



## **HANDS ON HEALING INSTITUTE 2017 COURSE CATALOGUE**

**Director**  
*Camille Sandroni*

**Hands on Healing Institute**  
6708 Foothill Boulevard Tower #2 Tujunga, CA 91042  
phone: (818) 951-5811 fax: (818) 951-5813  
e-mail: [administration@gotohhi.org](mailto:administration@gotohhi.org)  
[www.gotohhi.org](http://www.gotohhi.org)

Use above address or e-mail for all correspondence

*This catalogue is valid from January 2017 thru December 2017*

**Hands on Healing Institute is a private institute licensed to operate by the Bureau of Private Postsecondary Education for MT250, MT300, MT500 Massage Therapy Programs and all continuing education courses.**

**Provider Approved by CAMTC & BPPE**

**The Institution reserves the rights to limit registration, add or remove programs, postpone, cancel or change dates, hours, change instructors or raise tuition fee from any published material or electronic advertisement.**

***“Be the change you want to see in the world “ Gandhi***

## MISSION STATEMENT

To be the best healing arts school we can be. To help those people who wish to help others through the vocation of massage therapy, energy healing, aromatherapy and other bodywork modalities. To help understand the connection of mind, body and spirit in the facilitation of the healing process in a safe and loving space.

## PHILOSOPHY

Our philosophy at *Hands on Healing Institute* is that alternative therapies are an integral part of the mind, body and spirit connection. Massage therapy is one of those alternative therapies and our students are trained to understand that connection and their role in the healing process. We give our students the knowledge they need to go out into the world and help others improve their well being. Becoming a massage therapist is a worthwhile, self-enhancing opportunity to earn a living while doing something you enjoy.

## CURRICULUM & EDUCATIONAL OBJECTIVES

### Hands on Healing Institute offers:

- **MT300:** This program focuses on the power of touch, and how massage affects the mind, body, and spirit to facilitate the body's healing process. The practical training emphasizes a full-body Swedish massage routine, delivered both in a 50-minute and 80-minute structure. This 300-clock hour program includes the State's 100 core hours needed to apply for State Certification as a Massage Therapist and the curriculum is also tailored towards the MBLEx state test.
- **500 Hour State Certification:** The 500-clock hour certification starts with our MT300 Program, and then the students can choose an additional 200 hours from our extensive selection of advanced classes. Students may then apply for State Certification as a Massage Therapist through the California Massage Therapy Council.

**ADVANCED ELECTIVES:** All Clock Hours/CEU's are cumulative and are reflected on student's transcripts.

### MT300 MASSAGE THERAPY PROGRAM SCHEDULE:

Our MT300 is 19 weeks in length and is available for both Day and Evening classes, which run concurrently.

### DAY & EVENING SESSIONS:

#### 1<sup>st</sup> week meet:

Monday, Tuesday, Wednesday, Thursday

#### Remaining 18 weeks meet:

Monday, Tuesday, Wednesday, Thursday and some Fridays

### MEETING TIMES:

#### Friday Sessions:

Both Day & Night Classes -- 1pm-5pm

#### Remaining Weekdays

Day Classes -- 10am-2pm

Night Classes -- 6:30pm-10:30pm

**2017 Program Start Dates:** 2 Night & 2 Day programs yearly

August 7<sup>th</sup>, 2016      July/August Start date to be determined.

**TUITION - MT300 Massage Therapy Program \$3,890 + 2 books (Not Included)**

**\$100.00 NON-REFUNDABLE Registration Fee**

**\$220.00 PARTIALLY REFUNDABLE Student Bundle** which includes:

**NON-REFUNDABLE** - ABMP Student Liability Insurance \$50.00; HHI Course Manual \$42.00

**REFUNDABLE** - Transcript Fee \$15.00; Hold All Holster \$20.00; ½ gal Biotone Dual Purpose Cream \$45.00; Flannel Sheet Set \$33.00; HHI Tote Bag \$15.00

(Refundable only if unopened, unused, and within 10 days of School receiving written cancellation of drop date.)

**\$3,570.00 REFUNDABLE TUITION FEE** - (see Pro-Rated Withdrawal/Refund Policy)

**NOTE:** Students will need to purchase the following 2 books. Needed first day of class:

- **Introduction to Massage Therapy, 3<sup>rd</sup> Edition (LWW Massage Therapy and Bodywork Educational Series) - Paperback (Sep. 20, 2013) by Mary Beth Braun and Stephanie J. Simonson**
- **Trail Guide to the Body 5<sup>th</sup> Edition, Andrew Biel** This book is also a required book for Kinesiology/Advanced Anatomy and Deep Tissue classes.

**MT 300 PAYMENT PLAN:**

The following is an optional interest-free payment plan should a student need to pay the tuition in installments:

<b>REGISTRATION</b>	<b>DUE UPON ENROLLMENT</b>	<b>\$ 100.00*</b>
<b>1<sup>st</sup> PAYMENT</b>	<b>DUE PRIOR TO START DATE</b>	<b>\$ 730.00**</b>
<b>2<sup>nd</sup> PAYMENT</b>	<b>3<sup>rd</sup> MONDAY OF CLASS</b>	<b>\$ 510.00</b>
<b>3<sup>rd</sup> PAYMENT</b>	<b>6<sup>th</sup> MONDAY OF CLASS</b>	<b>\$ 510.00</b>
<b>4<sup>th</sup> PAYMENT</b>	<b>9<sup>th</sup> MONDAY OF CLASS</b>	<b>\$ 510.00</b>
<b>5<sup>th</sup> PAYMENT</b>	<b>12<sup>th</sup> MONDAY OF CLASS</b>	<b>\$ 510.00</b>
<b>6<sup>th</sup> PAYMENT</b>	<b>15<sup>th</sup> MONDAY OF CLASS</b>	<b>\$ 510.00</b>
<b>7<sup>th</sup> PAYMENT</b>	<b>18<sup>th</sup> MONDAY OF CLASS</b>	<b>\$ 510.00</b>
<b>TOTAL</b>		<b>\$ 3,890.00</b>

**\*\$100 Non-refundable Registration Fee reserves your space in the class.**

**\*\* Includes: 1<sup>st</sup> Tuition Payment (\$510) & Student Bundle (\$220)**

**Payments:** You may call in a credit card or authorize an automatic payment to be processed each due date (for this you will need to come into the office and fill out the form).

