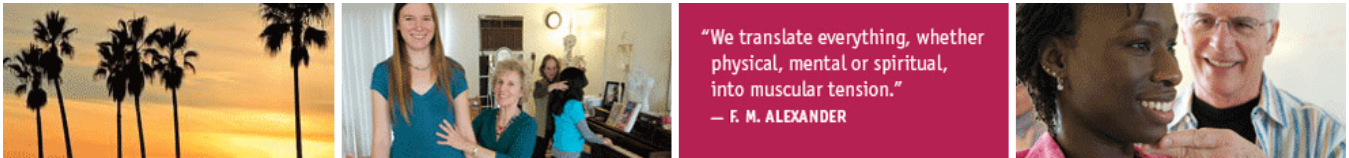




# SCHOOL CATALOG & STUDENT HANDBOOK



August 1, 2019 – July 31, 2020

**Alexander Training Institute of Los Angeles, Inc.**

1526 14th Street, Suite 110

Santa Monica, CA 90404

Tel: +1 (310) 395-9170

[Info@ATInstituteLA.com](mailto:Info@ATInstituteLA.com)

Website: <http://www.ATInstituteLA.com>



## **ATI-LA MISSION**

The Alexander Training Institute provides teacher training in the F.M. Alexander Technique, a system of psychophysical re-education. Our mission is to ensure that trainees develop a deep understanding of and embody the core principles of the Technique, as outlined in F.M. Alexander's books and passed on to the faculty by teachers of previous generations.

While providing a traditional foundation for teaching the Technique, we encourage individual exploration and growth in a supportive, stimulating environment.

We envision our graduates will teach the Alexander Technique, inspiring and empowering the individual to become more conscious through integration of the whole Self, thereby responding effectively to the challenges of an increasingly complex world.

## **WELCOME to ATI-LA**

The eclectic teaching styles of our faculty, based solidly on F. M. Alexander's principles, demonstrate an exciting variety of approaches to teaching the Alexander Technique. We explore teaching classic F. M. Alexander procedures, teaching and learning through daily activities, performance skills, and individual trainees' personal interests. Our trainees benefit from our interest in preserving the traditional pedagogy and exploring new developments in the Technique.

Through our expertise, extensive professional experience, and this unique collective, we offer an exceptionally rich, dynamic Teacher Training Course.

## TABLE OF CONTENTS

Catalogue Date & Contact Information	Cover
Table of Contents	3
ATI-LA Mission Statement	2
Welcome to ATI-LA Statement/Educational Philosophy	2
Administrators/Faculty/Directors	4, 5, 6
Physical Facilities, Housing, Parking, Transportation	7
Teacher Training Course, Schedule & Curriculum	7, 8, 9
Library, Provisional Interval, Post-Grad Studies, Seminars	9
Admissions and Application Requirements	10
Transfer of Credits	11
Tuition & Fees	12
Cancellation Policy	12, 13
Refund Policy	13
Withdrawal and Leave of Absence Policies	13, 14
Financial Aid and Student Loans	14
Trainee Progress and Records	15
Trainee Status and Conduct	15, 16
Attendance Policies	16
Probation and Dismissal	16
Complaints & Grievances	17, 18
Placement Assistance	18
Gainful Employment Job Classification	18, 19
Enrollment Agreement	19
Certificate of Completion	20
State of California	21
Student Tuition Recovery Fund (STRF)	21, 22
Disclosures	22
Addendum A: Attendance & Make-up Policy	23, 24, 25
Addendum B: AmSAT Certification	26

## **DIRECTORS, FACULTY AND ADMINISTRATORS:**

### **Lyn Charlsen Klein, Director, Head of Training, Senior Faculty & Vice-President**



received a B.A. in English from UCLA where she also studied for a Masters Degree in Dance. Lyn was certified to teach the Alexander Technique in 1977, training with Frank Ottiwell and Giora Pinkas at the American Society for the Alexander Technique (A.C.A.T.) in San Francisco. Lyn is currently the Head of Training at ATI-LA. She taught the Alexander Technique at the USC School of Theater from 1980 to 1995 and for the California State University at Los Angeles from 1989 to 1999. Lyn has given lecture/demonstrations and conducted courses for Alexander training programs and the general public in the U.S. and abroad. She has a private practice in Santa Monica and Van Nuys, California.

