



# **Kamana Academy**

## **Catalog of Course**

**1/1/2017 ~ 12/31/2017**

**The information contained in this catalog is reviewed and published for class 2017. Kamana Academy reserves the right to add, amend, or repeal any of its regulations, policies and procedures at any point in time.**

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## **SCHOOL LOCATION (All classes will be held at this location)**

Kamana Academy  
4280 Lincoln Blvd.  
Marina Del Rey, California 90292  
Tel: (310) 918-9390  
Website [www.kamanaacademy.com](http://www.kamanaacademy.com)  
CAMTC School Approval Code: pending

### **MISSION**

Kamana Academy is a private institution that it is approved to operate by the Bureau. The approval to operate means that the institution meets minimum state standards. Our mission is to provide student's access to Massage Therapy programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. This approach, driven by a structured course curriculum and hands on training, ensures that our students are well equipped to enter into a career in health care and career massage professionals. Part of our mission is to convey to students the importance of continuing education.

### **OBJECTIVE**

- Massage Theory and Technique - Instructors demonstrate and explain the art and science of Swedish and other massage styles.
- Hands-On Learning - Students work on one another in supervised classroom practices.
- Anatomy and Physiology - Active exploration of the body and its function.
- Business and Ethics - Learn proper communication essential for business and client relations.
- Marketing and Regulations - Covers the basics of marketing your services and obtaining a license.
- Student Massage Clinic - Participation in school's supervised community massage clinic.

### **PRIVACY ACT**

It is this institution's intent to carefully follow the rules applicable under the family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **TRANSCRIPT**

Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

### **STUDENT RECORDS AND TRANSCRIPTS**

All physical records will be kept in fire resistant cabinets in the school administration office. Digital copies of all physical record will be created and backed up monthly and stored off site. Additionally, all digital copies will be backed up on a daily basis via internet backup service and available to be digitally restored in the event of computer malfunction. Student records for all students are kept for five years. Students may inspect and review their educational records. To do so, a student should submit a written request indentifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve that matter. Transcripts are kept indefinitely.

### **LIBRARY RESOURCES**

Kamana Academy provides a selection of educational materials in its library area. Students may borrow two items at a time for a period of up to seven days, with extended borrowing period (renewals) at the discretion of the library staff. Public computers in the library area are for academic use only.

**EFFECTIVE DATE OF THIS CATALOG**  
**January 1<sup>st</sup>. 2017 to December 31<sup>st</sup>, 2017**

- (A) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
  
- (B) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, website: [www.bppe.ca.gov](http://www.bppe.ca.gov) Tel: (888) 370-7589 or by fax: (916) 263-1897, (916) 431-6959 or by fax (916) 263-1897
  
- (C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Post secondary Education by calling Toll free telephone: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
  
- (D) School catalogs are available at the facility upon request.

**TUITION AND FEES**  
**Effective for program starting in 2017**

Program	Program Length	Credit Unit	Tuition	Books and Equipment (Non-refundable)	STRF (Non-Refundable)	Application fee (non-refundable)	Total (estimated)
Massage Therapy 500 hours*part-time (9am-1:30pm)	Approx. 26 weeks	50	\$4430.9	\$316.10	\$0.00	\$250.00	\$4997.00
Massage Therapy 500 hours *Full-time (8am-12pm; 12:30pm-4.30pm)	Approx. 13 weeks	50	\$4430.9	\$316.10	\$0.00	\$250.00	\$4997.00

**Itemized Schedule of Charges (For the entire program):**

<b>Program Charges</b>	
Tuition.....	\$4430.90
STRF Fee .....	\$0.00
Registration Fee (non-refundable).....	\$250.00
<b>Study Kit</b>	
Lab Supplies 1: Linens twin set (taxes are not included).....	\$25.00
Lab Supplies 2: Two (8 ounces) bottles of lotion and oil (taxes are not included).....	\$25.00
Textbooks (taxes are not included).....	\$210.00
Uniform (taxes are not included).....	\$30.00
Total Tax Approximately (9%).....	\$26.20
<b>TOTAL PROGRAM CHARGES (AT NO DISCOUNT)</b> .....	<b>\$4997.00</b>

- |   |           |
|---|-----------|
| 1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE                       | \$4997.00 |
| 2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM           | \$4997.00 |
| 3. TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT (IF INSTALLMENTS) | \$1000.00 |

Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of services to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance. All fees are subject to change.