**Late Fees:** A \$25.00 late fee will be charged for non-payment of tuition over **3 days past due**. The student will need to speak with the Director or Assistant Director in order to continue attending classes for non-payment of tuition beyond 3 days.

**Returned Check Fee:** There is a \$15.00 fee for all returned insufficient fund checks.

**Refunds:** Must give two day notice for elective cancellation or no refund will be given.

**SEQUENCE AND COURSE HOURS FOR MT300 HOUR MASSAGE THERAPY PROGRAM**

<i>Subject</i>	<i>Lecture</i>	<i>Lab Hours</i>	<i>Clock Hours</i>
Swedish Massage.....	30.....	70.....	100
Advanced Swedish (Deep Spa Massage).....	10.....	30.....	40
Anatomy & Physiology.....	44.....	20.....	64
Advanced Anatomy & Kinesiology.....	30.....	10.....	40
Contraindications.....	13.....	0.....	13
Medical Terminology.....	10.....	0.....	10
Business & Marketing.....	6.....	2.....	8
Ethics.....	10.....	0.....	10
Health/Hygiene.....	7.....	0.....	7
Chair massage.....	2.....	6.....	8
<b>Total Clock Hours</b>			<b>300</b>

*“The body cannot be cured without regard for the soul.” Socrates*

## **MT300 MASSAGE THERAPY PROGRAM DESCRIPTIONS:**

**Anatomy & Physiology:** Students will learn the structures and functions of the 11 body systems; how to identify the major muscles, bony landmarks, and joints of the body, and to understand how massage induces the parasympathetic nervous system and contributes to the body's homeostasis.

**Business Practices & Marketing:** This class gives students the skills needed to begin and promote a successful massage practice. Some of the subjects discussed are: business cards, licensing, places of possible employment, types of clients you would like to work on and much more. This is the class where all your questions are answered.

**Chair Massage:** Basic techniques of chair massage and a "15 minute" therapeutic chair massage routine will be demonstrated and practiced. Simple business ideas for massage will be discussed and students will learn First Aid tips for chair massage. This modality is becoming highly popular and can be offered on-site at offices, health food stores, marathons, schools, and more.

**Health/Hygiene:** This class will give the students the knowledge needed to protect themselves and their clients through health and hygiene.

**Ethics:** Ethics of massage therapy will be studied and discussed. ABMP code of ethics will also be reviewed.

**Kinesiology:** Kinesiology is the science of human movement, focusing on how the body moves by the actions of muscular contraction, working against the stable platform of bone, acting across joints. In this introductory Kinesiology class, we will study the structure and movement of joints as well as the shape of individual muscles and where and how they attach to the bones. Incorporating the knowledge of the type of joint plus the location of the muscle on the bones, illustrates what movement is possible.

**Music & Massage:** This innovative class focuses on an important element of a professional massage therapist's practice: the music. Experience the effects of various genres of music on freedom and style of body movement, fluidity, emotion, and memory. Learn invaluable information about how music affects our movement and flow.

**The Fascial Web (Structural Bodywork):** This class introduces a therapeutic model of bodywork, a category referred to as structural bodywork. It introduces the student to a specialized approach to doing deeper massage work. This work can stand alone as modalities like deep tissue, myofascial release and sports massage or can be integrated into a wellness therapy such as Swedish massage. Benefits can include increased range of motion, ease of movement, improved posture, increased healing of injured areas, and increased athletic performance.

**Swedish massage:** Massage therapy is an ancient healing art. This course focuses on the power of touch and how massage affects the mind, body and spirit and helps to facilitate the body's healing process. The importance of health & hygiene, indications and contraindications for massage are also studied. The emphasis of the practical training is a 50-minute and an 80-minute, full-body Swedish massage routine. The five basic Swedish strokes are taught: effleurage, petrissage, friction, vibration and tapotement, and their variations. Students not only learn the basics of massage; but also are encouraged to develop their own style. Interrelated topics are also taught during Swedish classes including: meditation as a tool for massage therapists to help in calming the mind and focusing before a session; and breathwork techniques and guided dialogue to expand your capacity for freedom, power, and joy; and, movement awareness, giving you a conscious experience of lasting ease and relaxation in your body. These skills are essential to training and needed in order to help others through massage.

Students are taught proper body mechanics and how to work with less effort and more ease in gravity, in order to stay more centered and flexible. It introduces the practitioner to a specialized approach to doing deeper massage work. Specific skills include advanced use of tools, including a range of angles of fingers, hands, soft fist and ulna to sculpt, shape and stretch connective tissue. This class also refines the practitioner's ability of Listening Touch, focusing on the internal process of the client, deepening the partnership of client and therapist.

**Contraindications:** This class introduces the student to the contraindications for massage.

**Medical Terminology:** This class introduces the student to the specific medical terminology (anatomical planes, joint types, range of motion terms) used in all the Anatomy, Physiology, and Kinesiology classes.