### **Sydney Laurel Harris, Director, Senior Faculty & President**



received her B.A. in Theater from the University of Minnesota. She was subsequently certified at the American Center for the Alexander Technique (A.C.A.T.) in San Francisco, 1977, where she continued as an assistant trainer for seven years. Although her primary teachers were Frank Ottiwell and Giora Pinkas, she had the opportunity to do post-graduate work with Marjorie Barstow, Patrick Macdonald and Walter and Dilys Carrington. In addition to her private practice and teacher-training at ATI-LA, Sydney has taught the Technique in pain clinics as well as in numerous academic and arts institutions including the music department of the University of California at Santa Barbara (UCSB) and The Music Academy of the West. [www.alexanderusa.com](http://www.alexanderusa.com)

### **Pamela Blanc, Executive Director, Senior Faculty, & CFO**



received her Alexander Teacher Training with Frank Ottiwell and Giora Pinkas at the American Center for the Alexander Technique (A.C.A.T.) in San Francisco (1979) and continued her studies with Marjorie Barstow (1978-1987); Patrick Macdonald (1976-1980); and Walter and Dilys Carrington. Pamela is a Founding Director (1987), Senior Faculty Member and oversees Continuing Education Seminars for ATI-LA. She is Senior Teacher of Jessica Wolf's Art of Breathing. Pamela presents to Alexander Teachers Nationally and Internationally and has recently presented master classes in the Alexander Technique for musicians at Chapman University, California State Fullerton, USC, The Los Angeles Children's' Chorus and privately to LAOpera Young Artists. Pamela has a private practice in Los Angeles <http://www.PamelaBlanc.com>

### **Frances Marsden, Director, Senior Faculty & Secretary**



received a B.A. in Sociology from Liverpool University and a Diploma of Education from Leicester University. She trained as an actor at the Royal Scottish Academy of Music and Drama. Frances was certified to teach the Alexander Technique at the Constructive Teaching Center with Walter and Dilys Carrington in 1981, and followed this with postgraduate work at the Alexander Technique Center Urbana with Joan and Alex Murray. Frances has taught the Alexander Technique at California State University of Los Angeles from 2000-2010 and at USC through the Vocal Department from 2007 to 2013. Frances currently teaches at the Claremont Clarinet Festival, Shakespeare at the Huntington and Occidental College and at her Pasadena studio. [www.artofmovement.com](http://www.artofmovement.com)

### **Michael D. Frederick, Director & Senior Faculty**



received his B.Sc.in 1967 from University of Wisconsin-Whitewater. Alexander Technique Teacher trained by Walter & Dilys Carrington in London certifying in 1978 by The Society of Teachers of the Alexander Technique (STAT). Postgraduate work with first generation master Alexander Teachers Marjory Barlow, Elisabeth Walker, and Marjorie Barstow. He is founding director of the first three International Congresses on the Alexander Technique and is Director of Alexander Technique Workshops International. Michael also trained as an actor at The Bristol Old Vic Theater School and in the work of Sanford Meisner. He is currently teaching the Alexander Technique at The Baron-Brown Studio in Los Angeles. Michael is a former Chairman of the American Society for the Alexander Technique (AmSAT). [www.michaelfrederick.com](http://www.michaelfrederick.com)

### **Babette Markus, Director & Senior Faculty**



received certification as an Alexander Technique teacher at the American Center for the Alexander Technique (ACAT), New York, in 1979. She completed a year-long post-graduate course through ACAT, The Art of Breathing, taught by Jessica Wolf of Yale University in 2006. Training). Babette is a Professor in the School of Theater at both USC and California Institute of the Arts. She has a specialty in working with people with repetitive strain injuries, including musicians, athletes, and computer users. She taught “Alexander Technique for Fitness Instructors” and “Ergonomics and Alexander Technique” at UCLA Extension for many years. She has an extensive dance and movement background, and maintains a private practice in Los Angeles. [www.babettemarkus.com](http://www.babettemarkus.com)

### **Jean-Louis Rodrigue, Director**



received certification from Frank Ottiwell and Giora Pinkas at ACAT-SF in 1980. Since 1988, he has been a member of the faculty at the UCLA School of Theater, Film and Television and the UCLA Herb Alpert School of Music. Jean-Louis has taught at the Los Angeles Philharmonic Institute, Verbier Festival & Academy, and New World Symphony. He has trained and coached actors at Berlinale Talents, Royal Shakespeare Company, Mark Taper Forum, Geffen Playhouse, Pasadena Playhouse, Cirque du Soleil, and on Broadway. Jean-Louis has been teaching workshops through AlexanderTech

Works in Germany, Italy, Spain, Mexico, Switzerland, Australia, and throughout the U.S. [www.alexandertechworks.com](http://www.alexandertechworks.com).