IF THE STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND.

If the student defaults on federal or state loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

### **CANCELLATION, WITHDRAWAL AND REFUND POLICY**

#### **STUDENT'S RIGHT TO CANCEL:**

A student has the right to cancel this enrollment agreement and obtain a refund of charges paid. This option is available through attendance at the first class session, or the seventh day after enrollment, whichever is later.

A notice of cancellation shall be in writing and given to the institution's representative, ie the owner or the administrator. If none is available the notice of withdraw can be given to the instructor. Student withdrawal may be caused by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. In the event of cancellation, a written confirmation will be provided to student. The withdrawal will be considered effective on the date received by upon the institution.

In the event of cancellation, the student is financially obligated to the institution according to the following:

- (a) If the cancellation occurs with seven days after the date of enrollment, or before the first schedule class session (whichever is later) the institution shall refund 100% of the amount paid for institutional charges, minus the \$250 non-refundable application fee.
- (b) If withdrawal or termination occurs before the completion of 60% of the total class hours (60% of 500 hours=300 hours), the student shall be entitled to a prorated refund of tuition. The institution may retain book, materials and equipment fees, and any other legitimate charges owned by the student. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.
- (c) If withdrawal or termination occurs after completion of 60 percent of the total class hours, the student shall be obligated for the tuition charged for the entire program (the student shall not be entitled to any refund.)

The term "tuition" refers to the charges for instruction. Tuition does not include the \$250 application fee or other non refundable identified program fees. A refund for materials costs (ie. Books, lab supplies or kits, etc) will be issued only if the cancellation occurs with seven days after the date of enrollment, or before the first schedule class session. Thereafter no refund shall be issued for material costs. When a cancellation, withdrawal, or termination occurs, a calculation of all allowable charges shall be made within 45 days,

If the institute has received total payments greater than its allowable charges:

- (a) After the date termination of such cancellation, withdrawal or termination a written statement allowable charges and total payments received shall be delivered to the student by institute, together with a refund equal in amount to dollar amount paid to the institute in excess of those allowable charges.

- (b) If the student has received federal student aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. If the student has received funds from other assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail, but only with respect to the covered portion thereof.
- (c) In the event of payments to a student account are delivered from a sponsoring public agency, private agency, or any other source other than the student, the statement of charges and payments received together with an appropriate refund maybe delivered instead to such as party (ies) in interest, but only with respect to the covered portions thereof.

In the unfortunate case of a disabling illness or accident, death in the immediate family or other circumstances beyond the student's control that causes the student to leave school, the institution shall arranged a prorated tuition settlement that is reasonable and fair to both parties.

CAMTC's Law related to unfair business practices as related to massage:

- (1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:
  - (a) to hold himself out or to use the title of "certified massage therapist" or "certified massage practitioner", or any other term, such as "licensed", "certified", "CMT", or "CMP", in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
  - (b) To falsely state or advertise or put any sign or card or other device, or to falsely represent to the public through print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Attendance and/or graduation from California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. Seq.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337

## **Student Tuition Recovery Fund (STRF ) Disclosures.**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **FINANCIAL AIDS AND LOAN**

The school does not participate in any form of financial aid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed the federal or state government and the student default on the loan, both of the following may occur:

- 1) The federal or state government or a loan guaranteed agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **SPECIAL NOTICE OF FINANCIAL STATUS**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Kamana Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate(s) you earn in Massage Therapy Program is also at the complete discretion of the institution to which you may seek to transfer. If the Massage Therapy certificate(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Kamana Academy to determine if your Massage Therapy certificate(s) will transfer. Currently Kamana Academy has not entered into an articulation or transfer agreement with any specific college or university.