***"To work in the world lovingly means that we are defining what we will be for, rather than reacting to what we are against." Christina Baldwin***

## INSTRUCTORS

### **Daniel Baldwin, CMT #27832**

Daniel is a practicing attorney. When his wife developed Parkinson's disease, he came to HHI to study and become proficient in the art of massage and other therapeutic modalities to assist his wife with the symptoms from which she suffers. Daniel continues his practice of law and concurrently engages in his practice of treating clients with Swedish Massage, Deep Tissue Massage, Aromatherapy and Craniosacral Therapy.

### **Alison Plesset CMP # 44093**

Alison was drawn to massage therapy for many years prior to pursuing a formal education in the healing arts in 2003. She first came to Hands on Healing to study chair massage and was hooked! She has been practicing chair massage for many years and likes the variety of working in many different locations. Alison is now the Cooperate Liaison for The Kneaded Experience-LA. She also has a thriving private practice that focuses on Deep Tissue, Sports and Pregnancy Massage. Alison greatly enjoys teaching the chair massage portion of the MT500 Program.

### **Sharon Munatones, CMT #7505**

Sharon graduated from the Hands on Healing Institute's CMT Program in 2006 and continued to study while building her private practice and completing the HHI Teacher's Training Program. Sharon loves the mind, body, spirit concept, nature and massage. With 18 years of counseling experience working in the mental health field as a behavioral counselor, with children's programs for the YMCA and for Nino's Earth Centro, an environmental awareness program, she has a realistic understanding of the issues that affect our mind/body/spirit connection in today's world.

### **Frances Nicolais, LMT, CMT #14157**

Frances is one of our original instructors. She has such loyalty to our school; word has it that she has been known to dye her hair purple to match our school color. Frances is also the owner of the KELA-Kneaded Experience LA, a professional chair massage company in operation since 1995. Her passion is myofascial release, which she provides to any willing participant at her office in Montrose. She has developed the Focus on Fascia classes at Hands on Healing and teaches them with as much passion and enthusiasm as any one person can! Frances also teaches the Myofascial Trigger Point classes and has developed (and teaches) the only 100- hour chair massage program in all Los Angeles.

### **Rosa Rosales CMT, CATMAT #24693**

Rosa earned a BS degree in Kinesiology/ Exercise Science in 1998 and began her career as a Personal Trainer who specialized in using exercise to help clients relieve chronic pain. She decided to add massage therapy to help clients get faster results and graduated from Hands on Healing Institute in 2006 where she continued her studies in Deep Tissue Massage. The combination of personal training and deep tissue massage kept Rosa very busy. In 2008, she traveled to Belize to study Maya Abdominal Massage with Dr. Arvigo. This massage benefits digestion, menstruation, fertility, pregnancy, labor, postpartum and menopause. It has become her passion to empower women with this knowledge in order to avoid unnecessary pain and suffering.

### **Andrea Schally, CMT #4325 and Aromatherapist**

Andrea is our Associate Director and in charge of our MT500 and Aromatherapy programs. She is a certified Aromatherapist born in Austria and practicing in the United States since 1994. Andrea concentrates on healing with essential oils by revealing and unblocking physical, emotional, spiritual and mental imbalances in order to achieve homeostasis and restore the body's health. She has been studying essential oils for over 20 years and her knowledge of essential oils and their uses is extensive.

### **Cynthia Ameson, CMT # 35955**

Cynthia first came to HHI in 2011, having been touched—that is, deeply moved—by the healing power of massage therapy, and seeking to share this touch with others. Already certified in Reiki and a long-time metaphysical practitioner, she sprinted through her 500 hours to MT certification within a year, exploring a number of modalities including Deep Tissue, Myofascial Release, Craniosacral Therapy, and Aromatherapy. Over her years of study she has found that although every modality she has encountered is unique in its approach to healing, the core is always the same—the fostering of healing through safe, loving, connective touch, whether that touch physical, mental, emotional, or spiritual. Now, in addition to her own bodywork practice and running metaphysical workshops, she teaches the Kinesiology & Deep Tissue Track at HHI with Eloise Albrecht—a modality which, in her opinion, is the ideal marriage of the instinct and the intellect for crafting deeply moving touch. As a teacher, her aim is to help you find the shape that fits you best—to tailor the learning and the technique into a form that is optimal to you

*“For it is in the giving that we receive.” St. Francis of Assisi*

### MT500 CERTIFICATION

Our **MT500 Certification** (500 hours) is needed to apply for State Certification as a Massage Therapist through the California Massage Therapy Council (CAMTC), which allows you to practice in any city in California. The website for the CAMTC is <http://www.camtc.org>

To earn hours for the **MT500 Certification** students need to complete the **MT300 Program (20 weeks)** and follow up with 200 hours of electives. Most of our advanced electives are offered twice a year so a student should be able to complete the additional 200 hours within a year of graduating from the MT300 Program. Upon completion of the 500 hours we will issue a Transcript (breakdown of all classes taken), which you will need to apply for State Certification. (For information, pricing and description of our MT300 Program see pages 2, 3, & 4)

Although the choice of electives will be up to you, some of the classes we recommend that you take are:

*Trigger Point	21 hours
*Fascia (Myofascial Release)	245 hours
*Deep Tissue	100 hours
*Chair Massage	71 hours
*Energy Healing	100 hours
*Aromatherapy	100 hours
*Polarity Practitioner Certification	167 hours
**Business Practices & Marketing (3 classes)	12 hours
*Advanced Skills Clinic (10 Saturdays)	50 hours

\* These classes will prepare and qualify students whom want to apply for State Certification as a Massage Therapist.

\*\*These classes will help you to learn how to better run your business, keep your clients happy and work for a spa.

