients using a combined medical and complementary medical approach to healing for over 3 decades. She has received the appropriate training to be certified to recommend for medical cannabis patients in the state of Ohio, and has served as an essential medical content advisory resource for Leaf Medic.

*Sheila Humphrey-Craig*

#### [Harm Reduction Ohio](#)

Sheila Humphrey-Craig is the Director for the Dayton chapter of Harm Reduction Ohio. She has watched the opioid epidemic bloom for seven years receiving a personal education through her own son's struggle. Currently, she dispenses Fentanyl test strips targeting the drug using population. Through her work, she has encountered many patients who have used cannabis to assist with PAWS (post-acute withdrawal symptoms). She advocates for the legalization and regulation of drugs of all kinds, in an attempt to save lives.

*Tim Johnson*

#### CEO at [Cannabis Safety First](#)

A seasoned law enforcement professional, and trained Peace Officer, Tim Johnson's decades of experience engaging with drug policing and security lends crucial perspective to the development of Leaf Medic curriculum. Tim's dedication to the development of Ohio's medical cannabis program has consistently inspired Leaf Medic in the creation of their curriculum and programming.

*Roy Rich*

[Law Enforcement](#)

Roy Rich served for 35 years in law enforcement, and retired in 2009 at the rank of commander. Since the 1990's he has served on the Board of Directors of the Cleveland Police Credit Union. He ran for office in Ohio's 7th Congressional District in 2016. Roy brings the valuable lens of law enforcement to Leaf Medic's advisory board.

*Kelly Schlotterbeck*

Registered Respiratory Therapist – [Miami Valley Hospital](#)

Kelly Schlotterbeck's knowledge and experience in respiratory care affords Leaf Medic access to expert interpretations and understandings of various challenges that medical cannabis patients may face when incorporating cannabis medicine into their treatment protocols.

*Emilie Ramach*

Founder, [Compassionate Alternatives](#)

Emilie Ramach is the Founder & CEO of Compassionate Alternatives. Driven by past personal health adversity, she has been a cannabis reform activist for the past decade. Emilie has been involved with various political campaigns and committees, patient education, and legislative policy discussions. As a mother, she focuses primarily on the research and advocacy of the benefits of pediatric use. Emilie is honored to use her knowledge to educate parents, patients, and medical professionals on the many benefits of medical cannabis.

**Appendix A**

**Leaf Medic Transfer of Hours Form**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Text: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Leaf Medic Certification: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dispensary(s) where employed:

Topic of training:

Location of training:

Trainer's name and title:

Description of training activities, including duration:

Evidence of support: (provide URLs or other documentation of the event or training session you participated in here)

**Appendix B**  
**Sample Enrollment Agreement**



**Leaf Medic**

**1725 Woodman Drive, Suite E, Kettering, Ohio 45420**

**937.985.1609**

<http://mmjtraining.com>

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I am hereby enrolling in the following academic program and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

**Program Name:** Dispensary Basics

**Program length:** 25 Clock Hours. This program is normally completed within 100 calendar days. Continuing Education Hours include 16 Clock Hours of programming over a two-year period of time.

**Tuition and Fees for Current Term:**

*Introductory Training*

Introductory training is priced at \$499 per person. This includes the initial 25 hours of online programming and assessments. The certificate granted at the completion of this training is good for two years.

*Continuing Education Training*

Each Continuing Education Unit is priced at \$49 and is conferred at the completion of a one-hour online training program complete with an end-of-course assessment. Continuing Education courses only without Introductory Training cost \$784 for all sixteen clock hours.

### Tuition Payment Schedule

All tuition and fees are payable prior to engagement with online course materials. A user agreement must also be signed by clicking “agree,” prior to launch. This user agreement explains copyright and usage rules for any student engaging with Leaf Medic curriculum. Tuition and fee charges are subject to change at the schools’ discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

### Cancellation and Settlement Policy

The enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started an online course.

### Refund Policy

If the student does not log in to the training program, and the student indicates they are not interested in completing the training, all monies paid by the student shall be refunded. Students are expected to take no more than **\*100 days** to complete their initial training program. Each continuing education credit carries an expectation of completion within **30 days** of purchase.