## **TRANSFER OF CREDIT POLICY**

Kamana Academy will process student's portfolio or transcripts to determine the applicability and transferability of credit from prior coursework. Requests for advanced standing or transfers for individuals who have completed a massage therapy course will be considered following completion of the application form and payment of the \$250 non-refundable application fee. The admissions department will evaluate previous education and training that may be applicable to the program on a case by case basis. If the education and/ or training meet the standards for transfer of credit, the program may be shortened and the tuition reduces accordingly. The coursework will be evaluated based upon the completed program's similarity to Kamana Academy currently offered programs. There is not going to be a challenge examination or achievement test. Academic credit will generally not be granted for prior experiential learning. No additional charge shall be collected in regards of transferring. A maximum of 50% of coursework necessary for graduation from the program may be accepted for transfer. Transfer credit cannot exceed the equivalent of 250 Hours.

Documents required for the review include the following:

1. A request for consideration of advance standing.
2. A catalog from the college where courses were completed, outline of the course descriptions and number of hours
3. An official transcript or Poof of training document



## **DESCRIPTION OF FACILITIES**

The school is located on Lincoln Blvd in the plaza building built in 1991 with ample parking and 2 public restrooms for students and visitors. This location is only 5 minutes from 90 and 405 freeways. It's fully equipped and accommodates a reception area, one theory classroom, one practical classroom, admission office, break room, one restroom. The massage class includes six private massage bays.

### ***Equipment Used by Instructor and Student.***

For all programs, the Kamana Academy provides the minimum level of equipment for use during training including; anatomy chart, essential Oils, portable massage tables, massage chairs, massage stools and massage stone sets, pillows, bolster and lotion as required. Books are not included in the cost of each course unless otherwise noted.

## **ADMISSION**

Program classes are organized into modules which are typically ten calendar days in duration. These modules run on a continuous basis. Please contact the admission office for the exact start date of the next module. In order to enroll, all students must conduct a personal interview with the admission office, after which they will receive a tour of the facilities and the application form. An entrance test is required to pass in order to start the program.

## **ABILITY TO BENEFIT STUDENTS**

No Ability to Benefit Students will be admitted. High school graduation or its equivalent is required.

## **ADMISSION REQUIREMENTS**

Kamana Academy is an equal opportunity institution. All applicants will be considered for enrollment regardless of age, gender, race, national region, handicap or religion. Each applicant must meet the following requirements for enrollment:

- 1) Be a high school graduate, or hold a GED certificate showing high school equivalency.
- 2) Be at least 18 years of age.
- 3) Completion of an interview and completion of an enrollment application; there is a \$250.00 non-refundable application fee.
- 4) Be physically capable of performing the required tasks of the program.
- 5) The institution reserves the right to reject students of the items listed above are not successfully completed.
- 6) No ability-to-benefit students as defined in AB48 will be enrolled.

## **INSTRUCTION LANGUAGE**

Instruction is provided only in English. All written materials and lectures are conducted in English. At this time, the institution does not provide English language services.

An English Entrance Exam is required for **Foreign Students**. English Entrance Exam is meant to verify English proficiency requirement for admission. Part 1 of the exam is a multiple choice questions that cover grammatical issues such as tenses, verb forms, prepositions, articles etc. Part 2 of the test concerns student's understanding of text types and vocabulary.

Time allowed: 60 min

Total marks for the test: 40

Marking scheme: 1 mark for each correct answer

- 1) In addition to aforementioned Admission requirements a foreign student must be conversant in both oral and written English and have a score of 70% or more on the English entrance test.
- 2) Kamana Academy does not provide visa services. Kamana Academy cannot vouch for student status.