**NOTE:** When you have completed the hours and passed any and all applicable tests of the additional 200 hours of advanced electives, Visit the CAMTC website <http://www.camtc.org/> for the steps to take to apply for State Certification. The State requires the school to send in a transcript of your 500 hours to CAMTC.

Transcripts will not be issued until monies owed are paid.

For elective class pricing go to our Electives page <http://www.gotohhi.org/elec> , scroll down to Hands on Healing Advanced Electives and look for the classes you want to take. To see what Electives are schedule go to our Schedule & Events page <http://gotohhi.org/electives/elective-pricing/> If you don't see what you're interested in, give us a call (818) 951-5811 or to email us at [electives@gotohhi.org](mailto:electives@gotohhi.org).

**NOTE:** You can start accumulating hours for you transcript before you start the MT300 Program under Electives offered to the community. You don't have to be a massage therapist to take these classes.

For State Certification as a Massage Therapist (500-hour requirement) and taking the MBLEx exam developed through Federation of State Massage Boards (<http://www.fsmtb.org/>). You can find out more about the test by going to the above link.

You can use ABMP (your insurance) ABMP Exam Coach costs \$75 per student (for a 6 month subscription) and would allow you a discounted rate of \$75 on your first year of Professional Membership and Coverage. Go here to find out more <https://www.abmp.com/students>

***“Work with the hands is the apprenticeship of honesty. May the work of your hands be a sign of gratitude and reverence to the human condition.” Gandhi***

## PHYSICAL FACILITY

*Hands on Healing Institute* is located at 6708 Foothill Boulevard in Tujunga, just north of Glendale and west of Pasadena. The building is on the south side of Foothill Boulevard between Tujunga Canyon and Haines Canyon. It is close to the 210, 2, and 118 Freeways. For directions go to: <http://www.gotohhi.org/contact.html>

The physical premise of the school occupies 2,000 square feet.

This school, the facility it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

## CLOCK HOUR DEFINITION

One clock hour is defined as 56.5 minutes of lecture or practical and 3.5 minutes of rest time. All classes are calculated based upon a 60-minute clock hour. Two hundred and fifty clock hours are equivalent to 300 60-minute hours.

## STATE CERTIFICATION

Certification through the California Massage Therapy Council (CAMTC) entitles you to work as a *Certified* Massage Therapist (CMT) or *Certified* Massage Practitioner (CMP) throughout the state. The CMT category requires a minimum of 500 hours of massage education, while CMP category requires only a minimum of 250 hours. No new CMP will be issued after 1/1/15. Students must apply for state certification on their own through the CAMTC ([www.camtc.org](http://www.camtc.org)). Attendance and/or graduation from a 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 4600et.Seq.

## CALIFORNIA LICENSING REQUIREMENTS

With an HHI certificate of completion, you can still choose to obtain/maintain a local permit, but you may not use the professional title of "MP", "MT", "CMP" or "CMT": without state certification. Also, certification is not to be confused with licensing. Some licensing still occurs at the individual city and county level, and varies from city to city and county to county. Many cities are now requiring 500 hours of training and State Certification in order to get a business license. Students are responsible for researching, determining and meeting their particular area requirements. Students that wish to get licensed in areas that require more than 250 hours or who wish to achieve "CMT status through the state, may accumulate additional hours by taking continuing education courses

## ADMISSION REQUIREMENTS

Admission is based upon student character, ability to satisfy financial commitments, and ability to complete the coursework as determined by submission of a completed application form, attendance of an Open House or a scheduled interview. In addition, the applicant must:

1. Copy of High School Diploma, GED or ATB (Ability to Benefit) test

### How do I obtain a copy of my high school transcript?

In order to obtain a copy of your high school transcript, you should contact the high school from which you graduated or its school district office. School districts are required by law to maintain copies of your high school academic record (transcript). School contact information can be located through the [CDE School Directory](#).

### How do I obtain a copy of my General Education Development (GED) results?

Results of GED exams can be obtained from the [State GED Office](#) or call 866-370-4740.

### How do I obtain a copy of my California High School Proficiency Exam (CHSPE) results?

For more information on how to obtain copies of CHSPE, see the [CHSPE Results and Transcripts](#) (Outside Source). If you have questions about the CHSPE or your results, you can e-mail [chspe@cde.ca.gov](mailto:chspe@cde.ca.gov) or call 916-445-8420.

2. Be at least eighteen years of age
3. Be physically fit enough to receive and perform massage.
4. Have a serious intention to help others
5. Review & submit filled out Enrollment & Admissions forms.
6. Have a reasonable command of the English language.

**HHI does not offer English as second language training.**

**\*\*Hands on Healing Institute** accept applicants without regard to age, sex, race, or personal beliefs. The school may refuse applicants whom it deems are not well suited or qualified for this field.

***“Work with the hands is the apprenticeship of honesty. May the work of your hands be a sign of gratitude and reverence to the human condition.” Gandhi***

## ADMISSION PROCEDURES

As a prospective student, you are encouraged to review this catalog and School Performance Disclosure (page 11) which must be provided to you prior to signing an enrollment agreement. Students should enroll at least 2 weeks prior to the start of class. Enrollment will guarantee a place in class. Enrollment is limited to 20 students per class. We encourage potential students to attend one of our **Open Houses** to view our facilities and meet our staff. Open House is considered an interview; however, a student is not accepted until we receive & review their Enrollment & Admissions forms. **If the applicant has not attended Open House, after completing the Enrollment & Admissions Application forms, the applicant must schedule an interview appointment with the Director or appointee.**

## CLASS SIZE

Class sizes are limited to 20 students in order to guarantee optimal teacher to student ratio. Students wishing to register for a course when enrollment has been filled are placed on a waiting list. We recommend registering early to secure your place in the current class. To register you must have attended an Open House or had an interview, submitted your completed Enrollment & Admissions forms, and paid your \$75.00 non-refundable Enrollment fee.