### **Julia Caulder, Faculty**



received her Bachelor of Music degree from the University of Southern California and a Master of Music Degree from Northwestern University. She has sung professionally with the Los Angeles Opera and Opera Pacific. Julia is an AmSAT certified teacher of the Alexander Technique. She was also credentialed in The Art of Breathing with Jessica Wolf in New York City. She teaches the Alexander Technique at Mount St. Mary's College, The Laura Henry Acting Studio, and privately in Santa Monica, California. Julia has taught classes at Santa Monica College Extension and done workshops at Google,

The University of Southern California School of Music, Pepperdine School of Music, and Santa Monica College Music Department. [www.thealexandertechniqueofsantamonica.com](http://www.thealexandertechniqueofsantamonica.com)

### **Meg Jolley, Faculty**



received her B.A. in French from Pomona College and her M.A in Dance from the University of Illinois. She also trained in the Dance Program of California Institute of the Arts, and has danced professionally in New York and Los Angeles. On the Dance Faculty at Pomona College for over 30 years, Meg currently directs the Movement Studies Program, a wing of the Pomona Dance Major, including teaching the Alexander Technique. Meg received her AmSAT Certification from ATI-LA, and a certificate in The Art of Breathing from Jessica Wolf. She is pleased to now offer Experiential

Anatomy at ATI-LA. Meg also teaches the Alexander Technique privately in Pasadena and Malibu.



"We are forced in our teaching at every point to translate theories into concrete processes."  
— F. M. ALEXANDER



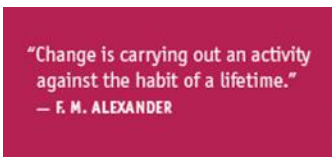
## PHYSICAL FACILITIES:

School Location: 1526 14th Street, Suite 110  
Santa Monica, California 90404  
Tel: +1 310 395-9170  
Info@[ATIInstituteLA.com](mailto:ATIInstituteLA.com)  
<http://www.ATIInstituteLA.com>

The cross street is Broadway Street. Metered parking is available on the street. The school is within 4 blocks of the Metro link station.

The classroom is approximately 300 sq. feet within a two-story commercial building with its own outside entrance; it also has a private patio and bathroom. The room is well-lit room with natural, overhead and floor lamp lighting. The library is housed in this room, as well as a desk. Equipment included in the space are a CD/Video Player and Screen, a white board, and two bulletin boards. There are enough chairs for all trainees as well as guests, and three "AT teaching tables". ATI-LA, the facilities 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.

No dormitory facility is available, and ATI-LA does not provide assistance to prospective trainees for finding housing. The forms of housing available in the area are primarily shared or single rental spaces. Rentals may range from \$900/mo. to \$4000/mo.



"Change is carrying out an activity against the habit of a lifetime."  
— F. M. ALEXANDER



## TEACHER TRAINING COURSE INFORMATION (TTC):

The TTC is a **three-year** program comprised of 1620 training hours leading to *certification* as a teacher of the Alexander Technique. It is a course of study and training in the principles of "psychophysical re-education of the use of self" as discovered by F.M. Alexander: recognition of the force of habit, faulty sensory perception, inhibition, direction, means-whereby and end-gaining. This method of psychophysical re-education develops an in-depth understanding and a highly refined experience of natural coordination and functioning. Participants learn to identify, evaluate and change habitual patterns in daily life.

Course Title: *Alexander Technique Teacher Training Course (TTC)*

Duration: 1620 total training hours

ATI-LA is not accredited by an accrediting agency recognized by the United States Department of Education. However, it is approved by the American Society for the Alexander Technique (AmSAT), the largest professional organization of teachers of the Alexander Technique in the United States.

### **TTC SCHEDULE:**

The three-year training course at ATI-LA is comprised of nine trimesters for a total of 108 weeks. Each School Year has three multi-week trimesters per year, one 13-week trimester, one-12 week trimester and one 11-week trimester. There are 16 vacation weeks per year. The course covers three years - a total of 108 weeks, in nine trimesters. The current class schedule is available on request.

School Holidays: Christmas, New Year's, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, three days for professional meetings (AmSAT annual conference), and individual religious holidays.

Hours: The training program meets in Daily Sessions from 9:30 a.m. to 12:30 p.m., Monday through Friday. The administrative office is open five days a week, 9:00 a.m. to 1:00 p.m..

Important scheduling information (operating hours, holidays, vacations, class schedules, and revisions of them) will be announced to trainees in advance.

### **CURRICULUM:**

Training to become a teacher of the Alexander Technique involves learning to direct others in the discovery and application of the principles. Though it is presented in a group setting, the training is individual. At least 80% of the total class hours consists of practical work in the Alexander Technique. The average ratio of students to certified teachers shall be not more than 5:1 during practical work, and each trainee will receive personal instruction from one or more faculty members each day. Topics not covered during personal instruction time are covered with the whole class in addition to the personal instruction time. The following is a list of topics covered, with estimated hours, during each individual's training:

#### Estimated Breakdown of Training Hours:

Daily personal instruction in the Alexander Technique	342
Understanding postural efficiency at rest and in movement	108
Observation and diagnosis of postural inefficiency	108
Applying the Alexander Technique to skills and activities	254
Use of the self while conveying the Technique to others	288
Communication between teacher-trainee and "student"	152



Anatomy and movement	144
Practice teaching	224

In addition, there is continuing discussion of the Alexander Technique principles and of the body of literature by F. M. Alexander and others regarding the Technique. ATI-LA has a library on location with at least one copy of the books used in class.