## **ACADEMIC FREEDOM**

Kamana Academy is committed to assuring full academic freedom to faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those officially sanctioned by the institution. This institution, therefore, supports and encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views as long as they believe it would advance understanding in the specialized discipline being studied.

## **PLACEMENT SERVICES**

This institution does not represent to the public, in any manner, or by any mean, that it offers job placement assistant.

## **PERCENTAGE ABSENCE**

Students missing 20% of the total clock hours per module will receive a verbal warning.

Student missing 30% or more of the total clock hours per module must immediately meet with the academic director to determine eligibility for continue enrollment.

## **LEAVE OF ABSENCE**

Students may request a leave of absence in case of a family loss, serious illness or injuries. Home work or lecture missed for these reasons must be made up upon the student's return to class. Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## **ATTENDANCE REQUIREMENT**

Attendance in class is critical to student academic success. Completion of all coursework is required for graduation; the make-up assignments are designed to meet the needs of the student while retaining the integrity of the program. Make-up assignments may include, but not limited to, viewing pertinent videos, clinical make-ups, and individual study projects. It is the sole responsibility of each student to obtain any missed notes, handouts, or homework assignments. All instruction is provided on site; Institution does not currently offer any distance education program however, field trips in the industry is supported to improve the overall study of real career experience.

- Student must attend the class on time; tardiness will adversely affect the attendance score of that class.
- All students must clock in and out on a daily basis. Cards are to remain at institution at all times.
- Students should notify the instructor of any planned absences.
- A student must be present for no less than 85% of the actual class time to be considered to have completed that day's class time.
- Loss time must be recovered to complete 500 total hours requirement

## **ACADEMIC PROBATION AND DISMISSAL POLICIES**

The institution may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should cumulative GPA fall below 2.0 for two modules (generally 20 hours) or more of course work, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The institution will offer assistance in locating a suitable tutor, should such service be requested by the student.

Minimum GPA = 1.50 during the first 0-25% of the program's class hours

Minimum GPA = 1.74 during 26-50% of the program's class hours

Minimum GPA = 1.99 during 51-100% of the program's class hours

## **STUDENT GRIEVANCE PROCEDURES**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps:

- 1: an effort to define the problem,
- 2: an effort to identify acceptable options for resolution
- 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log in a complaint file at the institution. The official complaint log will be maintained with the student's records on the premises.

The formal process will involve

1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred.
2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution.
3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified.
4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer.
5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance.
6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached.

A student retains the right to file a complaint at any time with the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) Telephone and Fax (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916) 263-1897.

## **DRESS CODE AND HYGIENE POLICY**

Appearance and hygiene are to reflect a professional appearance. Students must follow these requirements:

1. If required by a particular program, any uniform provided by Kamana Academy must be worn at all times during the class session. Uniform must be clean.
2. Clean white or black casual or sport shoes are acceptable.
3. The following items are not allowed; caps, sandals, sunglasses.
4. Any earring must not be longer than the earlobes.
5. Hair must be properly restrained and well groomed.
6. Fingernails should be clean and trim short.
7. Food and beverage are not allowed in clinic area.
8. No mobile phone or electric device in class.

## **SEXUAL HARASSMENT**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## STUDENT CONDUCT

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question. On such occasion the student will have the opportunity to explain his/her behavior. After evaluating the student's reasons and depending on the severity of the infraction the institution will make a final decision.