## TUITION DEFAULT

Students defaulting on scheduled tuition payments risk immediate dismissal at the discretion of the school Director. A certificate of completion will be issued only after students have fulfilled their academic and financial obligations to *Hands on Healing Institute*.

**\*\*Late Fees: Payment Plan - A \$25.00 late fee will be charged for Non Payment of tuition over 3 days late. The student will need to speak with the Director or Assistant Director in order to continue attending classes for Non Payment of tuition over 3 days late.**

## GRADING SYSTEM

The school's grading system is as follows:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% or less

Students are required to score a 70% or higher on their overall grade to graduate successfully from the program. Assessment includes both practical and written Midterm and Final exams; and must be passed with a 70% or higher. All Midterms and Finals must be retaken within one week, until passed.

Grades are calculated as follows:

Midterm Written (15%)
Midterm Practical (15%)
Final Written (20%)
Final Practical (20%)
Homework (15%)
Participation (15%)

If a student does not complete the program as scheduled, the letter grade "I" will be placed on the student's transcript to designate "incomplete". An "I" grade becomes a grade of "F" if the student does not complete required course material within 30 days of Graduation. If a grade of "F" is submitted, then student forfeits right of certification.

## TRANSCRIPT FEE

Transcripts are prepared at the student's request. The student must allow 15 days to receive the transcript either by mail, e-mail or fax. There is a \$15 charge payable at the time the request is made. Current MT300 students have already paid the fee.

## ATTENDANCE REQUIREMENTS

Students are expected to attend all scheduled classes. No classes are scheduled on legal holidays. The instructor of each class will record absences and tardiness. If a scheduled class is missed, classroom hours and instructional material must be completed by the student as soon as possible. In order to graduate missed hours must be made up no later than **30 days after graduation date**. Due to the fact that all missed hours must be completed on site in order to receive credit completion; all missed hours must be made! All missed hour can be made up with Private Tutoring with an instructor and will cost \$18 per hour, paid directly to the instructor. Tuition fees must be paid before any tutoring is done. Tutoring sessions should be personally arranged with individual instructors.

Failure to complete the hours of classroom attendance required for the course will result in an "incomplete" assessment by the Institute, and any Certificate of Completion or transcript will be withheld until all required hours are completed. **Missing more than 15% of class hours will result in an automatic drop, forfeiting all hours and payments.**



### PROBATION FOR UNSATISFACTORY ATTENDANCE

Whenever excessive absences, or late arrivals, are deemed to be detrimental to the learning process, a student will, upon written notification, be required to meet with the Director, or a designated representative. At which time, at the recommendation of the Instructor, or at the discretion of the Administration, probation or dismissal may result.

### MAKE-UP WORK

Make-Up work is required for any absence and must be equivalent to the subject material covered in the time missed. Make-up work can only be accepted as hours of class attendance under instructor supervision or tutoring @ \$30/hour. (1 hour of tutoring equals 2 class hours.)

### LEAVE OF ABSENCE

Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school Director.

### DRESS CODE

Comfortable loose clothing should be worn. No short skirts, short-shorts, low cut tops, underwear showing, low-riding pants or bare midriffs. Clothing should be professional.

### RECORDS RETENTION

Enrollees are advised and cautioned that state law requires this educational institution to maintain school records for a five-year period only. Students should keep copies of all their school records. This includes: copies of tests, application and enrollment forms, payment receipts and Certificate of Completion.

### APPROVAL DISCLOSURE STATEMENT

- Hands on Healing Institute is a private institute licensed to operate by the **Bureau of Private Postsecondary Education** for MT300, MT500 Massage Therapy and all continuing education courses.
- Provider Approved by **California Board of Registered Nursing**.
- MT300 Program is pending approval for **Veterans Education**.

### CANCELLATION – MT300 Program

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when the student **gives written notice of cancellation** to the school at the address specified in the agreement. The same address appears on the front of this catalog. If the student cancels the agreement, the student shall have no liability except for \$75.00 Non-refundable Enrollment Fee and items in the "Student Bundle". **These items can only be refunded if not opened and/or used.** If the student fails to return items within a ten-day period, he/she will accrue charges that will be deducted from the refund. The school shall refund any consideration paid by the student within 30 days after the school receives notice of cancellation.

### WITHDRAWAL/REFUND

Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. The student has the right to withdraw from a course of instruction at any time and receive a prorated refund for the unused portion of the tuition. Refund Formula: The amount of the refund has to be calculated on a pro-rata basis, less a \$75.00 non-refundable registration fee and any items supplied in the Student Bundle supplied by the school that were not returned within ten days. **The refund formula is as follows: total paid minus registration fee and student bundle multiplied by hours of instruction received minus unreturned equipment equals total refund.** The refund is calculated on the day we receive the cancellation in writing. If the student does not send us a written notice of cancellation we wait until the third absence and drop the student from the class and calculate the refund accordingly. Refunds will be processed and paid within 30 days. Students are eligible for refunds only if they have completed 60% or less of the instructions.

### ACADEMIC CREDIT POLICY

Upon enrollment, the student will be asked to list any previous education, training, or experience related to the proposed field of training. If relevant training is recent enough, sufficiently thorough and relevant, and performed with proficiency, appropriate credit will be allowed pending proper documentation and proof of study. California does not recognize or permit courses of massage involving correspondence (through-the-mail) or on line instruction. Additionally, no more than 10% of previous education may be granted toward completion status. For practicing massage therapists who have no accredited documentation of studies and who wish to take HHI's advanced classes, credit will be allowed after passing HHI's written and practical examination and subject to Director's approval. We do not have a transcript agreement with any other institution.