### **LIBRARY:**

ATI-LA has an extensive library with books, DVDs and other materials on the Alexander Technique and related topics which is accessible to the trainees. Periodically the trainees will need to purchase reading materials for required reading assignments.

### **ATI-LA ALSO PROVIDES:**

1. Provisional Interval – provides an opportunity to join the TTC to determine whether or not training to be an Alexander Technique Teacher at ATI-LA is appropriate. This Provisional Interval does **not** lead to *certification* as a teacher of the Alexander Technique unless the student continues on the three-year TTC. If the student continues as a trainee on the three-year TTC within six months of completion of the six-week provisional period, credit hours may be applied toward hours for *certification*.
2. Post-Graduate Studies – provides an opportunity for certified teachers of the Alexander Technique to join the TTC to refine and refresh their teaching skills. The cost is determined by the hours spent on the course.
3. Seminars – for the community of certified Alexander Technique Teachers and the public.



## **ADMISSIONS/APPLICATION REQUIREMENTS:**

Trainees may be accepted for enrollment at the beginning of each trimester in which openings remain.

Prerequisite: it is required that at least 30 private lessons have been taken before being admitted to the training program. Of these, a minimum of two lessons must be with the Directors/Faculty of ATI-LA.

Trainees should be able to participate in the English language-based course with an ability to comprehend the daily work and to communicate effectively. A student should have a minimum score of 80 on the TOEFL iBT Test or have completed a high school or higher level ESL program.

ATI-LA is not eligible for student visas and does not provide services related to visas and/or US residency status. ATI-LA does not vouch for student visa and/or residency status and will not be responsible for any charge related to student visa and/or residency status.

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. An interpreter will be provided who can interpret the material at the student's written request.

Required documentation:

1. A letter of recommendation from the applicant's Alexander Teacher(s) is required.
2. Copy of High School Diploma or equivalent or higher. The State of California requires all enrollees to have a high school diploma or its equivalent. \*
3. Application
4. \$50 non-refundable application fee

\*California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate.

Under CEC §94904(a) an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). This school accepts Wonderlic Basic Skills Test (WBST) Verbal forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 with a passing score of Verbal – 200 and Quantitative – 210.

## **RIGHT TO REFUSE ADMISSION:**

The Alexander Training Institute of Los Angeles is an educational, nonsectarian, nondiscriminatory teaching institution. However, the Director(s) reserve the right to refuse admission.

## **TRANSFER OF CREDIT HOURS TO & FROM OTHER EDUCATIONAL INSTITUTIONS:**

*NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:* The transferability of credits you earn at ATI-LA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the *hours or certificate* you earn in *teacher training of the F.M. Alexander Technique* is 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 ATI-LA to determine if your *credits or certificate* will transfer.

ATI-LA has no binding agreements with other Educational Institutions, including other AmSAT-approved training courses. The maximum number of credit hours that ATI-LA will accept from another school is 1060 credit hours. If the trainee has had previous training at an AmSAT approved, AmSAT Affiliated Society approved teacher training course appropriate credit may be allowed at the discretion of ATI-LA's Co-Director(s). An assessment of the applicants understanding of the Alexander Technique and the applicant's skill level will be done by one of the Directors. If the applicant feels the assessment is inappropriate, he/she may apply to another Co-Director of the course. ATI-LA does not offer credits for experiential learning (life experience).

To receive a certificate of completion from ATI-LA, the last year of training must be completed at ATI-LA. The final year of training is 36 weeks or 540 hours. The first two years or 1060 hours may have been completed on another course. The completion of hours at another course for Alexander Technique Teacher Training should be documented by that courses' Director of Training. ATI-LA has not entered into specific transfer or articulation agreements with any other training courses.

## TUITION AND FEES:

Application Fee (non-refundable)	\$50.00	<b>Due with application</b>
Deposit (Tuition: non-refundable)	\$200.00	<b>Due one month prior to start date</b>
STRF (non-Refundable)		<b>NA</b>
TOTAL CHARGES DUE UPON ENROLLMENT:	\$250.00	
TOTAL CHARGES (TUITION) DUE FOR CURRENT PERIOD OF ATTENDANCE:		<b>Due Two weeks prior to start of trimester</b>
13 week Fall Trimester	\$3,250.00	
12 week Winter Trimester	\$3,000.00	
11 week Spring Trimester	\$2,750.00	
Annual Tuition:	\$9,000.00	
Tuition Total for the Full Three-year Course	\$27,000.00	
Possible fees if additional time is required*	*\$250/week	
TOTAL PROGRAM CHARGES:	<b>\$27,050.00</b>	

### Other Fees:

- Reading material required during the course may be borrowed from the ATI-LA library or be separately purchased at the trainee's personal expense. ATI-LA will provide additional handouts.
- Additional fees may apply if make-up time is required and/or the trainee requires additional time to fulfill the requirements of certification.