Kamana Academy encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## PROGRAM

(No externships are required)

<b>Name of Program</b>	<b>Massage Therapy program</b>
<b>Program Length in Hours</b>	500 Clock Hours
<b>Description of Program</b>	This program is designed to provide students with complete and comprehensive training in all areas of massage. Specific emphasis is placed on preparing students with knowledge to open their own massage clinic or to become employed in the massage field working in a doctor's office, a chiropractor's office, an acupuncturist's office or a health center. USDL Standard Occupational Classification Codes 31-9010 and 31-9011
<b>Equipment Used by Instructors and Students</b>	Anatomy charts, Essential oils, Massage chairs; Massage stools; Portable massage tables; Treatment tables, Massage stone sets, pillows, bolsters and lotion.
<b>List the skills or competencies to be acquired by the student.</b>	<ul style="list-style-type: none"><li>▪ Confer with clients about their medical histories and problems with stress or pain to determine how massage will be most helpful.</li><li>▪ Apply finger and hand pressure to specific points of the body.</li><li>▪ Massage and knead muscles and soft tissues of the body to provide treatment for medical conditions, injuries, or wellness maintenance.</li><li>▪ Maintain treatment records.</li><li>▪ Provide clients with guidance and information about techniques for postural improvement and stretching, strengthening, relaxation, and rehabilitative exercises.</li><li>▪ Assess clients' soft tissue condition, joint quality and function, muscle strength, and range of motion.</li><li>▪ Develop and propose client treatment plans that specify which types of massage are to be used.</li><li>▪ Refer clients to other types of therapists when necessary.</li><li>▪ Use complementary aids, such as infrared lamps, wet compresses, ice, and whirlpool baths to promote clients' recovery, relaxation, and well-being.</li><li>▪ Treat clients in professional settings or travel to clients' offices and homes</li></ul>

**Does Training Lead to Licensing or Certification Requirements:**

Diploma is granted to those individuals who successfully complete 500 hours of instruction. We do not provide licensure/certification for NCBTMB, FSMTB (MBLEx). The Massage Therapy program may lead to a profession, occupation, trade, or career field requiring licensure in this state if the institution is approved by CAMTC California Massage Therapy Council (state). At the time of print Kamana Academy's application was submitted and is pending approval by CAMTC. CAMTC requires the following for certification:

1. Minimum of five hundred (500) hours of massage therapy training from a BPPE approved school.
2. At least one hundred (100) of the five hundred (500) hours must be from training in Anatomy & Physiology, Contraindications & Pathology, Business & Ethics and Health & Hygiene.
3. Passing of the MBLEx.
4. Passing of a background check

Applicants for CAMTC certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

**Which Agency certifies or**

City/County requirements to be a massage therapist depend on the city/county the students are obtaining employment. In Los Angeles is the Los Angeles Police Department (LAPD) or CAMTC

**Licenses graduates?**

**Is an Externship or Internship Required?** No

**Core Hours and Modalities**

Core Hours Included (Anatomy/Physiology/Pathology/Ethics/Business/HIV/Hygiene) 240 Hours

Module No.	Module	Hours
MT100	<b>Introduction to Massage Therapy.</b> Introduction to the massage therapy profession, its history, ethical scope of practice, and its foundational manual techniques.	40
MT200	<b>Nervous System &amp; Clinical Massage Applications.</b> Structure and function of the Nervous system including indications and contraindications for massage	40
MT300	<b>Endocrine System &amp; Joint Movement Therapy.</b> Structure and functions of the Endocrine system including indications and contraindications for massage.	40
MT400	<b>Circulatory System and Full Body Western Massage.</b> Analysis of the cardiovascular and lymphatic systems for the massage therapist, along with their associated indications and contraindications for massage	40
MT500	<b>Integumentary and Immune Systems &amp; Temperature Therapy.</b> Analysis of the components and functions of the integumentary and immune systems. Additionally this course will provide training in hydro, cryo and thermo therapies from the perspectives of dry and wet temperature approaches.	40
MT600	<b>Skeletal System and Joints &amp; Myofascial Massage.</b> Examination of the human skeletal system and its associated joints	40