### **SATISFACTORY PROGRESS**

When the score of a student falls below 70% after the midterm exam, the student will be placed on probation and be forced to retake exams. If by the final exam the student's grade point average is still below 70%, the student will be advised and will be required to repeat course material. Students must complete course material in a timely manner not to exceed 30 days past the completion date. The school Director will affect dismissal from the program if the student is unable to achieve a grade point average greater than 70% after advising and repetition of course material. Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions related to the student's low grade point average have been remedied.

### **CERTIFICATION**

The document issued upon full payment of tuition and satisfactory completion of theoretical and practical coursework is a Certificate of Completion.

### **LOANS**

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 money's not paid from federal financial aid funds.

### **CONDUCT POLICY**

At the discretion of the Director, a student may be dismissed for any serious incident or repeated incidents including but limited to: an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at the school, disobedient or disrespectful behavior toward another student, an administrator, or faculty member, untimely tuition payments, inappropriate attire, or any other stated or determined infraction of conduct. Professional behavior towards instructors and fellow students is important in a massage therapy setting.

### **TERMINATION POLICY**

Students are dismissed after three warnings for small infractions, or immediately as may warrant the situation. A student may apply in writing for re-admission, and the student may, at the discretion of the school Director, be re-admitted to the program.

### **PLACEMENT ASSISTANCE**

Job opportunities that arise in nearby metropolitan areas are dated and posted on the school's bulletin board and on our HHI alumni yahoo group. The school does not guarantee employment.

### **HOLIDAYS (no classes)**

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

### **COMPLAINT PROCEDURE/GRIEVANCES**

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 this school may contact:

- Bureau For Private Postsecondary Education: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Toll Free: (888) 370-7589, Fax Number: (916) 263-1897 or by completing a complain form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)
- California Massage Therapy Council: One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337

### **SEXUAL HARASSMENT POLICY**

As a student at HHI if you feel you have been sexually harassed by means of inappropriate language, touch or behavior on the part of another student or member of the HHI staff, you are encouraged to submit a written dated complaint to the administration as detailed in the Complaint Procedure above. Complaints may be submitted in a sealed envelope to anyone in the administrative office and it will be forwarded to the Director or Associate Director. An interview will be scheduled at the earliest date possible to investigate the complaint. The alleged offender will be contacted and an interview scheduled. In many cases that sexual inappropriateness may be a matter of ignorance about social behavior and as such HHI strongly suggests counseling as a first course means of action in hopes that an understanding of boundaries in therapeutic contact can be established. Repeated offenses will result in requesting that the student voluntarily withdraw from the program with appropriate tuition refunds as described in the catalogue or involuntary expulsion from the program. The context of this policy is one of compassion. We believe a person who is not able to respect sexual boundaries may not be able to successfully practice massage, may bring psychological or emotional harm to another human, or may themselves be held legally accountable for their actions. It is our hope that any of these outcomes might be prevented by the implementation of this policy.

### **SUBSTANCE ABUSE POLICY**

Illegal drugs or alcohol are not permitted on HHI premises during operational hours of the school. It is not the intention of HHI to dictate anyone's lifestyle or interfere with anyone's freedom of choice but it is our belief that entering into a therapeutic relationship with someone under the influence of mind altering substances is a breach of trust and compromises the learning experience for students in the role of both therapist and client. Anyone under the influence of illegal drugs or alcohol during school will be asked to leave the premises. Repeated offenses may result in the students' voluntary withdrawal or expulsion.

### **RE-ENTRANCE**

Students who have been dismissed for any of the previous reasons may be reinstated only after an interview with an administrator. Reinstatement is up to the discretion of the Director.

### **TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTE**

The transferability of credits you earn at Hands on Healing Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in MT300, MT500 Programs or any advanced electives are also at the complete discretion of the institution to which you may seek to transfer. If the (credits or certificate) 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 Hands on Healing Institute to determine if your certificates will transfer.

### **MESSAGE THERAPIST OCCUPATIONAL EMPLOYMENT & WAGE INFORMATION**

For updated information on massage therapist occupational employment & wages visit the U.S. Department of Labor web site at: <http://www.bls.gov/oes/current/oes319011.htm>

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for licenses fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute proves and collect on a judgment against the institution for a violation of the Act.

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

You must pay the state-imposed assessment for the Student Tuition Recover Fund (STRF) if all of the following applies to you:

1. You are a student in an education program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Questions regarding the STRF may be directed to:

**Bureau For Private Postsecondary Education Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone Number: (916) 431-6959 Toll Free: (888) 370-7589 Fax Number: (916) 263-1897**

**It is important that you keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school.**

## ADVANCED ELECTIVE PAYMENT POLICY

### Payment Policy:

You may reserve your space in the class with a \$25 deposit. This deposit will be applied to the class cost.

**EARLY BIRD DISCOUNT:** Sign up and pay 5 business days prior to class start date and receive a \$10.00 discount on classes that are 15 hours or less and \$20.00 discount for classes 16 hours or longer

### Registration Information:

Please call (919-951-5811) or visit the school to enroll

Prepayment is required for enrollment.

*Certificates issued upon request. We are environmentally conscious therefore CEU's will automatically be added to your transcripts.*

Schedule and fees are subject to change: please call to confirm (818-951-5811)

Completed application is required for enrollment and receiving credit hours.