### Cancellation Policy:

The trainee has the right to cancel the enrollment agreement and obtain a refund using the following guideline:

- 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.
- The effective date of notice of withdrawal will be the postmark date, or the date of the email to which the PDF of the notice is attached or the date on which the notice of withdrawal is delivered to ATI-LA by the Trainee.

- The written notice is to be sent to Lyn Charlsen Klein, Head of Training, Alexander Training Institute of Los Angeles, 1526 14<sup>th</sup> St., Suite 110, Santa Monica, CA 90404 or [lynteaches@sbcglobal.net](mailto:lynteaches@sbcglobal.net) or [Info@atinstitutela.com](mailto:Info@atinstitutela.com).

### Refund Policy:

The trainee has a right to a full refund of all charges according to the above cancellation policy. The trainee is entitled to a refund of moneys not paid from federal trainee financial and program funds. In addition, the trainee may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the trainee has completed 60% or less of the instruction of the first trimester.

If a trainee has attended 61% or more of the first Trimester and withdraws, there will be no refund.

% or attendance time	Amount of Refund
Up to 10% of course	90%
25%	75%
50%	50%
61%	No Refund

### WITHDRAWAL and LEAVE OF ABSENCE POLICIES

#### Withdrawal

Trainees who withdraw from the course once they have completed 61% or more of the first trimester of the course are **required to give 6-weeks written notice** or they will be responsible for payment of the whole trimester involved.

#### Leave of Absence

Trainees who need to take time off during a trimester but are not withdrawing from the course are responsible for payment for the whole trimester involved. **Six-weeks' written notice is requested** for Leave of Absence.

The trainee taking the leave of absence will become eligible to re-enter the class at the first subsequent opening. In this case, the total course fee would increase by that amount, since the trainee would still be expected to attend and pay for his/her full 1620 hours of training.

If a trainee is taking a leave of absence due to hardship, along with the six-weeks' notice the trainee may petition ATI-LA, in writing, to waive a portion of the payment for the trimester involved. Granting such a waiver will be at the discretion of the directors.

#### Mandatory Leave of Absence

If the School Directors determine that an injury or illness creates a safety hazard to other persons at the school, or otherwise significantly prevents a trainee from participating in his or her program of study at

the desired level of commitment and/or skill, the School Directors may, with or without warning, issue a Mandatory Leave of Absence. Notification will be via a written notice indicating the date range and reason for the Mandatory Leave of Absence. The School Directors will propose a means whereby the trainee can make up incomplete coursework. This Mandatory Leave of Absence is in lieu of dismissal from the school because the School Directors have determined that upon healing from the injury or illness, the trainee will be able to reenter their program of study at the desired level of participation. If a trainee does not agree to the terms of the Mandatory Leave of Absence, the trainee can choose to withdraw from the school (See “Trainee Right to Cancel”).

## **FINANCIAL AID & STUDENT LOAN INFORMATION:**

**ATI-LA does not participate in or administer any Federal or State financial aid programs.**

The following information is required by the State Bureau for Private and Postsecondary Education:

- If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
- 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 is eligible for a loan guaranteed by the federal or state government and the student defaults on the 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 assistance until the loan is repaid.
- 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 is eligible for a loan guaranteed by the federal or state government and the student defaults on the 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 assistance until the loan is repaid.

***NOTICE: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE. \****

\*ATI-LA doesn't provide loans; however, tuition is collected by term.

## **TRAINEE PROGRESS/RECORDS MAINTENANCE:**

The trainee's first year will represent a probationary period, terminating with a Director/faculty appraisal to consider the trainee's suitability for continued training. If commitment is made to continue the course, dismissal will occur only in the case of unsatisfactory work or conduct as determined by the Director/Faculty of the school.

State Law requires that progress reports be kept. No "letter grades" are given; a student's progress is assessed by the faculty based on skill level and understanding of the Alexander Technique. Progress reports will be written at least three times a year, and these will be available to the trainee for perusal and discussion. Records include transcripts, attendance log, copy of certificate granted and the date granted, the course on which the certificate is based, and if applicable withdrawal & cancellation logs. ATI-LA will *permanently maintain trainee transcripts only*. Trainees are cautioned that State Law requires this institution to maintain trainees' records for only five years.

### **Satisfactory Progress**

A trainee must maintain a satisfactory level of progress throughout the year. The faculty meets regularly to discuss trainees' progress. If a trainee's work is deemed unsatisfactory, he/she will be notified with a written evaluation of unsatisfactory progress and will be put on probation as outlined below. Any problems occurring after a probation period can become possible grounds for further administrative action (including possible expulsion) without a new probation period.