MT700	<b>Muscular System &amp; Deep Tissue/Trigger Point Therapy.</b> An in-depth analysis and training in deep tissue and trigger point therapy.	40
MT800	<b>Digestive, Reproductive and Urinary Systems &amp; Lymphatic Massage.</b> The structure and function of digestive, reproductive and urinary systems. This course will also provide a thorough examination of lymphatic massage along with its associated indications and contraindications for use.	40
MT900	<b>Respiratory System &amp; Polarity Therapy and Reflexology.</b> Examination of the only system in the body that is under automatic and voluntary control, the respiratory system. This examination will include a thorough review of the components and functions of the including any associated indications and contraindications for massage. This course will also examine reflexology and provide training in performing basic foot reflexology.	40
MT1000	<b>Human Pathology for the Massage Therapist.</b> An in-depth analysis of the pathologies of the nervous, endocrine, cardiovascular, lymphatic, integumentary, immune, skeletal, muscular, digestive, reproductive, urinary and respiratory systems and describe indications and contraindications for massage.	40
MT1100	<b>Asian Bodywork Therapy.</b> This course will examine several forms of Asian bodywork such as shiatsu, qi gong, Thai massage, yin and yang theory and a basic analysis of the body meridians and acupoints.	40
MT1200	<b>Career Preparation, Ethical Practices &amp; Special Populations.</b> Helping students in preparing resumes, understand ethical guidelines, and prepare them to interact with clients. Lastly this course will examine the needs and benefits of massage for expectant mothers, infants, the elderly, terminally ill and athletes.	40
MT1300	<b>Student Clinic.</b> Opportunity to interact and work on the general public	20
	Total	500

## GRADUATION REQUIREMENTS

Graduation requirement for the Massage Therapy Program

1. Completion of all appropriate courses (500 total hours).
2. Completion of all modules and required courses must be all passed with 70/100 or GPA 2.0 passing grade at least.
3. Student shall successfully complete all tests in each of the modules and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques. The practical exam will consist in a random request of 1 or 2 techniques learned during the duration of the program. The student must be able to demonstrate the acquired skills.
4. Confirmation that all school loaned materials and equipment have been returned and/or replaced.
5. All financial obligations satisfied, with clearance through grad out for the program at the admission office.
6. Completion signed of Petition to Graduate form.

## GRADES AND STANDARD FOR STUDENT ACHIEVEMENT - Satisfactory Progress

Grades are awarded on a traditional A, B, C, D, F system. The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

ACADEMIC GRADING	POINT GRADING:
100% - 95% = A – EXCELENT	4.0 PTS = EXCELENT
94% - 85% = B – GOOD	3.0 PTS = GOOD
84% - 75% = C – AVERAGE	2.0 PTS = FAIR
74% - 65% = D – UNSATISFACTORY	1.0 PTS = POOR
64% - BELOW – FAIL	0.0 PTS = FAIL

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## STUDENT SERVICES

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## STUDENT HOUSING

Institution does not have dormitory facilities under its control, and does not assume responsibility for finding housing for students. A wide variety of housing rental options are available in the area. Cost vary widely, one bedroom apartment can be found starting around \$1,000 per month. Single room rentals represent a considerably less expensive alternative.

This institution, which is a non degree program, is not accredited by an accrediting agency recognized by the United States Department of Education.

## **ADMINISTRATION AND FACULTY**

### Chief Executive Office

Marico Mihara

15 years experience professional massage owner and manager. Ms Mihara assumes the professional and educational leadership of the institution. Ms Mihara will also assure the implementation of official policies and perform routine evaluations of instructors and administrators.

### Chief Operation Officer, Chief Academic Officer & Admission

Kikuyo Yasumaru

Ms. Yasumaru will be responsible for maintenance of the financial records of the institution. Ms. Yasumaru will assure the operation of the financial office according to standards of good practice and the ethic treatment of all individual involve in financial dealing with the institution.

### Instructor

Asaf Shnabel

Mr Shnabel is a Certified Massage therapist with a 20 years experience in the field. He is responsible for Asian bodywork classes.

### Instructor

Itsuko Suda

Ms Suda is a Certified Massage Therapist and Health Educator Certified Massage Therapist and Health Educator. She is responsible for Anatomy classes and career preparation.