### Attendance, Cancellation & Withdrawal Policy:

Students must cancel at least two business days prior to class start date in order to receive a credit or refund. No Shows are not eligible for a refund or credit. Students are expected to attend all scheduled classes. No classes are scheduled on legal holidays. The instructor of each class will record absences and tardiness. If a scheduled class is missed, the student must complete classroom hours and instructional material no later than 30 days from end of class. Missed practical training can be made up by tutoring with instructor at \$18.00 per hour. (One hour of tutoring equals 1 hours of class time.) Makeup sessions should be personally arranged with individual instructors. Failure to complete the hours of classroom attendance required for the course will result in an "incomplete" assessment by the Institute, and any Certificate of Completion or transcript will be withheld until all required hours are completed. Missing more that 30 % class hours will result in an automatic drop, forfeiting all hours and payment.

### Required Material:

Students must bring their own basic supplies (e.g. linens, lotion, etc.) and any required material for course.

See web site for Course requirements - <http://gotohhi.org/electives/>

**The Institution reserves the rights to limit registration, add or remove programs, postpone, cancel or change dates, hours, change instructors or raise tuition fee from any published material or electronic advertisement.**

**Questions:** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education and /or the California Massage Therapy Council (see address on page 10).

**Hands on Healing Institute is a private institute licensed to operate by the Bureau of Private Postsecondary Education for MT250, MT300, MT500 Massage Therapy Programs and all continuing education courses.**

**Provider Approved by California Board of Registered Nursing.**

***"True healing is found in the memory of wholeness" Deepak Chopra***

# **Advanced Electives Price List**

**Early Bird Discount: 15 Hours or less (\$10) & 16 Hours or more (\$20)**

**Note:** The cost of the additional CEU hours will vary depending on the electives you choose to take. It can range from \$3,110.00 to \$7,000.00. The time it will take you to complete 500 hours will also vary depending on the schedule of classes.

Aromatherapy I 8 hours \$140 (+Oils \$50.41)	Focus on Fascia Shoulder Girdle/Rotator Cuff 14hrs \$243
Aromatherapy II 20 hours \$314 (+Oils \$115.49)	Focus on Fascia: Plantar Fasciitis 7 hrs \$135
Aromatherapy III 20 hours \$314 (+Oils \$112.16)	Focus on Fascia: Headaches / Sinus / Neck Pain 14hrs \$243 (+Oil)
Aromatherapy IV 32 hours \$485 (+Oils \$166.11)	Focus on Fascia: Myofascial Stretching 7 hrs \$243
Aromatherapy V 32 hours \$485	Focus on Fascia: Scar Tissue 7 hrs \$135 (+Oil)
Aromatherapy Blending 7 hrs \$156	Focus on Fascia: Scoliosis 7 hrs \$135
Aromatherapy Lab: Meditation/Stretching 2 hrs \$20	Focus on Fascia: Skin Rolling 9 hrs \$166
Aromatherapy Spa Facial Massage 14 hrs \$243 + \$50 (kit)	Focus on Fascia: TMJ Conditions 7 hrs \$135
Aromatherapy: Meridian Massage 18 hrs \$270 (+Oil)	Focus on Fascia: Unwinding 14 hrs \$243
Artist's Way For Bodyworkers 26 hrs \$358	Focus on Fascia: Visceral Release for Digestion 9 hrs \$166
Bridging The Gap 20 hrs \$20	Gemstone Therapy 14 hrs \$243
Brush Up Your Swedish 7 hrs \$135	Heated Stone Massage 7 hrs \$238
Chair Massage I 21 hrs \$328	Introduction to Fascial Anatomy 6 hrs \$112
Chair Massage II 21 hrs \$328	Introduction to Modalities 2 hrs FREE
Chair Massage III: Focus on Fascia 21 hrs \$328	Kinesiology/Advanced Anatomy Legs & Feet 18 hrs \$270
Crystal Therapy 14 hrs \$243	Kinesiology/Advanced Anatomy Back & Neck 18 hrs \$270
Deep Tissue Fundamentals 12hrs \$212	Kinesiology/Advanced Anatomy Arms & Hands 18 hrs \$270
Deep Tissue - Legs & Feet 19 hrs \$285	Lomi Lomi: Fundamentals 21 hrs \$328
Deep Tissue - Back & Neck 19hrs \$285	Lymphatic Massage I 28 hrs \$428
Deep Tissue - Arms & Hands 19 hrs \$285	MBLEx Prep Course 18 hrs \$270
Deep Tissue - Synthesis/Clinic 30hrs \$450	Nutritional Awareness 7 hrs \$135
Energy Therapy I 20 hrs \$314	Philosophy of Oriental Medicine I 18 hrs \$305
Energy Therapy II 20 hrs \$314	Philosophy of Oriental Medicine II 21 hrs \$328
Energy Therapy III 30 hrs \$471	Philosophy of Oriental Medicine III 11 hrs \$197
Energy Therapy IV 30 hrs \$471	Polarity Practitioner Modules 6 hrs \$112
Ethics: Boundry Settings 3 hrs \$57	Pregnancy Massage 16 hrs \$275
Focus on Fascia I 21 hrs \$328	Rebook Every Time 6 hrs \$112
Focus on Fascia II 21 hrs \$328	Reflexology: Ear/Hand/Foot 28 hrs \$428
Focus on Fascia III 21 hrs \$328	Reflexology: Face 12 hrs \$235
Focus on Fascia IV Advanced Techniques 14 hrs \$243	Reiki I: 12 hrs \$224
Focus on Fascia: Arthritis/Joint Pain 7 hrs \$135 (+Oil)	Reiki II: 14 hrs \$259
Focus on Fascia: Breast Care 7 hrs \$135 (+Oil)	Shiatsu Basic Course 48 hours \$800
Focus on Fascia: Carpal Tunnel Syndrome 7 hrs \$135	Social Media for your Business 3 hrs \$57
Focus on Fascia: Dialoging 7 hrs \$135	Sports/Fitness Fusion Massage 21 hrs \$328
Focus on Fascia: Fibromyalgia 7 hrs \$135 (+Oil)	Taking Care of Your Tools 3 hrs \$57
Focus on Fascia: Pelvic Girdle/Low Back 14 hrs \$243	Trigger Point Therapy 21 hrs \$328
Focus on Fascia: Deep Mobilization 21 hrs \$328	Vibration and Sound Therapy 7 hrs \$135
Focus on Fascia: Oscillations 14 hrs \$243	

## STUDENT TESTIMONIALS

"This has been a profound experience for me on so many levels: a rich body of knowledge combining practical information with philosophy, relationships with wonderful new people, and much love and fun."