## **TRAINEE STATUS AND CONDUCT:**

### **AmSAT Conduct**

The American Society for the Alexander Technique (AmSAT) is a professional organization of Alexander Technique teachers in the United States. ATI-LA is approved by AmSAT, provides training that meets the AmSAT Teacher Certification requirements, and abides by AmSAT's By-Laws. Becoming a trainee on an AmSAT approved training course automatically confers AmSAT trainee membership to the trainee. If a fee is required, it will be paid by the trainee.

As trainees of ATI-LA and trainee members of AmSAT, trainees are expected to abide by AmSAT's Code of Professional Conduct during their time on the training course. If a trainee's conduct violates the Code as determined by the Director, faculty and, if necessary, AmSAT's Professional Conduct Committee, the

trainee may be dismissed from the course. Trainees will be provided AmSAT's professional conduct policy during the enrollment process.

### **ATI-LA Conduct**

Trainees are expected to conduct themselves as students in an environment of positive learning. Any marked departure in the form of conduct detrimental to this environment, as determined by the Directors/Faculty, could result in dismissal.

### **ATTENDANCE:**

**Attendance is mandatory** at each of the five sessions per week. State law requires that absences be recorded, and failure to attend regularly could result in dismissal. The Attendance Policy can be found in ATI-LA's catalogue and a separate copy will be provided. Additional fees may apply if make-up time is required and/or the trainee requires more time to fulfill the requirements of certification.

### **PROBATION & DISMISSAL**

A trainee may be put on probation for excessive absence or lateness, as outlined above, for any of the dismissal reasons outlined below, the trainee will be notified in writing of his or her probationary status, the reason(s) for the action, the expectations for advancement through the probationary period, and the date that the probationary period will end. Probation will end with a faculty-trainee meeting wherein the trainee will either be taken off of probation or dismissed. Once a trainee has been put on probation for any reason, any continued unexcused lateness or absence will become possible grounds for further administrative action including possible expulsion without a renewed probationary warning. Determination of the need for a probationary warning is made by the School Directors.

A trainee may be dismissed from the school because:

1. It has been determined that the trainee is not able or willing to participate in the program at the desired level of commitment and/or skill; because he or she lacks the mental, emotional or the physical health to successfully complete the program; or because he or she lacks the maturity to complete the program. Such dismissal will be preceded by a written probationary warning as indicated above. Determination of the need for such a probationary warning and dismissal is made by the School Directors upon the recommendation of the faculty.
2. A trainee may be dismissed from the school for behavior creating a safety hazard to other persons at the school, for disrespectful behavior to other trainees, administrators, faculty members, for sexual misconduct, or for any other stated or determined infraction of conduct. Depending on the severity of the behavior, such dismissal may or may not be preceded by a probationary warning. The possession of weapons or firearms in school facilities is grounds for immediate dismissal.
3. ATI-LA is a drug-free campus. Such laws are strictly enforced and violations can lead to dismissal from the school.



## COMPLAINTS/GRIEVANCES:

Trainees may register complaints verbally or in writing to the Directors of the school. Directors can be regularly available one-half hour before and after scheduled class hours. If a complaint is against a Director, a Director/Faculty member will be appointed by the Board of Directors to fulfill the obligations of investigating a complaint. Any questions or complaints that have not been satisfactorily answered by the Directors of ATI-LA may be addressed to **The American Society for the Alexander Technique (AmSAT), Attention: Professional Conduct Committee (PCC)**. Please see the following link: <http://www.amsatonline.org/members/committee/professional-conduct> .

Additionally, questions and complaints may also be made to the **BPPE** at any time:

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, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897

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).

Directors have the authority:

1. To investigate complaints, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.
2. To reject the complaint if, after investigation, it is determined to be unfounded, or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.
3. To record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the trainee's file, and make an appropriate entry in the log of trainee complaints.
4. If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the trainee, to notify the Council, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the California Evidence Code.
5. If the complaint is valid, to determine what other trainees, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those trainees.
6. To implement reasonable policies or procedures to avoid similar complaints in the future.
7. To communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

If a trainee orally delivers a complaint and the complaint is not resolved either within a reasonable period or before the trainee again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedures.

If a trainee complains in writing, the institution shall, within 10 days of receiving the complaint, provide the trainee with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be noted.

The trainee's participation in the complaint procedure and the disposition of a trainee's complaint shall not limit or waive any of the trainee's rights or remedies. Any document signed by the trainee that purports to limit or waive the trainee's rights and remedies is void.

## **PLACEMENT ASSISTANCE:**

### **This Educational Program may result in freelance or self-employment.**

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day of 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises that work style.

