



HHH Institute

Holistic Harmony Haven

PHASE 2 ACCREDITATION PACKAGE

Master Index & Submission Guide

Version	1.0
Effective Date	2026-06-18
Prepared For	IPHM ✓ · CPD ✓ · IICT (in submission) Future: HCA / IACET / India / University Partners
Document Owner	Pardeep Kaur Randhawa, Founder & Director
Institution	HHH Institute, Calgary, Alberta, Canada
Total Documents	10 PDFs · 94 content pages

About This Package

This package contains the complete set of operational and academic documents required for HHH Institute's Phase 2 accreditation submissions and ongoing institutional governance. It builds directly on the successful Phase 1 submissions to IPHM (International Practitioners of Holistic Medicine) and CPD (Continuing Professional Development), and prepares HHH Institute for: IICT (International Institute for Complementary Therapists), future international expansion (including India under DPDP Act 2023 compliance), and university articulation partnerships.

All ten documents are version-controlled (v1.0, effective 2026-06-18), share the same brand design system, and use the same compliance language: HHH credentials are certificates of completion — not licenses or degrees — and graduates may not diagnose, prescribe, or treat medical conditions.

Package Contents

#	Document	Pages	Purpose
00	Master Index (this document)	—	Submission guide & document map
POLICIES			
01	Student Handbook	15	Programs, tracks, admissions, conduct, assessment, graduation, support
02	Complaint & Grievance Policy	7	Four-step process + printable formal complaint form
03	Refund Policy	6	Cooling-off, tiered schedule, medical withdrawal, refund form
04	Privacy Policy	9	PIPEDA + Alberta PIPA + DPDP Act 2023 (India pathway) compliant
05	Consent Forms	9	Enrollment, Media, Virtual Practicum, Health Information (4 forms)
TEMPLATES			
06	Course Template	12	Fillable syllabus builder + worked example
07	Assessment Template	12	Quiz / case study / journal / practical rubric / capstone

#	Document	Pages	Purpose
08	Certificate Template	2	Landscape issuable certificate (blank + filled example)
09	Reference Letter Templates	7	Graduate / Good Standing / Verification / Faculty
10	Instructor CV Package	15	Founder CV + 2 reserved-faculty templates + policy

Submission Roadmap

Phase 1 — Complete: IPHM ✓ · CPD ✓

Phase 2 — This package supports:

- IICT — submit Documents 01–10 + insurance certificate (separate) + IPHM/CPD recognition letters.
- Internal governance — adopt all 10 documents as institutional policy effective 2026-06-18; communicate to students and instructors.
- Insurance application — package supports professional liability / E&O; underwriting (use Student Handbook §15, Privacy Policy, and Consent Forms).

Phase 3 — Forward roadmap (not yet submitted):

- Health Coach Alliance member-school application (primary CDN credential body)
- IONC for nutrition program · IACET international standard
- PVTa (Alberta regional designation) · CANNP / CAHN-Pro CEU approvals
- India regional expansion (DPDP Act 2023 compliance built into Privacy Policy §6)
- University articulation / credit-transfer partnerships (Course Template includes placeholder field)

Before You Submit — Final Checklist

- [] Confirm tuition amounts in Student Handbook §7 (currently marked [TBD])
- [] Confirm dates and historical roles in Founder CV (marked [PLACEHOLDER — please confirm])
- [] Confirm CANNP (NN1747) and CAHN-Pro (MFN10061) membership statuses are accurate at submission date
- [] Generate and attach your current professional liability insurance certificate (not in this package)
- [] Update info@/privacy@/refunds@holisticharmonyhaven.com if any inbox names change
- [] Have Director sign and date the cover page of each document before submitting external copies
- [] Keep editable source records — these PDFs are the authoritative v1.0 release

Document Control

Approved by: Pardeep Kaur Randhawa, Founder & Director, HHH Institute

Effective: 2026-06-18 · Next Review: 2027-06-18 (annual cycle)

Distribution: IPHM, CPD, IICT, internal faculty, all enrolled students, insurance underwriter.

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