**Laila C., Pasadena**

"I feel confident and ready to start my business and know if I ever have any questions that I can call any instructors to get answers."

**Gary C., Pasadena**

"The feeling I got when I walked in the first day was of excitement and compassion. I knew this is where I wanted to study. I was truly blessed to be a part of this school and walk out of here with an open heart and the knowledge to find success in this world."

**Shannon P., Burbank**

"I found myself immersed in and completely embraced by the school. I was taught extremely well to touch with care, responsibility and skill. The teachers are highly effective at creating an enjoyable and inspiring environment as well as providing a comprehensive and well designed program."

**Rebecca C., Tujunga**

"After 20 years of being away from school, I couldn't believe it could be this fun! Now I can walk with my head high knowing I have accomplished something that no one can take away from me. I am now a "certified massage therapist". Thanks to Hands On Healing for all their help and support."

**Cris N., Alhambra**

"This school teaches more than massage techniques. I leave here with a new perspective on life and people and a greater respect for the soul."

**Tamara M., Castaic**

"My learning experience at Hands on Healing Institute, taught me the language of touch, and has allowed me, through the teachers' example, to reach into my heart and find compassion, to be sensitive to another person's pain (physical/emotional/spiritual) and ways to help relieve it. I have learned to communicate nonverbally with greater sensitivity, to develop more inner awareness, and increase my intuitive capacities through touch. I am grateful."

**Pat C., Arcadia**

"I have been searching for a new journey to take in my life. HHI has helped direct me on my new path. It has opened several doors that I never knew existed. I'm really enjoying this new path."

**Teryl M., La Canada**

"Far beyond my wildest expectations, this class was an amazing exercise in personal growth, expanded awareness, and self-healing, not to mention one of the most empowering and humbling experiences I've ever had. I'm so grateful to all my teachers!"

**Jennifer H., Glendale**

"This school was everything I expected it to be and way more! The teachers are very compassionate and passionate about the school and bodywork. They truly want you to succeed and knew what they taught. While maintaining a great sense of professionalism, I still felt like they were all my friends to where I could give them a big hug. I learned so much and I don't want to stop! I think I want to take every class they have to offer!!"

**Kelly E., Los Angeles**

"I came in thinking I was only going to learn how to be a massage therapist. I never dreamed that I would learn so much about myself. To me, HHI is more than just a 'massage school,' it's a place to learn about the person that was buried deep inside of me, and the person I can become! This school helped me get connected to *me*, which I have not experienced for a long time."

**Rosalynn R., Los Angeles**

"I loved all of it. It really changed me. It's a very caring school and class. I'm so glad that I made the decision to come to this school."

**Rosie A., Pasadena**

*“Strive with diligence and be a lamp unto yourself.”* Buddha

INDEX

ACADEMIC CREDIT POLICY .....	9
ADMISSION PROCEDURES .....	8
ADMISSION REQUIREMENTS.....	7
ADVANCED ELECTIVE POLICIES .....	12
ADVANCED ELECTIVE LIST.....	13
APPROVAL DISCLOSURE STATEMENT .....	9
ATTENDANCE REQUIREMENTS.....	8
CALIFORNIA LICENSING REQUIREMENTS .....	7
CANCELLATION.....	9
CERTIFICATION .....	10
COMPLAINT PROCEDURE/GRIEVANCES .....	10
CLASS SCHEDULES – DAYS & HOURS.....	2
CLASS SIZE.....	8
CLOCK HOUR DEFINITION .....	7
COURSE DESCRIPTION	
MT500 - 300 hour Massage Therapist Program .....	4
MT500 - 500 hour Massage Therapist Program.....	6
CREDIT TRANSFER ABILITY.....	11
CURRICULUM.....	3
GRADING SYSTEM .....	8
HOLIDAYS.....	10
INSTRUCTORS .....	5
LOAN INFORMATION.....	10
MISSION STATEMENT .....	2
PAYMENT SCHEDULE .....	3
PHILOSOPHY.....	2
PHYSICAL FACILITIES.....	7
PLACEMENT ASSISTANCE .....	10
RE-ENTRANCE.....	11
RECORDS RETENTION.....	9
REFUND FORMULA.....	9
SATISFACTORY PROGRESS.....	10
SEXUAL HARASSMENT POLICY .....	10
SCHOOL PERFORMANCE DISCLOSURE.....	ATTACHED
STUDENT CONDUCT POLICY.....	10
STUDENT TESTIMONIALS .....	14
STUDENT TUITION RECOVERY FUND.....	11
SUBSTANCE ABUSE POLICY.....	11
TERMINATION POLICY .....	10
TUITION AND FEES .....	3
TUITION DEFAULT .....	8
TRANSCRIPTS.....	8
WITHDRAWAL/REFUND.....	9

*“Work with the hands is the apprenticeship of honesty. May the work of your hands be a sign of gratitude and reverence to the human condition.”* Gandhi

Rev. 1/16/17