ATI-LA offers no placement assistance for graduates. Qualified teachers are eligible to become members of the American Society for the Alexander Technique (AmSAT) and have their names and particulars included in the list of teachers that is circulated nationally in response to requests for information about the Technique. All ATI-LA graduates are also eligible to be listed on the Resources page of ATI-LA's website.

## **GAINFUL EMPLOYMENT JOB CLASSIFICATIONS**

### **Job Classifications List for Employment and Self-Employment**

Employment may be found in various related fields. The following is a list of job classifications, obtained through the Department of Labor's Occupational Classification Codes:

- 25-1120 (Arts Communications, and Humanities Teachers, Postsecondary)
- 25-3021 (Self-Enrichment Education Teachers)
- 25-3099 (Teachers and Instructors, All Others)
- 27-1019 (Artists and Related Workers, All Other)
- 27-2000 (Entertainers and Performers, Sports and Related Workers)
- 27-2020 (Athletes, Coaches, Umpires, and Related Workers)

27-2030 (Dancers and Choreographers)

27-2040 (Musicians, Singers, and Related Workers)

27-2090 (Miscellaneous Entertainers and Performers, Sports and Related Workers)

An objective source of information used to substantiate the salary disclosure is found at The US Department of Labor, Bureau of Labor Statistics. [http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm)

### **ENROLLMENT AGREEMENT:**

Trainees are required to sign an enrollment agreement before entering the TTC. This agreement contains a statement that trainees will not undertake to teach the Alexander Technique or to present themselves as teachers until they have received a Certificate of Completion.

Prior to signing the enrollment agreement, the enrollee will receive and read the following documents:

1. A copy of this catalogue.
2. A copy of the enrollment agreement.
3. A copy of the School Performance Fact Sheet.
4. A copy of AmSAT Professional Conduct requirements from the Members' Handbook.
5. A copy of AmSAT's Teacher Certification Requirements.
6. A copy of ATI-LA's Three-year Objectives.
7. A copy of the Attendance Guidelines from ATI-LA Handbook.





## CERTIFICATE OF COMPLETION:

Issuance of a Certificate of Completion will depend on:

1. The completion of a minimum of 1620 hours by the trainee,
2. The agreement of the Directors and Faculty of the ATI-LA that the trainee has obtained a satisfactory level of proficiency teaching the Alexander Technique
3. Trainee has met the requirements for Teacher Certification established by the American Society for the Alexander Technique. Document attached.
4. Completed payment of any monies owing.

If all the conditions have been met the trainee will receive a Certificate of Completion signed by a Co-Director of ATI-LA.

If a trainee does not meet the level of proficiency required at the completion of the prescribed 1620 hours, continued course of study will be arranged mutually between the Directors of ATI-LA and the trainee.

ATI-LA abides by and enforces the AmSAT rule that all trainees must undertake not to hold themselves out as Alexander Teachers, nor teach the Alexander Technique, except as supervised and permitted by the Training Directors, until they have duly qualified and have received an official Certificate of Completion from ATI-LA.

*Teaching the Alexander Technique is not a licensed profession.*

## **STATE OF CALIFORNIA:**

The Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.

## **STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES:**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"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 are 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 non-collection 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."

#### **GENERAL DISCLOSURES:**

The Alexander Training Institute of Los Angeles, Inc. (henceforth known as "ATI-LA") offers a three-year professional teacher training course leading to *certification* as a teacher of the Alexander Technique.

ATI-LA is a California corporation, incorporated in September 1987.

The Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.

ATI-LA is a private institution that it is approved to operate and offer educational programs for non-accredited institutions by the California Bureau of Private Postsecondary Education (BPPE), and that approval to operate means compliance with minimum standards contained in the California Education Code and the California Code of Regulations.

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.

You are also encouraged to review the Professional Conduct requirements from the AmSAT Members' Handbook, and AmSAT's Teacher Certification Requirements.

This catalogue is updated annually and is available on ATI-LA's website [www.ATIInstituteLA.com](http://www.ATIInstituteLA.com) or by request at [Info@ATIInstituteLA.com](mailto:Info@ATIInstituteLA.com).

## ADDENDUM A:

### ATTENDANCE AND MAKE-UP POLICIES

#### Attendance:

**Attendance is mandatory** at each of the five sessions per week. State law requires that absences be recorded, and failure to attend regularly could result in dismissal.

#### Definitions:

- **ATI-LA School Year** = Three Consecutive Trimesters, initiated by the trimester in which the trainee's start date occurs.
- **"Absences"** = Daily Sessions or partial sessions missed.
- **"Make-up credits"** = the *allowed* credits given for making up absences.
  - May *only* be applied to absences that have already occurred.
  - Are *only* transferrable between **trimesters** of a given ATI-LA School year.
  - Are *not* transferrable between ATI-LA School **Years**.
  - Need to be completed prior to graduation.