There is one (1) academic term for this program that is 25 clock-hours in length. Leaf Medic charges no registration fee. Students purchase classes individually. Continuing education units are added by students in an individual, a la carte fashion. Continuing education courses are not overseen by the Ohio State Board of Career Colleges and Schools.

Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before beginning the program shall receive a full refund of their tuition.
- (2) A student who starts class and withdraws before the academic term is **15% complete** (15 days post purchase or 1.5 Lessons of Dispensary Basics) will be obligated for **25% of the tuition** and refundable fees.
- (3) A student who starts class and withdraws after the academic term is **15% complete** (day 15 or 1.5 Lessons) but before the academic term is **25% complete** (day 25 or 2.5 Lessons), will be obligated for **50% of the tuition**.

(4) A student who starts class and withdraws after the academic term is **25% complete** (day 25 or 2.5 Lessons) but before the academic term is **40% complete** (day 40 or 4 Lessons) will be obligated for **75% of the tuition**.

(5) A student who starts class and withdraws after the academic term is **40% completed** (day 40 or 4 Lessons) will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity on the institution's website.

### **Continuing Education Training**

Each Continuing Education Unit is priced at \$49 and is conferred at the completion of a one-hour online training program complete with an end-of-course assessment. Continuing Education courses only without Introductory Training cost \$784 for all sixteen unit-hours.

Total package cost for **2-year period**: \$1,134.00 (includes \$350 introductory course and 16 hourly continuing education units). Each continuing education credit carries an expectation of completion within **30 days** of purchase.

### **Continuing Education Refund Policy**

If the student does not log in to the training program, and the student indicates they are not interested in completing the training, all monies paid by the student shall be refunded. Students are expected to take no more than **\*30 days** to complete their initial training program. All refund requests must be made within 30 days of purchase.

Each continuing education credit is 1 clock-hour in length. Leaf Medic charges no registration fee. Students purchase classes individually. Continuing education units are added by students in an individual, a la carte fashion. Continuing education courses are not overseen by the Ohio State Board of Career Colleges and Schools.

The school shall make the appropriate refund within thirty days of the date the school is notified that the student will not be completing the training.

### **Complaint or Grievance Procedure**

All student complaints should be first directed to the school personnel involved via email or telephone. Please allow 48 hours for response to an email inquiry. If no resolution is forthcoming, a written complaint shall be submitted to Karen Korn, Executive Director. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

### **Official Employment Disclaimer**

Leaf Medic courses serve the Ohio medical marijuana industry. This industry is regulated by the Ohio Medical Marijuana Control Program and overseen by the Ohio State Board of Pharmacy and the Ohio Department of Commerce. Leaf Medic certificate holders, while qualified to do dispensary work, are not guaranteed job placement. Employment is subject to the successful launch of all levels of the Ohio Medical Marijuana program. As a Leaf Medic student, I acknowledge that I have been made aware of the contingency of the successful launch of this program in order for my training to yield potential employment. I do not hold Leaf Medic LLC responsible for my employment.

### **Signatures**

I acknowledge that I have received access to a PDF of a school catalog and agree with the school policies and procedures stated. I acknowledge that I have received and read a copy of this enrollment agreement and acknowledge the employment disclaimer contained herein.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

School representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C**



**Official Employment Disclaimer**

Leaf Medic courses serve the Ohio medical marijuana industry. This industry is regulated by the Ohio Medical Marijuana Control Program and overseen by the Ohio State Board of Pharmacy and the Ohio Department of Commerce. Leaf Medic certificate holders, while qualified to do dispensary work, are not guaranteed job placement. Employment is subject to the successful launch of all levels of the Ohio Medical Marijuana program which has not yet occurred as of October 15, 2018. As a Leaf Medic student, I acknowledge that I have been made aware of the contingency of the successful launch of this program in order for my training to yield potential employment. I do not hold Leaf Medic LLC responsible for my employment.

Student Name: \_\_\_\_\_

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

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