#### Attendance Policy:

##### *Applicable During All Three School Years of Training:*

1. Maximum allowed absences (for whatever reason) not requiring make-up credits: no more than six (6) in each ATI-LA School Year.
2. Maximum allowed make-up credits: no more than ten (10) for each ATI-LA School Year.
3. Absences (for whatever reason) exceeding sixteen (16) per ATI-LA School Year will automatically add required additional time on the training course at the trainee's expense.
4. Make-up credits can be obtained as follows:
  - Attendance of annual ACGM workshops and participation on ATI-LA recognized residential courses that have designated sessions for trainees with applicable credit as follows:
    - Three-hour workshops = make-up credit for **one Daily Session**.
    - to 1.5-hour workshops = make-up credit for **one half session**.
    - Small groups and private lessons at these events = credit for **one half session**.

##### *Applicable During the First Two School Years of Training only:*

Make-up credits can also be obtained as follows: Private lessons, but these may *only* be with an ATI-LA Board/Faculty member, the trainee's original teacher, or any teacher with ten (10) or more years' teaching experience who is a member of AmSAT or an AmSAT Affiliated Society. One private lesson = make-up credit for one Daily Session.

*Applicable During the final/third School Year of Training:*

Make-up credits can also be obtained as follows: Private lessons, but these may *only* be with an ATI-LA Board/Faculty member or a training director of an AmSAT approved training program or AmSAT Affiliated Society. Such lessons are to be teacher-training oriented.

### **Tardiness**

Students arriving to class more than 15 minutes late will be marked for tardiness according to the amount of time missed. This missed class time will be recorded cumulatively at the end of each trimester and such time will be subject to these attendance requirements, including make-up sessions, if applicable.

### **Leave of Absence**

Trainees who need to take time off during a trimester but are not withdrawing from the course are responsible for payment for the whole trimester involved. **Six-weeks' written notice is requested** for Leave of Absence.

The trainee taking the leave of absence will become eligible to re-enter the class at the first subsequent opening. In this case, the total course fee would increase by that amount, since the trainee would still be expected to attend and pay for his/her full 1620 hours of training.

If a trainee is taking a leave of absence due to hardship, the trainee may petition ATI-LA in writing, along with the six-weeks' notice to waive a portion of the payment for the trimester involved. Granting such a waiver will be at the discretion of the directors.

### **Further Notes regarding Study in another Training Program:**

- To receive credit from another training course, that course must be AmSAT-approved or approved by an AmSAT Affiliated Society.
- While not a requirement, the best practice would be to arrange communication between the training directors of each course before traveling to another course.
- Upon entry/re-entry to ATI-LA from another course, you will be required to provide written documentation of your hours from the training director, whose course you attended. Your progress will also be assessed by ATI-LA training director at this time.

### **Outside work (Cal Arts, USC, Chapman, Private groups with faculty):**

Trainees assisting faculty outside of the training course must first have permission of the Head of Training and be in their final term of training.

### **Transferring from another training course:**

Acceptance of hours from a previous training course is at the complete discretion of ATI-LA's Head of Training and faculty. In order to have a signed teaching certificate from ATI-LA, the trainee is required to spend the full final year on ATI-LA's course at a minimum.



## **ADDENDUM B:**

### **AmSAT TEACHER CERTIFICATION REQUIREMENTS**



The AmSAT mission is to establish the Alexander Technique as a basic and recognized resource for health, productivity, and well being.

#### **TEACHER CERTIFICATION REQUIREMENTS:**

In order to be eligible for Certification by the American Society for the Alexander Technique, an individual must demonstrate a high level of proficiency in each of the following areas:

1. An understanding of Alexander's basic concepts: use of the self, direction, inhibition, primary control, end gaining and the means whereby, doing and non-doing, faulty sensory appreciation, and conscious control.
2. An ability to maintain a high standard of use of the self throughout one's daily activities.
3. An ability to maintain a high level of use of the self while teaching the Alexander Technique.
4. An ability to convey to the student, in one's own words, as well as through the use of one's hands, the basic concepts of the Technique.
5. A thorough knowledge of F. M. Alexander's writings, his life, and the history of the Technique; and a familiarity with the other literature pertaining to the Technique.
6. A basic knowledge of anatomy and physiology as it applies to the principles of the Technique.
7. Familiarity with the purpose of — and proficiency in performing and teaching — Alexander's basic procedures: individual lessons, chair work, table work, monkey, "whispered ah," putting hands on the back of a chair, and lunge.
8. An ability to apply the principles of the Technique while observing and assisting the student in the performance of specialized skills, and an ability to aid the student in applying this knowledge to him/herself.
9. An ongoing commitment to pursue post-graduate study in the Alexander Technique in order to develop and improve one's use of the self and teaching skills.

**AmSAT Handbook – Member Edition © 2014, American Society for the Alexander Technique, Inc.**